

CARNARVON CHRISTIAN SCHOOL

"Walk as the children of light"

ANNUAL REPORT 2016



CONTENTS

Carnarvon Christian School

SCHOOL DETAILS	Page 3
PRINCIPAL'S REPORT	Page 5
TEACHING AND LEARNING	Page 8
NAPLAN Testing	
Post School Destinations– Year 6	
STUDENT ATTENDANCE	Page 9
School Board	Page 14
STAFF	Page 15
SCHOOL INCOME	Page 18
PARENT, TEACHER & STUDENT SATISFACTION	Page 19



SCHOOL DETAILS

Carnarvon Christian School

School Sector: Independent Christian School

School Address: 30 Babbage Island Road,
Carnarvon, WA 6701

Total Enrolment:	End 2015	159
	End 2016	131

Year Levels Offered: Kindergarten to Year 6

Principal: James Shaw

PRINCIPAL'S REPORT

Carnarvon Christian School

2 Corinthians 12:9-11

⁹ And He has said to me, "My grace is sufficient for you, for power is perfected in weakness." Most gladly, therefore, I will rather boast about my weaknesses, so that the power of Christ may dwell in me. ¹⁰ Therefore I am well content with weaknesses, with insults, with distresses, with persecutions, with difficulties, for Christ's sake; for when I am weak, then I am strong.

Firstly, I would like to acknowledge the Lord's hand on Carnarvon Christian School. Through all its work He has continued to bless and sustain us through the ups and the downs.

I would like to thank the Board for their guidance, help and support during 2016, especially who continued in the role of Chairperson. Louise has been very active in what is a time-consuming and demanding role. spent many hours in 2016 reviewing and helping to create documents and policies as we prepared for re-registration. I would also like to thank , who joined the Board in 2016 as a replacement for . returned to the Eastern states and will be missed. And I can't forget the current Board members who have each continued to serve so faithfully during the year.

2016 was both a hectic but ultimately rewarding year. Re-registration was originally set down for 4th term but this date was brought forward to May 12th, reducing the preparation time. I was very grateful to AISWA for providing CCS with invaluable advice to ensure that we were meeting all the standards. For the first time we had two panel members visit CCS. Ultimately, we had little to worry about and after the Non-Government representatives saw all the fabulous work going on in the school, they rewarded us with 4 years registration.

(teacher) and (office) left Carnarvon at the conclusion of 2015. They were replaced with . (Year 3) left at the conclusion of term 1 and was replaced by . At the conclusion of 2016, (Assistant Teacher) relocated to Queensland with her family and (Year 6) decided to take term 1 (2017)

completed the 2nd year of her Chaplain role in 2016 before moving with family back home to Melbourne at the conclusion of the year. As our inaugural chaplain, did a terrific job and will be missed by all at CCS. We re-applied for funding during 2016 to continue the Chaplain role at CCS for a further 2 years until the end of 2018 and were successful. We already had the perfect replacement on staff and has accepted the Chaplain role for the next 2 years.

Pastor of the and CCS Board member continued teaching the year 4/5 and 6 students Bible in 2016. As mentioned in last year's report, has now been running this programme for many years and we consider ourselves very blessed to have his services. Many students have been touched by his mission and faithfulness.

At the conclusion of 1st term, 2016, we lost Year 3 teacher, as she moved to commenced work at CCS as a sponsored teacher and was successful during her tenure at CCS in achieving proficiency as a Western Australian Teacher as well as gaining permanent Australian residency. Jo set a

Carnarvon Christian School

high standard in the classroom and her development as a teacher was meritorious. God's timing is perfect as always and we were able to fill Jo's position with a young teacher who had just graduated from university with top marks and terrific credentials.

with proficiency in 2017.

has continued her role overseeing Individual Education Plans to cater for students with learning differences at CCS. Together with Mrs they work with students on a one on one basis or in small groups according to the needs. also works closely with teachers and liaises with the Allied Health workers and professionals from AISWA who assist schools with students who have special needs. Speech and Occupational Therapists visit the school on a regular basis to work with children and provide assistance for the teachers. During 2016 we were fortunate to have Julie Townsend, the senior AISWA psychologist, and Inclusive Education Consultant) visit Carnarvon to provide Professional Learning with the staff. Mwas invaluable with her support as CCS fulfilled its requirements in government inclusivity requirements.

