

2013

St Mark's Coptic Orthodox College



Annual Report *Prepared by Executive Staff*

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Introduction

St Mark's is a coeducational K-12 College, operating within the Association of Independent Schools (NSW), the College was established in 1996 and moved to its present site in 1999. St Mark's values the K-12 continuum of education that enables tracking of students throughout their school years.

The College has an enrolment policy that embraces students outside of the Coptic Orthodox tradition but within the Christian ethos. Although many of our students travel from a wide range of areas around Sydney, we are also keen to fulfil the need in the local area for a private Christian College.

St Mark's Coptic Orthodox College is a school that works in partnership with parents to create an atmosphere where Christian values and Coptic Orthodox tradition are the foundation of the school's practices and where students and staff feel secure and supported by all members of the school community. The distinctive, sincere and continuous practice of Christian love, service and humility provides students with the opportunity to develop and display a high moral standard.

We are committed to creating a learning environment that embraces the ideals of a learning community and helps prepare young people for their future, our aim is to create a learning experience for students that helps to build upon their natural curiosity, improves their motivation to learn and raises their sense of responsibility and self-esteem, while working cooperatively in a team environment.

Our students are challenged to strive to achieve excellence and success in all areas of the curriculum by attaining their full potential, having confidence in themselves as Christian individuals and becoming active participants in Church and the Australian community. As a learning community we believe that all students can learn and therefore all students, regardless of their perceived "ability", ought to be provided with pedagogies and practices that enable them to do so. We encourage teaching practices that challenge students intellectually, connect students to the world beyond the classroom, actively engage difference and support students in their learning. We encourage the development of assessment practices and processes that enable students to demonstrate a richness of outcomes rather than a limited set of knowledge.

Our aim is to continue to develop our learning community into a stronger supported environment where students' success is supported by the collaborative efforts of knowledgeable teachers who are organised to address the needs of diverse learners.

We endeavour to address student learning at both levels of the learning spectrum. We offer enrichment K to 6 and cater for limited Special Needs based upon the availability of funding.

Curriculum Report 2013

Overview

In 2013, St. Mark's Coptic Orthodox College performed strongly across a number of State-Wide Tests and Examinations. The College was once again ranked within the top 100 schools in the state, with a rank of 81.

Higher School Certificate (HSC)

Summation

- 50 Students sat for the NSW Higher School Certificate (HSC) in 19 Courses.
- DUX of the College received an ATAR of 98.80
- 14% of the HSC cohort received an ATAR above 95
- 22% of the 2013 HSC cohort received an ATAR above 90.00
- Eighty-eight percent (88%) of the Year 12 cohort were offered courses at University
- Sixty seven percent (67%) of courses outperformed the state variation
- The College was ranked 81st overall
 - The College was ranked 26th on the Mathematics Merit List
 - The Mathematics Faculty produced the most number of Band 6s
- 45 Band 6's were obtained across all courses

Performance by Faculty

- The Mathematics & Science Faculties were the best performers in relation to Band 6's being awarded.
- English and HSIE obtained a high number of Band 5s.

Table 1: 2013 Faculty Band 6 Performance

Faculty	No. of Classes	Average No. of Band 6s per class	Band 6 TOTAL
Mathematics	4	8.25	33
Science	4	2.00	8
HSIE	5	0.40	2
PDHPE	1	1.00	1
English	3	0.33	1
1.7			45

Strongest Performing Courses

- 67% percent of all courses offered at the College managed to better the state average.
- A similar result to 2012.

Table 2: 2013 HSC Courses - Notable achievements

Subject	College VS State Variation
Mathematics	7.01
General Mathematics	6.73
Mathematics Extension I	6.63
Mathematics Extension II	5.72
Biology	3.99
Legal Studies	2.64
Business Studies	2.07
English (Standard)	1.63
Senior Science	1.53
Studies of Religion	0.42
Chemistry	0.41
English (Advanced)	0.24

HSC Examination

- The courses in the table above indicate the average HSC Examination results for the College above the State average.

Conclusion

- Overall HSC results were positive.
 - Mathematics results were outstanding.
 - General Mathematics was exceptional.
 - Science results positive
 - Biology improved with strong results and the Senior Science and Chemistry results were pleasing.
 - HSIE results positive
 - Business Studies, Legal Studies and Studies of Religion performed well
 - English results positive
 - Standard and Advanced English results were encouraging.
 - Visual Arts results positive
 - This course has made significant gains.

Record of Student Achievement (RoSA)

The Record of Student Assessment (RoSA) was introduced in 2012 to replace the School Certificate. The College internally assesses students and a grade is submitted to the Board of Studies (BOS) reflecting their overall Progressive Mark.

Table 3: Courses offered by the College for the RoSA

Mathematics 200 hours (323)
Science 200 hours (350)
Australian History 100 hours (4005)
Australian Geography 100 hours (4015)
English 200 hours (300)
Personal Development, Health and P.E. 100 hours (2421)
Commerce 200 hours (430)
Visual Arts 200 hours (2060)
Industrial Technology (Timber) 200 hours (1820)
Information & Software Technology 200 hours (1830)
Drama 200 hours (2010)

- Improvement in Year 10 grades compared to previous years.
 - This is a significant sign that students are improving their general skills across all KLA's in preparation for studies in Stage 6.

National Assessment Program

Literacy and Numeracy (NAPLAN) Assessments (Years 3, 5, 7 and 9)

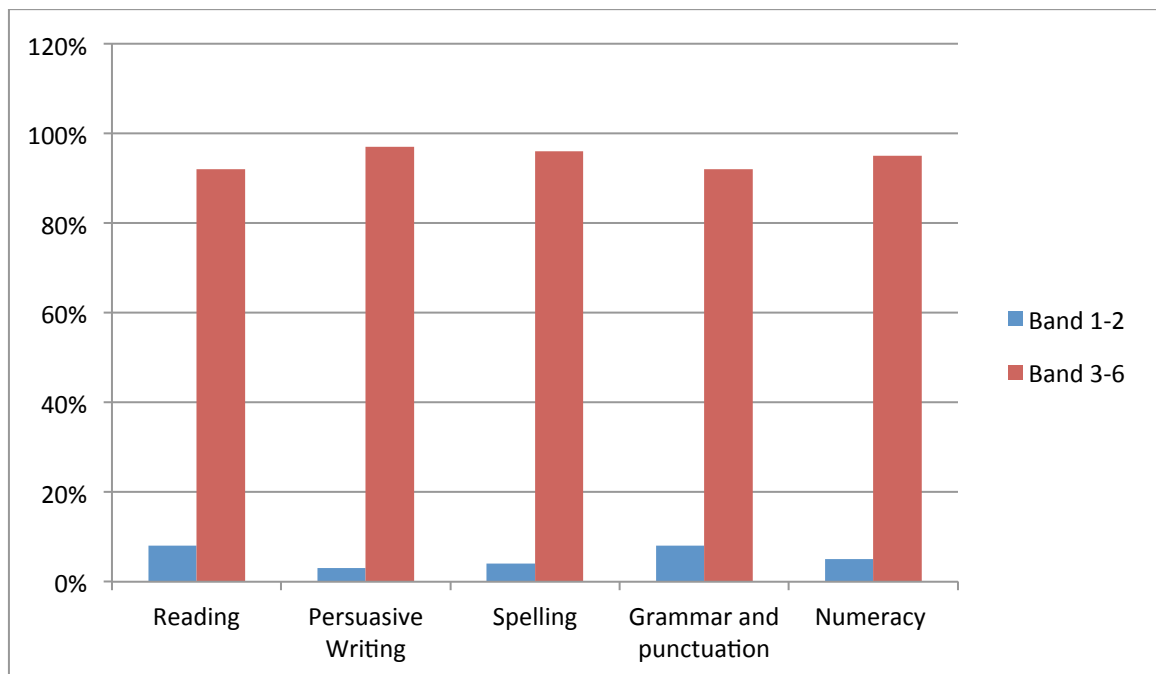
Results for the 2013 NAPLAN Tests are summarised in the tables below. The figures represent the percentage of student's achievement within the given bands for each domain.

