



**HORRIS HILL**

FOUNDED 1888

# **Online Reporting and Recording Policy in the Early Years Foundation Stage (EYFS), Key Stage One (KS1) and Key Stage Two (KS2)**

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<b>Date of next review:</b>	<b>February 2022</b>

## **Online Reporting and Recording Policy in the Early Years Foundation Stage (EYFS), Key Stage One (KS1) and Key Stage Two (KS2)**

### Aims

Horris Hill ensures that all children within the EYFS, Key Stage One and Year Three have a personal Learning Journal which records observations and comments in line with the statutory Early Years Foundation Stage curriculum and National Curriculum. This helps to build up a record of each child's achievements during their time with us. It will also show children's developmental progress and achievement.

### Procedures

At Horris Hill we use an online system called Tapestry to record and store all observations, reflections, accidents and assessments relating to each child. This is a safe and secure system which allows staff, parents and carers to access the information from any computer or tablet 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.

Observations are usually moderated by a senior member of staff before being added to the child's Learning Journey. Parent access allows them to comment (or reply) to observations that staff have added, as well as adding their own observations and photos or videos. Parents logging into the system are only able to see their own child's Learning Journey.

As part of our online safeguarding policy, parents are asked to sign a consent form giving 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. If parents withhold this consent their child is only ever photographed alone and no shared observations are made including that child.

Before accessing the system parents have to sign to agree not to download and share any information on any other online platforms or social networking sites, such as Facebook, Twitter. In all written observations a child is only identified by their first name in their individual online Learning Journal. Tapestry provides a fantastic tool for capturing and sharing information between parents and the school. However, it is not used as an instant method of communication tool between the school and home. Each child's Learning Journal is a document that records their learning and development which the parents can add to contributing information that children have been doing at home. Discussions regarding general progress and development are done face-to-face with parents/carers at the school. Parents may contact the school through the usual channels for any other day-to-day matters e.g. absence, lost property etc.

### Staff usage

Observations will be uploaded by members of staff in the Lower School team and are monitored by the Lower School Lead teacher. Staff use school tablets not personal devices to take the photographs for observations which are to be uploaded to the journals. Each staff member has a secure login which

is password and pin protected. The tablets are kept in a secure cupboard at school and may only be taken home by staff members for specific reasons and with the express consent of management. Staff will be allocated time at work to update journals. Staff should have minimal need to work on journals at home but if they wish to do so they may access the Tapestry site using their own device. Staff are not permitted to download any photographs of the children onto their own devices. If staff do work on Tapestry at home they should be aware of any other people around them and make sure they are not overlooked. They must logout as soon as they have stopped working. If any member of staff suspects that their login details have been compromised in any way, they must inform the Lower School Lead teacher and new login details will be created. Photographs stored on the tablets are deleted on a regular basis by a member of staff.