



**Heritage**  
CHRISTIAN SCHOOL

## 2018 ANNUAL REPORT

### HERITAGE CHRISTIAN SCHOOL

*Heritage Christian School is a K-12, independent school. It is a member of Christian Education National and is operated by the Hastings Associations for Christian Education (HACE) Ltd.*

*It exists primarily to provide Christ-centred education to families from around the Hastings region who are associated with local Churches. In doing so it assists parents in the upbringing of their children in a way that is both honouring to God and effective in witness and ministry.*

#### **Mission Statement**

***Heritage Christian School a vibrant, engaged community: educating – nurturing – empowering***

#### **THE STRATEGIC PILLARS:**

*To develop students as Christians who are prepared for life; motivated to make difference.*

*To provide high quality teaching and learning programs.*

*To provide a safe learning environment.*

*To increase resources to support staffing and have a strong physical, financial infrastructure.*

*To be the Christian school of choice in the district.*

## 1. Message from Chairman of the Board

In my first message as Board Chair I would like to say wowzers and a big thank you. I have been amazed at how many elements go into running a fabulous school such as Heritage. I thank you for the support and prayers that we the school and the board have received. Your continued prayers enable us to continue on Gods plan with boldness and purpose.

This past 12 months has been a testament to the favour of God on this community of Heritage. We have been able to watch the school not only grow in numbers of students and teachers, but also watch as the school comfortably got used to utilising the new rooms and new areas.

We have been so blessed to see how the continued development of our property has positively affected the building of God's Kingdom in the lives of the teachers and students.

I personally have loved every time I have utilised the living room for our meetings and events.

Our board has slightly changed this year as we have farewelled Colin Lowe and Wayne Dafter from our team. Both men have served our board and this school for many years with great courage and wisdom.

We have also welcomed Timothy Weatherstone into a 12 month casual vacancy. Tim brings with him a great Heritage Christian School heritage. Being a past student and having his child in our school means he knows the culture well.

The School is a community that is purposed to Educate, to Nurture, and to Empower. We as the board are purposeful in ensuring that we prayerfully make decisions and plans that uphold these three key elements of the mission. We look forward to being involved with you all in courageously stepping out in faith to ensure that Heritage Christian School is actively pursuing the heart of our Lord.

Please continue to be a community that is consciously praying for our, Students, Staff, Families, School community, the School Board and the School Executive.

**Bree Brown**

**Board Chairman**

## 2. Message from the Principal

2018 was an exciting year for Heritage. New facilities were brought on line, including the complete refurbishment of our Creative Arts Centre which allowed for the expansion of the school's music and drama programmes, and the introduction of dance which is being delivered in partnership with a major dance school. In addition to that project, February 2018 saw the delivery of the 'second storey' on one of our buildings, opening up four new flexible teaching spaces and expanded staff facilities. We are grateful to the Commonwealth Government who provided \$870,000 of the \$2.3m total project cost. Without that assistance the school's expansion to its current student numbers would have been a much longer process.

With that increase in student numbers has come an associated increase in staffing, and we have been blessed several excellent practitioners who have joined the Heritage team. This has facilitated increased capacity in subject areas such as Design and Technology, Business Studies, and Outdoor Education. When you get to work alongside of talented and dedicated practitioners like those at Heritage, it is easy to be excited about the future for our students.

Last year we set ourselves several 'improvement targets' in line with Government guidelines placed upon all schools. The implementation of the school's Visible Learning Programme K-12 has seen significant changes in classroom practice, and the appointment of a Head of Teaching and Learning has been a significant factor in driving that process. Student learning outcomes across the school are being closely assessed and reported as part of this process, and decisions for change are based firmly on data collected as part of this process.

As mentioned above a major refurbishment of the Creative Arts Centre has facilitated the expansion of the school's Arts Programme, and Dance as an elective subject has now been brought on line, with potential expansion in the Yr11 and 12 now being evaluated. This will be driven by student interest, but there is a strong commitment by the Executive to seeing this programme introduced.

Again, as part of the Governments capital works funding for the school, a new Support facility was brought on line to cater for students with additional needs that are operating within the main-stream class programmes. Students are able to participate in additional literacy, numeracy, and social support programmes that are often designed in conjunction with allied professionals such as occupational therapists and speech pathologists.

Heritage continues to grow in terms of student numbers and staffing, expand its educational programme, and has developed over the past twelve months a significant commitment to outdoor education and sporting opportunities for our students. With excellent HSC results across a range of subjects, resulting in three of our students being placed on the HSC Honours Roll in 2018, we celebrate not only the achievements of our students over this past year, but are excited about all that 2019 is going to bring in the life of our school family.

Yours in His Service

Geoff Brisby

M.Ed; Grad.Dip.Ed.Studies; B.Teach; Dip.D&M; Cert IV Government Investigations; CEPA.

### 3. Student Outcomes

The results achieved by Heritage Christian School students in external tests in 2018 were once again solid and tell part of the story. We aim for individual excellence in knowledge and skills, with all students being encouraged to do their best at all times, but we aim for this within the framework of the development of Christian character and godly relationships.

#### Student Outcomes in NAPLAN (2018)

The following table summarises results and compares them to state-wide scores. The number in brackets after the Year indicates the number of students in that year level who sat for these exams. This is significant as a reminder that we are dealing with very small groups in our school results. For example, if one student in Year 5 does poorly in the writing test, as a result from misreading the question, that will have a dramatic negative impact on the average score of our Year 5 group. Of course, a similar factor can also work in reverse and skew results positively.

Year 3 (20)	Reading	Writing	Spelling	Grammar & Punctuation	Numeracy
NSW	437.71	414.26	426.48	437.67	413.60
Heritage	408.20	363.00	399.30	392.7	382.70
Year 5 (27)	Reading	Writing	Spelling	Grammar & Punctuation	Numeracy
NSW	511.40	470.31	508.50	509.22	499.82
Heritage	483.10	439.80	482.80	456.2	481.5
Year 7 (35)	Reading	Writing	Spelling	Grammar & Punctuation	Numeracy
NSW	544.90	511.83	551.87	549.45	554.54
Heritage	528.40	491.3	553.20	540.80	536.90
Year 9 (26)	Reading	Writing	Spelling	Grammar & Punctuation	Numeracy
NSW	589.43	550.71	590.11	585.58	603.53
Heritage	572.5	502.60	551.90	544.40	557.70

#### Student Outcomes in HSC (2018)

There were 20 students from Heritage Christian School who presented for the Higher School Certificate - considerable care must be taken when comparing results against state averages

Subject	Heritage Average Score	NSW Average Score
Ancient History 2 unit	51.13	72.76
Biology 2 unit	68.85	74.09
Business Studies 2 unit	64.05	73.62
Chemistry 2 unit	75.80	74.82
Drama 2 unit	74.04	77.71
Economics 2 unit	77.93	76.25
English (Advanced) 2 unit	71.24	80.60
English (Standard) 2 unit	60.38	68.66
Food Technology 2 unit	67.52	72.91
Legal Studies 2 unit	75.13	75.05
Mathematics Extension 1 2 unit	91.90	79.29
Mathematics Extension 2 2 unit	85.10	81.36
Mathematics General 2 2 unit	63.16	69.92
Mathematics 2 unit	78.20	78.20
Music 1 2 unit	79.43	81.50
Personal Development, Health and Physical Ed.	59.18	72.29
Physics 2 unit	71.00	73.18
Studies of Religion 1 1 unit	35.05	37.03
Visual Arts 2 unit	79.70	79.80

## 4. Professional Learning and Teacher Standards

### Heritage Christian School - Professional Learning Undertaken by Teaching Staff in 2018

Date	Staff Name	Course Details
13/02/2018	Brenda Taylor	Developing Student Emotional Intelligence Program
14/02/2018	Cathy Taylor	Developing Student Emotional Intelligence Program
16/02/2018	Glenda Cooper	Tony Atwood Seminar 'Emotional Management for Children & Teens with ASD'
22/01/2018	ALL STAFF	Mandatory Child Protection training and WHS
23/01/2018	ALL STAFF	Corwin - Visible Learning Workshop
24/01/2018	ALL STAFF	Senior First Aid
24/01/2018	Casey Baldwin	CEN Equipped to Lead Conference
22/02/2018	Luke McDonald	School Surfing Supervisor Award (SSSA)
5/03/2018	Luke McDonald	Royal Lifesaving Instructors training, First Aid trainers update
14/03/2018	Brenda Taylor	Seasons for Growth, with 'Good Grief Training'
15/03/2018	Lestelle Tafai	Hillsong Colour Conference
21/03/2018	Lestelle Tafai	Macqlit
21/03/2018	Jo Day	Macqlit
6/04/2018	Casey Baldwin	NESA Becoming a PD Provider
7/05/2018	Kassi Burley	VEX Robotics
18/05/2018	Geoff Brisby	CEN NSW/ACT Principals Meeting & CEN National Conference & AGM
18/05/2018	Jane Jagers	AIS 'A year in a Day' Conference for Year 12 English Teachers
15/06/2018	Luke McDonald	Wilderness First Aid Course
28/06/2018	Sandra Curtis	Teaching Strategies & Behaviour Support with Sue Larkey
28/06/2018	Marsha Kosmeier	Teaching Strategies & Behaviour Support with Sue Larkey
29/06/2018	Liza Hone	2018 NSW Economics & Business Educators (EBE) Conference
23/07/2018	ALL STAFF	Mandatory Child Protection Training and WHS
24/07/2018	ALL STAFF	Corwin - Visible Learning Workshop
31/07/2018	Leanne Newman	Taxation & Payroll Training
31/07/2018	Karen Vanderzee	Taxation & Payroll Training
26/07/2018	Paul Beaver	2018 Maths Christian Teachers Conference
16/08/2018	Geoff Brisby	CEN Combined Principals Retreat
17/08/2018	Cathy Taylor	Emmaus Walk
17/08/2018	Casey Baldwin	NESA Information for Newly Endorsed Providers
22/08/2018	Soli Tafai	NESA Printmaking
24/08/2018	Michael Baldwin	CSSA North Coast Manager for CSSA Secondary State Athletics
3/09/2018	Luke Taylor	Gallup Strengths
3/09/2018	Casey Baldwin	Gallup Strengths
4/09/2018	Emma Schmidt	Law Sense Seminar, School law & Sports Law
14/09/2018	Leah Hobbs	Technology Mandatory, Ag & Food Tech New Syllabus
17/09/2018	Rohan Kew	Deputy Principals Network Meeting
21/09/2018	Michael Baldwin	CSSA Sports Coordinators Meeting
24/09/2018	Casey Baldwin	Instructional Coaching Workshop with Jim Knight
26/09/2018	Martin Dures	Online Valid Marker Training
27/09/2018	Sarah Smith	Cert 4 in Education Support
30/10/2018	Marsha Kosmeier	AIS Course K-6 Science & Tech Programming & Planning with Phillipa Miller
14-15/11/2019	Geoff Brisby	National Investigations Symposium
19/11/2018	Kassi Burley	InitialLit Training
19/11/2018	Elizabeth Killick	InitialLit Training

