



## Assessment, Record Keeping and Reporting

### Rationale:

At Hyde 'n' Seek Nursery staff recognise the need to have co-ordinated and agreed team approach to establishing and maintaining best practice in assessment, keeping records and reporting.

### Aim:

Staff at Hyde 'n' Seek Nursery will endeavour to ensure best practice in establishing and maintaining the highest quality of system of assessment, keeping records and reporting.

### Objectives:

#### Staff will:

- Undertake planned observations of each planned daily activity and transfer the information gained on to the children's assessment records at the end of each plan.
- Update assessment records and portfolios at the end of each short term plan.
- Update curriculum monitoring document at the end of each short term plan with features of learning assessed throughout the duration of each plan
- Assessment information will be used to drive the planning forward by incorporating next steps in learning into daily/weekly planning.
- Assessment records will be used to inform parents and/or professional agencies about children's progress in each area of the Pre- Birth to Three and Curriculum for Excellence Frameworks
- Assessment information will be used effectively to promote continuity of learning at transition points for example home to centre, between nursery rooms and from preschool to primary.

### Guidelines:

#### Assessment methods and arrangements for keeping records and reporting:

- Staff use a consistent, on-going formative process in line with Glasgow City Council recommendations, whereby they complete observations for each planned daily activity and update children's individual plans and assessment records with this information .

- Planned observations relate to learning opportunities offered to gather information on significant learning and development.
- Staff observe and record using notes and photographs to provide evidence of learning
- Staff share observational information through discussion at key stages
- Staff identify next steps in learning and aim to feed these in to daily plans in order to take learning forward
- Parents are issued with a comment sheet for each short term plan and are asked to complete this. Any ideas are fed into the planning process in order to involve children and parents
- Children's assessment records are updated on a regular basis with evidence of learning related to planned and unplanned experiences
- Parents are encouraged to complete a home to centre transition record in order to provide staff with information on children's progress on entry to Hyde 'n' Seek Nursery
- Staff complete transition records from centre to primary school to ensure continuity of learning. This information is shared with parents/carers and any relevant support agencies concerned with the child's education and welfare.

#### Use of Assessment Information:

- Staff at Hyde 'n' Seek Nursery record assessment information carefully and use this information to provide up to date reports
- Parents are encouraged to discuss their child's progress with staff in an informal manner on a daily basis. We also hold parent information evenings twice a year to report more formally.
- Evidence of children's learning is gathered in the form of notes, photographs and children's work in individual 'learning stories'.

#### Success Criteria:

- Staff consistently and effectively assess all aspects of each child's development. They ask for and use information from parents and, where appropriate, support agencies. There is an effective means of recording and summarising assessment information.
- Assessment information is carefully recorded. The information is used effectively to provide up to date reports about children's progress for discussion with parents and other professionally involved in the child's development.