

ASSESSING AND RECORDING POLICY

A child's key person will be the trained member of staff who has the most contact with the child.

Details of the child's key person will be provided.

The key person may change as appropriate to the child's change in sessions, or staff changes in session.

The key person will introduce themselves and explain the record keeping and assessment process.

The first term is regarded as "settling in" time. A short report will be provided at the end of term based on the key person's observations. This report will focus mainly on social and emotional needs and communication, language & literacy.

A report will be provided at the end of the autumn and summer terms; with a parents evening in the spring term.

During the second term the child's progress and future learning needs are assessed and recorded by way of one to one assessments until all areas of learning are covered.

Parents will be asked for information on their child's abilities on entry, and also of the parents' expectations of their time at Nutkins. A bigger picture will be gained during the induction and settling in periods.

Evidence will be gathered in the form of observations, annotated photos and work produced to support these assessments. This evidence is stored in restricted areas and / or on the Nutkins laptops in the restricted area during the working day, locked away outside of the working day.

Throughout subsequent terms the child's progress will continue to be observed and recorded and any particular needs identified and supported.

The observations may be used, with parental consent, as evidence should support be required from other Child Care agencies.

A final complete assessment takes place within the last term; this transfer document is for transfer to the primary school, or home schooling team, following the signature of a parent; a copy of which is placed in the child's leaving folder.

Parents are made aware that they can have access to their child's records on request.

Parents will be offered the child's work folder to keep for future reference.

This policy was adopted at a meeting of Nutkins Pre-School held on.....

Signed on behalf of Nutkins Pre-School by