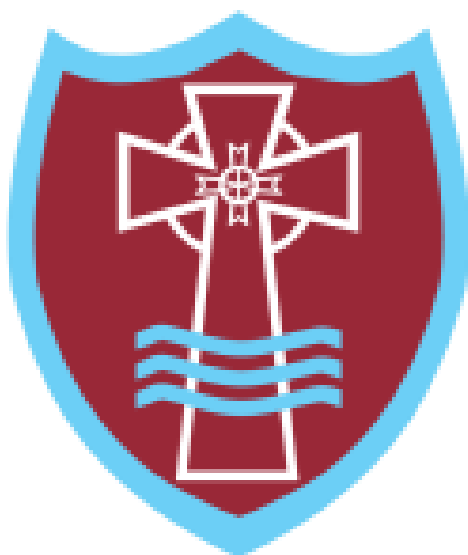


St Aidan's Catholic Primary Academy



EYFS Tapestry Policy

Amended: September 2024

Review date: September 2025

Mission Statement

“Together we all enjoy learning, achieving, sharing and praying. Let Jesus’ love shine through in everything we do”

Our school vision statement

Here at St Aidan’s we are passionate about our children being happy, safe and healthy. We aim for children to learn in an inclusive, engaging environment; enabling them to be lifelong learners who know more, remember more and can do more in the wider world.

EYFS Tapestry Policy

Aims:

St Aidan’s Catholic Primary Academy ensures that all children in the Early Years Foundation Stage have an online personal journal which records photos, observations, comments and assessments, in line with the seven areas of learning, to build up a record of each child’s achievements during their time with us. Evidence is used to track each child’s individual progress throughout our EYFS.

Procedures:

- St Aidan’s Catholic Primary Academy use 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.
- Parents 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 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 must sign an agreement form before they have access to Tapestry. Agreeing not to give out their log in details, not to put any photos or videos on any social media and not to use any information from a group photo for anything other than viewing their child’s learning.
- The journal is started once the child has started Nursery.

- Most observations are done immediately and on the spot but if they are not uploaded straight away they will be updated in a timely manner. Observations and updates to the journal may not occur every day that the child attends.
- Not all observations will be made visible to parents as some of these observations are for assessment and tracking purposes only.
- Parents can request a hard copy of their child's Tapestry journal at the end of the academic year.
- 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.

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 St Aidan's Catholic Primary Academy, 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 St Aidan's Catholic Primary Academy, 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.

This policy has been agreed by:



.....

.....Date: September 2022

Headteacher



.....

.....Date: September 2022

Chair of Governors