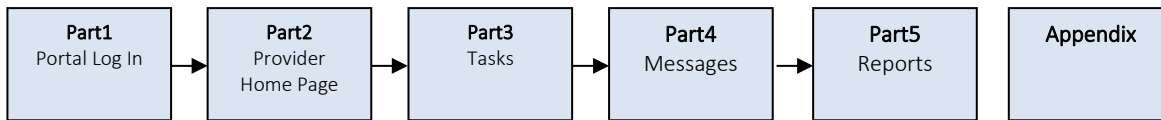




BETTER START PORTAL – USER GUIDE




PART 1 - PORTAL LOG IN

Web Address - Live System.

https://ems.bolton.gov.uk/ProviderPortal_LIVE/Account/Account/LogIn


(Copy and paste into your Internet Browser address bar).

Access to the Better Start Portal is through the Provider Portal. *Login* to the Provider Portal by completing the **Username** and **Password** fields and then *click* 

Log In

Username

Password



[Forgotten your username?](#)
[Forgotten your password?](#)


NB: If either the **Username** or **Password** has been forgotten, *select* the links that are below the **Log In** button and follow the instructions.

NB. Passwords must be at *least* 8 characters in length; and must contain an UPPER CASE, a lower case, a Special Character (e.g. %) and at *least* two numbers - e.g. Autumn83%.

NB. The system periodically forces users to change their existing Password.

If the **Username** and **Password** have been input correctly, then the see the Secret Question Page will be displayed (see below).

Input the *Secret Answer* to the **Secret**


Question then *click* 

Secret Question

Please provide the answer to your secret question

Secret Question

Secret Answer *



[Forgotten your secret answer?](#)

NB: If the **Secret Answer** has been forgotten - *click* on *Forgotten your secret answer?* and follow the instructions.

If the **Secret Question** has been answered correctly, the **Portal Announcements Page** will be displayed (see below).

Announcements

Provider Portal Downtime

We have already let you know that we have scheduled an upgrade to Bolton's portal – in addition to this, we have just been informed that work will be taking place to update the national eligibility checking system that our portal connects to. These two upgrades mean that there will be no access to the portal from 2pm on Thursday 19th July until the morning of Wednesday 25th July. Please ensure you are not logged into the portal during this time.

2yr old eligibility checks for families claiming universal credit

Please note the government are currently updating their data to apply the new universal credit threshold for early education funding checks. Any checks done on the portal for families claiming universal credit will come back as 'not found' until at least April 2018. Some families may still be eligible for 2yo funding if they receive universal credit and the household earns less than £15,400. If families are on universal credit and believe they are eligible please ask them to take the last 3 award notices (each award notice will cover 1 calendar month) to the Start Well Children's Centre for verification.

Continue

Continue

After reading any announcements, *click*

The **Portal Home Page** will be displayed (see below).

Welcome to the Provider Portal

Below, you will see the services available to you.

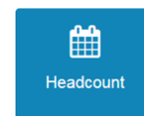
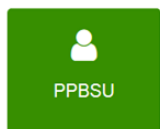
The services available through the Provider Portal are:

- Headcount
- 2 Year Old Eligibility Checker
- 30 Hours Eligibility Code Validation Checker

If you do not have access to a service listed above and would like to, please contact us at **one.support@bolton.gov.uk** for the Headcount or the 30 Hours Validation Checker. For access to the eligibility checker, please email **families@bolton.gov.uk**

Main Icons on the page.

The number of icons displayed will depend on how many Portal functions a user has *permissions* for. Many users will (for example) also have access to the **Headcount** area.



All users will also see an icon with their **Username**. Access this area to change personal details, e.g. **Password** or **Secret Question**.



To access the Better Start Portal *click*

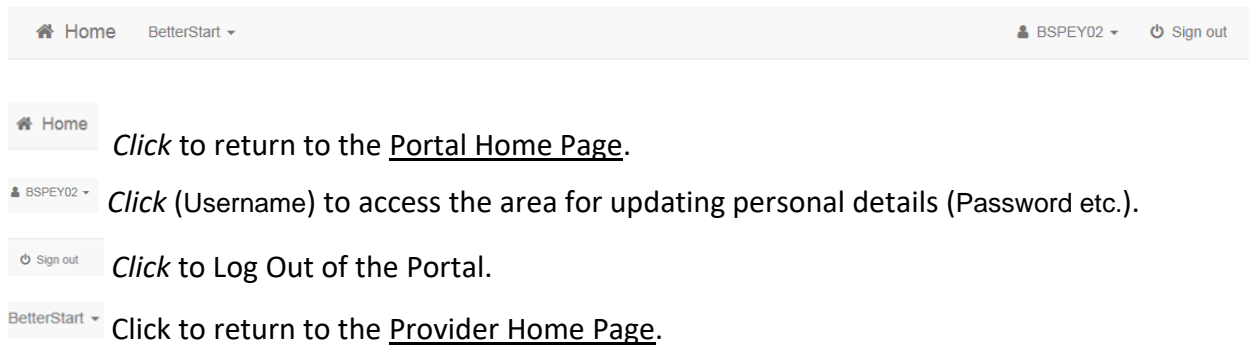
The **Provider Home Page** will now be displayed (see below).

