

ASHENGROUND COMMUNITY PRESCHOOL



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Child's Progress and Learning journals

- Every child has its own Key Person and a Learning journal.
- It is the Key Persons responsibility to keep learning journals up to date.
- The Key person is required to write a 2 year old progress check for every child just before their turn 3.
- The 2 year old progress check will be shared with the child's parent.

2 year old check

- Observe and get to know the child well in 3 Prime areas (PSED, CL, PD)
- Write meaningful and 'to the point' observations following EYFS
- Take pictures to support your observations
- Assessment - correct age group, write about each area, overall Key Person comment, child's voice, child's interests, write the next steps in 3 prime areas.
- Invite parents in, share the 2 year old check, explain, ask questions and share child's next steps.
- Get the parent to write a comment about the 2 year old check, note any discussions with the parent, Next Steps - share the next steps, get parent to comment, parent to fill in the 'Parent Questionnaire', give a copy of the 2 year old check and next steps to parent.

If the child is over 3 but not achieving in 3 Prime areas:

- Assess the child, focus on the prime areas, action plan, discuss with the manager, speak to the parent of the child, possible 'Early Year Help Plan' - parent to be invited in to review and sign.
- Action taken, referral to the necessary agencies will be made if the child is not achieving and we have done everything we could to support the child in his/her development - parental consent is necessary to be able to refer the child to other agencies.

It is vital to create an action plan and a review date. The plan has to be relevant, time bound and achievable. Parents must be included in all the above.

The **SENCO** of the preschool must be notified of the child falling behind and the necessary plan must be put in place by the **key person, the parent and the SENCO**.

If unsure, the setting Manager gets in contact with the Early Years Advisor - Wendy Dunn - for support and guidance.

The Key Person can request the 2 year old progress check report from the child's health visitor, via the parent.