



COUNTESS GYTHA
PRIMARY SCHOOL &
FOUNDATION UNIT

Learning Journey Records

Policy statement

Countess Gytha Foundation Unit ensures that all children attending the setting have a personal learning journey which records photos, 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 Early Years Foundation Stage.

Procedures

- Each child will be allocated an Early Years Practitioner as a key worker who will be responsible for the compilation of the child's learning journey.
- Countess Gytha Foundation Unit uses an online learning journey system called Tapestry, allowing staff and parents to access the information from any computer via a personal password protected login.
- Staff access allows input of new observations and photos or amendments of existing observations and photos.
- Parental access allows input of new observations and photos or the addition of comments on existing observations and photos – parent logins do not have the necessary permission to edit existing material.
- Observations input onto the Tapestry system are moderated by a senior member of staff within the setting before they are added to a child's learning journey.
- Parents logging onto the system are only able to see their own child's learning journey.
- The learning journey is started once the child has started preschool.
- New observational entries to a child's learning journey will usually be uploaded within two weeks of the observation being made/ photo being taken.
- In all written observations other children are referred to as other child, child 1, or by using initials etc and not by name.
- We will allocate 'Tapestry time' each week to each member of staff to enable them to upload observations and photos.

- Each member of staff will have the use of an iPad, on which all photos will be stored. During their 'Tapestry time' staff members will upload observations and photos which are then approved and posted to the child's individual learning journeys by a senior member of staff. Once uploaded, photos/videos are deleted from the iPads.
- Tapestry is not used as a general communication tool between preschool and home. A child's learning journey is a document recording their learning and development and parents may add comments on observations or contribute photos, videos or information about activities they have been doing at home.
- Parents may contact the preschool through the usual channels for any other day to day matters e.g. absence reporting 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.

Updated: October 2018

Next review date: October 2019