

SYSTEM FOR REPORTING CHILDREN'S PROGRESS TO PARENTS POLICY

RATIONALE

The Early Years Centre uses assessment and reporting procedures to allow for each child's further learning and to involve parents in their child's ongoing development.

AIM

The aim of Killermont Primary Nursery Class is to regularly assess the development and learning of each child, to use this assessment information to plan the next steps and share this information with the child, parent/carer and other appropriate professionals.

OUTCOMES

- The Early Years Centre must have a whole centre approach to record keeping.
- Summative, formative and diagnostic assessment takes place.
- Parents are kept fully informed about their child's progress through informal discussion, parents' meetings, written reports and formal review meetings where appropriate.
- Access to children's records are in accordance with authority policy.

ROLES AND RESPONSIBILITIES:

Senior Staff

- EDC provide policy/guidelines on Open Access to children's records.

Staff

- Staff are aware of their role in relation to recording and reporting.

RESOURCES

CROSS-REFERENCES:

The Child at the Centre	3.4
National Care Standards	4.4, 5.2, 6.2

In our centre responsibility for implementing this policy is:	
First Draft	Date: 2002/03
Consultation with Early Years Community	Date: 2002/03
The policy was created on:	Date: 7 February 2005
The policy was reviewed on:	Date: 6 December 2007
Due for review on (not more than 3 years):	Date: 2010/11