



# Tapestry Policy

**Written: September 2023**  
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**Next renewal date: September 2025**

## **Introduction**

At Nevill Road Infant School (NRIS) we use Tapestry as an online learning platform for our Early Years team, children, and their families to share snapshots of the learning that has taken place in the classroom, or at home.

## **Aims**

The aim of this policy is to ensure that all stakeholders understand how Tapestry will be used within NRIS.

## **GDPR**

Under General Data Protection Regulation (GDPR) NRIS must obtain parental consent before children's images can be posted on Tapestry or any other online platform. Further information about Tapestry's privacy promises can be found online at <https://tapestry.info/privacy-policy.html> . It is the responsibility of parents or carers to read this privacy policy. Where consent has not been given, photographs of these children will be anonymised by covering their faces.

Activation emails will be sent to parents or carers which will enable them to have access to the information that is posted on Tapestry about their child, or whole class information that is posted to their child's profile, for example, a group photograph (anonymised where necessary).

## **Tapestry in the Early Years Foundation Stage**

- Teachers are expected to access Tapestry via the website or app on their allocated school devices only.
- Teachers in the Early Years Foundation Stage will post on pupil profiles to evidence and showcase the learning taking place for all areas of the EYFS curriculum framework. However, this will be limited to new learning which is significant for each individual child or specific pieces of work which children are proud of and want to share with their parents or carers. Examples of how the EYFS team will use Tapestry include, but are not limited to:
  - Photographs
  - Audio recordings
  - Video recordings
  - Notes and annotations
  - Homework such as phonics sounds
  - Individual or whole class reminders
  - Useful website links
  - Pupil achievement
  - Send and respond to individual messages to parents or carers (within working hours)
  - Photographs of the Stunning Starts and Fantastic Finishes for each half termly topic.
- NRIS staff must use hashtags to indicate the curriculum area that their observations link to. This is important for subject leaders who use the observations as evidence for their subject.
- Class Teachers are responsible for ensuring that all observations written by Teaching Assistants are completed to the required standard.
- It is important to note that there are no expectations for Class Teachers to post daily or weekly for every child. Posts will be based on individualised learning and what is new and significant for each individual.
- There is no longer a requirement in the revised EYFS Framework (2021) for schools to provide examples of learning for parents and carers. At NRIS we collate examples to support our professional judgements and to gain a holistic picture of children, and therefore we choose to share these examples with our parents and carers.
- Home learning that parents or carers have uploaded will be approved by Class Teachers before it is visible on children's profiles. Any content deemed to be unsuitable will not be approved and may be reviewed and actioned under an alternative NRIS policy.
- Class Teachers will post weekly links to Monster Phonics eBooks which are based on the phonics learning that has taken place that week.
- All communication between Class Teachers and parents or carers is accessible to all of the staff team at NRIS and is not private. Tapestry must not be used for confidential conversations.

- At the end of each academic year parents will receive an email reminding them to download their child's profile before the class is archived. It is important that this is done by the deadline given in the email.

### **Tapestry in Key Stage 1**

- Teachers are expected to access Tapestry via the website or app on their allocated school devices only.
- Teachers in KS1 will post on pupil profiles to evidence and showcase the Stunning Starts and Fantastic Finishes for their half termly topics. This will be in the form of a photograph.
- NRIS staff must use hashtags to indicate the curriculum area that their observations link to. This is important for subject leaders who use the observations as evidence for their subject.
- Class Teachers are responsible for ensuring that all observations written by Teaching Assistants are completed to the required standard.
- It is important to note that there are no expectations for Class Teachers to post daily or weekly for every child. Posts will be based on individualised learning and what is significant for each individual.
- Home learning that parents or carers have uploaded will be approved by Class Teachers before it is visible on children's profiles. Any content deemed to be unsuitable will not be approved and may be reviewed and actioned under an alternative NRIS policy.
- Class Teachers will post weekly links to Monster Phonics eBooks which are based on the phonics learning that has taken place that week.
- All communication between Class Teachers and parents or carers is accessible to all of the staff team at NRIS and is not private. Tapestry must not be used for confidential conversations.
- At the end of each academic year parents will receive an email reminding them to download their child's profile before the class is archived. It is important that this is done by the deadline given in the email.

### **Senior Leadership Responsibilities**

- Senior Leaders will view Tapestry profiles regularly during monitoring and evaluation processes for school improvement purposes.
- Senior Leaders will monitor Tapestry usage against this policy.

### **Links with Other NRIS Policies**

Behaviour policy

Safeguarding policy

Data protection policy

Acceptable Use policy

E-Safety policy

EYFS policy

Employee Relations Discipline and Grievance policy

Whistleblowing policy

Staff Wellbeing policy

Complaints policy