ONLINE LEARNING JOURNAL (TAPESTRY) POLICY

Status and Review Cycle	Statutory / Bi-Annual
Policy reviewed and amended	September 2024
Next review date	September 2026
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Sevenoaks Prep ensures that all children attending their Early Years classes (Nursery, Kindergarten and Reception) have a personal online learning journal which records photos, observations, and comments, in line with the Early Years Foundation Stage. This computer program (Tapestry) will be used to build up a record of each child's achievements.

Procedures

All EYFS staff have responsibility for the compilation of evidence and assessments for all children in their care.

Sevenoaks Prep uses an online learning journal system which allows staff and parents to access the information from any device via a personal email and password-protected log-in.

Staff access allows ongoing input of new observations and photos, or the amendment of existing observations and photos. Teachers are given authority to publish online observations and photos, whereas teaching assistants must have their posts approved by teachers prior to publication.

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

Parents are asked to sign a consent form which states:

As a parent I/we will:

- Give the school setting permission to input observations, photographs or videos of their child onto their personal Online Learning Journal.
- Give permission for my child's image to occasionally appear in other children's Learning Journals.
- Not publish any of my child's observations, photographs, or video on any social media site.
- Protect images of other children that may occasionally appear in photos contained in my child's Learning Journal.
- Keep my/our personal log-in details secure
- Speak to a member of staff if I experience any difficulties accessing my child's Learning Journal.

The online learning journal is used as a communication tool between school and home. In EYFS, the online Learning Journal runs live and is updated each session in Nursery. In Kindergarten and Reception, observations are added throughout the week, more details will be shared in the termly newsletter.

The online journal is a valuable tool and parents are encouraged to like and comment on observations published by the school and to upload their own observations of 'Wow' moments which show new skills and developments.

Security

- The Tapestry Online Learning Journal system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique email user ID and password.
- Parents can only see their own child's information and are unable to log-in to view other children's Learning Journals.
- Tapestry hold their own protection policy to ensure data is secure. Refer to 'Tapestry Privacy, Security and Back-up Policy'