



SEVENOAKS
PREPARATORY SCHOOL

ONLINE LEARNING JOURNAL (TAPESTRY) POLICY

Policy reviewed and amended: 14.3.22

Next review date: 14.3.24

Governor Lead: Tim Dickinson and Marius Carboni

Policy Holder: Helen Cook

Helen.cook@theprep.org.uk

Louisa Rowland

louisa.rowland@theprep.org.uk

01732 762336

Status and Review Cycle: Bi-Annual

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 computer 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.

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 within my trusted family.
- 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.

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'