

Raising Happy Kids

OBSERVATION AND PLANNING OUTLINE

Observation Tool	When to use	How to Use
1. Anecdotal Book (Large scrapbook)	Every session	Book open for each lesson <ul style="list-style-type: none"> Write in any notes you don't want to forget Invite parents to do this.
2. Observation Template (Clipboard)	Every session	<p>Whole Class Observation</p> <ul style="list-style-type: none"> Write down every lesson that is given and the work that is observed. (use CODES) <p>Observe an Individual Child Per Class</p> <ul style="list-style-type: none"> Stage 1 - identify any lesson the child does (L) Stage 2 - Adult directed (AD) or child-directed (CD) Stage 3 - Begin planning (2.5-year-old is planned for explicitly, younger than this - suggestions only). Begin rotating materials.
3. Fortnightly Planning (Clipboard)	Fortnightly	<p>Use the above documents</p> <ul style="list-style-type: none"> Look at each child's interest, the presentation given (including comments) and any anecdotal notes
4. Lesson Checklist	Updated Fortnightly	Keep in a folder for each child in a filing cabinet



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