



NSW Education Standards Authority

Annual Report

2017

Reporting on the 2016 Calendar Year

Manning Adventist School

Owned and Operated by

Seventh-day Adventist Schools (NNSW) Ltd

1 A message from key school bodies

1.1 *Statement from the School Advisory Council*

The School Advisory Council (Council) is responsible for the good governance of the school, subject to and as delegated by the Seventh-Day Adventist Schools (North New South Wales) Ltd Board of Directors (BOD), and in accordance with the Board of Directors Governance Policy and the Education Handbook.

The Council's responsibilities include:

- Review the school's operations and report these to the BOD;
- Develop and adopt policies and procedures regarding a wide variety of school matters;
- Be supportive of the Principal in the role of implementing policies and procedures;
- Be responsible for the financial management of the school, in harmony with policy;
- Recommend to the BOD, the employment of all non-teaching staff, after consultation with the Principal;
- Support the Parent Association;
- Ratify the recommendations of the school administration in situations involving serious disciplinary cases and to serve as the ultimate authority in the dismissal of students;
- Receive and consider accreditation reports and support the implementation of the recommendations made;
- Ensure that all reasonable care is taken to protect the health, safety and welfare of persons employed or engaged in activities organised by the school, in harmony with policy;
- Establish, monitor and be responsible for standing and ad hoc committees.

Major improvements of the school's buildings were completed.

The school's policies are updated as needed. The Council is aware of the need to keep in step with the changes in Work Health and Safety requirements.

Efforts to involve parents in the school and encourage their participation are undertaken by parents and teachers. Social occasions, to which parents are invited, include Mother's Day, Father's Day and Grandparent's Day activities, School promotions activities (stalls, etc), and Week of Worships. Some parents participate in sporting events, reading and school excursions.

1.2 *Statement from the Principal*

Manning Adventist School (MAS) is a caring, supportive learning community, committed to developing personal excellence in the academic, physical, spiritual and social domains. Our school also provides nurture, promotes excellence and instils values – a key component of our teaching and learning focus.

With enviable student-to-teacher ratios, MAS is able to meet children's personal needs to enhance their academic achievement. We recognise that learning goes beyond the classroom; that it extends to building confidence and resilience, learning responsibility, and engaging with others. These aspects of learning, plus more, are explored further through our Pastoral Care program.

Manning Adventist School is making a difference in the lives of children and their families – a difference that has far reaching effects. Our strong focus on literacy and numeracy facilitates the sourcing of best practices and implementing those to suit our varied and challenging student needs.

2 Contextual information about the school (including information about National Partnerships and /or Improving Teacher Quality if applicable)

Set in a beautiful rural setting, Manning Adventist School (MAS) provides a quality, Christian-based education program that is affordable and accessible. Located between South Taree and Tinonee, MAS is just a short drive from Taree, Wingham and Old Bar. Established in 1977, MAS caters for students from Pre-Kindy to Year 6. It also offers a growing Pre-Kindy program – MAS Kids Pre-Kindy.

Students from MAS approach learning with confidence. MAS is a growing school that provides a safe and nurturing environment through which children can grow and develop. MAS Kids Pre-Kindy provides a play-based, active and experiential approach to learning that helps to create a seamless transition to school.

Our school offers a warm, family atmosphere where children are encouraged to develop close friendships with each other, and children of all ages play in harmony. Well-resourced classrooms, integration of technology and small class sizes provide all students with opportunities to excel. MAS is a place where children are comfortable with their own rate of learning and strive to always improve.

Parents are encouraged to be a part of the school program, working with the school to enhance their child's learning experience. MAS openly welcomes all families from the community, irrespective of race, religion or culture, who are willing to support our school ethos based on Biblical principles.

At MAS strong emphasis is placed on literacy and numeracy. MAS focuses on ensuring that every child achieves to their highest potential regardless of any perceived barriers to learning. We endeavour to equip each child with a service-oriented outlook on life, where community and mateship remain ingrained in our culture.

