

# **Greenacre Baptist Christian Community School 2012 Educational and Financial Report**

## **School Overview**

Although known by other names, Greenacre Baptist Church commenced operating in Shellcote Road in 1928 in a home across the road from the present site. The church has been a significant place of Christian worship in the suburb over the years. In the early 1980s, a pastor had a vision for Christian education in Greenacre and it was resolved to start a school in February 1985 to be called Greenacre Baptist Christian Community School (GBCCS).

During the 1970s, the church had been “gifted” a parcel of land owned by the Department of Housing which was landlocked between the surrounding houses. This would become the school playground and various church buildings would become the classrooms including the original church and an old hall.

Over the years, GBCCS has developed into a single stream primary school of around 180 children with each class housed in modern classrooms. In 2011, a new hall and extra classroom were opened as part of the Commonwealth’s BER program and parents began agitating for a secondary school. The commencement of High School in 2013 is the next chapter in GBCCS history.

## **Principal’s Report**

GBCCS is a wonderful place to work. The school has a Board that is interested and prepared to take bold new steps. Families are supportive and the children are a delight to teach. We have a great staff whose first interest is in their faith in God and how that can impact on their teaching. The children and parents know that the teachers are interested in the students. It is genuine and is shown by the way teachers pray for their classes during the year.

One of the great joys of teaching at GBCCS is its multi-cultural nature with families of an African background, many Middle-eastern families, a large number of Asian heritage and many from South American cultures. With those children from an Anglo, European or North American background, this “United Nations” group of children enjoys each other’s company with no obstacles or prejudices. It is truly special! It must please the Lord to see all these people groups gathered together with the younger ones growing up side by side.

The 2012 year was one of much anticipation with preparations being put in place for the commencement of secondary school. As I write this report, Year 7 has started in 2013 with a pleasing number of students. The parents who so boldly requested the GBCCS Board examine the possibility of starting a high school are well-satisfied and the hard work has been worthwhile. One of the spin-off effects of word travelling around the drawing area of our secondary plans has been an increased interest in Kindergarten enrolments. We have waiting lists in upcoming years and many prospective families have spoken of their desire to have their children educated at our school for their entire thirteen years of schooling.

We have no desire to become a double-stream school. The small nature of the school and each class one GBCCS’s greatest strengths. We feel that quality is more important than quantity in regard to staff, students and facilities. The school has two secondary classrooms: one a practical Science/Art/Technology facility and the other a regular classroom. More classrooms will be built to house Years 9-12 but there is no intention of developing the school

beyond 350 students. Double streaming would require land and that would result in massive fee increases. GBCCS is the lowest fee CSA primary and secondary school in the Sydney area.

As usual, I have pointed out that GBCCS is a wonderful community. The children are such a pleasure to teach and we anticipate that the positive sense of community will further develop in the coming years.

Ken McCarron (April 2013)

## **Board Chairman's Report**

2011 was a year for challenging our thinking. We, who love this school, are very protective of it and yet last year we were getting pressure from all sides to step out into something new. We became aware that more and more of our parents were choosing non-Christian high schooling for their kids because we did not offer high school and this concerned us greatly. We have always had pressure to go K to 12, that was nothing new but this time it appeared that God was also pushing. Things in the background had aligned to make it extremely achievable and we realised that the time had come for change. So we go into 2012 excited about what God has in store for us – anticipating great things.

Debby Reiher, School Board Chair

## **Parental, Teacher, Student Satisfaction**

Over the years, GBCCS has had a positive reputation for parental satisfaction but it has been anecdotal in nature. In 2011, parents, staff and upper primary students were formally surveyed by the *Resolve Consulting Group* and the results were most heartening. In 2012 *Resolve* conducted a Principal Appraisal, again with positive feedback and the school board and staff has confidently moved on in implementing the GBCCS vision.

Although parents were not formally asked to provide feedback on the school in 2012, the appraisal of the principal did give opportunity for feedback from those close to the school. The community's positive view of the school can be summarized in a few points:

- \* Enrolments have increased in the last twelve months.
- \* Classes are full from K-4 with limited vacancies in Years 5 – 7.
- \* There are waiting lists for Kindergarten 2014 and 2015.
- \* Out of the children who left at the completion of Year 6 2012, all but one was the youngest child in their family. All joined older siblings at a variety of secondary schools.
- \* Oldest children have stayed at GBCCS for Year 7, therefore whole families can be expected to proceed to Year 7 at GBCCS in the coming years.
- \* Only one student left K-6 during 2012 other than those leaving the area.

Parents and friends of GBCCS are a close-knit community. Parents know that the teachers care about the children. GBCCS has high quality teachers and other staff. They form a contented group who are keen on being part of the school's vision. The board itself is a visionary and united body that has shown they can take bold steps of faith in commencing Year 7 with a single stream cohort. There is no desire to grow the first Year 7 group or other grades as the school is focused on "quality rather than quantity" in educational programs, staffing and student numbers.

## School Strategies

### Priority Areas for Improvement

<b>Priorities for 2012</b>	<b>Progress on 2012 Priorities</b>
1. Prepare curriculum, policy and identify staffing requirements for the commencement of Year 7 in 2013.	1. Four staff members spent many hours preparing programs for the school's Stage 4 curriculum. GBCCS also acknowledges the assistance of St George and Orange Christian Schools.
2. Produce a site plan that provides for the staged development of a 7-12 secondary school and complete necessary preparation for the first part of that plan.	2. A basic site plan has been developed and architects have now been instructed to "flesh out" the master plan for GBCCS over the next twenty years.
3. Implement Performing Arts electives for Years 3-6 (to be selected in a similar way as sport choices are made).	3. Performing Arts electives have been a huge success and included Puppetry, Drama, Multi-media, Singing and Dance. However, the electives could be broadened slightly to cover the abilities and interests of staff better.
4. Develop functional class devotional programs with good Biblical teaching.	4. GodSpace is still the source of biblical studies for K-6. Class devotions are left to the class teacher and the Holy Spirit.
5. Further develop Scope and Sequences for the new Australian curriculum (in Mathematics and English)	5. This was put on hold as the implementation of the new syllabus was further delayed.
6. Increase opportunities for children in academic need and those who require extension.	6. Support staff have developed a terrific program for children in need. Class teachers have extended bright students within the classroom
7. Encourage further opportunities for community activity.	7. Prayer groups on Thursday and Friday mornings involve many parents. The two school barbecues were well attended. Parents were extensively consulted about the secondary uniform.

### Further Comment

The senior students were a tremendous group in 2012 with excellent leadership from the captains, vice-captains and prefects. The leadership group was extended to five boys and five girls due to the quality of candidature and they didn't let anyone down. We are tending to find that student leadership extends well beyond those chosen, reflecting the wonderful nature and maturity of our Year 6 students.

