



# BEARWOOD PRIMARY SCHOOL

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## Bearwood Primary School Tapestry Policy

### Policy Aims

Bearwood Primary School ensures that all children in the Foundation Stage have an online personal journal which records photos, observations, comments and assessments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us. This evidence is used alongside their Writing Books (in Reception) and Creative Folders which track each child's individual progress throughout our EYFS.

### Procedures

- Bearwood Primary School uses an online Learning Journal system (Tapestry), allowing staff and parents to access the information from any computer via a personal, password-protected login.
- Staff access allows input of new observations, photos and assessments or amendment of existing observations and photos.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent logins do not have the necessary permission to edit existing material.
- Observations input into the Tapestry system may be validated by a manager before being added to the child's Learning Journal.
- Parents logging into the system are only able to see their own child's journal.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's journals, and to protect images of other children that may appear in any photos contained in their child's journal.
- New observational entries to a child's journal will usually be uploaded within two weeks of the observation being made. Observations and updates to the journal may not occur every day that the child attends.
- In all written observations, other children are referred to by an initial, not necessarily that of their name.
- Parents can request a hard copy of their child's tapestry journal at the end of the academic year.
- Bearwood Primary School will try wherever possible to allocate "Tapestry time" per week to each member of staff to enable them to upload observations (e.g. during PPA time for teachers or during story time for LSA's). Any overflow will have to be completed in staff's own time.
- Tapestry is not used as a general communication tool between school and home. A child's journal is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.
- Parents must contact the school through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

### Security

The Tapestry online Learning Journal system is hosted on secure dedicated servers based in the UK. The server host takes security very seriously, both online and physically. You will notice that the 'https' prefix in the website address denotes that it is a 'secure' site. Any photos taken on the school camera will be uploaded into Tapestry periodically by the school staff, and then deleted from any hardware. Media taken using the setting's iPad camera will be uploaded into Tapestry and then deleted from the iPad periodically. Access to information stored on Tapestry can only be gained by unique user I.D. and password. Parents can only see their own child's information and are unable to login to view other children's journals. Once a child leaves Bearwood Primary School, a request will be made for their data to be deleted. After 30 days (to allow for mistakes), the data will be irreversibly deleted. Parent access to Tapestry will be revoked immediately the child leaves and will only be reinstated if the child returns to the setting. If a member of staff leaves Bearwood Primary School, their access to Tapestry will be revoked immediately and their details deleted from the system. Parents must NOT upload any media from Tapestry onto social media sites.

### Staff access

- Staff (only those with full access - Managers and Teachers) may access Tapestry at home through the use of their secure log-in.
- Staff must ensure they do not save photographs from Tapestry onto their own personal laptop/tablets.
- Staff must ensure they log out once they have finished.
- Staff must not allow anyone in their family or home to access Tapestry.