



Birth to Five Service  
Children's Services  
The Old School  
Lamb Gardens  
St Giles, Lincoln  
LN2 4EG  
Tel: (01522) 587570

21 September 2009

Dear Colleague

### INVITATION TO OBSERVATION, ASSESSMENT AND RECORD KEEPING CLUSTER MEETING

As part of our ongoing support with observation, assessment and record keeping, the Birth to Five Service are inviting your nominated Lead Practitioner to attend a cluster meeting in the Autumn term. The aim of the cluster is to review progress, celebrate successes, share effective practice and explore new publications and materials regarding observation, assessment and record keeping.

The cluster meetings are as follows:

Venue	Date	Time
Spalding, Broad Street Business Centre	Wednesday 4 <sup>th</sup> November 2009	9.15 a.m. – 11.45 a.m.
Spalding, Broad Street Business Centre	Wednesday 4 <sup>th</sup> November 2009	1.00 p.m. – 3.30 p.m.
Lincoln, Ruston Marconi	Thursday 5 <sup>th</sup> November 2009	9.15 a.m. – 11.45 a.m.
Lincoln, Ruston Marconi	Thursday 5 <sup>th</sup> November 2009	1.00 p.m. – 3.30 p.m.
Grantham, EM Direct	Wednesday 11 <sup>th</sup> November 2009	9.15 a.m. – 11.45 a.m.
Grantham, EM Direct	Wednesday 11 <sup>th</sup> November 2009	1.00 p.m. – 3.30 p.m.
Hemswell Court	Tuesday 17 <sup>th</sup> November 2009	9.15 a.m. – 11.45 a.m.
Hemswell Court	Tuesday 17 <sup>th</sup> November 2009	1.00 p.m. – 3.30 p.m.
Horncastle College	Wednesday 18 <sup>th</sup> November 2009	9.15 a.m. – 11.45 a.m.
Horncastle College	Wednesday 18 <sup>th</sup> November 2009	1.00 p.m. – 3.30 p.m.
Boston Conference Centre	Wednesday 25 <sup>th</sup> November 2009	9.15 a.m. – 11.45 a.m.
Boston Conference Centre	Wednesday 25 <sup>th</sup> November 2009	1.00 p.m. – 3.30 p.m.

Each setting will be required to send **one Lead Practitioner** to this training and it will be the Lead Practitioner who will be responsible for disseminating the information to all practitioners within the setting. The training is fully funded by the Local Authority and funding for supply cover can be accessed in the usual way. Please apply for the supply cover funding immediately after attending the training to ensure you receive payment.

**Please note that we are only able to offer one place per setting. Please bring your laptop (fully charged) and a copy of Progress Matters. Progress Matters was distributed at the Summer 2009 Managers Briefings.**

Please complete the form and fax or post it back to us by Friday 23<sup>rd</sup> October. We look forward to seeing you in November.

Yours sincerely,

*Stephaine Douglas.*

Head of Service



Managed Service on behalf of





**Birth to Five**

**OBSERVATION, ASSESSMENT AND RECORD KEEPING CLUSTER MEETING  
NOVEMBER 2009**

Please complete this reply slip and fax or post back to;  
Birth to Five Service, The Old School, Lamb Gardens, St Giles, Lincoln. LN2 4EG

Tel: 01522 587570  
Fax: 01522 587598

Name of Early Years Provider.....

Ofsted Registration Number.....

Setting Address.....

.....

Contact telephone number.....

Name of EYFS Lead Practitioner attending the Briefing.....  
(one practitioner per setting)

I will be attending the following session;

Venue	Date	Time