Writtle Infant School

Tapestry Policy

Date of policy: 1st September 2025

Date last review adopted by governing body: 1st September 2025

Frequency of review: Annual

Introduction

Tapestry is an online learning journal to record elements of a child's learning and development during the Reception year. This includes photos, videos and observations of each child in a secure platform.

Communications to and from the school/class teacher are handled separately, Tapestry is not used for messages about the class or individual children. These must be directed through the School Office or at drop off/ pick up time to a member of staff.

Parents access Tapestry via an individual, password-protected login. They are notified by email when the school adds anything to their child's journal. Everything added to Tapestry can only be viewed by the specified parent or school staff; it cannot be seen by other parents. Parents will also be able to upload their own comments, observations and photographs for their child.

Privacy

Parental consent to the use of Tapestry and to the capture and use of digital imagery is requested/given in the school's registration form. This data is processed in accordance with our privacy policy and the procedures outlined below.

It is crucial that parents do not share photos or videos from their child's journal on social media or other online platforms. Incidents where this confidentiality is broken will result in access to the system being withdrawn. For more information, please visit the Tapestry website at www.tapestry.info.

Procedures

- During the school day staff interactions with children are focussed on face to face learning and we ensure that uploads to Tapestry do not impact on these opportunities.
- Class teachers must approve posts before they are published.
- Class teachers will monitor the amount of posts that are being shared and ensure **equity** across the class.
- Staff have access to Tapestry from school devices via a personal, password-protected login.
- Staff must log off when their device is unattended.
- Any concerns that an account has been compromised must be reported immediately to SLT for further action.
- Staff will be deleted from the system if they leave.
- Online learning journals are deleted at the end of the school year, once parents have been given the opportunity to download the information.
- When a child leaves the school, their information will be deleted.
- All other school policies, including those related to Privacy, Data Retention, Child Protection, Whistleblowing and Assessment, also apply to Tapestry.