



Tapestry on-line Learning

Journal EYFS Policy

Date policy next
reviewed:

January 2027

Signed by:

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Headteacher

Date: January 2026

Chair of
governors

Date:

Tapestry on-line Learning Journal EYFS Policy

Aims:

At Quinton Primary School and Nursery, we use Tapestry software to provide an online Learning journey for the parents to follow their child's learning. We would like all parents to be able to access the Learning Journal in any way they choose and be able to contribute to their child's learning and development electronically if they wish. Our aim is to ensure that all the data, that is uploaded, is secure before parents have access to their children's journals.

Procedures:

- We use an online Learning Journey 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 and photos 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 log-ins do not have the necessary permission to edit existing material.
- Observations input into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey.
- Parents logging into the system are only able to see their own child's Learning Journey.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journeys, and to protect images of other children that may appear in any photos contained in their child's Learning Journey. Photographs containing images of your child and of other children will be for personal use only. This means that the information cannot be shared with others, or published in any way, without the explicit written consent from (*enter setting*) and the parents or carers of those children who are included in the photographs. For example, any such photographs cannot be posted onto a social networking site or displayed in a public area.
- The Learning Journey is started once the child has started in The Early Years Foundation Stage. During the first term, entries will be made more frequently as staff get to know the children.
- Tapestry must not be used as a communication tool between School and home for extreme cases such as separation issues, behavioral crisis, serious health incident, significant development concern or significant safeguarding issue. These issues must be directly reported to the class teacher or e-mailed to the school office to be passed on.

- A child's learning journey 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.

Safe Use Agreement:

- Staff must not share log in or password details with anyone not employed by (*enter setting*).
- Staff should not share any information or photographs relating to children with any person not employed by Quinton Primary School and Nursery.
- Staff will take all responsible steps to ensure the safe keeping of any portable devices e.g. tablet that they are using and report any missing devices.
- All entries on Tapestry must be appropriate and relevant.
- All entries on Tapestry remain the property of Quinton Primary School and Nursery.
- At all times staff must comply with the Child Protection / Safeguarding policies
- Should we find parents/carers using Tapestry inappropriately their access may be terminated.
- Parents are given the right to opt out of this system if they wish.

Security:

- The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique user id and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.

Dear Parents,

All children in Nursery and Reception have a personal on-line 'Learning Journey' which records photos, observations and comments, in line with the Early Years Foundation Stage. This enables us to build up a record of your child's experiences and development during their time with us. We use 'Tapestry', a system which is hosted on secure servers in the EU.

By logging on with a secure username and password, you will be able to view all of your children's observations, photographs and videos from their time in Nursery and Reception. You can receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's individual progress and you can reflect upon their achievements with them. You can add comments so that we as a staff can find out about activities they really enjoyed and the things you would like to share from home. All of this information is stored on a highly secure server which is monitored closely.

Please be aware that one of our aims in using this technology is to give us more quality time with the children. We will observe all children regularly and update the system but this will not be a daily occurrence.

You are welcome to access your child's profile as you wish and we aim to update it weekly where possible.

Although this system allows instant communication between ourselves and you as parents, we will not be using this system as a daily communication tool. Our staff give the children their full attention throughout the day and will not be checking for parental messages or responding on a daily basis. Therefore, please do not leave day to day messages. Any important or time sensitive messages should be passed onto the school office via phone, in person, or by email.

E-safety is extremely important to us at Quinton Primary School, therefore we ask you to provide us with the following information and to sign the agreement and other information overleaf to show that you understand and agree with our guidelines.

We are sure that you will love this way of viewing your child's achievements as much as we do! If you have any queries, do not hesitate to ask myself or another member of the EYFS team.

Many thanks,
(Class Teacher)

Agreed guidelines for accessing and using Tapestry Online Learning Journeys

As a parent I will...

- **Not** publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I agree to the guidelines:

Name of child: _____

Print name: _____

Signature: _____

Date: _____