



## **ROMPERS PRIVATE NURSERY**

### **ASSESSMENT, RECORDING AND REPORTING POLICY**

#### **Policy Statement:**

At Rompers attending children have their own personal folio. Within this folio staff record all achievements, development of learning and tracking against the appropriate curriculum or document. These folios help towards the reporting process and staff, children and parents have access to the folio and can input items at any time. Staff observe and track children's learning on a daily basis and observations are written up weekly. Each child will have an appropriate amount of observations documented in their folio. Through the course of a month all children within the Pre-school room should engage within a child led observation.

#### **Aims of this Policy:**

- To ensure that staff consistently and effectively assess all aspects of each child's learning and developing interests
- To ensure relevant information is recorded for each child
- To ensure that information from observations is used to support the planning process
- Within the Pre-school room, staff will use observational information to provide up to date reports on the child's progress
- To promote continuity of learning between settings

#### **Procedures:**

- Staff are where possible given time to keep folios up to date
- Use a range of tools to gather evidence (staff all given copy of Pedagogical Documentation Appendix 2 – The Process)
- Planning meetings are held regularly within each room to discuss assessment information
- All children have an individual folio where their individual learning journey is recorded
- Parents are involved with the folio bag system to allow children and parents to engage with folios on a regular basis at home, parents complete small questionnaire and give feedback to develop discussion about learning and progress
- Parents, children and service users can access folios at any time
- Involve children in evaluating assessment information
- Weekly plans are fully evaluated
- Next steps in learning are identified and are incorporated within room planning
- In the Pre-school room the observations in the child's folio will provide up to date information for reporting
- The Pre-school and Anti-pre-school reports will be shared with parents and other professionals where applicable

- As part of the transition to school we will invite staff from other settings in to Rompers to observe the children
- A copy of the Pre-school report will be sent to receiving schools to allow up to date development of learning information on the individual child

**Monitoring:**

- Planning proformas will be monitored and any changes needed will be made when necessary
- Our folio bag system will be continuous and will be closely monitored by management, feedback from parents and children will be considered at this time

Parents will be asked to sign when registering at Rompers to say that they have been fully informed that this policy is available in the parent policy folder in the cloakroom and available to view online at the nursery website.