**Heritage Christian School - Teaching Staff Details – 2018**

No.	Name of teacher	Category (i) or (ii) in accord with section 3.2.1 of Manual	BOSTES 1) accreditation number 2) level (if applicable) or 'Existing Teacher'	1) Formal qualifications 2) Institution(s) 3) Year(s) obtained  * if applicable, date AEI-NOOSR equivalence granted	Teacher Qual's on school file Y/N	Date employed by school	Number of years primary teaching experience	Number of years secondary teaching experience	Full-time equivalent (FTE)	1) Subjects taught 2) Classes/ Years 3) Areas of special responsibility (eg Principal)
<b>Total Full Time Equivalent (FTE) teaching staff →</b>									31.08	
1.	BALDWIN, C	(i)	238787 Existing Teacher	B.AppSc (Enviro Studies) (CSU, 1996) Grad.Dip.Edu (Uni of Wollongong, 1999) Teacher's Cert (NSW DET, 2000)	Y	2007	0	18	0.8	Biology, 11 & 12
2.	BALDWIN, M	(i)	2623452 Proficient	B.Arts/B.Teach (UNE, 2013) Spanish Bilinguals (UNSW 1996) Spanish for Beginners (UNSW 1993),	Y	2015	0	5	0.8	Core 7A & B, Spanish 9 & 10, Careers School Sports Coordinator
3.	BAYLY, D	(i)	178684 Proficient	B.Ed (Uni of SA, 2006)	Y	2010	8	7	0.8	Primary RFF, Drama 8-12, Sport, Bible 9/10, Tas 7/8
4.	BEAVER, P	(i)	214150 Proficient	B.Arts Maths Major (Macq Uni, 2005)	Y	2008	0	14	1.0	Mathematics 8-12, Mathematics Mentor
5.	BRISBY, G	(i)	Existing Teacher	M.Ed (ICTE, 2002) Grad.Dip.Ed.Stud (SCU, 1998) B.Teach (SCU, 1996) Dip.D&M (SMBC, 1986) Cert, Aircraft Engineering NSWTAPE, 1978)	Y	2011	22	19	1.0	Principal
6.	BETENSON, L	(i)	Existing Teacher	B. Arts (Hons) Eng 1996-1999, Lit & Lang (Uni of Surrey) Postgrad Cert. Ed (London 1999)	Y	2017	19	2.5	1.0	Maths 7, English 7, Student Support, Primary, Testing, Sport

7.	BRUCE, B	(i)	Existing Teacher	Dip Teach. (UNE 1994) B.Ed (UNE 1995) M.Ed (UNE 2003),	Y	2014	24	0	0.4	Year 4
8.	BURLEY, K	(i)	241265 Proficient	B.Ed (SCU 2002)	Y	2013-14 Cas 2015 Perm	10	0	0.8	Year 1
9.	CATO, C	(i)	115966	B. Exercise Science (ACU April 202) Dip in Ed (UTS 2003)	Y	2014	0	15	0.4	PDHPE 9-11, Sport 7-10
10.	COOPER, G	(i)	Existing Teacher	Dip Teach (Alexander Mackie CAE -1974) Cert of Teach (NSW DoE 1977) Grad Dip of Adult Ed (UTS 1994)	Y	2012	24	18	0.8	Special Needs (K-12)
11.	Curtis, S	(i)	320553	Mast of Ed. (UNE 2000)B. Ed (Griffith 1995) B. Teach (Griffith 1991)	Y	2018	10	6	1.0	Primary Student Support
12.	DAY, J	(i)	286612 Provisional	B.Teach (Primary) (SCU- 1994)	Y	2016	7.5	2	1.0	Child Studies 9 & 10, English 7, Maths 7, Student Support
13.	DURES, M	(i)	2754273 Provisional	B.Arts, B.Ed (Primary), (Uni Newc 2014)	Y	2015	4	0	1.0	Year 6
14.	FOWLER, S	(i)	Existing Teacher	Bach.Science, Dip.Teach. Sec.Science (Kuring-Gai College of Adv.Ed - 1979)	Y	2013	0	40	0.7	Physics & Chemistry – 11- 12, Maths 11-12
15.	GUNTAR, K	(i)	232031 Provisional	B.Teach (Jan 2011)	Y	2011	7	0	0.8	
16.	HAZELGROVE, M	(i)	Existing Teacher	Dip.Teach Primary (Uni of Syd 1987), Cert. Gifted Ed (UNSW 2006)	Y	2004	20	3	1.0	Teacher Librarian, Science 5, Student Enrich
17.	HINDLEY, C	(i)	Existing Teacher	B.Teach (Christian Heritage Col 1998)	Y	2000	21	0	1.0	Primary Co-ordinator, Year 5
18.	HILL, P	(i)	116031 Existing Teacher	B.Teach Human Movement & Health edu. Uni os Sydney 2003)	Y	2018	15	0	1.0	Cafs 9-10, Science 8, PDHPE 7-10, Sport 7-10

