

## Bathgate Early Years Centre

### Statement for Early Level Assessment, Recording and Reporting and Transition - August 2014

Assessment, recording and reporting is ongoing throughout the session for all children in line with the guidance set out in Btc5. Regular opportunity is provided for informal communication with parents regarding each child's progress within CfE and set formal times are allocated twice during the school year within staff working time agreements.

The timeline below gives an outline of the set procedures in place for Assessment, Recording and Reporting along with the Early Level transition arrangements within the schools associated with Bathgate Early Years Centre.

August	<ul style="list-style-type: none"><li>❖ (Home visits prior to intake of new children if requested)</li><li>❖ Transition information from home forms start of LJ(Enrolment sessions, All About Me sheet etc).</li><li>❖ APS/ New starts LJ's initiated or continued from previous provision including Partnership Providers</li><li>❖ PS LJ's updated.</li></ul>
September	<ul style="list-style-type: none"><li>❖ All LJ's ongoing - parents and children can access/ contribute in nursery at any time</li><li>❖ CfE evening including introduction to LJ for new parents</li><li>❖ Parents invited to make written contribution to LJ.</li></ul>
October - December	<ul style="list-style-type: none"><li>❖ All LJ's ongoing - parents and children can access/ contribute in nursery at any time.</li><li>❖ Formal parental appointments - 1.</li><li>❖ Parents invited to make written contribution to LJ.</li></ul>
November - December	<ul style="list-style-type: none"><li>❖ All LJ's ongoing - parents and children can access/ contribute in nursery at any time.</li><li>❖ Parents apply for P1 placement</li></ul>

January - March	<ul style="list-style-type: none"> <li>❖ All LJ's ongoing - parents and children can access/contribute in nursery at any time</li> <li>❖ Formal parental appointments - 2.</li> <li>❖ Parents invited to make written contribution to LJ.</li> <li>❖ EYSNG - report submitted if requested</li> <li>❖ Transition /Liaison visits by P1 staff/ buddies to nursery provision begin</li> </ul>
April	<ul style="list-style-type: none"> <li>❖ All LJ's ongoing - parents and children can access/contribute in nursery at any time</li> <li>❖ Nursery and P1 list allocations notified to Primary Schools and nurseries.</li> <li>❖ Parents notified of P1 placements for next session.</li> <li>❖ Enhanced transition packages planned and initiated for children with ASLN or when required,( e.g. LAC; CP issues etc).</li> <li>❖ Receiving schools link with BEYC re Transition procedures for new intake</li> </ul>
May	<ul style="list-style-type: none"> <li>❖ All LJ's ongoing - parents and children can access/contribute in nursery at any time</li> <li>❖ Staff use LJ info to inform final reports</li> </ul>
June	<ul style="list-style-type: none"> <li>❖ All LJ's ongoing - parents and children can access/contribute in nursery at any time</li> <li>❖ Nursery final reports completed and issued to parents for comments ( by middle of June)</li> <li>❖ Parents invited to make written comment on final report and/ or formal appointment if required.</li> <li>❖ Nursery Enrolment and Open days: Home visits planned for August along with start dates.</li> <li>❖ Transition visits and days at receiving primaries ongoing.</li> <li>❖ Planning meetings for children requiring enhanced transition, usually held by receiving Primary Schools</li> <li>❖ Nursery staff meet with P1 staff to pass on LJ's discuss nursery reports and any parental concerns prior to transfer of children</li> </ul>
August	<ul style="list-style-type: none"> <li>❖ Nursery and P1 intake - as before</li> </ul>