



# CARNARVON CHRISTIAN SCHOOL

*"Walk as the children of light"*

## ANNUAL REPORT 2018



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# SCHOOL DETAILS

## Carnarvon Christian School

**School Sector:** Independent Christian School

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

**Total Enrolment:**

End 2017	130
End 2018	124

**Year Levels Offered:** Kindergarten to Year 6

**Principal:** James Shaw

# PRINCIPAL'S REPORT

## Carnarvon Christian School

### 2 Corinthians 12:9-11

*<sup>9</sup> 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. <sup>10</sup> 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.*

Firsly, 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. Carnarvon Christian School is a testimony of His Goodness.

I would like to thank the Board for their guidance, help and support during 2018, especially John Tomkins who continued in the role of Chairperson. John has been very active in what is a time-consuming and demanding role. I would also like to thank Glaudine Foote and Rosemary Hunt who have stepped down after leaving Carnarvon for new horizons. And I can't forget the current Board members Tochi Eze and Natalie Smith who have each continued to serve so faithfully during the year.

Alice Yang (teacher) and Brooke Roote (office) departed Carnarvon at the conclusion of 2018. Both Alice who served as a Year 1 teacher and Brooke who was the School's Bursar, have each served for over 6 years at CCS and were invaluable members of the staff.

Mary Ward completed the 2nd year of her Chaplaincy role in 2018 before moving with family back home to Brisbane at the conclusion of the year. As CCS chaplain as well as part/time teacher, Mary did a terrific job and will be missed by all at CCS.

Funding for Chaplains was extended for the 2019 school year and we were blessed to obtain the services of Brian Fyffe, who has worked in the Chaplaincy role at the Community High School for the past 2 years. Brian is also the Carnarvon Anglican Pastor. Brian will be working 2 days a week in the school.

Mr John Tompkins, Pastor of the Uniting Church and CCS Chairperson has continued teaching faithfully the year 4/5 and 6 students Bible in 2018. As mentioned in last year's report, John 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.

Three new teachers commenced duties at CCS at the commencement of 2018.

Petrus Ng was given the Year 2 class. As a mature aged graduate Petrus became the second male teacher to work at CCS. Marie Françoise commenced work as the year 5/6 teacher and Annette Binks took over the Year 3/4 class. Each new teacher have been welcome additions to our staff.

Judy Shaw has continued her role overseeing Individual Education Plans to cater for students with learning differences at CCS. Judy works closely with students on a one on one basis or in small groups according to the needs. She assists 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 2018 we were fortunate to have Maggie Balfe (Inclusive Education Consultant) visit

## Carnarvon Christian School

Carnarvon to provide Professional Learning with the staff. Maggie Balfe was invaluable with her support as CCS fulfilled its requirements in Government inclusivity requirements.

Natasha Roche took over the Physical Education specialist role in 2018 replacing Jaimie Trott who left Carnarvon at the end of 2017. Natasha, who also continues to teach 3y0 and 4yo Kindergarten has done a terrific job, teaching Sport and also organizing various Sporting Carnivals.

Vanessa Schaefer, our Deputy and Pre-primary teacher, continued teaching LOTE (Bahasa Indonesia) throughout the junior primary classes on a weekly basis to give the children from Pre-primary to Year 2 some exposure to a foreign language. I was able to teach the Year 3/4/5/6 children Bahasa Indonesian on a daily basis.

In the second semester, we received approval from the Shire of Carnarvon to access recycled water for a new school oval. This has been a slow process but we could finally commence installing reticulation and move forward on this exciting project.

At the commencement of the year, Pre-primary students moved into their spacious and beautifully furnished brand new classroom.

During 2018 we engaged the services of Jaws Architects to develop a master plan for future school development.

Plans were drawn up by architects for a new office complex, however it was decided to postpone building until priorities were established in 2019.

The new Nature playground, complete with a rocky watercourse, waterfall, tunnel, mountain, outdoor kitchen and magnificent sailing ship was also opened for children to explore and play.

A classroom became available at the commencement of the year and it was used as a computer room. The bank of laptops and I-pads were set up in the room and rosters were used for teachers to access the equipment. Children in Years 4 —6 continued to provide their own I-pads.

During the year CCS was able to connect to NBN. Mark Nyman was instrumental in changing school phone lines and as a result both download and upload speeds have improved considerably, allowing more children to simultaneously go online.

In 2018 all teaching staff underwent summative evaluation by the Andi Willis and completed AITSL self assessment questionnaires. Strengths and areas for further development were identified which was used to target ongoing Professional Learning.

I would also like to especially thank the many other staff members, friends and family members, who continue to serve the children at a variety of different levels at CCS. The Lord has truly blessed us with a terrific team.

# 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 2018 SCHOOL DESTINATIONS— YEAR 6

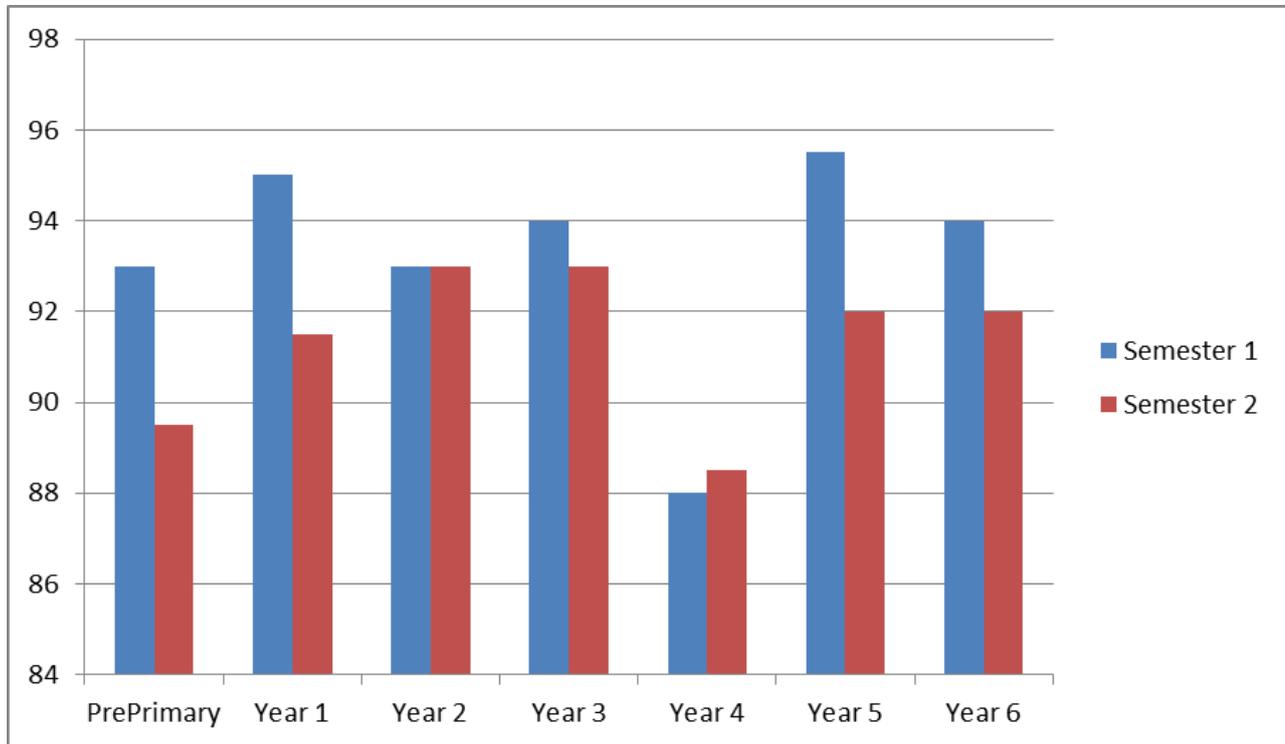
**ST MARYS STAR OF THE SEA CATHOLIC SCHOOL**

**STRATHALBYN CHRISTIAN COLLEGE**

**CARNARVON COMMUNITY COLLEGE**

# Carnarvon Christian School

## Graph showing School Attendance 2018



Please note that the Year 4 class has only 6 children.

## ATTENDANCE PROCEDURE

### Recording Attendance

## 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 Grade Expert 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

## Referrals to School Attendance Officer

If a teacher has identified a student as being a regular or chronic non-attender, and the intervention strategies implemented by the teacher have not been successful in restoring the student's attendance, the student is to be referred to the School Attendance Officer.

- Carnarvon Christian School is in the Mid West District. School Attendance Officers can be contacted through the Mid West District Education Office.

✦ PO BOX 63

✦ GERALDTON WA 6531

✦ Phone: 9956 1600

✦ Fax: 9964 1391

✦ For more information about the School Attendance Team in Geraldton, teachers and the Principal can refer to the 'Operating Guidelines for School Attendance Team, 2009' Handbook.

✦ The appropriate Referral Form (Appendix 2) must be completed by the teacher and forwarded to the School Attendance officer along with all documentation demonstrating the school has made reasonable and repeated efforts to restore the student's attendance.

✦ The Principal and School Attendance Officer will work with the student's family and other community groups and agencies to restore the student's attendance at school.

If the School Attendance Officer and Principal consider it to be appropriate, they will facilitate inter-agency access and support through structures and or protocols established by the Education Department.

