



POLICY ON CHILDREN'S NEXT STEPS AND TRACKING

1. Observation

Every child that attends Precious Memories Day Nursery will be assigned a key person, who will observe and record observations for the first four weeks of attendance. This is to gather enough information about the child to ensure a clear picture of their learning and development is collected.

2. Initial tracking

After four weeks of observations, the key person will complete an initial tracking. This is to record an overall picture of the child's learning and development based on the four weeks of observations.

3. Next steps

Based on the initial tracking, the key person will have a discussion with the child's parents and carers and agree on the child's next steps. These are the next learning and development goals the practitioner and parents/carers will encourage the child to achieve.

4. Progress

The child's progress will be tracked through observations of activities and recorded in their learning journals. These are shared with parents/carers.

Initial tracking will then be repeated every term to assess the child's long term learning and development and outcomes will be discussed with parents/carers and new next steps created. The cycle will continue.