



### **Vision**

Our children will reach their maximum potential through high standards in teaching, learning and leadership. We will provide a caring, inclusive learning environment where everyone is valued and respected and prepare our children to become valuable members of the wider global community.

**“Our vision is to create a school community where every child participates, excels and takes pride in their achievements...”**

### **Mission Statement**

*The Grange Community Primary School allows everyone to participate by:*

- Providing a welcoming, safe, happy school where everyone is respected and listened to; a school where we take pride in ourselves and our achievements, enabling all children to become confident and successful learners.
- Striving to be the hub of our local community and an integral part of our society; building and joining communities locally and beyond.
- Being a partner in the education of our pupils and being committed to working in partnership with our parents and wider community.

*The Grange Community Primary School encourages everyone to excel by:*

- Working for the highest possible standards of achievement and behaviour in a stimulating environment.
- Valuing independence, developing a deeper level of learning and providing a curriculum which enables our pupils to become active citizens of the future.
- Endeavouring to be a centre for outstanding teachers, where quality leadership is extended to professionals in other schools and where the staff are committed to their own learning journey and the sharing of quality practice.

*The Grange Community Primary enables everyone take pride in their achievements by:*

- Encouraging everyone to do their very best.
- Developing a love of learning inspired by quality teaching.
- Building and developing upon individual strengths and talents.

### **Description of School**

The Grange is a community primary school for 4 to 11-year-olds in Banbury, Oxfordshire. We offer a progressive, creative, fun, and dynamic curriculum that recognises and values each child as a unique individual. We fully believe that children thrive best in an environment where they are stimulated to think for themselves, and excited by the challenges that are presented to them, in a safe, collaborative manner. We work hard to provide an environment, in and out of school, in which children can fulfill their potential as learners and as people, helping our children to develop confidence, self-esteem and a love of lifelong learning. At The Grange, we offer a wide variety of after-school clubs and activities including dance, football, outdoor learning, and choir.

### **Policy Formation**

Staff and Governors have been involved in the compilation process of this policy.

### **Dissemination of Policy**

Copies of this policy will be held by the Headteacher. A policy document file will be kept in the Headteacher's office.

### **Procedure for Monitoring and Evaluation**

The policy will be monitored by the Leaders in Learning Team.

### **Tapestry Policy Statement**

This policy outlines how Tapestry, an early years online learning journal, is used in a safe and secure manner in line with The Grange's safeguarding policies and procedures. At The Grange, we create an online learning journey for all the children attending our setting. We use the software 'Tapestry': a secure online system used by many schools and early years settings throughout the country. It enables staff to record observations, photos, and videos.

Parents/carers can access the information online or via the App. Parents/carers can also comment and add their own observations to their child's journal. This joint record helps to promote communication and a strong partnership between the setting and the home, thereby supporting each individual child's learning journey during their time with us. Parents/carers without access to the internet can access their child's learning journey at school at an agreed time.

### **Relevant Regulations**

There is certain legislation and guidance that this policy needs to be based on:

- The Children Act 1989
- General Data Protection Regulations (GDPR) May 2018
- The Children Act (Every Child Matters) 2004
- EYFS Statutory Framework 2014
- Working Together 2013

### **Procedures: How Does Tapestry Work?**

#### **Observations and Planning**

The Reception Leader, Head Teacher, and Office Administrator have full viewing and editing control of the system. Only they can input the personal details of each child and family members/carers. Any updates to this information can only be changed by a member of the office team.

Each child is allocated a staff key person who is responsible for monitoring their development and for completing their learning journey. By recording observations, the child's key person can capture their experiences, track their development, plan their next learning steps, contribute to classroom planning, and ensure that the child makes significant progress throughout their time in Reception. Staff can make observations for each other's key children if the occasion arises. All observations added to the Tapestry system by staff/parents/carers must be approved by the teachers before they are added to the journals.

#### **Security for Parents**

- As part of our registration process, parents/carers must sign their child's registration form; notifying the school if they give/do not give their consent for their child's image to appear in other children's learning journals as either a photograph or as part of a video. If this consent has been withheld, their child will not appear in another child's learning journey; though this can cause difficulties with group observations. This information is given to all staff members to adhere

to.

- **By signing their child's registration form, parents/carers agree to not publish any of their child's observations, photographs or videos on any social media site.**
- The activation process is started by emailing the parent/carer with a link to set up their own secure password to the system.
- Parents/carers have 28 days to activate this link before it becomes invalid. Parents can contact The Grange for a new link via the school office, which will then be reactivated.
- Parents/carers logging into the system are only able to see their own child's learning journal.
- Parent/carer access allows them to comment (or 'reply') to observations that staff have inputted as well as having the opportunity to add their own observations and photos/videos. Any observations added by parents/carers must be approved and added to the journal by staff to ensure appropriate content.
- Whilst Tapestry provides a fantastic tool for sharing information between the school and parents/carers, it should not be used as a way of sharing general communication. The Grange advises that parents/carers discuss any issues they may have in person/via email/telephone contact; either with the Head Teacher, Reception Leader, or class teacher.

### Email notifications

Parents/carers can opt to have an email notification each time a new observation is added to their child's journal.

### Frequency of Posts

Upload frequency may be irregular and dependent on learning opportunities and development against the Early Years curriculum during that week/term. There is no set number of required posts but the journal will be updated regularly and used as a tool to evidence progress and attainment. Staff may not be able to give an immediate response to any comments or observations posted by parents/carers, but will reply as soon as possible.

### Devices

- Staff use the Tapestry app on tablets to record their observations. They can also take photographs and record videos for observational purposes on the tablets. The devices used have a secure login which is password and pin-protected. Photos and videos will be removed from the devices at regular intervals.
- Staff can work on the journals on school devices only. They are not permitted to download any photographs or videos from Tapestry to their own devices. They must be aware of other people around them and make sure that they are not overlooked. They must log out of the system as soon as they have stopped working.
- If any member of staff suspects that their login details have been compromised in any way, they must inform the school office and new login details will be created.
- Staff also access Tapestry from the main computers allocated in the office. These have online security and are password protected. Staff ensure that they log out of the system when they have finished working.

### **Safeguarding**

- All staff using Tapestry are recruited through our Safer Recruitment Policy and are DBS checked.
- As part of our supervision process, all staff sign self-declaration forms declaring their suitability to work with children.
- At all times staff must comply with the school's safeguarding policies.
- Staff must maintain confidentiality and professionalism always, making sure that all entries on Tapestry are appropriate.
- All staff sign an agreement as to the acceptable use of Tapestry. Failure to adhere to the usage criteria will result in disciplinary action.
- In the event of a breach of policy it is possible to disable a user's access to Tapestry if required

### **Data Collection and Storage**

The Tapestry online learning journey system is hosted on secure dedicated servers based in the UK. All data held on our Tapestry account is owned by The Grange Primary School; we are registered controllers of data with the Information Commissioner's Office and are bound by the Data Protection Act.

### **When Children Leave the Setting**

When children move to another setting we will transfer the Tapestry account to the new setting if they use this system.

If they wish to keep a copy of their child's learning journey, parents/carers can download it at any time. The Grange aims to arrange for journals to be downloaded annually, at the end of the academic year. All details of children and their parents/carers who leave The Grange are made inactive and permanently deleted from the school's Tapestry system before the new academic year begins.

Parents can view Tapestry's Data Protection and Privacy Policy on:

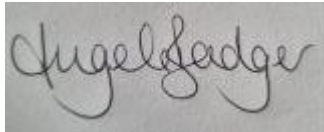
<https://tapestry.info/privacy-policy.html>

### **Other Related Policies**

- Child Protection and Safeguarding Policy
- Data Protection Policy
- ICT Acceptable Use Policy
- Keeping Children Safe in Education
- Online Safety Policy
- Safer Recruitment Policy
- Staff Code of Conduct
- Social Media Policy

**Policy Updated: September 23**

**Miss Amelia Bramall: Reception Leader/Acting Deputy Head Teacher/SENDCo**

A rectangular box containing a handwritten signature in cursive script, which appears to read 'Amelia Bramall'.

Signed by:

Date: 23<sup>rd</sup> October 2023