Over $10,000

School Readiness Funding 2-Year Cycle Planning Template: 2025-26

**[SERVICE NAME]**

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| **SUMMARY** |
| **Total School Readiness Funding Allocation (including DE Allied Health)** | $  | **Plan Status** |  |
| **Total Funding for Items** | $  | **Total DE Allied Health Sessions** |  |
| **Estimated Expenditure for Items** | $  | **Estimated DE Allied Health Sessions Accessed** |  |
| **Remaining Funding for Items** | $ | **Remaining DE Allied Health Sessions** |  |

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| **COLLECT DATA** Collect and collate data / information from either Community/Child, Educator and/ or Service levels. Ensure a variety of data levels are used to create a picture of the recurrent learning and development needs of children and families that typically attend your service.You must use more than one data source, and each data source you select must be different.  |
| **Data source (add others as required)** | **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 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 levels.  |
| **Level** | **Issues and needs (character limit in KIMS is 1500)** |
| Service Level |  |
| Educator level |  |
| Community/Child Level |   |

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| **SELECT PRIORITY AREA AND DEVELOP GOALS** |
| Consider your data and analysis to identify which priority area(s) you will focus on in your School Readiness Funding Plan. Broad goals have been developed for your service to select from and are available from a drop-down list for you to select from in KIMS. There is also an option for you to develop and input your own goals if you wish. You will need to answer the additional questions in the table below to ensure the goal is specific and relevant to your service. |
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| **Priority Area** | **Goal(s) for the 2-year cycle (character limit in KIMS is 1,500 words)** | **What will be the specific focus for your service? (i.e. does it relate to a specific cohort/number of children, educators, families? How does it link to the data and analysis captured within the plan?** | **What does achieving this goal look like at your service and how will it benefit the children, service and/or local community? (what does it look, sound and feel like?)** |
| **Communication (Language, Literacy and Numeracy)** |  |  |  |
| **Wellbeing (Social, Emotional and Executive Function)** |  |  |  |
| **Access, Inclusion and Participation**  |  |  |  |

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| **MENU ITEMS**Please refer to the *School Readiness Funding: 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 year and term you will be utilising this menu item in (multiple terms can be selected), and the outcome 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 (maximise funding through collaboration) 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****Year/Term**  | **Backfill Hrs / Additional Hrs**  | **Backfill /Add. Hrs Cost ($)** | **Outcome & Measures of success****(character limit in KIMS is 1500)** | **Details/Comments****(character limit in KIMS is 1500)** |
| ***Access, Inclusion & Participation*** |  |  |  |  |  |  |  |
| ***Communication (Language, Literacy & Numeracy)*** |  |  |  |  |  |  |  |
| ***Wellbeing*** ***(Social, Emotional & Executive Function)*** |  |  |  |  |  |  |  |

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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.  Please note that your allied health provider will work with you to identify the best support for your service, as they can offer a Multidisciplinary approach to Allied Health supports. 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), and the outcome and measures 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 DE Allied Health Sessions* must be ‘0’ in order to submit the plan for approval. |
| **Priority Area**  | **Preferred Allied Health Discipline** | **Estimated Sessions** | **Timeline****Year/Term**  | **Backfill Hrs /Add. Hrs**  | **Backfill /Add. Hrs Cost ($)** | **Outcome & Measures of success****(character limit in KIMS is 1500)** | **Details/Comments****(character limit in KIMS is 1500)** |
| ***Access, Inclusion & Participation*** | *e.g. Speech Pathology* |  |  |  |  |  |  |
| ***Communication (Language, Literacy & Numeracy)*** | *e.g. Occupational Therapy* |  |  |  |  |  |  |
| ***Wellbeing*** ***(Social, Emotional and Executive Function)*** | *e.g. Psychology* |  |  |  |  |  |  |

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| **FLEXIBLE FUNDING ITEMS**Services that receive over $10,000 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 $10,000 in School Readiness Funding in a 2-year planning cycle, can allocate up to five per cent of the total service level SRF allocation (capped at $20,000 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 Outcomes & 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 $20,000.Details of how the funding is intended to be used to support administration and planning for School Readiness Funding should be outlined in the ‘details/comments’ section of the flexible funding items tab.The administration and planning allowance amount must be acquitted as part of the end of cycle reporting. |
| **Priority Area** | **Flexible Funding Item****(character limit in KIMS is 1500)** | **Cost ($)** | **Timeline**  | **Backfill Hrs /Add. Hrs**  | **Backfill /Add. Hrs Cost ($)** | **Outcome & Measures of success****(character limit in KIMS is 1500)** | **Details/Comments****(character limit in KIMS is 1500)** |
|  | Administration/Planning | Max. **5%** of Total SRF Allocation | - | - | - | N/A | e.g. Funding will be used to support:* Booking in of menu items
* Planning for SRF implementation
* Pulse checks
* End-of Cycle Review
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