



GREAT ROLLRIGHT CE PRIMARY SCHOOL

Church End, Great Rollright, Oxon, OX7 5SA 01608 737202

Head Teacher – Miss Michelle Hastings



Tapestry – our online learning journal

As a school, we use an online learning journal to record your child's progress through The Meadow Class. We also allow you, as parents, to access and contribute to your child's online record. Below you can read our 'Online learning journey' policy. We ask you to fill in and return the final page for our records.

The system we use is called 'Tapestry' and is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our children is very important to us. Everything that is added to Tapestry is added to our school account and can only be viewed by the school staff that use the system, and also yourself, using your own log in details. Tapestry admin staff only access these accounts with prior permission from the school (for example, if required to solve a technical issue). A copy of Tapestry's 'Privacy, Security and Back-Up Policy' is available to view on request.

If you want to find out more, you can visit the Tapestry website at <http://eyfs.info/tapestry-info/introduction>

Yours sincerely,
Miss M. Hastings

Online Learning Journey Policy

Aims

Great Rollright ensures that all children attending the setting have a personal learning journey which records photos, videos, 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.

Procedures

- * Each child will have 3 Early Years Practitioners (EYP) allocated to them who will be responsible for the compilation of the child's Learning Journey.
- * Great Rollright uses an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer via a personal, password-protected login.
- * The only information that will be stored on Tapestry is the child's first name and surname, date of birth and parental email addresses.

The value of LOVE is visible in every area of school life, and our strong inclusive community is strengthened by our other Christian Values of COURAGE, RESPECT and TRUTH.





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- * Staff access allows input of new observations, photos and videos or amendment of existing photos and observations.
- * Parent access allows input of new observations and photos – parent logins do not have the permission to edit existing material or make comments on existing observations.
- * 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.
- * In all written observations, other children are referred to by their initial and not by their full name.
- * We will try, wherever possible, to allocate 'Tapestry time' per week to each member of staff to enable them to upload observations.
- * Photographs taken for observation purposes are not stored after being uploaded to a child's Learning Journey.
- * Tapestry is not used as a general communication tool between school and home. A child's Learning Journal is a document recording their learning and development and parents may contribute photos, videos or information about activities they have been doing at home.
- * Parents may contact us through the usual channels for any other day-to-day matters e.g. lost property, absence
- * At the end of the academic year, your child's information will be deleted as their profile will be complete.
- * If your child should move school during the Reception year, it will be possible to transfer their existing observations if the receiving school uses Tapestry.

Security

- * The Tapestry on-line Learning Journey is hosted on secure dedicated servers based in the UK.
- * Access to information stored on Tapestry can only be gained by a unique 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 Journeys.

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Agreed guidelines for accessing and using Tapestry online Learning Journeys

As a parent I will...

- Accept that my child may appear in another child's Learning Journey.
- NOT publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's Learning Journey.

I agree to the above guidelines and I give permission for Great Rollright to create an online Tapestry Learning Journey for

_____ (name of child)

Print name _____

Signed _____ Date _____

The email address I would like to link with the account, so I have access to my child's Learning Journey is

(provide your email address)

Or

If you do not have access to an email account, please tick this box and you will be able to view your child's learning journey using the school equipment during specific times throughout the year.

Please return this page to your child's teacher so we can set up your account and send out your login details

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