3 Student performance in National and State-wide tests and examinations

3.1 Student outcomes in standardised national literacy and numeracy testing

Literacy

Language Conventions includes Reading, Writing, Spelling, Grammar and Punctuation.

Reading

Year	% below national minimum standard	% at national minimum standard	% above national minimum standard
Year 3	0	100	0
Year 5	0	50	50
Year 7	NA	NA	NA
Year 9	NA	NA	NA

Writing

Year	% below national minimum standard	% at national minimum standard	% above national minimum standard
Year 3	0	33	67
Year 5	0	50	50
Year 7	NA	NA	NA
Year 9	NA	NA	NA

Spelling

Year	% below national minimum standard	% at national minimum standard	% above national minimum standard
Year 3	0	33	67
Year 5	0	0	100
Year 7	NA	NA	NA
Year 9	NA	NA	NA

Grammar and Punctuation

Year	% below national minimum standard	% at national minimum standard	% above national minimum standard
Year 3	0	0	100
Year 5	0	50	50
Year 7	NA	NA	NA
Year 9	NA	NA	NA

Interpretative Comments

The focus continued to be on small group, phonics-based lessons, with more time being given to 'have a go' spelling and writing activities. Text types and text structure have been explicitly taught in small group settings with focus on editing and publication skills. The students respond well to the attention received in the small classrooms.

Overall results appear to be comparable to 2015, with three students in Year 3 and two students in Year 5 in 2016, though it is difficult to draw any in-depth conclusions from the results. The small class sizes certainly help to ensure that the individual needs of each child are met.

Numeracy

Numeracy incorporates Number and Data, Patterns and Algebra, Measurement Space and Geometry.

Year	% below national minimum standard	% at national minimum standard	% above national minimum standard
Year 3	0	33	67
Year 5	0	50	50
Year 7	NA	NA	NA
Year 9	NA	NA	NA

Interpretative Comments

The continued focus on number strengthening activities and the ability to work mathematically is proving to be beneficial. Extra time has been given to problem solving activities, in small group settings, and this appears to be helping students.

Number operations appear to be the weakest area for a few of our students. Continued attention should be given to multiplication, division and subtraction practice, particularly with fractions and decimals, as well as some Measurement concepts such as Time.

Overall results appear to be comparable to 2015, with three students in Year 3 and two students in Year 5 in 2016, though it is difficult to draw any in-depth conclusions from the results. The small class sizes certainly help to ensure that the individual needs of each child are met.

3.2 Record of School Achievement

Item	Students
Number of Students studying in Year 10	NA
Number of ROSAs issued by the Board of Studies in 2016	NA

3.3 Results of the Higher School Certificate Examination 2016

Comparison of 2016 results compared to the state N/A

Interpretative comments for Higher School Certificate results N/A

Comparison of 2016 HSC results as a trend over time N/A

Interpretative comments for Higher School Certificate result trends over time N/A

4 Senior secondary outcomes

Percentage of students in Year 12 undertaking vocational or trade training: N/A

Percentage of students in Year 12 attaining a Year 12 certificate or equivalent VET qualification: N/A

5 Professional learning and teacher standards

5.1 Professional Learning

Areas of professional learning	Teachers (number or group)
<u>Leadership Forums</u> : designed for Principals and/or Head of Schools. These meetings were held during the year and covered a variety of topics including; Governance, Curriculum, Safe & Supportive Environments, WHS, policies, budgets and funding and general admin topics. Relevant information from these meetings was passed on to other staff members. (6 days)	1
<u>Annual REFRESH (CAPE) Teacher Conference (Avondale School)</u> : July 18-19 Meetings with all teachers from all NNSW company schools. Various topics.	3
<u>NNSW Schools Principals Retreat</u> : (2 days)	1
<u>ALS</u> : Curriculum, <i>Primary Connections</i> (1 day)	2
<u>Kempsey Adventist School</u> : First Aid – staff upgrading (1 day)	3
<u>Newcastle</u> : ICT seminar (1 day)	1
<u>MAZE</u> workshops: Bursar training and upgrading (3 days and 2 days)	1
<u>Safetyhub</u> : WHS on-line training units (4 sessions)	4
<u>Chaplaincy Retreat</u> : All Chaplains for company school in NNSW	1

