

ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL



Tapestry Policy

Rooted in Faith

Growing in Love

Learning for Life

Whole school intent

At St Francis of Assisi Catholic Primary School, we are deeply committed to developing the gifts and talents each pupil has been given by God. The school's direction stems from its Mission Statement, 'Our School Is Somewhere We Can Grow Together'.

We deliver an engaging and challenging curriculum for every child that attends our school. The National Curriculum forms the foundation for all learning, which has been carefully sequenced to ensure that all children, in particular the disadvantaged and those with Special Educational Needs, are exposed to the richest and most varied opportunities that we can provide.

We have ambitious expectations and will support the spiritual wellbeing of each child by instilling the knowledge, skills and understanding that they need to be aspirational, successful young people, who are confident and well-rounded in an ever-changing world.

Tapestry Policy statement

At St Francis of Assisi CP School we provide all children attending Reception with an 'online learning journal' through the platform of 'Tapestry', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home in the Early Years.

Procedures

- At St Francis of Assisi CP School we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- All staff are able to capture observations for all children. Only teachers are able to approve and publish observations to the journal.
- Parents logging into the system are only able to see their child(ren)'s learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos – any observations

the parents add have to be approved and added into the journal by the teaching staff to ensure appropriate content.

- Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child to have a Tapestry journal and for their child's photo to appear in other children's learning journals (whole class and group observations). Tapestry permission forms are kept by the class teachers.
- Group observations cannot be commented on by parents.
- Before using the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time.
- Parents should not use tapestry as a way of communicating with teachers. Parents can communicate with teachers via the office (email or phone call) to make an appointment and face to face at the end of the day.
- Memo's are used to set home learning challenges and updates of what teachers are focusing on in class. Supporting videos may be shared with parents (e.g.: Phonics videos).
- Memo's may also be used by teachers to send reminders or share useful website links and other useful information.
- Memo's may also be used to request photos of children for discussion points in class e.g. photos of the Baptism, photos of their pets and birthday celebrations.
- The documents section of Tapestry includes the useful documents and any other useful resources to support children's learning at home.
- Observations will show 'WOW' moments where children have made progress in an area of learning or general whole class learning.
- Observations are regularly monitored by the EYFS Lead and EYFS teachers and assessed to ensure they are providing relevant and informative information.
- Parents are able to download their child's learning journal at the end of the academic year. They will only have until the end of August to download the journal. Journals are then archived for one year within tapestry and then deleted.

Safe Use Agreement

- Staff should only log on to the app as themselves.

- Staff should exit the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff should not share log in or password details with any person not employed by St Francis of Assisi CP School.
- Staff should not share any information or photographs relating to children with any person not employed by St Francis of Assisi CP School.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. tablets that they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on school premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of the school.
- At all times staff must comply with whole school safeguarding policies.

This policy runs in conjunction with the following school policies:

- Safeguarding policy
- GDPR policy

Jo Ternouth (EYFS Phase Leader)