Previous to 2016 role had been filling in as a DOTT relief teacher. In 2nd term 2016 after departure, she took on the part time role as a Physical Education Specialist. This has been a successful appointment and Jaime has revelled in the sport's role. In 2016 commenced teaching LOTE (Bahasa Indonesia) throughout the junior primary classes on a weekly basis to give the children (up to year 4) some exposure to a foreign language. I continued teaching the Year 5/6 children LOTE.

The School environment plays a big role in teaching/learning. with assistance from Brian Moore and Kurt Schaefer continued beautifying the school grounds in 2016. Unwanted dead shrub and salt bush was removed around the school, opening up the bush and allowing hidden planted shrubs and trees to become visible.

A natural circle created by the kiss and drop road at the rear of the school was grassed and trees and shrubs were planted around its perimeter. In addition a row of trees was planted along the entrance road.

Bushland was cleared, following firefighter concerns on the Northern side of the school. This area has been planted with lawn.

Work on the new Pre-primary class continued in 2016. Bureaucratic holdups and red tape stretched out the process but we were finally able to appoint Fleetwood as our builder after they submitted their successful tender. The building will be erected early 2017.

In 2016 we bought a bank of laptop computers and Maxine Khan with her background in Graphics De-

Carnarvon Christian School

2008 2009 2010 2011 2012 2013 2014 2015 2016

Colour Scheme Red & Green

Alternate view: [Results in graphs](#)

	Reading		Writing		Spelling		Grammar and Punctuation		Numeracy	
Year 3	400 375 - 426		390 369 - 411		418 394 - 441		388 361 - 415		385 363 - 406	
	SIM 410 401 - 420	ALL 426	SIM 411 403 - 419	ALL 421	SIM 406 397 - 414	ALL 420	SIM 419 409 - 429	ALL 436	SIM 390 382 - 399	ALL 402
Year 5	450 424 - 476		441 416 - 466		473 449 - 498		461 433 - 489		442 420 - 464	
	SIM 487 479 - 496	ALL 502	SIM 470 461 - 478	ALL 476	SIM 483 475 - 491	ALL 493	SIM 491 482 - 500	ALL 505	SIM 481 473 - 489	ALL 493

How to interpret this chart

SIM schools serving students from statistically similar backgrounds

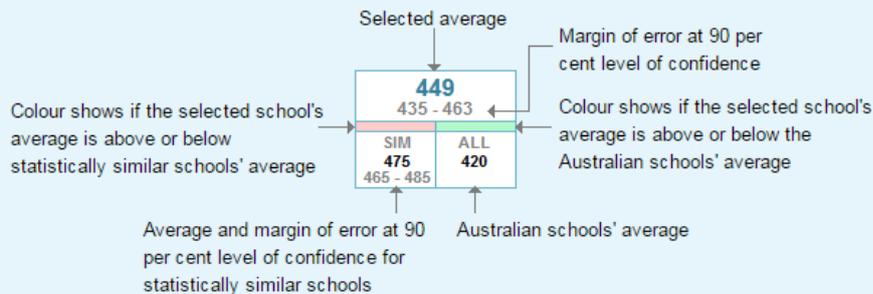
ALL Australian schools' average

- Student population below reporting threshold
- Year level not tested

Selected school's average is

- substantially above
- above
- close to
- below
- substantially below

- average of schools serving students from statistically similar socio-educational backgrounds (SIM box)
- average of all Australian schools (ALL box)



[Tell me more](#)

Carnarvon Christian School

sign took over the role as a specialist IT teacher in addition to her EA role in Year 1. had nearly completed her Teaching qualifications and was given Limited Authority to Teach by the the WA Teachers Registration Board. One of roles was to create a coding programme for teachers to follow in the classroom.

In 2016 all teaching staff underwent summative evaluation by the Principal and completed AITSI self assessment questionnaires. Strengths and areas for further development were identified which was used to target ongoing Professional Learning. Peer Assessment was introduced into the school enabling teachers to build trust and professional relationships.

TEACHING AND LEARNING

Carnarvon Christian School

NAPLAN TESTING

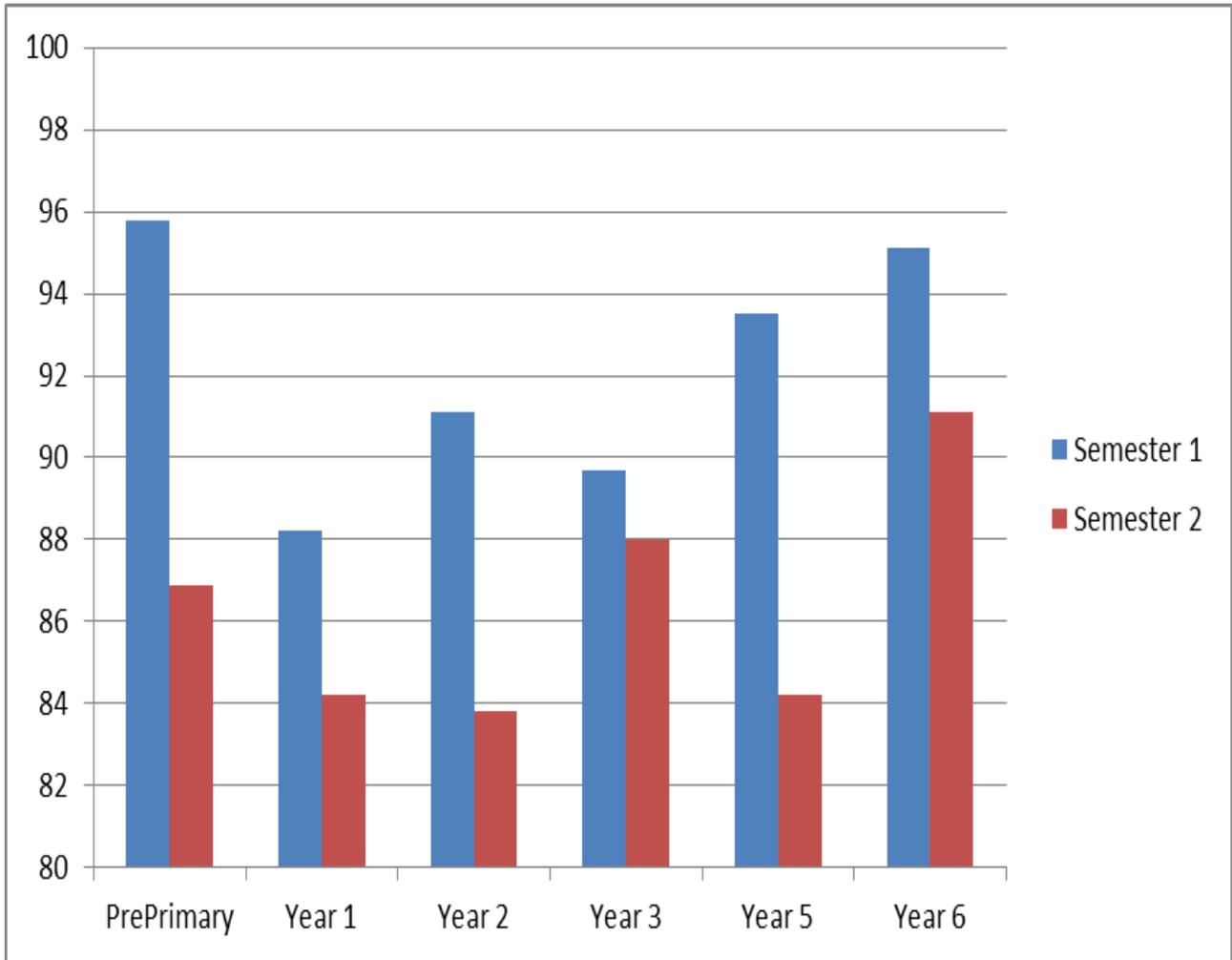
A summary of the 2016 NAPLAN results for Carnarvon Christian School can be viewed on the My Schools Website: <http://www.myschool.edu.au/>

POST SCHOOL DESTINATIONS— YEAR 6

Class	Carnarvon Community	St Marys	Left town
Year 6 Total	1	3	4

Carnarvon Christian School

Graph showing School Attendance 2016



Carnarvon Christian School

The Principal is to ensure that accurate attendance records are kept for each student enrolled at the school. This includes:

- a) Recording attendance at both morning and afternoon sessions for all students

A continuous attendance by a child of not less than two (2) full hours' instruction is to be recorded as a half day's attendance. Students who arrive late but still meet this requirement are not to be included as a half-day absence. Students who are on an excursion, participating in an off campus program or in some other school-approved activity or are not to be counted as absent.

Students on out of school suspension are to be recorded as absent during the period of suspension. Students on in-school suspension are recorded as present.

- b) Attendance records are to be kept in two locations

in Filemaker on the school server.

in the Absentee Register Book.

- c) Attendance records must be kept for a period of seven years.

- d. Absentee note are kept in the student's record file for 25 years from the date of birth.

- e) Unsatisfactory attendance reports on students must be retained in a student's records for 25 years from date of birth.

Monitoring Attendance

Carnarvon Christian School is responsible for developing and implementing an attendance monitoring and action system for systematic, consistent and effective identification and action for all students with attendance issues.

When a student has been absent from school and an acceptable explanation has not been forthcoming, the school is to send a written request for an explanation to the student's family to establish the reasons for non-attendance.

An attendance record sheet will be circulated to all classrooms between 8:30am and 9 am every school morning and sent to office staff. For those students marked as 'reason unknown', office staff will contact parents by text establishing the reason for the absence and recording it. If the text is not returned by 9:15 am then a phone call will be made.

If it is established that the student was absent from CCS for a legitimate reason, no further action is taken unless the frequency and or number of absences gives the school cause for concern.

As there is no requirement in the School Education Act 1999 for the reason to be provided in writing, **staff must record all details when a parent or caregiver provides the school with a verbal reason, either in person or over the telephone**, that the school believes is an acceptable reason in the context of the school. Teachers must pass this information on in writing to the office staff.

If a student's attendance rate falls below 90% over a ten-week period, teachers/office staff will inform the Principal who will investigate.

The School will use a case management approach for attendance issues. Staff must be mindful of consulting with all stakeholders, and accessing support from other community groups and agencies if required.

Carnarvon Christian School

Children's Whose Whereabouts is Unknown

If a student cannot be located within 15 days of the start of an absence, and their parent/s cannot be contacted, the principal will:

complete an SWU Request form and email it to the Student Tracking Coordinator at Student.Tracking@education.wa.edu.au; and

retain the student on the school's current enrolment register until email notification is received from the Student Tracking Coordinator that the student has been placed on the SWU list. The Principal is to refer the student to the 'Children Whose Whereabouts are Unknown List' through the School Attendance Officer. (Appendix 3)

The Principal is required to regularly review the 'Children Whose Whereabouts are Unknown List' and advise the School Attendance Officer if a child has enrolled at the school.

Carnarvon Christian School

Parent Responsibilities

Parents as primary care givers are held responsible for upholding government laws and ensuring their child/ren attend school regularly. At CCS parents/caregivers are expected to;

Take responsibility for getting their child/ren to and from school on every school day.

Ensure their child/ren arrive at school between 8:00 and 8:20am when staff are on duty.

Ensure their child/ren attend school on every day instruction is offered unless the school receives a valid reason for being absent (eg illness).

Promptly provide the school with an appropriate explanation for any absences of their child/ren. This comprises of a letter or telephone call from a parent/caregiver or a medical certificate where a student has been absent for three or more days.

Explain the reason to either office staff or the class teacher when a child is late for school.

Let the school know in person, if an extended absence is likely or if the school needs to arrange work for students.

Teacher Responsibilities

Teachers are required by law to keep accurate records of each child's attendance.

The class teacher is responsible for checking the role at the commencement of the day and directly following lunch break.

Ensure all notes are received for each absence, actively pursuing these if not forthcoming. [See procedure previously described in 2.2, 2.3 above]. This may be from parents or from the office.

To hand on all absentee notes to the front office staff.

Absentee notes are required by law to be kept in school records for a number of years.

Absent children are to be recorded on the Student Absence Sheet that circulates around the school at 9am and 12:40pm each day.

a) Students where the teacher is already aware of the reason for the absence [ie parents have already notified them] are marked with a tick.

b) Students where the teacher is unaware of the reason should be left blank. These students will be followed up with a text message, and if necessary phone call, to parents to verify the reason for their absence by office staff.

Teachers are responsible for monitoring and follow up of student's whose absences are of concern. This may be because of the frequency or long periods of absence.

Teachers are responsible for alerting the Principal of ongoing and unresolved absentee issues as soon as they arise.

Office Responsibilities

CCS Office staff are required to keep an accurate whole-school data base of CCS students' attendance. This is to be achieved by;

ensuring student data base is kept up to date with new enrolments;

receiving the student absences list after it has circulated each morning and afternoon;

entering the student absences into the Attendance data base;

Carnarvon Christian School

Principal Responsibilities

The CCS Principal is to ensure that accurate attendance records are kept for each student enrolled at the school. The CCS Principal is responsible for implementing the necessary actions of follow up for;

- all staff documenting attendance details correctly
- students with unexplained absences
- students with poor attendance rates
- students with absentee rates needing Attendance Officer notification
- students requiring forms submitted in regards to 'Unknown Whereabouts'

liaising with DCP as needed in regard to absentee issues.

<https://www.myschool.edu.au/SchoolProfile/Index/112304/CarnarvonChristianSchool/49108/2016>

SCHOOL BOARD

Carnarvon Christian School

BOARD MEMBERS 2016:

Chairperson

Treasurer

Secretary

Departed during year.

James Shaw – Principal Adviser to the Board

STAFF 2016

Carnarvon Christian School

ADMINISTRATION

Mr James Shaw	PRINCIPAL
Mrs Brooke Root	BURSAR
Mrs Nadine Collins	OFFICE STAFF
Ms Sarah Quartemaine	OFFICE STAFF- PART TIME

KINDERGARTEN, PRE-PRIMARY & PRIMARY TEACHERS

Mr James Shaw	Principal & YR 5/6 Maths Teacher
Mrs Vanessa Schaefer	Deputy & Pre-Primary Teacher — Full time
Mrs Judy Shaw	Senior Teacher/Mentor & Resource Teacher
Mrs Debbie Fee	YR 5/6 Teacher - Part time
Mrs Marina Munalula	YR 3/4 Teacher – Full-time
Ms Jo Collins	YR 3 Teacher & Sports Teacher— Full-time Term 1
Ms Ruth Chan	YR 3 Teacher From Term 2 onwards
Ms Julie Hanson	YR 2 Teacher – Full time
Ms Alice Yang	YR 1 Teacher — Full-time
Mrs Jessica Barton	Kindergarten Teacher—Full time- Term 1-3
Mrs Mary Ward	DOTT & Ed Support Teacher – Part-time
Mrs Jaime Trott	Part-time Physical Education and DOTT.

EDUCATIONAL ASSISTANTS

Mrs Belinda O'Connor – Byrne	Education Assistant:
Ms Andrea Anderson [FT]	Education Assistant:
Ms Maxine Khan [F/T]	Education Assistant:
Mrs Sharon West [F/T]	Education Assistant:
Mrs Trish Thompson [P/T]	Education Assistant
Mrs Jenna York [P/T]	Education Assistant:
Mrs Kelly Stevens [P/T]	Education Assistant:

STAFF CONTINUED

Carnarvon Christian School

EDUCATIONAL SUPPORT

Mrs Judy Shaw & Mrs Mary Ward – part-time

MAINTENANCE STAFF AND GROUNDS

Mr Sean Ford Maintenance & Grounds

Mr Kurt Schaefer Eco Orchard

Mr Brian Moore Grounds

LIBRARY

Mrs Nadine Collins - Part time

CANTEEN

Amanda Leighton- One day a week

Mrs Kim Lee One day a week. (took over form Amanda)

CHAPLAIN

Mrs Claire Pringle – Part time

LOTE VANESSA SCHAEFER P/T

STAFF CONTINUED

Carnarvon Christian School

QUALIFICATIONS OF TEACHING STAFF

Qualification of Teaching Staff	
Teaching Diploma	2
Bachelor Degree	9
Masters Level Degree	1
Total	12

STAFF MOVEMENT 2016

Jo Collins End Term 1 Re-located to Onslow.

Replacement Year 3 teacher Ruth Chan

Sarah Quartermaine Leave end of T4

ALL STAFF PROFESSIONAL DEVELOPMENT 2016

Nature Outdoor Play

Narrative Writing

DSF Spelling

First Aid

ITC Linking with All Curricula

Mandatory Sexual Reporting

Child Protection S.A curriculum

Creating Safer Independent Schools (Senior Staff)

Purposeful Environments.

Christian Education National Certificate

Digging Deeper into Projects

OSH training Vanessa Schaefer

Leadership training James.

Maths Peter Farmer

Robotics technology

Early Years Training.

Brightpath (In school) writing.

Asthma and Anaphylaxis training

Peer observation (In-school)

Use of fire-extinguishers.

SCHOOL INCOME

Carnarvon Christian School

SCHOOL INCOME 2015 AND 2016

Total Tuition Fees	\$164, 198	\$161 137
State Government	\$315, 753	\$300 472
Commonwealth Government	\$1, 262, 175	\$1 221 379
Total	\$1, 742, 126	\$1 682 998

PARENT, TEACHER & STUDENT SATISFACTION

Carnarvon Christian School

GRAPH SHOWING PARENT SATISFACTION 2016

Camarvon Christian School Parent Survey

