

Happy Valley Pre-School Ltd

Planning/Recording and Assessments

On entry to the pre-school each parent will be asked to fill in a child intro form prior to pre-school start date.

Once your child has settled in the child's key worker will start his/her observations on your child's development based upon the following, where a baseline recording will be completed.

The Early Years Foundation Stage Principle (EYFS)

This area is divided up into six areas of learning:

- **Personal, social and emotional development**
- **Communication, Language and Literacy**
- **Problem Solving, Reasoning and Numeracy**
- **Knowledge and understanding of the world**
- **Physical Development**
- **Creative Development**

Development Records

Once your child has settled in a Development Record file will be set up to enable us to monitor the progress of your child. The information gathered from the observations will be entered into your child's file to enable us to plan future activities to enhance your child's development, which is reviewed every term.

Observations carried out by the child's key worker will be collected and put in an all about me book, which will also contain photos of your child during play and examples of their achievements i.e. drawings, paintings etc.

All observations are done without the child's knowledge

Meetings are held every six weeks with all the key worker's to discuss each individual child's Development file. We then devise an action plan to improve any areas that may need attention.

Four pieces of work are kept termly to see the progress throughout the school year. If a concern arises it will be reported and discussed with his/her parents/guardian immediately.

The development files are always available for parents to view and discuss. At the end of the school year a report is completed and a copy is issued to each parent. Any parent/guardian can approach the pre-school leader to discuss his/her child's performance at anytime.

This policy was reviewed and checked on: November 2018

Signed on behalf of the Pre-School: _____
(Pre-School Director)

Next Review: November 2019