

Balcombe C E (C) School



Early Years Foundation Stage (EYFS) Policy

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1. Introduction to The Early Years Foundation Stage - the best possible start

‘Every child deserves the best possible start in life and the support that enables them to fulfil their potential. A child’s experience in the Early Years has a major impact on their future life chances. A secure, safe and happy childhood is important in its own right and it provides the foundation for children to make the most of their abilities and talents as they grow up’ (Early Years Framework, 2021).

At Balcombe, we aim to provide for our EYFS learners the best possible start to school life, with the best possible outcomes for ALL.

The purpose of this policy is to ensure that all those involved with a child’s learning in the EYFS work effectively together to build the ‘**best possible start**’ to school life for all our learners. Our early year’s practice reflects the guidance set out in the Statutory Framework for the Early Years Foundation Stage (2021) and ‘Development Matters in the EYFS’ (2021) and aims to secure

- **Quality and consistency**, so that every child makes good progress and no child gets left behind.
- **A secure foundation** through learning and development opportunities which are planned around the needs and interests of each child and are assessed and reviewed regularly.
- **Partnership working** between EYFS practitioners and parents.
- **Equality of opportunity** and anti-discriminatory practice, ensuring that every child is included and supported.

2. Our Early Years Intent - our visions and aims

We aim to

- **Collaborate and work with parents** and recognise children’s prior learning at home, building on what they already know
- Provide a **happy, safe and nurturing environment** where children develop as confident, independent and **resilient** learners
- create a **curriculum which is exciting and motivates** children to love learning and be **curious** about the world around them. We therefore provide an engaging curriculum to extend the children’s cultural capital, but at the same time, we follow children’s interests and ideas to foster a lifelong love of learning.
- Enable children to **develop positive relationships**, to interact and co-operate with other children and to be aware of and to **respect the needs of others**, giving and receiving **kindness, care and affection**
- Celebrate how all **our children are incredibly unique** – with individual learning styles, interests and knowledge of the world around them. We want to ensure that learning is accessible for all. We want to make sure that all children **promptly receive any extra help they need**, so they can progress well in their learning.
- Create **confident communicators** – happy and willing to share their views and news, and delight in using language, in all its forms, to express who they are and how they feel.
- Enable children to develop a genuine **love of different books, of reading and of learning to read** and where our phonics teaching enables ALL of our learners to become readers by the end of reception
- **Prepare children for the next stage in their school life** – so that they are happy and confident as learners, with the skills, knowledge and understanding across the whole of the EYFS curriculum to help them succeed in year 1.

Our School Values:

As a whole school, these are the core values which we expect all children to demonstrate.

Be respectful Be ambitious Be resilient Be caring Be creative Be curious

Be the best that you can be!

3. EYFS Principles – implementing the EYFS

There are four distinct, but complimentary themes that guide our Early Years practice. These themes are:

- **A Unique Child**
- **Positive Relationships**
- **Enabling Environments**
- **Learning and Development**

In order to implement our Early Years aims into practice we always refer to these themes to guide us.

Principle: A Unique Child

We recognise that every child is **a unique child** who is constantly learning, who can be resilient, capable, confident and self-assured. We recognise that children develop in individual ways, at varying rates. In order to know and understand the individual needs of our learners, we continuously carry out **observations and assessments** on them to ensure that we can plan the most appropriate tasks that meet their individual needs.

Observations, assessment and planning for children's unique needs

Prior to children starting school, teachers spend time speaking to families as well as pre-schools and nurseries to gain an understanding of the whole child: their strengths, interests as well as their knowledge and skills across the curriculum.

During the first few weeks in Reception, all staff use ongoing observations and conversations with the child to further develop their understanding of the children's skills knowledge and understanding of the world around them. This process helps us, with our families, to identify each individual's starting points in all areas so we can plan experiences for children that meet their individual needs and interests and build on from what they know.

In addition to our own baseline observations, we also use the Department for Education's 'Reception Baseline Assessment' (RBA). This is a short statutory assessment, taken in the first six weeks in which a child starts school. It assesses children's abilities in early mathematics, literacy, communication and language.

The EYFS Lead administers the RBA in accordance with the '[Reception baseline assessment and reporting arrangements](#)' document, and Annex B of the '[Statutory framework for the early years foundation stage](#)'.

Crucially, as soon as children start school, and then throughout the reception year, we observe their well-being and involvement closely (using the Leuven Scale) and talk to children regularly to ensure that children are **happy and safe** in our nurturing environment so that they can develop as confident, independent and **resilient** learners.

We create an Individual Development Plan for each child consisting of the best 'next steps' for learning and we share these with families to maintain a joint approach to children's learning. We then measure the progress of our children against these starting points at regular checkpoints throughout the year to track progress – at least every half term.

Observations and Assessments

As children settle into school life we continue to;

- **Observe** each child's development and learning.
- **Assess** progress they make.
- **Plan** for their next steps, **building on from what they know and can do.**

We continue to invite families to share with us their own observations of their children to help build a clear and whole picture of the child. We do this through

- Informal conversations
- inviting families to send in 'WOW' notes (observations from home) that describe their children's achievements from a parents' point of view
- sharing their views and ideas on Seesaw – our online learning platform
- inviting parents and carers to parents' evenings/meetings.

This system of on-going observation and assessment (also known as formative assessment) is at the heart of our EYFS class. Every day, we dedicate time to observing children. **However, this does not involve prolonged periods of time away from the children and excessive paper work.** Practitioners draw on their knowledge of the child and their own professional judgements through discussions with other practitioners about their observations of the children.

Tracking pupil progress

We review children's progress at least every half term to ensure that children are making progress and are ready for the next term's learning and therefore on track to meet or exceed end of year expectations – referred to as Early Learning Goals or Curriculum Goals.

The Senior Leadership Team monitor the progress of the learners each term with EYFS staff to ensure that children are making progress – discussing each child individually.

During this process, if we feel worried over a child's progress, we share our thoughts with parents and agree how to support the pupil in question. We would then ensure classroom practices are adapted to ensure better progress. The SENCO will, at this point, also monitor progress and look to ensure we link up with outside agencies (such as a school nurse or Speech and Language Therapist) in order to seek further support and advice.

The end of the EYFS Reception year - The EYFS Profile

In the final term of the Reception year, the EYFS Profile is completed for each child. Children are assessed against 17 areas of the curriculum, otherwise known as Early Learning Goals (ELGs). Practitioners' make a 'best fit' judgement based on their observations and professional knowledge of the child. All practitioners discuss their observations with other professionals in order to moderate and agree their judgements.

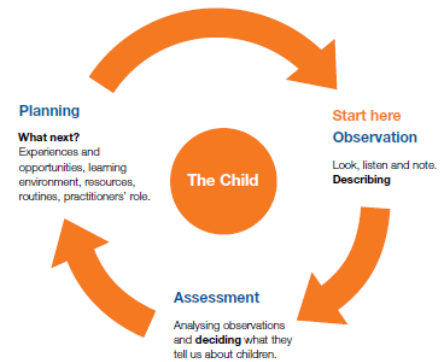
The children are assessed as achieving a '1' or '2' against each of the 17 areas, or, Early Learning Goals:

- 1 = Emerging ELG – not yet meeting the expected levels
- 2 = Expected ELG – meeting the expected levels of development

Year 1 teachers are given a copy of the Profile report, enabling a dialogue between Reception and Year 1 which will assist in the planning of learning in the next academic year.

This profile data is the statutory data that is sent to the Local Authority and used to help school benchmark and identify improvements.

Equal opportunities/inclusion



At Balcombe School we aim to provide all pupils, regardless of ethnicity, culture, religion, home language, family background, learning difficulties, disabilities, gender or ability, equal access to all aspects of school life and work to ensure that every child is valued fully as an individual. Practitioners, as role models, are aware of the influence of adults in promoting positive attitudes and use that influence to challenge stereotypical ideas.

