EYFS LEARNING JOURNEY POLICY

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Aims

Pippins 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 educational programmes of the EYFS.

Procedures

- Each child will have an Early Years Teacher/Practitioner (EYP) allocated to them who will be responsible for the compilation of that child's Learning Journey.
- Pippins School uses 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 new observations, videos/photos or amendment of existing observations and photos.
- Parent access allows input of new observations and videos/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 a senior member of staff before being added to the child's Learning Journey.
- 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.
- The Learning Journey is started once the child has started Nursery/ Reception. During the first term, entries will be made more frequently as staff get to know the children.
- Observations are written in the present tense.
- In all written observations, other children are referred to as 'C1', 'C2', etc – and not by name.
- We will try wherever possible to allocate "Tapestry time" per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff's own time.
- All photographs taken of children are downloaded and stored onto a central computer at School.
- Tapestry is also used as a general communication tool between School and home. Teachers will upload key documents, memos and activities to support the development of the child at home and to keep parents up to date with ongoing events.

- Parents are asked to log-on to Tapestry at least once a week to ensure they are up to date.
- 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 us through the usual channels using the home/school communication diary or by contacting the school office for any other day-to-day matters, e.g. absence, lost property, etc.

<u>Security</u>

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