

Explaining the (KG) Review Process



A Guide for Kindergarten Leaders, Teachers, and
Parents



Who we are

We are the Education & Training Quality Authority (BQA), an independent body that reviews schools, kindergartens, training providers, higher education, and Special Education Needs (SEN) institutions in Bahrain.

Our Role



We review and report on the quality of kindergarten education.



We provide fair and constructive feedback to help kindergartens improve.



We share information with parents and the community about the quality of provision.



We do not manage daily operations or act as a regulator.

Our reviews are

- **Independent and fair:** carried out by trained reviewers
- **Constructive:** highlighting both strengths and areas for improvement
- **Child-centred:** focused on children's early development and well-being





What Kindergarten Reviews Look At

Kindergarten reviews focus on 3 main aspects:



Children's Growth and Development: How children develop socially, emotionally, and physically, including support for those with special needs.



Child-Initiated Learning: How children explore, play, and learn across different areas of the curriculum.



Leadership and Management: How leaders plan improvements, support teachers, and involve families and the community.

What Kindergarten Review Reports Provide

- **Strengths:** What the kindergarten does well in supporting children's learning and development.
- **Recommendations:** Practical measures for further improvement.

There are no judgements. Reviews highlight main positive and areas for improvements.



Review Process at a Glance



Before Review Visit

4 weeks before review

Kindergarten submits Self-Evaluation Form (SEF) and supporting documents.

2 weeks before review

- Review dates confirmed.
- Parents' surveys are shared.

2-3 days before the review

Lead Reviewer contacts the leadership team to finalise the review plan.

During Review Visit

The visit usually takes two days

- Reviewers observe experiences and activities.
- They look at children's learning, progress, and development.
- They speak with leaders, teachers, practitioners and parents.
- Feedback is provided to the leadership team.

After Review Visit

Within 4 weeks after review

Draft Report sent to the kindergarten for fact-checking.

Within 4 weeks after the draft report

Kindergarten prepares an Action Plan in response to recommendations.

Once the report is finalised

Final report published on the BQA website.

For KG Leaders






What reviewers focus on

- Vision and planning for high-quality early years education.
- Monitoring children's progress and meeting their needs.
- Staff development and training.
- Partnerships with families and the community.



What to expect

-  Meetings with reviewers.
-  Questions about planning, resources, and children's outcomes.
-  Feedback during the review, followed by draft and final reports.

FAQs for KG Leaders

How often are kindergartens reviewed?

Usually once every three years.

Do we receive a grade or judgement?

No. Reports highlight strengths and provide recommendations for improvement.

Who reads the review report?

The full report is published on the BQA website.

Can we appeal the review?

Yes, but only on issues related to the process.





How should we prepare staff and parents?

Encourage open participation, explain what the review involves, and reassure everyone that the purpose is to sustain improvement.

How do we prepare children?

Remind teachers and parents to tell children in simple terms that some friendly visitors will be part of their class for a little while, joining them in their learning and play.

How to be involved

-  Provide accurate self-evaluation and evidence.
-  Share requested documents on time.
-  Support teachers and parents in preparing for the review.
-  Lead the follow-up through improvement planning.

For Parents



What reviewers focus on

- Communication between kindergartens and families.
- How parents' feedback is considered.
- The quality of support for children's learning and development.



What to expect



You will receive a parent survey



You may be invited to a meeting or discussion

FAQs for Parents/Guardians

Will my feedback be confidential?

Yes, surveys and discussions are confidential.

Do reviews affect my child's daily routine?

No, activities continue as normal.

How often are reviews carried out?

Usually once every three years.


How will I know the results?


The full review report is published on the BQA website.


Should I prepare my child?

Yes, just let them know that friendly visitors may come to join their class. Keep it light and positive, so they feel relaxed.

How to be involved

 Share your feedback honestly in surveys and meetings.

 Stay engaged with your child's development.

 Tell your child that some visitors may come to their class so they feel comfortable and confident.

For Teachers and practitioners



What reviewers focus on

- The quality of child-practitioner interactions.
- Support for children's holistic development.
- Use of observations to guide planning and ensure progress.
- Teamwork in delivering quality experiences for the children.



What to expect



A sample of learning experiences and activities will be observed.



Reviewers may ask about learning methods and support strategies.



You may be invited to discussions or interviews.

FAQs for Teachers and practitioners

Will every teacher be observed?

No, reviewers observe a sample across different groups/areas.

Are observations part of my appraisal?

No, reviews are independent from performance management.

What if my activity does not go well?

Reviewers look for overall patterns, not single moments.

Do I need to prepare special lessons?

No, just continue as usual.

How should I prepare children?

Briefly explain that visitors will come to join their learning and play, and reassure them it is nothing unusual.

How to be involved



Teach and support children as normal, no need for special preparations.



Share openly about your work and experiences.



Provide examples of how you help children progress.



Let children know that some visitors will be joining them, so they are not surprised.



For more information, visit www.bqa.gov.bh