

Monthly Portfolio Checklist



Staff

Early Years Learning Framework

Learning Outcome 4

Children are confident and involved learners

Room Name:

Date:

Room Staff Names:

Instructions: Randomly choose 5 children's portfolios and conduct the following checklist Portfolio 1

Please indicate with a tick

Portfolio.1	Portfolio.2	Portfolio.3	Portfolio.4	Portfolio.5	
					Information from staff is recorded regularly in portfolio?
					Information from families is recorded regularly in portfolio?
					Portfolio is analysed and used as a main source of information for planning and evaluating the program?
					Documentation is gathered in a variety of ways? (painting, photos, drawings, craft, written, comments, reflections etc)
					Spontaneous play are recorded for each child?
					Learning stories are recorded in the port folio?

If a portfolio's was missing any of the above please rectify ASAP.