



Tapestry Policy

Our Aim

At Puss 'n' Boots Day Nursery all children attending the setting have a 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 at nursery.

It will show each child's development progress through the age bands of the EYFS.

Procedures

- Your child will have a Key person allocated to them who will be responsible for the compilation of that child's learning journey.
- Puss 'n' Boots Day Nursery will use an online Learning journey system (Tapestry) allowing staff and parents to access the information from any nursery computer/tablet via personal, password –protected login.
- Staff access allows input of new observations and photos or the addition of comments on existing observations and photo's – parent log ins do not have the permission to edit existing material.
- Observations input into the Tapestry system are moderated by a senior member of staff
- Parents logging into the system are only able to see their own child's learning journey.
- Parents are asked to sign a consent form (this will be kept with the registration forms) giving permission for their child's image to appear in the other learning journey's, and to protect images of other children that may appear in any photo's contained in their child's learning journey. Parents who sign this agreement also then agree that they will not use the photos of their children which may contain other children for anything other than personal use: so must not go on any social networking sites or any other types of public use.
- The learning journey is started once the child has started nursery. During the first term, entries will be made more frequently as staff get to know the children.

- Observations are written in the present tense.
- In all written observations, other children are referred to by name only.
- Tapestry is not a general communication tool between Nursery and home. A child's learning journey is a document recording their learning and parents may add comments on observations or contribute to photo's etc.
- Parents may contact us through the usual ways for other day to day matters: Absence etc.
- The nursery will use Nursery Tablets that will not be taken off the premises and only used by practitioners. No visitors or volunteers will be using the Nursery tablets.



Permission Form for Tapestry

Child's Name:

Parents Name:

Parents Signature:

Date:

I give permission for my child to have an online profile with Tapestry and I agree to the terms in the Puss 'n' Boots Tapestry policy.

I will keep my Login and Password safe.

I give permission for my child's photograph to appear on other child's profiles as a group observation but agree not share this photograph on any online media.