



Peter's Patch  
Forest School - Day Care - After School Club

## Observation and Assessment Policy

### Rationale

Observing children throughout the day will enable Nursery Nurses to gather a wealth of information about each child. This information can be used in a variety of ways and is essential if we are to ensure that the learning experience of each child is of the highest quality.

Observations enable practitioners to:

- Celebrate each child's achievements.
- Share information with parents.
- Plan for a child's interests.
- Plan the next steps in learning.
- Develop and extend the learning of each child.
- Ensure each child receives a broad and balanced curriculum.
- Gather information over time about each individual child.

### Guidelines

#### Key Workers

We operate a key worker system. Each Nursery Nurse is responsible for a group of children. There is a mixture of full time or part time, morning and afternoon children in each group.



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### Record of Achievement

The records consist of:

- A front sheet, with the name, D.O.B and photograph of the child and name of the key worker.
- An observations tick sheet, covering the majority of the stepping stones. Practitioners tick each box when an observation is made. A different colour is used for each term.
- Observations of the child and examples of paintings, collages, mark making etc.
- Parental contributions.
- Completed sheets.
- Individual Progress Profile.

Key workers maintain the Records for their group. To ensure every record is of the highest quality non-contact time is allocated during the week for the records to be kept up to date.



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### Observations

All practitioners make observations of the children throughout the day. Where possible observations including examples of direct speech. Observations may be written, typed or pictorial. All staff are confident users of digital cameras; children are also encouraged to take their own photographs of their work.

Observations are made in all areas of the nursery and may arise from watching children during self-initiated play or during an adult led activity. Children targeted for a focused activity should always have an observation made.

Observations are dated, initialled and state the context/area of the nursery the observation was made.

They show the areas of learning the observation covers. For some activities a generic observation will be made for groups of children to indicate an experience they have had.



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The key worker uses the observations in the Record of Achievement to make a judgement as to which stepping stone an individual child is working in. The Stepping Stones are highlighted in a different colour for each term to show the overall progress the child has made. Key workers and teams meet together to moderate judgements and ensure children are on target to make expected progress in all areas of the curriculum.

### Community Languages

We value the different languages children bring to Nursery. Staff teams identify which children are using a community language as their main spoken language.

### What's Next?

It is the overall responsibility of the key worker, to ensure every child has regular observations made and that these observations are used to plan activities and experiences for the child.



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### Parents/Carers

We ensure the Records are always available and encourage the parent/carer to take the Record home overnight.  
In the event of a long term absence a back-up key worker will maintain the Records until the Key Worker returns.

### Monitoring

Monitoring plays an important part in maintaining the quality of the observations and the Records of Achievement.

These are examples of the way monitoring is undertaken:

- Regular monitoring of the Records by the room supervisor.
- Individual plan of a Key Workers group of children.
- Feedback from parents.
- Feedback from outside agencies e.g. Health Visitor.

Updated: 01/02/2021