

**Policy Title:** Internal Evaluation Policy

**Classification:** Teaching and Learning

**Monitored by:** Senior Teachers

**Approved by:** GM Professional Services

**Effective Date:** March 2021

**Review Date:** March 2023

**Objective:** To ensure that continual improvement across all aspects of kindergarten teaching practices, environment and operations occurs, through Internal Evaluation practices.

**Commitment:** HCK is committed to quality improvement in kindergartens, which are supported by systematic review processes developed by HCK.

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### Related Documents

- Licensing Criteria for Early Childhood Education and Care Services (2008)
- He Pou Tātaki
- The Quality Journey
- Ngā Arohaehae Whai Hua
- HCK Guidelines

### Policy Details:

1. Senior Teachers will develop HCK expectations around Internal Evaluation practices. These expectations will be shared with teachers at meetings, Professional Learning and Development opportunities and induction processes.
2. Teams will develop procedures to systematically evaluate their teaching practices, environment and operations.
3. For Internal Evaluation to be effective, teams will have:
  - A shared vision
  - A team philosophy
  - A current Teaching and Learning Plan
  - An annual planner that identifies the reviews that will be undertaken and when they will occur
  - Kindergarten's Priorities for Learning.
4. Senior Teachers will support teams to ensure Internal Evaluation processes are occurring and that these processes lead to continual improvement.

### Review:

This policy will be reviewed biennially in consultation with staff.