PART2 - PROVIDER HOME PAGE

From this page, Assessment Tasks are managed, Messages read, Adhoc Tasks created and Reports run.

NAVIGATION OPTIONS – TOP OF PAGE

These are visible on all pages.



Home BetterStart

BSPEY02 Sign out

Home Click to return to the [Portal Home Page](#).

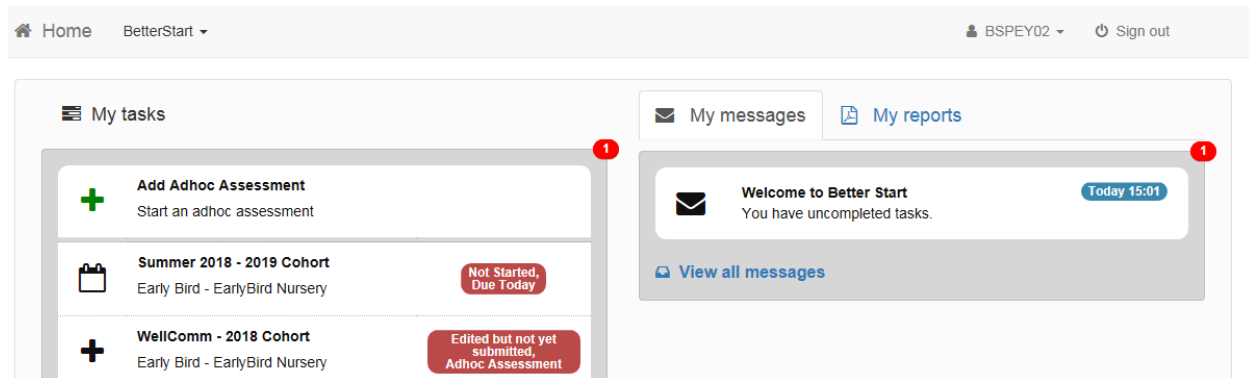
BSPEY02 Click (Username) to access the area for updating personal details (Password etc.).

Sign out Click to Log Out of the Portal.

BetterStart Click to return to the [Provider Home Page](#).

MAIN AREA

The main area of the page is divided into 3 sections - **My tasks**, **My messages** and **My reports**



Home BetterStart

BSPEY02 Sign out

My tasks My messages My reports

Add Adhoc Assessment
Start an adhoc assessment

Summer 2018 - 2019 Cohort
Early Bird - EarlyBird Nursery
Not Started, Due Today

WellComm - 2018 Cohort
Early Bird - EarlyBird Nursery
Edited but not yet submitted, Adhoc Assessment

Welcome to Better Start
You have uncompleted tasks.
Today 15:01
View all messages

PART 3 - TASKS

Attainment data is gathered throughout the year by completing Assessment Tasks - there are 2 types:

- Adhoc Tasks - which Providers can add at any time.
- Issued Tasks - these cover the 3 main assessments each year and will be created and sent to Providers by the Start Well Service - Education and Learning Division.

The 3 main assessments tasks issued by the Start Well Service - Education and Learning Division, will be generated to collect on entry dataL:

- Autumn (October)
- Spring (February)
- Summer (June).

When an Assessment Task has been issued by the Start Well Service - Education and Learning Division , Providers will receive an email informing them that a task has been issued. When Providers Log on the task will be visible on this page under **My tasks** (see below).

NB. Tasks issued by the Start Well Service - Education and Learning Division, will be accompanied by a **Deadline Date**. These tasks *must* be completed by the **Deadline Date**. The system will *not* allow completion after the **Deadline Date** has passed.

My tasks

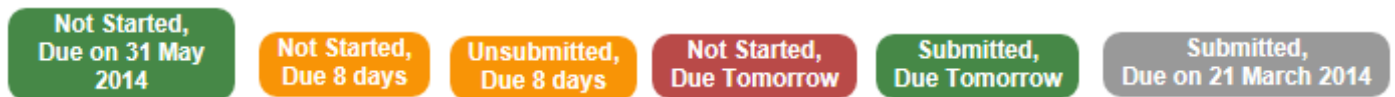
The screenshot shows a list of tasks under the heading 'My tasks'. A red circle with the number '1' is in the top right corner. The tasks are:

- Add Adhoc Assessment**: Start an adhoc assessment. Status: Not Started, Due 11 days (Amber button).
- This is a Test - 2018 Cohort**: Horizons - Nursery. Status: Not Started, Due 11 days (Amber button).
- July Test - 2018 Cohort**: Horizons - Nursery. Status: Retracted (Grey button).
- Autumn 18 - 2018 Cohort**: Horizons - Nursery. Status: Submitted, Adhoc Assessment (Green button).

The task displays the *number of days* until it is due. The colour and information changes in relation to the current status of the task:

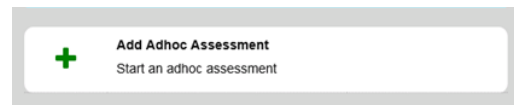
- Green - when the due date is not imminent (or when the task has already been completed)
- Amber to Red - the nearer the due date is
- Grey - when the due date has expired.

Examples



STARTING AN ASSESSMENT TASK

If the task has been issued by the Start Well Service - Education and Learning Division, *click* on the task



If the task is Adhoc and is being added by the Provider, *click*

Once started, there are 4 stages to completing the task and submitting an assessment, these are:



Stage 1 - Input Details of the Assessment

NB: If task has been issued by the Start Well Service - Education and Learning Division, this stage will have been completed by them. Providers will only complete these details if they are adding their Adhoc Assessment.

The form shows the first stage of the assessment process. It includes a progress bar with four steps: 1. Assessment (Enter Details) - Active, 2. Children (Choose Children) - Grey, 3. Results (Enter Data) - Grey, 4. Submit (Submit Assessment) - Grey. The form fields are:

- Assessment Title:
- Age Range of Children (Months):
- Type of Assessment:
- Age Calculation Date:

Buttons:

Assessment Title - this is for local identification purposes. A date can be used as in the date of the assessment (if so, this should match the **Age Calculation Date** - see below).

Age Range – only children within this range will be available to be selected for the assessment.

Type of Assessment - select the cohort from the list (e.g. 2019). The items available for selection are individual templates (the Assessment is the same on each template). Once a child is placed in a cohort (e.g. 2019) then the 2019 template should be used for all assessments relating to that child.

Age Calculation Date - this would normally be the date of the assessment. **NB.** An assessment can be set up for a date in advance.


Cancel Next ▶

At this stage an assessment can still be cancelled.

Click Next ▶ to continue to the next page where the children for the assessment can be chosen (see below).

Stage 2 - Choose Children for the Assessment

NB: If task has been issued by the Start Well Service - Education and Learning Division , the Age Range they selected will determine which children will be able to be chosen for the Assessment.

 **This is a Test - 2018 Cohort** Status: Not Started Deadline: Due 11 days

Horizons / Nursery / Age range 0-72 (Months)

▶ 1 Children Choose Children 2 Results Enter Data 3 Submit Submit Assessment

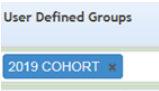
Please identify the children for which the assessment will be completed.

▼ Add Child Next ▶

Forename ↕	Surname ↕	Date of birth ↕	Age (in Months) ↕	User Defined Groups	Include In Assessment ↕	Toggle
Bilal	Akiya	05/09/2014	46	COHORT 2018 ✕	<input type="checkbox"/>	
Chantel	Gomes	27/02/2015	41	COHORT 2018 ✕	<input type="checkbox"/>	
Cody	Trotman	08/09/2014	46	COHORT 2018 ✕	<input type="checkbox"/>	
Edor	Molodar	05/03/2016	28	COHORT 2018 ✕	<input type="checkbox"/>	
Elaine	Garside	06/09/2014	46	COHORT 2018 ✕	<input type="checkbox"/>	

Forename ↕ Surname ↕ Date of birth ↕ Age (in Months) ↕

The list of children (defined by the **Age Range** selected at *Stage 1*) is displayed. The toggle buttons at the top of each column allow the list of children to be displayed in any order required.

The **User Defined Groups** field  is a free text field. A NAME should be input here (e.g. 2018 Cohort) so that children in a certain group can easily be identified and included in assessments. The NAME will normally be the **Cohort Year**.

The **Cohort Year** (e.g. 2018 Cohort) is defined by the date that a child is due to input Reception (see table below).

Childs date of birth	Reception Year	Cohort (start Reception)
1 st September 2013 - 31 st August 2014	2018 – 2019	2018
1 st September 2014 - 31 st August 2015	2019 – 2020	2019
1 st September 2015 - 31 st August 2016	2020 – 2021	2020
1 st September 2016 - 31 st August 2017	2021 – 2022	2021
1 st September 2017 - 31 st August 2018	2022 - 2023	2022

Include In Assessment

To include a child in the current assessment check the box at the end.

Horizons / Nursery / Age range 0-72 (Months)

- 1 Children
Choose Children
- 2 Results
Enter Data
- 3 Submit
Submit Assessment

Please identify the children for which the assessment will be completed.

Forename	Surname	Date of birth	Age (in Months)	User Defined Groups	Include In Assessment	Toggle
Bilal	Akiya	05/09/2014	46	COHORT 2018 x	<input checked="" type="checkbox"/>	<input type="button" value="Toggle"/>
Chantel	Gomes	27/02/2015	41	COHORT 2018 x	<input checked="" type="checkbox"/>	<input type="button" value="Toggle"/>
Cody	Trotman	08/09/2014	46	COHORT 2018 x	<input checked="" type="checkbox"/>	<input type="button" value="Toggle"/>
Edor	Molodar	05/03/2016	28	COHORT 2018 x	<input checked="" type="checkbox"/>	<input type="button" value="Toggle"/>
Elaine	Garside	06/09/2014	46	COHORT 2018 x	<input checked="" type="checkbox"/>	<input type="button" value="Toggle"/>

NB: Only children that have already been notified to the Authority (recorded in the ONE System) as being at that Setting will be displayed for selection. A child, who has only recently started at the Setting can be added *manually* (see below).

NB: The 3 main Assessment Tasks issued by the Start Well Service - Education and Learning Division, will normally be timed to follow the Headcount Task (so most 'new' children should have already been recorded in the ONE System).

Adding a child will make them available to be included in the assessment.

To add a child, *click*

The **Add Child Page** will now be displayed (see below).

Add Child

Please enter the child's forename and surname

Forename

Surname

Input the child's legal **Forename** and **Surname** and then *click*

Further details will then be requested (see below) - fields with a * are mandatory.

Gender * Male
 Female

Date of birth (dd/mm/yyyy)

Ethnicity *

First Language *

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the boxes provided. If you do not know the postcode, you can look it up [here](#).

Postcode *

* Required field

Select the **Gender** and then *input* the **Date of birth**, **Ethnicity**, **First Language** and **Postcode** details. Against the Postcode, *click* the list of available addresses for the Postcode will then be displayed (see below). Highlight the required address and *click*

Postcode *

Norris Parker Ltd, Melville Street, Bolton, BL3 2BA
 21, Melville Street, Bolton, BL3 2BA
 22, Melville Street, Bolton, BL3 2BA
 23, Melville Street, Bolton, BL3 2BA
 24, Melville Street, Bolton, BL3 2BA

* Required field

NB. If the required address cannot be found, it can be input manually by *clicking*

When all the required details have been input, *click*

The system returns to the Choose Children Page - the newly added child will be displayed in the list of children available for selection.

Forename ⇅	Surname ⇅	Date of birth ⇅	Age (in Months) ⇅	User Defined Groups	Include In Assessment ⇅	<input type="button" value="Toggle"/>
Ametie	Haslam	30/12/2014	41	<input type="text" value="2019 COHORT"/>	<input checked="" type="checkbox"/>	
Amy	Smith	10/10/2013	56	<input type="text" value="2019 COHORT"/>	<input checked="" type="checkbox"/>	

When all the children required for the assessment have been selected, *click* **Next** at the bottom of the page

The **Results Page** will now be displayed (see below).

This is where the assessment results data is input.
 See **Appendix One** for the formulas used to select results.