In getting to know the uniqueness of every child we aim to support children to develop a positive sense of their own identity and culture and;

- Identify any need for support
- Value and respect all children and families equally.

In order to ensure that all learners are included in all aspects of school life and valued fully as individuals, EYFS practitioners will:

- be flexible – adapting what we do in response to the children’s needs using a wide range of teaching strategies
- provide a safe and supportive learning environment in which the contribution of all children is valued
- use resources which reflect diversity and are free from discrimination and stereotyping.
- monitor children’s progress and act to provide support as necessary
- use their professional knowledge of each child to provide an understanding of how some children might demonstrate attainment.
- ensure that learning and assessment activities are able to capture children’s attainment.
- ensure that the requirements of all children with SEND are met, e.g. through reasonable adjustments
- use the adaptations children normally use to carry out their activities, including mobility aids, communication aids, magnification, and adapted ICT and equipment.
- develop additional relationships with other professionals when working with children with SEND
- consult and liaise with parents to get a clear picture of the child’s learning and development at home
- create ‘Individual Development Plans’ for all learners in the EYFS that are shared and discussed with their families so that we can maintain a joint approach
- ensure that provision has been made for those children with EAL to use their first language in play and learning and arrange for the assessments of ELGs (excluding communication and language and literacy which must be assessed in relation to the child’s competency in English) to be made in the context of any language, including their home language and English.
- for children with EAL, find out about their prior language experience and any education they have received elsewhere.

We have a range of additional interventions and support for children who may experience any barriers to learning, or are showing a greater depth of understanding and need further challenge. These includes for example, sessions for developing speech and language, social skills, fine motor skills, phonics, and mathematics.

The EYFS leader ensures staff receive CPD specific to Early Years to develop their practice. Previous training sessions over the past year have included communication and language support, speech and language interventions, fine motor development, self-regulation as well as phonics teaching.

Welfare and Safeguarding

We know that ‘children learn best when they are healthy, safe and secure, when their individual needs are met and when they have positive relationships with the adults caring for them.’ (Statutory Framework for the EYFS, 2021).

At Balcombe CE Primary School, we understand that we are required to provide a setting that is welcoming, safe and stimulating where children can grow in confidence. This can be seen in how we

- ensure that every child receives enjoyable and challenging learning experiences, tailored to meet their needs – we review all learners on an individual basis to ensure their individual needs are met as well as
- use the ‘Leuven Scale of Well-being and Involvement’ to assist us as we observe children to check they are all feeling well, happy and safe

- talk with children on an individual basis about their interests – then adapt our plans to ensure that we plan a curriculum that is stimulating for them
- promote the welfare of children (which we do through implementing whole school policies inc. the Health and Safety and Safeguarding policies as well as others listed in this policy)
- promote good health, including oral health by teaching the children about good health (see EYFS Long Term Plans)
- promote good health further and prevent the spread of infection by ensuring we have routines and procedures to follow when children feel or are unwell (as outlined in our ‘Starting School’ booklet)
- ensure that we have at least one Paediatric First Aider on site every day
- manage behaviour effectively in a manner appropriate for the children’s stage of development and individual needs (as demonstrated through our Behaviour Policy)
- ensure all adults who look after the children or who have unsupervised access to them are suitable to do so, with relevant safety checks carried out,
- ensure that the premises, furniture and equipment are safe and suitable for purpose (as demonstrated through our class Risk Assessments)
- ensure that effective risk assessments are carried out for children who have health and medical needs in order that they can access the curriculum with their peers and do so safely (see EYFS Risk Assessment File).
- maintain records, policies and procedures required for safe, efficient management of the setting and to meet the needs of the children, with respect being paid to confidentiality/data protection.

