



# Chinmay International School

Student Portfolio Instructions

**Junior KG**

*Instructions & Guidelines for Teachers and Parents*

*Junior KG (KG 1) | Academic Year 2026-27 | CBSE / NEP 2020 / NCF-FS 2022*

**Academic Year 2026-27**

# STUDENT PORTFOLIO FOLDER

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## What Is a Portfolio? (And Why Does My Child Have One?)

A portfolio is a purposeful collection of a child's work over time. It is not a mark sheet or a report card. It is a living record that shows your child's growth, creativity and effort across all areas of learning.

NCF-FS 2022 states: Assessment at the Foundational Stage should be holistic, play-based and observation-driven — not test-based.

NEP 2020 mandates: No formal written exams or grades for children in KG. Portfolio assessment is the recommended approach.

CBSE Circular: Competency-based assessment through portfolios replaces marks-based evaluation for the Foundational Stage.

## What Goes Inside the Portfolio Folder?

The portfolio folder is divided into sections. Each section captures a different dimension of your child's development:

#	Section / Tab	What to Include
1	My Profile	Child's photo, name label, family drawing, 'About Me' page filled at the start of the year
2	Art & Creativity	Drawings, paintings, collages, craft work, seasonal artwork — 1-2 samples per month
3	Writing Journey	Pre-writing strokes, letter tracing pages, name writing attempts — shows progress over time
4	Maths Activities	Number writing, shape work, pattern activities, sorting & counting worksheets
5	Language & Stories	Drawings of stories heard, oral response sheets, Gujarati tracing pages, rhyme booklets
6	EVS & Science	Nature rubbings, observation sheets, experiment record (float/sink, colour mixing), photos of activities
7	My Best Work	Child-selected favourite piece each term — child decides what goes here
8	Teacher's Notes	Monthly observation notes, developmental checklists, anecdotal records
9	Parent Communication	Parent feedback forms, home activity notes, signed acknowledgement slips
10	End of Year Reflection	'Look How Much I Grew!' page — comparison of start vs end of year work

## How & When to Collect Work (Teacher Guidelines)

When	What to Collect
Weekly	1 art or activity page from classwork; teacher observation note
Monthly	1 writing sample + 1 maths activity + photo of a key activity or project
Each Term	Child selects 1 'My Best Work' piece; teacher completes developmental checklist
End of Year	Final 'Look How I Grew' comparison page; parent viewing day; portfolio sent home

### Teacher's Note on Selection:

- Do NOT include only neat or correct work — include early attempts too, as they show growth.
- Date every single item before filing. Write the month and year on the back in pencil.
- Add a brief sticky note to explain the context: what the child was learning, how they felt, what they said.
- Photographs of 3D crafts, outdoor play and science experiments count as portfolio evidence.

## Developmental Domains Covered (NCF-FS 2022)

The portfolio captures evidence across all 5 Developmental Goals as defined by NCF Foundational Stage 2022:

NCF-FS Developmental Goal	Portfolio Evidence Examples
Physical & Motor Development	Pre-writing strokes, colouring pages, craft work, playdough photos, scissor activities
Cognitive Development	Puzzles, sorting activities, pattern sheets, shape work, science observation records
Language & Literacy	Letter tracing, Gujarati vachak pages, story drawings, rhyme booklets, name writing
Numeracy & Maths	Number writing, counting worksheets, pattern activities, shape identification sheets
Socio-Emotional & Aesthetic Dev.	Self-portrait drawings, 'My Family' art, festival crafts, group project photos, mood drawings

## How to Label Each Item in the Portfolio

Every item placed in the portfolio must be labelled. Use a sticky note or write directly on the back:

Label Field	Example
Child's Name	Aarav Shah
Date / Month	July 2026
Activity / Title	Shape Sorting — Maths Activity
Domain	Cognitive Development / Numeracy
Teacher's Observation	Child sorted 3 shapes independently. Needed support for triangle.
Child's Voice (optional)	'I made a house with squares!' (child's own words, written by teacher)

## Parent's Role in the Portfolio

Parents are partners in the portfolio process — not just viewers. Here is how you can contribute:

- At the start of the year: Fill the 'My Profile' page together with your child.
- Each term: Review the portfolio when it comes home, look at the work WITH your child.
- Talk about their work: Ask 'What is this?' and 'What did you enjoy making?' — not 'Is it correct?'
- Fill the Parent Feedback Form and return it to school with the portfolio.
- You may add one item from home per term — a photo or a drawing your child made at home.
- Please do NOT add worksheets or corrections done by you. The portfolio reflects your child's own work.

Important: The portfolio belongs to the child. Your child should feel proud of it — not anxious.  
Please do not compare it with another child's portfolio. Every child grows at their own pace.  
A portfolio with messy, experimental work is RICHER than a neat, parent-completed one.

## Assessment Through Portfolio (No Grades — No Tests)

As per CBSE guidelines and NEP 2020, there are no written tests, unit tests or graded assessments in Jr. KG. The portfolio IS the assessment. Here is how teachers use it:

Assessment Tool	How It Works
Portfolio Review	Teacher reviews collected work at end of each month to note progress across domains
Observation Checklist	Monthly checklist mapped to NCF-FS developmental milestones — filed in Section 8
Anecdotal Records	Short teacher notes about a specific moment: 'Today Riya counted to 12 independently'
Child Self-Reflection	Child chooses their favourite work each term for 'My Best Work' section — builds metacognition
Parent Feedback	Parent observations shared via feedback form in Section 9 — triangulates school and home learning

## Portfolio Calendar — Term & Timeline

Term	Months	Portfolio Action
Term 1	June – August 2026	Set up folder; fill My Profile; collect 6-8 work samples; first observation checklist
Term 2	Sept – November 2026	Add 6-8 more samples; first 'My Best Work' selection; parent review week in October
Term 3	Dec 2026 – Feb 2027	Continue collection; second 'My Best Work'; mid-year parent-teacher portfolio conference
Term 4	March 2027	Final checklist; 'Look How I Grew' page; Portfolio Showcase Day; portfolio sent home

## Quick Reference — Do's and Don'ts

DO	DO NOT
Include dated, authentic child work	Include parent-corrected or completed work
Add teacher observations and child's own words	Grade, score or rank any portfolio item
Include messy, early attempts — they show growth	Discard imperfect work — it is the most valuable
Let the child choose their own 'Best Work'	Choose 'Best Work' for the child based on neatness
Use it as a conversation tool with parents	Use it to compare children with each other
Share portfolio warmly at parent meetings	Send portfolio home without a parent briefing
Celebrate every small step of progress	Focus only on what the child cannot do yet

### Remember

*A portfolio is not a measure of a child's worth — it is a celebration of their journey.*

**Every page, every scribble, every attempt tells the story of a child becoming a learner.**

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