



2012

Annual Report

EDUCATIONAL AND
FINANCIAL
REPORTING 2012

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REPORTING AREA 1

A Message From Key School Bodies

Chairman of the Board of Directors Message

Al Hikma College is founded to provide opportunities to its boys and girls to excel to their personal best standards and the school aims to develop each child intellectually, physically, emotionally, socially, religiously, morally, aesthetically and vocationally in an Islamic environment in Australia so that the children are happy and successful citizens of Australia.

Wisdom (Hikma) is the ability to combine useful knowledge and righteous deeds in one's life. Al Hikma College is an educational and spiritual institution founded on Islamic principles, Australian values and pursuit of academic excellence. This will be achieved through empowering all children to reach their full potential within a safe, caring and supportive environment. The College's rigorous academic program fosters confidence, compassion, humility and integrity, needed to live fulfilling and successful lives. This philosophical framework provides a holistic education from academia, religious instruction, extracurricular activities, manners and good character. Hence students will leave the college with a positive identity as Australian Muslim youth and global citizens.

School Motto

Wisdom Knowledge Character

The College aims to:

- To provide a balanced educational platform guided by Australian and Islamic values and principles in the state of New South Wales.
- To provide a formal educational curriculum for years K-6 students in the manner that meets and adheres to the guidelines set by the NSW Board of Studies, Department of Education and the Australian Government Quadrennial Administrative Guidelines.
- To invest in the life course of the individual student by cultivating the highest sense of civic duty, social awareness and moral integrity.
- To ensure that our students will enjoy a commitment to exciting and rigorous academic scholarship.
- To establish, provide and facilitate an intellectually stimulating environment that ensures each student is able to explore and achieve their highest potential cognitively, physically, emotionally, socially and spiritually.
- To ensure that students will share our high expectations for growth in character and spirituality and depart Al Hikma College with the skills and confidence to live life fully and achieve the highest levels of their individual potential and excellence.
- To enhance a sense of self-empowerment and personal commitment for intellectual and educational pursuits while recognising and promoting appreciation for individual differences and diversity.

- To nurture a climate of care and trust where each child is valued as an individual, is assisted in developing a sense self-esteem and is aware of the contribution he/she can make to the society in which they live.
- To cultivate skills and abilities in using a wide range of technologies and be mindful of its academic and social implications.
- To promote respect and a sense of responsibility for the natural environment in their community, nationally and globally.
- To establish a close partnership with parents and community to encourage an active supporting role in the education of their children within their care and environment.
- To cultivate, recognise and respect the opinions and contributions of child, parent and teacher.
- To reinforce initiative and confidence, critical thinking and creative approaches to problem-solving.
- To emphasise values of good citizenship through community service, civic awareness and development of leadership potential.
- The College ethos will establish a safe, secure and compassionate academic environment designed to develop the highest potential of students and promoting intellectual wellbeing.
- To promote and provide facilities and opportunities for extracurricular activities such as creative arts and physical education activities pursuits.
- To establish an Australian Islamic educational environment in which each student may develop a quality religious knowledge and understanding and to provide facilities in which each student can perform their daily worship and adhere to Islamic values.

REPORTING AREA 2

CONTEXTUAL INFORMATION

Al Hikma College is an independent school founded in 2012. The College adheres to the principles and values of the Islamic faith and the values for Australian schooling. The teaching curriculum is based on the New South Wales Board of Studies curriculum for primary schools. In 2012, the infants department of the school was established. There are a total of about 59 students in three classes, two of which are kindergarten and the other a year one/two composite class. The teaching staff consists of three classroom teachers and one language and religious education teacher.

All of the students are followers of the Islamic faith. Most children speak English as their second language as they are from a variety of ethnic backgrounds. The attitudes, beliefs and values of the Islamic faith are instilled in these students through their exposure to Islamic studies, the study of the Quran and daily prayer. Students also participate in a values education program which promotes tolerance and respect of others regardless of ethnicity or religious orientation.

The students, being our main focus, are being catered for through the implementation of research-based teaching techniques and programs. The students also enjoy participation in a rich variety of extra-curricular activities. Islamic values and the Nine Values for Australian Schooling are manifested through the school rules and the implementation of the Religious Education Program.

Al Hikma College prides itself on being a student-oriented school with supportive environment that implements informed teaching and learning programs.

REPORTING AREA 3

**STUDENT OUTCOMES IN NATIONAL AND
STATEWIDE TESTS AND EXAMINATIONS**

NOT APPLICABLE

REPORTING AREA 4
SENIOR SECONDARY OUTCOMES

NOT APPLICABLE

REPORTING AREA 5

PROFESSIONAL LEARNING AND TEACHER STANDARDS

The 2012 professional development program was rich and diverse catering for the wide range of teachers' needs and consequently their students. The regular fortnightly meetings and the pupil's free days were opportunities to conduct school based professional development program. In addition, child protection (identifying and responding to risks of harm) training was conducted to ensure that our teachers and admin personnel are aware of their professional and legal responsibilities and to ensure that a safe environment is always in place. Work, Health and Safety also was one of the highlights of the professional development program in 2012. First aid training was conducted to ensure that staff members are equipped with the right skills which will enable them to save lives if the need arises. Literacy and Numeracy occupied a lot of space in the school based professional development program and how to provide support to students encountering difficulties in literacy; Multilit training was provided to one staff member so professional learning support was made available to the school community .

REPORTING AREA 6

WORKFORCE COMPOSITION

Teacher attendance and retention rates

- In 2012, the average daily staff attendance rate was 100% excluding any approved leave such as long service leave, sick leave, maternity leave, carer's leave, family leave or annual leave or any non-attendance leave which is less than 5 consecutive days.
- The school witnessed a 100% staff turnover during its inception Year.

Teaching standards

| Category | Number of Teachers |
|--|--------------------|
| Teachers having teacher education qualifications from a higher education institution within Australia or as recognized within the National Office of Overseas Skills Recognition (AEINOOSR) guidelines, or | 3 |
| Teachers having a bachelor degree from a higher education institution within Australia or one recognized within the AEI-NOOSR guidelines but lack formal teacher education qualifications, or | 0 |
| Teachers not having qualifications as described in (i) and (ii) but having relevant successful teaching experience or appropriate knowledge relevant to the teaching context. Such teachers must have been employed to 'teach' in NSW before 1 October 2004 (either on a permanent, casual or temporary basis) and as a 'teacher' during the last five (5) years in a permanent, casual or temporary capacity. | 0 |
| Total number of teachers in school in 2012 | 3 |

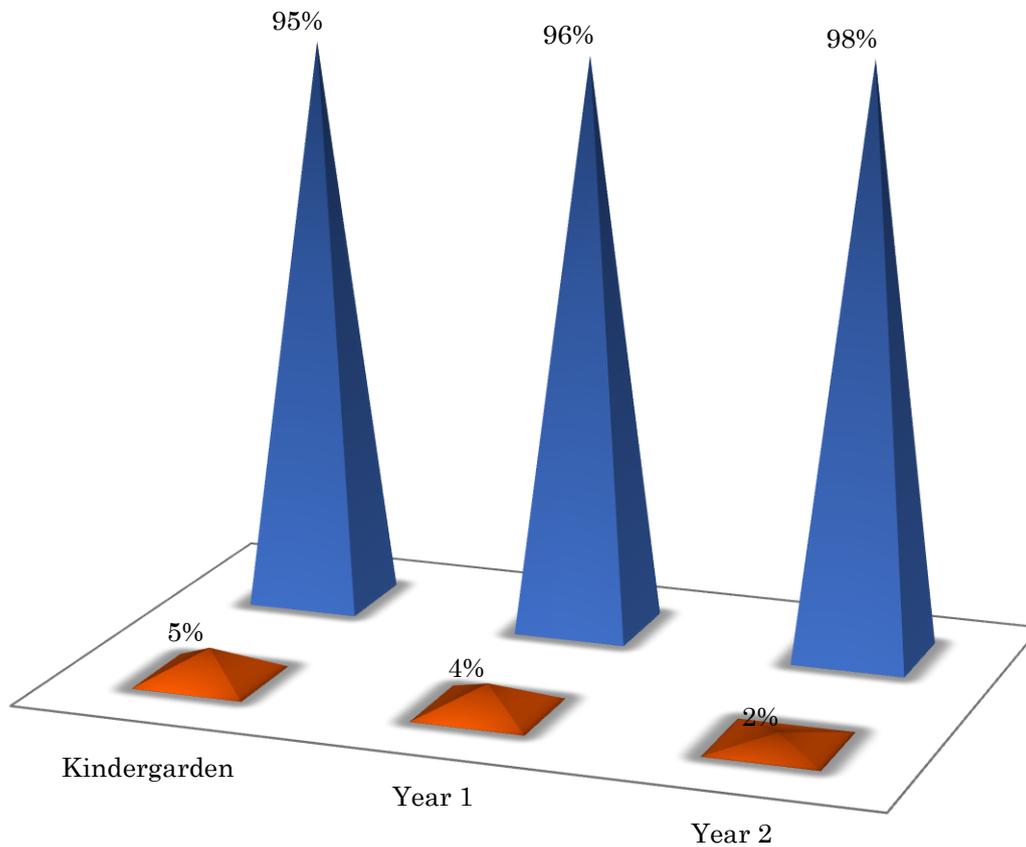
REPORTING AREA 7

STUDENT ATTENDANCE AND MANAGEMENT OF NON-ATTENDANCE, SECONDARY RETENTION

The average student attendance rate over a 20 day period chosen at random throughout the year indicated that approximately 96.3% of the students attended school on average each day in 2012.

Attendance Chart 2012

■ Daily Absence ■ Daily Attendance



The school abides by the legislation (Education Act 1990) pertaining to student attendance. A register of enrolments encompassing all relevant data is kept. The school has a set of policies and procedures to monitor attendances/absences, which keeps track of absences from school and from individual classes.

Unexplained absences are monitored, parents/guardians are notified of attendance trends and unsatisfactory attendance records are kept on file. The register of daily attendance includes: daily attendance, absences, and reasons for absences and other relevant documentation to support in the explanation of absences.

The registers of enrolments are archived after end of every school year with the retention of the attendance records for a period of seven years.

REPORTING AREA 8
POST SCHOOL DESTINATIONS

NOT APPLICABLE

REPORTING AREA 9

Enrolment policies and characteristics of student body

ENROLMENT POLICY

Principles

Al Hikma College aims to provide the choice of Muslim schooling to all those seeking an Islamic education for their children within the parameters set by the NSW Board of Studies curriculum. However, enrolment of a student into Al Hikma College cannot be guaranteed. Our aim is that no student will be refused enrolment or be disadvantaged because of an inability on the part of parents/guardians to meet financial requirements.

Al Hikma College aims to provide its members with a holistic education which takes place in an environment formed by the authentic teachings and values of Islam. Those who choose Al Hikma College for their children do so on the understanding that they respect and agree to support the Islamic identity of the school and acknowledge the importance of religious education for their children.

Responsibility

The principal is responsible for developing, monitoring and evaluating enrolment policies for the College. Before acceptance, all applicants for places may be required to attend an interview and/or undertake an assessment to ensure that, so far as possible, students attending the College are likely to benefit from the courses provided. Such assessment results will not, on their own, determine whether an applicant is accepted.

The offer of enrolment is at the discretion of the Principal who will consider each case on its merits in light of enrolment priorities and the availability of places.

Enrolment Policies

General

At initial enrolment, all parents must give a firm undertaking that they will accept and support during the period of their child's enrolment the ethos, policies and procedures of the College. Enrolment applications received after the due date will only be considered if vacancies still exist, irrespective of where they might otherwise be placed in the priority order. Special enrolment conditions apply from time to time as part of the planning process to ensure fairness and equitability.

