Tapestry Policy

Langenhoe Community Primary School and Preschool

PREPARED BY:

Alice Barker
Computing Leader for Learning
E-safety Officer
Nursery Teacher

APPROVED BY:

Governing Body

ISSUE AND REVISION RECORD

Date	Details	Review date
July 18	Tapestry Policy	July 19

Langenhoe Community Primary School
Tapestry Policy

1. How we use Tapestry

Our online journal is used in two ways. To keep parents posted about what happens during our sessions through group activities and as a record of each child's learning. It is a tool which enables both our preschool and parents to post observations and build a joint record of a child's early learning journey.

Group activities - keeping parents posted about what is happening in our sessions
It is not possible to take a photo of every child doing every activity, so on group activities we include one or two photos to give parents an example. Parents give permission upon their child joining the Preschool/Reception (Appendix 1). Children will only be included in the observation (i.e. it will appear on their journal) if they took part in the activity or we feel the post is relevant to them. They may not always appear in the group activity photo. The assessment underneath the observation is specific to each child, as this feeds into the tracking of their development. When we add group observations, we split the observation and the assessment of each child and change where necessary. The assessments parents see on these observations are relevant to their child. Some activity posts don't carry any assessment because it's just information we want to share.

Individual observations:
A child's key person and the rest of the team add individual observations about a child as a way of tracking their development, planning next learning steps and ensuring they make significant progress on their learning journey. We aim to add a mixture of these and group observations weekly.

2. Planning
Reports tracking children's areas of learning and age bands are used to direct planning and children's next steps, although we predominantly use target tracker.

3. Monitoring good levels of development
We use information from Tapestry for the following:
 Inputting data on Target Tracker
 Half termly gap analysis
 Half termly preschool/Early Years Report
 Snapshot analysis of a child's development
 Next observations and steps
 Track children's progress
 Evidence base for moderation

4. Secure profile
 Each child has their own profile on the system.
 Each parent is given a secure login for their child's profile.

☐ The activation process is started by Langenhoe Primary School and Preschool. The parent or carer is emailed by Tapestry giving them a link to set up their own secure password to the system.
☐ Each parent can only see the profile of their own children and / or other children they care for (where permission has been given by the parent e.g other childcare settings).
☐ Each child can have more than one "family member" attached to their profile with parental permission.

5. Photos:

Our journal often shows group shots of children. Parents give us permission upon registration of the Preschool/School to allow these photos and acknowledge that their child may appear on another child's journal as part of a group photo. Parents can change their mind at any time if they no longer give permission for this.

Photos are only taken on school ipads and are removed when they have been uploaded. No photos are left on the cameras during holiday times. Photos are uploaded to Tapestry directly from the ipad.

6. Frequency of posts

During the sessions the staff are focused on the children. As the Preschool/School day is busy admin and paperwork is often completed outside the sessions. Online observations are added in staff's own time after the session and may be added in an irregular frequency. We aim to add at least one Key Person observation within a fortnightly cycle for each child and weekly activity observations. The same is true for any comments or observations you post to us, staff will be viewing these outside of sessions so won't be able to give an immediate response, but will reply as soon as possible.

7. Updating off-site

These journals are often updated by staff off-site, through their secure login and in agreement with this Tapestry Policy. After September 2018 all new parents are asked to opt-in instead of out of this agreement, on our registration form. Parents can object to this off-site updates at any time by emailing preschool@langenhoe.essex.sch.uk.

8. Email notifications

When you first login to the system parents can edit their personal information and opt in to receiving an email when a new observation is added to their child's journal. To do this – you click on your name at the top right hand side of the screen and then Edit Preferences from the drop down menu.

9. **Safeguarding**
☐ All staff using Tapestry are recruited through our Safer Recruitment process (please refer to our Safeguarding policy).
☐ All staff are DBS checked and subscription registered.
☐ All staff are given their own login and fictitious passwords to avoid them being guessed.
☐ Trainee Teachers will also have a temporary log in whilst on placement at the school.

