**Target Monitoring Evaluation (TME)**

**Setting Targets:**

Target setting is an important aspect of monitoring a child’s progress. This focuses on setting achievable, developmentally appropriate targets, for each specific child. Using Target Monitoring Evaluation helps to understand if what has been put in place is supporting the child as intended, as well as measure its success. Targets can be written by the nursery SENCO, the child’s key worker) and with the parents. Targets should be set before support is put in place and reviewed after a set period of time (e.g., after 4 weeks).

**When setting targets for children it is important that all targets are *SMART.***

**S: Specific** – to the child and intervention.

**M: Measurable** – ensure that you can measure the impact, e.g., ‘2/3 times a session’.

**A: Achievable** – ensure that the target is developmentally appropriate for the child.

**R: Relevant** – ensure that all targets are child focused, not adult focused.

**T: Time-bound** – include a realistic time scale for the target to be met by.

**How to use TME:**

* Set up to four targets per child, following the SMART target principles.
* Each target should be written into the relevant box, with a summary of what is being put in place to support the child meeting the target.
* The person completing the form should rate where the child is on the scale before support is put in place, with 10 representing target met consistently. They can rate this by circling or highlighting the number in a colour, with the date written next to the number.
* Targets should be reviewed after a set period of time (e.g., every 2 or 4 weeks).
* When reviewing the target, the person reviewing circles or highlights the number the child is now at, adding the date next to the number. For example:



* If a child is meeting a target before the set review time, mark this on the TME form with the date.

For support completing TME, please contact the Early Years Inclusion Team.

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| **Child’s name**: | **DOB**:  | **Targets set**:  | **Review dates**:  |
| **Setting name:**  | **Area of need:**  | **Set by (initials & role):**  | **Reviewed by (initials & role):**  |
| Target 1: |  |
| Summary of support put in place to achieve target:  |  |
| **1**  | **2** | **3** | **4** | **5**  | **6** | **7** | **8** | **9** | **10** |
| Target 2:  |  |
| Summary of support put in place to achieve target: |  |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Target 3:  |  |
| Summary of support put in place to achieve target: |  |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
| Target 4:  |  |
| Summary of support put in place to achieve target: |  |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |