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Carnarvon Christian School

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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: 159

Year Levels Offered: Kindergarten to Year 6

Principal: James Shaw
I would like to thank the Board for their guidance, help and support during 2015, especially Louise Ellis-Smith who stepped up to the Chairperson role. I know Louise was initially reluctant to take on the position but she has grown into the role and done a fantastic job. I would also like to thank Christene Moore and Ken Curtis, who joined the Board in 2015 despite the demands of their time, to make valuable contributions to the Board meetings. And I can’t forget the current Board members Tochi Eze, John Tompkins and Leanne Ford who have each continued to serve so faithfully during the year.

The CCS Board underwent two lots of Professional training during the Year. 2015 saw Craig D’Cruz, the Industrial Officer for AISWA, briefing the Board on their responsibilities as to the law and we were also blessed in term 2 to have Ken Dickens from Christian Education National brief the Board on key issues relevant to its function.

In March 2015 Cyclone Olwyn (category 3) hit Carnarvon causing wide spread damage to buildings and other infrastructure. The horticultural industry was decimated with almost the entire crop of bananas wiped out and millions of dollars of damage to other crops and canopies. Carnarvon was declared a natural disaster zone. Damage to Carnarvon Christian School was relatively minor - although we did have some beautiful trees uprooted and destroyed and damage to some shade sails. We were not left without bills however, as our insurance excess did not cover damage to neighbouring fences which were blown over and needed replacing. Carnarvon children are typical country kids and made of ‘tough stuff.” Teachers and other staff spent many hours debriefing the children and listening to horrific tales of roofs blowing off, whilst the children and their families sheltered under blankets in the safest part of their houses; or taking refuge on the roof during the floodwater that followed.

2014 was the final year that year 7 students could attend Carnarvon Christian School (CCS) as the State Government enacted new legislation that all Year 7 students would move to Middle School. We applied to keep the students for a further year but unfortunately this request was denied - despite all the parents signing letters that they would rather keep their children at CCS. Amazingly we commenced 2015 with the same number of students as 2014 as there was an influx of students to replace the year 6 and 7 students who moved on to High School.
We commenced 2015 with the same teaching staff as the previous year, and only 1 staff member less (education assistant) who moved on. This was great for the stability of the school, knowing that we had a great team who were well versed in the school’s policies and culture.

We were privileged to add a Chaplain to the staff at the commencement of the 2015 year when the Federal Government passed on the responsibility of allocating staff to AISWA. Claire Pringle had relocated from the Eastern States with her husband Robert, who had gained employment in Carnarvon. She had worked for two years as a chaplain in Melbourne and had just finished her teaching qualifications. Claire was an answer to prayer as we were aware of the need to have someone the students could share or just talk with other than the busy teaching staff. Claire is also available for the staff and parent groups should they need someone to talk with.

Mr John Tompkins, pastor of the Uniting Church and CCS Board member continued teaching the year 4/5 and 6 students Bible in 2015. John has now been running this programme for many years and we consider ourselves very blessed to have his services.

At the conclusion of 3rd term we lost Mrs Ros Smyth, the Kindy teacher, as she moved to Perth after her husband was transferred. Ros had worked at CCS for 2 ½ years and done a terrific job working with the Kindergarten children. God’s timing is perfect as always and we were able to fill Ros’ position with a young teacher who had just graduated from university with top marks and terrific credentials. Jessica, with Judy Shaw as her mentor, has taken her first teaching role in her stride and already has the makings of becoming an outstanding educator.

Judy Shaw has continued her role overseeing Individual Education Plans to cater for students with learning differences at CCS. Together with Mrs Mary Ward they work with students on a one on one basis or in small groups according to the needs. Judy Shaw 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 the year we were fortunate to have Julie Townsend, the senior AISWA psychologist, and Maggie Balfe (Inclusive Education Consultant) visit Carnarvon to provide Professional Learning with the staff. Maggie Balfe was invaluable with her support as CCS fulfilled its requirements in government inclusivity requirements.

