"In Whom are hidden all the treasures of Wisdom and Knowledge"

Colossians 2:3

St Mary & St Mina's Coptic Orthodox College

ANNUAL REPORT 2013

St Mary & St Mina's Coptic Orthodox College

A Ministry of St Mary & St Mina's Coptic Orthodox Church
ABN 12088941913

1999 - 2013

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Reverend Father & Dr Mikhail Mikhail BMed

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Head of Secondary
Mr Rob Stephenson BSC, Dip. Ed Sec. Maths & Science

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CHRISTIAN
SCHOOLS
AUSTRALIA

OUR MOTTO

"Fullness of knowledge in Christ"

OUR VISION

To provide holistic education which strives to enhance the spiritual, intellectual, social, cultural and physical potential of young people. The nurturing and development of Disciples of Christ is our foci.

OUR MISSION

St Mary & St Mina's Coptic Orthodox College aims to assist each child to grow up in the fullness of Christ. As a family we aim to instruct that the fullness of knowledge is Christ.

OUR COLLEGE

St Mary & St Mina's Coptic Orthodox College is a Kindergarten to Year 12 co-educational day school located in the South-western suburbs of Sydney. It has a Primary campus in Bexley and a Secondary campus in Rockdale. The College commenced in 1999 as a ministry of St Mary & St Mina's Coptic Orthodox Church. It was established through the vision of His Holiness Pope Shenouda III, Head of the Coptic Orthodox Church who said "the Church without youth is a church without a future, and youth without a church is youth without a future". The College is a member of Christian Schools Australia and is part of the fellowship of two other Coptic schools in Sydney.

St Mary & St Mina's Coptic College is a Christ-centred learning community, which works in partnership with families and the churches to assist students to grow up into the Lord Jesus Christ.

Christian Community Schooling is based on a Biblical understanding that God is our Creator and Saviour. He calls us to turn away from the empty way of life that is self-determined, to live as God's people for His praise and His glory, fulfilling the purposes for which He created us. This is in direct contrast to where education is often reduced to the quality of student performance in national examinations.

Education is all about the relationship between knowledge, learning and living life. A Christian education holds out an alternative narrative to the surrounding culture and is firmly anchored in the Gospel of the Lord Jesus Christ. It is a transforming vision for life that is about wholeness expressed in harmonious relationship with the Lord, oneself and others. The goal is the development of the whole-person in community with others, exercising their gifts in the service of the Lord.

St Mary & St Mina's College is a Christ-centred learning community which seeks to be shaped by Biblical truth and led by the Spirit of God. The College strives to grow young men and women who develop spiritually, socially, intellectually and physically. The teaching and learning that occurs is a core part of assisting students to live well.

THE ORTHODOX CREED

The Creed is the essence of our Christian faith. The church gives great value to the Creed, which is shown in its inclusion of the Creed as part of the daily Hours prayers, as faith is both an essential element for our spiritual life, and our beliefs.

The Council of Nicea in the year 325A.D, was the first ecumenical council which refuted the Arian heresy that denied the Godhead of Christ. The Coptic Orthodox Church was represented in this council by Pope Alexander, the nineteenth Patriarch of Alexandria, accompanied by his deacon Athanasius, who formulated the contents of the Creed. The section of the Creed relating to the Godhead of the Holy Spirit was added in the Ecumenical of Constantinople held in 381 A.D. to refute Macdoniu's heresy which denied the Godhead of the Holy Spirit.

The Creed includes the following main facts of the Faith:

† The unity of God. The Creed starts with the words "Truly we believe in one God."

† The Holy Trinity, the Godhead and the role of each.

† The incarnation, redemption and salvation.

† Baptism for the remission of sins.

† The resurrection of the dead and the life to come in eternity.

† The second coming of Christ for judgment.

† The one Holy, Universal and Apostolic Church.

FULLNESS OF KNOWLEDGE IS CHRIST

We believe that the Orthodox family has a unique spirit with a sense of belonging and the College seeks to develop this further. We take up the challenge with the Grace of our Lord Jesus to impart the qualities that will provide a source of strength to each individual, enabling them to take an active and responsible role in society in the spirit of the Holy Bible.

VISION STATEMENTS

To promote and develop a Bible-based understanding, acceptance and practice of Orthodoxy.

To foster the growth of students towards the full realisation of their academic potential.

To develop an awareness of the history and traditions of the Coptic Orthodox Faith as it relates to the rites of the Church.

Head of College Message

I would like to thank the exceptional students, parents and community that make up the St Mary and St Mina's Coptic Orthodox college for their support and contributions.

The College student body is predominantly Coptic Christian community but increasingly blessed with participation of numerous other Christian communities. During 2013 there was a greater intake in year 7 resulting in 32 students and the creation of a second year 7 class. Year 11 also had a greater intake resulting in 36 students and year 10 resulting in 30 students.

2013 was a most positive year for the College during which we renewed our Registration (license to operate). Through this process the College was inspected and evaluated in relation to corporate governance, teaching standards, student welfare, educational programs, facilities, policies, procedures and public reporting.

To reflect upon the achievements of the year is an important process for us each year. By advancing strategic goals in the curriculum and co-curricular program, pastoral care and in the development of our staff, our ultimate aim is to provide 'a quality education' through the best possible experiences for our students.

At St Mary and St Mina's Coptic Orthodox College, teaching and learning take place in a nurturing, student-centred, caring, and safe environment, where every effort is made to cultivate the individual's full potential. By meeting educational needs, individual student barriers to learning can be overcome, empowering students to meet and exceed their personal and educational expectations. The School's learning environment enables students to realise their academic and personal aspirations while building confidence and a sense of community within a culture that respects openness, inclusiveness, and collegiality.

 St Mary & St Mina's Coptic Orthodox College has gained a reputation as a friendly school, with no tolerance for bullying, violence, and illegal drugs. The College is firmly building its quality and management processes, by adopting a culture of belonging and an attitude of gratitude.

