



## **Tapestry Policy**

At Bierton Pre School we use an online system called Tapestry to record the children's learning. Parents can access their child's learning journal and make comments on observations and assessments made by staff. Parents can also upload photos and observations of their own to build a joint record of the child's early learning journey.

### **Group Activities**

Very often children take part in activities as part of a group, it is not always possible to take a photograph of individual children doing the same activity. It may sometimes be the case that other children will appear in a photograph posted in your child's learning journal. All parents have signed an agreement authorising this. If you wish to change your mind at any time please contact **Katie - Pre School Manager - [biertonpreschool@hotmail.co.uk](mailto:biertonpreschool@hotmail.co.uk)**.

If a group photo is used for an observation, the notes made will be specific to each child. We will not mention individual children in the notes section of group activities.

Some activity posts may not include an assessment, it may just be an activity we want to share with you.

Parents will not be able to add comments to group posts, only to individual posts.

### **Individual Observations**

The staff add individual observations about the children as a way of tracking the progress of their development, planning the next steps in their learning and to ensure they are making good progress.

### **Security**

Each child has their own profile on the system and parents will only see the profile of their own child. Each parent will be given a secure login for their child's profile. The activation process will be started by Bierton Pre School, the parent or carer will be emailed by Tapestry giving them a link to set up their own secure password to their child's profile.

The Tapestry online Learning Journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by Bierton Pre School. We are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.

Staff have access to their key children's learning journals for the purpose of uploading observations, making assessments and keeping the child's journal up to date. This is done either by using the pre school tablets or the pre school laptop. Tablets are also used to take photographs as part of observations. All photographs are deleted from the tablets when they have been uploaded.

Staff are allocated time to update journals and assess their child's progress and next steps during working hours within the setting. Staff must ensure that they have logged out properly at the end of the session. Staff not access the internet for any other reason than to use Tapestry without permission from the Manager/Deputy Manager. A full risk assessment has been conducted and signed by all staff.

## Sharing information

Bierton Pre School will endeavour to make contact and form a relationship with a child's other setting or carer. We gain permission from the parents at time of registration to make contact and share information.

## Parents without Internet access

At Bierton Pre School we understand that not everyone has access to the internet. Your child's allocated key person will complete a paper version of the learning journal for those parents without access to the internet or that do not give permission for an online profile for their child. Parents have access to this at any time.

## Children leaving

If a child leaves to attend another setting, Bierton Pre School will transfer their account if the setting/school also use Tapestry. Alternatively, we can email a PDF to the new setting or parent to pass on.

When children leave to go to school we will email a PDF copy of the child's learning journal to parents. Progress reports are sent to school.

We will print the journal for you if required but this may incur a cost.

<p>This policy was adopted by the Bierton Pre School Committee</p> <p>Date: <b>23/01/2018</b></p> <p>Signed:.....</p> <p>Name: <b>SARAH HORNE</b></p> <p>Role of signatory: <b>CHAIR PERSON</b></p>
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<p>Signed, all staff:</p>
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