Promoting Good Health with our children

In order to promote health and well-being with the children we

- arrange for children to meet a range of different health care professionals including dentists, nurses, doctors as well as other people who keep children safe such as our first aiders, road crossing patrol and the emergency services – see our EYFS Long Term Plan
- plan to teach about health and well-being throughout the year so that children know, over time, how we can keep ourselves healthy and well by sleeping well, eating well, resting, exercising, keeping our bodies including our teeth well...This way children will remember for the long term, how to keep themselves healthy and well - see our EYFS Long Term Plan
- teach children to talk freely about their emotions so that, over time they can self-regulate and keep themselves emotionally well – see our Long Term Plan
- ensure that children are offered a healthy snack at least once a day as well as being given the choice of milk if they are under 5 years old (after this they can still have milk but parents are asked to pay for it). They have access to water at all times
- plan for children to be active and engage in rigorous, energetic physical play outdoors every day – on our trim trails, in the ball court, in the wildlife area....in addition to this, children have opportunities to participate in Dough Disco, action songs and PE session – children are active every day.

We will always remain alert to any issues of concern in a child’s life. Our Designated Safeguarding Lead, Head teacher Wendy Millbanks, takes lead responsibility for safeguarding all children, and our Deputy Safeguarding Lead, Liz Bendall supports her in doing so. **Please refer to our Safeguarding and Child Protection Policy for more information.**

Principle: Positive Relationships

At Balcombe CE Primary School, we recognise that children learn to be strong independent learners from secure relationships with all those around them. **Relationships are fundamental to all learning.** We aim to develop caring, respectful, professional relationships with the children and their families.

Parents as Partners/home school links

We recognise that parents are children's first and most enduring educators and we value the contribution they make. We recognise the role that parents have played and their future role in educating their children. We work closely with our families through offering a range of different opportunities to join in with school life, and adapting these to suit the needs of different families. For example, we invite all parents and carers to;

- meet with EYFS staff and the Head Teacher during the term before their child starts school in order to begin to establish and develop home-school relationships, as well as outline our starting school programme
- meet with the EYFS teacher on an individual basis to share their views on their child's development. These views are recorded and used as we plan for children's learning
- join in 'Come and Play!' sessions at school with their child so that we can observe and play with children together
- create 'All About Me' books with their child full of pictures and images that children share with their new friends when starting school.

We also support our families in understanding school life by providing clear written communications in our 'Starting School' booklet that outlines our curriculum and our approach to learning, activities and procedures and we guide parents through this verbally during our meetings with them.

Once children have started school, we;

- ensure that staff are available every day before and after school to talk to families. We open the classroom early, allowing a staggered start to children arriving, and meaning that staff are available to talk to parents and carers
- invite families to send in WOW notes (observations from home) that describes their children's achievements from a parents' point of view
- invite families to termly open afternoons to view their child's learning with them
- send home 'Individual Development Plan' to keep parents informed of their child's curriculum and learning needs
- hold a parents' evenings in the Autumn and Spring term. Parents receive a report on their child's attainment and progress in the Summer term
- provide a range of activities throughout the year that encourage collaboration between child, school and parents, e.g. fitness days, outings, learning questionnaires, nativity plays, class assemblies, celebration assemblies, Sports Day etc
- hold workshops for parents and carers on areas of the curriculum
- ensure that there is space in the children's 'Learning Journals' for parents to add comments relating to the children's achievements.

Relationships with children - Key workers

All staff involved with the EYFS will develop good relationships with **all** children; interacting positively with them and taking time to listen to them, bond with them and develop secure attachments with them. As well as teaching and observing them, we play and bond with them – everyday.

At our school the EYFS teacher acts a 'Key Person' to all children in EYFS – this means that they are responsible for bonding with all of them, as well as for assessing and planning for the whole class. The teaching assistants support the teacher in observing and planning for the children's next steps.

Preschool Relationships

During the Summer term prior to children starting school, we communicate and liaise with our local preschools to discuss and observe the new intake of children. Staff and children from preschool are regularly invited to school events (Sports Day, Christmas productions etc.). Where children continue to attend preschool provision, while only attending school part time, we aim to ensure continuity and coherence by sharing information about the children's achievements.

Transition into KS1 – Developing Relationships after the EYFS

The Reception and Key Stage 1 teacher work together to make the transition from the Early Years Foundation Stage to Key Stage 1 as smooth as possible. In order to maintain this vital link, we ensure that the following takes place;

- Reception children meet the Key Stage 1 teacher regularly throughout the year during a variety of different learning opportunities including class assemblies, playtimes, story and song times as well as other whole school activities
- in the summer term prior to starting year 1, Reception children visit their teacher for some play sessions as well as story and physical development sessions
- EYFS teachers share their observations of children's learning in the EYFS in order to agree where children are in their learning journey – this is referred to as moderation
- EYFS and KS1 teachers meet to discuss individual needs throughout the year and in the Summer term
- records and assessments (including the Early Years Foundation Stage Profile) are passed on to the KS1 teacher
- Reception practitioners plan for more structured activities to be undertaken during the summer terms encouraging less dependence on adult support.

Principle: Enabling Environments

At Balcombe CE Primary School, we recognise that the environment plays a key role in supporting and extending the children's development.

We know that children learn and develop in enabling environments, where

- they feel emotionally safe and secure
- there are strong, positive relationships between everyone
- there are resources relevant to their interests, needs and stage of development.

Our environment

- values all people – their needs and interests
- values all areas of learning.

We aim to offer

- stimulating resources relevant to the children's needs, interests, culture and community
- learning opportunities through a balance of play and playful teaching
- support for children to take risks and explore and gain confidence and independence as learners.

We will achieve this through:

- carrying out daily risk assessments prior to the morning session starting, to make sure that the environment is safe for all learners to explore and play in independently
- termly risk assessments on the learning environment – reviewing resources carefully
- making the emotional environment safe; where every day children experience opportunities to play and learn and build positive relationships with adults and peers
- at least every term formally, then informally throughout the term, finding out about the children's learning needs and interests through individual pupil conferencing and asking families about their child via questionnaires. This is to ensure that the planning and resources in the environment reflect the needs and interests of the children
- ensuring that everyday activities are planned for both the inside and outside. At certain times children have the freedom to move between the indoor and outdoor environment throughout the school day
- ensuring that the learning environment is divided into a variety of different workshop areas (for example, quiet book areas, construction areas, making workshops, role play areas, investigation zones etc.). Each area is carefully labelled to ensure that children are encouraged to become independent learners and to take some responsibility for initiating their own lines of enquiry and investigation.
- planning for the environment every week – adding and developing resources to ensure each area stimulates the learners and meets their ever-changing needs.

Principle: Learning and Development

We have created our Early Years Curriculum using the guidance set out in the Statutory Framework for the Early Years Foundation Stage (2021) and 'Development Matters in the EYFS' (2021). We have also used our knowledge of our children.

There are **seven areas of learning** that make up our Early Years Foundation Stage Curriculum.

Three of these areas are called **prime areas of learning and development** and these are:

1. **Communication and Language**
2. **Physical Development**
3. **Personal, Social and Emotional Development**

The above three areas of learning are particularly crucial for igniting children's enthusiasm for learning, and for building their capacity to learn, and to allow relationships to form and thrive.

The four other areas of learning and development are:

4. **Literacy**
5. **Mathematics**
6. **Understanding the World**
7. **Expressive arts and design**

We value **all** areas of learning and development equally and understand that they are interconnected.

Early Years Long Term Plan

Our Early Years Long Term Plan sets out the Educational Programmes for each of the seven areas of learning mentioned above.

In addition, for each of these areas of learning listed above, we have mapped out an outline of the skills, knowledge and understanding that children need to secure throughout the year during each of the Autumn, Spring and Summer terms in order to be able to meet the end of year 'Early Learning Goals' at the end of the reception year and be ready for year 1. Each term's skills and knowledge will build on from the previous – so that we are continually building on children's knowledge in a systematic way.