Table 2: NAPLAN Band Summary – Years 3 & 5

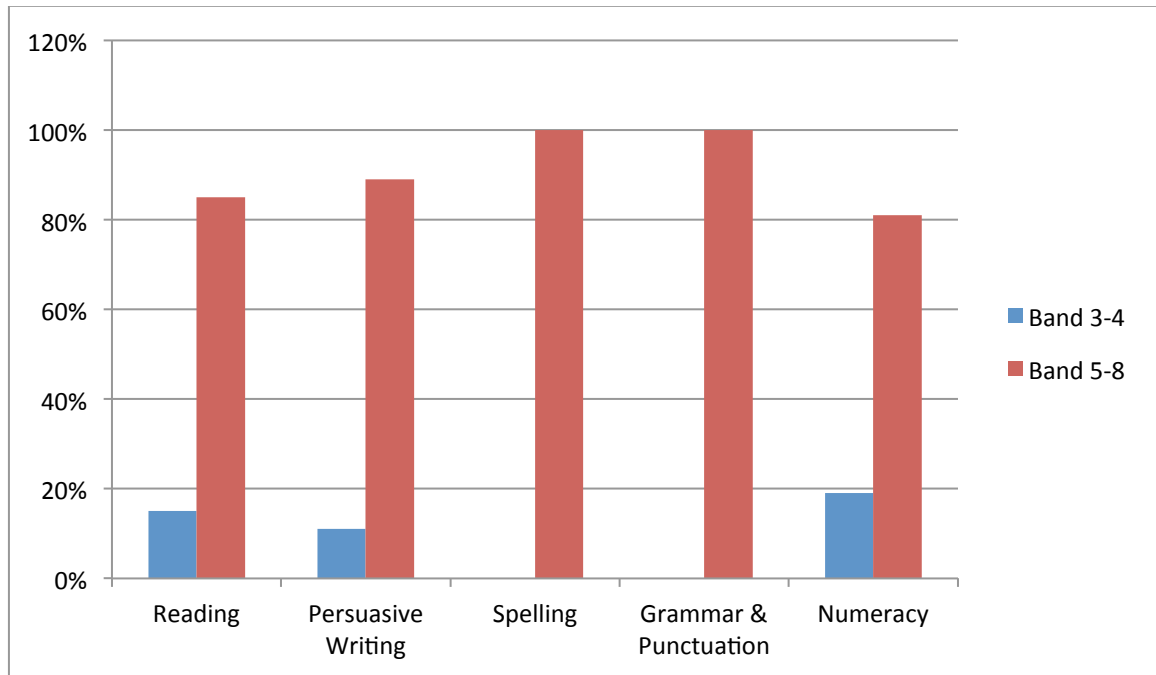
It displays the percentage of students achieving in each band.

2013 NAPLAN Assessment Domains	Year 3 Bands 1-2	Year 3 Bands 3-6	Year 5 Bands 3-4	Year 5 Bands 5-8
Reading	8%	92%	15%	85%
Persuasive Writing	3%	97%	11%	89%
Spelling	4%	96%	0%	100%
Grammar & Punctuation	8%	92%	0%	100%
Numeracy	5%	95%	19%	81%

Results in Graph Year 3



Results in Graph Year 5



When compared to previous years, Years 3 and 5 are showing improvement especially in the area of writing, spelling, grammar and punctuation. This is due to the literacy block, Spalding program and the structure yearly progression from one grade to another. The NAPLAN numeracy test is mostly worded questions and due to this reason the teachers have been exposing our students to problem solving strategies.

Grade 7 and 9

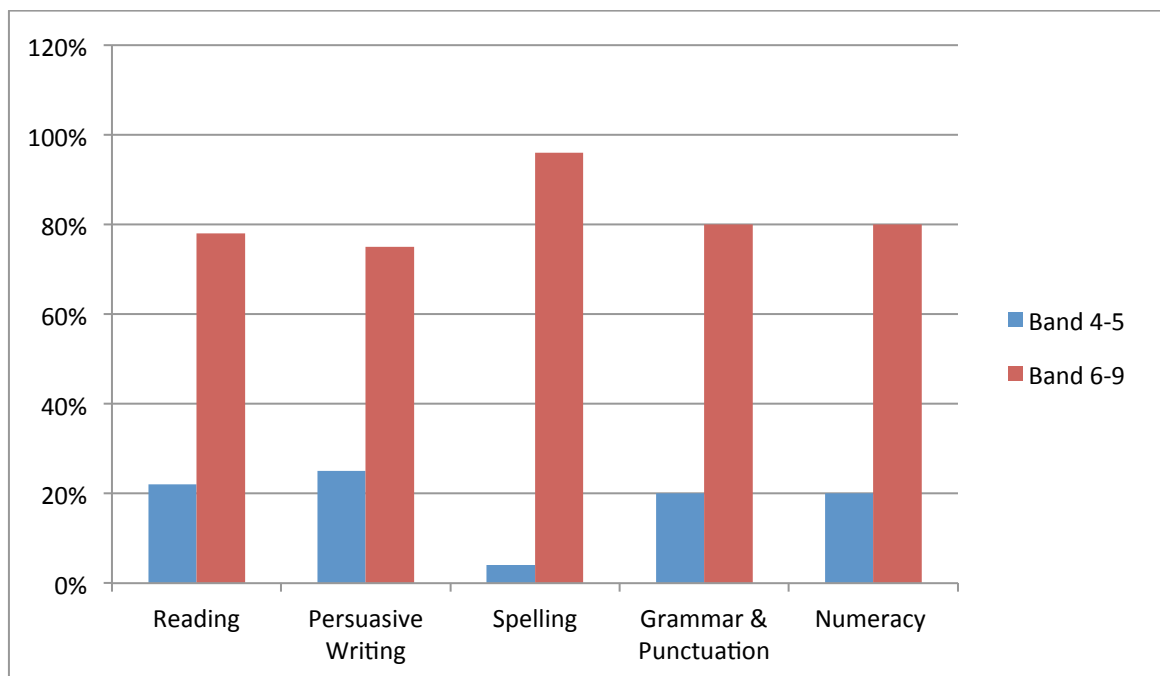
Table 3: NAPLAN Band Summary – Years 7 & 9

It displays the percentage of students achieving in each band.

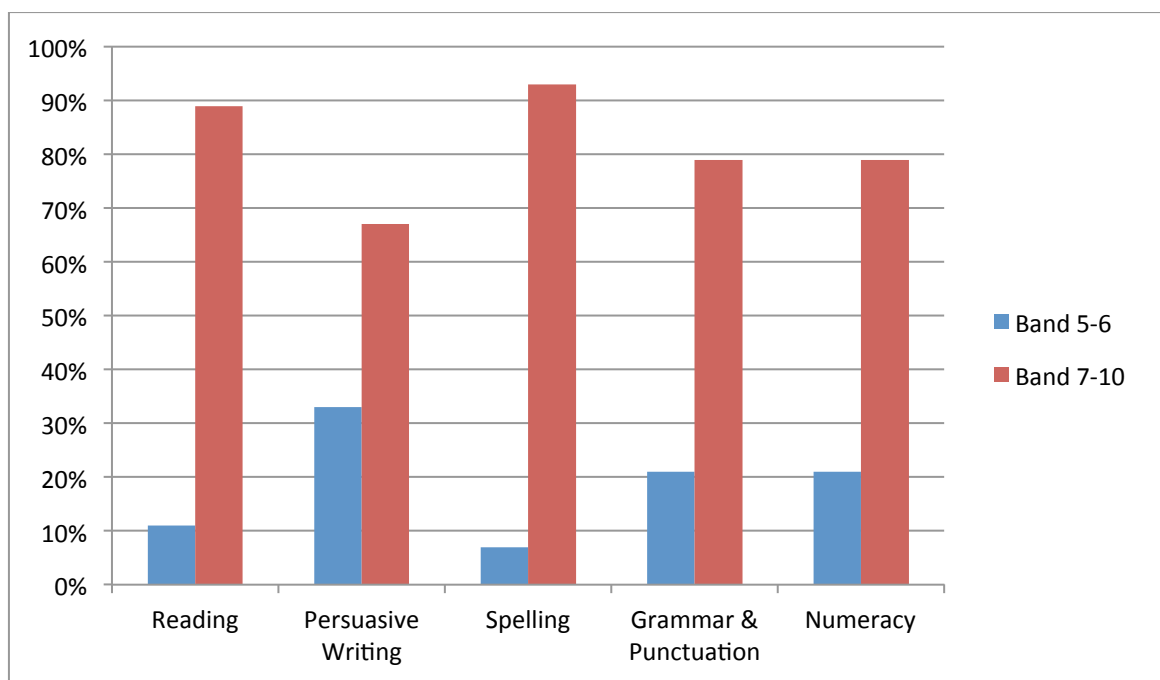
2013 NAPLAN Assessment Domains	Year 7 Bands 4-5	Year 7 Bands 6-9	Year 9 Bands 5-6	Year 9 Bands 7-10
Reading	22%	78%	11%	89%
Persuasive Writing	25%	75%	33%	67%
Spelling	4%	96%	7%	93%
Grammar &	20%	80%	21%	79%

Punctuation				
Numeracy	20%	80%	21%	79%

Results in Graph, Year 7



Results in Graph, Year 9



Inservices

The staff attended a number of inservices over the year and they pertained directly to the needs of the College and its students. This in turn has professionally developed the staff to meet the needs of the students. Twenty inservices were attended by staff and these included a number in-house, but the main inservices pertained around the College's Literacy and Numeracy requirements. Below are some of the inservices undertaken by staff.

Art Express 2012 Teacher Day
AIS TAS Conference 2012
HSC Marking: Mathematics and Industrial Technology
Spalding: Phonics training for Junior School Teachers
HTA State Conference
VET Hospitality requirements
Soccer Skills Certificate
Multiliteracy Training
ETA HSC English
ETA Extension 2

Teacher Attendance and Retention

In 2013 the teacher attendance daily average was 94.6%. The retention rate was 106.4%.

36 Full time teachers
1 Part Time teacher

Student Attendance

Student attendance equals to a 93.35% daily average. Student Attendance refers to attendance requirements and the sanctions that flow from inadequately explained absences. Duties include: using rolls to record absences; contacting parents; seeking formal notes; or contacting the appropriate authorities.

In 2013 the students' attendance average was:

Junior School K-6: 95.4%
Senior School 7 – 12: 91.3%
Total Average K – 12 93.35%

Student Retention:

Year 6 (2012)	to	Year 7 (2013)	158%	
Year 10 (2012)	to	Year 11(2013)	107%	
Junior School:	104%	Senior School:	101%	Overall: 103%

College Policies

Child Protection

The School's "Child Protection Policy" details legislative requirements (Ombudsman Act 1974, Child Protection Act 1998, Commission for Children and Young People Act 1998, Children Care and Protection Act 1987 and Amendment Act 2003 and Children and Young Persons' Protection Act 1998). This introduction briefly explains the procedures to be followed, with the Head of College in reporting instances of abuse to the appropriate authorities. Advice is given and the first professional development day of each year is set aside to outline to staff the "Do's and Don'ts" when dealing with children under their care and explains how to be aware of behavioural signs of physical, verbal or sexual abuse. The procedures for dealing with, and the reporting of, these incidents are discussed at length and are set in place for staff to follow. One staff member will receive training from the AIS in conducting investigations and will be responsible for the process. Any allegations raised against staff are taken seriously and the school follows the process as recommended by The Association of Independent Schools and the NSW Independent Education Union: 'Protocols for Internal Investigation and Disciplinary Proceedings'. Any behaviour that has been found to be reportable conduct is passed on to the appropriate authorities (DOCS, Ombudsman and the Commission for Children and Young People) by the Head of Agency (Head of College). Information is passed on to students through Coptic Orthodox Studies, PDHPE and Pastoral Care lessons and at special assemblies. Parents are made aware of Child Protection issues raised through the College Newsletter or notes sent home. Employees are screened via the Working with Children check prior to employment as well as through an extensive interview process, with follow up calls to previous employers and referees, and by completing a Prohibited Employment Declaration Form.

Anti-Bullying

This policy is clearly outlined in the school diary and Anti Bullying policy which is disseminated to all within the community. It defines bullying as "any single or repetitive act whose intent is to cause hurt or unhappiness" and details types. Teacher responses and sanctions are outlined.

Work Health and Safety

Work Health and Safety refers to the relevant legislation, incident prevention and management, obligations of employer and employees, and Workers' Compensation requirements of the College and staff. A College WHS Committee has been formed consisting of Mr David (Deputy), Mrs Nada (Deputy Dean of the Junior School, Mr Horner and Mr Bestawros (Financial Manager). An audit of maintenance requirements is conducted each term and maintenance is completed each term day and selected days throughout term breaks. The College board is informed of WHS issues each meeting and reviews of policy and situations are taking place regularly.

Risk Management

Risk Management describes how to identify and manage risks in all aspects and areas of College life. It includes a Risk Management Checklist and Risk Management Procedures with sample plans. Risk management takes place for every excursion and every outing including sports venues.

Policies for Emergencies and Critical Events

Policies for Emergencies and Critical Events define procedures and drills, duties, and the possible need for Counselling subsequently. The Deputy Head of College oversees, reviews and implements policy. Emergency Drills are conducted each term for the whole College Community.

Excursions

Teachers are responsible for Risk Assessment before excursions. Preparatory activities, procedures for organising, procedures following an accident, and student/adult supervision ratios are documented.

Professional Standards

Professional Standards refers to the responsibilities of staff for students in their care during class time and at play/sport times. It explains the use of grounds and facilities, and it details security (eg. locking all classrooms when no teacher present). Overall responsibility for College security is in the hands of the Head of College.

Complaints and Resolving Grievances

1. Curriculum

Junior School

Complaints and grievances are referred to, and resolved by, Classroom Teachers, Dean of Junior School and the Head of College. All complaints are investigated and, depending on the severity of the Complaint, any, or all, of the persons mentioned above may be involved in the resolution. Curriculum matters are governed by Board of Studies Requirements and College Assessment and Reporting Policies.

Senior School

Complaints and grievances are referred to, and resolved by, the Classroom Teachers, Heads of Faculties, Head of Curriculum and the Head of College. All complaints are investigated and, depending on the severity of the complaint, any, or all, of the persons mentioned above may be involved in the resolution. Curriculum matters are governed by Board of Studies Requirements and College Assessment and Reporting Policies.

2. Welfare

Junior School

Complaints and grievances are referred to, and resolved by, the Classroom Teachers, Dean of Junior School, Deputy Head of College and the Head of College. All complaints are investigated and, depending on the severity, of the complaint, any, or all, of the persons

mentioned above may be involved in the resolution. Welfare complaints may also involve the College Priest, College Counsellor, School Investigator or/and external bodies (eg DOCS or other Child Protection Authorities).

Senior School

Complaints and grievances are referred to, and resolved by, the Classroom Teachers, House Tutor, House Patron, Deputy Head of College and the Head of College. All complaints are investigated and, depending on the severity of the complaint, any, or all, of the persons mentioned above may be involved in the resolution. Welfare complaints may also involve the College Reverend Father, College Counsellor, School Investigator or/and external bodies (eg DOCS or other Child Protection Authorities).

General Complaints

Complaints regarding general issues such as buildings and premises are referred directly to the Head of College. The Head of College will then request that the Deputy Head of College and WHS Committee investigate the issue and report back to the Head of College. After an investigation regarding the complaint, the Head of College will decide on the most appropriate way to rectify the issue if it exists.

Complaints Policy

Rationale

This policy applies to all complaints made by students, parents or staff of St Mark's Coptic Orthodox College.

The College believes that the best outcomes result for our children when parents and staff work together in a spirit of cooperation and understanding, based on a shared vision for our students.

The College believes in the principles of truth in all matters, and fairness and justice for all parties concerned.

This policy does not replace the Grievance Procedures which govern how the College Leaders are to deal with specific cases of misconduct or poor performance by staff and are designed to comply with all relevant employment laws and precedents. This policy is provided as a guide to any person wishing to make a complaint and works in conjunction with College Grievance Procedures.

Aim

To provide a framework based on Christian principles for efficiently and fairly resolving complaints against members of staff.

