Context

Preschool Name: Brahma Lodge Kindergarten  Preschool Number: 2604
Preschool Director: Kristin Bateman  Region: Northern Adelaide

This year saw the slow decrease of our numbers as we prepared for Same First Day at the beginning of 2014. Our staffing remained constant for the year which helped to ensure continuity for the children.

This has been another year of continuing to grow our skills with regards to the EYLF and the National Quality Standards. As a staff team, we have been working on ways to gather and record up to date information on children’s skills and ways to use this data when planning and programming. We have also been working on continuously improving our centre using the Quality Improvement Plan.

Quality Improvement Plan

Throughout 2013, our main priority was to make improvements in Quality Area 1 – Educational program and practice.

Quality Area 1 – Educational program and practice
Our improvement priorities in this area included inviting families to contribute to our curriculum, including the EYLF outcomes in our planning and keeping and reviewing updated data about children’s skills.

➢ Throughout 2013, refined our programming sheet. We used this to line up the activities we are planning with the outcomes from the EYLF. This became very time consuming and we felt it was not a clear way to display the program to parents. During 2014, we will continue to refine this process by trying different ways to record the program, relevant outcomes and is clear to parents. We also developed a process to review our weekly program to ensure that we are continually meeting the needs of the children and that the children are engaging with the curriculum that we provide.

➢ During 2012, we started to invite parents to become involved in the curriculum through newsletters. During 2013, we took this one step further by asking parents to fill in a questionnaire asking them about ways they would like to be involved and also asking questions about the child’s family, culture and background. We sent these out in term 3 and only received few back. Next year, we will send these out in the first few weeks in the hope that we can gather information and use some of the suggestions as part of our curriculum. During 2014, we will also be looking at different ways to inform parents about their child’s learning.

➢ During 2013, we visited a few part time kindergartens to gather information about how others are collecting data on children’s skills and how they use this information to plan. This was a very informative practice and we gained a lot of insight from the 3 sites that we visited. We developed an Individual Learning Plan for each child. We also developed a procedure to ensure all children are observed, observations recorded and then ‘up to date’ goals are discussed and planned for. This included developing an observation record for each child and a process to review each child’s progress each term.

➢ We developed a Data Collection Statement which outlines how we gather data and what we use it for. This stimulated good staff discussion about the data that we value and use.

Quality Area 2 – Children’s health and safety
During 2013, we maintained the improvements that we implemented in 2012, including ensuring that outdoor activities are planned and recorded each week and using the DECD Excursion risk assessment procedures when planning excursions.

Quality Area 3 – Physical environment
Our improvement priorities in this area included upgrading our facilities. As a staff team, we move the indoor furniture around throughout the year to ensure best use of the space we have. This also creates renewed interest and excitement each term. We had a visit from DECD NQS Facilities to fill in an audit to see if our facilities meet the National Quality Standards. We are still waiting to see what the means in regards to upgrading our facilities. We submitted an application for additional Maintenance funding to upgrade and repair our bark area, sandpit, irrigation system, storage cupboards, flooring and the roof over the breezeway. During 2013, we had our sandpit and bark chips areas topped up, our irrigation system repaired, new flooring inside and new storage cupboards installed. Hopefully early in 2014 the breezeway roof will be repaired. This funding was very beneficial in ensuring the maintenance of our building.
Quality Area 4 – Staffing arrangements
Our improvement priorities in this included developing a professional development procedure with staff.

- I have continued a process of professional development for staff during 2013. This included meeting
  with the teacher to discuss and review her professional development including maintaining Step 9. We
  will continue to have informal discussions about professional development and meet formally twice a
  year to discuss her goals. I have also worked with my 0.2 ECW to finish her Diploma of Children’s
  Services.