We track children's progress throughout each term, to ensure that they are ready for the next and adapt our plans should children exceed them, or need more support and revision. For more detail - see our **EYFS Long Term Plan 2022-2023 on our website**.

Every week or fortnight EYFS staff introduce a new theme, or context for learning in order to provide inspiration for children. Please refer to our **EYFS Overview of Learning** to see our planned themes to inspire our current class. We ensure when planning learning opportunities for our children we provide

- a range of memorable, first hand experiences – visits, outdoor learning, visitors...
- physically active sessions linked to the outdoors as much as possible
- bright and engaging fiction and non-fiction books to inspire talk and thinking
- a range of new vocabulary for children to learn and use
- different and new resources to play with and explore first hand
- songs, rhymes and chants to perform!

Staff also provide the flexibility for children to follow their own interests and ideas and motivate them to be curious learners.

Our **short term (weekly or daily) planning** demonstrates how each day is carefully planned so that children have directed teaching in phonics and maths as well as other areas of the curriculum. Direct teaching sessions are followed by small focused group or individual work. This means the teacher can systematically check the children's understanding, identify and respond to misconceptions quickly and provide real-time, verbal feedback which will have a strong impact on individual progress.

Alongside this approach, we provide children with opportunities to learn through play, to explore their own ideas and set their own goals so that they learn to **explore their ideas, be active learners and create and think critically**. We ensure that children learn through **a balance** of child-initiated and adult-directed activities.

Teaching and Learning Style

Essentially, children are unique and learn in different ways and at different rates. Therefore, teaching styles vary according to the needs and stage of development of each child.

We know that 'play is essential for children's development, building their confidence as they learn to explore, relate to others, set their goals and solve problems,' and so ensure that we deliver all the areas of learning and the Educational Programmes through planned and purposeful plan, with a balance of adult-led and child-initiated activities, outdoor and indoor learning. (Statutory Framework for the EYFS, 2021).

The Characteristics of Effective Learning.

We value not only what children know, but how they learn. There are particularly important key characteristics of effective learning and they are as follows

1. Playing and exploring – where children investigate and experience things and 'have a go.' We promote play and exploration by:

- providing a balanced day, every day, where children have space and time to play both outdoors and indoors and in doing so engage in a balance of both self-initiated learning and adult led tasks
- planning and resourcing a challenging environment to stimulate children's play and ideas
- practitioners extending and developing children's language and communication in their play through observation and intervention – playing with children
- celebrating and displaying achievements of children from their play and exploration in the classroom.

2.Active Learning – where children concentrate and keep on trying if they encounter difficulties, and enjoy their achievements. We promote active learning by:

- continuously developing our environment to ensure that it is interesting, attractive and accessible to every child so that they can learn independently
- providing daily opportunities for self-initiated play – balanced with adult led opportunities – giving time for children to follow interests and lines of enquiry
- encouraging children to set their own targets and state what they would like to learn next
- celebrating children's independent learning and the processes they went through to get achieve their goal
- role modelling finding solutions to difficulties we face when learning and talking through how we can all overcome difficulties.

3.Creating and thinking critically - where children have and develop their own ideas, make links between ideas and develop strategies for doing things. We promote creativity and critical thinking by:

- planning open ended activities
- modelling being creative – encouraging children to help solve problems and communicate ideas in different ways (through movement, dance, building etc.).

We promote and plan for children to develop these characteristics of effective learning every day.

Our EYFS Staff Team

Our Early Years team consists of two class teachers and two teaching assistants. All practitioners have vast experience of working with young children and all commit to participating in continuous professional development. All participate in supervision, whereby they all

- discuss children's development
- identify solutions that need to be found
- receive coaching in order to develop professional practice further.

