

Littlehampton Preschool Quality Improvement Plans 2016

Standard/element	What outcome or goal do we seek?	Priority (L/M/H)	How will we get this outcome? (Steps)	Success measure	By when?	Progress notes
1.1/1.1.4	Parents understand that literacy and numeracy learning happens in the preschool daily through play	H	<p>Information will be given to parents at Acquaintance Night about play based learning</p> <p>An information brochure will be developed on Play Based Learning, and this will be distributed to parents on enrolment.</p> <p>Learning Stories and Observations in children's progress folders, and Wall displays in the preschool, will build in the indicators of numeracy and literacy (see 1.1.3 below)</p> <p>Have a page in children's learning folders to inform parents about the indicators and examples of possible activities connected to these indicators.</p>	75% parents agree or strongly agree with statements about play based learning in the 2016 survey	<p>Week 3 Term 1</p> <p>End of Term 2</p> <p>Term 3 Parent Survey</p>	March-Feedback from parents was that the Acquaintance night was informative.
1.1/1.1.3	To ensure our observations and learning stories are in line with the new Literacy and Numeracy Indicators.	H	<p>All staff are familiar with the Indicators of Literacy and Numeracy Draft Document,(See DECD) and are using this in their learning stories and observations</p> <p>Having literacy and numeracy indicators discussions as part of the staff meeting (Break down indicators and document examples of activities and learning at staff meetings.)</p> <p>Include literacy and numeracy indicators in newsletters, learning folders, power point slideshow in the foyer, have signs informing parents about what we are doing.</p> <p>All staff are familiar with the Indicators of Literacy and Numeracy Draft Document,(See DECD) and are using this in their learning stories and observations.</p>	Indicators of Literacy and Numeracy learning will be clearly evident in all Observations, Learning Stories, and Wall Displays.	<p>Week 2 Term 2</p> <p>Week 3 Staff meeting</p>	
2.3/2.3.1	Children are adequately supervised at all times.	M	<p>No longer have inside/outside supervision person. Staff to communicate where they will be.</p> <p>Quiet room set up for children who want to rest or sleep. Staff to supervise through window.</p>	<ul style="list-style-type: none"> • Children use equipment and toys in both outside and inside play areas appropriately and safely • A staff member is actively monitoring children's play for safety and appropriate relationships at all times. • First Aid records indicate few incidents regarding accidents inappropriate use of equipment. 	By end of term 1 2016	Minutes of staff meeting shows that new processes have been discussed and are in place.

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3.1/3.1.2	Shelving in the storeroom allows for effective use of space and safe storage of resources Filing cabinet needs archiving.	M H	Additional cupboards have been built in the store room late 2015. Time to organise the filing cabinet. Pupil free day and NIT used. The issue will be discussed at the OHS meeting at the school.	The 2016 Health and Safety Audit will show safe storage in the storeroom. Space will be available to store 2016 documents in filing cabinet. Policy will be reviewed and updated	By end of Term 3 2016 By end of Term 3 2016 By end of Term 1 2016	OH&S Audit in March 2015 again identified this as an issue
3.1/3.1.2	All staff are aware of the first aid reporting procedure in alignment with DECD policies	H	Discussed at staff meeting with Principal J.Lewis present. New process and proforma developed. All are implemented.	Policy will be reviewed and updated.	By end of Term 1 2016	This has been implemented Term 1 week 10. Entered into policy 6/5/16
4.1.1	Clear prioritisation of Preschool support above school support Look at possibility of having SSOs who work in Preschool Support only, not in school support in future years.	H	Jenny to ensure support staff know that preschool is a priority. Look carefully at the set up of Preschool support in 2017, so that a non-school SSO takes this if possible.	Educators feel supported and children are receiving their time allocation Systems, roster and timetable work smoothly	Initial issue addressed end of Term 1 2016 Long term structural and systems issues addressed beginning of 2017.	Jenny Lewis (Principal) emailed staff with a clear direction about priority of preschool support programs. 15/4/2016
4.1.1	Keeping Staff focus on the Agenda during Staff Meetings	H	Allow for 5 minutes SPECKS OF GOLD. Respect others turns to talk. Timekeeper	All Agenda items are discussed and dealt with thoroughly	End of Term 1 2016	14/4/2016 Staff meeting with a time keeper, 5 mins of specks of gold and discussion about not talking on top of each other.
5.2.2	All staff are familiar with the Behaviour Guidance Code and are using these approaches	M	This BGC is discussed at staff meeting, and all staff given a copy All staff are aware of the need to follow this code. This code is included in the staff induction folder and processes.	Staff are able to articulate the principals they use in working with children on their behaviour, and this is consistent with the Behaviour Code	By end of Term 2 2016	Behaviour guidance code discussed at staff meeting and hand-outs given. 5/5/16 Quiz next meeting.

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5.2.2	Children are following expected guidelines about behaviour and routines.		<p>Staff are trialling the use of ABC proforma to collect data on when incidents are occurring</p> <p>Parents are involved in any behaviour plans (Oneplans) that are made for students.</p> <p>All staff to be familiar with the guidelines for writing a one plan</p>	<p>Behaviour incidents for children who require behaviour support are lessening.</p> <p>Staff are able to write and contribute to one plans.</p>	<p>Data from end of Term 3 incidents shows behaviour incidents are lessening for key children.</p> <p>Oneplan Meetings have taken place by By end of Term 2</p>	
6.3.2	Clarifying responsibilities and providing appropriate transition programs for children with learning difficulties in preparation for school	M	<p>A chart is made to show responsibilities of lead teacher, principal, disabilities consultant DECD psychologist.</p> <p>Transition Meetings are put in place for all children requiring 2 hours or more of support in preschool, during Term 4.</p>	<p>Children who begin at school 2015 have already experienced a transition to school program in term 4 2016.</p>	<p>Transition programs Term 4 2016</p> <p>By end of Term 3, 2016</p>	
7.1.2	Induction process runs smoothly and is beneficial to new staff.	H	<p>Run induction program.</p>	<p>Feedback from new staff.</p>	<p>End of Term 3, 2016.</p>	
7.3.1	Office, Storage Shed and Store Room maintained and organised.	H	<p>Office and store room to be organised every Fri by SSO and Teacher. The Storage Shed tidied end of each term. Checklists established for all areas.</p> <p>Staff are responsible for putting away their own equipment.</p>	<p>Areas look organised and staff can easily access equipment.</p>	<p>End of Term 2, 2016.</p>	
7.3.5	Regular review of policies	M	<p>Two policies are put on the staff meeting agenda for review per term, with a revision or changes made as needed.</p> <p>Staff to be given a copy of the policy for review the week before staff meeting to ensure efficient use of time.</p>	<p>The policies are updated in a manageable way.</p> <p>The staff know and are applying Preschool policies</p>	<p>End of Term 2</p> <p>End of Term 2</p>	