



## Ark Academy Online Learning Journey Policy

The EYFS (2014) states:

*Assessment plays an important part in helping parents, carers and practitioners to recognise children's progress, understand their needs, and to plan activities and support. Ongoing assessment (also known as formative assessment) is an integral part of the learning and development process. It involves practitioners observing children to understand their level of achievement, interests and learning styles, and to then shape learning experiences for each child reflecting on those observations. In their interactions with children, practitioners should respond to their own day-to-day observations about children's progress and observations that parents and carers share.*

Ark Academy ensures that all children attending the setting 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.

To help us achieve this in a more productive way, Ark Academy use an online learning journey software called Tapestry. This policy sets out our procedures for the safe and effective use of Tapestry and the management of online learning journals, to ensure the system work to the benefit of every child, information is secure and safeguarding procedures are rigorous.

The staff can upload observations, assessments, photographs and videos of the children throughout their time at Ark.

This is a completely secure system, only the manager, the staff and the child's parents will have access to the child's learning journal and only parents who have signed the agreement will be able to have access to the system.

We encourage parents to be 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 children for us to enjoy and add to the assessment process. This partnership creates a tapestry, which grows for your child to keep.

The staff will only use the school tablets, which have been bought for this purpose. The tablets are to be stored overnight in a locked filing cabinet. The staff are not permitted to take the tablets home. Staff are only allowed to use the tablets in conjunction with their job role; no personal usage will be allowed.

### **Procedures**

- The Early Years Practitioners will be responsible for the compilation of all children's Learning Journeys.
- Ark Academy 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. Parents do not have access to edit existing material.
- All observations are regularly moderated by the EYFS Phase Lead before being added to the Child's Learning Journey. Any inappropriate observations will be removed.
- Parents logging into the system are only able to see their 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 the images of other children that may appear in any photos.
- In the instance where a parent does not give permission for their child's photograph to be used, staff will ensure that every possible measure is taken to not include the said child in photographic evidence, with the exception of their own photos for their own journal.
- New observational entries to a child's Learning Journey will be uploaded within the week of the observation being made.
- Observations are written in the present tense.
- Tapestry is not used as a general communication tool between home and school. 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 that they have been doing at home.

### **Staff Agreement**

All staff using the system will adhere to a Staff Agreement where they shall:

- Only uses devices supplied by the school for their intended use and in line with their role as an employee of Ark Academy.
- Not download any images or information to personal computers/tablets/mobile phones.

- Not use devices for personal use.
- Not allow family members to use devices.
- Not share the information stored with anyone other than the manager and EYFS staff.
- Ensure that log in details remain confidential to themselves.
- Ensure they are logged out when not in use.
- Ensure that devices are only used to access the internet via a secure network.
- Delete photos stored on the device as soon as they have been added to the online Learning Journey.

### **Parental Restrictions:**

Photos or videos including other children or staff should not be shared with anyone other than the Tapestry account holder. Parents are prohibited from sharing images or videos from Tapestry containing their child or other children to any social networking site or via email or text. Parents sign an agreement to say they will adhere to this.

### **Tapestry Software Privacy Policy:**

Tapestry Early Years has been created to help providers and families share information for the benefit of children.

“The Tapestry Online Learning Journal service is owned, managed and operated by The Foundation Stage Forum Ltd. (FSF), a UK based organisation entirely concerned with offering supporting services to professionals working with early years education.”

- When you open a Tapestry account all your information is stored in a dedicated database in servers physically resident in the United Kingdom.
- When you take out an account with FSF, or when you download and install an app, information will be exchanged. FSF will not trade or otherwise pass on that information to any third party.
- FSF services and apps carry no advertising or related tracking software, either for their own use or other commercial organisations.
- The data you enter is stored by FSF, but owned by you. If you decide to terminate your Tapestry account they will ask you if you would like them to archive your information for a limited period. If you do not want to do this, they will delete it completely, which means data will disappear forever. They will also delete all media files associated with the account.
- FSF will not visit your account unless you ask them to (e.g. to address any issues you are experiencing).