<u>Tapestry Policy</u>

Pillarwood Farm Pre-School ensures that all children attending the setting have a personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage (EYFS). This then builds up a record of each child's interest and achievements during their time in the EYFS.

Procedures

- Pillarwood Farm Pre-School uses Tapestry which is a secure online Learning Journey system. This allows staff and parents to access information via a personal password protected login.
- The Tapestry on-line Learning Journal system is hosted on secure dedicated servers based in the UK.
- Access to information can only be gained through personal email addresses and passwords.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Staff are only allowed to access Tapestry from the nursery iPad or the nursery laptop. Tapestry is only to be accessed from these devices on site.
- Observations added to Tapestry are moderated by a senior member of staff before being added to the child's Learning Journal.
- Parents sign a consent form ensuring they will **NOT** 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/video contained in their child's Learning Journal.
- Parents agree to their child's image and name being used in another child's Learning Journal if they are engaged in the same activity.
- Parents agree to keep their login details secure and only shared with trusted family members.
- The Learning Journal is only begun once the child has started at Pillarwood Farm Pre-School and parents have signed consent forms and complete the email request form.
- Parents logging into Tapestry are only able to see their child's Learning Journal.
- Parents can access Tapestry allowing them to input new observations and photos or add comments on existing observations/photos/videos.
- Tapestry is not used as a general communication tool between Pillarwood Farm Pre-School and home. A child's Learning Journal is a document recording their learning and development. Parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home. Parents may contact us through usual channels for any other day-to-day matters.

This policy will be reviewed annually.

Policy review date March 2027:

Pillarwood Farm Pre-School, 4 Main Street, Edenham, Lincolnshire, PE10 0LL

I have read the tapestry policy and consent to the setting using this for my child. I agree to the points above and agree to keep all details secure.

Please use the email address/addresses below for my child's account on Tapestry:

Parent 1: _____

Parent 2: _____

Parents full name for set up purposes:

Parent 1:

_____

Parent 2:

_____

Signed: _____

Date: _____

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