



Learning Record Keeping Policy

Aim: All children receive a carefully tailored curriculum to meet their individual needs.

Prior to the child starting at the setting the family will fill out an “All about me” sheet with the parent which records the child’s interests and abilities. Parents are also asked to log into Elite Pathway and complete the parent sections of this tool which provides information about the child and their interests.

Within the first few weeks of a child starting at nursery the child’s family worker will carefully observe the child and fill in the settling in form on Elite Pathway. This focuses on how the child has settled in, is making relationships and is developing independence. They will also complete an on entry form detailing the child’s starting point on the EYFS. Once completed these forms will form the basis of our initial parents meeting where the parent will have a chance to discuss the observations and add their views on how the child is settling in. This meeting should normally happen within the first 6 weeks of a child starting nursery. Parents will be given a copy of the settling in form at this meeting.

Each child will have observations made about them which are recorded on Elite Pathway and accessible to parents through a secure password protected web page. Development matter statements will be highlighted to show the children's progress through the EYFS. Photos will be uploaded which show development in their learning and photographs of activities or models. Written observations detailing the learning and development taking place will also be added to the programme. We aim to upload at least 1 observation a week for each child.

Family workers will add next steps to the child’s online records in at least the prime areas of learning. Room leaders are able to log in and access next steps for all children in their room. They are able to use these for planning the activities for their room. Next steps for all children are displayed in the room so all staff working with a child can access them. Family workers are able to use these next steps when planning activities appropriate to the children in their groups.

At termly intervals family workers record in which age band the child has achieved all development matters statements. This information can be taken from the Elite Pathway records. These monitoring grids are then handed to their room leader. Room leaders collate grids for all children in their room to make a cohort monitoring grid which reflects on the provision in the room as a whole and areas where individuals, keyworkers or groups of children need additional support. Room leaders discuss these grids with our setting manager and identify a development plan together.

.Each child will also have a folder of observation sheets in the locked filing cabinet. These records will take the form of all about me sheets, settling in forms, monitoring



form, records of termly parent consultations with next steps set, 2 year old progress checks and any other observations carried out on the child.

Parents are encouraged to contribute to their child's records online or by informing their child's family worker of any progress they notice at home. The child's family worker can record any parental observations on line but parents should be encouraged to do it themselves if possible.

Parents are asked about their child's current interests during our termly parent consultations.

The child's parents will have access to their own child's records and are free to look at them at any time.

Additional SEN or behavioural records are kept on children with particular needs in the SENCO/ behavioural management files. Family workers receive copies of these records which they can keep in the child's file.

When a child leaves the setting a transition form will be sent to their new setting detailing the child's progress through the EYFS. We use the standard Devon transition form for this purpose if a child leaves at the usual time. If a child leaves for another reason the transition form from Elite Pathway will be printed off. This Elite Pathway form can also be used for room to room transitions. . A copy of the form will be given to the child's parent and the receiving school if parents have given permission.

Sometime during the child's second year of life a 2year old progress check is completed by the child's family worker using the standard Devon form and shared with the parents and health visitor.

Up to date record keeping sheets can be found in the record keeping file on the teacher shelves.

Signed:

