



Staynor Hall

INFORMATION



Understanding role of Key Person and the Learning Experiences journal

Each child will be allocated a key person within Tiny Steps Academy. A letter will be given to you when you start, explaining the role of the key person and the footprints of the day (routines).

The key person will greet you and your child every day. They will record information about your child in their communication book and they will ensure that every child's learning and care is tailored to meet their individual needs.

The key person will work alongside you and guide you in the development of your child at home, and develop a positive working relationship with both you and your child.

Learning Experiences Journal

Observing, reflecting, assessing and recording children's progress is the key to future planning, to meet the needs of the individual child.

Each child belongs to a family group (silver and light blue) with a key person, who keeps a record of their progress in a learning experiences journal. These records are usually little notes and photographs that explain the child's play and the learning involved. The journal captures the many things we notice about the child's progress in the areas of provision. We sometimes record the children's play to show you 'snippets' of their learning.

The learning journal feeds directly into our summative assessments, where staff make more formal observations on the children during our 13 week cycle, based on their observations and what they know about the child.

The journals are kept in Tiny Steps and are accessible to the children and families to share together. We encourage parents to become involved in the journal, *sharing stories* from home *and sparkle me moments*, which help us to see the child holistically and plan to meet children's individual needs and interests.

The journal is a very precious document to be treasured by families forever.