

# Watery Lane Preschool

## Learning Journey Policy



### Policy statement

At Watery Lane Preschool we give a very high priority to our partnership with parents. To ensure that all parents are able to regularly access and contribute to their child's Learning Journey and to enhance our knowledge of their child's interests and achievements we operate an online system. This records photos, videos, 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

- Each child will have a Key Person allocated to them who will be responsible for the compilation of that child's Learning Journey.
- We use an online Learning Journey system (Tapestry), allowing staff and parents to access the information from any computer via a personal, password-protected login.
- Staff will ensure security by logging out of the Tapestry application at the end of each session before turning off the appliance.
- Parents who do not have the facility to log-in at home will be given the opportunity to do so in the preschool or to have relevant sections printed off and given to them on a regular basis or on request.
- Staff access allows input of new observations and photos, videos or amendment of existing observations and photos.
- Parent access allows input of new observations and photos / videos 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. Photographs may not be copied or printed off and uploaded to any social media sites. Any parent found not complying with this will be excluded from accessing Tapestry from their home devices.
- The Learning Journey is started once the child has started Preschool. 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.
- In all written observations, other children are referred to by their 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 Preschool and home. A child's

Date of last review January 2026

. Effective from adoption date shown at end.

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. Tapestry has recently added a new feature of direct messaging that can be used to contact us regarding day to day matters as well as the usual channels e.g. regarding absence, illness 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.
- We adhere to the General Data Protection Regulations (2018), please see our Privacy Notice.

## Procedures

### Links to other policies and legislation

- Parent Partnership Policy
- Key person and Settling In Policy
- EYFS Safeguarding and Welfare Requirement: Information and Records
- GDPR (2018)

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive Practice 1.3 Keeping Safe	2.1 Respecting Each Other 2.2 Parents as Partners 2.3 Supporting Learning 2.4 Key Person	3.1 Observation and Planning 3.2 Supporting Every Child 3.4 The Wider Context	4.4 Areas of Learning and Development

This policy was adopted at a meeting of **Watery Lane Preschool**

Held on \_\_\_\_\_

Signed on behalf of management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_ Role of signatory \_\_\_\_\_

Date to be reviewed \_\_\_\_\_

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