

Produce EYF individual reports for parents

These reports are automatically linked to Year Reception pupils and their EYF data recorded in the [NC Early Years F 2022 markbook](#).

The report can contain both **Learning Characteristics** (page 1) and the **Early Learning Goals** (page 2) or just one of these areas.

> If you want Learning Characteristics page to be included in your reports, you must complete the '**Learning Characteristics**' columns in the [NC Early Years F 2022 markbook](#) (any 'text' data entered in these LC columns will automatically be pulled through into the reports)

> If you only want to produce reports showing the **Early Learning Goals** (page 2), you can select the option to include only this page when you run the report.

Learning Characteristics – page 1 of report

CBICT School of Excellence
Early Years Foundation Stage Profile

Name: Day, Doris Age: 16 Years 6 Months Assessment Date: 24 MAR 2022

<p>Characteristics of effective learning</p> <p>By playing and exploring:</p> <ul style="list-style-type: none"> • finding out and exploring • using what they know in their play • being willing to have a go 	<p>How Doris learns</p> <p>Doris relishes time she spends playing with her friends</p>
<p>Characteristics of effective learning</p> <p>Through active learning:</p> <ul style="list-style-type: none"> • being involved and concentrating • keeping on trying • enjoying achieving what they set out to do 	<p>How Doris learns</p> <p>Doris uses her initiative in learning new things by using the toys around her</p>
<p>Characteristics of effective learning</p> <p>By creating and thinking critically:</p> <ul style="list-style-type: none"> • having their own ideas • using what they already know to learn new things • choosing ways to do things and finding new ways 	<p>How Doris learns</p> <p>Doris displays her imaginary view of the world through speaking primarily with her close friends</p>

Characteristics of effective learning

- describe the different ways children learn rather than what they learn.
- begin at birth and are lifelong characteristics which are critical for building children's capacity for future learning.
- run through and underpin all seven areas of learning and development, representing processes rather than outcomes.
- provide background and context when considering a child's next stage of development and future learning needs.

Early Learning Goals – page 2

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Early Years Foundation Stage Profile

Name: Day, Doris Age: 16 Years 6 Months Assessment Date: 24 MAR 2022

Area of Learning	Learning Goal - Early Adopter	Absent/Exempt	Emerging	Expected
Communication and language	Listening, attention and understanding		✓	
	Speaking			✓
Physical development	Gross motor skills		✓	
	Fine motor skills			✓
Personal, social and emotional development	Self-Regulation		✓	
	Managing self			✓
	Building relationships			✓
Literacy	Comprehension			✓
	Word reading			✓
	Writing			✓
Mathematics	Numbers			✓
	Numerical patterns		✓	
Understanding the world	Past and present		✓	
	People, culture and communities		✓	
	The natural world		✓	
Expressive arts and design	Creating with materials			✓
	Being imaginative and expressive		✓	

Area of learning

Three prime areas - focus on the earliest experiences which are foundations for learning: Communication and language, Personal, social and emotional development, Physical development.

Four specific areas - in which the prime skills are applied: Literacy, Mathematics, Expressive arts and design, and Understanding the world.

Early Learning Goals

Summarise the knowledge, skills and understanding that young children should have gained by the end of the Reception Year

Assessments

Absent/Exempt - not assessed due to long periods of absence, late arrival in the summer term or because of exemption.

Emerging - has not yet reached the level of development expected at the end of the Reception Year

Expected - meeting the level of development expected at the end of the Reception Year

The text for each pupil's Learning Characteristics report is drawn from the 'Learning Characteristics' columns in the [NC Early Years F 2022 markbook](#).

If you want to include this page, you need to complete the LC units (last 3) in the [NC Early Years F 2022 markbook](#) first!

To produce the report...

- **Go to Reports > Key Stage Reports > Pupil Assessment Sheet > select EYFS**

The Assessment Year should automatically default to 2022

Pupil Assessment Sheet - Early Years Foundation Stage Save as Custom Report

- This report will include only pupils identified as taking 'End of Statutory Tests' for the selected Assessment Year.
- The student selection list would be populated by default based on the Year of Assessment. Please select the options and click on the Generate Report button to run it.

Assessment Year: 2022
Report Format: Quick Print

Options

Assessment Date: 24 Mar 2022
☐ Include pupils assessed at another school

Student Names on Report: Surname and First Name
Include: Learning Characteristics and Goals

Student Selection

Ref No.	Surname	First Name	Year	Class
222	Day	Doris	Reception	4A

All your current Year Reception 2022 pupils should be automatically listed in the box.

Before you generate the report, decide on:

- **Student Name format** to appear on the reports - *select your preference from the drop-down menu on right*
- **Which pages to include** – Early Learning Goals and/or Learning Characteristics - *select your preference from the drop-down menu on right*

To produce a simple PDF report :

Run the report for ALL the pupils listed – click Hand icon on right and click **Generate Report**
OR
select an individual pupil(s) and click **Generate Report**.

A PDF Reader window opens – select Open to view the document containing reports for each of the children selected – the PDF report can then be saved and/or printed.

To produce a WORD report (so that you can add school logos etc to the reports.)

Before you run the report, select Rich Text (RTF) option in the **Report Format** drop-down box.

When you Generate Report, you will see a .rtf file produced – select Open in Word to view it. Then go to **File > Save As** > change the *Save As Type* to Word Doc > and change the filename to EYF Reports 2022 > click **Save**.

Now you can add any school logos to the Header/Footer on the first page so that they appear for every report page.