



## **Foresteers Outdoor Preschool**

# **Learning Journals Policy**

**Reviewed January 2026**

Reviewed by Hayley Smith – Preschool Manager

### **Introduction**

Assessment plays an important part in helping parents, carers and practitioners to recognise children's progress, understand their needs and to plan activities and support. It is a requirement of the EYFS that parents and/or carers should be kept up-to-date with their child's progress and development.

### **Principles**

As an education provider, Foresteers Outdoor Preschool believes it is best practice to observe the children in our care and to use these observations to chart their progress and plan exciting and meaningful activities and experiences to aid a child's development.

### **Practice**

To implement our principles, we use a secure online learning tool called Tapestry. Each child's key person can upload observations, assessments, photographs and videos of the children throughout their time at the setting. Parents/carers will be required to register in order to access this system.

We encourage parents to be as involved in the process as possible, not only by reading and commenting on the observations of their child, but also by uploading their own pictures and comments of their child to add to the assessment process. This partnership creates a holistic view of the child's abilities, progress and achievements, which grows as the children develop.

This system also allows parents/carers to add other family members to allow them to view and participate in the child's learning too. This operates through password-protected access.

The staff will only use devices belonging to Foresteers Outdoor Preschool to take photographs and videos and to upload observations. Staff are only permitted to use the provided equipment for this purpose and must not use their personal phones, tablets or cameras.

The settings confidentiality, safeguarding and camera and mobile phone policies must be adhered to at all times when using the online learning journal system. Any staff member who is deemed to have breached these will be dealt with according to Foresteers Outdoor Preschool's disciplinary procedure.

Foresteers Outdoor Preschool equipment is not to be used for any other purpose than for that which it is intended. When not in use it is securely stored in a locked box.

For parents/carers who have no access to the internet, or do not want to use Tapestry, a paper learning journal will be produced

**This policy was adopted  
on**

*1st January 2026*

**Signed on behalf of the  
preschool**

***Hayley Smith***

**Date for review**

*December 2026*