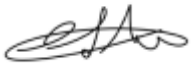
Ranelagh Primary School
Pauls Road Ipswich IP2 0AN
Telephone: (01473) 251608
Email: admin@ranelagh.suffolk.sch.uk

Acting Headteacher: Mrs O Hopper

Tapestry Policy

Reviewed on: 16th September 2025

Next Review due: Autumn 2027

Signed by:  Chair of Governors

Signed by: Headteacher

Policy statement

At Ranelagh Primary School we provide all children attending our Early Years Unit and Year 1, 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 nursery through to when they leave reception to start Year One (or for any other reasons if before this time).

Procedures

- At Ranelagh Primary 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 each other's children.
- 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. They are also informed that learning journeys may be transferred to other schools if the child leaves.
- Before using and accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).
- 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 teaching staff and assessed during staff meetings to ensure they are providing relevant and informative information.

- If children transfer to a different school, their learning journey can be transferred if they also use Tapestry or printed and sent in their blue school file.

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 Ranelagh Primary School.
- Staff should not share any information or photographs relating to children with any person not employed by Ranelagh Primary 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 Ranelagh Primary School.
- At all times staff must comply with Child Protection and Safeguarding policies and Acceptable Use Policy.

Links to other policies:

This policy runs in conjunction with the following policies:

- Child Protection and Safeguarding Policy
- Acceptable Use Policy
- Code of Conduct
- E-Safety Policy

Appendix One – Information given to parents and parental agreement

Dear Parents and Carers,

Welcome to the new school year! Here at Ranelagh we use an exciting way to record, track and share your child's learning during their time in Early Years. This system, called an 'online learning journal' will enable staff to take photographs, videos and make written observations of the activities your child does at school. We would like to give parents the opportunity to access this information (using your email address and a secure password to log in) so you can celebrate this learning at home too. Parents/carers can also add their own photos and comments to the journal.

The system we are using is called 'Tapestry' and is hosted in the UK on dedicated, secure servers. These servers conform to very high safety standards and are proactively managed by a central security team. The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our school account and can only be viewed by the school staff that use the system, and also yourself, using your own log in details. Tapestry admin staff will only access these accounts with prior permission from the school (for example, if required to solve a technical issue). A copy of Tapestry's 'Privacy, Security and Back-Up Policy' is available to view on request.

You will only have access to your child's journal and this cannot be seen by other parents. However, children in the class will sometimes be photographed with others as they work together. For this reason, we would like permission for your child to appear in photographs within other children's Learning Journals. Once the Learning Journal is set up, it is crucial that you ***do not*** *share photos or videos from your child's book on social media or through other online platforms, screenshots are also not allowed, however we understand that you may want to show relatives using your device.*
The photographs/ videos taken and uploaded to Tapestry by the school are the property of Ranelagh Primary School and you ***do not*** *have permission to upload them onto any website on the internet. We ask that you protect the images of your own and other people's children by viewing and using them carefully. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.*
We are very excited about introducing this system to you and would like you to find out more about it too. On the back of this letter you will find some 'Frequently Asked Questions' about the system. We would also like to signpost you to Tapestry's website where you will find more information and videos: http://eyfs.info/tapestry-info/introduction

Attached to this letter is a permission and information slip to allow us to set up parental access to the Tapestry account for your child. Please read this very carefully before signing and returning it to your child's teacher ***as soon as possible.*** *You will be given your account details in the next few weeks and should receive an email asking you to activate your account.*

Yours sincerely

Miss Turner

Ranelagh Primary School Tapestry Parental Agreement

Please return this slip to your child's teacher as soon as possible.

Child's Name:_____

Class *(please circle if known):* *Rabbits* *Squirrels* *Wrens*

Please read carefully before signing. If you have any questions or comments please speak to your child's teacher.

- *I give permission for an online Tapestry Learning Journal to be created and maintained for my child.*
- *I give permission for staff at Ranelagh Primary School to take photographs and videos of my child to be used in their online Learning Journal.*
- *I give permission for my child to appear in any group photos used in the Learning Journal. I understand that my child's image will be viewable by all parents/ carers of the pupils featured in that particular photo.*
- *I agree* ***not*** *to screenshot or electronically share, by social media or other platforms,* ***any*** *part of my child's Learning Journal (including photographs and videos). I understand that my child's Learning Journal is to be used for my own personal use (meaning that information cannot be shared with others, or published in any way without the explicit written consent of the parents or carers of those children who may be included.) I understand that my access to the system will be withdrawn if I break this confidentiality.*
- *I agree to keep my login details safe and secure.*
- *I give permission that if my child moves schools, their learning journey will be transferred to the new school.*
- *I understand that if a child's learning journey is transferred to a new school it might contain photos of my child.*

The email address I wish to use to access my child's Tapestry account is:

_____

Please use _____
(first and surname) as my username.

All Parent/Carer/s that will be linked to the account need to sign below:

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Frequently Asked Questions

Why use an online system?

Hand writing observations, printing out photos, cutting out and sticking all of these into a paper book is very time consuming. By taking photos and videos that can be instantly uploaded, increases the time that staff can spend with your children, supporting their learning.

It's also a great way for us to show you what we have been doing in school and for you to share your child's achievements at home with us, e.g. if they've learnt to ride a bike with no stabilisers or learnt to swim.

How do I get onto the system?

If you consent to us using Tapestry for your child, school will set up an account for you and provide you with log in details. Tapestry can be accessed online at http://eyfs.info/tapestry-info/introduction

It is available as a free app from the Apple Store and also on Android devices.

We will set up a secure account linked to your email address. This will be a secure way of logging in, and you will only be able to see your own child's book.

I don't have a computer, laptop, tablet or smartphone. How can I access Tapestry?

If you are unable to access the Internet on any device at home, then we will provide you with access to your child's account and support you to use it if needed during parents evening.

I am not very confident with computers or the Internet. How can I access Tapestry?

One of the reasons for us choosing Tapestry was ease of use. It is a very easy system to use, but should you have any problems, a member of the Early Years Team will do their best to support you.

Why do you need my e-mail address?

Your e-mail address is required in order to set you up with access to your child's account. It is to ensure security on the site and also so that we can e-mail you when a new entry has been added for your child.