

FELSTED PRIMARY SCHOOL

TAPESTRY – FEBRUARY 24



Nurturing today's minds for tomorrow's challenges

- Be Respectful
- Be positive
- Be the best you can be
- Save our world!

At Felsted Primary School we use an online system called Tapestry to record and store observations and assessments relating to each child. This is a safe and secure system and one that enables parents and carers 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.

SAFETY

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 Felsted Primary staff have access to the journal. Staff use school tablets to take the photographs for observations. Photos will be uploaded to the journal as they are taken and then deleted annually.

SHARING WITH CHILDREN

Staff may share the photos they take with the children as they are taken and will record any comments made by the child on the Tapestry site either under the photo or in with the observation. We will also encourage parents and carers to share the journals at home with their child.

PARENTS WITHOUT INTERNET

For parents without access to the internet, there will be opportunities to come and use a school computer.

PARENTS

Parents logging into the system can only access their own child's Learning Journey. Parents may input new observations and photos, and add comments to existing observations. They do not have the necessary permission to edit existing content but are able to edit their own posts. 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. If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child's photo.

SAFE USE AGREEMENT

- Staff should log out of Tapestry app/programme when they have finished in order to maintain confidentiality
- Staff must not share log in or password details with anyone not employed by Felsted Primary School
- Staff should not share any information or photographs relating to children with any person not employed by Felsted Primary School
- Staff will take all responsible steps to ensure the safe keeping of any portable devices that they are using and report any missing devices
- If accessing Tapestry on a private device, or not on Felsted Primary School premises, staff must maintain confidentiality and professionalism
- All entries on Tapestry must be appropriate and relevant
- All entries on Tapestry remain the property of Felsted Primary School
- At all times staff must comply with the Child Protection/Safeguarding policies of the school and Internet Safety policies

Note:- Tapestry is an online learning and assessment tool and a method of everyday communication. Any inappropriate photos or comments will be deleted. Urgent matters or those

of concern should be dealt with in school time. Staff are not be expected to reply to comments/observations at weekends and in the evenings. Tapestry is used to celebrate the children's learning and to give parents an insight into the curriculum and experiences for their child. We would like to suggest the following:

- We ask that any issues around behaviour/friendships are discussed face to face - please either arrange a meeting or call with the relevant member of staff by emailing admin@felsted-pri.essex.sch.uk or calling the office
- We ask that any changes to collection arrangements/minor issues around belongings/lunch choices etc could be mentioned at the door when dropping children off. If this is not possible and you feel it is important please email admin@felsted-pri.essex.sch.uk
- We ask that if you have serious concerns that you have not been able to resolve with the class teacher - please email Mrs Collins on head@felsted-pri.essex.sch.uk

Also, should parents/carers use Tapestry inappropriately, access may be temporarily suspended until the issue has been discussed. Parents must not share any photos/information from Tapestry via other social media accounts. The school reserve the right to terminate accounts.

This policy has been adopted by Felsted Primary School Signed on behalf of the setting by:

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..... Headteacher

Date: 6/2/24

Review Date: February 2026