In an effort to maximize the talents and qualifications of our teaching staff, Ms Jo Collins took on a part time role of teaching Sport to the Years 1 -4 on Fridays, and Mrs Mary Ward taught Science to all children from Pre-primary to Year 6. Ms Collins is a trained Physical Education specialist and Mrs Ward has tertiary qualifications in Science. Both are passionate about their learning areas and it was of great benefit to the children in their learning. [Vanessa – dramatical talents and Deb Fee – ict/ technology, Hannah Graham – visual art show etc...]**
The School environment plays a big role in teaching/learning. In 2015 Sean Ford and Pompy joined the staff as part-time gardener/maintenance workers. The fruits of their work are obvious when you look around the school and see flowing green lawns and flourishing gardens where once there was red dirt. Mr Kurt Schaefer has also continued his fine work in developing the Eco-park and salt tolerant orchard at the back of the school.

In 2015 we purchased two new teacher’s living quarters which came complete with floorcoverings, window treatments and were pre-piped out for air-conditioning. This was part of our strategic planning to provide security and housing for our teachers. The units were placed behind Anchor Hall where teachers could live in privacy. Unfortunately, mistakes were made and despite being told that we didn’t require planning permission, we received notice - after the buildings had been located and serviced with plumbing and electricity and a new roof and veranda - that retrospective planning was required. This was quite disconcerting but after receiving lots of advice and with the help of planning consultants the Carnarvon Shire finally granted us the approval we were looking for.

I think the highlight of every year at CCS is the Awards Night in December. 2015 was no different. With the fine direction of Mrs Vanessa Schaefer, and her talents in the drama production areas, along with the teamwork of a dedicated staff and the input of 150 very enthusiastic children, we were able to show our community what we are all about! Through song, music, dance and word, the children gave the good news of Christmas to the people of Carnarvon.
# Teaching and Learning

Carnarvon Christian School

## NAPLAN Testing

A summary of the 2015 NAPLAN results for Carnarvon Christian School can be viewed on the My Schools Website: [http://www.myschool.edu.au/](http://www.myschool.edu.au/)

## Post School Destinations—Year 6

<table>
<thead>
<tr>
<th>Class</th>
<th>Left</th>
<th>St Marys</th>
<th>Left town</th>
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<tbody>
<tr>
<td>Kindy 4yr old</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>PP</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Year 1</td>
<td>5</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Year 2</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Year 3</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Year 4</td>
<td>8</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Year 5</td>
<td>4</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Year 6</td>
<td>15</td>
<td>1 – before end of 2015</td>
<td>Remainder graduated</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>8</strong></td>
<td><strong>26</strong></td>
</tr>
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</table>
Graph showing School Attendance 2015
ATTENDANCE PROCEDURE

Recording Attendance

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.

Consistent with the Records Management Policy, staff must keep detailed records of all contact, or attempts to make contact, with the student's family and the intervention strategies implemented to restore a student's attendance.
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; 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.

- The District Director is to establish a School Attendance Panel in accordance with the Procedures for School Attendance Panels.

- The School Attendance Panel is to fully consider the issues that contribute to the student's non-attendance at school, and establish strategies to ensure the re-engagement of the student in an appropriate educational setting.

The Principal is to implement the relevant strategies established by the School Attendance Panel and monitor the subsequent attendance of the student.
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 (e.g., 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 [i.e., 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’;
- keep a brief detailed record of the phone call including: time & date; person spoken to; brief description of reason for absence and if possible the approximate length expected absence;
- alerting Principal to any suspected ‘truancy’ issues arising from phone call;
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 2015:

Mrs Louise Ellis-Smith          Chairperson
Mr John Tompkins               Treasurer
Dr Tochi Eze                   Secretary
Mrs Leanne Ford                Secretary
Mrs Christene Moore            Adviser to the Board
Mr Ken Curtis                  Adviser to the Board

James Shaw – Principal         Adviser to the Board
### STAFF

#### ADMINISTRATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Mr James Shaw</td>
<td>PRINCIPAL</td>
</tr>
<tr>
<td>Mrs Brooke Root</td>
<td>BURSAR</td>
</tr>
<tr>
<td>Mrs Anna Perry</td>
<td>OFFICE STAFF</td>
</tr>
<tr>
<td>Ms Sarah Quartermaine</td>
<td>OFFICE STAFF- PART TIME</td>
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#### KINDERGARTEN, PRE-PRIMARY & PRIMARY TEACHERS