## **Priorities for Improvement and School Development in 2013**

### **Top Seven Priorities for GBCCS in 2013**

1. Extensively develop the skills of teachers in the new Australian syllabus in English and possibly Mathematics.
2. Develop curriculum and resources for Stage 4 across the KLAs
3. Develop extra-curricular activities in Stage 4 such as Interest Electives, Sport etc
4. Prepare and submit to Bankstown council a Development Application for the school's master plan
5. Maintain good parental involvement across both primary and secondary areas.
6. Focus on improving the profile of Music at an individual student level, at Chapel and other whole school situations.
7. Employ a chaplain to look after the spiritual needs of staff, students and families and to assist with providing quality Chapel services and other initiatives across K-7

### **Actions Undertaken to Promote Respect and Responsibility**

The school has developed respect and responsibility by:

1. Providing an environment where teachers require children to be respectful to adults, Australians of different nationalities and to each other.
2. Having the children sing the national anthem in assemblies.
3. Upholding the principles of the National Safe Schools Framework and displaying the framework poster in the administration area.
4. Having all classes participate in Biblical Studies/Christian Living lessons which promote biblical principles in respect and responsibility.
5. Undertaking a bullying component in each class's PDHPE program and having a focus on bullying during one term each year in those programs.

## Staffing Details

### Executive Staff

In 2012, GBCCS employed thirteen teachers (full-time equivalent of 9.5 teachers). This included three executive staff, the latter two with class teaching responsibilities:

Principal  
Year 3-6/ I.T. Coordinator  
K-2 Coordinator

### Teacher Standards and Professional Development

In 2012, the GBCCS staff came from many cultures. Although no staff member came from an indigenous background, many teachers and other staff came from a number of cultures including Indonesian, Spanish, Fijian, Italian and Arabic backgrounds.

Each of our teachers has teaching qualifications from a higher education institution within Australia or New Zealand.

Teachers possessing Teaching Qualifications from a higher education institution within Australia or New Zealand - Category (i).	13
Qualifications as a graduate from a higher educational institution within Australia but lacking in formal teaching qualifications - Category (ii).	0
Do not have qualifications listed in the above areas but have relevant successful teaching experience – Category (iii).	0
Teachers registered with the NSW Teachers Institute at Professional Competence	3
Teachers registered with the NSW Institute of Teachers and accredited at the point of employment	1

Staff development consisted of five days during the year. Teachers were present for three days in January 2012. This included WH & S and Child Protection sessions at which clerical and auxiliary staff also attended. The majority of the staff also completed the First Aid Resuscitation refresher course on the third day of that week. In July 2012, teachers attended a two day conference at Regents Park Christian School focussing on aspects of the new Australian syllabus.

Teachers also participated in training conducted by other providers. Staff development outside the school averaged 3.5 days per staff member. Many teachers attend in-service outside school hours with external providers. Some of these courses are funded by the school and others are paid for by the teachers. A total of \$4,280 was spent by the school on professional development for staff in 2012.

### Teacher Attendance in 2012

The average absence rate for teaching staff was 6.3 days, slightly up from the previous year's 6.0 days (from 189 school days) but this included one teacher making a staged return from major surgery early in the year. The teaching staff was stable with no new teachers commencing at the beginning of 2012. A part-time teacher commenced maternity leave during Term 3 and was replaced for the remainder of the year by a former staff member. Two teacher aides resigned at the end of 2012, one being a long-serving staff member and the other due to the birth of another child.

# School Policies

## Enrolment Policies and Profiles

Our criteria for enrolment:

- \* Children of families who have been attending Greenacre Baptist Church for at least twelve months.
- \* Children who already have an older sibling enrolled at the school.
- \* Children of ex-GBCCS students
- \* Children of families where at least one parent is a Christian who have been on the waiting list. These are processed in order of receipt.

In 2012 there were 184 students enrolled at the August census, the children coming from a diverse background including large numbers of Mediterranean, Asian, western European and American families. These families are a reflection of the diverse range of cultures around the Greenacre area. The multicultural flavour of the school and the way it is celebrated is one of our major strengths.

Enrolments for future Kindergarten classes are promising with waiting lists expected. The typical class is capped at 28 students but exceptional circumstances mean that occasionally classes rise above that level. Year 3 in 2012 was such an exception with 31 children.

This school's full enrolment policy is attached as an appendix to this report.

## Student Welfare Policies

The school's strength is in the Pastoral Care and welfare of its children. This is reinforced in the school's mission statement: *"to enable the children to take their place in the community as witnesses to the power of God in their individual lives"*. Every year, all staff look at the GBCCS's Vision and Mission Statements to spend some time reflecting on the school's singular purpose in spiritual and personal welfare. This assists teachers to work toward that goal. Our Pastoral Care policy, which we believe is generally working most successfully, provides students with the opportunities to develop the knowledge skills and dispositions for positive relationships as defined by the National Safe Schools Framework (p. 5).

From this policy, students are taught the vital values of respect, kindness, safety and stewardship. These are entrenched in our Biblical Studies program but reinforced through our Protective Behaviours and Relationships program conducted in each class early in the year with an anti-bullying focus. These programs allow for the children to identify and discuss issues regarding relationships in the classroom and in many cases deal more effectively with matters when they arise in the classroom.

Workplace Health and Safety is recognised as being a vital component in the protection of staff, students and families. The school has a reputation for listening to its community and acting swiftly upon notice of any concern in this area. Parent concerns are not seen as a threatening situation but are acted up swiftly and with appreciation. Teachers have the opportunity at weekly staff meetings to raise any potential hazards and a risk assessment is undertaken by the principal. As a result the classrooms and playground are of high standard of safety. A system has been put in place for teachers to record possible dangers or risks to avoid any matter being neglected.

The school's full policy can be obtained from the office. The policy did not change in 2012.

## **Discipline Policy**

This policy centres on three areas:

1. We want our school to be a safe place.
2. We want our school to be an environment where students feel accepted.
3. We want our school to be a place where all children are treated fairly and with justice.

The policy in itself is an important part of the pastoral care of the students. There are several other policies that contribute to the nurturing of students that sum up the school's Biblical focus on pastoral care.

The school does not administer corporal punishment nor does it work with parents to administer any form of corporal punishment in partnership with the home. There is opportunity for procedural fairness to occur when children are accused of any act of wrongdoing where a disciplinary process is expected.

Children are not suspended from school or subjected to other serious disciplinary procedures without consultation with parents and a time period of at least overnight to fully consider the circumstances prior to the final decision in the disciplinary process

The school's full policy is included as an appendix to this document. It was changed in 2012 to better suit a developing K-12 school.

## **Complaints and Grievances Policy**

GBCCS has relatively few grievance issues but like most schools, there are times during the year when staff, students or parents wish to express a concern about a particular issue. During 2011, GBCCS undertook a review of its grievances policies and implemented a fresh policy with clear pathways for those with concerns.

The new policy focuses on several key relationships across the school community. It gives staff, students and parents an outline of the correct protocol to follow in case there is an area of concern. The policy is the basis for dealing with friction between community members although it is recognised that there can often be extraordinary situations in human nature where other approaches may be required.

We desire to be God-honouring in the ways we deal with complaints and one way this can be done is to work through issues at the earliest possible time and at GBCCS, staff, parents and students are encouraged to "nip problems in the bud" before the matter escalates. Nevertheless, there are specific procedures to be followed in the case of more serious disputes or grievances.

No changes were made to this policy in 2012 and it can be obtained from the school office.

## **Anti-bullying Policy**

GBCCS has few issues with bullying. However, there is no such thing as a perfect playground or classroom. Each year the students undertake sessions on bullying and often external providers are brought in to tackle issue, often from a Christian perspective. The school has a policy on bullying adapted from a number of other sources and this policy has served the school well in recent years.

No changes were made to this policy in 2012.

# Student Information and Performance

## Student Summary

Students at GBCCS come from a variety of cultural and socio-economic backgrounds. The school draws from a ten kilometre radius with suburbs as far away as Hurstville, Allawah and Moorebank and as diverse as Croydon Park, Homebush, Riverwood, Bass Hill and Guildford. The students come from about fifty different nations and every inhabited continent with large numbers from Brazilian, Korean, Indonesian and Lebanese backgrounds. There are therefore many children who attend GBCCS's ESL program, particularly in the K-3 age groups. We believe that GBCCS does extremely well in national testing given the large number of families where English isn't the preferred language at home.

## Student Performance in State-wide Tests & Examinations

GBCCS participated in the mandatory National Assessment Program - Literacy and Numeracy (NAPLAN) to assess Literacy and Numeracy across Years 3 and 5. The results were an accurate reflection of GBCCS students' standing in these areas as both classes are considered as strong academically within the school context. The most pleasing aspect was the improvement of the Year 5 group in comparison to when they were in Year 3 in 2010, particularly as the top student and another bright student from that year had left the area.

Full details can be gleaned from the school's page at the "My School" website:

<http://www.myschool.edu.au>

## Summary of Achievement

### Year 3

Students who received higher than the 2011 National Benchmark (Band 2 or higher):

Numeracy	100%
Reading	97%
Writing	100%
Spelling	100%
Grammar	97%

### Comparisons 2010-2012

	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Numeracy</b>	100%	100%	100%
<b>Reading</b>	100%	100%	97%
<b>Writing</b>	100%	95%	100%
<b>Spelling</b>	96%	100%	100%
<b>Grammar</b>	96%	100%	97%

The following is the percentage of the school's Year 3 students who scored the top ranking (Band 6) in the NAPLAN tests (2011 figures in brackets):

Numeracy 22.5% (15%)



Reading	22.5% (25%)
Writing	22.5% (30%)
Spelling	58% (25%)
Grammar	42% (20%)

The percentage of Year 3 children achieving the top band in Numeracy was 22.5%, well above the NSW state average of 15.9%. In Literacy, the percentage of Year 3 students who scored in the top band was 36.3 well above the NSW state average of 24.8% (averaging out the four disciplines).

In Numeracy, 65% of Greenacre Baptist students achieved results in the top three bands compared to 75.4% across the state. In Literacy, the students in the top three bands made up 85.4 of those tested, compared to the state average of 70.8% (average of the four disciplines).

### **Year 5**

Students who received higher than the 2011 National Benchmark (Band 4 or higher):

Numeracy	100%
Reading	100%
Writing	100%
Spelling	100%
Grammar	100%

### Comparisons 2010-2012

	<b>2010</b>	<b>2011</b>	<b>2012</b>
<b>Numeracy</b>	92%	100%	100%
<b>Reading</b>	81%	94%	100%
<b>Writing</b>	77%	97%	100%
<b>Spelling</b>	80%	91%	100%
<b>Grammar</b>	76%	97%	100%

The following is the percentage of the school's Year 5 students who scored the top ranking (Band 8) in the NAPLAN tests (2011 figures in brackets):

Numeracy	27.3% (25%)
Reading	18.2% (19%)
Writing	18.2% (11%)
Spelling	45.5% (32%)
Grammar	45.5% (29%)

The percentage of Year 5 children achieving in Band 8 (the top band) in Numeracy was 27.3%, far ahead of the NSW state average of 13%. In Literacy, the percentage of Year 5 students who scored in Band 8 was 23% compared to the 14.4% across the state (average of the four disciplines).

In Numeracy, 81.8% of GBCCS students achieved results in the top three bands compared to 58.3% across the state. The results in Literacy were above the state average with 87.5 of students being placed in these bands compared to the NSW average of 60.2% (average of the four disciplines).

### **Literacy Summary**

In the context of a multi-cultural school, these results reflect the school's solid progress. The performance of both classes is commendable. Many children start Kindergarten at GBCCS with little or no English and the Year 3 results reflect the development of their language skills over the K-2 period. Year 5 is a class of high capability and this is shown in both Numeracy and Literacy where the results were above the state average. It should be mentioned that there are fewer children with learning needs and the cohort has a strong grasp of English.

### **Numeracy Summary**

We are pleased with the continued solid performance in Mathematics at Year 5 level but may have expected Year 3 to perform better in terms of the percentage of students in the top three bands. However, their results are still quite good. The overall performance in Mathematics is sound by our own expectations.

### **Further NAPLAN Feedback**

It can often be hard for parents to work out how well their child has performed in NAPLAN in comparison to others. Certainly, parents will know their child's Band score (1 to 6 for Year 3 and 3 to 8 for Year 5). I have put together a table of how the group has performed. In an average situation, 20% of GBCCS children should be in the top 20% of all students nationally. As can be seen from the tables below, GBCCS is well above the average school!