Total Staff PD experiences: 30 days

Average cost per teacher for professional learning: \$288

5.2 Teacher standards

Categories of Teacher Standards	Qualifications	Numbers of teachers
(i) teachers who have teaching qualifications from a higher education institution within Australia or as recognised within the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines, or	Education qualification Doctorate Masters degree Graduate Diploma Bachelors degree Diploma	4
(ii) teachers who have qualifications as a graduate from a higher education institution within Australia or one recognised within the AEI-NOOSR guidelines but lack formal teacher education qualifications, or	Doctorate Masters degree Graduate Diploma Bachelors degree Diploma	0
(iii) teachers who do not have qualifications as described in (i) and (ii) but have relevant successful teaching experience or appropriate knowledge relevant to the teaching context. Such teachers must have been employed <ul style="list-style-type: none"> - to 'teach' in NSW before 1 October 2004 (either on a permanent, casual or temporary basis) and - as a 'teacher' during the last five (5) years in a permanent, casual or temporary capacity 	These teachers work under the direction of another teacher and are registered as transition scheme teachers with the NSW Institute of Teachers unless he/she is a LOTE teacher	0
	Total number of teachers in school	4

6 Workforce composition

Role	Quantity	Gender
School Principal/Teacher	1	M
Teacher	0	M
Teacher	3	F
Bursar/Secretary	1	F
Literacy/Numeracy Support	1	F
Chaplain	1	M

There are currently no Indigenous staff employed.

7 Student attendance rate and non-attendance

7.1 Average Year Level Attendance

Year Level	Average Attendance (%)
Kindergarten	94.9
Year 1	92.5
Year 2	94.7
Year 3	90.7
Year 4	89.8
Year 5	95.1
Year 6	95.2
Total school attendance average	93.7

7.2 Management of non-attendance

Parents/guardians are required to provide a note to the school outlining why a child has been absent (past or proposed future absences). Parents/guardians are contacted when their child has not been at school. This is a safety measure to ensure that a child has arrived safely to school that day. This communication is usually done by phone call or sms. A note is to be supplied to the school prior to or after an absence (hard copy, email or sms).

When a student has not attended school for three or more days without notifying the school, the parents/guardians receive a letter from the school principal. If a note from the parent/guardian is not forth-coming, or if any student has been absent for more than five days, without knowledge of the school, the school contacts the local Home Liaison Officer to follow up the matter or trace the student.

7.3 Retention from Year 10 to Year 12 (where relevant)

Percentage retention rate: N/A

8 Post School Destinations (secondary schools only)

(report on the destination of all students 17 and over who left school during 2016)

N/A

9 Enrolment Policies and characteristics of the student body

Enrolment Policy

Manning Adventist School (MAS) is a comprehensive co-educational Pre-kindy - Year 6 school owned and operated by Seventh-day Adventist Schools (NNSW) Ltd, and provides an education underpinned by religious values and operating within the policies of the NESA. All enrolment applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, siblings already attending the school and other criteria determined by the school as outlined in the *MAS Enrolment Procedures* document. Once enrolled, students are expected to act consistently with the school's ethos and comply with the school rules to maintain the enrolment. Parents/guardians are also expected to be supportive of the ethos of the school.

Implementation

The Application for Enrolment Process:

- All documentation required by the school as outlined in the MAS Enrolment Pack to be completed and submitted by the relevant student's parent/guardian.
- Completion of school tour and interview with school Principal.
- Completion of MAS standardised assessment processes.
- Payment of deposit.
- Approval by the MAS School Advisory Council.
- Completion of fee agreement processes.

In the context of the above processes, no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status. (*Disability Discrimination Act 1992*).

Prerequisites for Continued Enrolment:

- Satisfactory completion of the school's initial probationary enrolment period (the school term of enrolment post an initial approval).
- Ongoing demonstration of capacity to meet the school's published academic performance, attendance, behaviour and financial agreement expectations.
- Completion of a Student Re-enrolment form for the following year.

