



*Supporting, educating, empowering.... Seriously useful*

**Please Note: This tracking tool is as a support to your service to assist with ensuring you are covering all the areas and documentary requirements. This can be adapted as needed for your specific needs.**

## CHILD LEARNING DOCUMENTATION MONITORING

Meaningful documentation is key. Knowing what documentation is and the requirements is the first step in the documentation process.



Documentation is not only recording and observing what a child is able to do or achieve such as a child's developmental milestone, it also provides the opportunity to record their learning journey. Documentation enables interpretation and analysis which informs planning.

Planning is more complex than focusing on milestones and behaviour. Documenting children's learning is to inform our pedagogy or practice and facilitates how we connect what we know about children's learning into practice.

Documentation makes the learning visible, should align with the EYLF and provides the evidence.



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## PURPOSE OF THIS DOCUMENT

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This document is a good opportunity to track and document the individual documentation for each child.

The month can have either a code for the type of documentation or can be a simple tick to ensure you have gathered documentation for that month.

This can also be done as much as quarterly to ensure you are meeting requirements and have a variety of documentation for each child.

A half yearly overview of a child's learning is good practice to ensure their learning and development needs are being met and to acknowledge their progress. This can be shared with the family.

By utilizing a sheet such as this example will assist in ensuring all children have sufficient documentation.

A child should have at least 6- 8 pieces of documentation for a 12 month period. If a child attends 5 days per week clearly they would have more than a child who attends one day a week but the 6-8 pieces is a recommended minimum required for regulation documentation purposes.

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## DOCUMENTS TO BE IN A CHILD'S FILE/PORTFOLIO

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Developmental checklist

Pic collage

Learning story

Photos

Artwork sample

Individual information sheets such as 'all about me', 'my favourite things', etc

The way to track is as simple as a document with each child's name for the room and the month's in a table and then to take a tally each month during planning to ensure you have documentation for each child. It is a simple and easy way to keep track.

[illegible]