Implementation

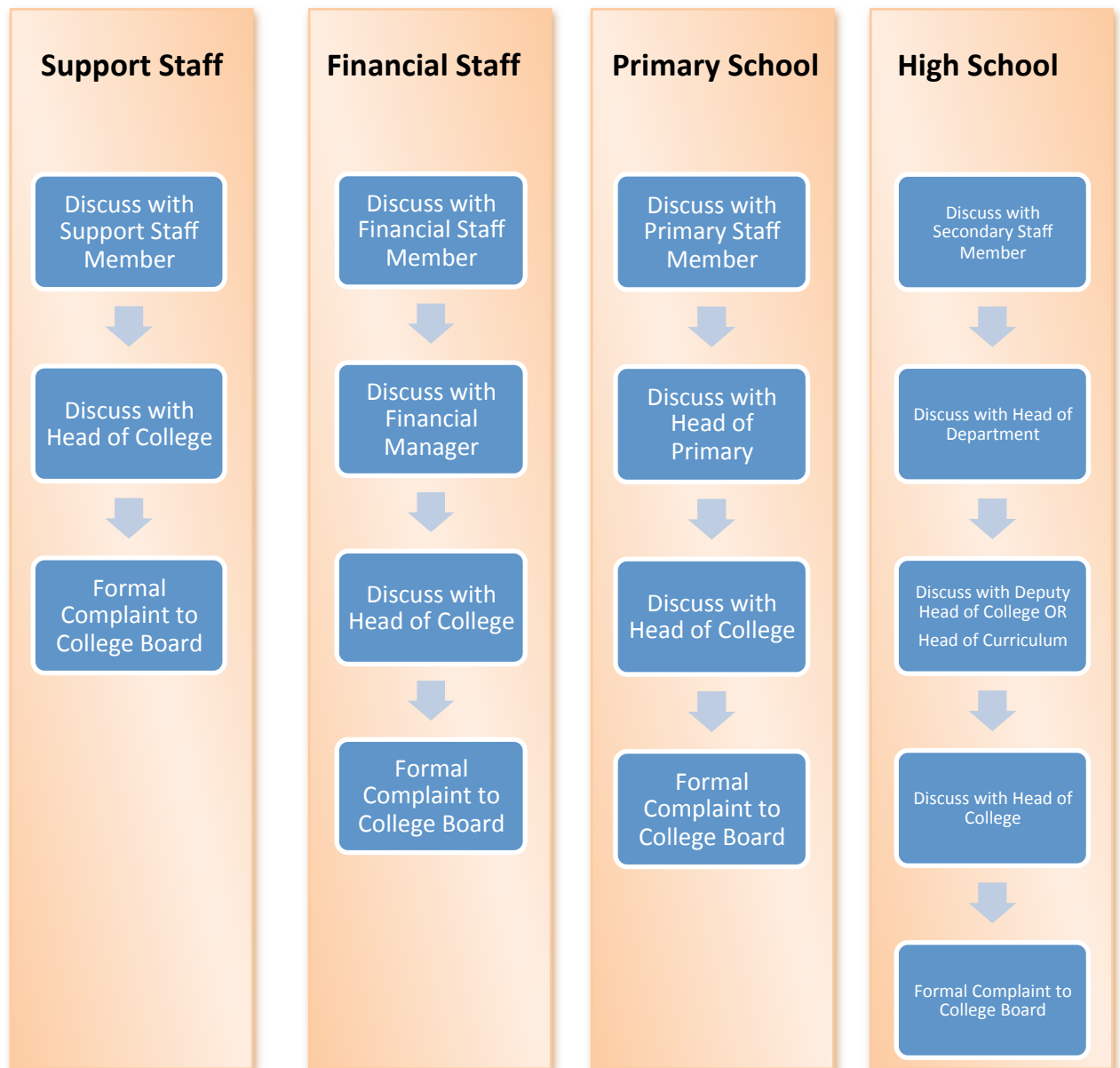
- The person making the complaint against a member of staff shall follow the proper channels and not go outside them. These channels are summarized in the diagrams at the end of this policy.

- All parties involved must conduct themselves in a true Christian manner, with good will, love and courtesy. They must work together to resolve an issue, not work against each other. A positive approach is far more likely to be successful than a negative approach.
- It is anticipated that the majority of complaints will be resolved satisfactorily by courteous discussion between the staff member and the person making the complaint.
- However, if such discussion does not result in a satisfactory resolution, the steps illustrated in the diagram are to be followed in the order that is shown.
- If all parties conduct themselves in a true Christian spirit, it should be very rare that a matter reach the last stage of a formal and written complaint to the College Board.
- Complaints that cannot be resolved even at the level of the Head of College may proceed to the final avenue of appeal, which is to lodge a formal written complaint with the College Board. All complaints should be sent by email with any supporting attachments to **board@stmarks.nsw.edu.au**
- The College Board will consider the issue at its first possible meeting and seek to resolve the issue. The College Board may request further information from any of the parties involved and may delegate a mediator to try to resolve the issues.
- The College is responsible for keeping accurate records of all serious complaints, whether written or by interview, as well as any actions taken in regard to these complaints, on the College premises. These records may only be accessed by the Head of College and by College Board if required. All complaints will be treated with respect and confidentiality.
- At no time shall the following behaviours be accepted by any party at St Mark's College:
 - aggression in words, tone of voice or action, or the raising of one's voice
 - personal insults
 - threats of any kind
 - bad language
- The College reserves the right to take appropriate action against any party that displays unacceptable behaviour.

Evaluation

This policy will be reviewed with input from the College Board as part of the school's annual review cycle.

Complaints Process



COMPLAINT POLICY GUIDELINES

This part of the policy document sets out a guide designed to assist in following the above policy and ensuring that all complaints are dealt with fairly, consistently and promptly.

Everyone needs to be clear about the difference between a concern and a complaint. Taking informal concerns seriously at the earliest stage will reduce the number that develop into formal complaints. It is hoped that most complaints are handled without the need for formal procedures.

Formal procedures will need to be invoked when initial attempts to resolve the issue are unsuccessful and the person raising the concern remains dissatisfied and wishes to take the matter further.

Lodging the Complaint

All formal complaint should be in writing and should state the following:

- describe clearly the action or behaviour that is objected to
- please focus on the issue or the behaviour of the person
- state the outcome you are seeking
- attach any supporting information

Complaints to the College Board to be sent by email to: **board@stmarks.nsw.edu.au**

Investigating Complaints

At each stage in the complaint process, the person investigating the complaint should ensure that they:

- establish what has happened so far, and who has been involved;
- clarify the nature of the complaint and what remains unresolved;
- meet with the complainant or contact them (if unsure or further information is necessary);
- clarify what the complainant feels would put things right;
- interview those involved in the matter and/or those complained of, allowing them to be accompanied if they wish;
- conduct the interview with an open mind and be prepared to persist in the questioning;
- keep notes of the interview.

Resolving Complaints

At each stage in the complaint process, it is important to keep in mind ways in which a complaint can be

resolved. This might include an acknowledgement that the complaint is valid in whole or in part. It might also include:

- an apology;
- an explanation;
- an admission that the situation could have been handled differently or better;
- an assurance that the event complained of will not recur;
- an explanation of the steps that have been taken to ensure that it will not happen again;
- an undertaking to review school policies in light of the complaint.
- corrective action taken to mend the error or mistake.

When working through the complaint, it is encouraged to identify areas of agreement between the parties. It is also of equal importance to clarify any misunderstandings that might have occurred.

Complaints will be considered and resolved, as quickly and efficiently as possible. To be effective, members handling the complaint will need to set realistic time limits for each action within each stage. However, where further investigations are necessary, new time limits can be set and the complainant given details of the new deadline and an explanation for the delay.

Student Welfare Policy

A Christian College

The College seeks to provide a safe and supportive environment which minimises risk of harm and ensures that students feel secure. St Mark's College supports the physical, social, academic, spiritual and emotional development of all students. The College implements measures designed to promote the safety and well-being of students. The College exercises its professional judgement as to what is required and will include in its consideration such matters as:

- a) Appropriate levels of supervision;
- b) Security of buildings;
- c) Procedures in case of fire (Evacuation Policy);
- d) Procedures in case of intruders (Lock down Policy);
- e) Use of grounds and facilities;
- f) Travel on College related activities; and
- g) Other appropriate matters.

The implementation of these requirements and procedures will be monitored for compliance from time to time.

All employees (both teaching and non teaching) are screened for ‘Child Protection’ through the working with children check, prior to the commencement of employment at the College. Appropriate measures are taken by College Staff to seek to ensure that all students are adequately cared for and supervised while undertaking both on-site activities, bearing in mind the type of activities and the age of the students involved.