#### **Year 3 NAPLAN Results 2012**

	Reading	Writing	Spelling	Grammar	Numeracy
Top 20%	30%	45%	42%	28%	26%
Middle 60%	57%	49%	55%	66%	65%
Bottom 20%	13%	6%	3%	6%	9%

#### **Year 5 NAPLAN Results 2012**

	Reading	Writing	Spelling	Grammar	Numeracy
Top 20%	26%	50%	58%	48%	48%
Middle 60%	69%	45%	42%	43%	47%
Bottom 20%	5%	5%	0%	9%	5%

Just to add some extra information: in Year 3 there are 31 children out of which the following numbers finished in the top 50% of NAPLAN: 20 (Reading), 24 (Writing), 25 (Spelling), 22 (Grammar) while 20 children finished in the top half in Numeracy. In Year 5, 16 out of 22 children finished in the top half for Reading while the number in the other components were: 20 (Writing), 20 (Spelling), 16 (Grammar) and 18 (Numeracy). Therefore, almost all of the class was placed in the top half of Australian students in Writing, Spelling and Numeracy. Even better, the children at the lower end of our classes are being pushed to greater heights!

## **Student Attendance**

The attendance rate presented on the “My School” website was 97% during the four week period across May 2012.

The average attendance for the whole of 2012 across the grades is shown below:

Kindergarten	96.2%
Year 1	97.6%
Year 2	95.5%
Year 3	94.1%
Year 4	94.7%
Year 5	95.8%
Year 6	94.9%

Students who demonstrate inconsistent attendance are followed up as per our Roll Marking and Student Attendance Policies which can be obtained from the school office, including the policy for seeking principal’s permission for extended absences. There is a procedure for poor attendance including notes and follow-up phone calls to parents in the first instance followed by more stringent measures if necessary. Absences at GBCCS rarely require such attention although lateness can be a concern at times.

## **School Finances**

Summary of Financial Performance for the year ended 31 December 2012:

### **Income 2012**

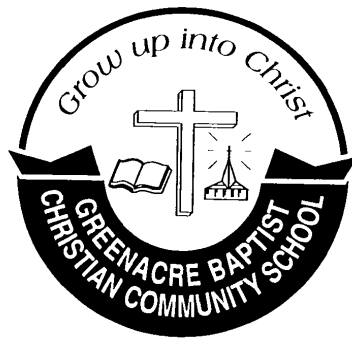
Income from fees and donations	22%
Recurrent Grants	72%
Interest Subsidies	3%
Donations and other revenue	3%

### **Expenditure 2012**

Salaries allowances and other related expenses	57%
Student expenses: Camps, excursions, sport etc	6%
Non-salary expenses	37%

# Appendix 1

## GREENACRE BAPTIST CHRISTIAN COMMUNITY SCHOOL



### Enrolment Policy

**2010**

**Previous policy: 12 March 2009**

**Policy rewritten: 10 August 2010**

**Policy presented to staff: 2011**

**Policy due for revision: 2013**

## REGISTRATION OF NEW STUDENTS

1. Kindergarten children should turn 5 by the 31 May in the year they enter the school.
2. All prospective students must provide proof of:
  - Australian Citizenship or
  - Birth Certificate indicating one parent's citizenship or
  - Birth Certificate indicating a parent's permanent residency
3. All prospective students must provide an Immunisation Certificate.
4. If there is an epidemic (specified contagious disease) and a child is not immunised, they are to be excluded from school until it is clear to return.
5. Priority order for enrolment:
  - \* **Children of families who have been attending Greenacre Baptist Church for at least twelve months.**
  - \* **Children who already have an older sibling enrolled at the school.**
  - \* **Children of ex-GBCCS students**
  - \* **Children of families where at least one parent is a Christian who have been on the waiting list. These are processed in order of receipt.**
6. Successful students are entered into the Register of Admission on the first day of attendance with start date and the immediate previous school duly noted.
7. Departure details will be recorded when students leave the school, including the name of their new school. The student's records will be retained in school archives for 5 years.
8. The attendance of all students will be monitored and recorded in class rolls by the class teacher for the duration of their enrolment.
9. If the documentation in No 2 above is unable to be established appropriate authorities will be contacted for further information in regard to eligibility for government grant or other related matters before consideration of enrolment takes place.
10. The Kindergarten class is usually capped at 26 children and other classes are normally capped at 30 children.
11. On occasions, temporary enrolment will be given to children whose family is on sabbatical or other missionary leave.

## PREREQUISITES FOR CONTINUING ENROLMENT

We have a heartfelt desire that all GBCCS students will enjoy a rewarding and complete Christian education. We will do everything reasonable in our power to help families meet the conditions below for **continuing** enrolment of their children and believe the conditions are fair and proper for families wishing to place children in the School.

The School will move to discontinue enrolment, with full consultation in advance, if it cannot meet the child's needs or if the education of other children is seriously disadvantaged by the child's presence.

## **What the School expects of Parents**

The School considers that your failure to meet any of the conditions below is reason for terminating enrolment, at its discretion after reasonable effort has been made to help you meet them.

1 Parents/carers support the School's educational philosophy by continuing to allow the child to share fully in the devotional lessons and spiritual activities of the school.

2 Parents/carers agree to allow their children to be involved in the academic, sporting and cultural activities of the school including camps and excursions.

3 Parents/ carers support what they expect from the School by ordering their own lives and home so that the child will be given every opportunity to grow in God's grace and wisdom.

4. At least one parent/carer continues to maintain their Christian faith and witness and to contribute to their church. At least one parent/carer continues to support School functions or activities by their attendance.

5. Parents/carers will continue to provide the child with the correct uniform, ensuring the child wears it neatly, modestly and clean.

6. Parents/carers provide the child with all personal equipment required by the School for full participations in the education offered.

7. Parents/carers support the responsibility of the School to use discipline and give punishment, in accordance with its policies, as it deems wise and suitable for the child (corporal punishment is not school policy and is not undertaken at any time).

7. Agreed fees are reliably paid in advance at the end of the first week of a new term, or as the Bursar arranges in accordance with School policy. In the case of a family's first enrolment, agreed fees must be paid by the date set for accepting a place in the School.

8. Students will behave in a way that does not bring dishonour to the name of the Lord Jesus Christ or disgrace to the School.

## **ATTENDANCE AT SCHOOL**

1. All students will have their attendance monitored by the class teacher. If the student is away from school for any reason, a note must be produced by the parent within a week, and the note must have an explanation of the absence.
2. The class teacher will record the student's absence in their roll book (which is to be kept in the classroom) and retain all such notes with the roll. A form absence note is available at the administration office and an explanation for absence or lateness, signed by parents, is an adequate form for parents to use. The office will forward such notes to the class teacher to be included with the class roll.

3. If a note hasn't been provided to explain the reasons for absence one week after the child's return to school, the absence must be recorded as "unexplained" or "unjustified".
4. If a family is planning a lengthy time away from school (one week or more), they should seek permission from the principal to do so. This is a Board of Studies requirement. This includes family holidays or for personal reasons. It is unlikely that such permission would be refused but is required as a courtesy.
5. All teachers and staff are requested to inform the principal if there are any irregularities in a student's attendance. Or where excessive absences are occurring.
6. The principal will investigate irregular or suspicious absences and establish whether further action is required. If the principal has any concerns, the parents will be contacted or the relevant authorities if the situation appears to be of reportable nature.

