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**Policies are intended to support our philosophy which is summarised in these qualities; Dynamic, Inquisitive, Responsible, Grit, Playful, Contented**



Recording and Assessment policy

Who uses a child's development records and why?

Who?	Why?	Comment
Teachers	To track a child's development	A record should show the development of a child's skills, independence and confidence over time. Thus evidencing their development and highlighting any areas of slower development that might need additional support. In this way it also provides proof of our skills and professionalism, because it is our responsibility to ensure they develop.
	To assess against common milestones	It is our job to ensure the children are reaching the appropriate milestones at the right times, or in exceptional cases to highlight that this is not happening and seek extra support structures. It is important that the file represents the child and not just the evidence collected so not all observations will have photographic evidence. Several will be teacher assessment.
	To guide teaching and plan next steps	The sequencing of activities acts as a tool for creating child focused plans. These support the next steps you record as the professional responsible for each child's development. It is therefore a tool for us in our work to be able to plan the delivery of our teaching and allows for team teaching to be totally accurate for every child's unique needs.

Who?	Why?	Comment
Children	To build self esteem	Having a website that is all about you and which other people are interested in is a massive boost to confidence. That is why it is important that the children are involved in their records. Asking them when they complete some work, shall we put it on your website? Shall we take a photo for you? Let's write down what you have done? How have you changed? etc
	To give purpose to coming to Artisans	It helps to answer the question; why am I going to Artisans today? Which is often never explained to children, leaving the children open to thinking; just because Mummy wants me out the way, so I can run in circles in a big space, to eat lots of toast .... To have a documented and visual purpose to which they can contribute and to some extend control, answers these questions and makes it positive.
	As a treasure	In future years be it 1 or 20 it will mean a lot to have the photos and records of the development of their character and identity.

Who?	Why?	Comment
Parents	As a profile of development	There are thousands of guides to being a parent, but they are all opinion. The record file shows a nationally and professionally accepted map of developmental progression. It may be the only one parents ever see and can therefore be given undue importance. For a child to be developing in line with the norm impacts hugely on parents own self esteem and therefore it is very emotional. It is also imperative that parents have access to such a record in order for them to make appropriate intervention. Most parents do not know when their child should learn what they just compare against their friends. The record in this way is a real asset for us and parents because it can be used to set realistic expectations from and for parents.
	To prove value	We are not cheap and parents have a choice. The record and the tracking of the

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	for money	child growing as they should or help being given quickly and appropriately and help provide the rationale for the parents sending their children to Artisans. It is our proof of our professionalism and evidence of the richness of the environment at such a critical stage in development when so many attitudes and patterns are set which shape life through adulthood.
	As a treasure	It is an amazing treasure trove of the child's experience that parents don't have access to in any other way, it is also helps to fill the gap that is left by letting your child be cared for by someone else for the first time.

Who?	Why?	Comment
Next school	As an introduction to a child	A Reception teacher welcomes 30 children often in one day and has to get to know them instantaneously, or within a week. A record can provide essential information such as "scared of fire alarms, likes anything relating to cats, likely to scribble over work they feel is too much" ... which is no more than a couple of sentences but can really help in that first week.
	As a spring board	Understanding what a child can achieve in an environment where they are comfortable and knowing what the next steps are and the speed with which a child learns are all really useful. Especially now that the curriculum is the same between us and Reception.
	As a connection	Photos that can be talked about by the child and the understanding of the type of environment a child has experienced helps provide a bridge into a new environment to ease what will always be a huge transition.

Who?	Why?	Comment
Ofsted	To check our activity on any day	The photos, observations and work samples in a record show what happens in Artisans every day. This is important for them and us as the day they choose to show up as a spot check may be our best but could be our worst and we need to show our best.
	To check delivery of EYFS as a legal requirement	We are legally obliged to deliver the EYFS so the recording of how we do this is vital.
	As proof of our professional knowledge	A child achieving what they should is the acid test of whether we can do our job. The records are the evidence that they do and we can.

### Record keeping

Completing and keeping records is the responsibility of key workers.

Records will be moderated by the Headteacher 2 - 3 times a year and more often as required. This process is a supportive one in which there is an opportunity to share best practice, ensure consistency, make sure a holistic view of the child is taken and is accurate, highlight those children working outside their chronological age band, and ensure planning is meeting the needs of the children including SEND.

The purpose of an observation is either: to evidence a new achievement or to provide the rationale for the next planned activity.

Assessment will almost always be formative rather than summative. Reports and parents evenings are provided alongside records.

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