

Chinmay International School

Student Portfolio Instructions – Senior KG (KG 2)
Academic Year 2026–27

Instructions & Guidelines for Teachers and Parents

Aligned with CBSE, NEP 2020 & NCF-FS 2022

What Is a Portfolio?

A portfolio is a purposeful collection of a child's work over time. It showcases progress, creativity, independent thinking, language development, numeracy skills and socio-emotional growth.

As per NEP 2020 and NCF-FS 2022, assessment in the Foundational Stage should be holistic, observation-based and competency-focused rather than exam-oriented.

What Goes Inside the Portfolio Folder?

#	Section / Tab	What to Include
1	My Profile	Child's photograph, self-portrait, family drawing, 'About Me' page
2	Language & Literacy	Phonics worksheets, sentence writing, story sequencing, rhymes
3	Writing Journey	Name writing, word writing, sentence formation, dictation attempts
4	Maths Activities	Number concepts, addition, subtraction, patterns, shapes
5	Art & Creativity	Paintings, crafts, festival activities, free drawing
6	EVS & Science	Nature observations, experiments, project photos
7	My Best Work	Child-selected favourite work from each term
8	Teacher's Notes	Observation notes, developmental checklist, anecdotal records
9	Parent Communication	Parent feedback forms and home activity reflections
10	End of Year Reflection	'Look How Much I Grew!' comparison page

How & When to Collect Work (Teacher Guidelines)

- Weekly: Collect 1 meaningful classroom activity or observation note.
- Monthly: Add 1 literacy sample, 1 numeracy sample and one creative activity.
- Each Term: Child selects one 'My Best Work' sample independently.
- End of Year: Add reflection sheet and readiness indicators for Grade 1.

Developmental Domains Covered

- Language & Literacy Development
- Numeracy & Cognitive Development
- Physical & Motor Development
- Socio-Emotional Development
- Creativity & Aesthetic Development

Parent's Role in the Portfolio

- Review the portfolio with your child positively.
- Encourage the child to talk about their work.
- Appreciate effort and improvement rather than neatness alone.
- Return signed feedback forms regularly.
- Avoid correcting or rewriting the child's work.

Assessment Through Portfolio

There are no formal written exams in Sr. KG. Assessment is competency-based and carried out through continuous observation, portfolio review and developmental milestones.

Portfolio Calendar – Term & Timeline

Term	Months	Portfolio Action
Term 1	June – August 2026	Set up folder and collect initial work samples
Term 2	September – November 2026	Add advanced literacy and numeracy evidence
Term 3	December 2026 – February 2027	Independent work and project evidence
Term 4	March 2027	Final reflection and portfolio showcase

Quick Reference – Do's and Don'ts

- DO
 - Include authentic child work

- Add teacher observations
- Celebrate growth and effort
- Allow child choice in 'Best Work' selection
- DO NOT
 - Do not compare children
 - Do not include parent-completed work
 - Do not grade portfolio items
 - Do not focus only on mistakes

A portfolio is a celebration of every child's learning journey. Every drawing, sentence, number and attempt reflects growth.