The MAS Enrolment Procedures document should be read with the MAS Attendance Policy. The full texts of both are available upon request from the school office.

Evaluation

These guidelines will be reviewed as part of a three-year school review cycle.

Composition/characteristics of the student population

Year	Male	Female	Indigenous
Pre Kindy			
Kindergarten	1	4	1
Year 1	2	2	
Year 2	3	2	1
Year 3	1	2	1
Year 4	1	1	1
Year 5	2	0	
Year 6	1	0	

10 School Policies

Student Welfare Policy (Manual 5.6.2)

The school's Student Welfare Policy includes: definition, rationale, aims, implementation and evaluation of the provisions for the welfare of the students. It states that, "Student welfare encompasses all that the school does to promote and meet the spiritual, personal, social, physical and learning needs of the student."

A number of other school policies also have a bearing on student welfare. These include policies covering anti-discrimination and harassment, behaviour management, bullying, child protection, pastoral care, critical incident, gender equity, internet usage, privacy, medication, student grievance and students with disabilities.

The policy is part of the school's folder of policies.

Location of the full text of the policy

A copy of the policy can be obtained from the Principal on request.

Changes made to the policy during 2016

The policy was not changed in 2016.

Discipline Policy (Manual 5.7.1; 5.7.2)

The school's aim is to ensure that all children at the school have access to quality learning within a safe and caring environment and to encourage all students to strive towards self-management of their behaviour, resulting in behavioural excellence and increasing personal responsibility.

Good behaviour is encouraged as being the right and proper way to behave and to treat others, not just as the way to gain rewards or avoid consequences. Positive recognition and incentives are preferred to negative ones but both may be used to guide behaviour. A five-level behaviour plan is in place to be used if necessary.

The plan complies with the *NSW Education Reform Amendment (School Discipline) Act (1995)* forbidding the use of corporal punishment in schools. It does not sanction the use of corporal punishment by non-school persons.

The complaint handling procedure is based on principles of natural justice. This involves: informing the person subject of allegation (PSOA); providing opportunity for PSOA to respond stating case, explanation or defence; ensuring a proper investigation of the allegation; ensuring decisions are fair and without bias.

An abbreviated version of the policy including School Rules, Thoughts for Students, and an outline of the Behaviour Plan, are in the School Handbook, which is given to all parents. A full copy of the Student Behaviour Plan is with other school policies.

Location of the full text of the policy

A copy of the policy can be obtained from the Principal on request. The school's policies on suspension, expulsion and exclusion can also be obtained from the Principal.

Changes made to the policy during 2016

The policy was slightly modified in 2015 and implemented in 2016.

Anti-Bullying Policy

The policy aims to assist the educational institution in the provision and maintenance of a safe and supportive environment where all individuals are treated with dignity, courtesy and respect; to prevent practices such as discrimination, harassment, victimization, vilification, bullying or violence; and where all complaints are treated confidentially, sensitively and with procedural fairness.

The policy covers types of bullying; states the school's stand against bullying; lists how parents, students and staff can assist with the issue of bullying; and the process of intervention – should it be needed.

The policy is part of the school's folder of policies, is part of the Behaviour Management guidelines, and is included in the Staff Handbook.

Location of the full text of the policy

A copy of the policy can be obtained from the principal on request.

Changes made to the policy during 2016

The policy was not changed in 2016.

Complaints and Grievances Policy - (Manual 5.2)

The policy aims to assist the educational institution in the provision and maintenance of a safe and supportive environment where all individuals are treated with dignity, courtesy and respect; to prevent practices such as discrimination, harassment, victimization, vilification, bullying or violence; and where all complaints are treated confidentially, sensitively and with procedural fairness.

The policy covers complaint-handling procedures for informal complaints, for formal investigations and for appeals including the roles of those involved. It covers complaints and grievances by students, teachers, parents and other concerned people.

The policy is part of the school's folder of policies and is included in the Staff Handbook.

Location of the full text of the policy

A copy of the policy can be obtained from the principal on request.

