

Coota Gulla Preschool Procedures



Continuous Improvement

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated Departmental policies, procedures or guidelines
7.2	31 55 56	<ul style="list-style-type: none">▪ School Excellence Policy▪ School Excellence Framework v2
Next Review Date:	18/07/23	

Quality Improvement Plan (QIP)

At the end of the year the preschool team completes a self-assessment. If any areas are identified as non-compliant they are addressed immediately. If an Assessment and Rating has occurred during that particular year, areas that are identified as needing improvement are also included in the self-assessment.

A meeting is then organised with the preschool team and supervisor to discuss results of self-assessment and identify areas of strength and improvement. Collaboratively the team decides on the 3-4 Quality Areas identified for improvement and goals are set. Our Quality Improvement Plan (QIP) is then drafted and reviewed by the team, nominated supervisor and P-2 Initiatives Officer. The Quality Improvement Plan (QIP) is printed, displayed and made available to families or anyone who wishes to view it at the preschool.

The Quality Improvement Plan (QIP) is on the preschool team meeting agenda. All members are given the opportunity to contribute to reflections, progress and adjustments are recorded at least twice a term. Families are informed as progress is made towards achieving our goals via ClassDojo, verbally and on display.

Local Procedures

Procedures are reviewed annually unless an incident occurs or practice has changed and amendments are made as necessary. When a procedure is due for review family feedback is sought through a variety of methods including verbal, ClassDojo and a display. Feedback from families is taken into consideration when the team meets to review a procedure.