



## Quality of Planning

### Rationale

Staff at Hyde n Seek Nursery recognise the need to have a co-ordinate and agreed team approach to a curriculum planning system that has children's learning and development as its focus.

### Aim

At Hyde n Seek Nursery staff are committed to ensuring best practice in planning for learning as a team.

### Objectives

- Staff aim to link plans carefully to the key aspects of the curriculum and provide clear statements about what is to be done and what children are expected to learn.
- We aim to make effective use of assessment information to identify needs and plan next steps in learning. Plans will be evaluated regularly and adjusted as necessary to meet changing needs.
- We aim to take appropriate account of the varied attendance patterns of children. Parents will be kept fully informed of programmes and daily activities. Opportunities for planning with colleagues will be used effectively.
- All planning for the curriculum, play and leisure activities, and care routines will be well co-ordinated to take full account of the needs of all children.

### Guidelines

- Staff at Hyde n Seek Nursery will utilise planning documentation from Glasgow City Council to ensure that all curriculum plans are based on what children are expected to learn and follow Curriculum for Excellence experiences and outcomes for children in the early years and Pre-birth to three
- Each year we will produce a long term plan designed to include all children in the consultation process of planning
- Staff will work together to produce a short term plan (4-6 weeks) that will offer a range of learning opportunities, building on each child's prior learning and experience.
- Staff members will use the short term plan and children's current interests to formulate a daily/weekly plan, differentiated to offer appropriate challenge for each child. Each staff member will have their own daily/weekly planning sheet.

- Staff will work together to assign curricular areas in order to ensure that daily/weekly plans include a range of contexts for learning across the five key aspects that are based on children's current interests, learning preferences and individual needs.
- Staff will respond to children's interests and individual learning needs and planning will be responsive to current assessment information
- Staff will share information assessed children's needs and use this to plan next steps in learning for each child and will plan to build on prior assessed and recorded learning
- The effectiveness of each short term plan will be recorded on planned observations and next steps in learning will be recorded here
- Weekly activities will be repeated twice and rotated throughout the week on an am/pm basis to take account of varied patterns of attendance
- Parents will be informed about children's learning on an informal basis throughout the nursery week and, more formally, through bi-annual parent's evenings and transition records
- Refer to Rowan Tree Nursery's assessment policy for more detailed objectives on assessment and recording

### Success Criteria

- Plans are carefully linked to the experiences and outcomes of the curriculum for excellence and provide clear statements about what is to be done and what children are expected to learn
- Staff make effective use of assessment information to identify needs and plan next steps in learning. Plans are evaluated regularly and adjusted as necessary to meet changing needs.
- Plans take account of the varied attendance patterns of children. Parents are kept fully informed of the programmes and daily activities. Opportunities for planning with colleagues are effectively used.
- Planning for the curriculum, play and leisure activities, and care routines are well co-ordinated to take full account of the needs of all children.

Note: This policy refers to planning programmes and day to day activities and covers the links between assessment, planning and evaluating in Hyde n Seek Nursery. Account should be taken of:

- Weekly, monthly and annual plans
- Planning undertaken in collaboration with all staff
- Planning undertaken in collaboration with other agencies
- Individualised programmes for those with additional support needs.

This policy will be updated in November 2012 to include changes in planning and assessment