



Harlow Inspirational Learning Trust (HILT)

Correspondence address for the Trust

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Executive Head Teacher: Mary Evans

Henry Moore Tapestry Policy:

Aims

In line with the Early Years Foundation Stage (EYFS), we ensure that all children in Reception have a personal Learning Journey which records photos, observations and comments 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.

Procedures

We use an online Learning Journey system called Tapestry, which allows staff and parents to access the information from any electronic device using 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, and 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 validated by the class teacher before being added to the child's Learning Journey.

All photographs taken of children are stored onto a password protected tablet or computer.

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

Parents give 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.

In all written observations, other children's names are not used.

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Tapestry is **not** used as a general communication tool between school and home. A child's learning journey is a document recording their learning and development and parents may add comments on observations, upload photos and / or videos, and add observations of activities they have been doing at home. Parents must contact the School through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

Security

The Tapestry Online 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.

Responsibilities

All staff in Reception carry out a range of observations of the children to show their learning and progress at all levels.

Class teachers monitor the observations before adding them to the child's Learning Journey to ensure all information is correct.

New observations will be sent to the parents regularly.

Parents can make positive comments to their children after viewing an observation and can make their own observations at home.

The learning Journey is not a tool to compare one child to another but is a personal documentation of your child's learning and progress.

Parents will respect the security of your child's Learning Journey by ensuring images and information are not shared or stored anywhere other than Tapestry.

Parents will keep their login in details private.

**Failure to adhere to the procedures and responsibilities set out in
this policy will result in parental accounts being deactivated.**