The contributions to this Annual Report of Mr Rob Stephenson, Mrs Michelle Nemec and Mr Sam Nicola attest to their professional commitment and strong cooperative efforts for the benefit of our students. I sincerely thank and congratulate them and our teachers and teacher assistants for their commitment to high standards. I acknowledge also the exceptional support of our administration and property staff who work closely with our teaching staff to ensure the smooth running of the activities of the School across the two campuses.

Mervat Rafla

Head of College

Director's Message

The SMCOC College Board of Directors has the role of ensuring that the College meets its spiritual, educational and community responsibilities to the students, parents and staff alike.
2013 was a special year as the College underwent its registration/accreditation renewal. Although the process was challenging and required considerable preparation, through the grace of God the College met and exceeded the requirements. Further, the College was commended on its programs which highlights the continuous improvement in the College's overall standards academically and spiritually.
The College Board would like to acknowledge the tireless efforts and dedication of the College's staff, students and parents in contributing to the success of our College.
We pray to our Lord Jesus Christ that He continues to bless our College to prosper in all aspects.

Father Mikhail

Father Shenouti

"Behold how good and how pleasant it is for brethren to dwell together in unity."

Psalm 133:1

The primary goal of the Parent Body is to encourage parental involvement in the school and to help the school reach its objectives, fostering a positive spirit within the college. The secondary goal of the association is to provide fundraising activities to support the school. Fundraising activities during the year included the following:

- Annual school fete
- Mother's Day BBQ
- Father's Day Breakfast
- Cake stall
- Special food days
- Bunnings sausage sizzle
- Chocolate Drive

The Parent Body was able to raise around $22,000 for the College during the year. These funds were directed to purchasing various resources for both the Primary and Secondary school for the direct use of the students. These events were only possible through the active support of parents, friends and staff alike. We look forward to a bigger and better 2014 with a more exciting line up planned.

Rita Guirguis -
Representative - Parent Body.

- Stage information evening for parents, at the beginning of Term 1 to introduce teachers and the program of learning
- Opportunities provided for parents to attend Parent/Teacher interviews following the Semester 1 report period
- Gymnastics program for K-6 students to meet the requirements of the PDHPE syllabus
- Provided a program of sporting events and House Competitions K-6 including a fun run, swimming and athletics carnivals.
- Plan to join a sport association – Independent Primary School Sporting Organisation (IPSSO) to enable the students to have opportunities to play competitive sport and to build their movement skills
- Plan for formalising of the Transitional Student Support Program for recent to new arrivals to support students
- Plan for the Lunch Time Library Adventure Program to provide enjoyable and worthwhile lunchtime options for the students
- Planning to build teacher capacity, professional development and equipment (hardware and software) to enable enhanced information communication technology (ICT) across all KLAs
- Plan for developing the College approach to K-6 Reading emphasising K-2 reading assessments, interventions and adjustments
- Plan to introduce a General Ability Program to develop critical and creative thinking
- Implementation of increased learning support through the introduction of the Multi-Lit Program involving the employment of specialist staff and support from parents
- Ongoing development of a culture of academic excellence based on a student-centred approach to learning
- Combined Colleges public speaking competition
- A healthy eating program for all students K-6 including a *Crunch and Sip* program
- A leadership program for Year 6
- Plan to implement the use of a College diary
- Review of College policy and prepared all documentation for registration
- Planning for greater support of teachers through mentoring and coaching processes as well as a College wide model for Professional Growth, Development and Review to result in enhanced professional practice across the College
- Plan to implement the Quality Teaching Framework
- Plan to implement a teacher wellbeing committee and program of interventions
- Plan to implement a strengths-based approach to teacher and student development
- Planned for Christian Education Teacher Professional Development

Activities Promoting Respect and Responsibility

- Student merit, Principal Awards and Academic Medallion system
- College ANZAC Day Ceremony
- College Mass
- College Morning Prayers
- Participation in the Young Leader's Day
- College Interschool Sport, Public Speaking and Debating Competitions
- Primary Presentation and Christmas Concert Evening

- Improve centralised storage of school-based curriculum development – partially achieved, ongoing
- Re-initiate College camps program - achieved
- Re-initiate College Swimming Carnival - achieved
- Re-initiate College Athletics Carnival - achieved
- Re-establish competitive sporting opportunities through SWISSA - achieved
- Establish a school canteen - achieved
- Develop more excursions - achieved
- Establish a fortnightly Mass - achieved
- Improve prayer at assembly - achieved
- Develop a fortnightly newsletter - achieved
- Redesign school diary for implementation in 2014 - achieved
- Develop the College's Welfare Policy - achieved
- Review and rewrite the College Handbooks - achieved
- Continue development in the acceleration of students in their area(s) of giftedness - achieved
- Develop the library with an emphasis on e-borrowings – work in progress
- Improve professional development for staff - achieved
- Assist teachers through the accreditation process – partially achieved, ongoing

- Consolidate centralised storage of school-based curriculum development
- Prepare National Curriculum for Years 7 and 9 in English, Mathematics, Science and History for implementation in 2014
- Prepare National Curriculum for Years 8 and 10 in English, Mathematics, Science and History for implementation in 2015
- Consolidate sporting opportunities through SWISSA
- Further expand excursions program
- Improve regularity of 'fortnightly' newsletter
- Redesign school diary for implementation in 2014
- Implement and refine the College's Welfare Policy
- Review the College Handbooks
- Develop the library with an emphasis on e-borrowings
- Improve professional development opportunities for staff
- Assist teachers through the accreditation process, with an emphasis on mentoring
- Develop and implement General Ability Program

- Entering an interschool Competition

- Joining the Independent Primary School Sporting Organisation (IPSSO) competition Schools involved in our pool will be Thomas Hassall Anglican College, Georges River Grammar School, William Carey Christian School, St. Mark's Coptic Orthodox College and All Saints Grammar School

- Pathways for elite athletes in Cross Country and Athletics

- Joining All Suburbs Independent School Sporting Association (ASISSA)

- Organising Soccer and Gymnastics Clinic for K-2

- K-6 participating in the Adidas School Fun Run

- K-2 Students participating in Jump Rope for Heart

- Purchasing equipment to participate in an interschool competition

- The use of an Athletics Stadium for the Athletics Carnival

- Shields for all carnivals (Cross Country, Swimming, Athletics) and recognition of winning teams

- Distribute students into houses evenly so it is more competitive during carnivals-students distributed into houses to foster a more competitive atmosphere during carnival

- Involving House Captains more involved in Sporting Activities

- Involving Swim School

- Involving kindergarten to be involved in Swim School

- Initiating trophies for Best and Fairest in the inter-school competition

- Initiating trophies for Age Champions in Cross Country, Swimming and Athletics

- Purchasing adequate equipment for K-2 for teachers to work on students' psycho-motor skills, loco-motor, non-loco motor skills, agility and coordination.

- Participating in suitable sporting Gala Days.

St Mary & St Mina's College employed 31 teaching staff and 11 non teaching staff in 2013. Of these 31 teaching staff have qualifications from a higher education institution within Australia or an overseas qualification recognised by AEI-NOOSR guidelines.

Staff Composition (Full Time & Part-Time)

- 1 _____ Head of College
- 1 _____ Head of Secondary
- 1 _____ Business Manager
- 1 _____ Primary Coordinator
- 13 _____ Primary Teachers (including 1 Coordinator)
- 3 _____ Secondary Coordinators
- 18 _____ Secondary Teachers (including 3 Coordinators & Head of Secondary).
- 1 _____ K-12 ESL Teacher
- 1   Special Education Teacher
- 1   Teacher Aid
- 1 _____ Secondary Laboratory Assistant
- 1 _____ School Counselor
- 1 _____ PA
- 1 _____ IT Officer
- 1 _____ Teacher Librarian
- 1 _____ Library Assistant
- 3 _____ Administrative Staff

NSW Institute of Teachers / New Scheme Teachers

- 13 _____ Provisional Conditional
- 17 _____ Professional Competence

Average staff attendance

The average teacher attendance during 2013 was 97%.

Professional Development

The average expenditure on professional development per teacher was $350.00.

Staff professional development was through both school-based professional learning sessions and in-service courses. It focussed on teaching and learning strategies, technology and first aid. New Scheme Teachers attended both

STUDENT ATTENDANCE

Primary overall attendance rate 95.9%.

Secondary overall attendance rate 89.2%.

The average attendance rate of students K-12 is 92.6%.

K	96%
1	96.5%
2	96.8%
3	95.4%
4	94.2%
5	95.9%
6	96.8%
7	93.4%
8	90.5%
9	89.7%
10	83.2%
11	79.9%
12	88.4%

Although attendance has improved in 2013 in comparison to 2012,some factors contributing to absenteeism included :

- Long term illness
- Significant number of new arrivals who had difficulty adjusting to change in culture and environment.

Few students left the School generally due to family circumstances (these are mainly for financial and relocation reasons). An extremely small number of students left the School during the Year.

In 2013 the retention rate of students who completed Year 12 in 2013 compared with the number of students who completed Year 10 in 2011 was 100%.

ENROLMENTS as at August 2013

Primary	173	K	15
High School	164	1	27
Total	337	2	28
		3	35
		4	37
		5	21
		6	13
		7	32
		8	21
		9	22
		10	30
		11	36
		12	23
			337

Managing Student non-attendance

The College adheres to the BOS requirements for attendance and regular DEEWAR monthly reporting.

Rolls are marked at roll call and monitored on a period by period basis. The guidelines require schools to monitor attendance and report concerns to parents who are responsible to the Department of Education for student attendance. St Mary's is committed to the child protection aspect of attendance and the Head of College in conjunction with the College Counsellor monitor external influences on students and take appropriate steps to ensure regular attendance is maintained. Students found truanting are required to attend a Saturday detention, supervised by the Head of College.
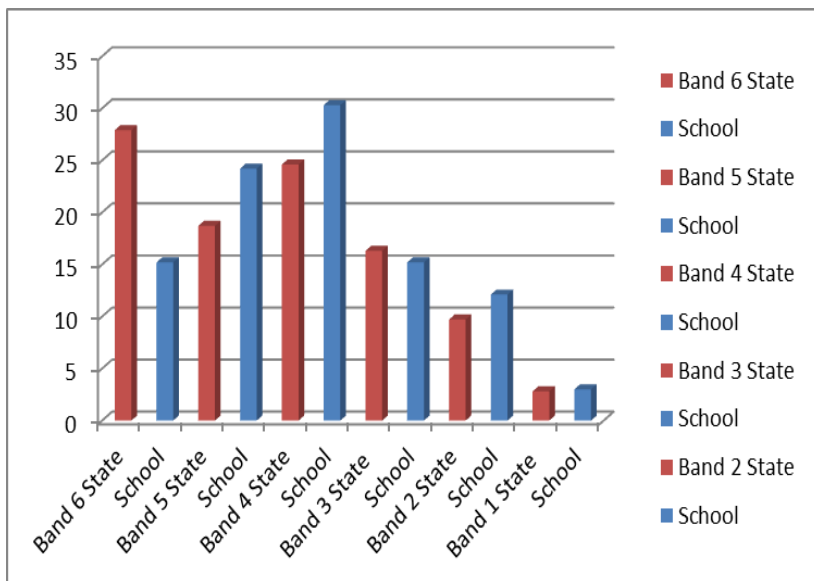

PARENT PROFILE

The College comprises a high proportion of Coptic Egyptian families, but welcomes parents and students from different cultural backgrounds. The level of parental involvement is high. The Head of College, Head of Secondary and the Primary Coordinator have ongoing communication with the Parent Body. Many parents are involved in the College through the Parent Body. Parents of students have indicated a positive response to the quality of teaching, learning, the strength of the College community and the care of their children.

Literacy

A total of 33 students sat for the NAPLAN testing. Our results were very pleasing considering the school is 99% NESB.
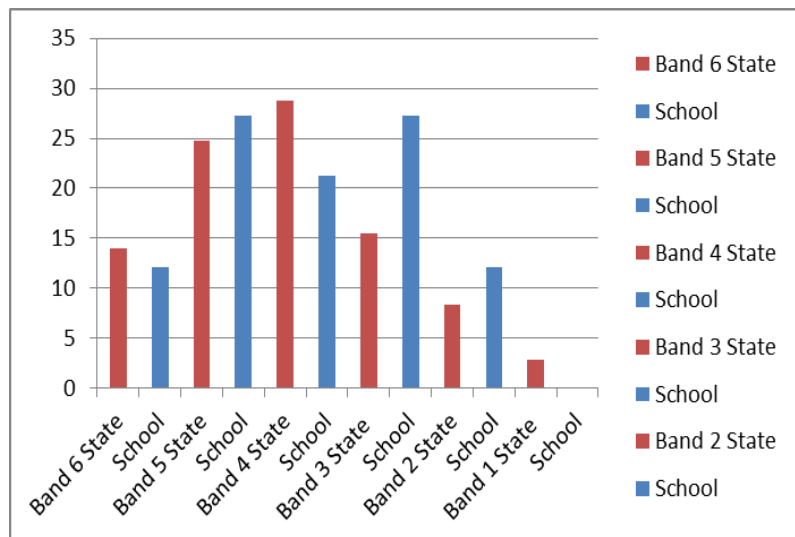
- Five students (15.2% of Year 3) achieved Band 6
- Eight students (24.2% of Year 3) achieved Band 5
- Ten students (30.3% of Year 3) achieved Band 4
- Five students (15.2% of Year 3) achieved Band 3
- Four students (12.1% of Year 3) achieved Band 2
- One student (3.0% of Year 3)achieved Band 1

Numeracy

A total of 33 students sat for the NAPLAN testing. Our results were very pleasing considering the school is 99% NESB.

- Four students (12.1% of Year 3) achieved Band 6
- Nine students (27.3% of Year 3) achieved Band 5
- Seven students (21.2 % of Year 3) achieved Band 4
- Nine students (27.3% of Year 3) achieved Band 3
- Four students (12.1% of Year 3) achieved Band 2
- Nil student achieved Band 1

Note: Percentages for the components may not add up to 100 because of rounding.

LITERACY

A total of 17 students sat for the NAPLAN testing. Our results were very pleasing considering the school is 99% NESB.

- One student (5.9% of Year 5) achieved Band 8
- Four students (23.5% of Year 5) achieved Band 7
- Seven students (41.2 % of Year 5) achieved Band 6
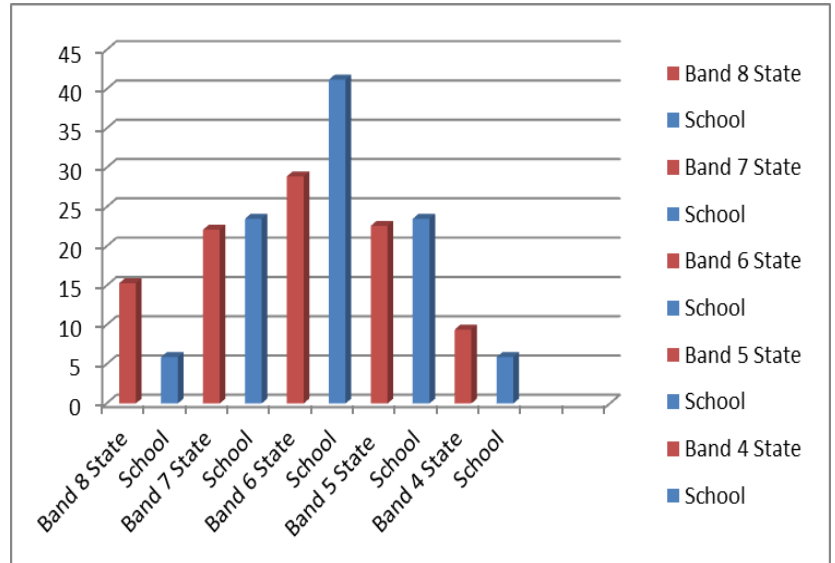- Four students (23.2% of Year 5) achieved Band 5

Figure 3 Literacy Year 5 2013 NAPLAN Results

NUMERACY

A total of 17 students sat for the NAPLAN testing. Our results were very pleasing considering the school is 99% NESB.

- Two students (11.8% of Year 5) achieved Band 8
- Five students (29.4% of Year 5) achieved Band 7
- Four students (23.5% of Year 5) achieved Band 6
- Five students (29.4% of Year 5) achieved Band 5
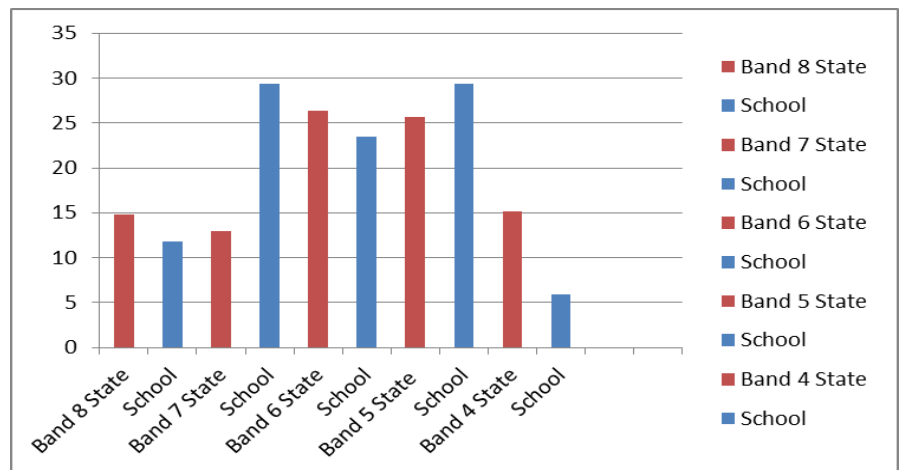- One students (5.9% of Year 5)