# Appendix 2

## GREENACRE BAPTIST CHRISTIAN COMMUNITY SCHOOL



### DISCIPLINE POLICY

**2013**

<p>Previous Policy: November 2011 Policy amended: August 2012 Policy due to be presented to staff: 23 January 2013 Revision Date: 2016</p>
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## INTRODUCTION

The school will endeavour at all times to have an overall educational objective of self discipline and to develop co-operative attitudes and respect for the person and the property of others.

The child should be held responsible for his/her own actions. Discipline, therefore, wherever possible will be positive in nature.

**We want our school to be a safe place to go so** students will follow directions given by staff and will refrain from any activity which is likely to hurt others such as throwing objects, fighting, play fighting, pushing or any form of physical abuse.

**We want our school to be a place where people feel loved so** students are expected to show friendship and courtesy to all. Any behaviour which is disruptive, likely to hurt or upset others (including name calling, teasing, bullying, threatening, spitting or unacceptable language) is not allowed.

**We want our school to be a place where all are treated daily with justice so** we expect all students to speak and respect the truth.

For children who do not respond to positive forms of discipline, where necessary, detention will be administered at play times.

Should the school experience persistent difficulty with any student behaviour, modification programs will be implemented and if improvement doesn't take place, parents will be requested to attend an interview with the Principal. Where the welfare of a class or of the whole school is threatened, suspension of a student may occur.

*"And now I give you a new commandment: love one another. As I have loved you so you must love one another. If you have love for one another, then everyone will know that you are my disciples."* (John 13:34-35 – Good News)

### Pastoral Care

Pastoral care is all the assistance the School provides in order that children will grow up into Christ. It includes prayer, nurturing, counselling, discipling and discipline. Our aim in correction of behaviour is forgiveness, redemption and restoration.

## PHILOSOPHICAL FOUNDATIONS

The School's Discipline Policy is based largely on principles inherent in Ephesians 6:1-4. It assumes that although every individual is created in the image of God and is therefore unique and important, man's fallen nature requires that his conduct be restrained by rules and imposed authority – with a view to leading him to submissiveness and obedience in Christ, a life lived by the Spirit.

In Hebrews 12:10 we are told: Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in his holiness. Discipline, therefore must always be for the good of the child – administered out of our loving concern for the child.

## EFFECTIVE DISCIPLINE:

- Is an essential part of Christian Education;
- Is based on love and concern for each child's well-being and personal development;
- Needs to be fair, consistent and positive;
- Is used to build up the child, assisting in the development of self-control and self-discipline.

Without discipline, learning and development are restricted. Effective discipline within the school means that learning and development can take place without frequent negative interruptions.

Sound discipline involves training as well as correction. Correction alone without thorough instruction is not effective discipline.

Through consistent discipline, involving both correction and training, the School aims to promote self-discipline by assisting students to be thorough, consistent, appreciative, responsive and thoughtful and to take pride in all that they do so that it is pleasing to the Lord.

Students are helped to make their own decisions and to come to their own conclusions within Biblical principles and to accept consequences of their own choices. Character training through rules, principles and the formation of good habits is an important part of the school program.

Our approach to discipline involves:

- Accepting and valuing the child as they are, not for what they do;
- Emphasising correct behaviour rather than focusing on errors consistently;
- Chastising wrongdoing. This does not cause students to devalue themselves if they are sure that the other person values them;
- Helping children to choose achievable goals.

Correction and training are to be expressed through mutual acceptance, encouragement and cooperation. The aim is to develop a truly Christian School Community.

The following principles being evident:

- Cooperation and a sense of security of belonging. This means working together, accepting each other and aiding each other's development;
- Accountability for behaviour;
- Acceptance of and obedience to authority;
- Mutual Student-Teacher respect.

## STRUCTURE FOSTERS SECURITY

God has created a world to work within a structure, which we interpret and maintain by sets of rules. The basis of all rules is to “love the Lord your God with all your heart, soul, mind and strength and to love your neighbour as yourself.”

- Rules are to focus first of all on attributes and only secondly on behaviour. The danger of behaviour modification is its emphasis on outward behaviour. Rather we should be considering behaviour management by concentrating on modified attributes.
- Rules should be appropriate. They should build up (1 Cor 10:23) and take into account the needs of others (Rom 14, 15, 16 and 1 Cor 8:9-13).

When the above are functioning effectively in a school, the children develop a noticeable sense of security and belonging within the bounds of the structure.

## ACCEPTANCE OF AUTHORITY THROUGH OBEDIENCE

The Source of our authority is God, delegated to parents and through them to teachers. The purpose of authority is to:

- Provide a structure for society to function soundly, and;
- Be an instrument of God’s purposes. Teachers are to be held up as disseminators of that authority, as well as parents (Eph 6:1);
- Give us freedom, through submission and service (1 Pet 2:16).

The nature of authority is dominion exercised in order to serve. Christ personified the servant role of one in authority (Mark 9:35; 10:42-45, John 13:12-7).

It is God’s will that children obey their parents and, by delegation, their teachers. The onus is on children to give obedience, not on parents/teachers to force it from them. Every teacher must make his/her pupils aware of this responsibility to God and towards parents or others to whom parents delegate their authority. If it is not given however, it has to be demanded – for their sakes.

Teachers and parents who allow disobedience from their children are not meeting God’s expectations. Children have a Biblical responsibility to honour and respect their parents and teachers. Respect is not fear and dread on the one hand, nor is it casual, easy familiarity on the others. Teachers must demand and command respect from students. Not to do so is against God’s will. Our conduct, character, commitment and care should guarantee and command respect.

Finally, parents and teachers should not exasperate their children. Arbitrary, unjust or inconsistent treatment exasperates. A harsh, unremitting attitude, a failure to show compassion, just not bothering to find out the causes and circumstances in particular situations also exasperates. Be willing to explain reasons for rules, actions and policies.

## POLICY STATEMENT

At GBCCS we believe that strong, positive and peaceful (Rom 12:18) working relationships are vital. Relationships of this type allow everyone to achieve their God-given potential and growth. Our belief is that a cooperative school, operating through the grace of God and Biblical values (Pro 1:1-7), is a happy, secure place where everybody’s needs are considered and all have the opportunity to achieve success.

Our school has adopted a variety of strategies and programmes in order to foster cooperation and respect, which affects all aspects of school life. This policy endeavours to promote the well-being of all those who work in our school community.

