



Record Keeping and Progress Reports

The children's progress and daily activities will be recorded and monitored through daily diaries, photos, observations and assessments. Parents/guardians have access to all their child's reports if they so wish. The information for each child will be recorded by his or her personal key worker.

Diaries

These are written daily and will go home in book form with the child for the parents to read and then return the next morning. They will include nappy changes, sleep times, food and drink intake for the day as well as the child's activities during the day and poignant moments. We ask parents to also write in the diary if there is something they wish to share with the key worker.

The diaries are provided by the nursery and once a book has been filled, kept on the premises, all of which will be returned on the child's final day along with pictures to mark their early years at the nursery.

Child Profile/ The Unique Child

Observations and Assessments

Each key worker is responsible for updating and aiding in developing their key children's progress. They will follow the EYFS standards for effective learning through engagement, motivation and thinking incorporating the Montessori method and using the Montessori equipment as well as other materials and play. The early learning goals prime areas are; Communication and Language, Physical development, and Personal, Social and Emotional development, with specific areas being Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

At least 2 observations will be made per child per week and recorded on the observation forms. They are to observe the different areas of development and assess their progress providing a plan of action to assist further development in that area.

Quarterly assessments will be made in regards to all the areas set in the EYFS framework on the assessment forms provided, incorporating observations the key workers have made, future goals in the different areas and plans of action to be taken for each individual child in their care. Photographs and artwork will also be collected to assess and reiterate the child's progress and added to their child profile.

At age 2, a Progress Check will be made where key workers assess their children's development providing a written report for the child's parent/ guardian with a summary of their child's development in the different areas. Identifying any strengths as well as laying out any areas where progress is less than was to be expected. Any significant emerging concerns the key worker would need to then develop a target plan and that may involve other professionals (with the consent of the parents).

This progress check must be discussed with the parents and how the summary of development can be incorporated at home. This report is used in conjunction with the 27 month health check for a holistic overview of the child's development.

Further to that the usage and ability to use the Montessori equipment will be made on the Montessori development list. Enabling key workers to see what material have been introduced to the child and progress made with each so as can plan and cater for the further progress.

On leaving the nursery a profile of each child will be given summarising the child's interests, abilities, as well as their knowledge and understanding reflecting all the ongoing observations and assessments that have been made while in our care.

Parent's Involvement

Parental involvement is crucial for your child's development. Parents are invited to come and join the class for a period in the day, partake in outings and write in the diaries themselves, updating staff and key workers of developments at home.

The key worker or Tamsyn are always available for any discussions you wish to have involving your child.

Please don't hesitate to ask, it may not always be a convenient right at that moment but a time can be arranged for a meeting.

Parents input is as vital as the observations done at the nursery. We ask that everyone fill in an All About Me form on arrival.

Parents/ Guardians will be invited to attend parent/ teacher evenings which will be held periodically throughout the year as well as that for the 27 month health check. It will give opportunity to discuss their child's progress, or any concerns they may have with their key worker and health visitor.

We hold Wine nights which is more of a social opportunity to meet the other parents and staff who attend the nursery. As well as the much anticipated End of Year Show for everyone to come and watch.

Lesson Plans/ Project Time

Each month a new topic will be taught to the group as a whole. Key workers will take turns organising a topic which will incorporate arts, crafts, imaginative and creative play, music, numeracy and literacy. Materials gathered from different sources to aid a concrete experience as well as possible outings (with parental consent). A lesson plan in place to be used each day at their allocated time with flexibility to adjust to the varying abilities of the group.