Handbook on Quality Review for Pre-primary Institutions

Education Bureau
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I. Preface

The Quality Assurance Framework was introduced to kindergartens/ kindergarten-cum-child care centres and schools with kindergarten classes (hereafter collectively referred to as "KGs") in 2000 to emphasize School Self-evaluation (SSE) as the key role in the improvement of schools. SSE is complemented by external school review to support continuous improvement in the quality of KGs through the inter-connected self-evaluation processes, viz. planning, implementation and evaluation.

With the implementation of the Pre-primary Education Voucher Scheme (PEVS) from the 2007/08 school year (s.y.), all KGs joining the PEVS are required to undergo Quality Review (QR). KGs have to conduct SSE and compile a School Report (SR) and an Annual School Plan every year. Review teams from the Education Bureau (EDB) will conduct QR to evaluate KGs' performance and make an overall professional judgment on whether a KG has met the prescribed standards. It will provide the basis for ascertaining their eligibility for the PEVS and voucher redemption. EDB encourages KGs not joining the PEVS to access the EDB website for information about SSE to establish the School Development and Accountability Framework for continuous improvement. To assure education quality, EDB will from time to time conduct different modes of inspection to monitor service standard provided by all KGs.

After years of practice, KGs have become more familiar with SSE. To further enhance schools' development and accountability, EDB has revised the template of SR for providing a framework which facilitates KGs to evaluate the effectiveness of their work and to better utilize their evaluation findings to strategically plan for the next school year. KGs can refer to the revised *School Self-evaluation Manual* (2012) at the EDB website for information. All KGs joining the PEVS from the 2012/13 s.y. are required to undergo QR, only local non-profit-making KGs that are assessed as having met the prescribed standards will remain eligible for the PEVS and voucher redemption. The QR reports will continue to be uploaded onto the EDB website and linked to the electronic version of the Profile of Kindergarten and Kindergarten-cum-child Care Centres (hereafter referred to as "KG Profile") for increasing transparency and facilitating parents in their choice of KGs.

II. Objectives of Quality Review

- to validate SSE findings and promote sustainable development in KGs
- to provide professional judgment for ascertaining the eligibility of KGs in joining the PEVS
- to provide the public with information on the current development and quality of pre-primary education in Hong Kong
- to enhance quality of pre-primary education through dissemination of effective practices among KGs

III. Work Flow of Quality Review

The timing for conducting QR at individual KGs will follow approximately the sequence in the first cycle. QR is composed of three stages, namely Pre-QR, On-site Review and Post-QR:

Pre-QR

- KGs will receive notification of the exact QR dates by phone and mail from the EDB eight weeks in advance. KGs will receive a notification letter of QR and a "Notes to School" with general procedures of QR. KG heads are required to circulate the Notes among all teaching staff for information
- KGs make reference to the notification letter and submit the following documents via the "Kindergarten Quality Review Information System" (KGQRIS):
  - Within two weeks upon receipt of notification, submit school calendar and time tables
  - Within four weeks upon receipt of notification, submit:
    - School Report, appended with Annual School Plan, for the current school year. The revised template of SR (revised edition 2012) can be found at the EDB Website (http://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/quality-assurance-framework/sse/SchoolReportTemplate.doc)
    - School Basic Information Form and Teacher Information Form
    - Compiled results of the stakeholder survey which was conducted in the same school year as the SR was prepared: KGs collect views from parents, teachers and non-teaching staff by using the revised questionnaires (revised edition 2012) provided by the EDB. KGs can download the aforesaid templates and tools from KGQRIS or the EDB Website (http://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/quality-assurance-framework/sse/questionnaires/questionnaires.html)
    - Annual Curriculum Plan
    - School Floor Plan, and

- A list of teachers' function groups (if any)

- Contact with KG heads by phone

  The leader of the review teams will contact KG heads by phone before the QR visit and discuss on arrangements to be made during on–site review, for instance, the schedule of interviews with parents and teachers

On-site Review

- The previous half-day pre-QR visit will be combined with the on-site review and conducted within the same week
- In the first half day of the on-site review, the review teams will start to perform inspection duties. They will meet the teaching staff to answer enquiries on QR if necessary
- Depending on the school size, the review teams will conduct a 2.5- to 3.5-day on-site review
- Review teams will observe lessons, look at children's work, interview KG heads, teachers, parents and children, and review KGs' existing documents to closely examine how KGs implement the inter-connected self-evaluation processes for promoting sustainable development

Post-QR

- Oral feedback will be given to the head and teaching staff of KGs at the end of the on-site review by the review teams. A draft report will be issued to KGs within six weeks after the QR visit. Within four weeks upon receipt of the draft report, KGs are required to submit a reply slip, with written response, if any, endorsed by their Supervisor to the EDB. A final report, appended with KGs' written response, if any, will be issued to KGs within two weeks upon receipt of the reply slip
- When EDB issues the final QR report to KGs, KG heads and teachers will be invited to fill in a set of post-QR questionnaires to collect their feedback on the QR visit
- KGs assessed as meeting the prescribed standards in QR:

- QR reports will be uploaded onto the EDB website and linked to the KG Profile for the public's reference
- KGs remain eligible for the PEVS

