

## Tapestry Policy

### Policy Statement

Tots and Juniors use an online Learning Journey System, called Tapestry. This allows parents/carers to access their child's observations, photographs and experiences that they have at Tots and Juniors. We encourage parents/carers to be as involved in the process as possible, not only by reading and commenting on the observations but also by uploading their own pictures and comments of their child for us to enjoy and add to the assessment process. This partnership creates a Tapestry which grows as the child develops. All staff use Tapestry on a regular daily basis to make observations and record your child's achievements and experiences. All the information can then be accessed from any computer via a personal, password protected login.

Tapestry is one of our main communication lines with parents/carers we will post newsletters, notifications and home challenges.

### Procedures

- Observations input into the Tapestry system are moderated by a member of the management team.
- Parents/carers logging into the system are only able to view their child's Learning Journey.
- We sometimes take group photo's of the children engaged in activities, by signing the registration form you are consenting for us to allow this. If you would like your child to be exempt from this please let us know in writing.
- The Learning Journey is started once the child starts Nursery, entries will be made more frequently as practitioners get to know the children.
- In all other observations, other children will not be referred to by name.
- Practitioners will be provided with tablets to access Tapestry wirelessly while working. These tablets are for work use only and not allowed to take home.
- Tapestry is not used as a general communication tool between Nursery and home.

### Security

- The Tapestry online Learning Journey system is hosted on secure dedicated servers based in the UK.
- Photo's and observations are not stored on the individual tablet or computer.