Genuine care for the students is in our hearts at all times – even when student behaviour has been frustrating. Bad behaviour must not be taken personally, but, rather, professionally. It should be dealt with firmly, but without ceasing to communicate the teacher’s care for the student. Some form of resolution and restoration of the relationship between the teacher and the student is necessary after disciplining. Follow up of students in distress is essential. *“For I will not contend forever, nor will I always be angry. For the spirit would fail before Me and the souls which I have made” (Isaiah 7:16)*

If a student feels genuine care from their teacher; they will generally be willing to accept almost anything from them. These principles are reinforced regularly in staff and faculty meetings and briefings – at every opportunity. Existing staff that go outside these principles are counselled and advised appropriately by the College Leadership Team. Only teachers who are capable of effectively implementing the Christian aspect of the College’s belief statements are employed.

Professional Support

The College employs a Counsellor (2 day per week for 2011). Teachers refer students to her, or students may approach her independently. The counsellor works in concert with staff, parents and parish to meet students’ needs. Parish Priests who visit the College may also be used as a resource for counselling students and/or parents where appropriate. The College Counsellor will be a resource person who can refer students on to other professionals as required. The Counsellor is required to attend the Welfare Meeting each fortnight to share information with the team as well as to gather information on students who may need assistance.

Welfare Committee

A committee made up of the Deputy Head of College (Chairperson), Dean and Deputy of Junior School, Head of Pastoral Care (College Chaplin), House Patrons & College Counsellor meet fortnightly to assess the needs of individual students who are facing problems and work towards finding solutions, including rigorous review and follow-up of strategies. Mentors from among the staff are assigned to individual students by the Committee. Plans are devised and put in place for helping students. This might include the teacher asking about the student on a daily basis, encouraging, praising good efforts and behaviour, liaising with other staff, counselling, or simply being a “friend”. We all know how powerful such individual relationships can be.

Building Love and Other Virtues

Staff create opportunities to mix with students informally: interaction with students when teachers are on playground duty; coaching of sporting teams; and pastoral care period. This increases the respect and love of the students for the staff and enhances the love and care of the staff for the students. A House System is in place in the College. All students are members of one of four Houses. In the Senior School each House is consisting of students from Years 7 to 12. This allows students to have the opportunity to mix with students from different Year Groups and Year 11 & 12 students are encouraged to become both good role models and a support mechanism for the Year 7 to 10 students. House Tutors also have the opportunity to play a stronger pastoral role. The House System allows a rapport to develop and deepen and makes caring for the students easier. Pastoral Period occurs once a week for each year group. During this period House Tutors conduct Pastoral lessons with students. Topics are determined by the Head of Pastoral care or the Welfare Committee, depending on student needs. School Assemblies take place on a daily basis. It is a time where, as a school, we pray together, acknowledge achievement (academic, sporting, positive behaviour) and incorporate activities that teach etiquette, courtesy and cooperation. Years 5 to 12 students all attend Retreats each year. The programs for each Retreat include time for staff and students to pray and to play together, to get to know one another and to participate in activities that develop cooperation. This is especially helpful for Year 7 whose transition to a new stage of education is made easier as they feel welcomed and at ease with their new teachers.

The Student Welfare Policy and associated procedures is provided to all members of the College Community through the Staff Handbook and the Student Diary. This policy is reviewed and developed through consultation with all College Staff by the Welfare Committee on a yearly basis.



Pastoral Care Programme

Rationale

"I have come that you may have life and have it to the full."

John 10.10

The Pastoral Care of students has always been a feature of St Mark's Coptic Orthodox College. The word 'pastoral' is derived from the Latin 'pastor' or 'shepherd' referring to Jesus, the Good Shepherd who cares for his flock. Pastoral Care refers to the total care of the student and is based upon a belief in the dignity of the person. In our school, it is expressed through:

- the establishment of an effective care network for every student, the provision of satisfying and fulfilling learning experiences within a safe, encouraging, and compassionate environment, and
- The development of quality relationships within the total school community.

Everyone in the College is involved in pastoral care. Pastoral care is not solely a responsibility for House Tutors, House Patrons, College Reverend Fathers or other specialist staff. Every member of staff (teaching and non-teaching) has a responsibility and is accountable for the pastoral care of students. The well-being and care of students is the core of the College's teaching and learning program (curricular, co-curricular and extr-curricular).

At St Mark's College, we are committed to assisting each student to mature in every area; spiritually, intellectually, physically, socially and emotionally. We seek to establish structures and policies which will allow young people to experience "life to the full". "Living life to the full" means the recognition and celebration of achievement and satisfaction, while also showing perseverance and the personal power to manage difficulty.

To enable students to do this we:

- Promote the fostering of high quality interpersonal relationships between students, parents and staff as a responsibility shared by everyone.
- Foster students' self discipline and responsibility, wherein students grow progressively in their capacity to exercise moral judgement, democratic values and a concern for the common good.
- Provide a Pastoral Care program as a specific and planned means of helping students to value themselves and to experience well being.
- Provide a comprehensive and high quality curriculum so that students are afforded the competence, confidence and right to participate in the cultural and productive life of society.
- Provide supportive organisation and administrative structures, which are responsive to the needs and well being of students.
- Promote the relationships of trust, cooperation and partnership between the school and family members, and the maintenance by school personnel of respect for and sensitivity to diverse cultural values and family structures and issues.

We seek to achieve these principles through:

- The COS and Retreat program
- Promoting Interfaith and Intercultural Understanding in School Settings Pilot Programme
- National Values Programme
- Camp programs
- Liturgies and Assemblies
- Guest speakers
- Pastoral Care program
- House structure
- Personal Development program

- Curriculum
- Extra and Co-curricular activities
- Availability of committed staff
- Daily interaction that supports a student's personal growth

Pastoral Care Structure

Effective Pastoral care is built upon a partnership between the College and parents. Parents and guardians are an essential part of the pastoral care network in the College and will be consulted on all important issues concerning their children and where possible should be included in decision-making processes. It is essential therefore that there is open and efficient communication between the College and home.

Every teacher is committed to the pastoral care and guidance of students in his/her care. The school acknowledges that parents are the main pastoral carers of their children and where concerns arise; every attempt will be made to work through these problems jointly by involving parent, student and staff. The school undertakes the following procedures where concerns arise:

- the House Tutor is first involved and makes every attempt to resolve the student's issue.
- where difficulties still arise the House Patron will follow up by interviewing the student.
- If concerns continue then the School Counsellor and/or Deputy Head will be involved.

Parents may be contacted at any time throughout the above procedure.

Students are free to approach the School Counsellor, House Patron or House Tutor for an interview. Some students need short term individual care while a longer period of care is required for others. Confidentiality of the student is maintained.

Relations between staff and students are based on trust and a mutual respect for another. Pastoral care respects the personal rights and confidences of each individual. Staff will be informed by House Patrons on a "need to know" basis of information pertinent to the care of any individual student. Where it is deemed appropriate students will be referred on to those with professional expertise for help and guidance.

The pastoral care of students is woven into their daily lives at school through formal and informal contact with staff, COS Program and Retreats, Pastoral Care Program, Special Education Program, Orientation Program for Year 7, Activities Program, Camping Program for Years 5 - 10, and Sport.

Academic Care in NSW Independent Schools

Academic Care is a construct arising from research conducted by the Pastoral Care Network operating in the NSW independent school sector. The research showed a strong need for all teachers to better understand their pastoral role and its impact on student learning and well-

being. This charter encourages continuing discourse to promote the integration of pastoral and academic domains of schools.