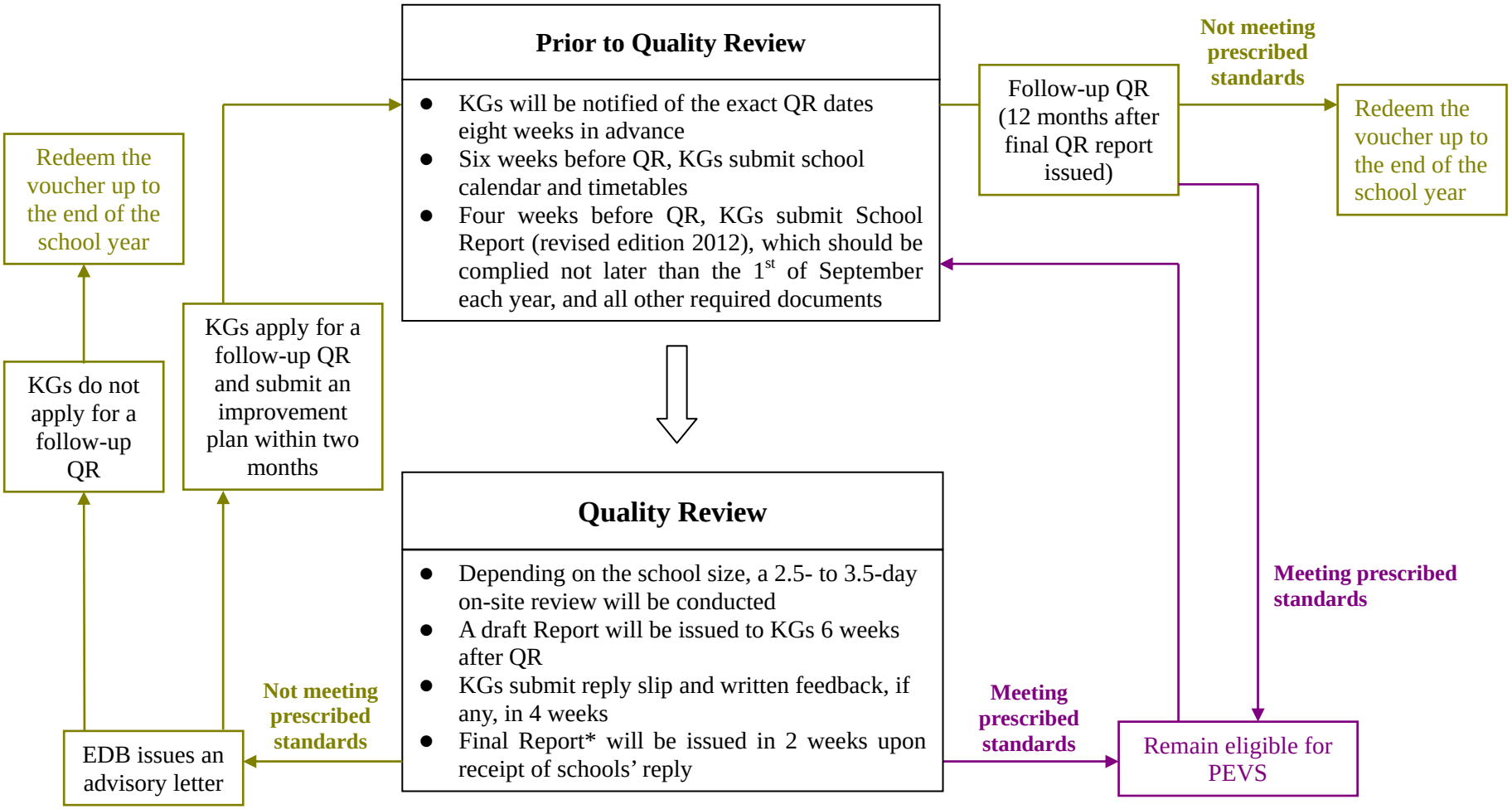
➢ KGs assessed as not meeting the prescribed standards in QR:

- KGs may apply for a follow-up QR by submitting an action plan to address the issues identified for improvement to the EDB within two months after receiving the final QR report
- If KGs apply for a follow-up QR, the QR reports will not be uploaded onto the EDB website or linked to the KG Profile. However, the KGs concerned must make the report and improvement plan accessible to their teachers and parents. A separate team of inspectors from the EDB will conduct a follow-up QR about 12 months after the issue of the final QR report. All follow-up QR reports will be uploaded onto the EDB website and linked to the KG Profile
- If KGs do not apply for a follow-up QR two months upon the receipt of the final QR reports, the QR reports will be uploaded onto the EDB website and linked to the KG Profile
- For those KGs assessed as not meeting the prescribed standards but choose not to apply for a follow-up QR, or those KGs assessed as not meeting the prescribed standards in the follow-up QR, they can only redeem the voucher up to the end of the school year in which they underwent QR

➢ QR reports issued from the 2012/13 s.y. and beyond will be uploaded onto the EDB website and linked to the KG Profile to supersede the previous one

For enquiries, please
visit the EDB website "Education System and Policy > Kindergarten Education > Quality Assurance Framework > Quality Review Framework"
(http://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/quality-assurance-framework/qr/index.html)
or
contact the Kindergarten Inspection Section at 2892 5458

IV. Summary of Quality Review Procedures



* QR Reports of those KGs that were assessed as meeting the prescribed standards will be uploaded onto the EDB Website once ready while QR Reports of those assessed as not meeting the prescribed standards should only be made accessible to their teachers and parents. If KGs concerned do not apply for a follow-up QR within the required time frame, their QR Reports will be uploaded onto the EBD website. All follow-up QR Reports will be uploaded on the EDB website.