

September 2015

Induction review: The new system was discussed and no issues were raised.

Recording of next steps for learning: Normally displayed on the staff board. The format has changed to include a section for each child under each area of learning in which staff can record their progress and adaptations of next steps prior to the review date.

Literacy planning: The planning sheets for this have now been updated to clearly state whether they are for 3 yrs or 2 yrs. They have a clear section to record which aspect of Letters and Sounds programme they are working on.

Behaviour: We discussed behaviour, boundaries and expectations. All staff are clear and working in the same way, using positive reinforcement and role modelling. We have had to think about the layout of the carpet area and the carpet time and tidy up time routine as we have high numbers of children and need to make sure we are providing enough space for them.

Tidy up time will now take place to music. The children will spend much less time on the carpet and the sofa has been moved to allow more room for them. They all have a cushion to sit on when we require them to sit in a circle which helps them with space.

This system will be reviewed at the next staff meeting in 2 weeks.

Training: Katie and Eliska will be attending Makaton training – Foundation level which takes place in June 2016

Policy review: Emergency Treatment -