



## **Record Keeping Policy**

Our aim is to respect the wishes of all parents/carers and adapt our planning according to a child's needs and interests. In order to do this we will:

- Make daily informal observations of the children. (Parent helpers will not have access to this information)
- Carry out formal observations linked to the Early Years Foundation Stage. These observations will be carried out during set target activities and within the continuous play throughout the session. The children will not be made aware of, or feel in anyway pressured by, these activities.
- From observations made the key person will set the individuals targets for their child to be introduced to
- Targets achieved are marked off in EYFS.
- Parents may look at their children's Learning journeys on Tapestry at any time by logging onto their online account.
- Throughout the year parents are encouraged to contribute to their child's Learning Journey on Tapestry.
- Conversations relating to the child's development will be recorded and kept in the child's file.
- We like to encourage a two-way flow of information between ourselves, parents, carers, childminders and other settings.

All records and information on the children are locked securely away in our store cupboard when Pre-School is not open.

### **Parent's evening**

An informal parent's evening (that is run by the committee) is held in the Summer term. During the evening, the parent's have the opportunity to meet the committee, and other parent's as well as meet with their child's key person to discuss and celebrate the progress they have made.

This policy has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This policy will be reviewed: Autumn 2025

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: