



Uffington Church of England Primary School

School Policy for On-line Learning Journal (Tapestry)

Uffington C of E Primary school accepts the following principles in respect of its Policy for On-line Learning Journal (Tapestry)

Aims at Uffington Primary school

We use an online system called Tapestry to record and store observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership. It will also show children's developmental progress through the different age bands of the EYFS to the Early Learning Goals.

Access

Tapestry allows staff and parents to access the child's learning journey from any computer or tablet 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 Access

- Parent log-ins do not have the necessary permission to edit existing material.
- 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.
- In the event that parents do not have access to the internet or suitable electronic device to be able to view their child's learning journey, they will be invited into school where staff will facilitate access.

Observations

- Observations uploaded to the Tapestry system are validated by the child's Class Teacher before being added to the child's learning journey. The learning journey is started once the child has started on admission to the Foundation Stage.
- During the first term, entries will be made more frequently as staff get to know the children. New observational entries to a child's learning journey will usually be uploaded within one week of the observation being made.
- Observations are written in the present tense.
- In all written observations, other children are referred to by initials and not by name, unless written or verbal consent from these parents has been given.

Communication with Parents and Carers

Tapestry is not used as a general communication tool between school and home. 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. Parents may contact school through the usual channels for any other day-to-day matters.

Tapestry can be printed out or downloaded for any child leaving the school. If a child leaves in the middle of the school year, parents will be provided with a printed copy of the learning journey or the option to download. Permission will be sought from the parent before Tapestry is sent electronically to a new school. At the end of the year each child's learning journal will be downloaded onto a CD ROM for the children and parents to keep.

Security and Safeguarding

The Tapestry system is hosted on secure dedicated servers based in the UK. Access to information stored on Tapestry can only be gained by a unique user ID and password.

All staff at Uffington Church of England Primary School have up to date safeguarding and e-safety training. As part of our commitment to safeguarding our children, all learning journeys are password protected so that parents and carers can only access the account of their child: other than family, only the child's Class Teacher, Teaching Assistant and headteacher will have access to the learning journey.

Staff use iPads to take photographs for observations. Photos will be uploaded to the journal as they are taken and then deleted from the device. If the photo cannot be uploaded onto Tapestry immediately (such as when there is limited or no Wi-Fi access) the photo will be stored on the iPad until it can be uploaded. Photos will not be stored on the iPad for longer than one week.

The class teacher is the only person permitted to take the iPads home to update Tapestry. The teacher has to sign and follow the school's Acceptable Use of ICT Policy to ensure that the iPad is for work use only and will not to be used by anyone else or for anything else.

All staff with access to Tapestry are required to sign to ensure they follow and agree with this policy annually. They also need to sign and adhere to the staff agreement (attached)

This policy will be reviewed annually as part of the review of the school's Acceptable Use of ICT Policy.

Adopted by Uffington Church of England Primary school	September 2018
Next Review	January 2020 <i>(to bring in line with Acceptable Use of ICT Policy)</i>

Staff signatures as proof of read and are aware of this policy –

STAFF AGREEMENT

All staff using the system will adhere to a Staff Agreement where they shall agree:

- To only use devices supplied by the setting for their intended use and in line with their role as an employee of Uffington Church of England Primary School;
- To update Tapestry while on school premises only. Only the EYFS lead can update Tapestry with an iPad at home and with the headteacher’s permission;
- That the iPad is for work use only and not to be used by anyone else or for anything else;
- Not to download any images or information to personal computers or hand-held electronic devices;
- Not to use devices for personal use;
- Not allow family members to use devices;
- Not to access Tapestry via public computers, e.g. library, not leave it unattended, share files or download images;
- Not to share the information stored with anyone other than the Head teacher and EYFS staff;
- To ensure that the login details remain confidential to themselves;
- To ensure they are logged out when not in use;
- To ensure that devices are only used to access the internet via a secure network;
- To delete images stored on the device as soon as they have been added to the online Learning Journal;
- To adhere to the school’s Acceptable Use of ICT policy when using Tapestry.

All members of the organisation that have access to Tapestry will sign an agreement.

Signature of Staff Member in agreement to the statements above.

Print Name:.....

Sign Name:

Date: