Under $5,000 School Readiness Funding Annual Planning Templates - 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** | N/A |
| **Estimated Expenditure for Items** | $ xx | **Estimated DET Allied Health Sessions Accessed** | N/A |
| **Remaining Funding for Items** | $0 | **Remaining DET Allied Health Sessions** | N/A |

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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. **Planning for allocations under $5,000** Services are only required to provide a minimum of **one source of data** to inform goals. If appropriate, it may also streamline your planning to focus on data sources from within your service. |
| **Data source** | **Findings from data (character limit in KIMS is 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. As stated above, services only need to focus on **one** of the three data levels below.  |
| **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. **Planning for allocations under $5,000 –**Services may select just **one priority area** to focus on. |
| **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.**Planning for allocations under $5,000 –**Servicesmay also streamline their planning process through the following ways:* Minimise menu items to ensure maximum impact
* Access backfill to ensure effective implementation of menu items
* Ensure you utilise the $250 administration and planning allowance to support the planning process.
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| **Priority Area** | **Menu Item** | **Cost**  | **Timeline**  | **Backfill Hrs / Additional Hrs**  | **Backfill /Add. Hrs Cost ($)** | **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)*** |  |  |  |  |  |  |  |
|  | Administration and Planning Allowance |  |  |  |  | To support the administration and planning of SRF this year. |  |