



Standards and Quality Report (SQR) Guidance Note for ELC (14 February 2027)

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Guidance Notes for Completion of Standards and Quality Report (SQR)

The **Standards and Quality Report (SQR)** is a key document used by Scottish services to reflect on their progress and performance over the previous year, identifying strengths and areas for improvement. The SQR is aligned with the Service Improvement Plan (SIP) and informed by the service's self-evaluation approaches, which in Glasgow includes the service Self-Evaluation Report (SER). The SQR is written for parents/carers and partners, therefore it should be a concise report that avoids the use of unnecessary educational jargon. Also, as the audience for the report is parents and carers, we encourage services to use pictures and diagrams to make the report more accessible.

A well-considered report will minimise repetition and bureaucracy, fulfil a wide range of purposes and meet the statutory requirements arising from:

- The National Improvement Framework (NIF)
- A Quality Improvement Framework for the Early Learning and Childcare Sectors
- The Statutory Guidance issued to local authorities in March 2017.

The SQR should clearly evaluate the impact of the service's work in relation to the '**Quality Improvement Framework for the Early Learning and Childcare Sectors**'.

Therefore, the report should clearly state the impact of the service's work to improve the attainment and achievement of children and families. The SQR should also include evaluative comments on demographic data.

In outlining your progress and achievements, it would be helpful to organise your summary for parents/carers under these four headings.

1. LEADERSHIP

- Leadership and management of staff and resources
- Staff skills, knowledge, values and deployment
- Leadership of continuous improvement

2. CHILDREN THRIVE AND DEVELOP IN QUALITY SPACES

- Children experience high quality spaces

3. CHILDREN PLAY AND LEARN

- Playing, learning and developing
- Curriculum
- Learning, teaching and assessment

4. CHILDREN ARE SUPPORTED TO ACHIEVE

- Nurturing care and support
- Wellbeing, Inclusion and equality
- Children's progress
- Safeguarding and child protection

Detailed below is a summary of the statutory requirements that should be included in a service's Standards and Quality Report:

- A concise description of the context of the service
- Our achievements and Improvements
 - Progress against improvement plan priorities
 - Improvement in attainment, particularly in literacy and numeracy
 - Data on wider achievement
 - Data on children's capacity to be successful learners, confident individuals, responsible citizens and effective contributors
 - Evaluative comments on the effectiveness of engagement with parents/carers and stakeholders
 - Improvement in children's and families' health and wellbeing
- Improvement priorities for the following year
- Quality Improvement Framework evaluations of the service in terms of the QIs identified above (Year 1/2/3)

Services may also wish to add further credibility to their SQR through independent validation or confidence statements such as:

- Comments from recent HMIE and/or Care Inspectorate inspections
- Specific endorsements/confidence statements from parents/carers and/or local community and partner groups

Parents/carers should be directed at the end of the report to sources of further information as listed below:

- Service website
- Service handbook
- Newsletters and communications
- Service Improvement Plan (SIP)

The SQR template and guidance documents can be downloaded from Glasgow Online within '**Quality Improvement and Leadership - Service Improvement Planning**':

<https://www.goglasgow.org.uk/Pages/View/358>

The SQR should be made available to parents/carers and published on the service website by **14 February each year**. The report should also be emailed to the local authority via the following link:

EducationELC@glasgow.gov.uk

Further guidance from Education Scotland on writing the SQR can be found here:

<https://education.gov.scot/resources/annual-reporting/>