

Step by Step Day Nursery

Monitoring, reviewing and evaluating ensures the systematic study of information and the quality provision to provide a qualitative judgement that will facilitate and promote development.

4.6 Monitoring, Reviewing, Evaluating and Developing Policy

At Step by Step Day Nursery we are committed to, not only maintaining a high quality of caring and learning, but working to improve on our previous best. To facilitate this it is necessary to monitor, review and evaluate both the quality of the curriculum and the standards of care to promote development.

Aims of this Policy

- To maintain and improve on our previous best standards of caring and learning.
- To enable each child to fulfil their potential by improving the quality of individual learning and attainment.
- To enhance and improve the quality of learning.
- To ensure that value is added to each child's learning through our teaching.
- To ensure that the children receive a broad, balanced and rich curriculum as set down in the standards for the Early Years Foundation Stage.
- To ensure that the curriculum is not only differentiated to meet the needs of all children, but that it provides equality of access.
- To ensure that there is consistency and progress within the different curriculum areas.
- To enhance the professional development of the staff in such a way as to impact on management and add to the quality of caring and learning.
- To ensure processes are in place for monitoring, reviewing, evaluating and developing provision.
- Planning, observation, assessment and record keeping policy
- Weekly planning/evaluation meeting involving learning and caring
- Formal / informal contact and discussions between staff including regular staff meetings.
- Regular staff meetings where the individual needs of the children are discussed and planned for and evaluated
- Children's records in the form of The Revised Early Years Foundation Stage Learning Journey.
- Individual educational plans
- Staff supervision format and Performance view meetings
- Staff development and training needs linked to nursery improvement plan.
- Regular observations of individual children, using EYFS forms these observations are shared with and discussed by all practitioners
- An end-of-year questionnaire is given to staff and parents.
- Parents Evenings to be held twice a year.
- Children's profiles are monitored regularly.
- Children's development reports are produced three times a year (each term) and given to parents to read and write their comments.
- Complaints are reviewed and analysed on a regular basis.

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SPECIFIC RESPONSIBILITIES ARE:

- Monitoring monthly attendance figures
- Monitoring weekly planning
- Monitoring the children's Profiles regularly
- Monitoring the work in Basic Skills regularly
- Monitoring caring and learning
- Monitoring performance management targets for staff
- Monitoring and evaluating questionnaires from parents and staff
- Monitoring rotas to ensure best allocation of time, staff and resources

PRACTITIONERS RESPONSIBILITIES:

The Roles and Responsibilities of the Staff. Specific Responsibilities Include:

- Monitoring the children's Profiles
- Monitoring all areas of the EYFS
- Evaluating planned activities on a daily or weekly basis
- Evaluate area of learning on an annual basis and identifying points for development.
- All staff have individual job descriptions that have clear links into this policy.
- The senior management team, (Manager and Deputies) work together to monitor the planning and the delivery of the EYFS to update the Nursery improvement plan.

Specific Responsibilities Include:

- Monitoring the children's Profiles
- Monitoring the weekly rotas to ensure best allocation of time, staff and resources
- Monitoring the progress of students and trainees.

Communication POLICY

Good communication within the Nursery is very important. The main reasons for maintaining effective communications are to:

- Provide accurate information, instruction and guidance.
- Pass on vital information concerning the children.
- Exchange ideas, views and concerns
- Reduce misunderstandings
- Improve the performance of the Nursery

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Any information that you hear or are told must be passed on to the management team as it may be a vital piece of information concerning a child or staff members well being.

This policy was adopted by	Step by Step Day Nursery	<i>(name of provider)</i>
On	June 8 th 2020	<i>(date)</i>
Date to be reviewed	June 2021	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Nicola Richardson	
Role of signatory (e.g. chair, director or owner)	Director	