19.	HOBBS, L	(i)	3038868 Provisional	B. Edu (Secondary), B. Design & Technology 2016	Y	2017	2	0	1.0	Food Tech 2 9-10, Technics 9/10, Tas 7/8, Food Tech 11-12, Sport
20.	HONE, L	(i)	181939 Provisional	B.Ec (Uni of Syd 1990) Grad Dip of Ed (Secondary) (Wesley College 2014)	Y	2014	0	5	0.75	Business Studies 11-12, SOR 11-12, Economics 11, Commerce 9-10
21.	I'ANSON, L	(i)	289906 Provisional	B.Music (Ncle Uni 2014) Grad.Dip.Ed (Exelsia College 2015)	Y	2016	2	3.5	1.0	Music K-12
22.	IRWIN, L	(i)	269671 Conditional	B.Ed(Prim) (Syd Col of Ad Ed 1989) Grad.Dip. of App Sc(Teacher Librarian) (Ed Cowan Uni WA 1995) B.Ed(Prim) (4 <sup>th</sup> Yr Upgrade) (Aust Cath Col 2015)	Y	2014	18	0	1.0	Kindergarten
23.	JAGGERS, J	(i)	Existing Teacher	Dip.Ed (Uni.South.QLD-1996), Bach.Arts (ANU-1995)	Y	2013	0	13	0.8	English 8/9, Modern History 11, English Standard 11-12
24.	KEW, R	(i)	Existing Teacher	B.Art (Macq Uni, 1990), Grad.Dip.Ed (Uni of Melb 1992), M Ed. (Uni of Melb 1995), B Theo (NTM College, 1995)	Y	1999	0	29	1.0	Extension English 1 11, Deputy Principal
25.	KILLICK, E	(i)	197583 Proficient	Dip. Teach – Primary (Uni of Wol. 1994)	Y	2013	13	0	1.0	Year 5
26.	KIRKPATRICK, R	(i)	2439945 Proficient	B.Teach. Early Childhood Ed (UNE, 2000) B.Ed Early Childhood (UNE 2011)	Y	2013	7.5	0	1.0	Year 2
27.	KOSMEIER, M	(i)	204092 Proficient	B.Ed Prim (Avondale College 1998)	Y	2015	13	0.5	1.0	Year 3
28.	LENORD, L	(i)	229976 Existing Teacher	Dip.Teach (Nepean Col of Ad Ed 1988), B.Ed Gen Prim (Uni of West.Syd 1990)	Y	1992	29	8	0.6	Innovation, School Development
29.	MASON, M	(i)	222628	B.Edu (Armidale CAE 1988) Dip.Teach (Armidale CAE 1983)	Y	2018	30	0	1.0	7-12 Maths
30.	MCDONALD, L	(i)	314420 Provisional	B. Secondary Edu (Phys & Health Edu)2013, Cert 4 Training & Assess 2015	Y	2017	0	5.5	1.0	PDHPE 7, 8, 10, 11, Maths 9, Pass 9/10, SLR 11/12, Sport



31.	NEWMAN, A	(i)	319550 Provisional	B.Teach Primary (Dec2017)	Y	2018	1	0	0.8	Year 4
32.	NEWTON, P	(i)	118727 Existing Teacher	B.Business (CSU 2000) Grad. Dip. Ed (CSU 2001)	Y	2018	0	17	1.0	Head of High School, Legal Studies 11-12, Ancient History 12
33.	NEWTON, S	(i)	118726 Existing Teacher	B. Ed (CSU 2000)	Y	2018	6	9	0.75	Core 8, Science 7, Ancient History 11
34.	REYNOLDS, K	(i)	Existing Teacher	B.Teach Primary – (UWS 2002) Grad.Cert.Ed (CSU 2008) Dip.Theology (SMBC 2012)	Y	2013	16	4	0.2	Literacy/Numeracy Program, Educational Development
35.	SAKAMOTO, Y	(i)	222245 Proficient	B.Arts (Pool Gakuin Uni, Japan 2000) B.Arts (Tabor Adel 2005), Grad Dip in Learn & Teach. Secondary (USQ 2006)	Y	2007	10	10	0.233	LOTE 7
36.	TAFAI, S	(i)	Existing Teacher	B.Graph Des (Auck Inst of Tech 1995), Dip.Teach Secondary (Auck Col of Ed 1998)	Y	2002	0	19	0.833	Visual Art 7-12, TAS 8, Photography 9-10, Sport
37.	TAYLOR, L	(i)	248836 Proficient	B.Art/B.Teach (UNE 2012)	Y	2012	0	7	0.833	English Advanced 11-12, English 8 & 10, Acedmeics 8
38.	WEATHERSTONE, B	(i)	Existing Teacher	Dip.Teach (Syd Teachers Col 1977), B.Ed Conversion (Col of Christian High Ed Inc 2009)	Y	1996	0	42	1.0	History 10, Geography 9-10, TAS 7/8, Food Tech 1 9-10
39.	ZHU, J	(i)	257325 Provisional	B.Env.Eng (Shanghai Uni 2010) M.Teach.Sec.Science (Ncle Uni 2013)	Y	2016	0	3	1.0	Science 7, 9-10, Mathematics 8, Sport

These details are current as at December 2017.

Heritage Christian School acknowledges the funding provided under Smarter Schools National Partnership on improving Teacher Quality and facilitated by the Independent Schools Centre for Excellence. The funding for **supporting teacher accreditation** allows us to support teachers in their professional work and build teacher capacity across the independent sector in NSW.

## 5. Workforce Composition

### General Statements

- All staff at Heritage are committed Christians equipped to design curricula, programs and lessons that substantially reflect the aims, philosophy and policies of the school.
- Staff church affiliation is multi-denominational.
- Staff are employed in accord with applicable Awards and Government requirements.
- All new staff are required to undertake professional development and appraisal using the NESAs criteria as applicable. Staff employed prior to the establishment of the NSW Teachers Institute (now NESAs), utilize these same competencies as a voluntary code of professional development and appraisal.
- All teaching staff take part in professional development programs during the January and July Professional Development weeks. It is estimated that all staff participated in a minimum of 50 hours professional training and development, including:  
First Aid; Child Protection; Work Health and Safety; Programming; Curriculum Development; Assessment and Reporting; and Duty of Care issues.

### Full Time / Part Time Staffing (2018):

Teaching Staff	Support Staff	Totals
• 19.0 x FTE Teaching	• 2.0 x FTE Receptionist, PA	Teaching Staff: 31.083x FTE
• 12.083 x PTE Teaching	• 5.6 x FTE Administration (including Principal, Student Support & Business Manager)	Support Staff: 16.357 x FTE
	• 7.0 x FTE Teachers' Aides	
	• 0.8 x FTE Maintenance	
	• 0.6 x FTE Information Technology	
	• 0.357 x FTE Chaplain	

**Note:** All teaching staff are qualified/registered as per the Institute of Teachers Act 2004. There were no Indigenous staff members employed during 2017. These figures are current as at December 2017.

### Staff Gender Balance:

Gender	Teaching	Non-Teaching	Totals
Male	15	4	19
Female	25	18	43
<b>Totals</b>	<b>40</b>	<b>22</b>	<b>62</b>

### Staff Qualifications:

Teaching Qualifications	Number of Staff
Degree/Diploma	39
Masters, Honours or other Post Graduate	7

## **Staff Retention**

The following staff were added to Heritage Christian School during 2018: Molly Beaver, Cass Cato, Sandra Curtis, Asrid Dafter, Karena Guntar, Peter Hill, Mark Mason, Christina McKay, Paul Newton, Simone Newton, Alison Newman, Dianne Priest, Laura Stibbs. The following staff departed Heritage Christian School during, or at the end of 2018: Sandra Curtis, Glenda Cooper, Liza Hone, Christina McKay, Yoshi Sakamoto.

