Aims

At Holymead Primary School we provide all reception children with an 'online learning journal' through the platform of 'Tapestry', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between school and home as the children develop from when they first attend Holymead Primary School. We will use Tapestry to record observations, comments and photos to show progress across the Early Years Foundation Stage.

Procedures

Holymead Primary School uses an online Learning Journal system (Tapestry), allowing staff and parents to access the information from any computer or device 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 logins do not have the necessary permission to edit existing material.

Observations input into the Tapestry system may be validated by a manager before being added to the child's Learning Journal. All class teachers have a manager account and are able to validate observations.

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

Parents are asked to sign a consent form giving permission for their child's image and name to appear in other children's Learning Journals, and to protect images of other children that may appear in any photos contained in their child's Learning Journal. (Appendix 2)

Tapestry is not used as a general communication tool between school and home. A child's learning journal 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 the school through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

When children move to Year 1 their Tapestry account will be deleted. Parents will receive a letter detailing when the account will close and how to download their child/children's learning journal. Parents/carers will be given a few weeks to download this. All children's learning journals will be saved onto the school server and kept for one year. If parents do not have access to internet or are unable to download their child/children's learning journal they may bring a memory stick into school and we will save it on there for them.

Rights Respecting School Article 29: Education must develop every child's personality, talents and abilities to the full. To have the right to get and to share information as long as the information is not damaging to them or others.

Holymead Primary School
Tapestry Policy
Early Years on-line Learning Journal

Frequency of posts

All Tapestry accounts go live before the summer holidays, only once the parent has signed the permission forms. During the first term, entries will be made more frequently as staff get to know the children.

Whilst all the children have a class teacher and LSA assigned to them, all staff are encouraged to capture observations for all children in the cohort.

New observational entries to a child's Learning Journey will usually be uploaded within one week of the observation being made. Observations and updates to the journal may not occur every day that the child attends school.

Security

The Tapestry online Learning Journal system is hosted on secure dedicated servers based in the UK. The server host takes security very seriously, both online and physically. You will notice that the 'https' prefix in the website address denotes that it is a 'secure' site.

Photos and videos taken using the Tapestry app are only stored on the IPAD used or the school server. Access to information stored on Tapestry can only be gained by unique user I.D. and password.

Staff can see the details of all children when logged in to Tapestry using their unique login. They are then able to feed into any child's journal.

Parents can only see their own child's information and are unable to login to view other children's Learning Journals.

Once a child leaves the EYFS, all data can be put onto the school server so their Tapestry account can be deleted. After one year of the child finishing in the EYFS the data will be irreversibly deleted. Parent access to Tapestry will be revoked once they are in KS1. If a child leaves during their school year in Reception the parent/carer will be given 2 weeks to download their child's Learning Journal and then their account will be deleted.

If a member of staff leaves Holymead Primary School, their access to Tapestry will be revoked immediately and their details deleted from the system.

Parents must NOT upload any media from Tapestry onto social media sites. Parents will sign an agreement stating this. (Appendix 2)

Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.

Staff should not share log in or password details with anybody.

Rights Respecting School Article 29: Education must develop every child's personality, talents and abilities to the full. To have the right to get and to share information as long as the information is not damaging to them or others.

Staff should not share any information or photographs relating to children with any person not employed by Holymead Primary School.

Safeguarding

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 EYFS staff, the head teacher and deputy head teacher will have access to the Learning Journey.

In all written observations, other children are referred to by initials and not by name, unless we have a written or verbal consent from the parents. (Appendix 2)

As part of our on-line safeguarding policy, 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. This is separate from our photography and use of images consent form as the information is not-accessible without a personal log-in. Before accessing the system' parents have to sign to agree not to download and share and information on any other online platforms or social networking sites, such as Facebook, Twitter. (Appendix 2)

All staff at Holymead Primary School have up to date safeguarding and e-safety training.

Staff will take all responsible steps to ensure the safe keeping of any portable devices. Eg ipads that they are using and report any missing devices. If accessing Tapestry on a private computer or not on Holymead Primary School premises, staff must maintain confidentiality and professionalism.

 All entries on Tapestry must be appropriate and relevant. All entries on Tapestry remain the property of Holymead Primary School.

At all times staff must comply with the Child Protection, Safeguarding and Internet Safety policies of the school.

Should we find parents / carers using Tapestry inappropriately their access may be terminated.

Staff sign a safe use of technology device agreement, before they are allocated an IPad or can access Tapestry.

All staff are given their own login details from which they set up their own passwords.

Staff must maintain confidentiality and professionalism always, making sure that all entries on Tapestry are appropriate. All staff sign an agreement as to the acceptable use of Tapestry. A failure to adhere to the usage criteria will result in disciplinary action. (Appendix 4)

Policy Date: March 2023   Review Date: March 2025

Rights Respecting School Article 29: Education must develop every child's personality, talents and abilities to the full. To have the right to get and to share information as long as the information is not damaging to them or others.

