

4.2 Learning Journey

Aims

Writtle Green 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.

It will also show children's developmental progress through the different age bands of the EYFS.

Procedures

- Writtle Green Preschool uses an online Learning Journey system (Tapestry), allowing staff, via their pre-school Hudl 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 logins 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 Journals, 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 begins at Writtle green 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. .
- 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 the staff's own time.
- Tapestry may also be used as a general communication tool between Preschool and home. For example, we may use it for newsletters, and urgent notices regarding closure of the pre-school etc.

- 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 the Preschool through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.

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 I.D. and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journals.
- When a child leaves Writtle green pre-school parents will be given a hard copy of the Learning Journey and child's records deleted.

This policy was adopted at a meeting of Writtle Green pre-school

Held on..... Date to be reviewed.....

Signed on behalf of the committee

Name of Signatory