



# Harrietsham Church of England Primary School

## Tapestry Policy

Policy lead:	Coral Smith
Responsibility:	EYFS Leader
Date approved by Governing Body:	September 2024
Governor signature:	S. Betts (Chair of Quality of Education Committee)
Review date:	September 2025

# Harrietsham Church of England Primary School

## Tapestry Policy

### Contents

School Context: .....	3
Policy Statement .....	3
Procedures .....	3
Safe Use Agreement .....	4
Staff members with access to Tapestry: .....	5

## **School Context:**

### **Harrietsham CEP Vision Statement**

*We are a warm, welcoming, and inclusive school rooted in our rural community. Like the mustard seed we grew from tiny beginnings and our branches are now spread wide –providing support and taking our values beyond the school gates. All those in our community feel safe and nurtured - able to flourish and grow academically, spiritually, emotionally and physically to achieve their full God-given potential.*

### ***“Nurtured we flourish”***

We are a nurturing school. As such we believe in, and follow, **The Six Principles of Nurture** in all of our practice.

1. Children's learning is understood developmentally.
2. The classroom offers a safe base.
3. The importance of nurture for the development of wellbeing.
4. Language is a vital means of communication.
5. All behaviour is communication.
6. The importance of transition in children's lives.

### **Our Values**

The roots of our vision are in the parable of the Mustard Seed.

*'The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches'.*

***Matthew 13 31-32***

In order to grow and reach our potential, everything that we do in school is driven by our vision and underpinned by our core Christian values of:

### ***Love, Fellowship and Forgiveness***

## **Online Learning Journals**

## **Policy Statement**

At Harrietsham Church of England Primary School, we provide all children in Reception Classes (Cygnets and Ducklings) 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 child's journal. This helps to provide a strong partnership between staff and parents as the children develop through their first year at school.

## **Procedures**

- At Harrietsham CEP School we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- All staff are responsible for each child's development and the compilation of their learning journals, there are no key workers/key children in this setting.

- Parents logging into the system are only able to see their child(ren)'s learning journal, where they can access up-to-date information for Reception Class.
- 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 managers: **Coral Smith, Laura Spain and Maddy Ashwood**, to ensure appropriate content. The EYFS Lead, **Coral Smith**, oversees these and has the right to remove observations from the journal if they do not seem appropriate/comply.
- 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. They are told that staff will access the learning journals at home and at school.
- Before using and 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 Instagram, Twitter and Facebook).
- Whilst Tapestry provides a fantastic tool for sharing information between the school and parents, is not used as a way of sharing communication about the child's welfare and development. This is the responsibility of the class teacher and should be a conversation with parents. However, it can be used for general communication and notices to parents.
- 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 in school or during a prior agreed time.
- Observations are regularly monitored by the managers (**Coral Smith, Laura Spain and Maddy Ashwood**) and assessed at the end of each term, with all staff present, to ensure everyone is providing relevant and informative information.

## **Safe Use Agreement**

- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff should not share log-in or password details with any person not employed by Harrietsham CEP School.
- Staff should not share any information or photographs relating to children with any person not employed by Harrietsham CEP School.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. Samsung Tablets, that they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on school premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate and in line with all school policies.
- All entries on Tapestry remain the property of Harrietsham CEP School.
- At all times staff must comply with Child Protection policies and Computer safe use policies.

This policy runs in conjunction with the following policies:

- Staff Code of Conduct Policy.
- ICT acceptable Use Policy.
- Use of Mobile Phones and Smart Technology Policy.
- Safeguarding Policy.

**Staff members with access to Tapestry:**

- Jackie Chambers (Headteacher)
- Jon Gambell (Deputy Headteacher)
- Coral Smith (Ducklings Class Teacher Thurs & Fri, Manager & EYFS Leader)
- Laura Spain (Ducklings Class Teacher Mon-Weds)
- Maddy Ashwood (Cygnets Class Teacher)
- Mikeane Tipple (Learning Support Assistant – Monday - Friday)
- Mel Morris (Learning Support Assistant – Monday - Friday)
- Jo Ward (Learning Support Assistant Mon-Thurs AM)
- Ellie Bott (Learning Support Assistant Mon-Fri PM)
- Sarah Nichols (Learning Support Assistant Fri AM)