This is a Test - 2018 Cohort

Provider


Horizons / Nursery / Age range 0-72 (Months)

1 Children Choose Children 2 Results Enter Data 3 Submit Submit Assessment

Child	Date Of Birth	Age In Months	Groups	Assessment Date..	L&A	U	S	M&H
		greater or equal less or equal						
Bilal Akiya	05/09/2014	46	COHORT 2018	31/07/2018	011c: EST.	011b: Emb.	011a: Sec.	011c: EST.
Chantel Gomes	27/02/2015	41	COHORT 2018	31/07/2018	011b: Emb.	011b: Emb.	011a: Sec.	011b: Emb.
Cody Trotman	08/09/2014	46	COHORT 2018	31/07/2018	011a: Sec.	08b: Emb.	16b: Emb.	08a: Sec.
Edor Molodar	05/03/2016	28	COHORT 2018	31/07/2018	011b: Emb.	011a: Sec.	16c: EST.	011c: EST.
Elaine Garside	06/09/2014	46	COHORT 2018	31/07/2018	08a: Sec.	08b: Emb.	08a: Sec.	16a: Sec.

◀ Choose Children Cancel Download Save Submit Assessment ▶

Stage 3 - Input Data for the Results of the Assessment

The list of children included for this assessment is displayed on the left hand side. To change the order of the list, *click* the chevron  at the top of any column.

See **Appendix Two** for a full description of the column headings.

See **Appendix Three** for the range of grades that can be selected.

Input the results from list of drop-down options that are available under each Aspect. Previous scores for that child will be displayed (in **green**) if they have been assessed before. These can be overwritten with a new selection from the drop-down lists (they can also be left if there is no change in the score).

The white Header boxes allow filtering on the results.

So (for example) only the children who achieved a certain score against a individual Aspect could be displayed.

Exceptions

A child may have:

- not have been assessed due to long periods of absence, such as a prolonged illness, or
- arrived too late in the term for teacher assessment to be carried out, or
- an exemption from the EYFS Profile at the end of Reception

In these circumstances, *select*:

A= Not Assessed/Exception

Other Options

At the bottom of the page there are a number of functions (see below).


◀ Choose Children Cancel Download Save Submit Assessment ▶

Choose Children - to go back and make changes if any children missed off or should not have been included

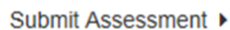
Cancel - cancel the Assessment

Download - export the results in a grid format to an Excel file

Save - save the Assessment at any point (does not all have to be completed at once)

Note: It is recommended that the Assessment data is *saved regularly* during input - *click*  to save everything that has been input so far.

Submit Assessment - post the Assessment results.



When all the results have been input, *Click*

The **Submissions Declaration Page** will now be displayed (see below).

Stage 4 - Submit Assessment

Submission Declaration

Status: Edited but not yet submitted

Deadline: Due 11 days

Horizons / Nursery / Age range 0-72 (Months)

1 Children

Choose Children

2 Results

Enter Data

3 Submit

Submit Assessment

Submission Declaration

Confirmation

I confirm that all the information I have provided is correct to the best of my knowledge and that I have consent to send this data to my Local Authority.

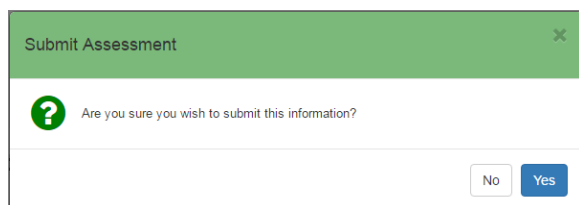






To complete the Submission Declaration:

Click  and then *click*  on the Submit Assessment Page.

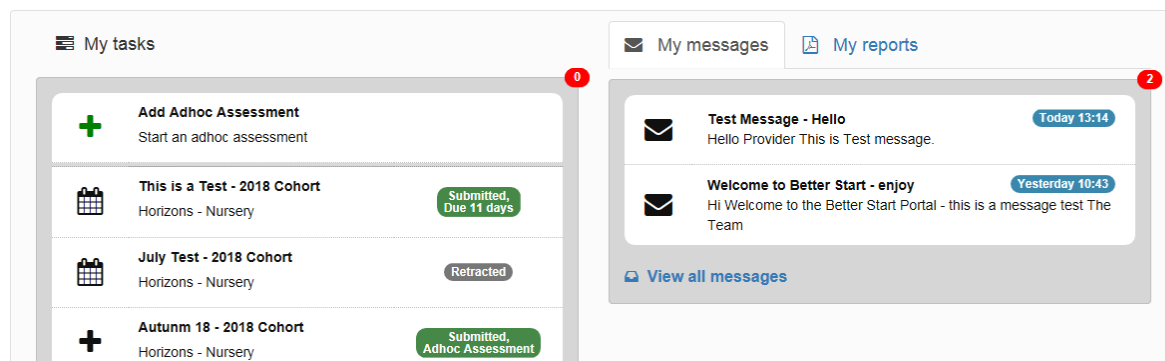


Submit Assessment

Are you sure you wish to submit this information?

No Yes

Once the results have been submitted, the system returns to the Provider Home Page.



My tasks

- Add Adhoc Assessment
Start an adhoc assessment
- This is a Test - 2018 Cohort
Horizons - Nursery
Submitted, Due 11 days
- July Test - 2018 Cohort
Horizons - Nursery
Retracted
- Autumn 18 - 2018 Cohort
Horizons - Nursery
Submitted, Adhoc Assessment

My messages

- Test Message - Hello
Hello Provider This is Test message.
Today 13:14
- Welcome to Better Start - enjoy
Hi Welcome to the Better Start Portal - this is a message test The Team
Yesterday 10:43

View all messages

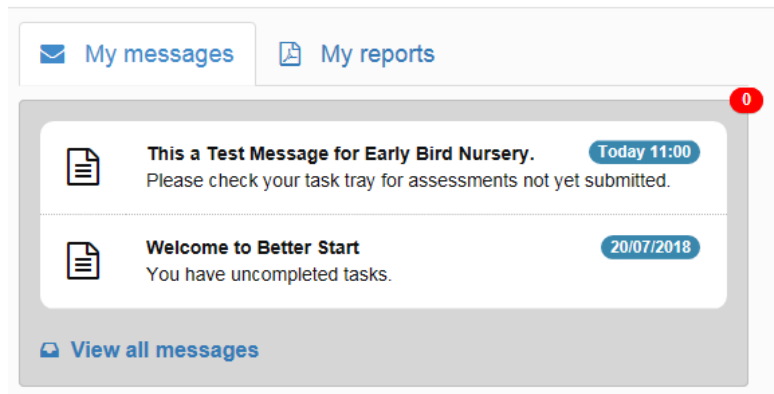
Completed assessments are able to be viewed at any time. Current or recent tasks are displayed under **My tasks**. To access more historical tasks, *click* on



PART4 - MESSAGES

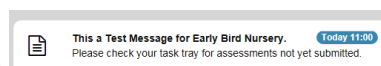
Next to **My Tasks**, the Provider Home Page contains the **My messages** area.

Messages may be issued by the Systems Support Team or the Start Well Service - Education and Learning Division. The list of messages will be visible as soon as the page is accessed (see below). The latest message is always at the top.



NB: Messages should always be read before a task is undertaken - a message may contain information relating to the task.

To view the full content of a message - *click* the message




The full content of the message is displayed (see below). The date and time the message was sent is displayed.

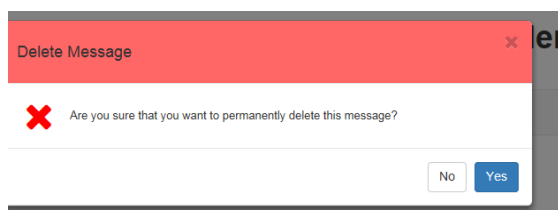
My messages




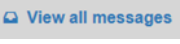
The message can be retained or deleted.

To Delete, *click* 

A Warning will display.

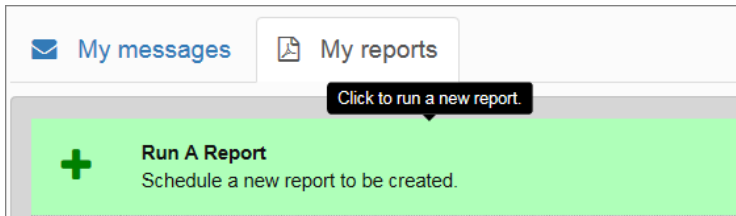


Click  to complete the deletion and remove the message from the list.

Historical messages are able to be viewed at any time (if they have not been deleted). To access more historical messages, *click* on 

PART5 - REPORTS

To the right of **My messages**, the [Provider Home Page](#) contains the **My reports** area.



Any reports that are available can be run by *clicking* on **My reports** and then *clicking* on **Run A Report**.

The **Run a Report Page** will now be displayed (see below).

There are 4 stages to running a report:



Stage 1 - Select the report

From the [Run a Report Page](#) *click* on **Report Choice** to view the drop-down list available reports (see below).

Run a Report



Please choose the report which you would like to run.

Report Choice *

Cancel

Next ▶

Select the required report and then *click*

The **Report Parameters Page** will now be displayed (see below).

This is where any further details required to run this report need to be input. These will vary depending on the report selected.