Enrolment Categories

Kindergarten Enrolments

The cut-off enrolment date for children commencing in Kindergarten should be five (5) years of age by the 31st of July of the year of enrolment. Kindergarten enrolments are subject to conditions including

attendance of parents at an interview and a student examination. Kindergarten applicants will be selected using an interview process.

Students with Disabilities

Principals must refer to the *Disability Discrimination Act* and the *Disability Policy* of the College.

PARENT RESPONSIBILITIES

All parents enrolling their children in the school must complete the official enrolment form and return it by the due date. Such action, however, does not guarantee enrolment in the school. Applications, irrespective of their priority listing, received after the due date will only be considered if vacancies still exist. The child's parents/guardians must recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child; however, the school will aim not to disadvantage any families experiencing financial difficulties. The child's parent/guardian must advise the Principal of any Court Order(s) that may exist in regard to the child and must provide a certified copy of the Order(s) for the child's school file (refer to 'Enrolment Form' and 'Terms of Enrolment').

ADMISSION POLICY

School Fees

The school fees must be paid in the first week of each term. Any extension will be applied for in writing using the appropriate form available in the office. Please note, building fees are paid every year.

Re-Enrolment

Admission of students is given on a yearly basis. Parents will have to sign a re-enrolment form if they wish for their child/ren to return to the school the following year. Prerequisites for re-enrolment will be the required levels of academic performance, attendance, behaviour, payment of school fees, and the continued support of parents. If a parent withdraws a child without the principal's approval to attend another school, to go overseas, to do home-schooling or any other reason, other siblings will lose their place at the College.

Promotion

Students will be promoted to a higher class only if their work and attendance are satisfactory. Parents will be informed of any additional specific promotion criteria at the start of each school year. Parents will be informed whether their children have been promoted. Please note that admission to the children is given on a yearly basis.

Student Leave of Absence (overseas travel)

If parents wish to take their child on a leave of absence a *Leave Request* form is to be submitted to principal in order to approve leave. Requests for leave must be submitted at least two months in advance. This is communicated to parents in the *Parent Handbook*. If approved, the class teacher is to be advised of this and other arrangements as highlighted in the letter. Generally, textbooks are not to be sent with students and staff are under no obligation to provide student/s with work to take with them. Scheduled school exams will not be forwarded or delayed in order for the student/s to sit them. Parents are required to use their discretion before making their decision to apply for leave, if possible, during examination time. An excessive leave of absence will affect the student's enrolment status.



AL HIKMA COLLEGE

TERMS OF ENROLMENT

1. All applicants must fill in an Application Form and pay a non-refundable Application Fee of **\$50.00**.

2. All applicants are required to undertake an assessment and/or interview prior to being accepted at the College.
3. The offer of enrolment is at the discretion of the Enrolment Committee who will consider each case on its merits in light of enrolment priorities and the availability of places.
4. Upon acceptance of a position at Al Hikma College the following additional fees are payable:

| | |
|---|-----------------|
| <i>Bond (one-off)/ refundable – refer to Clause 6</i> | <i>\$420.00</i> |
| <i>Building Levy (yearly)</i> | <i>\$420.00</i> |
| <i>Textbook Fee (yearly)</i> | <i>\$60.00</i> |

Once you have accepted the offer of enrolment the additional fees are non-refundable.

5. **Notice of Withdrawal:** One full term's notice is required in writing as notice of withdrawal of enrolment. A full term's fees will be charged if one term's notice is not given. Should you decide to withdraw the enrolment, the additional fees are **non-refundable**.
6. The Bond is refundable **only** when all term fees have been paid, all property belonging to Al Hikma College has been returned and the Terms of Enrolment have been complied with.
7. Parents should note that it is their responsibility to notify the College in writing if there are any changes to the information given on the Application Form (e.g. address, phone number). Failure to do so may result in the application losing its place of priority.

8. Parents will cooperate with the College in matters of College management and discipline and acknowledge that this cooperation is important for the well-being and progress of their child.
9. Camps and excursions are an integral part of the College curriculum and attendance is compulsory.
10. Participation in the Islamic Studies program is compulsory, as is attendance at daily prayer and other celebrations such as Presentation Night.
11. Wearing the full College uniform correctly is compulsory and parents agree to vigorously support the uniform policy.
12. A condition of entry to the College is that parents or guardians agree to abide by these *Terms of Enrolment*. The Principal has the right to dismiss, or to suspend, any student from the College on the grounds of wilful misconduct or unacceptable behaviour, or failure to obey the rules of the College as outlined in the Discipline Policy or any reasonable instruction by a member of staff.
13. In circumstances of separated parents, the College requires copies of Court Orders, AVO's and Custody Agreements if applicable and parents are expected to abide by the guidelines for 'Communication with Separated Parents'.

BUSINESS AND OTHER REGULATIONS

It is understood and agreed to that:

- In the interpretation of the regulations the word "fees" includes all fees as applicable and the word "parents" includes guardian/s and caretaker/s.
- The person/s signing the application must be responsible for payment of all fees and charges.
- College fees are payable in advance or by the given date during each year (prior to the commencement of each new term).

- A pro rata charge will be made for new students entering the College for the first time after a term has commenced.
- If a student leaves during a term, no refund will be made for the remaining portion of the term.
- Only in exceptional circumstances, at the discretion of the Board, will a student be allowed to enter a new term if the fees from the previous term are outstanding.
- The College's Finance Manager is authorised by the College Board to take such action as deemed necessary to recover fees or charges, including recovery costs.
- No reduction in fees can be made because of temporary absence from the College.
- Fees are subject to alteration by the College Board from time to time and, where possible, notice of any such alteration will be given in advance.
- Late Payment: There will be an administration charge of \$55.00 per month if fees are not paid by the due date. This fee is subject to change.

Al Hikma College has a Privacy Policy in conformity with the legislation and a copy is available upon request.

REPORTING AREA 10

SCHOOL POLICIES

School Policies at Al Hikma College promote a learning environment where teachers and pupils should be mutually supportive. Students and teachers should respect each other and not engage in conduct which undermines this mutual trust and support, and also respects the philosophy and ethics of Al Hikma College. Al Hikma College encourages consultation between all members of the College community in matters which affect them.

Al Hikma College has policies and procedures in place to:

- ensure that staff who have direct contact with students are informed of the legal responsibilities related to child protection, mandatory reporting and other relevant school expectations
- ensure that requirements to notify and investigate allegations of reportable conduct in compliance with the Ombudsman Act 1974 are made known to staff
- ensure that the school meets the employment screening and notification requirements of the Commission for Children and Young People Act 1998
- ensure that all staff, volunteers, outside tutors and external providers are informed of their obligations under the Child Protection (Prohibited Employment) Act 1998
- respond to reportable matters in accordance with legislative requirements
- ensure that staff who are mandatory reporters under the Children and Young Persons (Care and Protection) Act 1998 are informed of their obligations and the process that the school has in place in relation to mandatory reporting.

Policies for Student Welfare:

| Policy | Access to full text |
|----------------------------------|--|
| ➤ Child Protection Policy | <ul style="list-style-type: none">✓ Child Protection Policy is available in the staffroom.✓ Parents may access a copy of our Child Protection Policy by contacting the school |

admin office.

| Policy | Access to full text |
|---|--|
| <p>➤ Safe and Supportive Environment Policies and procedures</p> | <p>✓ The full text is available in a folder in the staff room.</p> <p>✓ Parents may access a copy of The College's relevant policies including WH&S by contacting the school office.</p> |
| <p>➤ Supervision Policy Encompassing</p> | <p>✓ The full text is available in a folder in the staff room.</p> <p>✓ Information available in the Teachers' Handbook.</p> |
| <p>➤ Code of Conduct and Code of Conduct in relation to the Protection of Children</p> | <p>✓ The full text is available in a folder in the staff room.</p> <p>✓ Information available in the Teachers' Handbook.</p> |

| Policy | Access to full text |
|-------------------------------|---|
| ➤ Pastoral Care Policy | ✓ The full text is available in a folder in the staff room. |
| ➤ Communication Policy | ✓ The full text is available in a folder in the staff room. |

Discipline Policy

Al Hikma College has imbedded and maintained a school discipline code. Students are expected to meet the school's Discipline Code in classrooms, the playground, representing the school and while travelling to and from school.

Corporal Punishment

In line with government legislation *Corporal Punishment* is totally prohibited at Al Hikma College. In addition, the school does not sanction the administration of corporal punishment by non-school persons, including parents, to enforce discipline at the school. Any incidents of corporal punishment carried out by non-school persons, that the school is made aware of, will be immediately reported to the relevant authorities.

Procedural Fairness

In its procedures this policy seeks to achieve the highest level of *procedural fairness* to all members of the school community in accordance with the legislation. The imposition of penalties including suspension, expulsion and exclusion, adhere to the 'hearing rule' and students are given the right to an 'unbiased decision'. That is, persons involved in cases where allegations of misconduct have been made have the right to:

- know the allegation related to the matter and any other information which will be taken into account in considering the matter
- know the process by which the matter will be considered

- respond to the allegations
- know how to seek a review of the decision made in response to the allegations
- impartiality in an investigation and decision-making
- an absence of bias by a decision-maker

The school's policies and procedures are made available to students and parents/caregivers relating to disciplinary matters upon enrolment in the Parent Handbook and student diaries (given annually).

Dealing with Bullying

Bullying is a form of aggressive behaviour which is usually hurtful and deliberate; it is persistent and involves a power imbalance. The underlying motive of most bullying behaviour is an abuse of power and a desire to intimidate and dominate. Bullying may involve kicking, hitting, use of force, teasing, making rude gestures, name-calling, and exclusion.

The school adopts **a zero tolerance approach to bullying**. Any cases of bullying are to be referred immediately to the principal who will follow through with the appropriate intervention action.

LOCAL SCHOOL LIASON OFFICER

The school will engage the local School Liaison Police Officer proactively through the implementation of programs that reduce the incidence of anti social behaviour. Also, the school will work closely with the local School Liaison Police Officer to reduce the number of school aged children from being victims of crime.

Policies for Complaint and Grievance Resolutions

Grievance Policy

Al Hikma College has in place processes for dealing with complaints and grievances raised by students and/or parents. These processes incorporate, as appropriate, principles of procedural fairness.

Procedural Fairness

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- know the process by which the matter will be considered
- respond to the allegations
- know how to seek a review of the decision made in response to the allegations
- impartiality in an investigation and decision-making
- an absence of bias by a decision-maker

The school's policies and procedures are made available to students and parents/caregivers relating to disciplinary matters upon enrolment in the Parent Handbook and through the front office.

The Principal conducts an investigation into matters where allegations have been made and, based on a thorough investigation, reasonably and objectively makes a decision as to the consequences. Parents are invited to attend interviews where the matter is discussed further. The key points of the interview/discussion are noted and saved onto the school's database.

Complaints and Grievances

All complaints and grievances raised by students and/or parents will be treated seriously and generally in accordance with the following:

- The complaint/grievance will be investigated.

- This will generally involve speaking to the person about whom the complaint is made and perhaps others. The College will try to keep the matter confidential to the extent practicable.
- If a complaint is upheld, the College will take whatever action it considers appropriate.
- Parents and/ or students are regularly reminded through newsletters, meetings and committees of the various options available to them if they have a complaint or grievance. The Principal is the grievance resolution adviser responsible for dealing with grievance matters.

Grievance Process

The teacher should be the first point of contact for students and/or parents. If no resolution is reached the matter will be referred to the coordinator (where applicable). If no resolution is reached with the coordinator the matter will be referred to the Deputy Principal (where applicable) or Principal.

If the matter is not resolved with the principal's intervention, then the principal has to raise the matter to the chairman of the school board. The chairman has to respond within fourteen working days.



Implications

No student at the school will be affected by any investigation into a complaint or grievance. The student's educational welfare will not be compromised as a result of an investigation nor will any other aspect of his or her schooling.

Teachers who are the subject of an investigation will be given the opportunity to respond to any complaint made by a parent or student through discussions with the Principal. Staff will be advised to direct any discussion with parents to a focus on the educational welfare of the student.

REPORTING AREA 11

SCHOOL DETERMINED IMPROVEMENT TARGETS

2012 School-Determined Improvement Targets

| Areas | Priorities |
|--|---|
| Policies and Procedures | <ul style="list-style-type: none"> ➤ Review all policies and procedures ➤ Synopsis of policies and procedures to be placed on the College's Website |
| Facilities and Resources | <ul style="list-style-type: none"> ➤ Enhancing drop off and pick up area ➤ Acquisitions of SMART Boards ➤ Re-carpeting some classrooms |
| Professional development | <ul style="list-style-type: none"> ➤ Mathematics ➤ Child Protection ➤ Work Health and Safety ➤ First Aid ➤ Behaviour management |
| Literacy | <ul style="list-style-type: none"> ➤ Alignment to New Curriculum |
| Numeracy | <ul style="list-style-type: none"> ➤ Developing rich teaching and learning tasks ➤ Working Mathematically to be integrated into all strands ➤ Language of Mathematics to be enhanced through Literacy and Numeracy |
| Human Society and its Environment (HSIE) | <ul style="list-style-type: none"> ➤ Integration or linking to other Key Learning Areas |
| Creative Arts | <ul style="list-style-type: none"> ➤ Link the teaching of some concept to Mathematics. |
| Moral Education Program | <ul style="list-style-type: none"> ➤ Structure the Moral education Program thematically around the Nine Values of Australian Schooling |
| Science and Technology | <ul style="list-style-type: none"> ➤ Consolidating the integration of Science with Technology |
| PDHPE | <ul style="list-style-type: none"> ➤ Training of Teachers |

REPORTING AREA 12

INITIATIVES PROMOTING RESPECT AND RESPONSIBILITY

A fundamental principle of educating children is to instill a sense of moral and ethical responsibility as well as respect. The teaching and learning programs implemented in 2012 had a strong focus on promoting respect and responsibility.

The college's Clean Up Australia Day was one initiative that prompted a great sense of responsibility towards the environment; students learnt that clean environment are more conducive to healthy lifestyles.

Bandaged Bear Appeal was another initiative that highlighted the great sense of responsibility to pull our resources together so our children have the best in medical technology and other vital resources.

Harmony Day was celebrated at the college to promote a deeper understanding of the distinctions people enjoy; and thus the respect for different people's traits, values and norms.

The Fire Brigade Incursion was another event aiming at promoting safety and at the same time respect for the Fire Brigade personnel and the responsibility that each one has in maintaining a safer environment.

REPORTING AREA 13

PARENTS, STUDENTS AND TEACHER SATISFACTION

In 2012 the school endeavored to promote links between the school and the school community. A range of events and initiatives were implemented to attract a greater level of involvement. Parents were involved in a lot of initiatives either directly including the attendance of events like grandparent's day. The evidence indicates that parents were satisfied with the college during its inception year. The retention rate of students was approximately 90% and enrolments have risen by approximately the same rate thus indicating a high level of satisfaction among parents.

