



Learning Journey Policy

Aims

Rainbow Nursery ensures that all children attending the setting have a personal Learning Journey which records using audio visual media, observations, comments and parental input, in line with the Early Years Foundation Stage (EYFS) and Characteristics of Effective Learning (COEL), to build up a record of each child's achievements and progress during their time with us.

It will also track if there are any areas of concern with your child's development in line with the EYFS.

Procedures

Rainbow Nursery uses a Learning Journey system called Tapestry, allowing staff and parents to access the information from any computer via a personal, password-protected login. Tapestry is hosted on secure dedicated servers based in the UK.

Every child at Rainbow Nursery has a key person who is responsible for ensuring the learning journey is up to date. With weekly observation and daily care diaries.

All observations inputted into the Tapestry system are moderated by a senior member of staff before being added to the child's Learning Journey.

New observational entries to a child's Learning Journey will be as a minimum uploaded by the end of the week the observation was made.

During enrolment parents are asked to give signed permission on how and where they wish for their child's image to appear, in nursery-based displays, in their learning journey only, or can appear in another children's Learning Journey. We ask all parents to protect the images of any other children that may appear in any media contained in their child's Learning Journey. Parental permissions can be changed at any time.

Parents have access to the online learning journey allowing input of new observations and audio-visual media or the addition of comments on existing practitioner observations – parent log-ins do not have the necessary permission to edit existing material.

Rainbow Nursery actively encourages parental involvement in sharing what their child is doing at home and other settings with us, as this assists the nursery practitioners in planning your child's next steps, and developing their interests. We would also like to encourage parents to share their child's next steps and learning and development with any other settings/ childminders their child attends and if they wish they can add them onto Tapestry. We encourage other settings to let us know what they are working towards, so we can offer a collaborative approach in the planning and care for your child and we appreciate parental support in allowing this flow of information. 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

Tapestry can be used as a general communication tool between Rainbow Nursery and home, please be aware anything posted on Tapestry is visible to all key worker staff in the child's room but not monitored by the main accounts office.

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Email: enquiries@rainbownursery.info

Rainbow Private Nursery School Limited

Reg No 3711931, OFSTED Reg 400088

Directors: Mrs H Shields and Mr K Shields

When your child leaves Rainbow a pdf download can be made available to you on request. Please contact the nursery and the download will be available on your Tapestry account. You then have a 12 week window to download the pdf before the account becomes inactive. All Tapestry accounts are deleted after a period of inactivity (currently 12 months).

What to do if an incorrect observation is downloaded onto your child's learning journey? Whilst every effort is in place to ensure this does not happen, if it does please contact Rainbow Nursery immediately by telephone or email and the observation will be immediately removed. The error will be investigated to understand how the mistake occurred and feedback/ additional instruction provided to the staff member and senior staff member who authorised it. This is with our full apologies to all the families affected.

To ensure the children and nursery practitioners are safeguarded the tablets used within the nursery are password protected (set by the director of Rainbow). As the nursery software package 'Tapestry' is cloud based and by necessity connected to the internet, the tablets are locked down in a 'whitelist' manner. This means they can only run applications or access websites that have been specifically unlocked - everything else is locked, and any attempt to access locked apps or sites are automatically reported to management.

This policy was reviewed in September 2021

This policy will be reviewed again in September 2022 or before if there are any changes in legislation.

Signature: 

Lisa Watson
Early Years Nursery Manager