Figure 4 Numeracy Year 5 2013 NAPLAN Results

Note: Percentages for the components may not add up to 100 because of rounding.
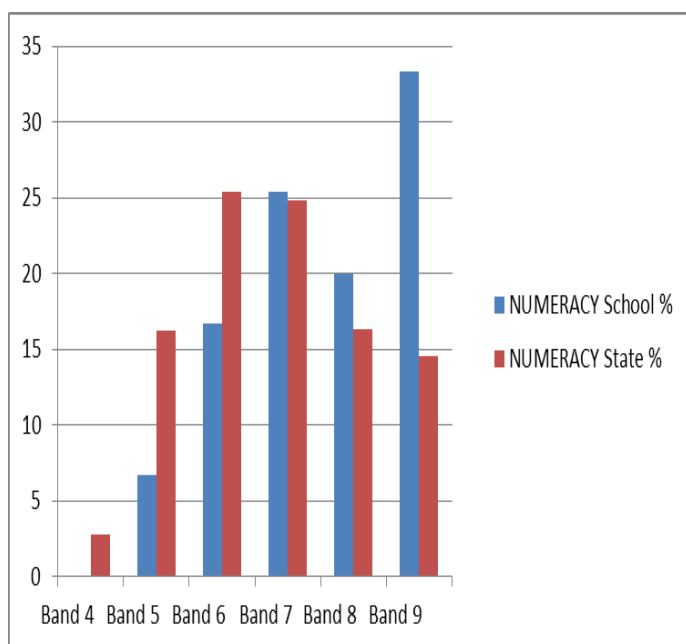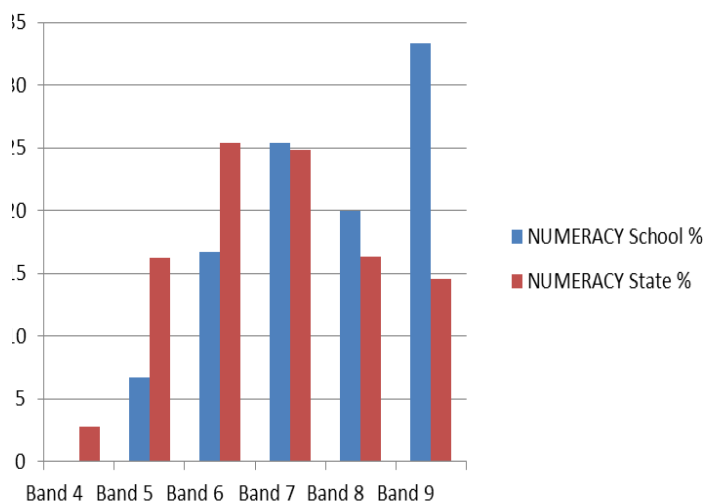
St Mary and St Mina's Coptic Orthodox College does not teach to the NAPLAN tests, using them purely as a diagnostic tool to assist with curriculum planning to meet the needs of students. Reading and Numeracy results are illustrated in detail. Other elements will be presented as whole school statistics. Literacy results as a whole are above state averages, with overall numeracy significantly above state averages.

READING			NUMERACY		
	School %	State %		School %	State %
Band 4	0	4.7	Band 4	0	2.8
Band 5	10.0	14.1	Band 5	6.7	16.2
Band 6	26.7	24.6	Band 6	16.7	25.4
Band 7	26.7	25.2	Band 7	25.4	24.8
Band 8	26.7	20.1	Band 8	20.0	16.3
Band 9	10.0	11.4	Band 9	33.3	14.6

READING

- All 30 students who sat the test achieved at or above the national minimum standard of Band 5 for Year 7.
- Three students (10% of Year 7) achieved Band 9.
- Three students achieved at the minimum national standard of band 5.
- One special needs student was exempt from testing, with one student absent.

NUMERACY

- All 30 students who sat the test achieved at or above the national minimum standard of Band 5 for Year 7.
- 10 students (33.3% of Year 7) achieved Band 9.

- One special needs student was exempt, while one student was absent.
- Students were above state average in **Reading, Writing**, **Spelling** and **Grammar & Punctuation**.
- Students were significantly above state averages in **Numeracy** and **Data, Measurement, Space & Geometry** and **Numbers, Patterns & Algebra**.
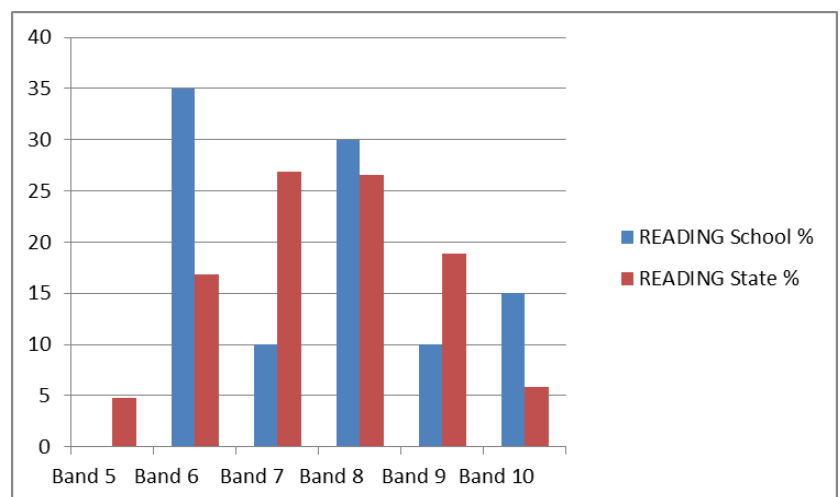
St Mary and St Mina's Coptic Orthodox College does not teach to the NAPLAN tests, using them purely as a diagnostic tool to assist with curriculum planning to meet the needs of students. Reading and Numeracy results are

