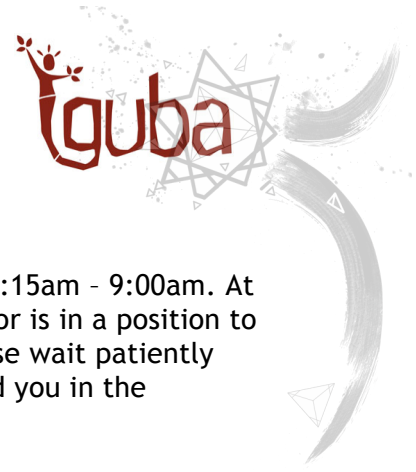


Guba Farm Playschool

Observation Policy



Dear Guest

Thank you for visiting our school. We welcome visitors observing from 8:15am - 9:00am. At 9:00am please could you quietly leave the class. If the lead Directress/or is in a position to do so, they will discuss observation with you straight away. If not, please wait patiently until the lead Directress/or is able to talk with you. They will come find you in the outside play area.

In order to make your visit a more fruitful experience, we would like to ask you to use the following observation guidelines:

- In order to maintain a familiar & conducive environment for the children, we ask that you sit in the chair provided by the lead Directress/or & refrain from engaging the children in conversation. If a child chooses to speak to you, please be brief & natural in your answer, informing him that you have come to watch them & the other children in the school.
- To help focus your attention, you may wish to choose one particular child at first. Observe how this child enters the room, greets other children or the Directress/ors upon entering, chooses an exercise, works with the Montessori materials, whether or not he attempts to engage others in their work, how often he performs the particular lesson before going on to something else & how they cleans up & returns their work. Notice the degree of concentration, social interaction & whether or not they seek assistance. You may wish to continue observing this particular child to see where they go next & how they spend the remainder of the time in the classroom.
- Alternatively, you may choose to focus on a particular area in the classroom or a particular piece of equipment to see how different children make use of the area or material. Although it is very active & there may be some level of noise in the classroom, you will find that upon focussing your attention, you can isolate interactions that are occurring as well as individual areas of interest & concentration.
- You may also want to take notice of the physical environment at large, & how the materials are laid out, the placement of the tables, which areas the children are most attracted to & whether they seem to flow onto other activities or require direction.

The lead Directress/or will be extremely busy & their first priority is the children. Please do not try to talk to them whilst they are busy. Should you have any questions, please take time to jot them down & the lead Directress/or will be happy to answer them before you leave.

Thank you & enjoy your visit!

Emma & the Playschool team



Confidentiality Agreement

Allowing adults to observe in the classroom is a great honour, but it is also something that can be quite disruptive for the children. We ask that you follow the *Observation Policy Guidelines* & respect that this is first & foremost the children's space.

You may observe behaviour or work patterns that appear out of the ordinary. Remember that you are only here for a short time in our day & should bear in mind that children change from day to day, responding in the way they know how to events that are taking place around them & in their lives.

We ask that what you observe in the classroom remains confidential to ensure that misunderstandings & misinterpretations do not become the topic of conversation outside of the school.

You are free to ask any questions about the environment. We cannot discuss individual children's development & progress with you, as this would be a breach of confidentiality.

Thank you for taking time to observe in our school. We encourage you to ask questions about the Montessori environment should you need further explanation on the way things work. Any constructive feedback from your observations is appreciated. Please direct this, & any questions to the lead Directress/or or the Principal.

Please sign this Confidentiality Agreement for our records & give it to the lead Directress/or or the Principal when your observation session is complete.

Best wishes

School Management

Signed by Guest

Name: _____

Position held: _____

School/organsiation: _____

Date of visit: _____

Any feedback or comments?

(Constructive positive & negative feedback is welcome!)
