

Handbook on Quality Review for Kindergartens

Education Bureau
2024 version

Contents

I.	Preface.....	1
II.	Objectives of Quality Review	3
III.	Work Flow of Quality Review	4
IV.	Summary of Quality Review Procedures	7

I. Preface

The Education Bureau (EDB) has implemented the Kindergarten Education Scheme (Scheme) since the 2017/18 school year. In consonance with the implementation of the Scheme, all kindergartens (KGs) joining the Scheme (Scheme-KGs) will continue to conduct School Self-evaluation (SSE) and undergo Quality Review (QR), both of which take the *Performance Indicators (Kindergartens)* (PIs) for reference. Review teams from EDB will conduct QR to validate KGs' SSE findings and judge on whether a KG has met the prescribed standards. EDB also encourages KGs not joining the Scheme to conduct their SSE for continuous improvement. To assure education quality, EDB will conduct different modes of inspection from time to time. To strengthen accountability and improve the transparency of management, Scheme-KGs are strongly advised to upload their School Reports onto their school webpages to keep their stakeholders including parents informed of the school development.

After years of practice, KGs have accumulated experiences in establishing SSE mechanism and demonstrating professionalism through teamwork. KGs adopt a whole school approach in conducting SSE and make reference to their evaluation findings to strategically plan for future tasks to promote their sustainable development. Following the current practices, KGs are required to use the School Report to record the self-evaluation findings and formulate the school development plan. KGs can refer to the updated *School Self-evaluation Manual* on the EDB webpage for information. Results of QR would be taken into account when considering if KGs' are able to stay in the Scheme.

To enhance the transparency of QR, EDB had involved independent members as external observers in some school visits between the 2013/14 and the 2021/22 school years. From the 2018/19 to the 2020/21 school years, a pilot scheme was implemented to invite serving KG principals to serve as external observers. Since the 2021/22 school year, EDB has regularised the Serving Principal External Observer Scheme in QR. Serving principal external observers (external observers) have been arranged to take part in some QR visits, which yielded positive results. To further enhance the transparency of QR and foster professional exchanges among frontline principals, starting from the 2024/25 school year, all schools undergoing QR will have the opportunity to be assigned

with external observers by random sampling. Similar to the existing practice, external observers will share their experiences on teachers' teaching skills and the set-up of the learning environment during the school visits, but will not assess school performance.

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 KG Education Scheme
- to provide the public with information on the current development and quality of kindergarten education in Hong Kong
- to enhance quality of kindergarten education through dissemination of effective practices among KGs

III. Work Flow of Quality Review

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 a letter sent through email eight weeks in advance
- Attached to the notification letter is a “Notes to School” (Notes) with general procedures of QR. KG principals are required to circulate the Notes among all teaching staff for information
- KGs make reference to the notification letter and submit the following documents and information via the “Kindergarten Quality Assurance Information System” (KGQAIS):
 - Within two weeks upon receipt of notification, submit school calendar and time tables
 - Within four weeks upon receipt of notification, submit:
 - School Reports, appended with Annual Work Plans, of the previous two school years. The template of School Report can be downloaded from the EDB webpage
[\(<https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/quality-assurance-framework/sse/index.html>\)](https://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/quality-assurance-framework/sse/index.html)
 - School’s basic information and teachers’ teaching information
 - Compiled results of the stakeholder survey which was conducted in the previous school year: KGs collect views from parents, teachers and supporting staff (clerk and janitor staff) by using the questionnaires (2017 version) provided by EDB. KGs can download the aforesaid tools from KGQAIS or the EDB webpage
[\(<http://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/quality-assurance-framework/sse/questionnaires/questionnaires.html>\)](http://www.edb.gov.hk/en/edu-system/preprimary-kindergarten/quality-assurance-framework/sse/questionnaires/questionnaires.html)
 - Curriculum Plan
 - School Floor Plan, and

- Duty list of teachers' working groups (if any)
- Contact KG principals by phone
The leader of review teams will contact KG principals by phone before the QR visit and discuss the arrangement details of on-site review, for instance, the dates and times for parent and teacher interviews

On-site Review

- Depending on the school size, review teams will conduct a 2.5-, 3.5- or 4.5-day on-site review
- Review teams will observe lessons, look at children's work, interview KG principals, teachers and parents, and review KGs' existing documents to closely examine how KGs implement the cyclical process of planning, implementation and evaluation for promoting sustainable development
- There is no need for KGs to adjust the arrangement of children's routine activities for QR

Post-QR

- Oral feedback will be given to the school principal and teaching staff of KGs at the end of the on-site review by review teams. A draft report will be issued and sent to KGs via the Kindergarten Quality Assurance Information System (KGQAIS) about two months 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 EDB via KGQAIS. Within four weeks upon receipt of the reply slip, a final report will be issued and uploaded onto the EDB webpage via KGQAIS and KGs will be notified via KGQAIS. Translation of the final report will also be uploaded onto the EDB webpage once ready
- When EDB issues the final QR report to KGs, KG principals 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:
 - Both Chinese and English versions of the QR reports will be uploaded onto the

EDB webpage and linked to the *Profile of Kindergartens and Kindergarten-Child Care Centres (KG Profile)* for public's reference

- KGs remain eligible for staying in the Scheme
- KGs assessed as not meeting the prescribed standards in QR:
 - If KGs would like to apply for a follow-up QR, an improvement plan has to be submitted to EDB for review 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 webpage. However, the KGs concerned must make the report and improvement plan accessible to their teachers and parents. Another team of inspectors from EDB will conduct the follow-up QR about 12 months after the issuance of the final QR report. In the follow-up QR, no matter the school is assessed as meeting the prescribed standards or not, the QR report this time will be uploaded onto the EDB webpage
 - If KGs do not apply for a follow-up QR two months upon the receipt of the final QR reports, the QR reports stating the KGs concerned assessed as not meeting the prescribed standards will be uploaded onto the EDB webpage
 - For those KGs assessed as not meeting the prescribed standards in the follow-up QR, EDB will contemplate termination of their status as a Scheme-KG and cease the provision of government subsidy
- The most recent QR reports will be uploaded onto the EDB webpage and linked to the *KG Profile* to supersede the previous one

For enquiries, please

visit the EDB webpage (Home > Education System and Policy > Kindergarten Education > Quality Assurance Framework > Quality Review Mechanism)

(<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

