



Meadow Drive, Horringer, Suffolk, IP29 5SB
Tel: 01284 735181 E: manager@horringerpreschool.co.uk
Charity: 1164658

Learning Journey Policy

Horringer Pre-school 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.

Procedures

- Each child will have a Key Person allocated to them who will be responsible for the compilation of that child's Learning Journey.
- Horringer Pre-school 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 – parent log-ins do not have the necessary permission to edit existing material.
- 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 Journey.
- The Learning Journey is started once the child has started Pre-school. During the first term, entries will be made more frequently as staff get to know the children.
- New observational entries to a child's Learning Journey will usually be uploaded within two weeks of the observation being made.
- In all written observations, other children are referred to as their Christian name only.



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- We will try wherever possible to allocate “Tapestry time” per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff’s own time.
- All photographs taken of children are stored securely on a Pre-school tablet. Staff upload pictures of their key children as they add an observation or brief notes.
- 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 they have been doing at home.
- Parents may contact us through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc. As a last resort Tapestry may be used to inform us of day to day matters. Ideally only a child’s observation or an update to assessments should be included in the Tapestry system notes section.
- Staff at Horringer Pre-school understand they are under strict instructions not to share or show any child’s information contained within the Tapestry system to ANY other person outside the Pre-school. This excludes outside agencies, where parental permission will be sought or for transitional purposes.

Security

- The Tapestry on-line Learning journey system is hosted on secure dedicated servers based in the UK.
- Access to information stored on Tapestry can only be gained by unique user id and password.
- Parents can only see their own child’s information and are unable to login to view other children’s Learning Journeys.



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Staff Declaration I have read and understood the above policy:

Signature and Date	Signature and Date	Signature and Date	Signature and Date	Signature and Date	Signature and Date

<u>Feedback</u>
