Assessment and Attainment Policy

The Close Day Nursery School believes in helping each child to develop to the best of their ability.

- Our Early Years Practitioners recognise the importance of encouraging each child to develop and make progress to the best of their ability in each area of the curriculum. This will be achieved by monitoring each child on a regular basis.
- Key Persons conduct ongoing assessments of their key children. Information is gathered by means of several differing observations. Next Steps will be noted and recorded for forward planning purposes.
- Photographic evidence and children's work will be kept and displayed in their individual profile showing children's progress and their individual development. In addition each child's file will be maintained and updated regularly to monitor progress.
- Annual parents/carers evenings will be held in order that each child's progress can be discussed between the child's key person and the parent concerned. However if at any time a parent wishes to discuss their child's progress this can be arranged.

All children's files are strictly confidential and are kept in a filing cabinet in the Nursery Office which is always kept locked when not in use. However these files are available on request to relevant parents/carers.

Training

From time to time staff will undergo refresher courses or extend their already invaluable knowledge by improving their qualifications. As part of their course they will be asked to provide evidence of a particular child's work or experiences. As part of the commitment that The Close Day Nursery School gives to their staff we deem this necessary to their work and give every encouragement to provide such evidence. We request that parents also give this their backing but if there is any parent that objects to their child being observed or monitored in this way it is essential that the Nursery Manager is advised in writing.

Please note that no names are given in such evidence or observation, the child is only referred to as Child "A" or" B" etc. Also this work will only be seen by the student's lecturer, assessor or verifier. The work is not available to the public to view.