## **Staff Attendance**

There were approximately 5905 FTE teaching days, with approximately 3.38% (200 days) sick leave loss.

## **6. Senior Secondary Outcomes**

*At Heritage we aim to equip and encourage our senior students to reach their full potential. We aim towards students reaching an ATAR score equivalent or higher to what is required for them to progress to University in the course that they desire. For those students who are wanting to head towards trades and other Tertiary Education, we endeavour to support them along the way towards their goals also.*

## **7. Student Attendance and Management of Non-Attendance**

### **Attendance Procedures**

#### **Purpose:**

- a) Maintain an accurate register of enrolment
- b) Ensure that students enrolled at HCS (both compulsory school-aged children and post-compulsory school aged children) attend HCS as they are able
- c) Record attendance and absence accurately, efficiently and effectively
- d) Comply with all legal requirements

#### **We believe:**

1. School is an extension of the home and staff members act “in loco parentis” during school hours
2. Monitoring of enrolment and attendance is part of the school’s duty of care

#### **Therefore we will:**

1. Encourage and expect all students to attend school where at all possible unless sickness, injury, appointment or a family matter prevails.
2. Maintain a register of enrolments that includes for each student:
  - a. Name, age and address
  - b. Name and contact telephone number of parent(s)/guardian(s)
  - c. Date of enrolment and, where appropriate, the date of leaving the school and the student’s destination school.
  - d. For students older than 6 years of age, previous school or pre-enrolment situation
  - e. Where the destination school of a student below 15 years of age is unknown, a record that a Department of Education and Training Officer with home school liaison responsibilities was notified of the student’s name, age and last known address.
3. Retain the register of enrolments for a minimum period of 5 years before archiving

4. Monitor the daily attendance/absence of students by:
  - a. maintaining electronic class rolls which contain:
    - i. noting of only absences in accordance with the directions outlined in the roll
    - ii. reason for absence in accordance with the directions outlined in the roll
    - iii. documentation from parent/guardian to substantiate reason for absence from school or class. This documentation will include:
      1. child's name and class
      2. date of absence
      3. reason for absence
      4. signature of parent/carer
  - b. Marking the class rolls each day for K to 6 and for Years 7-12
  - c. Marking class lists at special events such as sporting carnivals, excursions and off-site activities and transcribing information into rolls
  - d. Maintaining a partial absence note system administered by Office personnel
  - e. Maintaining the privacy of information in the rolls in accordance with the Heritage Privacy Policy
  - f. Retaining the class rolls and documentation for 7 years after the last entry was made
  - g. Follow up unexplained extended absences by:
    - i. sending home an "Absence Note Reminder" form if a written reason from the parent/ guardian is not received
    - ii. alternatively phoning the parent/caregiver
    - iii. absences remaining unexplained toward the end of a reporting period are followed up by letter home
  - h. Follow up Partial Absence notes as needed
  - i. Providing parents and carers with pro forma absence notes for their use
5. Contact parents/guardians regarding poor school and/or class attendance. (Team Leader)
6. Transfer unsatisfactory attendance information to students' files

### Student Attendance Rates for 2018

Level/ Description	Attendance %
Kindergarten	87.25
Year 1	92.38
Year 2	93.78
Year 3	87.69
Year 4	92.88
Year 5	91.67
Year 6	88.54
Year 7	89.46
Year 8	89.76
Year 9	89.70
Year 10	88.15
Year 11	83.15
Year 12	90.15

