

Handbook on Quality Review for Kindergartens

Education Bureau
2018 version

(updated in November 2022)

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I. Preface

The Quality Assurance (QA) Framework was introduced to kindergartens (KGs) in 2000 to emphasise 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.

The Kindergarten Education Scheme (Scheme) is implemented with effect from the 2017/18 school year. All KGs joining the Scheme (Scheme-KGs) are subject to the QA Framework comprising the SSE and Quality Review (QR), both of which are conducted on the basis of the Performance Indicators (PIs). KGs have to conduct SSE and compile a School Report 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 joining the Scheme. EDB also encourages KGs not joining the Scheme to conduct their SSE 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. To strengthen accountability and improve the transparency of management, KGs are strongly encouraged to make their School Reports accessible to their major stakeholders including parents through different means, such as uploading the School Reports onto their school websites.

After years of practice, KGs have demonstrated progressive improvement in conducting SSE. KGs are encouraged to continue to adopt a holistic approach when conducting SSE and utilise their evaluation findings to strategically plan for the next school year. Following the existing practices, KGs are required to use the School Report template 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 website for information. All Scheme-KGs are required to undergo QR and results of QR would be taken into account when considering KGs' application for joining the Scheme. Both Chinese and English versions of QR reports will 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 public information.

To enhance the transparency of QR, EDB has 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. Serving Principal External Observer Scheme was regularised in the 2021/22 school year. Serving principal external observers will be arranged to take part in school visits according to the QR mechanism every year to further enhance the transparency of QR. They will conduct professional sharing on teachers' teaching skills and the set-up of the learning environment, but they do 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 mail from the EDB eight weeks in advance. KGs will receive a notification letter of QR and a “Notes to School” (Notes) 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 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 Report, appended with Annual School Plan, for the current school year. The template of School Report can be found at the EDB Website (http://www.edb.gov.hk/attachment/en/edu-system/preprimary-kindergarten/quality-assurance-framework/sse/School_Report_Template_2018_EN.docx)
 - School Basic Information Form and Teacher Information Form
 - Compiled results of the stakeholder survey which was conducted in the same school year as the School Report was prepared: KGs collect views from parents, teachers and supporting staff (clerk and janitor staff) by using the questionnaires (2017 version) provided by the EDB. KGs can download the aforesaid templates and tools from KGQAIS or the EDB Website (<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 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

- Depending on the school size, the review teams will conduct a 2.5- or 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
- There is no need for KGs to adjust the arrangement of children's daily activities for QR

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 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 the EDB. A final report will be issued to KGs within four 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:
 - Both Chinese and English version of the QR reports will be uploaded onto the EDB website and linked to the KG Profile for public's reference
 - KGs remain eligible for joining the Scheme
- 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, irrespective of meeting or not meeting the prescribed standards, 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, 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 website and linked to the KG Profile to supersede the previous one

For enquiries, please

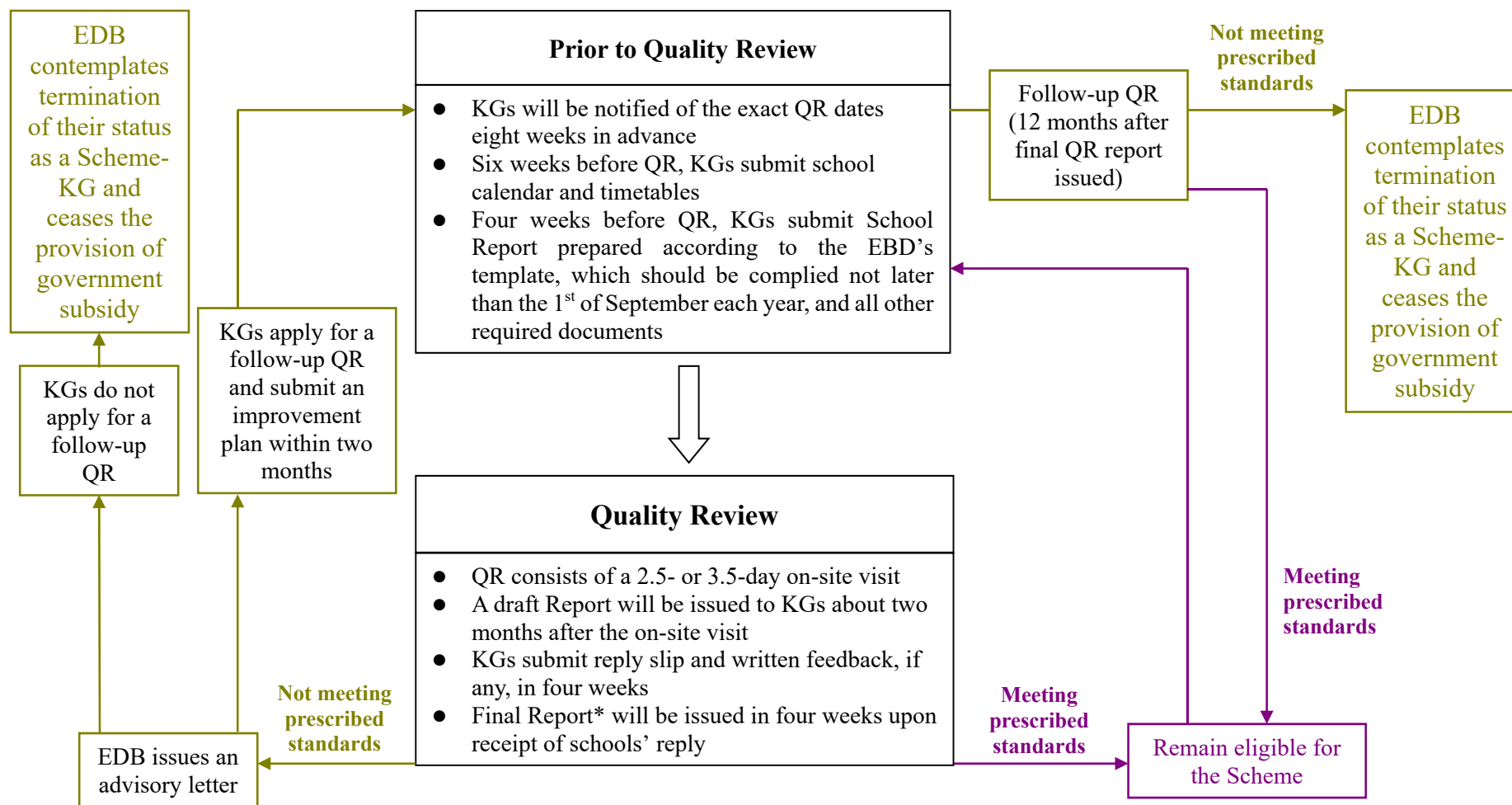
visit the EDB website “Education System and Policy > Kindergarten Education > Quality Assurance Framework > Quality Review Mechanism”

(<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

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 EDB website. All follow-up QR Reports will be uploaded on the EDB website.