



Shared Progress Reports Policy



The
Little Green Frog
Nursery & Pre-School

Progress Reports Definition

This policy covers all reports, written by the nursery team, that are shared with other professionals. The main reports are: The Early Years Foundation Stage Progress Check at Age Two and The Early Years Foundation Stage End of Nursery Report. The Little Green Frog Nursery has set proformas for these reports and these are used each time a report is required.

For other written reports, e.g. CAF or SENNIT nursery will complete as required from outside agencies and use the formats given.

Statement of intention

The Little Green Frog Nursery team recognise that information sharing promotes positive outcomes for children and we are committed to involvement from the relevant team members at nursery, Children's parents and appropriate outside agencies, e.g. health visitors, school teachers and early support team.

All Care Bears (key workers) will be responsible for reports for their children. It is expected that they take responsibility for familiarising themselves with the process involved. Full details and instructions are available through the usual nursery channels for how to gather information and write these reports.

The Early Years Foundation Stage Progress Check at Age Two.

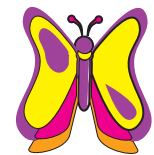
The purpose of this report is to facilitate information sharing between nursery and home and to provide parents with written record of their child's progress that they may share with a health visitor during the health and development check that occurs between 24 and 30 months.

Children move from raindrops room to Sunbeams room at around 30 months and the progress report must be written by the child's care bear in Raindrops room before the child moves up to Sunbeams room.

Care bears are aware of when their children are booked to move to sunbeams room and so they must book time where their work in the raindrops room can be covered in order to have time to write the progress report.

When the care bear has written the report parents are given the opportunity to add to it or make comments and sign the report.

Parents and nursery both keep a copy of the report.





Early Years Foundation Stage End of Nursery Report.

This report is written in the child's final term at the nursery before they go into a full time reception class in a school. The purpose of this report is to provide a summative report for parents and the child's new school teacher.

The process takes place as follows:

- February – March: senior team to identify children leaving to reception classes at the end of the summer term.
- April: nursery administrator to send out a form for parents to complete so that nursery is informed of the child's school and their nursery leaving date. nursery manger to monitor this and feedback at senior team meetings
- May: nursery manager to liaise with children's receiving schools and arrange for receiving class teacher to visit the children in nursery. These visits may take place anytime in June or July.
- May: Care Bears to complete nursery proforma for end of nursery report. This has space for the child and their parents to have input.

SEND reports

The nursery may be required to write regular reports for children who receive additional funding due to special educational needs or disability.

In such cases these are shared with the child's parents and the local authority.

Nursery will use the report format as required by the local authority and complete the reports in the timeframe required by the local authority.

