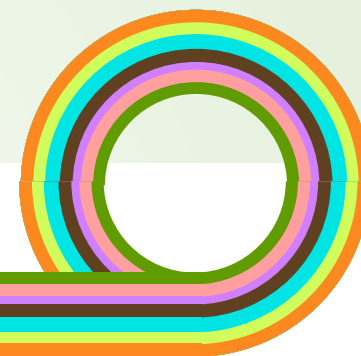


Dunscore Pre-school Centre



Improvement Plan



2015/16

Improvement Plan for Academic Year 2015/16

Key Improvement Area No	Title & QIs	Key Outcomes	Key Tasks	Planned Management (including target date)
1	COMMUNICATION & PARTNERSHIP WITH PARENTS, CARERS AND FAMILIES 2.2 The centre's success in involving parents, carers and families. 5.7 Partnerships with parents & children	An action plan, policy and working practice which leads to better communication amongst all involved in the children's learning & care.	1.1 Review the centre's involvement and communication with parents, carers and families and ensure that new initiatives are being trialled and current guidelines for best practice are being implemented. This should include a wide range of activities such as: getting parental suggestions, use & position of noticeboards, internet communication and website, PLPs, next steps, reports and reporting, start packs, consent forms, care plans, sharing information (QI 8.4), and feedback on improvement planning (QI 6.3) and self evaluation (QI 5.9).	Staff to discuss during self evaluation and planning meetings. Questionnaires to parents Discuss at committee meetings <i>Oct 15</i>
			1.2 Produce and follow action points to develop better communication regarding the above.	All staff to draw up at Self-evaluation meeting and then to take into daily practice. <i>Dec 15</i>
			1.3 Re-write policy on communication and partnership based on above practice.	Administrator in consultation with staff & committee <i>Jan 16</i>
			1.4 Monitor the effectiveness of this	Staff & committee to discuss at committee meeting <i>March 16</i>
2	STAFFING 7.1 Staff sufficiency, recruitment and retention. 7.2 Engagement of staff in the life of the centre. 7.3 Staff development & review	A highly motivated, trained and qualified staff who can provide the highest quality care and learning experiences for all the children at the centre.	2.1 Ensure all staff files including qualifications, registration, job remit, and training needs are kept up to date and that systems are put in place to monitor this and to send training needs details to the council Early Years Team.	Discuss at staff meeting & with chair <i>Feb 16</i>
			2.2 Look at ways of further documenting and sharing information about staff achievements	Discuss at staff meeting <i>Dec 15</i>
			2.3 Produce a staff manual highlighting key points from policies, relating to working practice.	Administrator to draw up based on on-going policy review with all at the centre. <i>March 16</i>
			2.4 All staff to train in depth in one area of interest to them.	Funding to be available for staff to attend at least 2 days training. <i>May16</i>
			2.1 Investigate supply staff provision including registration, qualifications, etc	Discuss at staff meeting. Chair to liaise with Early Years Scotland. <i>May 16</i>



Improvement Plan for Academic Year 2015/16

Key Improvement Area No	Title & Main QIs	Key Outcomes	Key Tasks	Planned Management (including target date)
3	DEVELOPING CHILDREN'S LEARNING FOCUSING ON SUSTAINABILITY INCLUDING FAIRTRADE & CITIZENSHIP 5.1 Curriculum	The children at the centre will have a greater understanding of their place in the world and the responsibilities this brings.	5.1 Staff will research & audit current provision for sustainability to identify where additional training, advice or resources are required are available. These will then be accessed.	Staff will examine this during session times then discuss at planning meetings & feedback to the committee. <i>Sept 15</i>
			5.2 Learning opportunities for the children relating to sustainability will be developed.	Discussed during planning meetings <i>throughout the year</i>
			5.3 The sustainability of the day to day running of the centre will be examined and improved where necessary. A policy on this will also be developed.	This will be discussed by the manager, administrator & chair and the findings discussed and agreed at a committee meeting. <i>April 16</i>
			5.4 The children will be given the opportunity to join a range of forums such as eco-schools & fairtrade. They will work along with members of the community and the children at the primary school. This collaborative working will be developed throughout the year.	The manager and primary staff will meet to plan how this will work at regular intervals throughout the year. <i>Throughout</i>
4	ENSURING ALL LEARNER'S NEEDS ARE MET 5.3 Meeting learner's needs. 5.7 Care, welfare & development	ALL children achieve the best learning experience. Children will enhance their social development and have an awareness of their own learning.	4.1 A review of playroom practice will be used to identify: ~how children with additional needs are catered for ~how staff and resources allow children to develop their problem solving abilities.	Staff during session time and discussed at planning meeting. <i>Nov 15</i>
			4.2 Identify strategies to help any children with a range of behavioural and social difficulties.	Staff at planning meeting. <i>Nov 15</i>
			4.3 Plan & where necessary implement systems for dealing with a range of potential situations resulting from the individual needs of children.	Staff at self assesment time followed up in session time <i>Dec 15</i>
			4.4 Look more carefully at ways of matching resources closely to the needs of individual children; their learning experiences and specific interests.	Staff in planning meetings <i>Feb 16</i>
			4.5 Increase awareness in staff of how to improve & challenge children's learning. A variety of ways in which children's problem solving abilities and creative questioning can be enhanced should be investigated and trialled; leading to an improved awareness of their own learning. (QI 2.1)	Staff in planning time. Staff to access training if available. Use guidance from Early Years Team. <i>March 16</i>
5	FUNDING 8.2 Management of finance for learning.	A well staffed, resourced and adaptable centre that is looking to ensure flexibility for the future.	5.1 Put together an initial budget for potential fundraising & grant applications to include training, administration, resources and remodelling of the playroom.	Manager, administrator, chair & treasurer to work together to ensure budget contains all potential costs. <i>Dec 15</i>
			5.2 Get quotes for work on redeveloping the playroom and moving the kitchen.	Organised by manager <i>Oct 15</i>
			5.3 Apply for a wide range of grants and carry out fundraising to obtain the funds to carry out the work needed to implement the budget.	Carried out by administrator, committee. <i>May 16</i>

