

Educational Leader Action Plan

Date:
7/09/20

Time:
9:30am

Location:
Office

Facilitator:
Daniel

Attendees:
Daniel, Sandra, Julia, Mitchell, Phoebe

Purpose Of Meeting:
To discuss the children's individual portfolios.

Notes/Decisions/Issues:
The room leaders were concerned about the amount of time that they spend on Child Portfolios to make them pretty for Parents to receive at the end of the year. Sandra suggested to have individual files for art, assessment documentation, learning stories etc.

Julia liked the idea but was concerned it will take more time to complete. Mitchell suggested having folders with clear plastic sleeves for the child Portfolios with tabs for each month. Each child can select 3 art per month, child observations and group learning stories can also be included. Assistant educators can compile the folders each week to keep them up to date. A Portfolio box can be used to put the contents needed for the portfolios that assistant educators can use to compile.

Every 3 months Portfolios can be sent home for Parents to view. Parents should sign that they have viewed their child's Portfolio before sending them back.

Action Plan:	Assigned To:	Due:	Notes:
Go through portfolios and choose artwork to keep.	Educators	8/09/20	All assistants to complete this with each child.
Make the folders with the tabs.	Educators	18/09/20	The tabs should be named for each month.
Start completing new portfolios.	Educators	30/09/20	All observations should be including for every child.