

To: All Managers/Supervisors

Dear Manager/Supervisor

**SUPPORT FOR PRACTITIONERS
 OBSERVATION, ASSESSMENT AND RECORD KEEPING**

Following the Early Years Foundation Stage (EYFS) training for Lead Practitioners, the Birth to Five Service is committed to offering further support to early years settings with observation, assessment and record keeping. We therefore wish to offer the opportunity for key practitioners from your setting to visit nominated settings in the county to discuss and consider their approach to observation, assessment and record keeping and for you to consider and reflect with the setting on their journey so far.

The times and dates when these settings can be visited during the autumn term are listed below.

Setting	Setting Contact	Date of Visits	Contact Number
Beginnings Daycare Park Springs Road Gainsborough DN21 1NY	Carol Merriman	Wednesday 3 rd December am	01427 679806
		Wednesday 3 rd December pm	
Heckington Pre-school Heckington C of E Primary School Howell Road Heckington Sleaford NG34 9RX	Karen Barry	Tuesday 18 th November am	01529 469567
		Tuesday 9 th December am	
Wragby Pre-school The Portacabin Silver Street Wragby Lincoln LN8 5PJ	Julie Swift	Wednesday 19 th November am	01673 858594
		Tuesday 25 th November am	

Setting	Setting Contact	Date of Visits	Contact Number
Swan Street Pre-school The Baptist Church hall Swan Street Spalding PE11 1BT	Wendy Hare	Tuesday 18 th November am	07738755472
		Thursday 2 nd December am	
The Village Kindergarten Church Walk Brant broughton Lincoln LN5	Jo Wilson	Wednesday 26 th November am	01400 272678
		Wednesday 3 rd December am	
Sleaford New Life Pre-school New Life Centre Mareham Lane Sleaford NG34 7JP North Kesteven	Diane Maltby	Wednesday 3 rd December	01529 413247
		Tuesday 9 th December am	
Branston Community Day Nursery Branston Community College Station Road Branston Lincoln LN4 1LH	Nicola Pratt	Tuesday 25 th November	01522 880420
		Tuesday 16 th December	

Please contact the setting directly to organise a visit. There will be a maximum of two or four practitioners able to attend each session at the setting and allocation will be on a first come first served basis. No more than two practitioners from the same setting can visit at the same time.

If you do not manage to book a visit this term, further dates and settings will be available in both the spring and summer term.

If you require further information regarding the visits please contact Claire Logan, Lead Adviser, Birth to Five Service 01522 587570.

Yours sincerely

Stephanie Douglas.

**Stephanie Douglas
Head of Service,
Birth to Five Service**