



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

2018 version

1 of 3

Learning Journey Policy

Aims

Isleham Pre-school ensures that all children attending the setting have a personal Learning Journey which records photos, observations and comments, in line with the Early Years Foundation Stage, to build up a record of each child's achievements during their time with us.

Each child is individual and therefore, each Learning Journey will reflect this, we will record some of the many activities, shared or observed through play- based learning.

Isleham Pre-School work in accordance with the: 'Statutory Framework for the Early Years and Foundation Stage' (the most recent is 2017). We maintain a 'Quality Framework' with Cambridgeshire Local Education Authority. In addition, Her Majesty's Inspectors from Ofsted are our overarching regulators; their judgments on our setting in 2016 were 'Outstanding' across the board. It is our aim to continue to develop the children's record keeping system – Learning Journey's to the highest of standard, involving parents throughout the process and ensuring that when a child leaves our setting, their ways of learning and doing are understood, through transition meetings and sharing of information from Parents, outside agencies and the new setting.

Tapestry

This is the name of the electronic record keeping system we operate in order to key-work each child 'electronically'. This system is fully interactive, with lots of 2 way information sharing, week by week or even day by day.

Keyworker

All families are allocated a key person upon admission in our setting, this person will be the point of contact to share information with, in the absence of this person please speak to the manager or Deputy manager.

Two-way learning – Parent/s/carers and or guardians are able to access their child's Learning Journey through a unique passcode. Isleham Pre-School do not know your passcode, we do not see your version of tapestry, however, we do see your postings e.g. photo's, comments and 'likes'. If we provide a group photo or observation, Tapestry can blur the faces of other children seen in your child's observation. Notwithstanding, all parents that have opted to allow their child to appear un-blurred have agreed, signed and dated their approval with Isleham Preschool. We do provide the first name of the children you child plays with or alongside, not the surname. Accordingly, parents are able to provide information on their child's learning at home and they have lots of input



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e.g. writing observations, sending photo's, telling us of the child's experiences, holidays, birthdays etc.

Observation and Record Keeping

Although the setting uses Tapestry for the main bulk of our shared record keeping, in order that we keep the written word alive, we also complete 10 minute observations each half term on each child, additionally, we may keep a running record on how children use some of the resources, show independence, make verbal contributions etc.

All observations are usually written in the present tense and upload daily. Only qualified and experienced staff members (at least 2 years) are permitted to upload observations without the Manager or deputy Manager's approval. The Pre-School's Management Team will monitor all unqualified or inexperienced staff members.

Procedures

Tapestry is not for the use of general communication tool between Pre-School and home, if you wish to contact us on other matters please e-mail the Manager on the following e-mail address jennieosullivan@islehamunderfives.co.uk.

Parent/s/carer/s may contact the setting in the normal fashion for day to day items such as lost property, absence, allotments times etc.

Framework for learning

The practitioners use the Early Years Framework to deliver a curriculum that is rich and varied to cover the key themes and areas of learning as set out in the Early Years Foundation stage:

Themes

The unique Child'
Making Positive relationships'
Enabling Environments
Learning and Developing

Areas of Learning

Communication and Language
Personal Social and Emotional Development
Physical Development
Literacy
Maths
Understanding the world
Expressive Arts and Design



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Other considerations within our setting are:

Every Child a Talker

This assessment tool enables parent/s/carer/s and staff members to see how children are communicating.

Leuven Scale

This assesses the children’s wellbeing and involvement during learning through play, with and without an adult participating.

Summaries

Throughout your child’s stay the Tapestry system calculates precisely what your child has achieved through the Early Years Foundation Stage. Notwithstanding, the practitioners within the setting are able to use other evidence e.g. 10 minute written observations along with their knowledge of the child at the setting and through what parent/s/carer/s have stated in order to establish and amend aspects within the Summary. These are available to view with your child’s keyworker at any time.

Security

The Tapestry on-line Learning Journey system is hosted on a secure dedicated server based in the UK.

Access to information stored on Tapestry can only be gained by unique user id and password.

All parent/s/carer/s/guardians are provided with a proforma in our welcome pack that clarifies Tapestry in a wider sense and a signature is required. Please note that if you are in receipt of Government funding record keeping is compulsory.

Parents can only see their own child’s information and are unable to login to view other children’s Learning Journeys.

Once you have provided your e-mail address Isleham Pre-School will send you a link so that you can set up your own password to access Tapestry – the link sent to yourself expires within 24 hours, new links can be sent if you forget to sign up in time, please inform the Pre-School Manager.

This policy/procedure document was adopted at a meeting with the I.U.F.A. Committee

Chairperson onSigned.....Chairperson