



Policy reviewed on 20.03.2017

Learning Record Keeping Policy

Aim: All children receive a carefully tailored curriculum to meet their individual needs.

Prior to the child starting nursery the family worker and a manager will usually visit the family at home. As part of this meeting the family worker will fill out an “All about me” sheet with the parent which records the child’s interests and abilities in areas such as speech and language.

Within the first few weeks of a child starting pre-school the child’s key worker will carefully observe the child and fill in the settling in form on Elite Pathway. This focuses on how the child has settled into pre-school, is making relationships and is developing independence. They will also complete an on entry form detailing the child’s starting point on the EYFS. Once completed these forms will form the basis of our initial parents meeting where the parent will have a chance to discuss the observations and add their views on how the child is settling in.

Each child will have observations made about them which are recorded on Elite Pathway and accessible to parents through a secure password protected web page. Development matter statements will be highlighted to show the children's progress through the EYFS. Photos will also be uploaded which show development in their learning and photographs of activities or models.

Children will also have a paper scrap book with examples of their art work and mark making etc.

Each child will also have a folder of observation sheets in the locked filing cabinet. These records will take the form of monitoring form showing child’s progress through EYFS updated each half term holiday, records of termly parent consultations with targets set and any other observations carried out on the child.

Parents are encouraged to contribute to their child’s records online or by informing their child’s family worker of any progress they notice at home. The child’s family worker can record any parental observations online but parents should be encouraged to do it themselves if possible. In the monkey room there is a white board on the back of the door for parents to record their children’s current interests. There is a sheet in the lobby for parents of the main room children to write their child’s current interests on. The child’s parents will have access to their own child’s records and are free to look at them at any time.

Additional SEN or behavioural records are kept on children with particular needs in the SENCO/ behavioural management files. These records are confidential and only shared with those who need the information to support the child.



When a child leaves the pre-school a transition form will be sent to their new setting detailing the child's progress through the EYFS. We use the standard Devon form for this purpose. A copy of the form will be given to the child's parent and the receiving school.

Sometime during the child's second year of life a 2year old progress check is completed by the child's family worker and shared with the parents and health visitor if parents give us permission to do so. Please see 2 year old progress check policy for further details.

Up to date record keeping sheets can be found in the record keeping file on the teacher shelves.

Signed:



