Over $5,000 School Readiness Funding Annual Planning Template - 2024

**[SERVICE NAME]**

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| **SUMMARY** | | | |
| **Total School Readiness Funding (including DET Allied Health)** | $ xx | **Plan Status** | xx |
| **Mid-year review complete?** | xx | **End of year acquittal complete?** | xx |
| **Total Funding for Items** | $ xx | **Total DET Allied Health Sessions** | xx |
| **Estimated Expenditure for Items** | $ xx | **Estimated DET Allied Health Sessions Accessed** | xx |
| **Remaining Funding for Items** | $0 | **Remaining DET Allied Health Sessions** | xx |

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| **COLLECT DATA**  Collect and collate information at a community/child, educator and service level to provide a picture of the recurrent learning and development needs of children and families that typically attend your service.  You can add one or more data sources, but each data source selected must be different. | |
| **Data source** | **Findings from data (character limit in KIMS 1500)** |
| Child Observations |  |
| Local school |  |
| Educator professional learning plans |  |
| Quality Improvement Plan (QIP) |  |
| Australian Early Development Census (AEDC) |  |
| Other (service) |  |

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| **QUESTION AND ANALYSE**  Please summarise your data analysis from the “collect data” section above identifying the overall needs of your service at the relevant level e.g. community/child, educator and/or service. | |
| **Level** | **Issues and needs (character limit in KIMS is 1500)** |
| Service Level |  |
| Educator level |  |
| Community/Child Level |  |

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| **SELECT PRIORITY AREA**  The S.M.A.R.T. goals method can help your service develop achievable goals by making them:  •  Specific: Clearly defined  •  Measurable: Able to be measured  •  Achievable: Able to be reached with existing resources and staffing  •  Relevant: Focused on your priority area and directly related to the findings from the data  •  Time-bound: Specified as needing to be achieved within 12 months.  Please refer to the SRF Planning Guide and the Data literacy tip-sheets available on the [SRF website](https://www.vic.gov.au/school-readiness-funding#planning-for-school-readiness-funding), for further guidance on setting S.M.A.R.T. goals.  You may select one, two or all of the priority areas. Refer to the School Readiness Funding: Annual planning guide to support completion of this section.  The Indicators and Measures of Success will be set against each menu item, allied health item or flexible funding item. | | |
| **Priority Area** | **Goal(s) for this Year (character limit in KIMS is 1500)** | **Details / Comments**  **(character limit in KIMS is 1500)** |
| **Access & Inclusion** |  |  |
| **Communication (Speech/Language Development)** |  |  |
| **Wellbeing**  **(Social/Emotional Development)** |  |  |

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| **MENU ITEMS**  Please refer to the *School Readiness Funding: Annual Planning Guide* for comprehensive support to complete this section, including examples of the level of detail required.  A detailed description of the menu items which can be filtered by cost and outcome areas, can be accessed by clicking here: [Menu Items](https://www.vic.gov.au/school-readiness-funding-menu)  You should choose a balance of items and supports menu items that address the identified needs of your service. For example, if you select a range of training programs, consider the timelines and capacity of educators to attend. How will learnings be meaningfully implemented into practice?  Finally, please enter the estimated cost\* of the menu item, the term you will be utilising this menu item in (multiple terms can be selected), your goal for the year in using this menu item and the indicator and measure of success.  If you intend to pool funding or partner with other services to access menu items, you should enter your service’s contribution to the item in the ‘Estimated Cost’ field. Indicate details of pooled funding in the ‘Details/comments’ field. For more information on pooling funding, visit the [Department’s website](https://www.vic.gov.au/school-readiness-funding#maximising-your-funding-through-collaboration) or speak to your [Early Childhood Improvement Branch](https://www.vic.gov.au/contact-early-childhood-improvement-branch).  Backfill/additional hours can be used to replace educators or to cover additional hours of work. Indicate the number of hours and the estimated cost of backfill in the optional ‘Backfill’ fields. Then, in the details/comments field, you should outline your calculations to clearly justify your workings. This will help the Early Childhood Improvement Branch to better understand the indicated costs and assist with the plan approval process.  \*Please note that the *Remaining Funding for Items* must be ‘$0’ in order to submit the plan for approval. |

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| **Priority Area** | **Menu Item** | **Cost** | **Timeline** | **Backfill Hrs / Additional Hrs** | **Backfill /Add. Hrs Cost ($)** | **Indicators / Measures of success**  **(character limit in KIMS is 1500)** | **Details/Comments**  **(character limit in KIMS is 1500)** |
| ***Access & Inclusion*** |  |  |  |  |  |  |  |
| ***Communication (Speech/ Language Development)*** |  |  |  |  |  |  |  |
| ***Wellbeing***  ***(Social/ Emotional Development)*** |  |  |  |  |  |  |  |

