



Assessment and Observation Policy

Policy written by: Clapham Manor & Heathbrook Children Setting
Management Team

Date Agreed by : Clapham Manor & Heathbrook Advisory Board March
2012

<i>Date of Review</i>	<i>Completed By</i>	<i>Signed</i>
April 2013	Jane Christofi – Strategic Partnership Manager Advisory Board Chair or Vice Chair	
June 2014	Jane Christofi- Strategic Partnership Manager Advisory Board Chair or Vice Chair	
June 2016	Jane Christofi- Strategic Partnership Manager Advisory Board Chair or Vice Chair	
April 2018	Jane Christofi- Assistant Head for Community & Pre-School Early Years	

Assessment and Observation Policy

Rationale

At our Settings we will assess the learning and development of children to track progress and plan individual learning journeys to enable children to make the optimum amount of progress and achieve more.

Our Settings have written this policy to ensure that best practice and procedures are carried out at the Setting. This policy complies with principles and requirements of the Early Years Foundation Stage Framework.

Aims

- *To use assessment to gain a full picture of each child's skills, strengths and weaknesses.*
- *To track progress of learners to ascertain the impact of the provision at Little Hazels.*
- *To identify the steps the child needs to take to ensure sustained and continued progress.*
- *To identify children who require extra support because they have a special need or require extra challenge because they are gifted and talented.*

Implementation of Policy

Assessment of children in the Early Years Foundation Stage is ongoing and drives the teaching and learning process in the Setting.

The Settings will adopt the following strategies to assess children;

1. *Observation – Children will be observed, notes made and recorded in their EYFS learning journal.*
2. *Questioning and Discussions – Members of staff will talk with children to ascertain and evaluate their learning and progress.*
3. *Video and Photos – Images will be recorded of children's work and achievements and filed in their EYFS profile.*
4. *Leveling – Analysis of any work or recordings children make will be used to determine the level each individual child is working at.*

- Each child will have a base line assessment made within 2 weeks of starting our nursery provision.
- Each child's progress will be monitored against the EYFS and recorded at regular times throughout the year.
- The Setting will share children's assessment records and observations with parents on a regular basis.
- Parents of all 2 year old children will receive a written summary of their child's development
- A summary of each child's development will be sent to the child's next childcare setting or school and shared with the child's new teacher to ensure a smooth transition into school.

Any questions or concerns regarding this policy should be made to the Setting Manager