## 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](mailto: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.

## 2.5 REFERRALS TO SCHOOL ATTENDANCE PANEL

If the student's attendance at school has not been successfully restored the Principal, in collaboration with the School Attendance Officer, may refer the student to the School Attendance Panel.

# 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 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 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;

phoning parents of those students absent and who are marked as 'unknown reason';

### **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.

# SCHOOL BOARD

## Carnarvon Christian School

### BOARD MEMBERS 2018:

<b>Mr John Tompkins</b>	Chairperson
<b>Mrs Natalie Smith</b>	Treasurer
<b>Mrs Rosemary Hunt</b>	Secretary
<b>Dr Tochi Eze</b>	
<b>Mrs Glaudine Foote</b>	
<b>James Shaw – Principal</b>	Adviser to the Board

# STAFF 2018

## Carnarvon Christian School

### ADMINISTRATION

<b>Mr James Shaw</b>	PRINCIPAL
<b>Mrs Brooke Root</b>	BURSAR
<b>Mrs Nadine Collins</b>	OFFICE STAFF
<b>Mrs Toni Radcliffe</b>	OFFICE STAFF- PART TIME

### KINDERGARTEN, PRE-PRIMARY & PRIMARY TEACHERS

<b>Mr James Shaw</b>	Principal & YR 3/4 5/6 Maths and Bahasa Indonesia Teacher
<b>Mrs Vanessa Schaefer</b>	Deputy & Pre-Primary Teacher — Full time
<b>Mrs Judy Shaw &amp; Mrs MaryWard</b>	Senior Teacher/Mentor & Resource Teacher
<b>Mrs Marie Francois</b>	YR 5/6 Teacher
<b>Ms Annette Binks</b>	YR 3/4 Teacher – Full-time
<b>Mr Petrus Ng</b>	YR 2 Teacher – Full time
<b>Miss Alice Yang</b>	YR 1 Teacher—Full time
<b>Mrs Natasha Roche</b>	Kindergarten Teacher/Sport—Full time
<b>Mrs Kristel Rollings</b>	Admin Relief/Pre-primary - Part-time
<b>Theona Smith</b>	Library

### EDUCATIONAL ASSISTANTS

<b>Mrs Belinda O'Connor – Byrne</b>	Education Assistant:
<b>Ms Andrea Anderson [FT]</b>	Education Assistant:
<b>Mrs Sharon West [F/T]</b>	Education Assistant:
<b>Mrs Trish Thompson [P/T]</b>	Education Assistant
<b>Mrs Jenna York [P/T]</b>	Education Assistant:
<b>Mrs Janet Rudge</b>	Education Assistant:

# STAFF CONTINUED

## Carnarvon Christian School

### EDUCATIONAL SUPPORT

**Mrs Judy Shaw** – part-time

### MAINTENANCE STAFF AND GROUNDS

**Mr Sean Ford** Maintenance & Grounds

**Mr Kurt Schaefer** Eco Orchard

**Mr Brian Moore** Grounds

### LIBRARY

**Mrs Theona Smith** - Part time

### CANTEEN

**Mali Wang** - One day a week

### CHAPLAIN

**Mrs Mary Ward** – Part time

### LOTE VANESSA SCHAEFER/ JAMES SHAW P/T

# STAFF CONTINUED

## Carnarvon Christian School

### QUALIFICATIONS OF TEACHING STAFF

Qualification of Teaching Staff	
Teaching Diploma	2
Bachelor Degree	8
Masters Level Degree	0
<b>Total</b>	<b>10</b>

### STAFF MOVEMENT 2018

Ruth Chan and Marina Munulula departed Carnarvon

### ALL STAFF PROFESSIONAL DEVELOPMENT 2018

Sounds Write (Phonics)	Dyslexia Speld
Behaviour Workshop	Dolly Baghava
PART Training	Maggie Balfe Tania Wray (AiISWA)
Transformation by Design	Christian Education National
Talk 4 writing	DSF
Mandatory Repoting	AISWA
Early Literacy	Di Rigg
Keeping Safe	AISWA (Samantha Wynne)
Accelerated Reading	Webinar
ASD training	Perth
First Aid Training	Carnarvon Branch
Smart Steps	Kate McConkey (Drug and Road Safety)
Swim Teacher Training	Karatha
Daibetes training	Children's Hospital
Maths Training	AISWA

# SCHOOL INCOME

## Carnarvon Christian School

<u>SCHOOL INCOME</u>	<u>2018</u>
Total Tuition Fees	\$151,905
State Government	\$252,269
Commonwealth Government	\$1,305,395
<b>Total</b>	<b>\$1,709,569</b>

# PARENT, TEACHER & STUDENT SATISFACTION

## Carnarvon Christian School

### GRAPH SHOWING PARENT SATISFACTION 2018

