

Individual Growth, Individual People'

Head Teacher: Mrs M A Tyers



Online Learning Journal Policy

September 2023

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1. Introduction

At Newark Orchard School, we pride ourselves on providing the best possible learning experiences for all of our pupils. As part of our provision we capture pupils' learning and progression using an online learning journal. This approach allows for staff to be able to manage their time more effectively and enables them to be able to spend more time engaging with pupils in both adult and child-initiated learning opportunities. The use of an online learning journal enables staff to immediately capture evidence of a learning experience and quickly record and store it which ultimately provides a detailed journey of a pupil's progress and celebrations throughout their time in school. This approach allows parents/carers to instantly see their child's journey in school and the progress they make.

2. Statement of intent

The purpose of this policy is to outline how Newark Orchard School will use online learning journals in the Primary department of the school and provide information on how professional observations should be recorded when using the online learning journal platform.

The online learning journal platform that Newark Orchard School have chosen to use is 'Tapestry' <https://tapestryjournal.com/>

At the beginning of each academic year, parents/carers will be sent a Tapestry permissions form (Appendix 1) which explains how Tapestry will be used within school and outlines the safe use of Tapestry. Parents/carers are asked to sign an agreement that they will not share photographs on any social media platform and also indicate if they are happy for their child to be photographed individually or as part of group photographs.

Tapestry will be used to record a pupil's journey who access the following provision within school:

- Engagement Curriculum including Early Years Foundation Stage Curriculum
- Informal, play based learning provision (including lower WSP levels).

3. How will Tapestry be implemented at Newark Orchard School?

Staff will ensure that each pupil in their class will receive 2 Tapestry posts per day.

There are 4 different methods that staff are expected to capture professional observations using Tapestry, these are;

- Assessed observations (with or without photographs/videos)
- General observations (with or without photographs/videos)
- Observations of pupil interventions (with or without photographs/videos)
- Group observations

3.1 Assessed observations

These are professional observations that are specifically linked to a pupils' curriculum targets (Engagement model or WSP Steps).

Once the observation has been posted onto Tapestry, the class teacher will also record progress on the usual school assessment Framework; either Engagement Model Targets or SOLAR.

If a child completes an activity which provides evidence for a specific curriculum target then it will be recorded in the following way followed by a short description of how the pupil engaged with the activity, level of support given and other related information:

Engagement Model

Assessment Area	Observation Title
Developing Engagement	Developing [area name] Eg. Developing Exploration - <i>playing on Light box</i> Developing Initiation - <i>asking for a drink</i> Developing Realisation - <i>matching symbols</i>
Emerging Engagement	Emerging [area name] Eg. Emerging Exploration - <i>playing on Light Box</i> Emerging Initiation - <i>asking for a drink</i> Emerging Realisation - <i>matching symbols</i>
Sustained Engagement	Sustained [area name] Eg. Sustained Exploration - <i>playing on Light Box</i> Sustained Initiation - <i>asking for a drink</i> Sustained Realisation - <i>matching symbols</i>

WSP Steps (core subjects)

Assessment Area	Observation Title
English	English – [strand] Eg. English – CVGP – <i>building sentences</i> English – Reading – <i>exploring comics</i> English – Writing – <i>letter formation</i>
Maths	Maths – [strand] Eg. Maths – Number – <i>ordering rockets</i> Maths – Shape – <i>building a shape picture</i> Maths – UAS – <i>counting quantities</i>
Science	Science – Enquiry – <i>naming parts of the body</i>
RSHE	RSHE – Relationships – <i>practising turn taking</i>

WSP Steps (Foundation Subjects)