Stage 2 - Input parameters

Input any additional information required to run the report.

Report Parameters - ChildProgressReport



Report Format *

Give your report a description

Please provide the following parameters required by the report.

Type of Assessment *

Child *

◀ Previous

Cancel

Next ▶

Once the required details have been input, *click*

Next ▶

The **Processing Page** will now be displayed (see below).

Stage 3 - Processing (The report runs)


This page confirms that the report is now being processed. How long it will take depends on how complex the report is and how much data it is processing.

Report Queued - Child Progress Report



Please wait while the report is being processed, this may take some time. You may leave this page at any time, the report will continue running and can be seen in your 'My Reports' area.

Processing Status

 **Report Submitted:** Today 10:33
Run Status: The report is in a queue for processing at position : 1

Summary of the submitted report

Provider Service: Blathers Nursery - Blathers Nursery
Report Chosen: Child Progress Report
Description: Test
Summary of Parameters: 2019 Cohort, Timms (M) 22/02/2016

◀ Previous Home Refresh Report Progress Cancel Execution

The Report Completed Page will display when processing has been completed (see below).


Stage 4 - View the report (Result)

Report Completed - Child Progress Report



The report has completed processing and can be viewed by clicking on the link below.

Processing Status

 **Report Submitted:** Today 10:33
Run Status: The report ran at 14/06/2018 10:33:24

Summary of the submitted report

Provider Service: Blathers Nursery - Blathers Nursery
Report Chosen: Child Progress Report
Description: Test
Summary of Parameters: 2019 Cohort, Timms (M) 22/02/2016

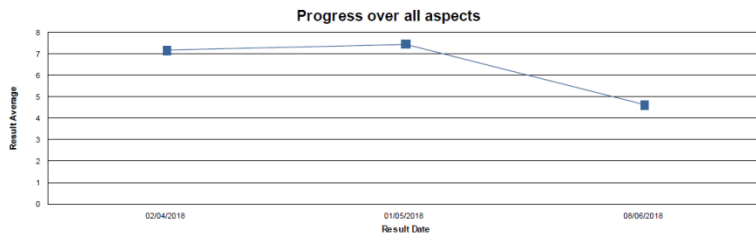
◀ Previous Home View Report Remove Report

Click [View Report](#) to see the contents.

The results will open in a separate window (**Internet Explorer** tab).

CAPITA | **one** Child Progress Report
Blathers Nursery - Blathers Nursery

Name: _____
Type of Assessment: 2019 Cohort



The layout and content of the results will depend on the type of report that has been run.

To exit back to the Report Completed Page *close* the relevant **Internet Explorer** tab.

The Report will now be saved and be available at any time. There is a **Remove Report** option if the completed report does not need to be saved.

◀ Previous Home View Report Remove Report

Click Home to return to the Provider Home Page.

Reports that have been saved will be listed on the Provider Home Page (see below).

My messages My reports

+ Run A Report
Schedule a new report to be created.

Count of Children by Band Yesterday 16:27
MG - Count Of Children
Better Mark - Funded
All Groups, MG - Initial Assessment, 01/01/2017, 31/01/2017, 0, 72

Child Summary Report by Group Yesterday 10:32
MG - Summary / Group
Better Mark - Funded
MYGROUP, MG - Adhoc 2 - MG - Initial Assessment (submitted on 04/01/2017)



Count of Children by Band 04/01/2017
MG Count
Better Mark - Funded
All Groups, MG - Initial Assessment, 01/01/2017, 31/12/2050, 0, 72

[View / Delete Reports](#)

Reports can be **viewed** and then (if required) **Deleted** - click View / Delete Reports

The list of available reports is then displayed (reports that have been previously deleted will no longer be available).

My reports

Description	Created
 Average Score For Aspect Report Early Bird - EarlyBird Nursery 2020 Cohort, 11/04/2018, 10/07/2018, 1, 60, 0	10/07/2018
 Individual Results Report - Bolton Early Bird - EarlyBird Nursery Newt Newtest, 2017	11/06/2018


Click into a report to display a summary of the completed report (see below).

Report Completed - Average Score For Aspect Report

1 Report Select the report
2 Detail Enter parameters
3 Processing The report runs
4 Result View the report

The report has completed processing and can be viewed by clicking on the link below.

