

RECORD KEEPING POLICY

The purpose of record keeping is to:

- ensure accurate and up to date information is kept on the child's health, diet, any medication, disability or special needs
- collect cumulative evidence of the development and progress of individual children including social, emotional, intellectual, physical and linguistic development
- identify the needs of individual children
- identify significant achievement for individual children
- contribute to the setting of appropriate learning targets for children.

Records should: -

- be manageable, easily read and purposeful
- involve staff, parents and children themselves about what they can do by themselves and what they can do in shared activities supported by an adult
- include progress in a child's development as an effective learner
- include progress in the knowledge, skills and concepts identified within the planned curriculum
- include significant events and achievements
- have a consistent method and format agreed by all involved and be easy to use, objective, relevant, accurate, positive and honest
- be used throughout the child's time in pre-compulsory education and transferred between settings (with parents' permission)
- identify children's developmental and/or special needs
- be confidential to the setting, the child and his/her family: information should not be passed to others without the parent's knowledge and consent
- where possible, be provided in the family's home language, or an interpretation, where appropriate:

Records could include: -

- dated and annotated examples of children's drawings, paintings, emergent writing
- photographs
- adults' written comments
- tape recordings
- video recordings
- scrapbook/diary between home and setting

St. Paul's Church, St. Paul's Road West
Dorking, Surrey, RH4 2HT
Telephone: 01306 743378
Email: info@stpaulsnursery.org.uk

St. Paul's Church Nursery School



This policy was adopted at a meeting of St. Paul's Church Nursery School Committee and is reviewed on a three-year cycle in line with the School Development Plan.

Signed on behalf of the Management Committee _____

Signed on behalf of the Nursery: _____ Date _____

Signed on behalf of the Management Committee _____

Signed on behalf of the Nursery: _____ Date _____

Review Date _____