In particular, this policy aims at imparting behaviour management and conflict resolution skills to students. The goals of these skills are a demonstration of mutual respect and cooperation in order that all students will gain confidence and demonstrate a consistent caring attitude to all people within our community.

We at GBCCS believe it is our responsibility and privilege before God to disciple students (hence ‘discipline’) via Biblical principles (2 Tim 3:26). This policy aims to manifest these principles without our community.

“Discipline your son, and he will give you peace, he will bring delight to your soul.” (Prov 29:17)

It is the School’s belief that major behaviour problems must be referred back to the parents. It is not the role of the School or the teacher to correct a child’s behaviour problem alone. It must be emphasised that the School does not replace the role of the parents, but takes an active part in continuing the discipline of the parents.

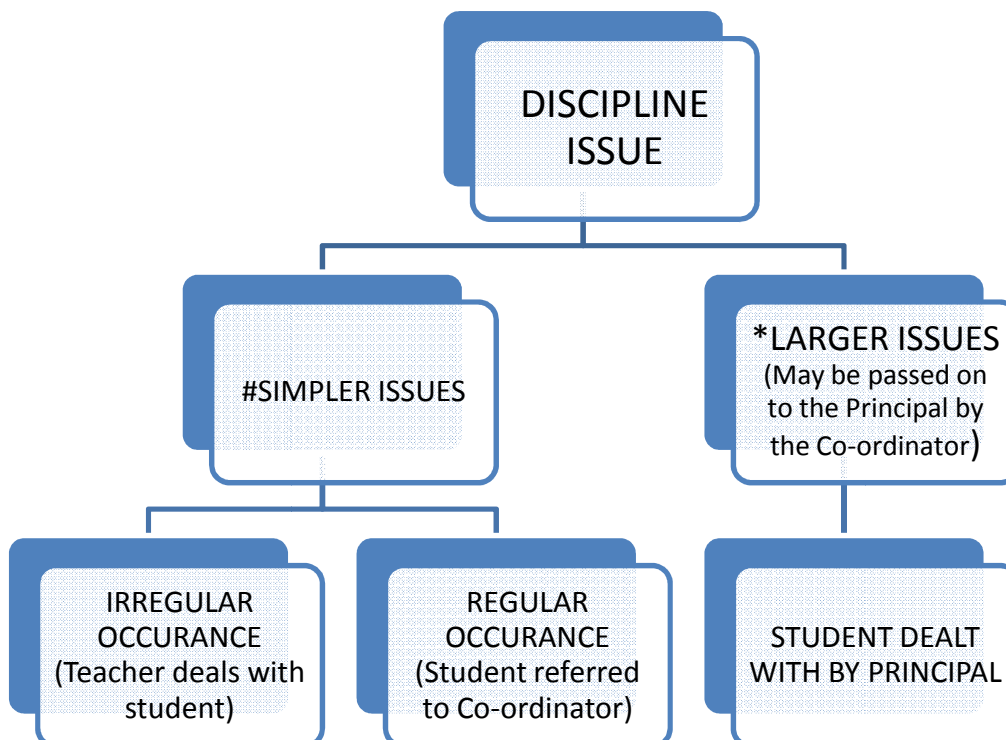
## **NOTE**

Due to the provisions of the Education Reform Amendment (School Discipline) Act 1995, corporal punishment is not to be used in this school as part of its Discipline and/or Pastoral Care Policy.

GBCCS does not condone nor encourage parents to use corporal punishment at home in regard to school-based issues.

**DISCIPLINARY PROCEDURES FLOW CHART**

This chart is the first document to follow, but reference should also be made to the Table “Expected Student Behaviour / Teacher Action List” (Appendix 1)



**POSSIBLE TEACHER ACTIONS**

- Verbal warnings
- Isolation strategies
- Bans
- Counsel/prayer
- Time out strategies
- Contacting parents
- Detentions
- Service activity
- Uniform default note

**POSSIBLE CO-ORDINATOR ACTIONS**

- Parents informed
- Detention
- Refer to Principal
- Service activity
- Isolation
- Counsel/Prayer

**POSSIBLE PRINCIPAL ACTIONS**

- Counsel/prayer
- Conference with parents
- In-school suspension
- Out-of-school suspension
- Expulsion

**#eg: SIMPLER ISSUES  
TEACHER TO DEAL WITH**

- Talking/interruptions
- Passive-aggressive behaviour
- Minor defiance
- Cheekiness
- Homework not done
- Name calling

**\*eg: LARGER ISSUES – PRINCIPAL / CO-ORDINATOR TO DEAL WITH**

- Gross disruption of class
- Undermining authority
- Outright defiance
- Gross insolence/disrespect
- Refusal to work at all
- Bullying/harassment

## EXAMPLES OF EXPECTED STUDENT BEHAVIOUR / TEACHER ACTION

NB: To be read in conjunction with the disciplinary procedures flow chart.

Effective Student Behaviour	Possible actions upon irregular occurrence	Possible actions upon regular occurrence
<b>Playground</b>		
All play ground contact games must be "touch", not "tackle"	Ban from playing at recess / lunch time for that day	<ul style="list-style-type: none"> <li>Principal and staff informed;</li> <li>Ban from playing for extended period.</li> </ul>
All students must remain at school throughout the day, unless written permission has been submitted and accepted	Refer student to Principal in all cases of truancy from school or class	<ul style="list-style-type: none"> <li>Parents contacted;</li> <li>In-school suspension;</li> <li>Out-of-School suspension.</li> </ul>
No student should be "out of bounds" (unless under teacher supervision, or with <u>written</u> permission from a teacher)	Detention or service activity (clean up area)	<ul style="list-style-type: none"> <li>Principal informed;</li> <li>Parents contacted;</li> <li>In-school suspension</li> </ul>
The playground should be kept tidy at all times, with all rubbish put in bins provided	Area cleaned up by students present	<ul style="list-style-type: none"> <li>Principal informed;</li> <li>Detention and clean up task.</li> </ul>
<b>School Uniform</b>		
Correct school uniform should be worn at all times, including on buses (except on Mufti Days). A parental note is required for a temporary inability to comply.	<ul style="list-style-type: none"> <li>Verbal warning / instruction;</li> <li>Detention;</li> <li>Uniform default notice sent home.</li> </ul>	<ul style="list-style-type: none"> <li>Principal informed;</li> <li>Parents contacted;</li> <li>In-school suspension;</li> <li>Out-of-school suspension.</li> </ul>
Students should not wear non-uniform items such as jumpers and jackets, coloured nail polish and incorrect jewellery.	<ul style="list-style-type: none"> <li>Confiscation of items (returned at end of week or term);</li> <li>Students asked to remove nail polish;</li> <li>Uniform Default note sent home;</li> <li>Detention.</li> </ul>	<ul style="list-style-type: none"> <li>Principal informed;</li> <li>Parents contacted;</li> <li>In-school suspension;</li> <li>Out-of-school suspension.</li> </ul>
<b>Classrooms</b>		
No student in a classroom without teacher supervision (including detentions).	<ul style="list-style-type: none"> <li>Send out of room / verbal warning.</li> <li>Detention.</li> </ul>	<ul style="list-style-type: none"> <li>Principal informed.</li> </ul>
Students should complete all their work with due diligence, and attend to all required learning.	<ul style="list-style-type: none"> <li>Isolation from peers;</li> <li>Detention;</li> <li>Notes / calls to parents.</li> </ul>	<ul style="list-style-type: none"> <li>Principal informed;</li> <li>Conference with parents;</li> <li>Individual management plan.</li> </ul>
Students should not be late for class.	<ul style="list-style-type: none"> <li>Record name;</li> <li>Detention to make up time and work.</li> </ul>	<ul style="list-style-type: none"> <li>Principal informed;</li> <li>Parents contacted.</li> </ul>

