

Early Learning and Childcare: Quality Improvement Calendar

	Quality Assurance https://sway.office.com/CSpUEl4s191pUw7?ref=Link	Procedures and processes https://sway.office.com/Gs2jUm19NB0HG2yr?ref=Link	Enrolments/Transitions and Deferral https://sway.office.com/m2TfnDQDUN4cWlCM?ref=Link	Staffing https://sway.office.com/Y2ZITZaEH25vqicR?ref=Link&loc=play	Working with children and families https://sway.office.com/SQbitHNA94AT7BoX?ref=Link
Jan	<p><u>Monitor</u></p> <ul style="list-style-type: none"> PLIs (1/4) Environment/core provision Termly tracking of planning-overview and looking for gaps (Ensure children's voice is evident in short term plan. Learning walls and floor books) <p><u>Information Update – monthly</u></p>	<ul style="list-style-type: none"> Care Inspectorate Return opens Check First Aid Box content (dates and supplies) Health and Safety Review (Annual) Snack menu planning (check pupil allergies) Check/order hygiene supplies 	<p><u>Nursery</u></p> <ul style="list-style-type: none"> Applications for funded Nursery spaces PSA Medical request due for following academic year <p><u>Primary One</u></p> <ul style="list-style-type: none"> Enrolment forms to be completed AMG Applications due in for following academic year. Plan and prepare for primary one enrolment sessions Deferral paperwork due for all children. 	<ul style="list-style-type: none"> Ensure new staff are SSSC registered Familiarise new staff with annual updates Clarification of staff roles (new staff) Check SSSC register for existing staff registration Check staff progress in meeting conditions of registration-record progress PSA Medical for following academic year request due 	<p><u>Parental Involvement</u></p> <ul style="list-style-type: none"> Plan parent consultation linked to HGIOELC ad Health and Social Care Standards Parent committee meetings New parent/child consultation re transition See transition section <p><u>Parental Engagement</u></p>
Feb	<ul style="list-style-type: none"> Review medical, allergy and dietary information held on children attending ELC setting. <p><u>Information Update – 6 monthly</u></p> <ul style="list-style-type: none"> Child Plan updated/signed Data Capture Forms - Jan <p><u>Development</u></p>	<ul style="list-style-type: none"> Care Inspectorate Return – mid Feb deadline ELIPS initial assessment for January starts (Fife Council) Check First Aid Box content (dates and supplies) Check SSSC register for existing staff registration 	<p><u>Nursery</u></p> <ul style="list-style-type: none"> Planning for transition Liaise with HV/partner provider/other agencies Transition info sent home Settling in meetings (Jan starts) <p><u>Primary One</u></p> <ul style="list-style-type: none"> Ensure deferral paperwork completed/if required 	<ul style="list-style-type: none"> PSA medical returns due for following session (Fife Council) 	<p><u>Parental Engagement</u></p> <ul style="list-style-type: none"> Termly newsletter (or more frequent) Termly parent chats/Sharing learning from PLI's Update social media (frequency will vary) Update website (monthly or termly) <p><u>Family Learning</u></p>
March	<ul style="list-style-type: none"> Plan staff development sessions and Team meetings for term. Team meeting to discuss Self-evaluation, Improvement Plan update and related tasks, long term planning (Engagement with relevant documents/self-evaluation in line with Action Plan) Discuss and review actions towards Action Plan termly 	<ul style="list-style-type: none"> Termly Fire Drill Termly Food & Hygiene management records check Check First Aid Box content (dates and supplies) Check SSSC register for existing staff registration Check staff progress in meeting conditions of registration-record progress 	<p><u>Nursery</u></p> <ul style="list-style-type: none"> Transition programme Enrolment paperwork <p><u>Primary One</u></p> <ul style="list-style-type: none"> Planning for formal transition sessions Liaise with HV/partner provider/ other agencies Placing requests to be in by 15th March 	<ul style="list-style-type: none"> Proposed Staffing return for following academic year. Plan staff PRD meetings Check staff progress in meeting conditions of registration-record progress 	<p><u>Family Learning</u></p> <ul style="list-style-type: none"> Discuss/Plan nursery to home links i.e. library, story sacks etc Discuss/Review /plan with team arrangements for family learning for the coming term/s i.e. Bookbug, PEEP Share information with families about support services