Quality Area 5 – Relationships with children
Staff felt that we addressed this area very well. We felt that are strengths were that we welcomed children
and families upon enrolment and every day, that we ran a ‘social skills’ program for children at risk, we
discussed our Behaviour Code with parents and with the children regularly, we offered collaborative play
experiences for the children and also that staff modeled positive language for the children. Staff will continue
to do these things and also be looking for opportunities to ensure that families feel welcome and valued in
our centre.
During 2014, we will once again offer small group programs for children at risk, especially for children with
English as a Second language. Our future enrolments look to include a high number of ESL children.

Quality Area 6 – Collaborative partnerships with families and communities
Our improvement priorities in this area included inviting parents to be involved in our curriculum and
advertising community services to families.

- During 2013, we invited parents to contribute to our curriculum regularly though our newsletters. We
  also developed a questionnaire for families to fill in regarding ways that they would like to be involved in
  the curriculum. This also asked for information about children’s families, culture, strengths and interests.
  We sent these out in term 3. We did not receive many back from families so we plan to send them out
  early in term 1 in 2014 in the hope of gathering more responses.
- During 2014 we are also planning to invite parents to attend an “informal interview” to discuss their
  child’s progress. We are hoping to introduce these in term 2.

Quality Area 7 – Leadership and service management
Our improvement priorities in this area included developing creative ways of sharing children’s learning with
families.

- During 2013, we created a ‘program’ board to display information about the curriculum. This includes
  our programming sheet as well as information about learning and the EYLF. We are always looking for
  ways to creatively display children’s learning with families so this will continue to be a focus in 2014. We
  are planning to change the way we display the program for families, make Learning Journey folders
  more accessible for families and sending out a questionnaire to gather information about each child’s
  family.

Intervention and Support Programs
During terms 3 and 4, we ran some focused groups targeting Pre literacy skills and social skills. In one
group, we used a focus book to teach children about rhyme, alliteration, phonological awareness and print
awareness and the other group focused on Social skills such as turn taking, sharing and how to enter play.

Over this time, we saw children’s confidence in sharing and participation in the group increase in both
groups. We also noticed that children’s skills in the areas of rhyme, alliteration, phonological awareness and
print awareness improved. We also noticed considerable improvement in the social skills of the children in
the social skills program.

We will look at continuing these groups next year and collecting pre and post data to measure children’s
improvement over the whole year.

Report from Governing Council
Throughout 2013, we held two Governing Council meetings each term. Numbers of attendees fluctuated
from 3 people attending up to 6 or 7 attending. The Governing Council conducted numerous fundraising
activities throughout the year including our Kindy Carnival, Cookie Dough, several raffles and Parent
Catalogues. These fundraising events raised approximately $1900.00 for the kindy which is fantastic!! The
Governing Council agreed to purchase a new colour printer for the office. The Governing council showed an
interest in the Quality Improvement Plan and were supportive of closure days for staff to work through this.
Our enrolments during 2013 were lower than the previous year and our numbers decreased throughout the year due to the “Same Start Day” Policy which was being implemented in 2014. Our numbers for 2014 are looking slightly lower than previous years, however we usually get an increase during term one as new families have moved into the area over the Christmas Holiday break.
### Attendance Percentages 2011 - 2013

![Attendance Percentages 2011 - 2013 chart]

#### Table 2: Attendance Percentages 2011 - 2013

<table>
<thead>
<tr>
<th>Year</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011 Centre</td>
<td>100.0</td>
<td>94.4</td>
<td>96.0</td>
<td>82.8</td>
</tr>
<tr>
<td>2012 Centre</td>
<td>81.0</td>
<td>90.5</td>
<td>86.4</td>
<td>76.2</td>
</tr>
<tr>
<td>2013 Centre</td>
<td>81.3</td>
<td>84.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011 State</td>
<td>89.9</td>
<td>89.1</td>
<td>88.4</td>
<td>89.6</td>
</tr>
<tr>
<td>2012 State</td>
<td>87.4</td>
<td>85.9</td>
<td>84.5</td>
<td>85.5</td>
</tr>
<tr>
<td>2013 State</td>
<td>88.7</td>
<td>88.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Based on attendances recorded in the two week reference period each term, and calculated to an average unadjusted daily attendance (deemed attendance). Attendance percentages are based on the calculated deemed attendance (integer), divided by the number of enrolments. Excludes pre-entry.

