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| **What do we want to achieve:**  Lessing the burden of paperwork for staff. |

**Merton Poppits Development Plan**

**Date of plan:**

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| **What steps do we need to go through to achieve it?** | **How will we make the steps happen? And when?** | **Who is responsible?** | **Date complete by:** | **What costs are involved?** | **How do we know we made a difference?** |
| Find out what information parents want to have about their child’s progress | -Undertake a questionnaire to all parents to find out what information they want about their child’s progress | Carey | 26th Feb 2019 | Printing | We will be able to know what progress and two way meetings need to cover when discussing children’s progress with parents. |
| Find out what other settings do in the way of lessening the burden of paperwork | -Speak to other settings, look at Ofsted case studies.  -Look at how Tapestry and other systems can be used to lessen the burden of paperwork. | Carey | 30th March 2019 |  | We shall be able to have some idea of how we can change and lessen the paperwork. |
| Find out the legislation around paperwork. | * Read the EYFS statutory guidance, inspector handbook and other government information regarding paperwork. | Carey | 30th April 2019 | Printing | We will be aware of the legislation when it comes to paperwork. |
| Find out what staff/students and committee feelings about different paperwork | * Devise a questionnaire * Speak to staff/committee about what they feel is a burden, what they feel is required. | Carey | 30th May 2019 | Printing | We will be aware of everyone’s feelings on paperwork. |
| Find out what takes staff away from the children. | * Undertake one-week tracker on jobs that staff re undertaking that take them away from the children. | Carey | 30th Dec 2018 | None | To share with staff, committee and parents about what jobs take our staff away from working with children. |
| Share the findings and decide on what paperwork will be changed/stopped. | * Put together a portfolio of evidence for staff/committee and parents. * Decide as a staff team what the paperwork for the following year will look like. | Carey  Staff | 30th June 2019 | Printing | For a plan of the new paperwork systems to be put in practice for the next month.  Staff to be able to spend more time interacting with children. |

**Evaluation**

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| ***What impact has this on the children in the setting?*** | ***What can we do next?*** |
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