Processing Status


Report Submitted: 10/07/2018
Run Status: The report ran at 10/07/2018 12:06:06

Summary of the submitted report

Provider Service: Early Bird - EarlyBird Nursery
Report Chosen: Average Score For Aspect Report
Summary of Parameters: 2020 Cohort, 11/04/2018, 10/07/2018, 1, 60, 0

The options to **View** or **Remove** the report are now available. Click to permanently delete a report. If this option is chosen, a **Warning Message** will display.

Remove Report ✕

✕ Are you sure ?

Click to confirm the deletion.

Systems Support

Users who need 'systems' support (i.e. systems fault or issues around using the system – logging on, navigation, password resets, user setup etc.) should contact our Help Desk **01204 338621**. You will be asked to confirm your support request by emailing: one.support@bolton.gov.uk

Appendix ONE - Formula used for Assessments

Age in Months	Age and Stages Band	Assessment																					
		ALT	0c	0b	0a	8c	8b	8a	16c	16b	16a	22c	22b	22a	30c	30b	30a	40c	40b	40a	ELG	EXC	
0-7	0-11	ALT	I	I	I	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	ELG	EXC	
8-11	0-11/8-20	ALT	B	I	I	I	I	A	A	A	A	A	A	A	A	A	A	A	A	A	ELG	EXC	
12-15	8-20	ALT	B	B	I	I	I	I	A	A	A	A	A	A	A	A	A	A	A	A	ELG	EXC	
16-20	8-20/16-26	ALT	B	B	B	B	I	I	I	I	A	A	A	A	A	A	A	A	A	A	ELG	EXC	
21	16-26	ALT	W	W	W	B	B	B	I	I	I	A	A	A	A	A	A	A	A	A	ELG	EXC	
22-26	16-26/22-36	ALT	W	W	W	W	B	B	B	I	I	I	A	A	A	A	A	A	A	A	ELG	EXC	
27-29	22-36	ALT	W	W	W	W	W	W	B	B	B	I	I	I	A	A	A	A	A	A	ELG	EXC	
30-36	22-36/30-50	ALT	W	W	W	W	W	W	B	B	B	B	I	I	I	A	A	A	A	A	ELG	EXC	
37-39	30-50	ALT	W	W	W	W	W	W	W	W	W	B	B	B	I	I	I	A	A	A	ELG	EXC	
40-49	30-50/40-60+	ALT	W	W	W	W	W	W	W	W	W	B	B	B	B	I	I	I	A	A	ELG	EXC	
50-60+	40-60+	ALT	W	W	W	W	W	W	W	W	W	W	W	W	B	B	B	I	I	I	ELG	EXC	

W	Well below
B	Below
I	Inline
A	Above
ELG	Early Learning Goal

The formula highlights when children's age in months falls into the overlap between the development bands. E.g. if a child is 35 months old they could be assessed as working in the broad band of 22-36 months, which matches their chronological age. However they are at the upper limit of the band and the colour coding will highlight this.

Appendix TWO - Better Start Column Headings

Prime Areas of Learning		
Area	Aspect	Better Start - Column Heading
Communication and Language	Listening and attention	L&A
	Understanding	U
	Speaking	S
Physical Development	Moving and handling	M&H
	Health and self-care	H&SC
Personal, Social and Emotional Development	Making relationships	MR
	Self -confidence and self-awareness	SC&SA
	Managing feelings and behaviour	MF&B
Specific Areas of Learning		
Area	Aspect	Better Start - Column Heading
Literacy	Reading	R
	Writing	W
Mathematics	Numbers	N
	Shape, space and measure	SS&M
Understanding the World	People and communities	P&C
	The world	TW
	Technology	T
Expressive Arts and Design	Exploring and using media and materials	E&UM&M
	Being imaginative	BI
WellComm		
Area	Aspect	Better Start - Column Heading
WellComm	WellComm - Age Appropriate Screening	WellComm - AAS
	WellComm - Green Section	WellComm - Green

Appendix THREE - Better Start Grades from Column Drop-Downs

Better Start - Grades from drop-down list	
Grade	Description
011a: Sec	Secure
011b: Emb	Embedding
011c: Est	Early Stages
08a: Sec	
08b: Emb	
08c: Est	
16a: Sec	
16b: Emb	
16c: Est	
22a: Sec	
22b: Emb	
22c: Est	
30a: Sec	
30b: Emb	
30c: Est	
40a: Sec	
40b: Emb	
40c: Est	
ELG: Goal Ach.	Goal Achieved
EXC: Goal Exc.	Goal Exceeded
WellComm	
WellComm - AAS	WellComm - Green
S3: Section3	R: Red
S2: Section2	A: Amber
S1: Section1	G: Green