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| Name of Policy: | **Observation, Planning, and Evaluation –Guidance for staff** |
| Name of Setting: | **Busy Bees**  |
| Overall Aim of Statement: | To ensure that all staff understand that the purpose of observing children is to improve our understanding of them and their needs.To ensure all staff have input into the observation, planning and evaluation cycle. |
| Specific Objectives/ Statements and Procedures for how you will achieve each one: | **Observations*** Staff observe⇒record⇒make plans⇒adjust provision
* Staff observe children on a daily basis using post it note and photographs which are that stored on the Busy Bees computer in the office in which staff only have access to.
* Staff undertake longer observations of children once a term. These observations take place during child initiated activities and last approximately ten minutes
* Staff collect evidence of children’s mark making and art work
* Staff discuss observations daily and at weekly planning meetings
* Staff collect observations of their key children and enter them into their “Special Book” records under headings of the seven areas of learning. The “Special Book” record the child’s learning journey at Busy Bees
* Staff use observations as evidence when completing the childs term “On Track” record
* Staff encourage parents to contribute to their child’s “Special Book”

**Planning*** All staff contribute to planning
* Short daily discussions take place with opportunities to write observations and comments on planning sheets discussing the following
1. Weekly overview of activities inside and outside
2. Child initiated learning inside and outside
3. Evaluation/future plans

These planning sheets feed into future planning* Staff attend one hourly weekly planning meetings
* Staff chooses half-termly topics in a way that allows the topic to be wide, loose, flexible, and adaptable.
* Planning is adapted to children’s needs and interests, weather conditions, and to follow next steps.
* Long, medium and short term plans help to provide a check for staff to see where there are gaps in children’s knowledge or skills.

Evaluation* Staff are constantly evaluating provision daily, weekly and termly.
* Planning sheets are checked and used to feed into the next planning cycle.
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| Useful websites | [www.literacytrust.org.uk](http://www.literacytrust.org.uk)[www.eachchildmatters.gov.uk](http://www.eachchildmatters.gov.uk)www.teachernet.gov.uk |
| References to other relevant policies: | Induction and training policy, Adult interaction with children policy. |
| Policy Monitoring and Evaluation Information: | Staff and Committee  |
| Signature | R Lily |
| Review Date and next review due date: Reviewed Jan 15, next review January 2016 |