

Observation, Assessment and Planning Policy

Statement of Intent

It is our intention to ensure all children who attend Bishy Barnabees Day Nursery have regular observations and assessments carried out to ensure we can plan for each individual's needs and to monitor their development and progress through their early years of life.

Aim

We aim to carry out weekly observations and record these in our children's Learning Stories to use as a tool for planning, assessment and also as a diary of their achievements and development during their time spent at Bishy Barnabees Day Nursery.

Methods

In order to achieve this aim, we operate the following policy:

- Each child/family is allocated a Key Person when they register at Bishy Barnabees Day.
- This Key Person will help settle the child in to nursery life and begin observing and assessing
- A Learning Story is prepared and discussed with the family. Parents/carers are asked to sign a consent form for observations to be carried out and this is placed at the front of each Learning Story along with information regarding the Early Years Foundation Stage.
- Photographs are taken of the child to aid observations and assessments and also to show the parents/carers what their child has been doing during their time with us.
- Weekly plans are drawn up to ensure each child can meet their milestones and so their current interests are explored.
- Within the Weekly plans we ensure there is one adult led activity each morning and afternoon as well as child initiated planning. Adult led activities and child initiated planning are regularly revisited to ensure each child gets the most out of their time with us.
- We carry out many types of observations from 5 Minute Observations, ECAT, WOW moments and Two Year Checks. If we feel a child needs additional support to meet their developmental milestones, we discuss this with the parents/carers first and then seek outside support e.g Speech Therapy
- Parents/carers are encouraged to share their child's early years experiences and are asked to contribute to the Learning Story. Time is set aside each year, to discuss their child's individual development, in a more formal manner during Parent Consultation Weeks.

This policy was adopted in May 2008 and updated July 2015.
Reviewed March 2017

Please read in conjunction with the Transition Policy, Keyperson Policy, Special Education Needs and Disability Policy, Camera policy and Parent Partnership Policy.