



Preschool Philosophy Review Procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
7.1	168 170	
Pre-reading and reference documents		
The ACECOA Information sheet: Reviewing your service philosophy		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> · the preschool is compliant with legislative standards related to this procedure at all times · all staff involved in the preschool are familiar with and implement this procedure · all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	
Preschool supervisor	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:</p> <ul style="list-style-type: none"> · analysing complaints, incidents or issues and what the implications are for the updates to this procedure · reflecting on how this procedure is informed by relevant recognised authorities · planning and discussing ways to engage with families and communities, including how changes are communicated · developing strategies to induct all staff when procedures are updated to ensure practice is embedded. 	

<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> · all staff in the preschool and daily practices comply with this procedure · this procedure is stored in the preschool and it is accessible to all staff, families, visitors and volunteers · that educators are actively involved in the review of this procedure, as required, or at least annually · the details of this procedure's review are documented.
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Procedure

	<p>The philosophy is a statement of the values and intent of a preschool community. The ACECOA Information sheet: Reviewing your service philosophy notes that, 'A statement of philosophy guides all aspects of a service's operations'.</p> <p>An effective philosophy:</p> <ul style="list-style-type: none"> ● is consistently reflected in preschool operations and the practices of all educators (this relates to exceeding theme one) ● supports the school vision/mission statement ● includes the children's voices ● seeks input from preschool families, any community groups that the preschool has a relationship with, and the rest of school through methods accessible to them ● reflects the uniqueness of the preschool ● identifies the theoretical influences that inform practice, as appropriate ● is reviewed collaboratively (no time-frame is specified in the regulations, so this should be done as needed) ● is easy to understand ● is accessible to all families and the school staff ● reflects the guiding principles of the NQS, being; <ul style="list-style-type: none"> - the rights of the child are paramount - children are successful, competent and capable learners - equity, inclusion and diversity underpin the program and operations - Aboriginal and Torres Strait Islander cultures are valued - the role of the family is respected and supported - best practice is expected in the provision of education and care services.
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Reviewing the philosophy ensures it meets the needs of the service and all current stakeholders. With changes in children and families at the service, as well as educators, leadership and management, it is essential that the philosophy is a 'living' document.

Steps to reviewing the preschool philosophy

1. Discuss the school [vision/mission statement](#) (located in the CPS school plan)
2. Critically reflect on the existing philosophy. Is it still relevant?
3. As a staff compare personal educator philosophies and collate common themes.
4. Survey families as to what they value and believe in regards to preschool and how staff should be meeting the needs of the children.
5. Survey children as to what they feel is important to them about preschool.
6. Develop a shared vision. Reflect on how this might be achieved. Use the below table for reflection.

Why?	How?	What?
Philosophy	Practice	Principles
Why do you do what you do? Who is benefiting? Why is it important?	How does your philosophy shape and guide the operation of the service? What practices are embedded in the service that promote the service's values and beliefs? How do you involve children in the process of reviewing the philosophy?	What is achieved? What are the outcomes for the children, families, educators and the community?

7. Decide on what the philosophy should say and how it should look- Taking into consideration families and children and the preschool context.
8. Draft the philosophy and present to preschool families and children for feedback and support.
9. Present at CPS Parent and Community (P&C) Meeting, the Aboriginal Education Consultative Group (AECG) and the School Reference Group (SRG) and discuss and act on feedback.
10. Set time frames for the next review
11. Communicate the reviewed philosophy via Kinderloop and the CPS Facebook page
12. Display the philosophy in the preschool foyer with evidence of practice in pictures surrounding it.

Record of procedure's review
Date of review and who was involved
19/10/2021 Carolyn Jones, Leanne McMaster, Shiralee Robinson, Annette Thomson and Natalie Kenny
Key changes made and reason/s why
Format was changed to make the procedure more comprehensive and in line with the new format.
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
16/2/2022 Carolyn Jones, Leanne McMaster, Shiralee Robinson and Miriam McKeown
Key changes made and reason/s why
No changes made
Record of communication of significant changes to relevant stakeholders
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Record of procedure's review
Date of review and who was involved
28/6/23 Carolyn Jones, Leanne McMaster, Shiralee Robinson and Miriam McKeown
Key changes made and reason/s why
Addition of links.
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