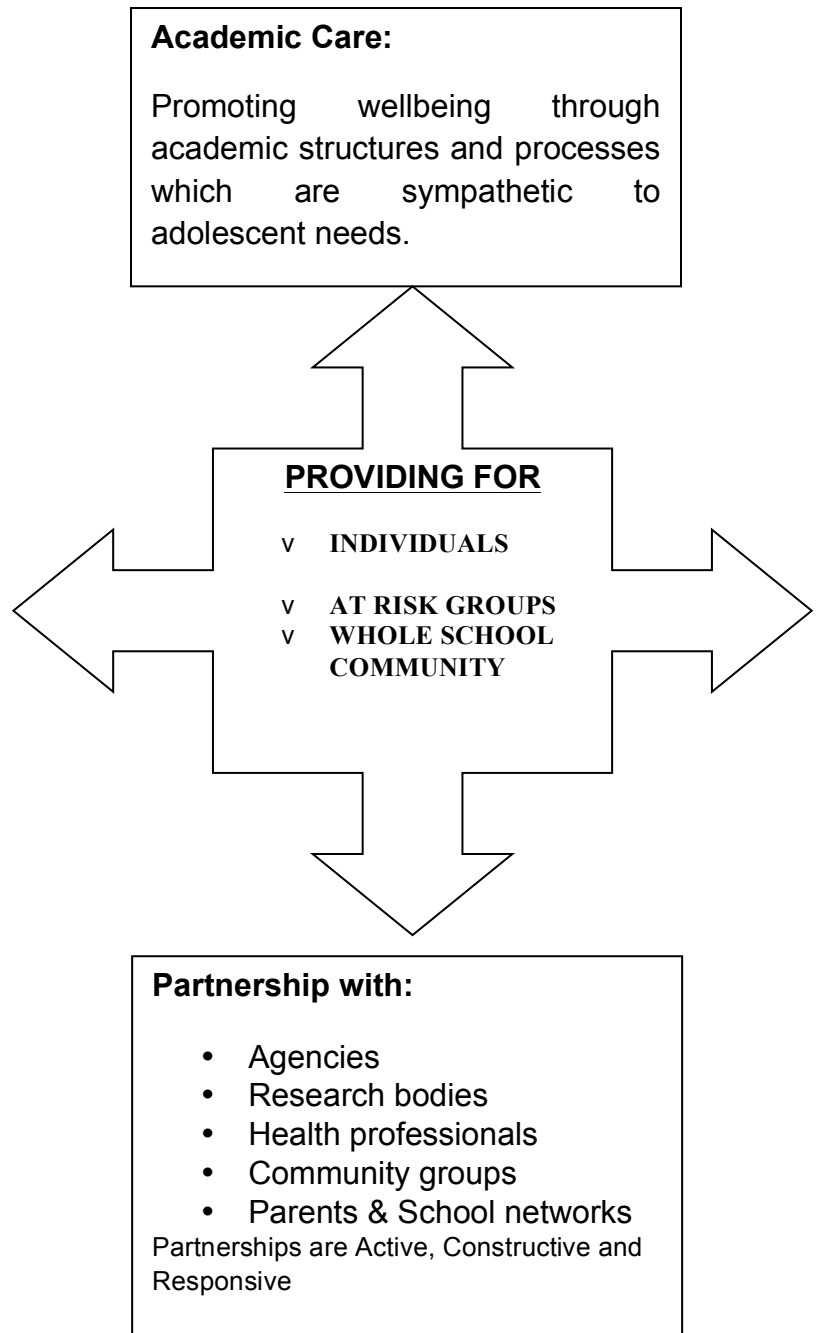
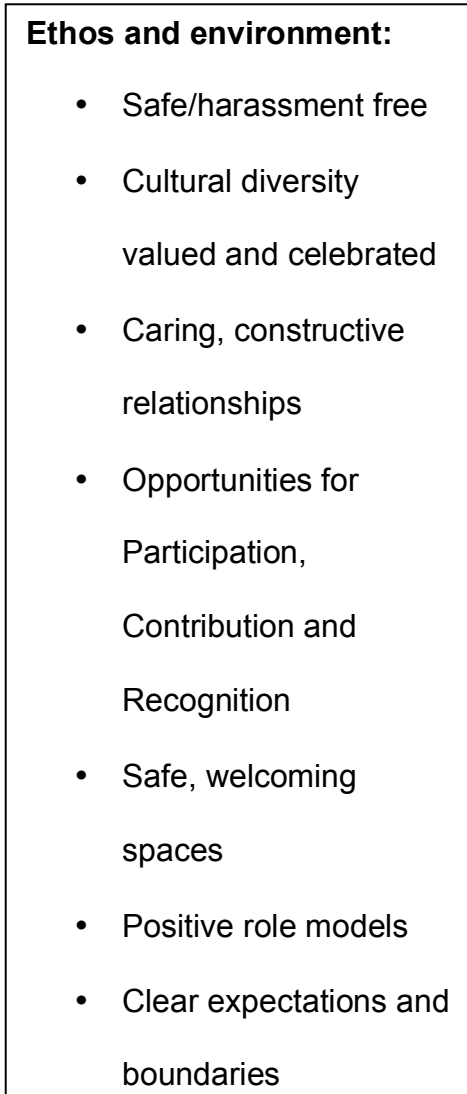
Academic Care: enhancing student learning, well-being and resilience through pedagogies that are sympathetic to student needs and embedded in learning experiences.

Schools that promote academic care:

1. demonstrate an understanding of the strong links between learning, well-being and resilience;
2. believe that all students can succeed;
3. promote student connectedness;
4. stimulate student engagement with learning;
5. foster high intellectual Endeavour;
6. engage staff and students in understanding learning;
7. promote protective processes to ensure positive developmental outcomes;
8. effectively utilise support networks and resources;
9. implement academic and organisational structures sympathetic to student needs; and
10. Value respect and fairness.

Teachers that promote academic care:

1. foster the strong links between learning, well-being and resilience;
2. support individual talents and learning styles; o offer authentic learning experiences and opportunities for reflection;
3. embed assessment for learning within classroom practices;
4. develop a climate where students enjoy learning and are willing to take risks as learners;
5. have clear and consistent behaviour and learning expectations;
6. utilise pedagogy that provides a quality learning environment resulting in enhanced student resilience and connectedness; and
7. Develop relationships that allow all students to feel valued, safe and supported.



Student Discipline Policy

Rationale

It is a stated aim of St. Mark's College to provide quality education aimed at the total development of the student in a safe, Christian environment. St. Mark's is a College where the welfare of the students is seen by staff, administration, parents and the community as one of the highest priorities. Student Management views the young person as a whole, acknowledging that in a supportive environment students will achieve at their best. Student Management embraces the development of strategies to promote self-discipline within the student; discipline within the context of Student Management at St. Mark's College is focussed less on being punitive, but it is about developing appropriate behaviours and responses in students, encouraging acceptable behaviour by all students, in an atmosphere that is conducive to learning and to the intellectual, social and emotional growth of all.

Student Management and Teachers

The Student Management Policy provides a positive behaviour development plan for both the whole school and individual teachers. The Student Management Policy provides a plan, an ordered system of concepts about behaviour, which allows the teacher to practise effectively in all situations. It provides for teachers to incorporate the following phases:

Preventative	- establishing rules and providing a suitable setup of the learning environment.
Maintenance	- simple ways for getting students back on task.
Supportive	- use of encouragement, good communication approaches.
Reactive	- what to do if things come unstuck, logical consequences.
Fairness	- allowing students the opportunity to put forward the reasons for inappropriate behaviour

Teachers have a tactical plan, which includes practical responses and ways to establish and maintain order and respond to misbehaviour. There are a number of strategies, well-known and practised by teachers, ranging from non-verbal messages to sending students to the respective Head of faculty. Teachers are aware of what not to do and learn strategies like anger containment and avoidance of dead time. These strategies are explained in detail through the 'staff code of conduct' policy, which is also part of the staff professional development program each year. Teachers need to know and routinely prepare and apply a range of tactics within a coherent strategic plan.

Behavioural Levels System – Demerits

The Behavioural Level's System of student management has been designed and adopted at St. Mark's Coptic Orthodox College, to provide an effective system for the management of students. It is intended to be developmental and preventative in nature, and to promote self-discipline and responsibility for behaviour upon the individual student. When a student fails to obey the **School Rules** or disregards the **Student's Rights and Responsibilities**; the student enters the **Behavioural Levels System**. In circumstances where a student fails to respond to the school's programs, strategies or resources, the Behavioural Levels System provides the school with the comprehensive documentation necessary for the student management process. The behavioural levels system is used to identify and report student behaviour. The behavioural level system has a range of 9 bands, which reflect the behaviour of any given student.

Level One (1) = Exemplary Behaviour Level Nine(9)=Behaviour that needs correction

A student's behavioural level and number of behavioural merit and demerits will be included in each school report. Students are awarded merit points or demerit points by the House Patron (Years 7 to 12) and the class teacher (K to 6) to move the students along the behavioural levels. Consequences of poor behaviour, breaching the school rules, may result in a lunch detention, after school detention, within school suspension, out of school suspension, or expulsion. Each new student to the school and students entering Year 7 to 12 have their behavioural level set to level 5. Reaching behavioural level nine leads to an automatic suspension from school for up to a period of 5 days. If a student reaches behavioural level nine for a second time within a term, he/she will be placed on a student contract. If the student does not abide by the conditions and expectations set out in the contract the student will be viewed as failing to meet the College's behavioural requirements and may have her/his enrolment withdrawn and expelled from the college.