Assessment Area	Observation Title
Physical Education	PE – <i>using apparatus to practise balance</i>
Personal, Social and Emotional Development <i>Religious Education</i> <i>Careers</i>	PSED – <i>exploring the Christmas story</i> PSED – <i>healthy eating</i> PSED – <i>managing our feelings</i>
Understanding of the World <i>Computing</i> <i>Geography</i> <i>History</i>	Understanding of the World – <i>exploring our local area</i> Understanding of the World - <i>using the switch to activate toys</i> Understanding of the World – <i>looking at photos from the past</i>
Expressive Arts and Design <i>Art and design</i> <i>Design and Technology</i> <i>Music</i>	Expressive Arts and Design – <i>making hand print rockets</i> Expressive Arts and Design – <i>using clay to make aliens</i> Expressive Arts and Design – <i>using box modelling to make a house</i> Expressive Arts and Design – <i>listening to music from around the world</i>

3.2 General observations

These are professional observations that celebrate individual successes that are not related to specific curriculum targets. These may include but are not limited to; steps forward in pupils' communication skills, physical development or significant behaviours that a pupil has not demonstrated before.

3.3 Observations of pupil interventions

These are observations of an intervention that may take place within the school day such as hydrotherapy, use of the sensory room or other targeted support for a pupil. Those students who are to be photographed in the hydrotherapy pool must have a signed consent form from parents/carers.

These observations may be linked to specific curriculum targets.

3.4 Group observations

These are observations that include whole class celebration events such as Red Nose Day, school trips, World Book Day or any other celebration days.

These observations are not linked to specific curriculum targets.

4. Assessment of impact

Subject co-ordinators will be able to access each pupils' online learning journal to conduct a work scrutiny where they can moderate the work that has been completed for their own subject area.

Senior Leadership team will be able to access each pupils' online learning journal to ensure that progress is being evidenced correctly and that the quality of the observations are of a high standard and consistent.

The use of an online learning journal enables staff to immediately capture evidence of a learning experience and quickly record and store it which ultimately provides a detailed journey of a pupil's progress and celebrations throughout their time in school.

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Appendix 1: Tapestry Consent Letter

Dear Parents/Carers,

At Newark Orchard School we record your child's learning journey through an online learning journal called Tapestry. Tapestry is a safe and secure website which can be accessed on a computer, laptop or smart device and stores photographs and videos of your child accessing their learning in school. Tapestry also allows parents and carers to upload photographs and videos too. So you are able to share any special moments you have at home or out and about.

Safeguarding our pupils is extremely important to us; everything that is added to Tapestry can only be viewed by the school staff who use the system and yourself by using a password protected login. You will only have access to your child's observations and these will not be seen by any other parents. We ask that you **do not** share photographs via **any** social media platforms. Any incidents where confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

You will receive photographs/videos each week with a detailed account of how your child accessed that particular learning activity. When you view the observations made by school staff, you will be able to comment on the photograph; we ask that all comments and communications used on Tapestry are to remain positive. If you wish to discuss a particular aspect of your child's learning please contact the school to arrange a discussion with your child's class teacher.

We understand that you may have some questions about Tapestry and we welcome you to speak to us about how we use it. If you do have any questions, please do not hesitate to contact me. Attached to this letter is a permission slip to allow us to set up a Tapestry account for your child. Please sign and return it as soon as possible.

Tapestry is available on the following:



Website



Android



iOS (App store)

Yours Sincerely,

Simon Ellis
Early Years and Engagement Coordinator

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Telephone: 01636 682255
Email: office@newarkorchard.notts.sch.uk
Website: www.newarkorchard.notts.sch.uk

Tapestry Online Learning Journal: Permissions Slip

Child's Name: _____ Date of Birth: _____

Please read carefully and sign to agree with the following:

- I agree to give permission for a Tapestry learning journal to be created and maintained for my child.
- I agree to give permission for my child's photo to appear in any group photos used in Online Learning Journals.
- I agree **not to** electronically share, by social media or other platforms, any contents of my child's online learning journal.
- I understand that any negative comments or offensive language will result in being withdrawn from the online service.

The email address I wish to use for my Parent Tapestry account is:

If you wish to have a second account linked to your child please add another Email address and parent details.

First:

Parent First name: _____ Surname: _____

Email address: _____ (block capitals)

Relationship to child: _____

Second:

Parent First name: _____ Surname: _____

Email address: _____ (block capitals)

Relationship to child: _____

Parent / Carer

Signature: _____ Date: _____