

Record Keeping Policy

During your child's time at St Mary's Playgroup, staff will be gathering information about each child's achievements. This information will include whether your child is right or left handed, can they pedal a bike, count, the list is endless! This all forms part of your child's ongoing learning and development, the setting will during the course of each month make systematic observations and assessments of your child's achievements, developing interest, learning methods, schemas and emotional well-being.

St Mary's Playgroup uses The Early Years Foundation stage tracker sheets to monitor your child's achievements and plan for their next steps.

We will now be carrying out two-year checks at playgroup. Parents will be asked whether or not they give consent for us to share this information with the Health Visitor.

St Mary's Playgroup starts a Child Profile when your child has settled into playgroup.

Observations are carried out on every child; this enables us to see how your child is achieving and enables us to plan activities to further their learning.

Obviously it takes time to collect this information and produce a profile and then collate this evidence for your child's profile. Please note we can only record what we see your child do regardless of what they show you at home. Your child may pedal a bike at home, but only push while at Playgroup.

We require at least one month's notice of when your child will be leaving Playgroup.

Less notice may mean that we do not have time to complete your child's Profile.

The finished Profile is then given to you to pass on to your child's next setting. Staff then will determine at what stage of development your child has reached. We use observations, photographs and children's work to make up the profiles and ask for parent input.

Parents are welcome to see their child's profile at any time.

April 2018

Review Date October 2019