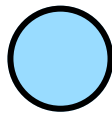
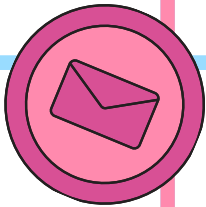


Family Do's

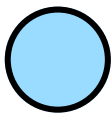
checklist



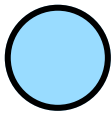
Think carefully before writing an observation.

Ask yourself:

- What is the purpose of this observation?
- What learning or development does it show?



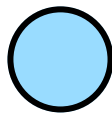
Check all spelling and grammar before submitting.



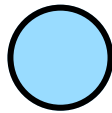
Ensure each key child has at least 1 observation every 3 weeks.

Observations can include:

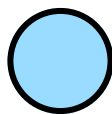
- Photographs
- Artwork created by the child
- Video footage
- Wow moments
- Early Years Achievement Awards



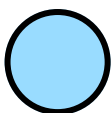
Use Family's spell check, but always re-read your observation before submitting for approval.



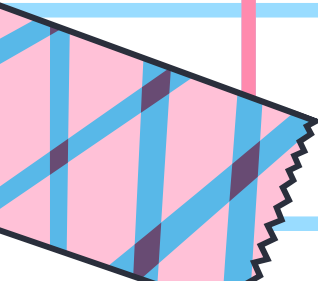
Remember all observations are checked by management before being uploaded to a child's learning journey.



Only managers are permitted to reply to parent comments or observations.

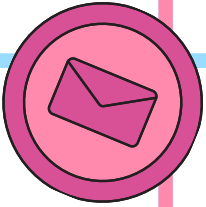


If you notice an inappropriate parent comment on Family, report it to your Nursery Manager immediately.



Family Don'ts

checklist



Please do not upload photos or videos that include:

- Children with:
 - Runny noses
 - Food around their face
 - Untidy hair covering their face

- Children in:
 - Nappy changing areas
 - Bathroom/toileting areas

- Children taking part in messy play:
 - Without aprons
 - With sleeves not rolled up

- Any child who does not have photo/video permission for Family.

- Unprofessional or inappropriate language in observations.
All observations must remain professional at all times.

