



# CARGILFIELD

## REPORTING POLICY - NURSERY

### AIMS

- Reporting is built upon careful planning, assessment, evaluation and recording with the child at the centre of the process.
- Through day to day observation and assessment, a record of each child's achievements and progress is built up to provide a detailed profile of each child.
- To share information among all the partners involved in the child's learning in order to promote the child's development, learning and well-being.

### Evaluative Practice in the Nursery

Evaluative practice in the Nursery follows the following cycle:

**Planning** ensures that children have an input to their learning, that activities are matched to individual abilities, experience and interests, whilst at the same time ensuring progression, continuity, balance and variety.

**Assessment** is ongoing through observation, discussion and formal assessment.

**Evaluation** occurs on a daily basis to ensure that planned activities are both challenging and appropriate.

**Recording** needs to be ongoing, manageable and useful. It forms the basis for reporting to:

- Parents/carers
- Other staff
- Other schools
- Outside agencies
- Care Commission
- HMIe

### Reporting Mechanisms

Reporting is both formal and informal during the school year and takes various forms including 3 face to face parent/teacher meetings, settling in phone calls and informal chats at both drop off and pick up. The Head of Nursery will have an initial discussion with parents at each child's taster day where they share information. Key Workers will continue a daily dialogue in terms of pastoral care with each child's parents.

CARGILFIELD SCHOOL

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Once the child has entered the Nursery, the parents are introduced to “The Curriculum for Excellence” at the Parents’ welcome meeting (which is held during the first week of the academic year) in order to help guide the parents through the different aspects of CfE and how the children in Nursery will be experiencing the Early Level of the CfE whilst at Cargilfield Nursery. Progress is tracked and next steps identified on each child’s learning journal. Parents are encouraged to contribute and comment on their child’s progress.

Information on the plans for the term, week and day are displayed on the notice board, planning board outside the Nursery and sent home via email at the beginning of each term. Input, suggestions and feedback from parents is frequently requested to inform the planning cycle.

Written/Photographic observations are made by staff and are used to:

- Inform planning
- Help monitor individual progress
- Note strengths and weaknesses
- Recognise achievements/ milestones
- Help with the writing of their online learning journal and group floor books as a means of recording progress.

Information is shared with and by parents/carers:

- During day to day contact.
- Through the children’s work.
- Children’s Learning Journey and Children’s Voice display.
- Photographs and displays.
- Group floor books.
- Responsive planning book.
- A weekly roundup email.
- Child online learning journals.
- Parent/teacher meetings 3 times a year, termly.
- Written next steps which are sent home each term.
- A written report in July.

Transition to Primary One is assisted by reporting through:

- Child’s online learning journals.
- End of year report and next steps shared with P1 teachers.
- Snap shot and Maths tracker assessments.

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- Reports from outside agencies where applicable documenting progress/next steps.
- Invitation to an afternoon visit to P1.
- Joint play times.
- Visits to Pre-Prep assemblies.
- P1 teachers regularly visit Nursery during the Summer term.
- Weekly visits to a P1 lesson.
- Handover sessions for Nursery teacher/ P1 teacher when a class transition document is given to P1 teachers.

For those going to Primary 1 at other schools; we send copies of trackers, online learning journals, attainment questionnaires and co-operate with any additional information that is required or requested for individual children.

Parents are entitled to access any information which we hold on their child at any time.

Updated by Tiffany Murdoch, Head of Nursery, August 2023

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