

# Policies and Procedures

## Learning Journey Policy

### Aims

Wood End Park Academy 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.

### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development

### Procedures

- Each child will have an Early Years Practitioner (EYP) allocated to them who will be responsible for the compilation of that child's Learning Journey.
- WEPA 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.
- Observations input into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey.
- 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 Nursery. 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.
- Observations are written in the present tense.
- In all written observations, other children are referred to by first name only.
- 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.
- Tapestry is not used as a general communication tool between WEPA 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 may contact us 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 id and password.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.
- Tapestry includes safety features such as a lock which activates after 5 minutes of no use. After this time you need to put in your individual pin to re access the site or app.
- Staff do not leave screens unattended when the Tapestry program is active this prevent unauthorized access to the site.

Review procedure:

Person responsible:

Date of last review:

## Appendix 1

### Observation Format

Title - Initial of Adult who is taking the observation e.g EK

#### Main Observation

This is a description of what the child/children are doing. It is written in the present tense. It includes any details that are relevant for the observation.

e.g

Jack is using the spade to fill the bucket. He turns to x and says 'This bucket is heavier because it has more in it'

#### Group Observations

When making group observations no names are mentioned within it. This allows the observations to go in all the relevant learning journeys.

#### Sharing Information with Parents

At times we may want to send information to parents via the app e.g a video of the phonics sounds and actions These will not be linked to EYFS statements but and will be titled HELPFUL HINTS FOR PARENTS.