READING			NUMERACY		
	School %	State %		School %	State %
Band 5	0	4.8	Band 5	0	7.9
Band 6	35.0	16.9	Band 6	4.8	20.3
Band 7	10.0	26.9	Band 7	14.3	24.4
Band 8	30.0	26.6	Band 8	14.3	20.4
Band 9	10.0	18.9	Band 9	33.3	13.6
Band 10	15.0	5.9	Band 10	33.3	16.3

READING

- Twenty out of twenty students achieved at or above the national minimum standard of Band 6 for Year 9.
- Five students (37.5% of Year 9) achieved Band 8 or above.
- Seven students achieved at the minimum national standard of band 6.
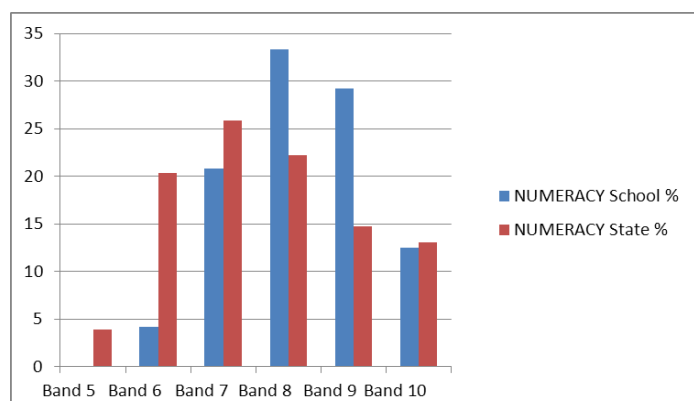- Two students were absent.

Students were slightly above state average in **Grammar & Punctuation** and slightly below state average in **Reading** and **Writing** and **Spelling.**

NUMERACY

- Thirty out of thirty students achieved at or above the national minimum standard of Band 6 for Year 9.
- Twenty students (66.6% of Year 9) achieved Band 8 or above.
- Ten students (33.3% of Year 9) achieved Band 10.
- Seven students achieved at the minimum national standard of band 6.
- No students achieved below the national minimum standard of band 6.
- No student was absent, exempt or withdrawn.

Students were significantly above state averages in **Numeracy** and **Data, Measurement, Space & Geometry** and **Numbers, Patterns & Algebra**.

School Performance: R0SA and HSC
No students applied for RoSA credentials. All Year 10 students from 2012 progressed to Year 11 in 2013. No Year 11 students left during the year. No student in year 12 enrolled in a vocational education course.

2013 HSC
The 2013 HSC results were reflective of the ability of the students sitting the examinations. Individually, students achieved strong results across a diverse range of subjects, reflecting high teaching standards at the College. The most important question that must be asked is, "Have children been given every opportunity to succeed?" The answer for St Mary and St Mina's College is a resounding YES! The continued trend of few low end results is particularly pleasing, as it indicates that we are appropriately catering for students of all ability levels. An example of this is highlighted in results for Studies of Religion 2, where all students recorded their personal best results. It was pleasing to note improved performance in a number of HSIE courses.

English Extension 2 was offered for the first time. A wide range of courses are offered at the College, with students well supported in external courses. Most students studying external courses excelled in these courses, reflecting their interest in these areas.

Amongst many strong performances, across many courses, a few stood out particularly:
- Standard English: 43% in Band 4 or above
- English Extension 1: 100% in Band E3
- Mathematics Extension 1: 50% in Band E4
- Mathematics Extension 2: 56% in Band E4
- Physics: 12% in Band 6; 41% In Bands 5 & 6

HSC Results	2010	2011	2012	2013
Band 6	16	22	24	17
Band 5	19	28	35	28
Band 4	45	37	35	34
Band 3	28	8	23	35
Band 2	8	2	7	7
Band 1	5	6	3	2

School Group Statistics

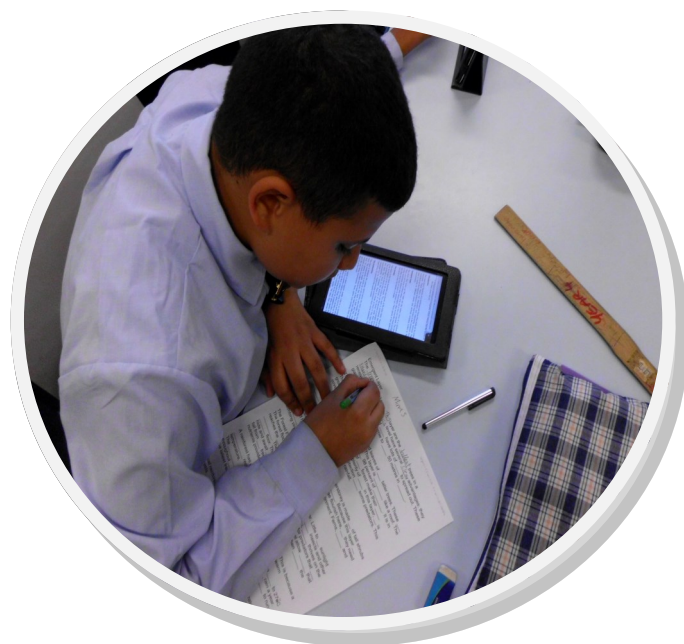| Course	SMSM Mean	State Mean
Ancient History	65.90	71.98
Biology	67.67	73.99
Business Studies	71.53	73.63
Chemistry	68.25	75.85
English (Standard)	64.20	65.48
English (Advanced)	76.49	79.06
English Extension 1	41.02	40.28
English Extension 2	29.70	38.57
Information Processes and Technology	59.30	74.11
Legal Studies	77.93	75.00
General Mathematics	61.40	67.46
Mathematics	71.80	77.39
Mathematics Extension 1	73.94	80.46
Mathematics Extension 2	84.02	82.07
Physics	76.31	73.68
Studies of Religion 1	38.20	38.16
Studies of Religion 2	65.50	75.74

Post School Destinations

All HSC students attained an HSC. Nearly all Year 12 (90%) students progressed to university, with one progressing to medicine. Two students began work.