Effective Student Behaviour	Possible actions upon irregular occurrence	Possible actions upon regular occurrence
<b>Other</b>		
Students should leave their mobile phones at home (unless school has parental letter).	<ul style="list-style-type: none"> <li>• Confiscation of phone;</li> <li>• Loss of privileges;</li> <li>• Detention.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal and staff informed;</li> <li>• Parents contacted</li> <li>• suspension</li> </ul>
Students should not have chewing gum at school.	<ul style="list-style-type: none"> <li>• Verbal warning / gum put in bin;</li> <li>• Detention.</li> </ul>	<ul style="list-style-type: none"> <li>• Principal informed;</li> <li>• Parents contacted.</li> </ul>

The above listing of **some** expected behaviours and possible actions by staff has been compiled for the following reasons:

- As a ready reference for staff;
- Staff and students will be clearer about what is expected;
- Consistent insistence by staff will lead to less and less need to remind students of these expectations.

The philosophy behind this is that we have as few 'rules' as possible but that all staff constantly and consistently require adherence to the 'rules' we have.

An attempt has been made to list actions that are appropriate to the misbehaviour. These actions are suggestions only, and are not prescriptive. The teacher should use their professional judgment to administer the actions that are appropriate to the particular student and circumstances, so that:

- We are consistent but fair in dealing with students;
- We are the least punitive as possible ("certainty rather than severity"), and;
- Students can recognise the 'fairness' of the consequences.

**Obviously if a student's misbehaviour becomes a regular occurrence, the Principal will be advised via the relevant Co-ordinator, and he will then make a decision regarding the administration of possible consequences (examples in the right hand column) or delegate these.**

## APPENDIX 1 STUDENT CODE OF CONDUCT

Students should remember and consider the four “C’s” of good conduct:

- **Consideration** – always think of others first;
- **Courtesy** – be respectful and polite;
- **Cooperation** – listen to and obey those in authority;
- **Common Sense** – be sensible and responsible.

Students should try to show the fruits of the spirit at all times (see Galatians 5:22-23). The following Student Code of Conduct is designed to assist you in this. It is based on the fruits of the spirit and many other important principles from God’s Word, the Bible.

Being a student at GBCCS is a wonderful privilege, therefore you should:

1. Take appropriate responsibility for your own progress by participating fully and cooperatively in all lessons and school activities, and by diligently completing homework.
2. Be positive and open about your learning. Don’t interfere with others’ learning by being disruptive and thoughtless. Listen carefully to all teachers and other presenters of learning. Don’t talk, interrupt or yell out. Raise your hand if you want to ask or answer a question.
3. Show respect for and obedience to teachers and other adults, including parent helpers and school volunteers. When spoken to, answer clearly and with courtesy. Greet people respectfully and cheerfully.
4. Take correction respectfully. For example, don’t answer back, sulk or display temper or annoyance.
5. Be careful in your speech and conversation. For example, never blaspheme, swear or use bad language, and always maintain decent standards of conversation.
6. Be respectful of other students. For example, Be friendly and helpful. Don’t name-call, jeer, sneer, make fun of or criticise others, either to their faces or behind their backs, and don’t exclude others. This is bullying.
7. Value and show respect for school property by not defacing, damaging or littering.
8. Respect the property of others including fellow students. When borrowing things (including library books), always look after them and return them properly.
9. Always be honest and truthful.
10. Be punctual to class. Always offer an apology and reason for the lateness to the teacher.
11. Be careful of other’s safety. Don’t behave in a dangerous or careless manner, for example, running where there are lots of people around.
12. Be responsible. For example, pick up your own rubbish, tidy your own work station, report wrong behaviour by others, report breakages. Always show good manners and proper behaviour on bus travel to and from the school.
13. Be patient. For example, don’t push in a line or queue.
14. Be courteous and polite. For example, use named when addressing teachers and adults. Use “please”, “thank you”, “I beg your pardon?” and “excuse me”. Knock before entering a room.
15. Wear the correct school uniform, unless special permission is given. A note from home should be brought about uniform problems.
16. Remain inside the school grounds. No climbing or venturing over fences, or into rooms without permission.

Leave banned personal items at home. For example; chewing gum, iPods and mobile phones (unless parental letter has been brought to explain).



## APPENDIX 2 CLASSROOM CONTROL IDEAS FOR NEW TEACHERS

Students are not somehow more self sufficient or autonomous than other social groups. They need an atmosphere of order and security. They expect teachers to be adults, NOT 'mates'; they expect to be directed at school and need, above all, the example of an ADULT world going about its business with faith and confidence.

Teacher must, therefore, mean not merely placating the rowdiest groups, this ultimately leads to frustration by many well meaning teachers. It is not enough that teachers have good intentions.

It is our professional responsibility to our students, to our fellow teachers, and to ourselves to accept no behaviour which does not conform to normal social standards. Every time we let one negative incident pass, we make it harder for every other teacher in the school, for the student, and of course, for ourselves.

Standards must be consistently maintained. As already stated, the staff of the school must be a team but it is also a chain stretching from the Principal down to the newest and the least experienced member, and we all know on what the strength of the chain depends.

