

Walbottle Village Primary School



Tapestry Learning Journey Policy

In Early Years, we use an online system called Tapestry to record and store all observations and assessments relating to each child. This is a safe and secure system and one that enables families to access their child's learning journey at any time. They can share it with their child, family and friends at home and also post any comments and photographs of their own, helping to create a fully holistic view of the child and strengthen the parent partnership.

Procedures

Walbottle Village 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.

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.

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.

As part of our commitment to safeguarding our children, all learning journeys are password protected so that parents and carers can only access the account of their child. Other than family, only the child's key person and the manager have access to the journal.

Parents can only see their own child's information and are unable to login to view other children's Learning Journey's.

Parents sign an agreement stating that they agree to use tapestry in accordance with the guidelines – see attachment

Parents without internet

Those parents without access to the internet are invited into school to view their child's learning journey. We also offer Tapestry sessions where we can support parents with using Tapestry and uploading their own observations. Please speak to Early Years staff if you would like to arrange a time.

Date: April 2026

Reviewed on: April 2027



TAPESTRY
ONLINE LEARNING JOURNAL

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'

As a parent/carer I will...

- **Not** publish any of my child's observations, photographs or videos on any social media site.
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.
- Only add appropriate photos/comments that are linked to my child's learning.

I agree to the guidelines and give permission for Walbottle Village Primary School to create an online Tapestry Learning Journey for;

..... (Child's full name).

The e-mail address I would like to link with the account so I have access to my child's Learning Journey is;

..... (provide your e-mail address)

OR

If you do not have access to e-mail please tick this box and you will be able to view your child's learning Journey using school equipment during specific times throughout the year.

I give permission for my child's photograph to appear in other children's learning journeys.

Yes

No

I give permission for my child's video to appear in other children's learning journeys.

Yes

No

Signature: _____ Date: _____