All staff sign our Acceptable Use Agreement when starting at Langenhoe Primary School and preschool (please see the e-safety policy)
 All staff sign our Tapestry Agreement before using the programme and are asked to annually (please see appendix 2)
 All staff are aware that failure to adhere to the above usage criteria will result in disciplinary action.

10. Data Collection and Storage
 You can view Tapestry's Data Protection and Privacy Policy on: https://tapestry.info/privacy.html/
 Children's profiles are downloaded and deleted from Tapestry when they leave.
 Parents whose children leave the setting are made inactive and deleted, unless they have other children at our setting.
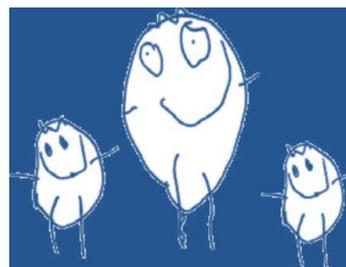 When staff leave the school their profiles will be inactive and deleted immediately.

Appendix 1:

Langenhoe Community Primary School & Preschool
Bracken Way, Abberton
Colchester Essex CO5 7PG
Telephone 01206 735267
Fax 01206 735056
Email: preschool@langenhoe.essex.sch.uk
Head teacher: Mrs Sarah Stevenson

Dear Parents/carers,

At Langenhoe Preschool you will be able to view your child's Learning Journal online, using a piece of educational software called 'Tapestry'. By logging in with a secure username and password, you will be able to view your child's observations, photographs and even videos. This will enable you to follow their individual progress closely and reflect upon your child's achievements together with them.

You will see a 'thumbs up' icon, which you can click to 'like' an observation and add your own observations from home. These can be linked to your child's individual next steps, home learning or things that they are really enjoying doing out of preschool. These are really valuable to us as we like to plan our learning around the things the children enjoy and are really 'into'!

We know that children love to bring work home to show you so their work will be photographed and added to Tapestry, along with an explanation of the learning that went with it, and then it can be sent home for you to share together.

Because children play in close proximity with each other, it would not reflect a true picture of their time at preschool if photographs were only of a single child. Therefore photos of your child may appear on their friends' learning journals. In order for you to continue to see your children interact with each other, we have asked for your permission for your child to appear in photos and/or videos that will be seen by other parents on their child's journal.

Parents will only be able to view their own child's journal and all the information is stored on a highly secure server, which is monitored closely. In order to set up your account we will need your email address and for you to sign the agreement below.

Child's Name_____

☐ I would like you to set up a tapestry account linked to my child's learning journal for the following people:

Name:_____Relationship to child:_____

Email address:_____

Name:_____Relationship to child:_____

Email address:_____

☐ I am happy for photographs of my child to appear on other children's journals
☐ **I will not share photos or videos that contain other children on social media.**
☐ I am happy for staff to update my child's learning journal using tapestry offsite and out of school hours.

Signed:_____(Parent/carer) Date:_____

Langenhoe Community Primary School
Acceptable Use Agreement:

Staff and Governor
Tapestry agreement

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This agreement is designed to ensure that all staff are aware of their professional responsibilities when using tapestry and their work ipad. All staff are expected to sign this agreement and adhere at all times to its contents. Any concerns or clarification should be discussed with Alice Barker school e-safety coordinator.

➢ I will only use my work ipad for work purposes.
➢ I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
➢ I will ensure that all electronic communications with parents are compatible with my professional role.
➢ I will not share tapestry or photos of children with anybody outside of the school or on social media.
➢ I will use a secure 6 numbered password for my work ipad.
➢ My tapestry password is made up of a capital, number and a special character.
➢ I will delete photos from my ipad after they have been uploaded.
➢ I will not take my ipad home during the school holidays and will keep it in a locked place in school.

User Signature
I agree to follow this code of agreement and to support the safe use of ICT throughout the school

Signature ………………………………… Date ……………………

Full Name …………………………………......................................(printed)