

**Tapestry Policy**

**Aims**

Bell Day Nursery 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, 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.

The EYFS key themes and commitments are; a unique child, positive relationships, enabling environments and learning and development.

**Procedures**

* Each child will have an Early Years Educator allocated to them who will be responsible for the compilation of that child’s learning journey, the room manager or deputy will then upload these onto Tapestry.
* Bell Day Nursery uses 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 one 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 Gina 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 other children’s learning journeys and to protect images of other children that may appear in any photos contained in their child’s learning journeys. Parents who sign this agreement also the agree that they will not use the photos of their children which may also contain other children for anything other than personal use must not go on any social networking sites or any other type of public use.
* The learning Journey is started once the child has started the nursery. During the first few weeks, entries will be made more frequently as the practitioners get to know the child.
* New observational entries to child’s Learning Journey will usually be uploaded within two weeks of the observation being made.
* In all written observations, other children are referred as “a friend or friends”
* Tapestry is not used as a general communication tool between Nursery and home. A Childs leaning 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. Class Dojo.

Signed: G.Owers

Date completed: October 2019