

Although access to e-learning journals and tracking of children's learning was introduced in 2017-2018, it became apparent a proforma was required. Therefore we set the target, to provide a concise tracking and monitoring proforma which supports the use of e-Learning Journals as well as enables robust data to be collected in regard to children attainment within the Early Level. This would support the professional development of all educators within Clackmannanshire Council in the judgement of children's learning and to effectively support and challenge individual progression.

The aim - Develop a concise tracking and monitoring approach through using the e-journals by June 2019.

Method

- A Task brief was created outlining the aim and target, outcomes, success criteria, challenges and solutions.
- The seven-step meeting process was used to structure meetings within different establishments to gather and consider approaches.
- A Driver diagram was created.
- Two establishments were identified as a 'small test of change' and implemented the change within their practice and engaged in regular self-evaluation as to its effectiveness.
- Visualisation of the data gathered was collected and represented as a pie chart and run chart.

Process Change

- Initially we gathered information current establishment were using and evaluated the relevance and impact on children's learning and development.
- We completed an audit of the data provided on the e-journals.
- Self-evaluation verbatim comments were gathered from staff on the effectiveness of the current tracking and monitoring process.
- Dialogue sessions were held with the establishments currently undertaking the 'small test of change' to establish effectiveness and relevance to the aim and target.
- Dialogue sessions were held with Peripatetic Nursery Teachers and Senior Early Learning and Childcare Educators to establish their views on the practicalities of the proforma.
- A group of educators, one from each establishment, became an e-journal champion who would support the scale up of this project in 2019-2020.

Achievements

- A process for tracking and monitoring children's progress over time has been created.
- The 'small test of change' has been effective in supporting children's progress and will now be scaled up.
- Early Learning and Childcare Educators verbatim comments have been positive. This has been in regard to the impact on children's learning as well as their own learning.

Key Learning Points

- The need to have a clear and achievable aim which supports the driver diagram.
- Having a mobilization team established.
- The importance on the whole team being part of the process and implementation of the change.
- Having a robust evaluation process to self-reflect on the impact and benefits the change has had.

Results

- Through the 'small test of change', in session 2018-2019, we have reflected on its impact. This has been invaluable for highlighting individual children's development and identifying relevant next steps to support attainment and transitions to school.
- As well as this, it has identified overall gaps of opportunities and provocations. This in turn will aid further development for children's individual knowledge and understanding.
- It will be sustainable through being embedded into daily practice and supportive of workload, moving forward to 1140 hours.
- Establishing a group of champions will ensure staff are supported in the scale up across Clackmannanshire's establishments.

Conclusions

- To support the development of this project we ensured a range of mechanisms were put in place. This was mainly being supportive throughout the implementation process; to discuss a wide range of successes and barriers.
- Individualised training was provided by a small team to ensure key information was discussed and concerns were listened to. Supplementary training was provided, where requested. This has and will continue to be offered.
- Guidance has been created to support the delivery and scale up. This will ensure that all staff are aware of expectations and has been developed in line with the e-journal champions.
- To ensure sustainability, each establishment has identified a member of staff who will take on the role as an e-journal champion to support within the scale up. They will also support to monitor the progress and develop data to support progress.

Scale / Spread

- Due to the success of the 'small test of change' we have now developed a plan to scale and spread to a range of establishment across the authority.
- Within this scale and spread we are attending individual establishments to plan the implementation process and identify what is best for the individual needs of learners.
- Following this planning session, tailored training to support the team of Early Learning and Childcare Educators to implement in practice is provided.
- Review dates have also been set to ensure the process of self-evaluation on the implementation and benefit for learners is reflected on.

