

# Ellwood Community Primary School

Believe, Achieve, Belong



## Tapestry Policy

Date reviewed: September 2026

Next renew date: September 2027

### Intent

At Ellwood Community Primary School we create an 'online learning journey' through the platform Tapestry for all children in our Reception class. The 'online learning journey' is used to record observations, photos and videos. Tapestry also allows parents to comment and add their own observations to their child's learning journey.

### Implementation

- Before using accessing the system, parents have to sign a consent form (please see page 2).
- We use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- 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 upload have to be approved and added into the journal by the EYFS lead to ensure appropriate content.
- Observations are regularly monitored by the EYFS lead to ensure they are providing relevant and informative information.

### Impact

Tapestry supports us in enabling a strong partnership between home and school as parents can see how their child is learning and interacting during their time in Reception.

Through parents uploading their own observations into their child's 'online learning journey' we can create a more holistic picture of each child.

### Tapestry Permission Slip

|                  |                  |
|------------------|------------------|
| Child's name:    |                  |
| 1: Parent's name | 2: Parent's name |
|                  |                  |
| Email address    | Email address    |
|                  |                  |

The system we are using is called 'Tapestry' and is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our school account and can only be viewed by the school staff that use the system, and also yourself, using your own log in details. You will only have access to your child's journal and this cannot be seen by other parents. However, children in the class will sometimes be photographed with others as they work together. For this reason, we would like permission for your child to appear in photographs within other children's Learning Journals.

**Please read carefully before signing:**

- I give permission for an online Tapestry Learning Journal to be created and maintained for my child.
- I give permission for staff at Ellwood school to take photographs and videos of my child to be used in their online Learning Journal.
- I give permission for my child to appear in any group photos used in the Learning Journal. I understand that my child's image will be viewable by all parents/ carers of the pupils featured in that particular photo.
- I give permission for photos/videos which may feature my child to appear in other children's learning journeys which may be electronically downloaded at the end of the school year.
- I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journal (including photographs and videos). I understand that my child's Learning Journal is to be used for my own personal use (meaning that information cannot be shared with others, or published in any way without the explicit written consent of the parents or carers of those children who may be included.)
- I agree to keep my login details safe and secure.

|                       |                       |
|-----------------------|-----------------------|
| 1: Parent's signature | 2: Parent's signature |
|                       |                       |
| Date:                 | Date:                 |

### Monitoring and Review

It is the responsibility of those working in Reception to follow the principles stated in this policy. The Head teacher (Mrs Milford,) and EYFS Leader, (Mrs King) will carry out monitoring of the EYFS as part of the whole school monitoring schedule. The Governing Body will also be part of this process.

|                                    |              |                  |
|------------------------------------|--------------|------------------|
| Review: September 2026             | By: Mrs King | Signed: Mrs King |
| Due to be Reviewed: September 2027 |              |                  |