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| **ALLIED HEALTH**  This section can only be completed by services that have been provided an allied health allocation by the Department. Services that have not been provided an allied health allocation by the Department may access allied health support through menu items in the previous section of the planning tool. An allied health support line is also available to these services. Visit the [Department’s website](https://www.vic.gov.au/school-readiness-funding#how-services-can-spend-their-funding) for more information.  To enter a new outcome for your allied health support, and a preferred allied health discipline, click the **+ New Allied Health** button. If you are unsure of the allied health discipline that best aligns with your service goals, please select ‘undecided’. Please note that your allied health provider will work with you to identify the best support for your service, and will not always be able to meet the exact discipline spilt you identify.  For each allied health item you enter, please complete the estimated number of sessions\*, the term you will be utilising this item (multiple terms can be selected), your goal for the year in using this item and the indicator and measure of success.  Backfill or Additional hours can be used to replace educators or to cover additional hours of work. Indicate the number of hours and the estimated cost of backfill in the optional ‘Backfill’ fields. Then, in the details/comments field, you should outline your calculations to clearly justify your workings. This will help the Early Childhood Improvement Branch to better understand the indicated costs and assist with the plan approval process.  If you wish to make changes to an allied health item click the **Edit** button. Click **Delete** to remove the record. Note that allied health items cannot be deleted after the plan is approved. If an allied health item is not used, the status of that item must be changed to ‘Not accessing item’.  \*Please note that the *Remaining DET Allied Health Sessions* must be ‘0’ in order to submit the plan for approval. | | | | | | | |
| **Priority Area** | **Preferred Allied Health Discipline** | **Estimated Sessions** | **Timeline** | **Backfill Hrs /Add. Hrs** | **Backfill /Add. Hrs Cost ($)** | **Indicators / Measures of success**  **(character limit in KIMS is 1500)** | **Details/Comments**  **(character limit in KIMS is 1500)** | |
| ***Access & Inclusion*** | *e.g. Speech Pathology* |  |  |  |  |  |  | |
| ***Communication (Speech/Language Development)*** | *e.g. Occupational Therapy* |  |  |  |  |  |  | |
| ***Wellbeing***  ***(Social/Emotional Development)*** | *e.g. Psychology* |  |  |  |  |  |  | |

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| **FLEXIBLE FUNDING ITEMS**  Services that receive over $5,000 in School Readiness Funding may spend up to 25 per cent of their funding flexibly on programs and supports not listed on the menu. Items purchased using flexible funding must align with the guidelines and intent of funding and cannot include infrastructure or information technology.  Services that wish to spend some of their funding flexibly should first discuss this with their [Early Childhood Improvement Branch](https://www.vic.gov.au/contact-early-childhood-improvement-branch).  Remember, for any Backfill or Additional Hours you should outline your calculations in the details/comments field. This will help the Early Childhood Improvement Branch to better understand the indicated costs and ad assist with the plan approval process.  NOTE: All new requests for flexible funding after the plan is approved, or where the actual cost of a flexible funding item is considerably higher than the estimated cost, must be submitted to the Department for approval.    **Administration/Planning allowance:**  All services allocated more than $5,000 in School Readiness Funding in a given year, can allocate up to five per cent of the funding (capped at $10,000 per service) to support the administration and planning of School Readiness Funding. Funds spent to support the administration and planning of School Readiness Funding must be included in annual plans as part of the 25 per cent available for flexible funding.  If your service plans to allocate up to five per cent of the SRF allocation to planning, please select any of the priority areas, record the item using free text labelled as "Administration/Planning” and note ‘N/A’ for the Indicators /Measure of Success field.  Please be advised that services must ensure this amount DOES NOT exceed five percent of the total service level SRF allocation, and must not be more than $10,000.  Details of how the funding is intended to be used to support administration and planning for School Readiness Funding should be outlined in the ‘details/comments’ section of the flexible funding items tab.  The administration and planning allowance amount must be acquitted each year. | | | | | | | |
| **Priority Area** | **Flexible Funding Item**  **(character limit in KIMS is 1500)** | **Cost ($)** | **Timeline** | **Backfill Hrs /Add. Hrs** | **Backfill /Add. Hrs Cost ($)** | **Indicators / Measures of success**  **(character limit in KIMS is 1500)** | **Details/Comments**  **(character limit in KIMS is 1500)** | |
|  | Administration/Planning  (services receiving more than $5,000 only) | Max. **5%** of Total SRF Allocation | - | - | - | N/A | - | |
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