Note 1: Figures have been revised for previous years, using integer deemed attendance not decimal.

Note 2: Data for Term 3 and Term 4 2013 will not be reported. It is not comparable with previous years due to the transition to the Same First Day enrolment policy for preschools in 2013 creating a break in series.

Source: Preschool Data Collection, Data Management and Information Systems

Our attendance throughout 2013, remained quite high. Due to our low numbers, if one or two children were absent for the reference weeks it lowered the percentage considerably. We have noticed that our two full days of kindergarten are attended more than our half day.
## Table 3: Feeder School Percentage Data 2011 - 2013

<table>
<thead>
<tr>
<th>Site number - Name</th>
<th>Type</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>0983 - Brahma Lodge Primary School</td>
<td>Govt.</td>
<td>84.0</td>
<td>46.2</td>
<td>100.0</td>
</tr>
<tr>
<td>1041 - Salisbury Primary School</td>
<td>Govt.</td>
<td>15.4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1296 - Madison Park Junior Primary School</td>
<td>Govt.</td>
<td>5.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1901 - John Hartley School (B-7)</td>
<td>Govt.</td>
<td>7.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8006 - St Francis Xavier’s Regional Cath Sch</td>
<td>Non-Govt.</td>
<td>7.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8364 - St Paul’s College</td>
<td>Non-Govt.</td>
<td>7.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8399 - Holy Family Catholic School</td>
<td>Non-Govt.</td>
<td>7.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8421 - King’s Baptist Grammar School</td>
<td>Non-Govt.</td>
<td>5.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9072 - St Augustine’s Parish School</td>
<td>Non-Govt.</td>
<td>5.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9757 - Our Lady of Hope School</td>
<td>Non-Govt.</td>
<td>7.7</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>99.0</td>
<td>100.1</td>
<td>100.0</td>
</tr>
</tbody>
</table>

Based on the percent of children currently enrolled who will attend school in the following year, where the expected school is known. Due to rounding totals may not add up to 100%. Source: Term 3 Preschool Data Collection, Data Management and Information Systems

This graph shows that 100% of children went to Brahma Lodge Primary school. This is not totally accurate as it does not include Term 4 data. During term 4, approximately 30% of children (3 children out of 11) went to other schools (2 public schools and 1 private school). The percentage of children going to our local school has increased in 2013.
Client Opinion

This year, I sent out the Parent surveys during term 2 and 4. We had 6 parent surveys returned. Sending the survey out twice during the year did not improve the return rate. I may need to implement a different strategy to improve the return rate in 2014.

2013 Parent Opinion Survey Data
“Quality Teaching and Learning”
Of the 6 surveys, on average 47% strongly agreed and 53% agreed with each of the 9 statements in this section.

“Support of Learning”
Of the 6 surveys, on average 65% strongly agreed, 34% agreed and 1% didn’t know with each of the 12 statements in this section.

“Relationships and Communication”
Of the 6 surveys, on average 62% strongly agreed and 37% agreed and 1% didn’t know with each of the 13 statements in this section.

“Leadership and Decision Making”
Of the 6 surveys, on average 50% strongly agreed, 45% agreed and 5% didn’t know with each of the 10 statements in this section.

In all 4 areas, more parents strongly agreed with the statements in the survey. We also had some parents who felt that they ‘didn’t know’ with regards to some of the statements. As a staff team, we have discussed how we can better communicate children’s learning and development throughout the year to families. We will be continuing to explore different ways in 2014 and hope to better share children’s progress with families.

Financial Statement
See appendix 1