We are required by the Department of Children’s Services (DECS) to assess and report on children’s development using the Federal Government’s Early Years Learning Framework - Being, Belonging, and Becoming.

Assessment and monitoring is done by:

- **Recording and Observations**: On commencement of a child’s time at kindy we will gather information on their current levels of understanding and ability through observations, checklists and information from the family. Each child is regularly observed and notes taken in order to monitor progress and note interests and needs. This helps us make our curriculum meaningful and responsive to your child and to provide individualised programming that meets your child’s needs.

- **Portfolios**: We make a collection of work that your child does each term. This is not necessarily ‘best’ work, but samples. Samples may include photographs, pieces of work or learning snapshots. Portfolios are kept at kindergarten and may be accessed by families at anytime. The completed portfolio will have a selection of work completed during the year and will be presented to the child when they leave the centre.

- **Progress report**: At the end of your child’s first term you will be given a progress sheet that will outline how your child has settled and future learning directions.

- **Interviews**: During your child’s third term at kindergarten staff will organise interviews. If you wish to discuss your child’s progress and future directions for their last term at kindergarten you may book a time. Notices will be sent out inviting you to participate.

- **Exit reports**: At the end of your child’s Kindergarten year we will make a summary report on your child’s progress, interests and needs. This is valuable information for you and for your child’s school. Your signature on the report allows us to pass a copy on to the appropriate school. A copy is kept at kindergarten and one is placed in your child’s portfolio.

We encourage and welcome your feedback about your child at any time. We are also happy to report to you informally at anytime. Please make an appointment to discuss issues with a member of staff.

**Concerns about children’s progress and individual needs.**

**Staff**: Staff may observe that a child may benefit from intervention or assistance in an area of development (eg speech and language, motor skills, behaviour). The Director (or teacher as delegated) will discuss with you issues concerning your child and a recommendation for referral to DECS special support services or other agency for additional assessment or assistance may be suggested.

**Parents**: Parents who are concerned about any aspect of their child’s development are welcome to make an appointment to discuss their concerns or to arrange referral for assessment and/or assistance.

**Information about children**: Information on children’s needs and progress will be shared with all staff who are working with the child so that their work is effective. This information sharing is managed by the Director so that it is provided according to privacy and confidentiality requirements.

**Records** kept on children are confidential. A copy of information collected on children is required by DECS to be held by the Kindergarten. The Kindergarten often records information on special events and activities using digital, audio or text. Any parent may request that their child’s contributions are excluded.