FACILITIES

- Completion of new three storey Primary building with rooftop playground, library/technology room, school hall and four classrooms.
- New furniture purchased for new classrooms and Kindergarten.
- Establishment of the School Canteen at the Secondary campus.
- A new playground for students in the Primary School.
- New music equipment such as guitars, keyboards and other instruments were purchased for students use.
- Upgrading of sporting equipment.
- The refurbishment of some older classrooms to create flexible and creative learning spaces for Year 12 to study.
- New Chapel room at the Secondary School for staff and students.
- New colour photocopier for Primary Campus

ICT

- Staff given a laptop or desktop for their classroom
- Continued provision of laptops
- Improved internet speed
- Desktops purchased and or maintained for computer lab
- New Interactive White Boards were installed in the Primary School
- Additional computers were installed into the Primary School Computer laboratory
- Additional laptops, desktop for the classrooms
- The College changed from the "Alice" to the "Oliver" library system
- Additional computers were installed into one of the Senior School Computer laboratories
- Students and staff transfer to Google Apps for email and other shared tools
- New wireless system for Primary and Secondary campuses
- 35 tablets for Primary Campus

FACILITIES

- New colour photocopier for Secondary Campus
- Maintenance of new and old building
- Fencing around the Primary College
- A College based intranet
- Increased storage space
- Provision of technology and new photocopier
- Air-conditioner for Visual Arts rooms and staffrooms
- E- books for Library
- Partitions for Secondary Campus Chapel

ICT

- Maintenance of teacher's laptops and computer lab
- Software programs
- New laptops for Years 9-12 students
- 6 interactive white boards
- Tablets for Secondary Campus

STUDENTS

- Upper Primary school camp
- High School Camps
- Swimming & Athletics carnival for both campuses
- Community drive or fund raiser for a country in need
- Improve student outcomes in Literacy
- Senior debating teams
- General Ability program
- New literacy programs (Go TAGS and Multi-lit)
- New readers for K-6
- Gifted and Talented Program
- Lunch time Clubs targeting issues including bullying and social skills
- Chess Club
- SRC for both Primary and Secondary campuses

STAFF

- Continued staff training in interactive whiteboards
- Continued professional development in Biblical foundation and frame working for curriculum
- Provision of an onsite IT person and increased administration staff in Secondary
- Staff professional development goal for Naplan and HSC marking

Compliance

- Review of school policies and procedures
- WH&S audit
- Electronic student attendance

GRIEVANCE POLICY

Central to our policy and procedures is the Biblical framework that the forming and nurturing of godly relationships is at the core of the Gospel. As a Christ-centred learning community the principles as laid out in Matthew 18:15-20, are foundational to bring resolution of conflict and reconciliation of relationship where a concern/grievance (either real or perceived) exists. Hence the procedures cited in the policy produce a process that is based on procedural fairness.

The College's policy for dealing with complaints and grievances includes processes for raising and responding to matters of concern identified by parents and/or students. These processes incorporate, as appropriate, principles of procedural fairness. The full text of the College's policy and processes for complaints and grievances resolution is provided in the Handbook and the information booklet for the Board of Governors. An appropriate outline of the policy and processes is also provided in the Parent Information booklet and the student diary. This policy was developed in 2003.

Reporting complaints and resolving grievances is the responsibility of the College Principal.

The Grievance Policy was updated in 2013.

STUDENT WELFARE

The College seeks to provide a safe and supportive environment which:

· minimizes risk of harm and ensures students feel secure

· supports the physical, social, academic, spiritual and emotional development of students

· provides student welfare policies and programs that develop a sense of self-worth and foster personal development

To ensure that all aspects of the College's mission for providing for a student's welfare are implemented, the following policies and procedures are in place:

STUDENT DISCIPLINE

Students are required to abide by the College's rules and to follow the directions of teachers and other people with authority delegated by the College. Where disciplinary action is required penalties imposed vary according to the nature of the breach of discipline and a student's prior behaviour.

All disciplinary action that may result in any sanction against the student including suspension, or expolsion provides processes based on procedural fairness. The full text of the College's Discipline Policy and associated procedures is provided to all members of the College community through The Staff Handbook. The discipline is part of the Welfare Policy updated in 2013.

CHILD PROTECTION POLICY

Encompasses definitions and concepts, legislative requirements, preventative strategies, reporting and investigating "reportable conduct", investigation processes and documentation. This policy is issued to all staff and members of the College Board. Parents may request a copy by contacting the Head of College. The Child protection policy was updated in 2013.

SECURITY POLICY

Encompasses procedures for security of the grounds and buildings, use of grounds and facilities, emergency procedures and travel on College-related activities. The full text is in the Handbook (view on-line). All risk assessment forms are kept in the Head of College office.

SUPERVISION POLICY

Encompasses duty of care and risk management, levels of supervision for on-site and off-site activities and guidelines for supervisors. The full text is in the handbook (view on-line).

CODES OF CONDUCT POLICY

Encompasses the code of conduct for staff and students behaviour management and the role of the student leadership system. The full text is in the handbook and student diary.

BULLYING POLICY

In the College there is an expectation of respect for all others, whether they are students, staff, parents or visitors. We expect every member of our community, from the oldest to the youngest and all our staff, both to give and receive care and respect.

When students are bullied, or when students bully others, the School Community is damaged.

Therefore the College does not tolerate bullying in any form. The College seeks to build a safe, positive and caring Christian environment in which we acknowledge that each human being is unique and created by God and therefore of immense value.

This policy was reviewed in 2013 and accessible from the College's front offices.

