



HARWELL COMMUNITY PRIMARY SCHOOL

Policy for Learning Journeys

Reviewed by SLT	March 2019
Ratified by FGB	to be 15 May 2019
Next review due	academic year 2020/21

Aims

Harwell Community Primary School ensures that all children attending Foundation Class 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

- Harwell Community Primary 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. The Foundation Stage Leader will be responsible for approving photos and assessments in each child's Learning Journey.
- 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.
- Due to the nature of collaborative learning, children's images may appear within another child's Learning Journey
- Images from Tapestry containing other children must not be shared on social media. Failure to adhere to this will result in parents access to Tapestry being revoked.
- 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 normally with initials but where their name has been used, their last name will not be used.
- Tapestry is not used as a general communication tool between School and home. 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 should contact the School 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 and is GDPR compliant.
- 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.