Behavioural Levels System – Merits

Rewarding good behaviour is a very effective way of stamping out bad behaviour. Teachers often do this by simple words of encouragement. However, we have also been developing more formal ways of rewarding good behaviour. Our award system acts as an encouragement to the individual student, as well as an incentive to other students.

Junior School

Three small Certificates of Merit are given weekly by each class teacher for Christian behaviour, good behaviour, effort or achievement. A larger Certificate of Merit is given weekly by each class teacher for excellent behaviour / cooperation in the classroom and about the College. When students have won 5 Awards; students receive a Silver Award from the Junior School Head. When students have won 3 Silver Awards; they receive a Gold Award from the Junior School Head. Birthday Certificates are also awarded to students who have had their birthday during the past week. Small Silver and Gold Certificates are also awarded for particular behaviours or achievements. Coptic Orthodox Studies, Coptic, LOTE and relief teachers are also able to use these awards. All Awards are presented at the daily Assemblies (parents are welcome to attend). Students that have progressed through the Behavioural Levels to attain Levels 1, 2, or 3 will be presented with colour coded merit badges, which are to be worn either on the tie or the shirt collar.

Behavioural Level 1 Blue Behavioural Level 2 Green Behavioural Level 3 Yellow

The badges are presented to the students at the Whole School Assemblies. Further to this, the names of the students are reported in the school's newsletter.

Senior School

Certificates are awarded for academic achievements in tests, assignments, improvement, good behaviour, following instructions, punctuality, representing the College well, community service and similar.

***5 Blue Merit Certificates lead to a House Patrons Awards
3 House Patrons Awards lead to a Head of College Award.***

The Merit Certificates are presented to the students at the Whole School Assemblies and Head of College awards are presented on Speech Night. Further to this, the names of the students are reported in the school's newsletter.

The Student Discipline Policy and associated procedures is provided to all members of the College Community through the Staff Handbook and the Student Diary. This policy is reviewed and developed through consultation with all College Staff by the Welfare Committee on a yearly basis. The Complaints and resolving Grievances Policy is currently being developed to include complaints and grievances associated with all aspects of school life.

Detention Policy

At St Mark's College, we wish to be consistent and uniform in how we treat our students in terms of their education as well as their discipline. Subsequently, outlined below are some amendments to the College's Afternoon Detention Procedure.

The College Discipline Policy is intended to:

- provide an immediate consequence for inappropriate, irresponsible behaviour;
- reinforce the position that participation in class depends upon behaving appropriately

Afternoon Detention

Currently, students can be placed directly on Friday Afternoon Detention for serious incidents of misbehaviour which may occur in or outside the classroom. Students are also monitored by their respective House Patron and those students who receive 3 or more demerits on their conduct card, can also be placed on detention, if their House Patron believes it is warranted.

Amendments to Discipline Policy (Effective June 10, 2008)

Failure to attend Afternoon Detention will NOW result in the following procedure:

Students who use church buses will no longer be given immunity from receiving after school detentions. House Patrons may choose to use discretion, if a student has a valid reason, then 5 Half- Lunch time Detentions may be used in place of an afternoon detention. Repeat offenders and/or serious discipline issues will be given after school detentions regardless of the above, and parents will need to organise for their child to be collected from school.

Students who cannot attend an Afternoon Detention must notify their House Patron **in writing** from the parents with an explanation, **at least one day prior to the detention date.** Students will be given the opportunity to complete the detention the very next day or as agreed by the House Patron and parents.

Failure to attend a Detention without notifying the House Patron as mentioned above will result in the following:

The student will be issued with an additional detention and parents will be notified via phone call.

If the student still refuses to attend the detention and has no valid reason, the next day, the student attends school he /she will **not be permitted to attend normal classes**, but will be **internally suspended** and kept outside the Deputy Head of College Office or the House Patron Office, for the duration of the day. On the day of a student being internally suspended, House Patrons will inform parents of the suspension via phone call.

Students who behave inappropriately during detention/internal suspension will be asked to repeat the punishment, or may be sent to the **Deputy Head of College** who will contact parents and inform them of further consequences for repeated misbehaviour (out-of-school suspension).

Details of students suspended out-of-school, will be kept on House Patron Suspension Recording Sheets and added to the student file/records.

Students will move up another level according the Behaviour Level System.

Parents and students are also reminded that if a student receives 3 detentions in a term then parents will be notified that a **fourth detention in a term may result in a 2 day out-of school suspension.**

We need to support each other to maintain the high expectations of the College and this can be achieved by working in partnership. As parents and teachers it is important that we guide our children and encourage them to take responsibility for what happens in our college. We should not excuse unacceptable behaviour or poor work ethics. Being a christian school and having strong beliefs in forgiveness, the College will not exclude a student if the student is expelled from the college.

Enrolment Policy

Rationale

The College is a fully comprehensive co-educational independent school from Kindergarten to Year 12, underpinned by Christian religious values and operating within the policies of the NSW Board of Studies. Parents and students are interviewed by the Head of College prior to enrolment. Parents are expected to provide all the appropriate documentation from preschool or other schools, including: academic, pastoral, administrative and medical information. The Christian ethos of the College and the pastoral policy is expected to be upheld and fully supported by the parents and the students.

Procedures:

All applications are processed within the School's Enrolment Policy.

Each applicant's educational needs are assessed and considered, through the collation and viewing of information. Strategies are identified and reviewed based on the needs of the applicant, before enrolment takes place.

The responses derived from the interview are considered regarding their willingness to be a part of the School Community and to support the School's Ethos and Welfare/Discipline Policy. Students with learning difficulties are accepted with the parents being told the level of support available. Parents are informed formally of the outcome.

The School had an enrolment of 565 students in 2013 from Kindergarten to Year 12. Our student population comes from a vast area of Sydney and its outer metropolitan area and have varied social and language backgrounds. A number of students are ESL and some require special needs. In addition, some enrolments include overseas students.

How To Enrol

1. Application

- Complete the Application for Enrolment and return the form together with:-
- Enrolment Application Fee (Non- refundable).
- Copy of student's birth certificate and immunisation records.
- If not Australian citizen, proof of the passport must also be presented.
- Copy of student's last two years school report (if applicable).
- Two written family references.

International students must also provide:

- Copy of student's passport and entry visa.
- Copy of language school reports.

Please note that application for enrolment does not in itself constitute enrolment.

2. Interview

Upon receipt of Application for Enrolment form, your child will be placed on our list of applicants for the relevant year. An interview will be arranged with a senior member of staff.

3. Letter of Offer

Following the interview, the Head of College will write to notify you on the result of your enrolment application.

Enrolment is offered in accordance with St Mark's Conditions of Enrolment.

4. Acceptance Of Offer

If successful, the student's place is secured upon receipt of an Acceptance Offer form together with the enrolment fee. The enrolment fee is considered a firm commitment and is non-refundable. The enrolment fee is considered firm commitments and is non-refundable.

5. Commencement Details

You will be notified of commencement dates, orientation days and any other relevant details in the term prior to commencement.

6. Tuition Fees

Tuition fees are payable by the first day of the terms to which they apply. In the case of International students, the full year's tuition fee is payable in advance.

Conditions of Enrolment

1. I am aware that the \$165 Enrolment fee that must be paid is refundable only if the child is not accepted by the College.
2. If a place is offered to me for my child/children, I agree to pay the first term fee within twenty one days of acceptance of the place. I understand that the fee is not refundable.
3. I understand that I must give at least one term's written notice to the Head of College of the intention for my child to leave the College, otherwise one term's fees will be payable in lieu of notice.
4. I understand that acceptance of my child/children will depend on the outcome of an interview and availability of places in the College. I also acknowledge that this application form does not ensure enrolment and the College's decision is final.
5. The college under the Commonwealth Privacy Act is required to gain parental/guardian permission before using visual images of students, such as photographs, outside the school environment. St Mark's Coptic Orthodox College regularly uses images of students in a variety of ways to recognise excellent achievement, to inform parents and the local community of College matters, to publicise events and to promote our College.