Changes made to the policy during 2016

The policy was not changed in 2016.

11 School determined improvement targets

Priority Areas for Improvement for 2017 (Schools in National Partnerships should include items from their school plan)

Area	Priorities
Enrolments	Continue to attract and retain new enrolments through providing quality education. Continue an effective marketing campaign. Maintain and modify the effective transition process from the Pre-Kindy program to Kindergarten.
Curriculum and Teaching Effectiveness	Continue to modify and write new programs for multigrade classrooms that reflect the new Australian Curriculum for NSW. Focus on Literacy and Numeracy strategies to improve learning outcomes across all year levels. Continue to investigate ways to integrate a LOTE into a multigrade setting. Continue to refine Scope and Sequence for History, Geography Science/Technology as per the National Curriculum timeframes, and have these integrated with text types. Continue to revise and implement a whole school PDHPE and Science program. Continue to include Differentiation pedagogy using multiple intelligences and Blooms Taxonomy. Create rubrics as an explicit form of teaching and assessment. Trial 3-Way Learning Conferences to enhance student reporting.
Physical Development/BGA	Continue the building application process for fencing that will ensure adequate safety for students.

Area	Priorities
Professional Development	Continue the collaborative writing of new syllabus programs, particularly Science, Geography and History. Continue to review and upgrade First Aid qualifications.
Community Participation	Continue to develop relationships with local preschools and churches. Participate in the local ANZAC Day service. Develop links with local Retirement homes with older students. Continue hosting Mother's Day, Father's Day and Grandparent's Day programs. Host Adventurers with a focus on student involvement on weekends.
School Operations	Systematically investigate the school's operations by continuing the accreditation process and adjust or change in an effort to improve. Update policies as necessary.
WHS	Continue to review and update school WHS policies and procedures. Continue to participate in on-line safety training.
Technology	Continue to integrate iPads into the multigrade setting to promote the differentiation of learning in the classrooms.
Parent Participation	See Community participation events. Continue to involve parents in literacy and numeracy programs, garden programs, sport and excursions.

Achievement of Priority Areas listed for improvement in the 2016 report

Area	Priorities (WIP – Work in Progress)
Enrolments	New enrolments, particularly those in Pre-Kindy were obtained due to an effective marketing campaign. Maintain and modify the effective transition process from our Pre-Kindy program to Kindergarten. <i>WIP</i>
Curriculum and Teaching Effectiveness	Continue to modify and write new programs for multigrade classrooms that reflect the new Australian Curriculum. <i>WIP</i> Focus on Literacy and Numeracy strategies to improve learning outcomes across all year levels. Plan and develop ways to integrate a LOTE into a multigrade setting. <i>WIP</i> Continue to revise / develop new Scope and Sequences for History/Geography and Science/technology as per the National Curriculum

	<p>timeframes, and have these integrated with text types. <i>WIP</i></p> <p>Continue to revise and implement a whole school PDHPE program. <i>WIP</i></p> <p>Continue to include Differentiation pedagogy using multiple intelligences and Blooms Taxonomy. <i>WIP</i></p> <p>Create rubrics as an explicit form of teaching and assessment. <i>WIP</i></p> <p>Introduce learning contracts. <i>WIP</i></p>
Physical Development/BGA	<p>Continue the building application process for fencing that will ensure adequate safety for students. <i>WIP</i></p>
Professional Development	<p>Engage in collaborative writing of new syllabus programs, particularly Science, Geography and History. <i>WIP</i></p> <p>Continue involvement in the SIAS Assessment project through AIS (extended into 2016). <i>WIP</i></p> <p>Continue to review and upgrade First Aid qualifications. <i>WIP</i></p>
Community Participation	<p>Continue to develop relationships with local preschools and churches. <i>WIP</i></p> <p>Participate in the local ANZAC Day service. <i>WIP</i></p> <p>Develop links with local Retirement homes with older students. <i>WIP</i></p> <p>Continue hosting Mother's Day, Father's Day and Grandparent's Day programs. <i>WIP</i></p>
School Operations	<p>Systematically investigate the school's operations by continuing the accreditation process and adjust or change in an effort to improve. Update policies as necessary. <i>WIP in conjunction with Head Office</i></p>
WHS	<p>Continue to review and update the WHS policies and procedures. Evaluate and as necessary upgrade the existing car park using appropriate marking to ensure an efficient pick up and drop off of the students. <i>WIP in conjunction with Head Office</i></p>
Technology	<p>Continue to integrate iPads into the multigrade setting to promote the differentiation of learning in the classrooms. <i>WIP</i></p>
Parent Participation	<p>See Community participation events.</p> <p>Continue to involve parents in literacy and numeracy programs, garden programs, sport and excursions. <i>WIP – slow with minimal, busy parent numbers.</i></p>

