



**Sheep Dip Lane
Academy**



Exceed Learning Partnership
• EVERY CHILD • EVERY CHANCE • EVERY DAY •

EYFS Tapestry Learning Journey Policy V4: Sheep Dip Lane Academy



Responsible Governing Board	Local Governing Board
Responsible Persons	Principal
Date of last review	February 2024
Review Date	February 2026

Version Control

Version	Revision Date	Revised by	Section Revised
V1			All sections – revised document
V2	Jan 2021	Mrs Sparrow	Amendments to use of Tapestry for home-school communications and as a remote learning platform during lockdowns & isolations
V3	Jan 2022	Mrs Sparrow	No revisions made
V4	Feb 2024	Mrs Foster	Removal of reference to Covid throughout policy

1. Policy Statement

1.1 Sheep Dip Lane Academy ensures that all children attending the Foundation Stage have a personal 'Learning Journal' on the online platform, Tapestry, which records photos, observations and comments in line with the Early Years Foundation Stage (EYFS) and to communicate home learning activities. Tapestry builds up a record of each child's interests and achievements during their time in the EYFS. In addition, Tapestry can also be used to deliver remote content for parents and children to support learning at home. Please refer to the Remote Online Learning Policy for further details.

2. Aims

2.1 To provide an online journal of every child's personal development, to understand their level of achievement, interests and learning styles and then shape their learning experiences for each child reflecting on those observations. To illustrate children's development progress during their time in the Foundation Stage. To illustrate how practitioners support the children through 'In the Moment Planning', moving them on in their learning through skilled and pertinent interaction and enabling rapid progress to be made. To allow for good communication around learning between the academy and parents/carers.

3. Key Roles and Responsibilities

3.1 Each child will have a key person allocated to them who will be responsible for the compilation of children's learning journals.

3.2 All FS staff are able to add any significant observations of every child and to see the current observations and assessments, in line with the requirements of the EYFS 2021 Framework.

3.3 FS team to carry out regular moderation sessions as a team to ensure accurate analysis of observations and to forward plan for children. Moderation also carried out with Year 1 staff and also when linking with other schools and settings in the locality and within the Exceed Academy Trust.

4. Procedures

4.1 Sheep Dip Lane Academy uses a secure online Learning Journal system (Tapestry), allowing staff and parents to access the information via a personal password protected login.

4.2 Staff access allows input of new observations and photos or amendment of existing observations and photos.

4.3 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.

4.4 Observations added to the Tapestry system are moderated by teaching staff before being added to the child's Learning Journal.

4.5 Parents logging into the system are only able to see their child's Learning Journal.

- 4.6 Before each child's journal is set up, parents are asked to put in writing any request for their child's image not to appear in other children's Learning Journals (see tapestry online agreement in appendix)
- 4.7 Parents sign an agreement to ensure they will not screenshot, share or publish any images or observations from their child's Learning Journal on any social networking site to protect images of other children that may appear in any photos contained in their child's Learning Journal. (See tapestry online agreement in appendix)
- 4.8 The Learning Journal is only begun once the child has started in the school and parents have signed consent forms and completed the email request form.
- 4.9 In all written observations other children are not referred to by name.
- 4.10 Tapestry is also used as an additional communication tool for learning, between the academy and home. Home learning activities are set by staff for parents/carers to support learning at home. Parents may also contact school through the usual channels for any other day-to-day matters, e.g. absence, lost property etc. In addition to each child having an individual account, parents will have access to a relevant class/group page (e.g. FS1 2021-2022). This is where any general communication, home learning, class letters and announcements that are intended for the whole group/class will be posted. Any individual communication will still go onto a child's individual account.
- 4.11 Security - The Tapestry on-line Learning Journal system is hosted on secure dedicated servers based in the UK.
- 4.12 Access to information stored on Tapestry can only be gained by personal email address and password.
- 4.13 Parents can only see their own child's information and are unable to login to view other children Learning Journals. A child's Learning 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.

5. Other Relevant Policies

- 5.1 Remote online learning policy. EYFS Policy. Mobile phone policy. Safeguarding Policy.

Appendix 1:

Tapestry Online Learning Journey Agreement

Child's name:	
Are you happy for us to use your email address to add you as a user on Tapestry? (Sheep Dip Lane Academy will contact you via email to invite participation in Tapestry)	YES / NO
If you have signed up any other adults to be added as users to your child's Tapestry account, can you confirm that you have their permission to share this information with us?	YES / NO
I understand that there are photographs of my child that will be stored on Tapestry in support of their learning and development	YES / NO
I am happy that there may be photographs of my child which are seen by adults associated with Sheep Dip Lane Academy in the context of celebrating the setting or tracking learning and development	YES / NO
I am happy that my child's photograph may be included in group photographs that can be seen by other parents/carers on their child's Tapestry account	YES / NO
I give consent for photographs to be taken of my child for display and / or record keeping purposes (Photographs will be kept in nursery)	YES / NO
I give consent for photographs that I approve individually to be taken of my child for Sheep Dip Lane Academy website and Twitter page	YES / NO
I understand that I do not have permission to download, share or screenshot any photographs or observations from Tapestry and that I must not share my log in details with any other person. I understand that by doing so would breach General Data Protection Regulations (GDPR) YES / NO	
I understand that Sheep Dip Lane Academy uses Tapestry to track children's learning and development. I understand that staff will share EYFS profile data with the local authority. YES / NO	
<p>Signed: _____ Date: _____</p> <p>Print Name: _____</p>	

Date of Policy

January 2022, reviewed February 24

To be reviewed February 2025

Signed: Principal

Signed: Governor / Chair of Governors