

Rationale

Self-review happens through many processes. Establishing a formal process for review ensures that all aspects of the pre-school operation are considered, discussed, and updated where necessary. Informal reviews will also occur; records of these will be kept as documentation of our review processes.

Pre-school policies and procedures

Feedback will be gathered from the teaching team and pre-school parents/whanau. Amendments will be discussed and agreed at teachers meetings.

Internal Evaluations

- Internal evaluations are decided on through discussion between staff and added to our annual plan and link to our strategic plan
- There will be planned internal evaluations linked to strategic plans, and spontaneous evaluations as needs are identified
- Internal evaluations are recorded using our centre Internal Evaluation format on Playground
- Updates of these Internal evaluations are brought to the teachers meetings
- Parents are consulted and informed through the termly newsletter and Playground/Home App

Annual plan

Each year a management plan will be developed detailing how the pre-school intends to meet its goals in the current year, recording both the local pre-school goals and the centre-wide operational imperatives.

Learning and Teaching practices

The practices used within sessions should be regularly reviewed. This includes activities in session, relationships, interactions, and equipment used. Playground App should include details of food provided in session (e.g. birthday cakes). Identified hazards and actions will be recorded on Safety Checklist and on Teams channel "Health and Safety – Hazard Identification". These reviews may happen informally during staff meeting discussions and spontaneous internal evaluations are encouraged and will take place through consultation with the teaching team following the same internal evaluation format

Finances

The pre-school budget is created annually and approved by the BOT. At the end of the year, the accounts are audited and presented to the centre members. Note should be made to the expenditure of any Equity funding received from the Ministry of Education and publicised to families via our term newsletter.

Planning and assessment

The observation/planning/assessment process in the pre-school must be regularly reviewed. Planning meetings held throughout the term provide regular informal opportunities to review the current process. This item can be documented in the annual management plan and therefore provide an opportunity to formally review the planning process to ensure it meets the needs of the pre-school children and families

Pre-school philosophy

The preschool has a unique philosophy statement which should be reviewed every three years alongside the Ko Taku Reo Deaf Education Centre mission statement and philosophy.

Item for review	Formal review	Informal review
Annual Management plan	Annual	
Finances	Annual	Monthly (by Head of Early Years)
Licensing Criteria	Annual	
Procedures	Annual	Staff meetings
Philosophy statement	Tri-Annual?	Annually
Planning and assessment	As required	Staff meetings
Property & equipment check	Termly	Staff meetings

Appendix a – Internal Evaluation form example (Playground)

Reviewed	May 2023
Review partners	Lead Teacher, Staff, Parents
Next review date	May 2026
Signed:	
Preschool Lead	Krista Clifford