



St Bartholomew's Church of England Primary School

# Tapestry Policy

Action	Date
Document reviewed	September 2023
Reviewed By	Joanna Owen
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## **St Bartholomew's C of E (VA) Primary School**

*Follow Jesus in all we do.*

### **School Vision**

We seek to ensure that by following Jesus, each individual is inspired to shine in all areas of their educational and spiritual development.

'For I know the plans I have for you,' declares the LORD, "plans to prosper you and not to harm you, plans to give you hope and a future.'" (Jeremiah 29:11)

### **Mission Statement**

Follow Jesus in all we do.

'When Jesus spoke again to the people, he said, "I am the light of the world. Whoever follows me will never walk in darkness but will have the light of life.'" (John 8:12)

### **Core Values**

Our school is underpinned by 6 core values

#### Courage

'Be strong and courageous; do not be frightened or dismayed, for the Lord your God is with you wherever you go.' (Joshua 1.9)

#### Friendship

'Love each other as I have loved you.' (John 15:12)

#### Service

'Serve one another in love' (Galatians 5.13)

#### Forgiveness

'Do not judge, and you will not be judged. Do not condemn, and you will not be condemned. Forgive, and you will be forgiven' (Luke 6:37)

#### Justice

'And what does the LORD require of you? To act justly and to love mercy and to walk humbly with your God.' (Micah 6:9)

#### Love

'Give thanks to the Lord, for he is good; his love endures forever.' (Chronicles 16:34)



## **What is Tapestry?**

Tapestry is a secure online learning journal helping staff and families celebrate their children's learning and development. Tapestry builds a very special record of a child's experiences, development and learning journey through their early years. Using photos and videos, a teacher, along with the child's parents or carers, 'weaves' the story of the child and how they are growing and developing. The Tapestry platform then works seamlessly to enable these memories to be kept as a record of each child's unique journey. All information held in the platform is stored securely and can be downloaded and shared as required. Parents or carers are able to view their child's progress, the activities provided for them, and how much fun they're having, whilst also uploading their own comments and media. The communication between staff and parents that Tapestry enables, helps build a shared understanding of how every child can reach their full potential.

## **How we use Tapestry**

Our online journal is used in two ways. To keep parents of our nursery and reception children informed about what happens in class through group activities and as a record of each, individual child's learning. It is a tool which enables both our School and parents to contribute to a joint record of a child's early learning journey and development.

## **Group Photographs and Group Observations**

Most of the learning children do within the early years is collaborative. It is therefore inevitable that photographs taken to capture learning will be of more than one child. On signing up to a Tapestry agreement, parents are therefore asked for permission for their child to appear in other children's journals. (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. 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 adapt it where necessary. The assessments parents see on these observations are relevant to their child.

## **Individual observations:**

Staff members add individual observations about a child as a way of tracking their development and progress, planning next steps in their learning and gaining an insight into their learning behaviours.

## **Monitoring good levels of development**

We use information from Tapestry for the following:

- Snapshot analysis of a child's development
- Next observations and steps
- Track children's progress
- Evidence base for moderation

## **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 St Bartholomew's CE Primary School. 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. Each child can have more than one "family member" attached to their profile with parental permission.

## **Photos:**

Our journals often include group photographs of children. Parents give us permission upon registration at the School to allow these photos to be included 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. Photos are uploaded to Tapestry directly from the iPad.

## **Frequency of posts**

During the sessions the staff are focused on the children. As the School day is busy, admin and paperwork is often completed outside school sessions. Online observations are added in staff's own time and may be added in an irregular frequency. We aim to add at least one 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 school sessions so won't be able to give an immediate response, but will reply as soon as possible.

## **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

## **Safeguarding**

- All staff using Tapestry are recruited through our Safer Recruitment process (please refer to our Safeguarding policy).
- All staff are DBS checked.
- All staff are given their own login and fictitious passwords to avoid them being guessed

- All staff sign our Acceptable Use Agreement (please see the e-safety policy) All staff are aware that failure to adhere to the above usage criteria will result in disciplinary action.

### **Data Collection and Storage**

You can view Tapestry's Data Protection and Privacy Policy on:

[Privacy Policy | Tapestry](#)

Parents whose children leave the School, or whose children move up into year 1, are made inactive and deleted, unless they have other children at the School.

When staff leave the school their profiles will be inactive and deleted immediately.

## Appendix 1: Tapestry consent

At St Bartholomew's, in Nursery and Reception class, 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 school. These are really valuable to us as we like to plan our learning around the things the children enjoy and are really 'into'! Observations from home can also provide an opportunity for your child to share home experiences with their teachers and their peers, by looking at them together in the classroom. 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 school 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.

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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.

I am happy for posts from home to be shared in the classroom to allow my child to share home experiences with their peers.

Please note you can indicate which posts you are happy or not happy to share by commenting when posted.

Signed: \_\_\_\_\_ (Parent/carer) Date: \_\_\_\_\_