



LEARNING JOURNEYS (TAPESTRY)

Date ratified: June 2021

Period: June 2021 June 2022

Headteacher:

Lynsay Falkingham

Chair of Governors Signature:

Sue Barham

Annual Review: June 2022

Aims

Lanterns Nursery School ensures that all children attending the setting have a personal learning journey which records each child's learning experiences and development as photos, observations and comments, in line with the Early Years Foundation Stage Framework. It will also show children's developmental progress during their time at Lanterns Nursery School.

Procedures

- Each child will have a key person allocated to them who will be responsible for the compilation of that child's Learning Journey.
- Lanterns Nursery School uses an online Learning Journey system - 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 amendment of existing observations and photos.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material.
- 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.
- The Learning Journey is started once the child has their first day at Lanterns Nursery School. During the first few weeks parents will receive photos of their child illustrating how they have settled, the play opportunities and experiences that they have engaged in and the routines that they have been part of.
- Parents will receive group or class entries at least every 2 weeks. These will detail what the class or group have been doing, the play and learning that they have been interested in and enjoyed and ideas about how parents can support their children at home.
- The class entries will outline the curriculum and learning opportunities that the children have

had. The curriculum experiences will be differentiated and appropriate to all children's development. Where a child needs more support to access the curriculum and make appropriate development, this will be recorded through next steps and communicated with parents.

- In all written observations, other children are not referred to by name.
- Tapestry is not used as a general communication tool between Nursery 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 the experiences they have had at home.
- Parents may contact us through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

Security

- The Tapestry on-line Learning Journey system is hosted on secure dedicated servers.
- 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.
- When children leave, either at the end of the year or during their academic year parents will receive a notification from Tapestry that their journal is ready to download and they will have 30 days to complete this, after this the journal is then deleted. If a child moves to another Early Years setting or transitions to school, their journal can be transferred if they use Tapestry.

(Further information on security from Tapestry Security Policy is available on request from the admin team).