



SHANKLEA EYFS

Learning Journals Policy

Policy Control Details			
Date policy approved:	September 2020		
Prepared by:	Kay Laughton	Signature	Date
Approved for issue by:	Gareth Pearson	Signature	Date
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Responsibility for review:	EYFS Manager		

EYFS Learning Journal Policy

Aims

Shanklea EYFS ensures that all children attending the setting have a personal Learning Journey which records photos, 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 Key Worker allocated to them who will be responsible for the compilation of that child's Learning Journey. Where a child is in Reception it is the responsibility of the Class Teachers and TA to upload observations of children.
- Shanklea Nursery, Squirrels and Reception 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 access allows input of new observations and photos or amendment of existing observations and photos.
- Parent access allows input of new observations and photos or the addition of comments on existing observations and photos – parent log-ins do not have the necessary permission to edit existing material. Staff will then have to approve any observations made by parents before they are uploaded to their Learning Journals.
- Observations input into the Tapestry system are moderated and approved 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 this gives 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. The consent form also ensures that parents do not upload any observations to any social media sites.
- The Learning Journey is started once the child has started Nursery or Squirrels. During the first term, entries will be made more frequently as staff get to know the children.
- Observations are added on a regular basis and the EYFS Leader will analyse the observations to ensure a broad and balance amount of observations are being uploaded covering all areas of learning (AOL).
- Observations are written in the present tense.
- All staff members are allocated time and an extra hour every week is to upload tapestry observations. Where staff do not have enough time to upload their observation in their additional hour and after school they will have to be uploaded in staff's own time.
- All photographs taken of children are downloaded and stored onto a central computer at the on the secure resources drive.
- Tapestry is not used as a general communication tool between school and home. A child's 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.
- Parents may contact us through the usual channels for any other day-to-day matters, e.g. absence, lost property, etc.
- Staff are encouraged to respond and comment on observations made by parents, this will show appreciation of their contribution and value their support.

- At the end of the Academic year or their time in Nursery Learning Journals will be uploaded to a CD for parents to keep as a record or made available for parents to download themselves.

Assessment

- Staff must link observations to Learning Outcomes and assess against the age bands.

Characteristics of effective Learning

- Staff must link observations to CoEL whenever possible.

Leadership

- The EYFS Leader will analyse the Tapestry half termly to look at where the focus of observations have taken place and which AOL needs to focus on. Looking at any gaps in the data.
- The EYFS leader will also analyses the CoEL and report back to EYFS staff on trends occurring.

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.
- EYFS Leader is responsible for adding relatives and ensuring passcodes are allocated.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.