

# Date Valley School

Company number: 06845508 Registered Charity number: 1136298  
Mitcham Court, Cricket Green, Mitcham, Surrey, CR4 4LB  
Telephone: 0208 648 4647 · Tel: 07980299717 Email: [managingdirector@dvst.org.uk](mailto:managingdirector@dvst.org.uk)



## Record Keeping and Observation Policy for Nursery and Reception.

It is our policy at the school to observe your child regularly and to keep a record of our observations. Staff members working with the group / class that your child has been assigned to, will be primarily responsible for these observations.

At Date Valley we reflect on the different ways that children learn and reflect these in our practice.

The three characteristics of effective teaching and learning are: (taken from EYFS 2012 p7)

- 1) **Playing and Exploring** - children investigate and experience things, and ‘have a go’
- 2) **Active Learning** - children concentrate and keep on trying if they encounter difficulties, and enjoy achievements
- 3) **Creating and Thinking Critically** - children have and develop their own ideas, make links between ideas, and develop strategies for doing things.

A) For Nursery and Reception children, observations are kept in the areas of learning which cover the Early Learning Goals. These are:-

- Communication and Language
- Physical Development
- Personal, Social and Emotional Development
- Literacy
- Mathematics
- Understanding of the World
- Expressive Arts and Design

Assessment and Observation methods	
Profiles	<ul style="list-style-type: none"><li>• Each child should have a section in the Profile folder with a cover sheet with all their relevant objectives</li><li>• Once an objective has been met the objective should be highlighted</li><li>• Each child should have evidence collected based on the 7 strands</li></ul>
Assessment to inform daily / weekly planning	<ul style="list-style-type: none"><li>• Each child should have an individual education plan</li><li>• Observations should inform planning</li></ul>
Classroom Monitor	<ul style="list-style-type: none"><li>• Mark book to be updated once a fortnight (minimum)</li><li>• At the end of each term evidences for teacher assessment to be transferred in filing cabinet in the main office under children’s names or to be scanned / noted in Classroom Monitor</li></ul>
Feedback from parents	<ul style="list-style-type: none"><li>• Observations from parents via holiday forms, diaries or ‘Ma Shaa Allah’ post-its.</li></ul>
Internal Moderation	<ul style="list-style-type: none"><li>• Teachers will have an internal moderation every term to ascertain objectives being meet are verified</li></ul>

- B) We also keep records on your child's development through the Arabic and Islamic Studies curriculum.
- C) As a parent you are welcome to browse through these records.
- D) If any other professionals need to see these records, they may only do so with your permission, although Ofsted and other bodies working with them will have access.
- E) If a student wishes to take observations of children, they may only do so with the written permission of the parent.
- F) All records are strictly confidential.

This policy has been read and approved for Date Valley School, by the Early Years coordinator and the Date Valley Trust Policy Committee.

Date: October 2013