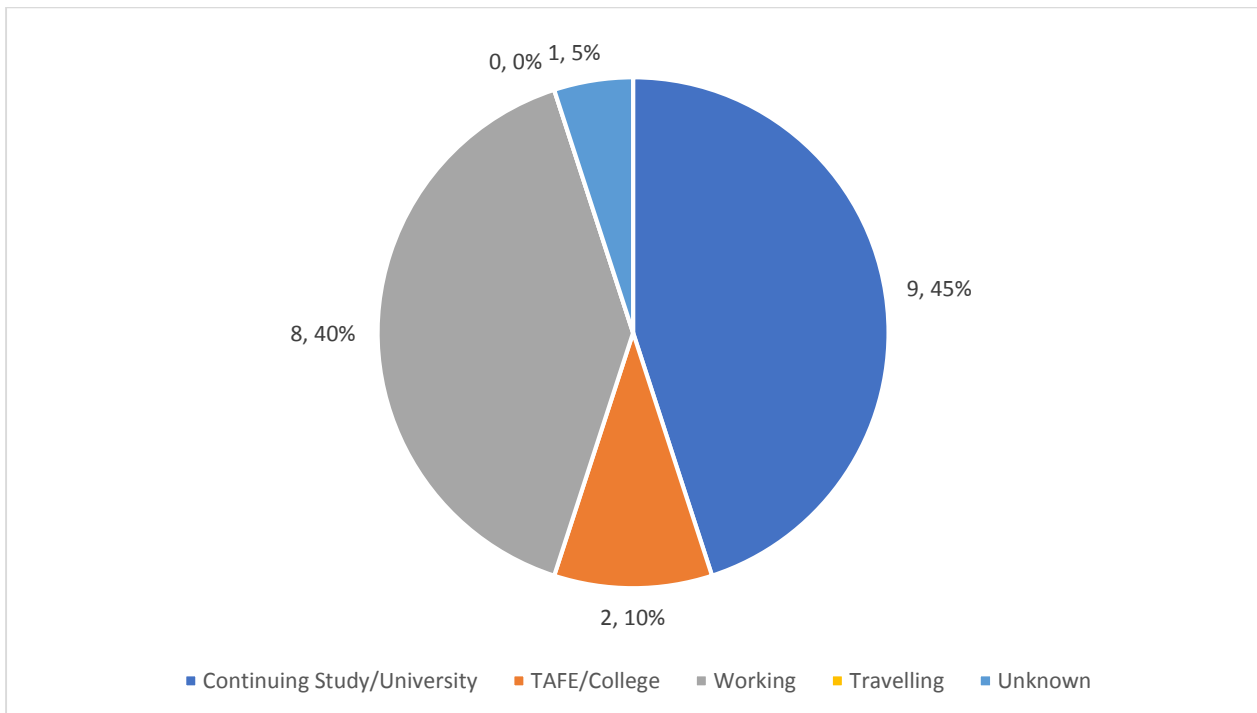
## 8. Retention of Year 10 to Year 12

Year 10 2017	Year 11 2018	Retention Rate %
40	27	68%
Year 11 2017	Year 12 2018	
22	21	95%

Overall, K-12 student retention rate from 2017 to 2018 was 102%.

## 9. Post-School Destinations

### 2018 (HSC) Higher School Certificate Post-School Destinations



## **10. Enrolment Policy**

[Enrolment Policy](#)

## **11. School Policies**

A copy of all school policies are available at the school office.

[Discipline Policy](#)

[Grievance Policy](#)

[Welfare Policy](#)

## **12. School-Determined Improvement Targets**

1. Expansion of technology infrastructure in K-6 (iPad and Laptop Programme)
2. Introduction of Transformation By Design (Programming Biblical Framework)
3. Implementation of new student support model K-12

## **13. Initiatives Promoting Respect and Responsibility**

The following learning principals have been embedded into Heritage culture;

1. Everyone is capable of learning.
2. Everyone needs their learning to be valued.
3. Everyone is responsible for their learning.
4. Everyone needs to progress as well as achieve.

## **14. Parent, Student and Teacher Satisfaction**

Learning Managers are the bridge between school and home. They are an ongoing connection that strengthens student, parent and staff relationships.

Feedback from stakeholders is sought through association meetings, student led sessions and staff meetings. Regular surveys of students using external survey tools are evaluated and responses determined.

## 15. Summary Financial Information

### 2018 Income & Expenditure

