



St. Mary's Catholic Primary School

Tapestry EYFS Online Learning Journey

Policy and Procedure

At St Mary's Catholic Primary School we use 'Tapestry', an online journal which records and stores observations and assessments relating to each child in Early Years Foundation Stage and KS1. Tapestry is a safe and secure system and one that enables families to access their child's learning journey at any time. Parents can add to their child's journal by posting comments and photographs of their child's achievements at home, helping to create a fully holistic view of their child which also strengthens the school and parent partnership.

This policy sets out how staff use devices to access Tapestry whilst keeping children safe.

Recording Observations

In school we complete pupil observations using the Tapestry app which is loaded on class iPads; these iPads are allocated for staff use only.

Teachers and Teaching Assistants make observations which capture the child's learning experience; link observations to assessment criteria and save them to the individual pupil's online Learning Journey.

Parents will then receive an email notification informing them that an observation has been made. Parents can then log in to Tapestry securely with their individual log-in and password to view the observation. Parents are able to leave a comment about what they have seen. Additionally parents can make observations at home and contribute these to the Learning Journey.

All Observations will be viewed and approved by the EYFS/KS1 Teachers before they are added to the Learning Journey.

Safety

The following measures are in place to ensure children and their details are kept safe:

- Only the Reception/KS1 class iPads will be used to photograph/video children*
- All devices will be password protected*
- The Tapestry app is pin protected*

- 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.
- The app will be remotely deactivated as soon as possible should a device be lost or stolen
- Any information from the app will only be shared between official school emails and parents consented email.
- Should any parent misuse the app their account will be disabled
- All staff will be made aware of any children who should not appear in photos due to parents withdrawing consent or other factors
- Parents will be notified of the usage of such devices/software and its purpose (see attached letter)
- Only if all parents give consent can multiple observations be un-blurred
- Senior Management can access Tapestry at any point to ensure it is used appropriately.
- Tapestry have updated their policy in line with current GDPR requirements.

Staff

All Teachers and Teaching assistants who work in Pre School, Reception (Early Years Foundation Stage class) and KS1 can make and record an observation. These observations will include evidence from adult led, adult initiated and child led learning activities.

All staff will:

- Use the designated school iPads to take photos/ videos of the children and their learning (Red covers in Early Years)
- Use their own password and pin to create an observation
- Make notes of what the child **can** do using professional language
- Use **positive** phrases to celebrate achievement
- Suggest a next step comment when appropriate and using language from the early years/KS1 curriculum to help support the child's development
- Link learning to assessment statements (use the suggested statements from teacher weekly planning as a guide if needed)
- Notify the Head teacher, Head of Early Years and KS1 immediately if any devices are broken, lost or stolen

Teaching staff will:

- Provide weekly planning which includes statements/ age bands from the Early Years Development Matters Document as a guide to pupil outcomes
- Read all observations
- Edit observations (If needed) and publish them once they have been checked
- Disable parent accounts if they are misused (Included sharing of photographs)

Parental Agreement

In order for children to be signed up to 'Tapestry' parents must agree to the following rules.

As a Parent/Carer I agree to...

- Allow my child's photo and date of birth to be used to create an online Learning Journey
- My child's image appearing in other children's Learning Journeys when joint observations are made.
- Not publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details within my trusted family.
- Keep school informed of any changes to my email address.
- Speak to a member of staff if I experience any difficulties accessing my child's Learning Journey

Monitoring and Review

It is the responsibility of the EYFS/KS1 staff to follow this policy. The Senior Leadership Team will monitor the EYFS/KS1 as part of the whole school monitoring system. This policy will be reviewed regularly and will evolve to incorporate the views of all staff concerned.

Date: September 2026

Date of Review: September 2029

Person Responsible: Laura Concanon (Head Teacher) and Denise Morgan (Senior Teacher)

Dear Parents/ Carer,

Welcome to Tapestry!

This year we are moving to Tapestry to record the learning journeys of children in Pre School, Reception, Year 1 and Year 2.

Your child will have an individual 'Learning Journey' account using educational software called 'Tapestry'.

This is a system which creates a collection of photographs, observations and assessments to build up a picture of each child in order to create an account of their learning journey through early years.

You need to be aware that only you can see the individual photos and observations of your own child. Your child may appear in a group photo or may be in the background of another child's individual photos.

When there is a group photo and general group observation, all the parents of the children present will receive this on their account.

The exciting element to this is that you can contribute to it, as well as being able to look at what your child has been doing at any time. The system will email you when a new observation has been added for your child (it sometimes arrives in your spam), so that you can look at what they have been learning. You can add a comment or 'like' the observation if you wish, which is a fantastic way for us to hear your views about what they have done.

You can also add your own observations and photographs to your child's profile so we can build up a better picture of what your child can do. Having observations added by you is such an important part of your child's learning journey as you know your child best and we only see a small percentage of what they can do. You can also download an app for Apple products (search Tapestry on the App store) which will enable you to add observations on the go, in addition to using a web browser.

Examples of observations and photos you might like to add could be your child starting a club for the first time (take a quick snap and add it on), riding their bike without stabilisers, helping to tidy their toys, eating with a knife and fork, writing their name in a birthday card. Anything

that you see your child doing and think "Wow! That's fantastic, what an achievement for them!" are all the kinds of things we want to see.

All of this information is stored on a highly secure server which is monitored closely. E-safety is extremely important to us at St. Mary's Catholic Primary School, therefore we ask you to provide us with the following information and to sign the parent agreement to show that you understand and will agree with our guidelines. Please return the form as soon as possible so we can set up your log in.

If more than one parent would like to have a login that is fine, just write down both/all emails on the form.

We are sure that you will love this new way of viewing your child's achievements as much as we do!

We look forward to getting our families set up on Tapestry.

Many Thanks

Denise Morgan

SEND/CO/Senior Teacher/ Mental Health Lead

St. Mary's Catholic Primary School

Early Years Team

Agreed guidelines for accessing and using Tapestry Online Learning Journeys

As a Parent/Carer I agree to...

- Allow my child's photo and date of birth to be used to create an online Learning Journey.
- My child's image appearing in other children's Learning Journeys when joint observations are made.
- Not publish or reproduce any of my child's observations, photographs or videos on any social media sites.
- Keep the login details within my trusted family.
- Keep school informed of any changes to my email address.

- *Speak to a member of staff if I experience any difficulties accessing my child's Learning Journey.*

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Consent Form Name of Parent/Carer: _____

Name of child: _____

Year group: _____

Signature: _____ *Date:* _____

Email Address/es: _____