- College communications such as parents newsletters, websites and magazines
- Promotional materials such as prospectus, brochures, posters and videos
- Or any medium relation to College- related activities such as articles for newspapers.

We request your permission to use images of your child in some or all of the ways listed above. You are of course at liberty to withdraw consent at any time by contacting the college in writing. A consent form is supplied in your enrolment kit.

6. I understand that before my child is granted access to using the computer resources in the College he must read and agree with the following requirements:
 - a. Must respect the Coptic Orthodox values of the College.
 - b. Must only knowingly view and use what the community considers to be appropriate and acceptable material.
 - c. Accept the limits the College places on the type of Internet sites that can be accessed.
 - d. Must follow all legal and copyright regulations relating to software and intellectual property right.
 - e. Must not provide any personal information over the Internet/e-mail.

Business Arrangements

1. Acceptance of a place at St Mark's is confirmed by the payment of an Enrolment Fee. The Enrolment Fee is considered a firm commitment and is non-refundable.
2. The amounts of the enrolment and tuition fees are determined by the College Council from time to time and are subject to variation without notice.
3. Fees are payable on the first day of the term to which they apply. In the case of international students, the full year's tuition fee is payable in advance.
4. The parents/guardians of a student are jointly and severally responsible for payment of his/her fees.
5. If fees are not paid within 14 days of the commencement of term and there has been no notification/agreement made to the Head of College, an administration fee of 10% will be charged for late payment.
6. If difficulties arise in meeting payments within the specified time frame, special arrangements, in writing, must be made to the Head of College/College Council.
7. Failure to meet the requirements for fee payment may prevent the student from commencing a new term.
8. A pro rate charge is made for students entering the School during a term. If a student leaves the College during a term, no refund will be made in respect of the remaining portion of the term.
9. Other costs for items such as camps, excursions or materials may be charged to student's account and will be payable under the same conditions as College fees.
10. A term's notice in writing must be given to the Head of College before the withdrawal of a student from the College, or a full terms fees will be payable. The same applies to withdrawal from an extra subject.
11. The College has accident insurance for all enrolled pupils with worldwide cover. Benefits include: lump sum payment of permanent disability; certain non- medicine expenses; and benefits for broken bones or damaged teeth. Further details can be obtained from Office.
12. The College does not take any responsibility for insuring the cost of medical or dental expenses in the case of accident to a student while playing sport or taking part in College activities. Parents are therefore advised to consider taking out appropriate insurance cover. A number of organisations offer comprehensive accident insurance.
10. The College does not undertake insurance of students' personal belongings. It is recommended that parents obtain suitable cover for their children's effects.

Additions to Fees Policy and Conditions of Enrolment

Kindergarten to Year 12

*To be read as an integral part of the Application for
Enrolment*

Parent Copy

- 1 Students are to abide by all School rules and participate fully in the School's Christian education programme. Students are to wear the School uniform and do all work set for them, including homework.
- 2 Parents and guardians are expected to co-operate with the School in matters of discipline, attendance, completion of homework and the wearing of the Full School Uniform (including blazer Terms 1 to 4).
- 3 The School reserves the right to discipline, suspend or expel any student whose attitude or behaviour does not meet with the expectations of the School.
- 4 Fees are fixed at the lowest level possible commensurate with costs of establishing and maintaining good educational standards and facilities.
- 5 Tuition fees are set by the School Committee and are variable at the discretion of the Committee.
- 6 Fees are charged four times per annum – posted prior to the commencement of each term, and are due and payable on the first day of each term.
- 7 A Service Charge will include costs for camps, excursions, school diary, school yearbook, fun days, swimming lessons, sport costs, textbooks and computers. Fee accounts will also include the recommended contribution to the Library and Building Fund. Although voluntary, the School Council expects the support of parents for the Library and Building Fund.
- 8 An administration charge will be imposed on accounts unpaid at the due date at a rate determined from by the School Committee.
- 9 For a student to restart a new term, his or her fees must be paid up to date.
- 10 Parents are urged to contact the Head of College if it is anticipated that temporary financial difficulty might be experienced.
- 11 To complete enrolment in the school, parents are to pay the Enrolment Fee and the Capital Contribution as listed in the Schedule of Fees and Charges or as indicated in the Letter of Offer.
- 12 The Capital Contribution is a mandatory contribution to the capital program of the school to assist in the future provision of educational facilities and is therefore a non-refundable amount paid prior to each enrolment.
- 13 A full term's notice is required in writing to the Head of College if a student is to be withdrawn from the School. If such notice is not given then one term's tuition fees will be charged.
- 14 A final statement of fees, following a student's withdrawal, will be sent to those responsible for payment.
- 15 For each person paying fees, a 10% sibling discount is allowed on tuition fees for the 2nd child and 15% for the 3rd child, after full fees are paid for the 1st child. Only one type of discount is available per child.
- 16 The School Committee has the final authority to approve course of instruction consistent with the objectives of the school: to determine all matters relating to order and discipline, and may be called upon to arbitrate on matters pertaining to a student's

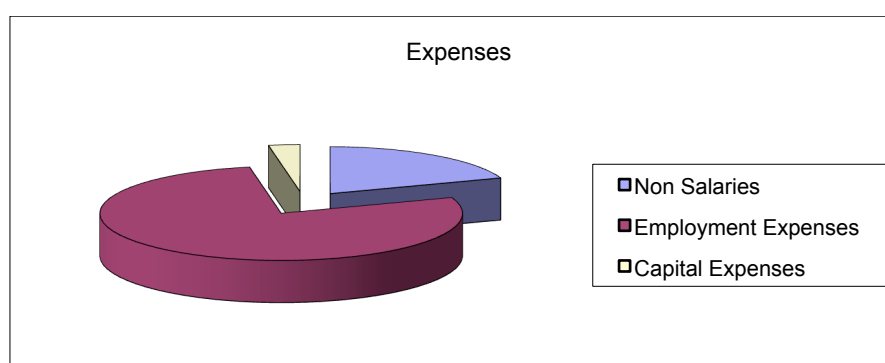
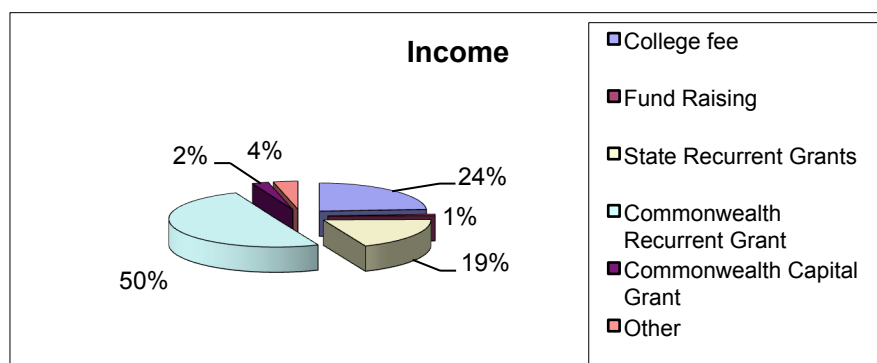
17 Parents and Guardians must be prepared to abide by the Rules and Regulations that govern the School and be responsible for payment of fees and charges. Continued enrolment is at the sole discretion of the School Committee and Head of College.

and person responsible for payment of fees

Parents / Guardians Signatures: 1. _____

2. _____ Date: _____

Summary of Financial Information 2013



Priority Areas of Improvement for 2014

- Target: Complete the new Science, Technology, Art and Music facilities.
- Target: Become a member of AHISA.
- Target: Explore new techniques in curriculum delivery.
- Target: Redevelop site to enhance playground space for students.
- Target: Raise literacy and numeracy standards in stages 4 and 5.
- Target: Continue to improve the College climate to engender on-going harmony.

Priority Areas Achieved in 2013

- The Co-curricular Programme was expanded to include Debating and Chess through HICES.
- Streaming was extended into stages 4 and 5 across most KLA's.
- Offered Hospitality, elective Music and introduced Music into Stage 6 for the HSC.
- Spalding in Stages 1 to 3 and the changes to teacher instruction has brought about significant improvements in literacy and numeracy standards.
- Students have become more focussed on all areas of the curriculum and the overall cultural well-being of students have been enhanced through a targeted Pastoral Care Programme.