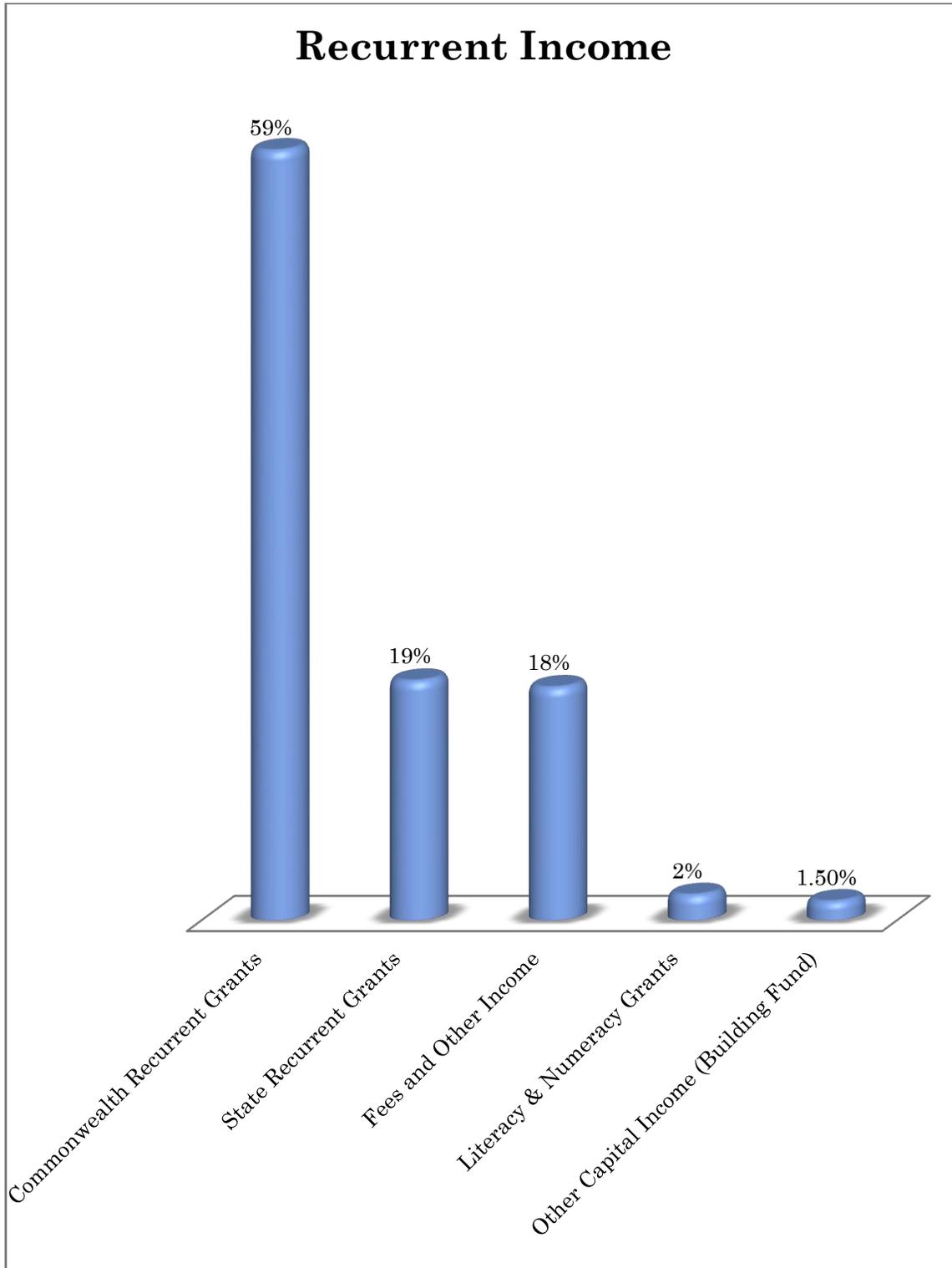
Students enjoyed an eventful year in small community environment where warmth and support were of prime importance.

In spite the staffing turnover issues that took place teachers retained for the 2013 showed a great sense of dedication and responsibility in catering for the needs of students and were happy to continue the journey of educating the young minds and believing that through perseverance and commitments goals are attained.

REPORTING AREA 14

SUMMARY FINANCIAL INFORMATION

Graph one: Representation of Recurrent and Capital Income



Graph Two: Representation of Recurrent and Capital Expenditure

