Policies and Procedures

Learning Journal Policy

Aims

Richard de Clare Primary School ensures that all children attending the setting have a personal Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us.

Staff will select the characteristics of effective learning (CoEL) that have been displayed during an observation. Teaching staff will keep a record of children's developmental progress through the different age bands of the EYFS (using Tapestry and, EYFS target tracker in school).

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development

Procedures

- Richard de Clare Primary School uses an online Learning Journal 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 Journal.
- Parents logging into the system are only able to see their own child's Learning Journal.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journals, and to protect images of other children that may appear in any photos contained in their child's Learning Journal.
- From January 2014, The Learning Journals will be online. **From September 2014, the Journals will begin when the child starts school.**
- New observational entries to a child's Learning Journal will usually be uploaded within two weeks of the observation being made.
- Observations are written in the present tense.
- In all written observations, other children are referred to with first names only.
- 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, lost property, etc.

Security

- The Tapestry on-line Learning journal 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 Journals.

This policy effective from:	December 2013
Person responsible:	Jess Allen
Policy review date:	December 2014