The Foundation Stage Forum Policy

The Tapestry Online Learning Journal service is owned, managed and operated by The Foundation Stage Forum Ltd. (FSF), a UK based organisation entirely concerned with offering supporting services to professionals working with early years education.

For Tapestry the FSF have drawn up a specific policy and they have potential access to the data entered into Tapestry accounts. Holymead Primary school own all the data we enter, and the FSF won't look at it or make use of it unless you ask them to. More specifically, here are some points to note:

• When you open a Tapestry account all your information is stored in a dedicated database in servers physically resident in the United Kingdom.

• When you take out an account with FSF, or when you download and install an app, information will be exchanged. FSF will not trade or otherwise pass on that information to any third party.

• FSF services and apps carry no advertising or related tracking software, either for their own use or other commercial organisations.

• The data you enter is stored by FSF, but owned by you. If you decide to terminate your Tapestry account they will ask you if you would like them to archive your information for a limited period. If you do not want to do this, they will delete it completely, which means that the data will disappear forever. They will also delete all media files associated with the account.

• The system necessarily stores cookies on the computers of users and mobile devices. These are simply to allow navigation of the system and collect no personal data.

• FSF will not visit your account unless you ask them to (e.g. to address any issues you are experiencing).

• FSF will not access or use any contact information Holymead Primary School enter (for example, in setting up your parent accounts they will enter email addresses allowing you to be notified of additions to your child's journal). Email harvesting and exploitation will not happen!

Again - this data is not FSFs; they simply look after it for you. FSF commit to doing this and protecting it for your sole usage.

Tapestry Early Years has been created to help providers and families share information for the benefit of children.

Rights Respecting School Article 29: Education must develop every child's personality, talents and abilities to the full. To have the right to get and to share information as long as the information is not damaging to them or others.

Appendix 1: Parent's sign up to Tapestry form page 1

Head: Ms K. Slatcher

DATE

Dear Parents / Carers,

When your child starts school they will have a 'learning journey' recorded through our educational software called 'Tapestry'. This online learning journey will record all the learning and fun that your child will be having whilst they are in reception. Teachers will upload comments and photos to track your child's learning and progress, post home learning activities but also so you can see what your child is up to when they are in school. The tool also gives you the opportunity to upload observations and photos of your child at home which will contribute to the whole picture. In September you will be invited to a Curriculum Evening in your child's classroom when we will show you how to use Tapestry and answer any questions you may have.

By logging onto Tapestry with a secure username and password, you will be able to view all of your children's observations and photographs whilst they are in Reception. You can even receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's individual progress closely and you can reflect upon their achievements with your child. You can add comments so that we, as staff, find out about which activities your child really enjoyed and the learning they get up to at home. Tapestry is hosted in the UK on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques. Filenames are encoded for uploaded videos and images, making Tapestry a safe and secure on-line learning journey tool.

E-safety is extremely important to us, therefore we ask you to provide us with the following information and to sign the agreement and other information attached to show that you understand and will agree with our guidelines.

Please return this form to school by **DATE**. When we get your forms back, we can set you up with your password and you can get going! If we receive your form by this date we will set your account up before the summer holidays and your child will be able to see videos of staff introducing themselves, reading stories and access to transition activity ideas to support your child in getting ready for starting school.

We are sure that you will love this way of sharing your child's achievements, as much as we do! If you have questions, please don't hesitate to ask.

Agreed guidelines for accessing and using Tapestry online learning journeys

As a parent / carer I will:

- Sign and return the image consent form for the use of Tapestry
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.
- I give permission for the journal to be sent/passed on to my child's next setting if they move schools during the year.

I agree to abide by the guidelines above:

Name of child:_____

Print name: _____

Signature:_____ Date: _____

Holymead Primary (Infants), Hollywood Road, Brislington, Bristol BS4 4LE   Holymead Primary (Juniors), Wick Road, Brislington, Bristol, BS4 4HB

Tel: 0117 377 2381 Fax: 0117 377 2382   Tel: 0117 903 0377 Fax: 0117 903 0378
Email: Office@holymeadprimary.co.uk   Email: Office@holymeadprimary.co.uk

Rights Respecting School Article 29: Education must develop every child's personality, talents and abilities to the full. To have the right to get and to share information as long as the information is not damaging to them or others.

Appendix 1: Parent's sign up to Tapestry form page 2

Please write the email address that you would like linked to your child's Tapestry account and your full name. If you would like an account for each parent/carer please provide details for both of you.

