

RECORD KEEPING, OBSERVATION AND ASSESSMENT POLICY.

See also Tapestry policy, Confidentiality policy, Data Protection policy, Photo policy, ICT policy and Curriculum policy.

Every child at Box playgroup has a "Learning Journal" which is accessed through an on-line platform provided by Tapestry and the Early Years Foundation Stage Forum. The learning journal and the keyworker's professional knowledge forms the basis for formative and summative assessments and helps keyworkers know children's current level of achievement and interests and plan learning opportunities and experiences based on that knowledge. Assessments do not entail prolonged breaks from interactions with children or excessive paperwork.

The progress of all children is discussed at staff meetings. A two-year-old check is done in the prime areas between the ages 24-36 months. A final summative report is sent to the primary school of a child leaving at the end of the July term. Parents contribute to the assessments with regular meetings and discussions with keyworkers

When a child starts at playgroup, the parent is informed of whom the Key worker for their child will be. Before parents are linked to their child(ren)'s learning journal they are asked to give permission for their child's photo to appear in other children's learning journals. Before using accessing the system, parents have to sign to agree not to download and share any information on any other online platforms or social networking sites (such as Facebook).

Training will be given to all new staff, either individually or at an Induction Meeting. Additionally, they are initially allocated a Mentor.

We have formal Parents'/Carers' interviews twice a year to allow time for discussion and review with the staff. However, Parents/Carers are encouraged to speak to the staff at any time about their child's progress and keyworkers will regularly update parents/carers about their child's progress.