- Do not accept noisy, undisciplined behaviour.
- Do not accept loud mouthed, insolent speech.
- Do not accept cheeky familiarity.
- Do not meekly accept late comers to class.
- Do not accept unkempt, untidy, unequipped students to class.
- Do not dismiss classes until children are quiet, orderly and the room is in order.
- Do let the students know you expect courtesy and respect.
- Do insist wherever you are in the school that the area is tidy and clean.
- Do impress the students by your manner and attitude that you are both there to do the job and that you intend not only to do yours but also to see that they do theirs.
- Do line classes up at the door and quieten the students down before they enter the room.
- Do make sure that you are the last person out of the room.
- Do make every effort, where appropriate, to make your own room attractive and encourage students to take person interest and pride in it.
- Do teach the students how to plan their day so they don't need to go to the bathroom nor their bag during lessons.
- Do make every effort to get to know your students and something of their background as soon as possible.
- Do praise actions, even the smallest thing, which is well done.
- Do pray for each of your students regularly.
- Do show an interest in your students, and show warmth towards them.

## APPENDIX 3 PRACTICAL STEPS FOR NEW TEACHERS

Here are some practical steps to produce an atmosphere conducive to good discipline:

- Be prompt to class.
- Supervise entry and seating.
- Following a standard procedure for settling the class.
- Prepare adequate material for the whole lesson and additional material in case it is required.
- Expect that the homework commitment will be fulfilled.
- Take disciplinary action if homework commitment is not fulfilled.
- Do not send known misbehavers on messages.
- Send only one pupil on messages.
- Do not accept late-comers without explanation.
- Do not release pupils during lessons without written authority.
- Do not dismiss classes before the end of the period (PE is no exception. Pupils should be dismissed as usual).
- Do not permit the class to leave at the end of a period, without instruction to do so from the teacher.
- Ensure that the room is tidy at the end of the lesson.
- Dismiss classes in a prompt but orderly fashion and supervise departures.
- Supervise movement to classes.
- Practice active, regular supervision in the playground.
- Speak to pupils who fail to observe school rules or whose dress is unsatisfactory.
- Promote cleanliness.
- Promote respect for the property of others, including school property.
- Ensure that classroom management, by example promotes these qualities in pupils.
- Ensure that programs and teaching methods permit each pupil to achieve a measure of success.
- Be CONSISTENT in disciplinary attitudes towards both boys and girls.
- At all times maintain a professional attitude and approach to your teaching.
- Remember, PRAISE of actions is an effective counter to the necessity for punishment.
- Problems persisting inside or outside the classroom should if measures taken are not effective, or if the problem is of a serious nature, be referred to the relevant Co-ordinator. (see Discipline Policy procedures section, and/or Appendix 1).

## APPENDIX 4 NOTES ON REWARDS AND PUNISHMENTS

### PUNISHMENTS

- The punishment should “fit the crime”; in other words, it must be fair/
- The punishment is not something which is done to the child; it is something which is done for the child.
- Punishment should teach the consequences of wrong doing.
- The punishment should be administered in a private setting, without belittling or embarrassment.
- The punishment should never be a personal thrust or vendetta against the child, or an expression of hostility. It should be corrective, in love.
- The certainty of punishment is a deterrent, it is wrong to rely exclusively on the fear of punishment, but it is equally wrong to do away with such a deterrent.

### REWARDS / REINFORCERS

Immediate reinforcement is one of the most useful techniques in teaching responsibility to students and makes responsible effort worthwhile.

- Rewards should never be a substitute for authority.
- Rewards should be offered shortly after the desirable behaviour has occurred.
- Rewards can be many and varied, eg. an Encouragement Award may be used. This may be presented at the formal school assembly or one – to one. They are for effort, excellence or improvement; and not just for academic success.

## APPENDIX 5 PROCEDURAL FAIRNESS

All disciplinary action that may result in any sanction against the student including suspension, expulsion or exclusion provides processes based on procedural fairness.

Procedural fairness is a basic right of all when dealing with authorities. Procedural fairness refers to what is sometimes describes at the 'hearing rule' and the 'right to an unbiased decision'.

The 'hearing rule' includes the right of the person against whom an allegation has been made to:

- Know the allegations related to a specific 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.

The 'right to an unbiased decision' includes the right to:

- Impartiality in an investigation and decision making
- An absence of bias by a decision maker.

The review mechanism adds to the fairness of the process and offers a check in case there is a perception of a conflict of interest.

## APPENDIX 6 SUGGESTED DISCIPLINARY PROCESS FOR IN-CLASS ISSUES

1. The teacher discusses with the children the reasons for and consequences of what has been done and the harm that may have been caused to persons and/or property. The child is given another chance. This could happen several times depending on the nature of the misconduct. The child is encouraged to seek forgiveness (apologise) where repentance has taken place.
2. If the child does not demonstrate a change in behaviour (continual transgressions for the same offence) the following measures are to be adopted:

- Privileges could be withheld from the child.
- Detention at play times.

If poor sportsmanship is an issue at play times, he/she is not allowed to play with that same group for the rest of the day. If it continues, he/she is not allowed to play with that group for a number of days.

During this period the teacher will be working through the issues with the child with the view of improving the situation. Make the child aware of the next step if change doesn't occur within 2 weeks.

The class teacher is responsible for implementing this program for anything which occurs in their class. The principal will implement the program for situations which take place outside of the classroom.

**This is recorded on the standard form (A). Class teacher and principal have a copy.**

3. If the behaviour does not improve to an acceptable standard the child's parents are informed using the enclosed letter (form B). If the behaviour is extreme class disruption, the use of a withdrawal room where the child works on their own until they are ready to go back to the class may be used. The child is interviewed by the teacher/principal explaining the severity of the situation. The measures outlined in 2 above are continued with the child being informed that the next step will be implemented if the behaviour is not resolved within 1 week. **This is recorded on Form B with the class teacher and principal having a copy. Further discussions of the progress of the child to be held between the class teacher and principal. At the end of the week the child's parents are informed of the progress during the week.**
4. If a child demonstrates any of the following behaviours, he/she will automatically be reported to parents using Form B and the child will have detention.
  - Unacceptable language;
  - Physical fighting (punching etc);
  - Bullying (standover tactics or intimidation);
  - Stealing or wilful damage to property;
  - Insolence;
  - Disobedience to staff/parent;
  - Uncooperative to staff/parent;
  - Disrespectful to staff/parent.

**This is recorded on Form B with the class teacher and principal having a copy.**

5. If all the above procedures aren't successful, the teacher and principal interview the child with certain privileges being withdrawn. Parents are advised of this in writing (form B), inviting them for an interview with either the teacher and/or principal or both. The purpose of this is to devise a means where together we can modify the behaviour. (Privileges withdrawn are things such as excursions, camp and sport).
6. If after all the above has been undertaken and there still isn't any change, school detention in the withdrawal room for a day to a number of days will occur. Parents are informed using form B.
7. If all else fails, permanent suspension may occur. Permanent suspension must be ratified by the Board.  
**In all of the above procedures the aim is to bring all parties to forgiveness and restoration for living in community.**