



**ST BERNARD'S PREPARATORY SCHOOL
EARLY YEARS DEPARTMENT**

TAPESTRY POLICY

ADVENT 2018

St Bernard's Preparatory School

TAPESTRY POLICY

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

Policy Statement

At St. Bernard's Preparatory School we provide all children with an 'online learning journal' through the platform of 'Tapestry', which records observations, photos and videos and also provides an opportunity for parents to comment and add their own observations to their own child's journal. This helps to provide a strong partnership between the setting and home as the children develop from when they first attend the school through to when they complete the Early Years Foundation Stage.

Procedures

- At St. Bernard's Preparatory School we use the secure online system Tapestry which allows staff and parents to access the information via a personal password protected login.
- Each child is allocated a key worker who is responsible for their development and the compilation of their learning journals, however all staff are able to capture observations for every child.
- Parents logging into the system are only able to see their child (ren)'s learning journal.
- Parent access allows them to comment (or 'reply') to observations that staff have inputted as well as adding their own observations and photos/videos – any observations the parents add have to be approved and added into the journal by the staff to ensure appropriate content.
- Before parents are linked to their child (ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals.
- Before accessing the system, parents must agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- Whilst Tapestry provides a fantastic tool for sharing information between the school and parents, it is not used as a way of sharing general communication. Each child's learning journal is a document to record their learning and development which parents can add comments on or contribute to with information of what they have been doing at home. Any further discussion of progress or concerns will be done during a face to face conversation at the setting during a prior agreed time.
- Observations are regularly monitored by the managing staff and assessed during staff meetings to ensure they are providing relevant and informative information.

Safe Use Agreement

- Staff should log out of the Tapestry app or program when they are finished in order to maintain confidentiality.
- Staff should not share log in or password details with any person not employed by St. Bernard's Preparatory School.
- Staff should not share any information or photographs relating to children with any person not employed by St. Bernard's Preparatory School.
- Staff should take all responsible steps to ensure the safe keeping of any portable device e.g. iPad that they are using and report any missing devices.
- If accessing Tapestry with a private computer, not on school premises, staff must maintain confidentiality and professionalism.
- All entries on Tapestry must be appropriate.
- All entries on Tapestry remain the property of St. Bernard's Preparatory School.
- At all times staff must comply with Safeguarding Policies and Procedures including the safe use of computers and the internet.

Applies to:

Whole School including Early Years Foundation Stage (EYFS), all staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

Related policies:

EYFS, Safeguarding Portfolio, Use of mobile phones and camera, Recording

Availability:

This Policy is available to parents on the website www.stbernardsprep.org or a copy can be requested from the school office.

Monitoring and Review

The Governors will undertake a formal review of this policy for the purpose of monitoring the efficiency with which the related duties have been discharged no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by _____

Headmaster _____

Date _____

Chair of Governors _____

Date _____