

# Tapestry Policy

## Online learning journals

### Policy statement

At Hound Owls Preschool we provide all children attending with an 'online learning journal' through the platform of 'Tapestry', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the preschool through to when they leave to attend Primary School (or for any other reasons if before this time).

### Procedures

- At Hound Owls Preschool we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- Each child is allocated a key person who is responsible for their development and the compilation of their learning journals, however all staff are able to capture observations for each others children.
- Parents logging into the system are only able to see their child(ren)'s learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the manager to ensure appropriate content.
- Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals.
- Before using accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time.
- Observations are regularly monitored by the manager and assessed during staff meetings/regular supervisions to ensure they are providing relevant and informative information.

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