<table>
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<th>Name</th>
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<tbody>
<tr>
<td>Mr James Shaw</td>
<td>Principal &amp; YR 5/6 Maths Teacher</td>
</tr>
<tr>
<td>Mrs Vanessa Schaefer</td>
<td>Deputy &amp; Pre-Primary Teacher — Full time</td>
</tr>
<tr>
<td>Mrs Judy Shaw</td>
<td>Senior Teacher/Mentor &amp; Resource Teacher</td>
</tr>
<tr>
<td>Mrs Debbie Fee</td>
<td>YR 5/6 Teacher - Part time</td>
</tr>
<tr>
<td>Mrs Marina Munalula</td>
<td>YR 4 Teacher – Full-time</td>
</tr>
<tr>
<td>Ms Jo Collins</td>
<td>YR 2/3 Teacher &amp; Sports Teacher — Full-time</td>
</tr>
<tr>
<td>Ms Hannah Graham</td>
<td>YR 2 Teacher – Full time</td>
</tr>
<tr>
<td>Ms Alice Yang</td>
<td>YR 1 Teacher — Full-time</td>
</tr>
<tr>
<td>Mrs Ros Smyth</td>
<td>Kindergarten Teacher—Full time- Term 1-3</td>
</tr>
<tr>
<td>Ms Jessica Barton</td>
<td>Kindergarten Teacher—Full time- Term 4</td>
</tr>
<tr>
<td>Mrs Mary Ward</td>
<td>DOTT &amp; Ed Support Teacher – Part-time</td>
</tr>
<tr>
<td>Mrs Jaime Trott</td>
<td>Part-time yr 3 &amp; DOTT teacher</td>
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#### EDUCATIONAL ASSISTANTS

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

Anna Perry - Part time

CANTEEN

Amanda Leighton - One day a week

CHAPLAIN

Mrs Claire Pringle – Part time

HONOURY POSITION—LOTE

Ketut Bassett
QUALIFICATIONS OF TEACHING STAFF

<table>
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<th>Qualification of Teaching Staff</th>
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<tr>
<td>Teaching Diploma</td>
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<tr>
<td>Bachelor Degree</td>
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<tr>
<td>Masters Level Degree</td>
<td>1</td>
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<td><strong>Total</strong></td>
<td>12</td>
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STAFF MOVEMENT 2015

Ros Smyth relocated to Perth
Replacement Kindy teacher Jessica Barton

ALL STAFF PROFESSIONAL DEVELOPMENT 2015

- **WA Curriculum Maths**: Peter Farmer, January
- **Maths Assessment all levels**: Peter Farmer, March
- **EYLF Training**: Anna Hay, May
- **Children with Disability**: Julie Townsend, May
- **Education and the Law**: Craig D’Cruz, June
- **Certificate of Christian Education**: Lindsay Graig, June
- **Mandatory Sexual Reporting**: June
- **Intl. Transforming Ed. Conference**: Melbourne, July
- **Drug and Road Safety**: Kate McKonchie, October
- **Protective Behaviours**: Andrea Muslan, November
# School Income 2015

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<tr>
<td>Total Tuition Fees</td>
<td>$164,198</td>
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<tr>
<td>State Government</td>
<td>$315,753</td>
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<tr>
<td>Commonwealth Government</td>
<td>$1,262,175</td>
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<td><strong>Total</strong></td>
<td><strong>$1,742,126</strong></td>
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Parent, Teacher & Student Satisfaction

Graph Showing Parent Satisfaction 2015

Carnarvon Christian School Parent Survey

- Teachers at this school expect my child to do his or her best.
- Teachers at this school provide my child with useful feedback.
- Teachers at this school treat students fairly.
- This school is well maintained.
- My child feels safe at this school.
- I can talk to my child's teachers about my concerns.
- Student behaviour is well managed at this school.
- My child likes being at this school.
- This school looks for ways to improve.
- This school takes parents' opinions seriously.
- Teachers at this school motivate my child to learn.
- My child is making good progress at this school.
- My child's learning needs are being met at this school.
- This school works with me to support my child's learning.

Response (%)