Apr	<p><u>Monitor</u></p> <ul style="list-style-type: none"> PLIs (2/4) Environment/core provision Termly tracking of planning-overview and looking for gaps (Ensure children's voice is evident in short term plan. Learning walls and floor books) 	<ul style="list-style-type: none"> Duty of Candour Report Check First Aid Box content (dates and supplies) Check SSSC register for existing staff registration 	<p><u>Nursery</u></p> <ul style="list-style-type: none"> Letter confirming nursery placement. <p><u>Primary one</u></p> <ul style="list-style-type: none"> Letter confirming P1 placement. Letter confirming formal transition program 	<ul style="list-style-type: none"> Ensure new staff are SSSC registered Familiarise new staff with annual updates 	<p><u>Parental Involvement</u></p> <ul style="list-style-type: none"> Family questionnaire to support development of new nursery improvement plan Plan parent consultation (linked to HGIOELC ad HSCS) New parent/child consultation re transition Parent committee meetings See transition section
May	<p><u>Information Update – monthly</u></p> <ul style="list-style-type: none"> Review medical, allergy and dietary information held on children attending ELC setting. <p><u>Information Update – 6 monthly</u></p> <ul style="list-style-type: none"> Child Plan updated/signed (any new families) Data Capture Forms (any new families) <p><u>Development</u></p>	<ul style="list-style-type: none"> Termly Fire Drill Termly Food & Hygiene management records check ELIPS initial assessment for April starts (Fife Council) Check First Aid Box content (dates and supplies) Check SSSC register for existing staff registration Stock review/order 	<p><u>Nursery</u></p> <ul style="list-style-type: none"> Planning for transition Transition info sent home Liaise with HV/partner providers/other agencies Review pre-school home visitor briefing forms Home visits (if possible) Settling in meetings (April Starts) <p><u>Primary One</u></p> <ul style="list-style-type: none"> Transition programme 		<p><u>Parental Engagement</u></p> <ul style="list-style-type: none"> Termly newsletter (or more frequent) Termly parent chats Update social media (frequency will vary) Update website (monthly or termly) <p><u>Family Learning</u></p>
June	<ul style="list-style-type: none"> Plan staff development sessions and Team meetings for term. Team meeting to discuss Self-evaluation, Improvement Plan update and related tasks, long term planning (Engagement with relevant documents/self-evaluation in line with Action Plan) Discuss and review actions towards Action Plan. Evaluate progress/impact and identify next steps. 	<ul style="list-style-type: none"> Finalise Improvement Plan and Action Plan (SIP) and parent synopsis (to be with early years manager by end of June) Update nursery/school welcome booklets ELIPS follow-up assessment for pre-school children (Fife Council) Check First Aid Box content (dates and supplies) Check staff progress in meeting conditions of registration-record progress 	<p><u>Nursery</u></p> <ul style="list-style-type: none"> Transition programme Enrolment paperwork <p><u>Primary One</u></p> <ul style="list-style-type: none"> Meetings between nursery/school staff to discuss children. Transition programme 	<ul style="list-style-type: none"> Liaise with staff to evaluate current Action Plan and discuss proposed Action Plan for following session. Check staff progress in meeting conditions of registration-record progress 	<p><u>Family Learning</u></p> <ul style="list-style-type: none"> Discuss/Review /plan with team arrangements for family learning for the coming term/s Share information with families about support services Gift Bookbug Explorer bags

July	<u>Monitor</u> <ul style="list-style-type: none"> PLJs (3/4) Environment/core provision Termly tracking of planning-overview and looking for gaps (Ensure children's voice is evident in short term plan. Learning walls and floor books) 	<ul style="list-style-type: none"> Share Action Plan (SIP) with families Termly Fire Drill Termly Food & Hygiene management records check ELIPS initial assessment for August starts (Fife Council) Check First Aid Box content (dates and supplies) Check SSSC register for existing staff registration 		<ul style="list-style-type: none"> Discuss Action Plan and identify staff roles and responsibilities Plan/timetable staff PRDs Ensure new staff are SSSC registered Annual Updates: Child Protection, Fire Safety, Asbestos Awareness, Data Protection (2yrs), Food Hygiene, Child smile. Review / revisit vision, values and aims. Clarification of staff roles Check staff progress in meeting conditions of registration-record progress 	<u>Parental Involvement</u> <ul style="list-style-type: none"> Share/Review Vision, Aims and Values with families Plan parent consultation (linked to HGIOELC ad HSCS) New parent/child consultation re transition Parent committee meetings
