



**Pacific Valley Christian
School**

Annual Report 2020



About this Report

The 2020 Annual Report provides parents, staff, students, and the wider school community with information about various aspects of this school's distinctiveness, performance and development. It is prepared in accordance with The Education Amendment (Non- Government Schools Registration) Act 2004, and the School's Annual Reporting Policy. More specific information can be obtained by contacting the school directly.

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OUR SCHOOL COMMUNITY

Overview and General Information

In 2020, Pacific Valley Christian School has been blessed with another wonderful year serving the Lord Jesus Christ.

Pacific Valley Christian School (PVCS) is a Christian school within the Lower Clarence Region of NSW. It is part of the Pacific Group of schools that places Christ at the centre of all aspects of the operation and management of the schools. PVCS seeks to honour Jesus as King of Kings and as Lord of Lords. It seeks to glorify Christ in by seeking to love God (Christ) and to love people.

PVCS believes that all children have been created uniquely in the image of God (Christ). We seek to serve Christ faithfully by pointing children towards His ways and purposes. We are seeking to provide an environment where children can flourish socially, academically, spiritually, and emotionally. The outcome of a Christian education at PVCS is to Know Christ, Love Christ and to Serve Christ.

PVCS is seeking to:

1. Help each child engage in learning to use their gifts and talents to serve Him.
2. Provide an environment where children develop a love for learning and where they can grow academically, socially, emotionally, and spiritually.
3. Provide a safe and secure environment that fosters learning.
4. Have high expectations in terms of student behaviour.
5. Provide an environment where all stakeholders are respectful members of the PVCS community.

Student enrolments peaked at 331 from Kindergarten to Year 12. The Transition to Kindergarten program had 16 new enrolments in this preparation year for formal schooling.

The School campus has continued to undergo development and improvement. This involved the development of the Middle School section of the school, the completion of significant earth works in this area and a new playground in Junior School. The school appointed a staff member to the library to help manage the borrowing and management of books.

We have also welcomed 6 new staff members into our community. This included welcoming Mr Richard Sansom who commenced at the start of 2020 as the Head of Middle School, Mr Adrian Armstrong who joined the Learning Support team, Mrs Louise Espinoza who joined our Welfare team as the School Chaplain, Mrs Lorna Want and Mrs Cara Willingham who both joined our Administration team in the capacity of Receptionists.

The end of 2020 saw the departure of Mr Eric Blair who taught Music to Middle and Senior School students, Mrs Kay Gimbert, Mrs Jo-Anne Haupt and Mrs Kim Shouten who were all employed as temporary teachers. Mr Joel Gosper transferred to Pacific Coast Christian School for a Teaching position.



Junior School Playground

PVCS continues to prioritise the genuine development of Christian values and character underpinned by personal faith, as well as academic growth and success. Biblical perspectives that focus on Christ are the foundation on which the school progresses.

The School has a dynamic leadership team and works faithfully to respond effectively and in a timely manner to the needs of its students, parents and also the wider community. PVCS seeks to be innovative and flexible in its delivery of programs to support and extend the learning of all students. The School does this with the full support and experience of the leadership and staff of Pacific Hills Christian School in Sydney. The Pacific Group of Schools is a great blessing to Pacific Valley and this partnership is a critical and essential reason for the School's past, current and future successes academically, socially, emotionally and spiritually.



Middle School Building

From the Executive Principal

Perseverance was the theme of 2020 for the School community and that was evident through some challenging circumstances. The Principal of the School, Mr Scott Logan resigned for personal reasons prior to the middle of the year and was replaced by Acting Principal, Mrs Lee Hackfath, who served the School community very well.

In October the new Principal, Mr Brett Sharrock, was appointed and immediately re-established a positive movement towards a strong culture of a Christian School community building on the foundations built by Mrs Hackfath. Although, the changes in leadership impacted the School community with some loss of enrolments, the School was managed very well through reductions in expenditure to compensate for the loss of income.

Staff morale continued to be high and by the end of the year there was a strong sense of unity. The support of the parents of Pacific Valley Christian School is strong and there is a strong sense of staff/parent partnership. The leadership of the School led by Mr Brett Sharrock and Mrs Lee Hackfath, together with the Pacific Group Leadership team; Dr Tina Lamont, Lead Principal of Pacific Regional Schools, Ms Kaya Lombaard, Assistant Lead Principal of Pacific Regional Schools and Mr Chris Baldry, Pacific Group Business Manager, developed a new Master Plan for buildings and other facilities which was a means of bringing hope and expectation to the community of the School.

The quality of relationship between staff and students is a reflection of the community that has been challenged but has been functioning well.

Dr E J Boyce
Executive Principal



From the Principal

Pacific Valley Christian School is a school located in Townsend which is located in the Lower Clarence Valley. The School peaked at 331 students at census in 2020. 2020 was a difficult year for many people in the world due to negative impacts of COVID-19. The school met these challenges well by providing support and care for staff, students and parents throughout the year.

The school celebrated 11 years in providing quality Christian education to the Lower Clarence Valley. At the end of May 2020 the Principal, