

Glaisdale Playgroup

Learning Journal Policy

Aims

Glaisdale playgroup ensures that all children attending the setting have a personal Learning Journal 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.

Early Years Foundation Stage (EYFS) areas of learning

PSED	CAL	PD	L	M	UW	EAD
Personal, Social and Emotional Development	Communication and language	Physical Development	Literacy	Mathematics	Understanding the World	Expressive Arts and Design

Characteristics of Effective Learning (COEL)

Playing and Exploring	Active Learning	Creating and Thinking Critically
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EYFS themes

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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Procedures

- Each child will have a member of staff allocated to them Key Person who will compile that child's learning Journal alongside other staff members.
- Glaisdale Playgroup uses an online Learning Journal system (Tapestry), allowing staff and parents to access the information from any computer or device 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.
- Parents logging into the system are **only** able to see **their own** child's Learning Journal.
- Parents are asked to sign a consent form giving permission for their child's image to appear in other children's Learning Journals, and to protect images of other children that may appear in any photos contained in their child's Learning Journal.

- The Learning Journal is started once the child has started Playgroup. During the first term, entries will be made more frequently as staff get to know the children.
- New observational entries to a child's Learning Journal will usually be uploaded within two weeks of the observation being made.
- Observations are usually written in the present tense.
- In all written observations, other children are referred to as 'C1', 'C2', etc – and not by name.
- We will try wherever possible to allocate "Tapestry time" per week to each member of staff to enable them to upload observations. Any overflow will have to be completed in staff's own time.
- Tapestry is not used as a general communication tool between Playgroup and home. A child's learning journal 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, etc.

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.
- Parents can only see their own child's information and are unable to login to view other children's Learning Journeys.
- See also Tapestry privacy, security and backup policy available online or written copy in playgroup.

This policy was adopted on 1/9/2017

Signed on behalf of the committee by H Purtil