Early Years Coordinator Report

N Bond

Autumn term 2017

|  |  |
| --- | --- |
| Action | Outcome/Impact |
| Delivered phase meeting 22nd November | Moderated writing, looking at 22-36 months, 30-50 months, 40-60 months and Early Learning Goal. We looked at evidence and discussed ‘what else’ is needed to be able to form a judgement.Staff shared good practice and came to a common agreement of what should be visible in this age band for ‘secure’.Discussed ‘staff wellbeing’, asking staff for their opinion of what we already do at Bridgewater for staff’s wellbeing.  |
| Worked with Nursery manager 9th November | Discussed a vision for our expectations of ‘Learning journals’ to ensure a consistency was visible from 0-3 to Nursery and Reception. Talked about the importance of trackers and ‘developing matter statements’ to correspond. Decided that dates must be visible before signing off statements. An observation should cover as many areas of learning as possible and characteristics of effective learning.Joint file scrutiny with EYP files in 0-3 and verbal feedback given. |
| Encouraged Nursery parents to apply for Reception places 2018 | During Nursery coffee morning, I promoted our Reception classes and helped parents fill out application forms.Followed up with parents who did not attend, giving out additional applications.  |
| Early Years Nativity | Organised nativity; hall time, costumes, narrator, sound system and music. Liaised with staff, making changes if necessary.  |
| Appraisals | Appraisals carried out with Reception EYPs and Nursery EYPs. |
| Liaised with EYs staff about Christmas parties and nativity performances | Party dates and nativity times were organised to accommodate all |
| Early years trips | Organised school trips to the Metro Centre to visit Santa Claus in his grotto for Nursery and Reception classes. |
| Outdoor bid | Business manager asked me to create a proposal for outdoor equipment in the Early Years.Wrote bid and together with the business manager, sourced and priced equipment.  |
| Risk assessment  | Wrote a risk assessment for the outdoor sand and water area. This ensures the area is safe fro the children to use at all times. |
| Supported staff new to Early years | Worked alongside new staff to support them in their Early Years role. Discussed planning, delivery and pace. |
| Reading project with Seven Stories  | Supported Reception staff with the ‘Reading together’ project. Suggested families that would benefit from taking part in the program. Parents have given very positive feedback about this project so far. |
| Liaised with Early Years consultant  | Arranged for Early Years Consultant to come in to school to work with Y1 teacher. Discussion took place around transitioning from Reception to Year 1. |
| Tracking for Success  | Worked with senior EYP and Tracking for Success Coach collecting data and monitoring for the ‘Tracking for Success’ project. |
| Early Years cluster meeting  | Attended cluster meeting where we looked at making judgements in Maths. We discussed Early Learning Goals and ‘how’ to collate evidence to meet the goals.  |
| Jabadao training | Attended Jabadao training day. A programme looking at developmental movement play with young children. Implementing some of the ideas with key children. |
| Spanish day | Organised ‘Spanish day’ for whole school. Each teacher was given a list of suggested activities. The day relaunched the love of Spanish and the children worked in a cross curricular way, for example Spanish bingo in their maths lesson. This provides further evidence for our International School Award and it enhanced our foreign language provision. |
| World Nursery rhyme week | Registered Bridgewater for ‘World Nursery rhyme week’.Saved all resources and communicated to all members of Early Years team.Children who took part enjoyed the lessons. I adapted the scheme for the following week with a maths focus.  |

**Priorities for Spring term;**

Learning Journal monitoring in 0-3 and ARC

Each member of staff to be given an area of responsibility in the garden to resource and restock when necessary

Organise a ‘stay and play’