



Policies

OBSERVATION, ASSESSMENT & RECORD KEEPING POLICY

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the "Preschool"

Observation, assessment and record keeping are an important part of the educational process, which begins as soon as the child starts at preschool. Once your child has spent their first few sessions at preschool we will look to allocate a Key Carer for each child. This will be a staff member that we feel your little one has formed a bond with.

Parents are encouraged to speak to staff at any time, although the first official opportunity to discuss their child's progress with their Key Carer in any new academic year is at the Annual General Meeting which is held in November. It is here that your child's Key Carer will discuss what they have observed your little one doing during their time at Preschool.

Observations are carried out on children not only to help staff understand how a child has settled into preschool; they can be used to monitor a child's language development, social interaction etc. Observations play a vital part in understanding an individual child and how they learn and develop. Staff spend time with the children and use a variety of methods to observe children such as: photographic, anecdotal, audio, video Observations may also be used as evidence for outside agencies. These observations will not be disclosed to outside agencies without the prior written consent of the parents.

Observations and their interpretation are also used within courses that the staff attend. Written permission from the parents is sought prior to a child-study taking place and the child in question is not identifiable in these observations.

Towards the end of the school year, Achievement Records (Transition reports) are completed by preschool staff. These will be discussed with parents and then forwarded to each child's new primary school.

All written observations and record books are kept in accordance with the Confidentiality Policy.

All written observations, record books and any other confidential records (except registration forms and accident records) relating to a child are given to the parents, or made available for parents to download, when their child leaves the preschool.

Tapestry for Parents

We record observations of the children by using a system called Tapestry. You will be provided with a password to allow access and observations can be uploaded not only by staff but parents too. The observations will be accompanied with a description, possibly a photo (if we got there in time to capture the moment with the camera!) and reference to the Early Years Foundation Stage.

Tapestry captures children's experiences as well as monitors development and learning. Text, images and videos are easily uploaded via PC, tablet or our mobile app - anywhere where there is an online connection. Every entry helps to create a complete story of a child's time at Hatch Warren & Kempshott Under Fives.

Annual timetable for Observation, Assessment & Record Keeping

September/October	Two Year Olds Checklist to Parents, Tapestry (Autumn term birthdays)
November	Parent Meetings (at AGM)
January/February	Two Year Olds Checklist to Parents, Tapestry (Spring term birthdays)
April/May	Two Year Olds Checklist to Parents, Tapestry (Summer term birthdays)
May	Mid term Parent Meetings
June	Leavers Reports and Transition Reports completed
June/July	Parent Meetings to discuss Leavers / Transition Reports

All children's records are available to parents at all times.

This policy was adopted at a meeting of the preschool held on

Signed on behalf of the preschool _____