



Play, Learn and Grow Together

Observation, Assessment and Record Keeping Policy

Experience in the early years should build on what children already know and can do. Observation, assessment and record keeping are important parts of the educational process which begins as soon as the child starts at Hart Memorial Nursery. At Hart Memorial Nursery we value working closely with parents, as they are the child's first and most influential educators. The information which parents share with us in during the induction process (including the information night, open afternoon, Pupil & Parent Induction session and during the first few weeks of the settling in period) is crucial in forming a basis for further learning, assessment and observation.

Observation

Observation involves watching children closely and then noting down what is seen and heard in order to:

- gain a detailed understanding of the child
- plan for children's needs and interests, including specialist advice and support when required
- plan for progression and differentiation
- inform curricular planning
- share the child's development with parents / carers
- provide information on transfer to the next stage of education
- give staff a greater insight into how each child learns

Observations are carried out by adults who are involved with the child, including: parents / carers, nursery staff, students and other professionals (e.g. health visitor, speech therapist, physiotherapist and educational psychologist) as well as the children themselves.

Anecdotal Observations are recorded on the observation app, in the child's profile or on the monthly observations sheets in the class folder.

Focused Observations are based on the topic. This focused observation allows target areas for development to be identified and this information is used to inform termly reports and to build up a detailed picture of the child's development over time. These are recorded as above.

Assessment

Assessment is the process of reflecting, analysing and making a judgement on a child's learning. At Hart Memorial Nursery an initial assessment is based on information from the home setting shared by parents / carers with staff through the induction process, in addition to information from other settings and agencies (e.g. playgroups, speech and language therapist, health visitor and others).

As the children settle into the Nursery setting, a baseline assessment is carried out through observations, and progress is tracked throughout the year.

Staff use a combination of formative and summative assessment:-

Formative assessment where the emphasis is on planning the next stages to be taken by the child.

Summative assessment, which provides a snapshot of the child's achievements and abilities at a particular stage.

Formative assessment is the regular recording of children's learning experiences, which informs appropriate planning to allow for progression in learning. This information also provides evidence for summative assessment, namely targets set at parent teacher meetings and an end of year written report.

Each term (November, March, June), parents/carers are invited to share their child's profile. When the children start in September, an initial checklist of information parents / carers wish to share, via the 'Help Us get to Know You' questionnaire and Pupil Consent Information etc, is completed. Parents / carers are encouraged to reflect on their child's progress at the end of the year through the Pre-School Transition Report.

Record Keeping

Staff keep a variety of records including emergency contacts, addresses, parental consent for outings, video and photographs, information on health and safety, and individual records of learning.

We will process your child's personal information on the legal basis that it is part of our **legal obligation** as a school and is in the **vital interest** of our pupils to do so. We will share this personal information with certain third parties [please refer to 'Privacy Notice: Pupils & Families' on the school website (www.hartmemorialps.org.uk/schoolpolicies) for a list of third parties with whom we share personal data and for reasons why this is necessary].

All children are regularly and continually observed and assessed and notes are kept in individual pupil sections in the Class Folder which contribute to a record of development and learning over time. These anecdotal records are ongoing and inform planning throughout the year. Records cover all aspects of a child's development, including all six areas of learning in the Pre School curriculum guidance:

1. Personal, Social & Emotional Development.
2. Language Development.
3. Early Mathematical Experiences.

4. World Around Us.
5. Physical Development and Movement.
6. The Arts.

Staff will take photographic evidence or keep a piece of work as evidence to accompany the observations that are made. Each child will receive these photographs, together with a range of their work, in the form of a portfolio at the end of the year as a personal record of their learning journey in Hart Memorial Nursery.

Reviewed: November 2019