



**THE HEATHERS NURSERY  
 POLICIES AND PROCEDURES**

**POLICY 9: Learning Stories & Tapestry Policy**

**Aims**

The Heathers Nursery ensures that all children attending the setting have a personal Learning Story which records photos, observations and comments, in line with the Early Years Foundation Stage (EYFS), 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 Themes and Commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.2 Parents as Partners 2.4 Key Person	3.1 Observation, assessment and planning 3.2 Supporting every child	

**Procedures**

- Each child will have a key person and a key person buddy allocated to them who will be responsible for the compilation of that child's learning story.
- The Heathers Nursery uses an online learning journey system (Tapestry) allowing staff to access the information from the four Ipads owned by the Nursery which are kept on the nursery premises at all times.
- Staff are not able to login to Tapestry from their homes.

- Staff have password protected logins and only have the ability to see children for whom they have key person or buddy responsibility for.
- Staff access allows input of new observations and photos or amendment of existing observations and photos.
- Parents can access their child's learning story from any computer, phone or tablet via a personal, password-protected login.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos - parent logins do not have the necessary permission to edit existing material.
- Observations input into the Tapestry system are moderated by a senior member of the staff before being added to the child's learning story.
- Parents logging into the system are only able to see their own child's learning story
- The learning story is started once the child has started Nursery. During their first term, entries will be made more frequently as staff get to know the children.
- In all written observations, other children are referred to by first name only.
- Parents are asked NOT to publish any of their child's observations, photos or videos on any social media site.
- Tapestry is not used as a general communication tool between Nursery and home. A child's learning story 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
- Tapestry adhere to the General Data Protection Regulations (GDPR) (2018) and do not share any information stored.
- The Tapestry Privacy Notice can be found here: <https://tapestry.info/privacy/>
- 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 story