LOWER PLENTY PRIMARY SCHOOL OSH 

126 Main Road, Lower Plenty 3093

Phone: 9435 2585 Fax: 9432 0844

Email: lower.plenty.ps@edumail.vic.gov.au

Website: www.lowerplentyps.vic.edu.au

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# PROGRAM EVALUATION POLICY

## PURPOSE

In order to ensure that its programs are effective to deliver the values and aims and objectives of Lower Plenty Primary School OSHC as reflected in these policies and procedures, OSHC regularly evaluates the structure, process and content of its programs

## SCOPE

This policy applies to children, families, staff, management and visitors of the OSHC Service.

## IMPLEMENTATION

* Staff will regularly seek feedback from the children, including their responses to the programs delivered by Lower Plenty Primary OSHC
* Staff will undertake written evaluations of activities on a regular basis
* Families are invited to contact the Coordinator at any time with any comments, complaints or suggestions relating to the programs provided by Lower Plenty Primary OSHC
* The Coordinator will, on a regular basis:
	+ Seek verbal comments from staff in respect to the effectiveness of the programs delivered by Lower Plenty Primary OSHC
	+ Discuss with staff the ways in which program should be modified or enhanced as a result of any feedback or experience encountered in the delivery of the program. Written minutes will be taken at meetings.
* In seeking feedback from parents or staff, the Coordinator will treat all complaints relating to program respectfully in accordance with the Complaints Handling Policy and, where necessary, will take appropriate steps to seek to address genuine complaints quickly and effectively

## FURTHER INFORMATION AND RESOURCES

* Quality Area 1
* Education and Care Services National Regulations 73 - 76
* Education and Care Services Act 2010, section 168, 323

## REVIEW CYCLE AND EVALUATION

This policy was last updated on 20th January, 2022 and is scheduled for review in January 2025.