

Assessment and Observation Policy

Aims

- Observations written by all staff, will inform planning to meet individual needs. All staff are equally responsible for the observation and assessment of children who attend our setting.
- The named Key Worker will be responsible for ensuring that a child's learning journey is kept up to date and their progress recorded. All staff are responsible for ensuring that all documents remain confidential.
- All observations and assessments will be available for parents at any time.
- Parents are encouraged to arrange a time to see their child's progress and make any comments in the individual learning journeys.
- Our records, whilst maintaining appropriate levels of confidentiality, are open to be seen, discussed and understood by relevant others, including parents and other professionals.
- Our records have a clear purpose in unifying and gathering together all information that will facilitate our aims. This involves the staff, as a whole, in planning to provide for the children's ongoing development, progress and education and also facilitates assessment, recording and reporting.
- Our records must be practical in that whilst they fulfil their purpose they must be as simple as possible to carry out and monitor.
- Our records should be positive in both focus and content as well as taking due regard to equal opportunities. They celebrate achievement by showing what children have attained and how they have progressed and what can be done to extend them.
- At Dilton Marsh Pre-school, because of the way we organise the learning experiences for the children, we have agreed a specific format that addresses elements of formative and summative record keeping. This forms the child's main record at pre-school and is known as their 'learning journey'. This document has the principles of assessment for learning at its core and plays a central role in the school's planning/assessment cycle.

Observations of individual children

1. Observations may be written by any member of staff, or by students.
2. They are used to gain a variety of information and form part of formative records.
3. Observations can be carried out by students but if they wish to include them as part of their college work then confidentiality must be maintained so that no child or staff member can be identified.
4. Observations may be notes of a particular happening made because the staff involved believe it is of value.
5. The person who has made the observation will hand it over to the child's key worker.

Types of Observation Carried out at Dilton Marsh Pre-school:

1. Informal observation (usually observed from a photograph...a unique moment that does not necessarily feed into the planning)
2. Formal observation - summative (this occurs once a term and gives indications of where the child is in terms of development and wellbeing and feeds directly into the planning which is based on children's interests).
3. Achievements and next step forms (these go hand in hand and are completed termly or more often and directly influence planning so that planning can begin from child's interests).

Copies of all observations are available and will be stuck in the child's learning journeys.

This policy was adopted at a meeting of the pre-school held on (date).....

Signed on behalf of the pre-school.....