References

This EYFS Policy should be used in conjunction to the following documents and policies

- **'Starting School' booklet which outlines procedures for the EYFS**
- **The EYFS Long Term Plan**
- **The EYFS Overview of Learning**
- **Whole school 'Health and Safety policy'**
- **Child Protection and Safeguarding Policy**
- **EYFS Risk Assessments**
- **Special Educational Needs and Disabilities (SEND) Policy**
- **Medicines**

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Childcare Act 2016
- Children and Young Persons Act 2008
- Childcare (Provision of Information About Young Children) (England) Regulations 2009
- Education Act 2011
- Equality Act 2010
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- DfE (2021) 'Statutory framework for the early years foundation stage'
- DfE (2021) 'Early years foundation stage profile: 2022 handbook'
- STA (2021) 'Early years foundation stage assessment and reporting arrangements'
- STA (2021) 'Reception baseline assessment and reporting arrangements.'

4. Impact

The impact of this policy and our practice will be the following:

- Observations, assessments and discussions with our learners demonstrate consistently that **children are happy, safe and well in our setting**. Moreover, our tracking of their well-being and involvement will show that children are **consistently motivated and highly involved in their learning**.
- By the end of the Reception year, children will make at least good progress from their starting points and, **having accessed a broad curriculum which meets their unique needs, are equipped with the skills, knowledge and understanding to ensure that they are ready for future learning in year 1** as scientists, historians, artists and geographers...
- Children's **learning and progress across the year will be monitored and measured** through formative and summative assessments which are based on the practitioners and the family's knowledge of the child. We aim to exceed the National and Local Authority data for children achieving Good Level of Development.
- The judgements of our school will be moderated with other schools. The EYFS Lead has the responsibility to organise moderating events in other schools, having been an Early Years statutory moderator for the County as well as an Early Years lead in Local Authority training.

- Children are supported by adults that are well trained and passionate about providing the **best** education for every child.

5. Roles and responsibilities

The governing body is responsible for:

- Ensuring the school has clarity of vision, ethos and strategic direction.
- Holding leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff.
- Ensuring that there are appropriate policies, procedures, and practices in place to deliver the ‘Statutory framework for the early years foundation stage’ in line with statutory requirements.

The Head teacher is responsible for:

- Upholding ambitious educational standards which prepare children from all backgrounds for their next phase of education and life.
- Ensuring teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains.
- Ensuring valid, reliable and proportionate approaches are used when assessing children’s knowledge and understanding of the curriculum, and ensuring effective use is made of formative assessment.
- Understanding and acting within the statutory assessment frameworks which set out the duties, responsibilities and reporting arrangements to be followed.
- Ensuring all relevant staff read and implement this policy.
- Ensuring that staff have received the appropriate training to deliver and report EYFS assessments.
- Ensuring parents are informed about their child’s progress, development and targets, and are aware of relevant early years policies, practices and procedures.

The EYFS practitioners are responsible for:

- Acting in accordance with this policy at all times.
- Understanding and acting within the statutory frameworks which set out their professional duties and responsibilities.
- Ensuring they have a thorough working knowledge of:
 - The DfE’s current ‘Statutory framework for the early years foundation stage’ and the requirements therein.
 - The DfE’s current ‘Early years foundation stage profile handbook’
 - The STA’s current ‘Early years foundation stage assessment and reporting arrangements’.
- Using formative and summative assessments to assess, monitor and report on children’s progress, plan next steps and shape learning opportunities.
- Identifying any areas of concern relating to children and their learning, development and emotional needs.

All teaching staff are responsible for:

- Having due regard for this policy and the guidance outlined in the DfE’s ‘Statutory framework for the early years foundation stage’ when making assessments.

6. Monitoring and review

This policy will be reviewed **annually** by the governing board, Head teacher and Early Years Lead. Any changes made to this policy will be communicated to all staff by the Head teacher and Early Years Lead. All staff directly involved with early years teaching are required to familiarise themselves with all processes and procedures outlined in this policy as part of their induction programme.