

Online Learning Journey Policy

Aims

Bolnore Village Pre-School ensures that all children attending the setting have a personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us.

It will also show children's developmental progress through the different age bands of the EYFS.

EYFS key themes and commitments

A Unique Child	P o s i t i v e Relationships	E n a b l i n g Environments	Learning and Development
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Procedures

- Each child will have a Key Person allocated to them who will be responsible for the compilation of that child's Learning Journey.
- Bolnore Village Pre-School uses an online Learning Journey system (Tapestry), allowing staff and parents/carers to access the information from a computer or android/iOS device via a personal, password-protected login.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Parent/carer 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.
- Observations input into the Tapestry system are moderated by the Managers of the Pre-School - Holly Armstrong and Flude - before being added to the child's Learning Journey.
- Parents/carers logging into the system are only able to see their own child's Learning Journey.
- Parents/carers 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.
- The Learning Journey is started once the child has started Pre-School. 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 the same week that the observations have been made and, once approved, will be sent out to parents EVERY FRIDAY AFTERNOON DURING TERM-TIME.

- In all written observations, other children are referred to as 'other children' and not by name.
- Each member of staff has time every Friday during the staff meeting to add or edit any of the observations s/he has uploaded the same week. Additional time will be allocated, wherever possible, at the close of daily sessions for staff to add to, or edit, any observations uploaded that day. This is to ensure that all Learning Journey work is completed during working hours and not in staff's own time. This practice also ensures the safeguarding and confidentiality of all online Tapestry records pertaining to every child attending Bolnore Village Pre-School.
- The Managers of the Pre-School - Holly Armstrong and Fay Flude - will be the only members of staff responsible for final editing and approval of photos and observations uploaded and saved on Tapestry. Holly and Fay will be responsible for sending out all photos and observations to parents/carers every Friday during term-time.
- Tapestry is not used as a general communication tool between Pre-School and home. A child's learning journey is a document recording their learning and development and parents/carers may add comments on observations or contribute photos, videos or information about activities they have been doing at home.
- Parents/carers may contact us through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

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