PLEASE PRINT CLEARLY

Name of parent/carer:_____

Email:_____

Relationship to the child:_____

_____

Name of parent /carer:_____

Email:_____

Relationship to the child:_____

_____

Please return to the school office by **DATE** so we can get your account set up. You will receive an email from 'Tapestry' asking you to activate your account so please ensure you check your emails and you junk mailbox. Your child's account will be live from **DATE**.

Thank you

The Foundation Stage team

Rights Respecting School Article 29: Education must develop every child's personality, talents and abilities to the full. To have the right to get and to share information as long as the information is not damaging to them or others.

Appendix 2: Parent's consent form for photos and use of name

DATE

Dear Parents / Carers,

We use Tapestry as our online learning journal provider. We will use this to send you observations of your child which might include photos and videos. To comply with General Data Protection Regulations (GDPR), we need your permission before we can photograph or make any recordings of your child and upload them to Tapestry.

We may take photographs for several reasons whilst your child is with us:

- To document what they enjoy doing
- To upload to Tapestry Online Learning Journal to record their learning and development and to share this with you
- To record special events and achievements

If you give your permission in the form below, you will be able to see group observations which might include photos and videos with other children in and consequently, other relatives might be able to view photos and videos of your child.

Please read and indicate your consent clearly:

1. I consent to photographs and videos of my child being taken by authorised personnel representing the School

   Yes [ ]   No [ ]

2. I consent to photographs and videos of my child being uploaded to Tapestry Online Learning Journal

   Yes [ ]   No [ ]

3. I consent to photographs containing my child's name and image being included in other children's learning journals. (Please note that if you tick 'no' you will not receive any group photos of your child)

   Yes [ ]   No [ ]

PLEASE TURN OVER

Rights Respecting School Article 29: Education must develop every child's personality, talents and abilities to the full. To have the right to get and to share information as long as the information is not damaging to them or others.

TAPESTRY
ONLINE LEARNING
JOURNAL

4.   I agree to treat photographs containing images of other children as well as my own as for my own personal use only. This means that the information cannot be shared with others, or published in any way, without the explicit consent of the parents or guardian of those children who may be included. For example, any such photographs **cannot** be posted on a social networking site or displayed in a public place.

Yes [   ]   No [   ]

Signed by parent/guardian:

Name of child:

Please note that you can withdraw your consent, in writing, or request to see photos taken at any time. This form is valid for the duration of your child's time in Reception at Holymead Primary School. It is your responsibility to let us know if you want to withdraw or change your consent at any time.

Please return this form to your child's class teacher by Date.

Rights Respecting School Article 29: Education must develop every child's personality, talents and abilities to the full. To have the right to get and to share information as long as the information is not damaging to them or others.

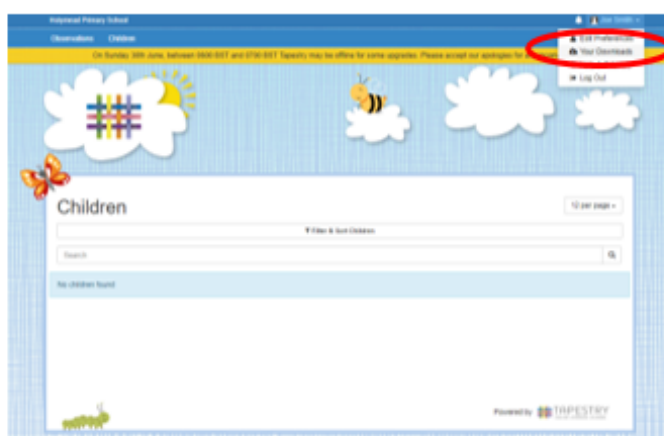**Appendix 3: Closing Tapestry account letter**

DATE

Dear Parents/carers,

As the school year is coming to an end we need to get your child's online learning journal ready for you to download. In order to do this your child's Tapestry account will be closed from **DATE** so we can check all the observations.

On **DATE**, your child's learning journal will be available to download from Tapestry. If your Tapestry account is not currently active you will be unable to download their journal so please see your child's teacher to set up your account. All learning journals need to be downloaded by **DATE** at the latest as your child's Tapestry account will be closed after this date.

To download the PDF follow the instructions below.

1. Login to your account.
2. Click on your name in the top right hand corner and click on 'my downloads'.

3. Select your child's journal and click download.

If you have any trouble downloading your child's journal or if you do not have access to a tablet or computer, please see Miss Carreras.

Kind regards

The EYFS Team

Appendix 4: Staff agreement

Academic year 2022-2024

I have read the Tapestry Staff User Agreement and will adhere to the procedures outlined.

Name	Signature	Date

Rights Respecting School Article 29: Education must develop every child's personality, talents and abilities to the full. To have the right to get and to share information as long as the information is not damaging to them or others.