

First session:

\_\_\_\_\_

Session/s attending:

\_\_\_\_\_

\_\_\_\_\_



Out of School Club &  
Holiday Play Scheme

# Supporting Play & Learning Diary

Child's Name: \_\_\_\_\_

Club Keyworker: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Family: \_\_\_\_\_

School: \_\_\_\_\_ Teacher: \_\_\_\_\_

(E.Y.F.S until Aug 31<sup>st</sup> )



Name of Child: \_\_\_\_\_

**Working in Partnership:**

Comment	Date	Signature

**Thank you to both parents/Carers and teaching staff for sharing this information with us.**



Name of Child: \_\_\_\_\_

**Working in Partnership:**

Comment	Date	Signature

**Thank you to both parents/Carers and teaching staff for sharing this information with us.**



Name of Child: \_\_\_\_\_

**Settling in:**

Date:	Observation:



(Reg. Charity No. 1087674)

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The Greenfield Centre  
Park Avenue  
Winterbourne  
Bristol  
BS36 1NJ

## Out of School, In Service Days and Holiday Play Scheme

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Re: Foundation Stage Children

Date: \_\_\_\_\_

Dear Foundation Stage Staff,

We are writing to share information with you in regards to our Early Years Foundation Stage children. As Early Years staff we follow the EYFS framework and are required by Ofsted to compliment the day care of our youngest children.

Each child has a 'Supporting Play and Learning Diary where we add photos, comments, interests and document each child's progress. Recently, we have changed our Early Years procedures due to our Ofsted inspection feedback.

This means that we are now interested, in particular, with the targets that teachers and keyworkers set for our EYFS children. They shall be added to the child's Individual Play Plan for their keyworker to compliment.

We therefore ask that you please share information on how each child is settling, their targets and any other useful information to help support their developmental needs. Any emails, photocopies of parents evening reports, learning targets or comments added to the child's Play Diaries will be very much appreciated.

We are aware that some targets will be specifically aimed at numeracy and literacy which is fine as we have developed a wealth of fun games and activities for this over the past few years. We also we take into consideration the fact that our youngest children can become very tired and need rest at the Club.

With the above in mind we would welcome any further suggestion from you, to support each individual child effectively.

This may be as simple as talk in a small group, ask for the toilet, take rest, zip their coat up independently or share with friends.

Please find below details on the children for whom we wish to share information on:

Many thanks for your co-operation with this,

Yours Sincerely,

Mrs Sian Pumford

(Club Manager)



**Please tell us more about your child...**

My child is able to (do a 12pc puzzle, toilet themselves, climb on large park equipment etc) ...

My child's interests are...

My child likes/dislikes (snack foods, drinks, play activities etc)...

I have worries/concerns about.....

**Child's Name:**

About my child's health...

My child may need support with...

My child lives with...

Important people in my child's life...

My child attends/ is going to attend (school)...

Their teachers name is

Other useful information staff may need to know, (to help settle my child and support them in their play and learning)...



Name: \_\_\_\_\_

**How can we support your child?**

To settle in?

To play nicely?

To be happy and stimulated?

To be challenged?

To be comforted when upset?

How does your child like to learn- through visual aids, active doing or listening?