12 Initiatives promoting respect and responsibility

Initiative or area of activity	Description of initiative or activity
Student Duties	Each child is given rostered, regular duties to perform during out of class time for the good of the class and school. Children are expected to take the responsibility of remembering their duties and doing them well.
Care for your own property	Children are expected, as they grow older, to take additional responsibility for their own materials, homework and behaviour.
Modelling and Guiding	Staff members model appropriate behaviour and monitor student behaviour, guiding and correcting where necessary.
Direct Teaching	<p>In worships, chapel, classrooms and playground, teaching respect for people of all ages and races; regardless of social, economic or educational status.</p> <p>Teaching appropriate behaviour for a variety of venues and situations.</p> <p>Promoting and rewarding school values through a Values Program</p>
Citizenship and Civic Duties	<p>Direct teaching of duties to others and right ways of treating them.</p> <p>Join the Anzac Day march and ceremony in Taree.</p>

13 Parent, student and teacher satisfaction

Summary

Parents continue to express a high degree of satisfaction with the Manning Adventist School, based on feedback from parents and referred parents. This is particularly applicable at the infant level.

An increasing number of parents are using the school's Facebook page in a positive way, sharing the excellent attributes of MAS with their local friends.

There is continued satisfaction with parents feeling welcome and accepted, and their children cared for at MAS. This reflects endeavours to make parents feel included and welcome that had been targeted, but with so many parents working or not having access to suitable transport, attendance still remained less than desirable. MAS continues to solicit assistance from parents in a volunteer capacity to help the staff achieve better learning outcomes.

An increased number of parents appreciate contact messages via SMS. All have mobile phones and this allows quick (instant) conveyance of messages, sometimes at short notice. However, a few parents do not have internet access – either for themselves or for their children, and are unable to receive newsletters in any form other than hard copies.

Parents value MAS for its community, Christian ethos, quality of teachers, support of the individual child, its care and nurture, as well as providing a safe and supportive learning environment to produce the best learning outcomes for all students.

14 Summary financial information

The schools company will complete this section for all SDA schools.

Income

Income Sources	Percentage of Total Income
Fees and private income	25.96%
State recurrent grants	11.68%
Commonwealth recurrent grants	60.89%
Other Government grants	1.28%
Government capital grants	0.00%
Other capital income	0.19%

Expenditure

Expenditure Costs	Percentage of Total Expenditure
Salaries, allowance and related expenses	62.60%
Non-salary expenses	32.55%
Classroom expenditure	3.23%
Capital expenditure	1.62%

15 Public disclosure of educational and financial performance

The 2016 Annual report will be published on the Manning Adventist School website and available on request from the school office.

SECTION 2

CHECKLIST

Commonwealth legislation (*Schools Assistance Act 2008*) includes the following requirements not listed as part of the BOS requirements for registration and accreditation.

Please tick that your school complies with the following (please delete the least applicable box)

- Participates in National Student Assessments – NAPLAN
- Provides national reports on the outcomes of schooling
- Provides individual school information on performance
- Passes on the NAPLAN reporting to parents showing student results against key national information
- Annually reports on school performance information and makes the report publicly available
- Implements the National Curriculum as it becomes available
- Has an annual certificate of financial accountability from a qualified accountant
- Annually reports on each program of financial assistance provided under this Act
- Participates in program evaluations