



Happy Bunnies Nursery

Assessment & Planning Policy

September 2019

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Introduction

Happy Bunnies takes an individual child centred approach, ensuring that every stage of development from babies through to school age is carefully planned for, and delivered. Children are supported to learn, develop, experiment and experience: but importantly and often overlooked have lots of fun doing so. The following policy outlines the principles upon which we base our observations, assessment of children, cycles of planning and the procedures used to put these principles into practice.

Aims of the Policy

- To have an in-depth understanding of each child's level of development, ensuring that planning is informed and meets the diverse needs of all our children.
- To fully support learning and development, to enable all our children to reach their full potential.
- To provide a clear framework and structure for assessment and planning with the nursery.
- To recognise and celebrate children progress in learning and development.
- To value the contributions of and work in partnership with parents / carers and key partners.

Significant revisions to our observation, assessment and planning practices are documented within our 2019 policy as a response to the changes identified within the Early Years Inspection Handbook 2019. Happy Bunnies recognise and acknowledge the importance of 'quality of education' with a number of significant steps taken by Happy Bunnies to:

- Improve effectiveness of systems, for the recording of children's progress, ensuring more informed planning.
- Reduce the burden on practitioners and managers in the collection and analysis of data, to afford more focus and emphasis on the child's learning experience.
- Move away from onerous systems of tracking, targeting outcomes that children achieve into education-focused, rather than data-focused.

Assessment:

Happy Bunnies utilises the EYFS framework as criterion for measuring children's progress and development. It is based on on-going observation and assessment in the three prime and four specific areas of learning, and the three learning characteristics, set out below:

The prime areas of learning:

- Communication and language
- Physical development
- Personal, social and emotional development

The specific areas of learning:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

Characteristics of Effective Learning (COEL):

- Playing and exploring
- Active learning
- Creating and thinking critically

Happy Bunnies has a clear and well defined processes of assessment and planning, from point of entry into the nursery through to leaving for school. A variety of assessment methods are employed to ensure that childrens educational needs and development is met. (Appendix 1) sets out Happy Bunnies assessment and planning strategy.

A wide range of assessment methods are used at Happy Bunnies to ensure that an accurate and informative picture of a child's progress and needs is evident throughout their time at nursery. The following methods are used to capture evidence, which in turn informs planning and next steps:

- Formative assessment
 - Starting point / base line assessment
 - Practitioner observations
 - Parent/ carer observations (wow & 2simple)
 - Individual/ group observations
 - Planned observation
 - Unplanned or spontaneous observations.
- Summative assessments
 - Termly progress assessments
 - Annual assessments
 - Two year checks
 - School transitional assessments

Observation

Observation is the key to understanding young children as learners and a vital tool in finding out more about them as individuals. It is an integral part of the assessment and planning cycle and a firm basis for reflection. In any high-quality setting, observation is recognised as a fundamental and crucial aspect of the practitioner's role and, as such, is given high priority in terms of training and everyday practice.

Often systems, functions and practices employed in observation, assessment and planning can become overly onerous or complex as the collection of evidence and the demonstrating of effectiveness can take the staff team away from what should be the core business of providing 'high quality education'.

Happy Bunnies has recognise's that staff time with children is precious, as such a conscious effort has been made to support staff, improve systems and practices to dedicate more opportunity and time to quality learning and developmental experiences for children.

Significant investment, both in time and resources has been actioned to improve the observation process, steps include:

- Introduction of online observation, assessment & tracking system (2 simple)
- Investment in I.T services and resources
- Extensive CPD
- Restructuring of observation, assessment and planning processes.

Recording and Planning.

As with observation, significant changes have been actioned to improve the effectiveness and efficiency of our recording and planning processes. Happy Bunnies assessment and planning strategy Appendix 1 sets out our framework. Key documentation and process below support the implementation of our recording and planning cycle:

- Starting Point/ Base line assessment document: '*What to expect*' (Appendix 2)
- Daily room planning document: (Appendix 3)
- Learning Objective Focus Sheet (Appendix 4)
- Termly Keyworker Assessment Summary: (Appendix 5)
- Termly Nursery report: (Appendix 6)
- Annual Self assessment (SEF): (Appendix 7)
- Long term Planning (Appendix 8)

As well as clearly defined and structured recording and planning cycles undertaken by the staff team, working with parents / carers, are vital partners in the assessment and planning process. Methods include:

- Parent / carer feedback
- WOW moments
- Parent / Carer termly surveys

Quality assurance

Quality assurance practices aim to develop and maintain the highest standards by clear and defined frameworks for the nursery and practitioners to reflect on existing provision. They encourage staff to assess their own practice, compare it with the standards they aspire to and develop accordingly. At best, identify what quality is and provide a framework to achieve it.

Happy Bunnies believes that quality assurance processes provide a route to raise standards through a process of self-evaluation or self-assessment. This involves practitioners in a cycle of continuous improvement in which the provision is audited against a set of criteria or standards. Strengths and areas for improvement are identified, an action plan is developed and implemented, and progress is reviewed. Key processes and tools employed within the nursery in effective quality assurance include:

- Quality Calendar
- Annual Self-assessment (SEF): (Appendix 7)
- Staff Appraisal and Supervision
- Practitioner observations
- Peer observations
- Termly reporting

- Compliance audits and samples
- Feedback and surveys