ANTI—DISCRIMINATION POLICY

The College acknowledges the intrinsic worth of every individual as made in the image of God. The Bible defines the truth of what it means to be truly human in relationship to Christ and this provides the foundation and framework for the Christian ethos of the College community. This is expressed in its Vision and Mission statements and the Enrolment Practices.

The College seeks to ensure that none of its practices unlawfully discriminate against any individual or group in breach of the Act as it refers to a faith-based institution.

The College's enrolment practices are free from unlawful discrimination, but consideration must be given to the College's capacity to provide the teaching and learning required to meet each child's needs and its potential impact on the cohort.

This policy was reviewed in 2013 and accessible from the College's front offices.

ENROLMENT POLICY

St Mary & St Mina's Coptic Orthodox College is a ministry primarily to families of the Coptic Orthodox faith. therefore enrolment is available to students who have at least one parent who is part of a local Coptic church. A pastoral reference is required. However, children of parents who attend a Christian church and have a pastor's reference are welcome to enrolled in the college.

The college reflects the beliefs and values as practiced by the Coptic Orthodox faith and so supports the parents in the bringing up of their children in this way.

The college is a Christ-centred learning community where staff and families serve together to assist students to grow up into Christ.

Upon acceptance and for continuing enrolment, families must indicate their support of the mission, ethos and purpose of the College.

Conditions of Enrolment

1.   That parents will agree to allow their child to share fully in the life and program of the College, including the devotional activities and doctrinal lessons. Parents will support the aims of the College and order their own lives and home so their child will be given every opportunity to "Grow up into the fullness of Christ".

2.   That parents undertake to provide their child with the correct uniform as approved by the College and ensure that their child is always sent to College neatly and modestly dressed in the required uniform.

3.   That parents are willing both personally and for their children, to participate in all pastoral care services recommended by the priests of the College.

4.   That parents read, understand and are committed to the vision, aims and objectives of the College as set out in the "Our Vision, Our Mission, Our Objectives" booklet.

5.   That parents undertake to provide their child with all necessary requirements and other equipment of a personal nature that may be deemed necessary to enable their child to gain the most benefit from the education offered.

6.   That parents accept the right of the College to employ such discipline as it seems wise and expedient for the child and agree to uphold in every way possible, the College's authority and right to administer appropriate punishment in accordance with the policies of the college.

7.   That the College may suspend or terminate enrolment at its discretion, for failure to comply with the conditions or other serious breaches of the College's rules and regulations.

8.   That all fees are payable in advance during the first two weeks of term and where payment is not made within fourteen (14) days of due date, a late payment charge may be levied. (Note: in cases where this requirement would cause hardship, alternative arrangements may be discussed with the Finance Manager).

9.   That parents will give at least one term's notice of termination of enrolment and failure to do so will render them liable for one term's fees unless there are mitigating circumstances that are acceptable to the College.

10.   That a refund of un-utilised fees at termination of enrolment for any reasons whatever, will be solely at the discretion of the College.

11.   That a bond of $350 for the first child and a $300 for each sibling shall be paid on the acceptance of a position at the College. This shall be refunded in full at the completion of schooling ,provided all outstanding liabilities have been by the parents and at least one term's notice given.

12.   That the student behaves in a way that does not bring dishonour to the name of Christ or disgrace to the College, including the consumption of alcohol, tobacco or other harmful drugs.

13.   That parents understand that homework must be completed at home and under the supervision of parents. Teachers are only expected to set and mark homework, they are not expected to enforce the completion of your child's homework as they do not work at home with them.

14.   Enrolment at our College does not mean automatic acceptance of enrolment at another Christian School or a Coptic College.

15.   Parents agree to provide the following when filling out the Application for Enrolment form:

·   A copy or extract of the student's birth certificate (if not Australian, proof of Residential status must be provided).

·   If the student is born on or after the 1st August 1986, a copy of one parent's "proof of residential status" (eg birth certificate, Certificate of Australian Citizenship, current passport) is required.

·   A copy of the immunisation register/certificate.

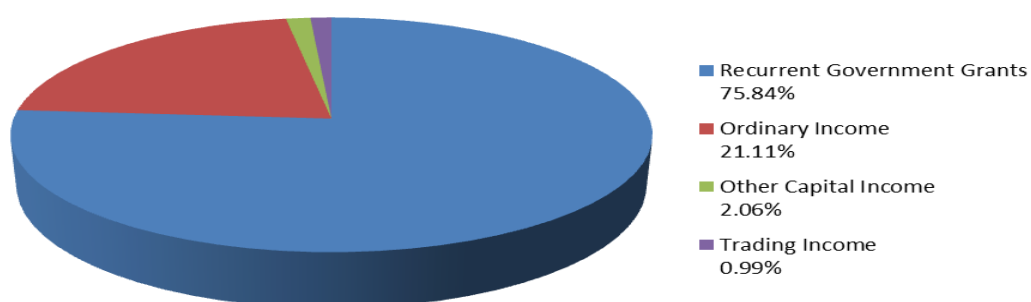·   Acknowledgement of College Expectations.

	(Amounts in 000's)		
	2013	2012	2011
	$	$	$
Total income (all sources)	4,352	4,247	4,174
Total Expenditure	3,940	4,096	3,934
	412	151	240

Selective Major Expenditure Items

Capital Expenditure	179	302	1,747
Loan Repayments	62	112	226

Income Summary January through December 2013
Total $4,352,725.94

- Recurrent Government Grants 75.84%
- Ordinary Income 21.11%
- Other Capital Income 2.06%
- Trading Income 0.99%

Expense Summary January through December 2013
Total $3,940,106.61

- Staff Cost 75.43%
- Depreciation & Amortization 7.64%
- Finance Cost 5.58%
- Cost of Sales 3.82 %
- Propert Cost 2.82%
- Other Expenses 2.24%
- Office Administration 2.12%
- Professional Fees 0.30%
- Advertising & Promotion 0.05%