



busy bees
PRESCHOOL

OBSERVATION, ASSESSMENT & PLANNING POLICY

Our Approach

At Busy Bees Preschool, we want every child to feel valued, make progress and develop a love of learning through play. We use observations, assessment and planning to understand each child as an individual and provide experiences that support their interests, development and wellbeing.

Our approach is child-centred and flexible. We believe children learn best when adults know them well, build positive relationships and respond to what they are interested in and ready to learn. Our observations and planning are there to make a meaningful difference to children's experiences and development, not to create unnecessary paperwork.

Observing and Understanding Children

We get to know children through everyday interactions, child-led play, routines, activities and experiences both indoors and outdoors.

We use meaningful observations to help us understand:

- What children enjoy and are interested in.
- What they can do and the skills they are developing.
- Their strengths and achievements.
- Where they may benefit from further support or challenge.

Observations may be shared with parents and carers through Tapestry, our online learning journal.

Supporting Learning and Development

We use our knowledge of each child and their ongoing progress to identify appropriate next steps. These are woven naturally into play, everyday experiences, adult interactions and the resources we provide.

Our planning is flexible. Monthly themes offer ideas and inspiration, but we also follow children's interests, questions and discoveries. Activities may change as we respond to what children show us they want to explore or need help with.

We support all seven areas of learning in the Early Years Foundation Stage (EYFS), with particular attention to communication and language, personal, social and emotional development, physical development, independence and preparation for school.

Individual Needs and SEND

Every child develops at their own pace. We adapt our approach to reflect children's individual strengths, interests, abilities and support needs.

Where a child needs additional support, we work in partnership with parents/carers, our SENCO and relevant professionals, where appropriate, to agree meaningful strategies and opportunities for learning.

Working with Parents and Carers

Parents and carers know their children best, and their knowledge is an important part of our planning. We welcome information about children's interests, experiences, achievements and development at home.

Through Tapestry and conversations with our team, we aim to share relevant information about children's learning and celebrate their progress together.

Preparing for School and Future Learning

We use our understanding of each child to help them develop the skills and confidence they need for their next stage. This includes communication, independence, relationships, emotional regulation, curiosity and a positive attitude towards learning.

Where appropriate, we work with families and receiving schools to support a smooth transition, sharing relevant information in accordance with consent and data protection requirements.

If you have any questions about your child's learning or progress, please speak to their key person, the Preschool Manager or Deputy Manager.

Last reviewed: September 2026 Next review due: September 2027