



Learning Journey Policy for the Foundation Stage

Aims

Clophill St. Mary's C of E Lower School ensures that all children attending the Foundation Stage (Acorn Nursery and Chestnut Reception Class) have a personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage (EYFS), 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 EYFS.

Procedures

- All staff in Acorn and all staff in Chestnut are responsible for the compilation of individual children's Learning Journey
- Clophill St. Mary's C of E Lower School uses an online Learning Journey system in Acorn and Chestnut, called Tapestry, allowing staff and parents to access the information of individual children 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
- In Acorn, observations inputted into the Tapestry system are moderated by the Nursery Manager before being added to the child's Learning Journey
- In Chestnut, observations inputted into the Tapestry system are moderated by the class teacher 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 their Learning Journey. Where more than one child appears in a photograph or video the picture is pixilated to parents and only visible to staff.
- In written observations other children will not be identified in another's Learning Journey
- The Learning Journey is begun once the child has started Acorn (or Chestnut if the child does not attend Acorn)
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made
- Observations are written in the present tense
- We will try wherever possible to allocate "Tapestry time" per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff's own time
- Tapestry is not used as a general communication tool between school 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 us through the usual channels for any other day-to-day matters, e.g. absence etc

Security

- The Tapestry on-line 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