

## **Observation, Assessment and Record Keeping**

### **Principle**

In order to plan, prepare and organise for good quality pre-school education, adults need to observe children at play, review and evaluate the curriculum regularly and maintain systematic records. Curricular Guidance for Pre-School Education (1997) DENI

### **Policy**

Rainbow Stop Playgroup recognises that observation is a useful tool which enables the assessment of a number of aspects of the early years setting that are directly relevant to the planning of the curriculum. By observing how children respond to activities, staff will be able to evaluate if the activities and resources they have provided meet the needs of all the children and helps them to plan a broad, balanced and appropriate curriculum.

Observations enable staff to provide challenge and extension so that each child is able to progress. All observations, records and assessments will be treated with confidentiality. Sharing observations with parents strengthens the partnership between the home and the playgroup giving understanding and information and allowing staff and parents to meet the needs and develop each child to their full potential.

### **Procedure**

We will achieve this by:

- Giving parents information on our key worker system.
- Introduce each child to their key worker.
- Carry out observations on a regular basis and share these with parents at two planned interviews and at any time of the year on request.
- Bring observations to staff planning meetings to assist in planning and organising the curriculum to help the individual needs of children.
- Ensure records are kept by the setting in a secure place for a year after the child leaves the setting.
- Request that parents sign completed transition forms before being sent to the child's primary school.

This policy was reviewed on 27<sup>th</sup> February 2015