

CONDUCTIVE EDUCATION WAIKATO

Early Intervention and Habilitation Provider

INTERNAL EVALUATION AND REVIEW POLICY

Rationale: To ensure that our service has processes for continual improvement to maintain the quality of the education and care provided to tamariki. It is underpinned by our belief that ongoing internal evaluation is part of wise practice.

Policy Links to:

Nga Aronga Whai Hua- Quality framework for evaluation and improvement.

NELP: The process supports us to take into consideration NELP 6 as we strengthen teaching, learning and leadership qualities for everyone. All NELP may be taken into consideration during the internal evaluation process through investigating, evaluating and monitoring.

Te Whariki: Internal evaluation considers how effectively the service is providing for the strengths, interests and needs of all children and how their learning is progressing. It may focus on the teaching and learning programme, our service's priorities, or other elements of the service directly impacting on learning and teaching. Kaiako discuss, reflect upon and evaluate how effectively the curriculum planning and implementation is supporting children's learning, interests and progress (p.71).

Procedure:

1. The formal internal evaluation procedural steps are outlined in the framework from Nga Aronga Whai Hua- Noticing; Investigating; Collaborative sense making; Prioritising to take action; Planning for improvement; Monitoring and evaluating.
2. The kaiako, governance and whanau work together on strategic, planned and emergent evaluations to ensure that there is a strong collaborative process to provide best outcomes for the learning of all children.
3. Planned internal evaluations are scheduled on the annual plan. They are generally ongoing over 12 months to ensure the review goes deep enough to understand current research and theory but also to give time to embed new ways of being and doing.
4. Emergent reviews are areas that have occurred due to an unplanned change or innovation in practice. Emergent evaluation processes have no time limit as these will vary depending on what is being evaluated. Staff will be responsible for completing a form (based on the Nga Aronga Whai Hua framework) as a record of the change.
5. Planned Internal evaluation processes are also aligned with kaiako Professional Growth Cycles. The process is designed so that the evidence gained throughout the Professional Growth Cycle supports the kaiako to gain and maintain their Practising Teacher's Certificate while also contributing to the centre's planned internal evaluation.
6. The Strategic Plan will also inform specific focus areas for each year. Strategic plans will also be informed by internal evaluations. Areas identified may be decided by numerous contributors (Trustees, staff, families, and Community), and will reflect the proposed developments of the service.
7. All Policies will be reviewed at least once every three years. The Review Cycle will be indicated on the Annual Plan, with specific Policy timetables based on developments, legislation or cycle times.
8. The Specialist Service Standards (SSS) Pathway will be revisited regularly to ensure that all procedures in our pathway are adhered to, and will be of vital consideration as part of all Internal Evaluations. Internal Evaluations and Spontaneous Review will demonstrate links to the SSS Pathway.

9. Regular consultation with staff and families about how our service is working for them, both formal and informal, will be sought. This may take the form of conversations, meetings or consumer surveys.
10. Financial Systems will be reviewed annually by the Trust and Management in line with annual Financial Accounts. Policy and Procedure is in place to ensure financial accountability.

Policy links to: Licensing Criteria- GMA6 An ongoing process of self-review and internal evaluation helps the service maintain and improve the quality of its education and care.

REVIEWED: August 2024
REVIEW DATE CYCLE: July 2027

Centre Manager: _____