**Waratah Public School Preschool Procedure**

**Leading Continuous Improvement in the Preschool**

**Reviewed: 18/09/2020 Next review: 18/09/2021**

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| **Education and care services regulation/s** | **NSW Department of Education policy, procedure or guidelines** | **Leading & Operating Department Preschool Guidelines reference** | **School policy or procedure, where applicable** |
| [**Regulation 168(2)(l)**](http://www.austlii.edu.au/au/legis/nsw/consol_reg/eacsnr422/s168.html) [**Regulation 31**](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s31.html?context=1;query=31;mask_path=au/legis/nsw/consol_reg/eacsnr422)[**Regulation 55**](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s55.html?context=1;query=55;mask_path=au/legis/nsw/consol_reg/eacsnr422)[**Regulation 56**](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s56.html?context=1;query=56%20;mask_path=au/legis/nsw/consol_reg/eacsnr422) | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* NSW DoE [School Excellence and accountability site](https://education.nsw.gov.au/teaching-and-learning/school-excellence-and-accountability)
* NSW DoE [preschool site](https://education.nsw.gov.au/teaching-and-learning/curriculum/early-learning)
 | Pgs. 8,9,10 | School Strategic Plan 2018 – 2020 SiP (School Improvement Plan) to be developed December 2020 |
| **Legislative requirements of quality improvement*** The National Law requires all children’s services to have a Nominated Supervisor.
* The Nominated Supervisor requires knowledge of the Education and Care Services National Regulations and is responsible for the overall supervision of the preschool, the program of activities, and any other specific matters relating to the preschool, including the process of continuous improvement.
* The Nominated Supervisor should also be aware of the National Quality Standards and relevant legislation that applies to the preschool.
* The school principal automatically assumes the role and responsibilities of preschool:

• Nominated Supervisor• Educational Leader• Responsible person in charge.**Statement of philosophy*** The statement of philosophy is a living document which is the foundation for daily practice and guiding decision making. The philosophy of Waratah PS Preschool is based on the practices and principles of the Early Years Learning Framework.
* The philosophy will be reviewed each year when a new cohort of children are enrolled (i.e. every 12 months)
* Parents, families and children will be invited to contribute to the philosophy at the meet and greet interview, during preschool transition sessions and throughout Term 1.
* Educators will hold a staff meeting in Term 2 to gather staff input for the preschool philosophy from all staff members, once staff are familiar with the new cohort of children.
* In 2020 the statement of philosophy is displayed in the foyer in the form of a wreath with embroidered leaves with key words – independence, identity, creativity, kindness, confidence, honesty, thrift, compassion, tolerance and responsibility. This is complemented by framed photographs with the words – community, wellbeing, relationships, inclusion, exploration, and nature.

**Continuous improvement*** ‘Effective evaluation and self-review enables a service to continuously improve their practice, policies and procedures. An ongoing cycle of self-assessment, planning and review, together with engagement with all stakeholders including families, creates a culture of continuous improvement at the service.’ *p. 278 Guide to the NQF*
* The process of continuous improvement in preschool is similar to the school excellence cycle. Preschool is included in the School Improvement Plan.

**Self-assessment** * Self-assessment will involve analysing the preschool team daily practices against the National Law and Regulations (compliance tables in the QIP) and the standards and elements of each NQS Quality Area.
* This reflection and evaluation will confirm legislative compliance requirements are met and meeting the NQS, identify strengths in each of the Quality Areas of the National Quality Standard, and identify areas/goals for improvement.
* Opportunities for self-assessment include daily reflections, staff meetings, educator self-assessment, reflective questions on meeting agendas, engaging in deeper thinking about practice, seeking children’s views, family feedback (for example, via email, surveys, Facebook posts, daily interactions), and the service’s previous Assessment and Rating report.
* The preschool team will engage in the “Building Quality in Department preschools” e-learning modules with support from the P-2 Officer to thoroughly review each Quality Area in the 2020 Quality Improvement Plan. The strength statements will be updated, and progress notes towards the achievement of improvement goals noted. Compliance check against the National Law and Regulations and will be completed and used in conjunction with the compliance check list from the *Leading and Operating Department Preschool Guidelines* to assess compliance.
* Educators will consider the following cycle from ACECQA: [*ACECQA Self- Assessment Tool*](https://www.acecqa.gov.au/assessment/quality-improvement-plans)

**Addressing the exceeding themes**Three exceeding themes of practice are identified in the [Guide to the National Quality Framework:](https://www.acecqa.gov.au/nqf/about/guide)**Theme 1: Practice is embedded in service operations Theme 2: Practice is informed by critical reflection****Theme 3: Practice is shaped by meaningful engagement with families and/or the community*** Section 3 of the [Guide to the National Quality Framework](https://www.acecqa.gov.au/nqf/about/guide) includes an overview of these themes. In addition, following the guidance to meet each standard, are specific indicators describing how the standard may be exceeded. The indicators relate to practice, programs, environments or policy.
* The Preschool team will refer to this guidance during self-assessment processes, reflecting on how each theme is evidenced in each of the standards within the preschool. These reflections will be noted in the meeting minutes and used to inform further meetings and plans.

**Who is involved?**

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| * Principal
* School executive
* Educators
* School community
 | * Children
* Families
* AECG
* Wider community
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**Developing Goals*** Educators will plan how the service will achieve improvements by developing goals.
* This will be achieved by including the following detail in the QIP:
* write a goal for each of the improvements that the service wants to achieve
* seek consultation with staff, families and children about their priorities/ideas for goals.
* note to which element or standard of the National Quality Standard it is related
* record whether the goal is low, medium or high priority
* set out the steps or strategies that will be used to achieve the goal
* note how success will be measured (how the service will know that the goal has been achieved)
* set a target date for achieving each goal (the date needs to be specific because the aim is to reach the goal).

**Data sources**

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| * Previous Assessment & Rating Report
* ECERS-E /SSTEW research scales
* Meetings minutes
* Weekly critical reflection
* Reflections after a critical incident
* AECG input
 | * Observations
* Suggestions from children
* Feedback from surveys, emails, questionnaires, etc.
* Collaboration with school community and wider community
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