St Marychurch Pre-school

Tapestry

Statement of intent

We promote children's development through the use of an online system called Tapestry.
We will promote parental/carer engagement with their child's development through the facilities offered by this system.

Aim
We support our internal planning and observation strategies through the analysis tools offered by this system.
We support specific groups of children, our vulnerable children, summer born, gender groups and other groupings through the assessment and reporting facilities offered by this system.
We support practitioners to operate the system through, coaching, training and 1:1 support.

Methods
- We seek parental/carer permission for staff to access the system away from the setting subject to adherence to the conditions detailed in this policy.

Tapestry
- Tapestry is the electronic online system we use for maintaining your children's Learning Journals and for monitoring and assessing their progress.
- The system operates by analysing the information we include from the observations we make on the children completing activities during their time with us at St Marychurch Pre-school. These observations are recorded electronically using IPads, laptops and computers. They usually include a photo, a narrative to explain what was happening and assessment of the level at which the child being observed was working at.

Parental Engagement
- We use the reporting and journal facilities to share with parents at regular consultation sessions throughout the year.
- We enable secure external access to the system to enable parents/carers to add their input and to view the journal entries for their children online.

Planning and observations
- We use the gap analysis tools within the system to identify areas of improvement to support our planning and assessment strategies. This can be looked at for the whole group, specific groups or key worker groups and enables a targeted approach to activities and interventions. We can then use the assessment tools to measure the impact our activities are having on the children's development and adapt accordingly.

Specific groups
- The system allows us to generate and create specific groups to enable us to track the development of the children and plan appropriate interventions.
- Through the use of the analysis tools we are able to target resources (using funding if available) and measure the impact and value for money of our work.

Staff Support
- The system is currently operated by the Manager and Deputy.
- Staff meetings
- Planning meetings
- Supervision
- Training

We support practitioners to develop their understanding, skills and confidence in using the system.

Parent/carer consent

As an online system it can be assessed, from both within the setting and remotely. This may involve practitioners using their own IT facilities at home.

Before accessing the system at home practitioners must:-
- On each occasion obtain a manager's consent detailing the purpose of their accessing the system such as report writing, finishing off observations.
- Confirm they have appropriate Security Software to protect their equipment.
- Follow the email/website/social networking policy
- Confirm we have parental/carer consent to access the system away from the setting for the children whose records they are planning to work on.
- Never leave the system open if they are not present at their IT equipment.

Manager
- Monitor access to the system
- Where possible provide opportunities for practitioners to obtain additional access time within the setting
- Ensure parents/carers consent is sought as part of the induction process and keep a record of responses
- Regularly review our IT protocols/security procedures
- Change the password immediately is a staff member is aware that an unauthorised person has learnt the password.
- Follow the settings Safeguarding Policies and Procedures relating to suitable staff,
  a) Recruitment
  b) References
  c) DBS checks

Storage time

The Learning Diary will be downloaded on to a DVD at the end of the child's time at the setting to be given to the parent. The parents will also have the opportunity to download this information for up to a month after the child has left the setting, after which time all data will be removed from the Tapestry site.

Signed: _____

Position: Chairperson

Dated: _____

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.