



SCHOOL READINESS FUNDING Annual Plan

This document is designed to build on the work that you already do to prepare annual Quality Improvement Plans (QIP), and for EYMs, Service Improvement Plans (SIP).

When developing an SRF Annual Plan, you will have the opportunity to reflect on the commonly occurring needs within your service(s) that would be best supported through the use of school readiness funding.

All service providers must lodge their plans with the Department of Education and Training (the Department) between **31 October and 30 November**. For services receiving funding greater than \$5000, the Department will approve the SRF Annual Plan prior to funding being released.

Completing Section 2

School readiness funding must be used to support outcomes for children in three priority areas (based on the VEYLDF) – communication (language development), wellbeing (social and emotional regulation) and inclusion and access.

The VEYLDF Early Years Planning Cycle (Figure 1) is the framework to collect and analyse evidence that contributes to a detailed, up-to-date, picture of teacher practice and children's learning and development.

The Department has provided guidance to support planning for school readiness funding and a related worksheet. You should use the information you recorded in the worksheet in Section 2 over the page.

You should then consider how you can measure success against this goal, and by when. Success measures could include:

- a process measure – e.g. two educators attended a particular training course
- a child outcome measure – e.g. that there was an increase in attendance, enrolment data changes; observations; discussions with local feeder primary schools
- an educator measure – e.g. increased confidence in addressing commonly occurring needs within the service.



Figure 1: The VEYLDF Early Years Planning Cycle, adapted from the Educators' Guide to the EYLF (2010)

Completing Section 3

Section 3 is a record of financial expenditure, covering the items you choose from the menu of evidence-informed programs and supports and how you plan to use any flexible or pooled funding. The information for this section is based on what is recorded in the 'What can we spend our funding on to get to this outcome or goal?' in Section 2.

Completing Section 4

The approved service provider or their delegate should fill out and sign the boxes in Section 4 prior to lodging with the Department.



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Section 1: Service details

This information should match the information in your QIP/SIP.

Service name		Service approval number	
Primary contacts at service			
Physical location of service		Physical location contact details	
Street		Telephone	
Suburb		Mobile	
State/territory		Fax	
Postcode		Email	
Approved Provider		Nominated Supervisor	
Primary contact		Primary contact	
Telephone		Telephone	
Mobile		Mobile	
Fax		Fax	
Email		Email	
Postal address (if different to physical location of service)			
Street		State/territory	
Suburb		Postcode	



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EARLY CHILDHOOD

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Section 2: SRF Annual Plan

School readiness funding priority area	What are the need(s) we have identified in our service? (From the worksheet)	What outcome or goal do we seek to address this need?	What can we spend our funding on to get to this outcome or goal? (e.g. items from the menu)	How will we measure success? (Process/child/educator)	By when?	Mid-cycle and Annual Review Notes
Communication (language development)						
Wellbeing (social and emotional regulation)						
Access and inclusion						



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Section 3: Financial expenditure

	\$
Allied health allocation (as specified by the Department)	
SRF allocation to spend on menu items	
Total SRF allocation	

Please enter the itemised expected amounts for your school readiness funding into the table below based on what you have recorded in the ‘What can we spend our funding on to get to this outcome or goal?’ column in Section 2.

	Description(s)	\$ Amount(s)	Expected timing of expenditure (month/s)
Itemised menu selections			
Itemised flexible funding / local priorities (if any)			
Pooled with other services (if any)			
Total expenditure			



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Section 4: Plan approval by service provider (or delegate)

Name	Role	Organisation	Signature	Date
				/ /2018

Section 5: DET comments (if any)

Section 6: Plan approval by DET (if applicable)

Name	Role	Organisation	Signature	Date
				/ /2018