



# Two-Year Progress Check

Dear parents and carers,

This letter provides you with details about the two-year progress check which will be completed for your child. It describes some key information about the check, such as what it is, when it takes place, its aims and how it will be completed. If you have any other questions or concerns, please come, and have a chat with us.

## What is the two-year progress check?

The two-year progress check is a short, written summary of a child's development in the three prime areas of learning and development. It takes place when a child is between the ages of two and three (24 to 36 months).

### What are the prime areas of learning and development?

#### The prime areas of learning and development are:

- Communication and Language - this area includes speaking and listening skills.
- Physical Development - this area includes developing large movement skills (such as throwing a ball) and small movement skills (such as holding a spoon).
- Personal, Social and Emotional Development - this area includes personal wellbeing and social interaction with others.

### What are the aims of the check?

#### The aims of the two-year progress check are to:

- ensure that parents and carers have a clear understanding of their child's development.
- describe any actions childcare providers intend to take to address any developmental concerns, including working with other professionals where appropriate.
- identify the child's strengths and any areas where progress is less than expected.

### When will the check be completed?

The two-year progress check needs to be completed when your child is between the ages of two and three years old. We will work with you to decide the most suitable time for the check to be completed within this time frame. If your child has only recently joined the setting when the check is due, we will only complete the check when we have had the chance to get to know your child and once they have settled in.

### How will the progress check be completed?

We will use ongoing observations of your child to complete the check. It will be based on the skills, knowledge, understanding and behaviour that your child demonstrates. We will write a short description of your child's progress and development for each of the areas listed previously, along with a summary of your child's strengths and interests and any activities or strategies for future development.

### Who will complete the two-year check for my child?

The progress check will usually be completed by your child's key person at the setting where they spend most of their time. It will include contributions from you as parents and carers along with other professionals who work with your child, such as childminders.

### What happens after the check?

Once the check has been completed, you will receive a copy and we will invite you to add any further comments. You are also invited to discuss the completed check with us so we can continue to work together to help your child progress.