



Tapestry Policy

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st-williams.norfolk.sch.uk

Write to us: St. William's Primary School, Williams Loke, Norwich, Norfolk, NR7 0AJ ...our headteacher is Sarah Shirras!

Call the office: 01603 434128, or **email:** office@st-williams.norfolk.sch.uk

At St. William's Primary School and Nursery, we use an online Learning Journal system. Tapestry is the online learning story that will be used to reflect your child's learning and development during their time at St. Williams' Primary School and Nursery. Each child has their own individual learning journal in which we record photos, observations and comments. You will receive notifications for all observations uploaded and will be able to view these via your own personal login account. You will also be able to upload your own observations, comments and photographs for your child.

Consent

To comply with GDPR, we will ask you to give permission for St. William's Primary School and Nursery to create an online Tapestry Learning Story for your child.

The information we will use to set up their account will include:

- Name of your child
- Name of person/s responsible for the email address
- Named person/s relationship to child
- Email addresses

Photographs

The online Learning Story will include photographs of your child at play with other children. We take photographs for many reasons whilst your child is with us:

- to document what they enjoy doing
- to record their learning and development progress in all areas of the EYFS
- to record special events and achievements

By consenting to your child's Tapestry account, you are also agreeing to the following:

- Permission to take photographs or make any recordings of your child
- Authorised school staff to take photographs and videos of your child's learning and development to be uploaded onto their Tapestry Learning Story
- Your child to be in group photographs which can be uploaded to their own and other children's Tapestry Learning Stories (at St. William's Primary School and Nursery only). For example, this could include photographs for the Christmas production, group activities, trips and outings, and playing collaboratively with others
- Photographs containing images of your child and of other children will be for personal use only. This means that the information cannot be shared with others, or published in any way, without the explicit written consent from the school and the parents or carers of those children who are included in the photographs. For example, any such photographs cannot be posted onto a social networking site or displayed in a public area

Procedures

- Tapestry is not used as a general communication method, each year group has their own allocated email address for general communication, enquiries and questions
- Staff have access to the information from school devices via a personal password protected login
- Staff will log off from their device when unattended
- Parents have access to the information from any personal devices via a personal password protected login
- Parent access allows input of new observations and photos and also allows parents to respond and make comments to those put on by staff
- Parents can only see their own child's information and are unable to login to view other children's learning journals
- Parents will sign an agreement stating that they will not export photos which include children other than their own into social media or other websites
- Parents should report any concerns they have that their account has been compromised
- Tapestry team at FSF HQ (tapestry.support@eyfs.info) should be contacted if anyone suspects someone might be able to access their account and it will be deactivated
- Staff will be deleted from the system when they leave
- When a child leaves the setting, their information will be deleted
- School policies such as Whistle Blowing, Confidentiality and Safeguarding will make reference to the use of Tapestry