



# ***Tapestry on-line Learning Journal Policy***

## **Policy Information**

<b>Date of last review:</b>	January 2026	<b>Review period:</b>	2 years
<b>Date ratified by Local Governors:</b>	January 2026	<b>Policy owner:</b>	EY Lead

## **Reviews/revisions**

<b>Review date</b>	<b>Changes made</b>	<b>By whom</b>
January 2028		

**Aims:**

We at Princefield Early Years, use Tapestry software to provide an online Learning journey for children which shows the evidence gathered to support all the learning and development a child has achieved while they have been in our Nursery and Reception.

This runs alongside all the areas covered in the Early Years Foundation Stage.

We would like all parents to be able to access the Learning Journal and be able to contribute to their child's learning and development while in Our Nursery and Reception classes electronically.

**Procedures:**

Each child will have an Early Years Practitioner Keyworker allocated to them, who will be responsible for the compilation of the child's Learning Journey.

We use an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer via a personal, password-protected login.

Staff access allows input of wow moment observations / photos / videos 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 log-ins do not have the necessary permission to edit existing material.

Uploads to the Tapestry system are moderated by a senior member of staff before being added into the child's Learning Journey.

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

When starting in our Early Years, 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. Photographs containing images of your child and of other children will be for personal use only. This means that the information cannot be shared with others, or published in any way, without the explicit written consent from Princefield and 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.

The parent consent form will last for the child's time in our Early Years (Nursery and Reception). Consent forms will be kept securely in our school office in each child's file.

It is the responsibility of parents to inform us of any changes to the permission form.

The Learning Journey is started once the child has started in The Early Years Foundation Stage. During the first half-term, entries will be made more frequently as our staff get to know the children.

Each week information about learning in the class will be shared with parents on Tapestry in the form of information / photos / videos. This will include information on how parents can support learning with their child at home.

New observational entries to a child's Learning Journey will be uploaded within 1 week of the observation being made.

Tapestry is not used as a general communication tool between School and home as we use Class Dojo for this. 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.

### **Safe Use Agreement:**

- Staff should log out of Tapestry app/programme when they have finished in order to maintain confidentiality.
- Staff must not share log in or password details with anyone not employed by Princefield First School.
- Staff should not share any information or photographs relating to children with any person not employed by Princefield First School.
- Staff will take all responsible steps to ensure the safe keeping of any portable devices e.g. tablet that they are using and report any missing devices.
- All entries on Tapestry must be appropriate and relevant.
- All entries on Tapestry remain the property of Princefield.
- At all times staff must comply with the Child Protection / Safeguarding policies
- Should we find parents/carers using Tapestry inappropriately their access may be terminated.
- Parents are given the right to opt out of this system if they wish.

### **Security:**

The Tapestry on-line Learning Journey system is hosted on secure dedicated servers based in the UK.

Access to information stored on Tapestry can only be gained by unique user id and password.

This policy will be reviewed every 2 years, or earlier if necessary.