Aug	<u>Information Update – monthly</u> <ul style="list-style-type: none"> Review medical, allergy and dietary information held on children attending ELC setting. 				<u>Parental Engagement</u> <ul style="list-style-type: none"> Termly newsletter (or more frequent) Termly parent chats Update social media (frequency will vary) Update website (monthly or termly)
Sept	<u>Information Update – 6 monthly</u> <ul style="list-style-type: none"> Child Plan updated/signed Data Capture Forms - Aug <u>Development</u> <ul style="list-style-type: none"> Plan staff development sessions and Team meetings for term. Aug – create final Action Plan. Share with relevant stakeholders. Team meeting to discuss Self-evaluation, Improvement Plan update and related tasks, long term planning (Engagement with relevant documents/self-evaluation in line with Action Plan) Discuss and review actions towards Action Plan termly 	<ul style="list-style-type: none"> Check SSSC register for existing staff registration Check staff progress in meeting conditions of registration-record progress 	<u>Nursery</u> <ul style="list-style-type: none"> Settling in meetings (Aug Starts) <u>Primary One</u>		<u>Family Learning</u> <ul style="list-style-type: none"> Discuss/Plan nursery – home links organisation i.e. library, story sacks etc Discuss/Review /plan with team arrangements for family learning for the coming term/s Share information with families about support services
Oct	<u>Monitor</u> <ul style="list-style-type: none"> PLJs (4/4) Environment/core provision Termly tracking of planning-overview and looking for gaps (Ensure children's voice evident in short term plan. Learning walls and floor books) <u>Information Update – monthly</u> <ul style="list-style-type: none"> Review medical, allergy and dietary information held on children attending ELC setting. 	<ul style="list-style-type: none"> Termly Fire Drill Termly Food & Hygiene management records check Check First Aid Box content (dates and supplies) Check SSSC register for existing staff registration 	<u>Nursery</u> <ul style="list-style-type: none"> Planning for transition Liaise with HV/partner provider/other agencies Transition info sent home Home visits (if possible) <u>Primary One</u> <ul style="list-style-type: none"> Early identification of children requiring additional support and possible AMG applications 		<u>Parental Involvement</u> <ul style="list-style-type: none"> Parent committee meetings See transition section <u>Parental Engagement</u> <ul style="list-style-type: none"> Termly newsletter (or more frequent) Termly parent chats Update social media (frequency will vary) Update website (monthly or termly)
Nov	<u>Information Update – 6 monthly</u> <ul style="list-style-type: none"> Child Plan updated/signed (any new families) Data Capture Forms (any new families) <u>Development</u> <ul style="list-style-type: none"> Plan staff development sessions and Team meetings for term. Team meeting to discuss Self-evaluation, Improvement Plan update and related tasks, long term planning (Engagement with relevant documents/self-evaluation in line with Action Plan) 	<ul style="list-style-type: none"> Check First Aid Box content (dates and supplies) Check SSSC register for existing staff registration Check staff progress in meeting conditions of registration-record progress 	<u>Nursery</u> <ul style="list-style-type: none"> Transition programme Enrolment paperwork <u>Primary One</u> <ul style="list-style-type: none"> Meetings with families and EP regarding potential deferrals out with Jan/Feb birthdays Display posters advertising primary one applications info (from Early Years Team Admissions) 		<u>Family Learning</u> <ul style="list-style-type: none"> Share information with families about support services
Dec	<ul style="list-style-type: none"> Discuss and review actions towards Action Plan termly 	<ul style="list-style-type: none"> Check First Aid Box content (dates and supplies) Check SSSC register for existing staff registration Check staff progress in meeting conditions of registration-record progress 	<u>Nursery</u> <ul style="list-style-type: none"> <u>Primary One</u> <ul style="list-style-type: none"> Finalise any AMG applications in consultation with family and professionals involved. 	<ul style="list-style-type: none"> Check staff progress in meeting conditions of registration-record progress 	