



Early Years Tapestry Policy

Policy statement

At Mayville High School, we use an online system called Tapestry to record and store all observations for each of the children in the EYFS. It shows children's developmental progress, which can be linked to the different areas of learning of the EYFS. It is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. Parents can share it with their child, family, and friends at home and post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

We recognise that whilst an online recording system is beneficial and allows parents to contribute and be a part of their child's learning, we are also aware that staff's best use of time is with the children. We also believe that it is important for staff to be good role models at all times, and this includes screen time. We therefore do not use Tapestry as a daily diary but use it to record key learning moments of a child's time with us to ensure that staff engagement is kept at the forefront of all we do. Tapestry is also not a replacement for conversations with parents about their child's progress and development, and we have an open-door policy for parents to talk to us about their child's progress at any time.

Procedures

- Each child's Learning Journey is set up prior to the child starting Mayville High School, and parents are able to access their child's Learning Journey once they have completed the parent consent form
- During the first term, entries may be made more frequently as the child's key person and other staff get to know the child and gather observations in a range of areas
- Staff are encouraged to make observations of all the children at the setting, not just their own key children
- Tapestry is not used as a general communication tool between Mayville High School and home. Staff do not check parental comments daily, as our primary focus is on the children. Email remains the primary method of communication if parents are unable to talk to a member of staff directly. All absences are to be reported to the school office
- A child's Learning Journey is a document that records their learning and development. Parents are encouraged to add comments on observations, contribute photos, videos, or information about activities they have been doing at home.

Safety and security

- Staff use iPads/tablets provided by Mayville High School to take photographs for observations which are then uploaded to Tapestry
- All photographs and videos are taken on tablets belonging to Mayville High School and uploaded as soon as possible, preferably within a week. These are then deleted from the device
- Staff never use their own phones to take photos or access the child's Learning Journey
- Each staff member has a secure login to Tapestry, which is password and PIN-protected

- If any member of staff suspects that their login details have been compromised in any way, they must inform a manager, and a new login will be created
- The iPads/tablets are kept in a locked filing cabinet in the Kestrels' class. LI iPads/tablets are locked in their own filing cabinet, and iPads/tablets may not be taken home by staff members under any circumstances
- Observations inputted into the Tapestry system are validated by the Tapestry coordinator before being added to the child's Learning Journey for viewing by the parents
- Staff will be allocated time at work to update journals and assess their key children's next steps
- Staff are not permitted to download any photographs of the children, and this setting has been disabled in Tapestry. Tapestry Managers are able to download photographs but are only permitted to do so on work devices. Once printed, children's photographs must be deleted from the computer. The Tapestry Manager is currently Sharon Williams.
- Staff must not access Tapestry from home, and this will be monitored periodically by the Tapestry Coordinator.
- The Tapestry Manager may access Tapestry from home to complete tasks, such as administration and approving observations. If working from home, they should be aware of any other people around them and make sure they are not overlooked. They must log out as soon as they have stopped working.

Parents

- Parents logging into the system can only access their own child's Learning Journey
- Parents may input new observations and photos and add comments to existing observations. They do not have the necessary permissions to edit existing content.
- 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. Parents are asked to agree to treat photographs containing images of other children for my own personal use only. This means that the information cannot be shared with others or published in any way without the explicit written consent of 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.
- If parents withhold this consent, their child is only ever photographed alone, and no shared observations are made, including that child. In this instance, it is the responsibility of the Tapestry Manager to make all staff aware.
- If parents are found to be sharing photographs that include other children, without the other parents' permission, they will be asked to remove the photograph. If this is not followed through on or it recurs, their access to Tapestry will be removed, and they will be given a paper copy that only contains pictures of their own child.

Parents without internet

- For parents without access to the internet, we will print all the information from Tapestry and collate it into a paper Learning Journey
- This will always be securely kept in the setting in a secure place for the parent to request to view and will be available to take home at the end of the school year.

When children leave

- When children move to another setting, we will transfer the Tapestry Journal to the new setting if they also use Tapestry. If they do not, we will ask parents to share a copy with the new school, if they request it..
- If a child leaves Mayville High School, we will use Tapestry to generate a PDF copy of their child's Learning Journey using the Tapestry secure system, so there is a lasting record of their child's time at Mayville High School. Parents will receive an email to download their child's Learning Journey within 90 days, it is their responsibility to do so. The PDF will include observations from the Nursery and those added from home, but will not include staff and parents' comments on observations.
- For children leaving Kestrels for a new school setting, if the school uses Tapestry, we will transfer the Learning Journal to the school if they request it, so the child's learning journey can be continued. If they do not use Tapestry, we will ask parents to share their copy with the new school if requested.
- Once a child has left the setting, their information and Learning Journey will be permanently deleted from our Tapestry account, ensuring no data on that child remains with us.

Tapestry Co-ordinator: Mrs Sharon Williams, Head of Early Years

The Tapestry coordinator will:

- Provide staff with a secure login that is password and PIN-protected
- Oversee and assist with all administration tasks relating to setting up accounts for parents, children, and staff on Tapestry, including assigning children to class groups and key people
- Arrange the transfer of existing pupils to new settings and handle the downloads of Learning Journeys to parents of children moving out of the EYFS
- Support staff and lead training which relates to the daily use and general functions of Tapestry
- Ensure all staff are responsible for tablets and that they are stored correctly at the end of each day.