



The Play Den

2 Assessment

Whilst your child is in our care we will make small observations that we notice about your child's development. We will record this using: **(Assessment 2)**

- Observations jotters
 - Staff are expected to conduct a minimum of two incidental observations per day
 - Staff are expected to conduct a minimum of 3 next step observations per term
- Record observations on Tapestry (your child's online learning journal)
- Photographs
- (less frequently) longer time-bound observations
- Observations from home
- Parental input forms from parents, before we write your child's report.
- Include your child's opinion wherever possible ('child's voice') by asking him/her three questions about their learning (children aged over 3 years).

This information provides us with a formative assessment to enable us to understand your child's level of achievement, their interests and learning style. In doing so, staff can then share this with you and jointly plan 'next steps' of learning. We may also include other professionals involved in the care of your child to ensure we have a true 'picture' of your child.

The setting policy is that your child will be given a 'next step' and this will be worked on a minimum of 3 times every term. We include you by clearly denoting the 'Next Step' in the title of observations we make on Tapestry. We encourage you to also work on this at home with your child and may make suggestions to assist you in the home environment.

When your child is approximately two years of age we will conduct a 'Progress Summary check' to identify your child's strengths or any areas where your child's progress is less than expected. We will share this with you and provide suggestions on how you can help your child at home. If we have concerns about your child's development, we may involve other professionals to support your child and make a plan to help your child achieve. We will not make a referral without first obtaining your consent to do so. **(Assessment 2)**

We will regularly share 'Summative Assessments' (progress reports) with you and provide a full written report once a year. We will invited you to attend a parent evening to discuss your child's progress and plan your child's next steps. If you are unable to attend, we will ask for your opinions via letter, e-mail, telephone or text. **(Assessment 2)**

This policy was produced on 8/8/12, and last updated on 11/4/19