



Record Keeping and Observation

Policy statement

The nursery takes account of a child's individual learning and development. We record and evidence the children's development in the form of observations, photos and art work within their individual learning journal. The learning journals help us to understand what each child is able to achieve in relation to their age and stage of development within the areas of learning. The learning journals also allow us to see if each child is making progress as well as areas that may need to be focused on to support and extend their learning. All staff will observe all children during their time at the nursery. Observations will form a large part of the evidence collected for the learning journals.

Procedures

- Each child will be given their own learning journal for recording their learning and development.
- Learning journals will be shared with the children and parents/carers regularly by their allocated key worker. We aim to meet every 8 weeks.
- The key worker will be responsible for their allocated key children's records.
- We ask for input from each parent/carer and this helps inform the child's next steps of development.
- Children will also have a folder for samples of their expressive arts and design.
- Learning journals will be passed on to the primary school/other setting when a child moves on from here.
- Evidence of the children's development will be used from the following:
 - Photos
 - Mark Making
 - Observations
 - Samples of creativity.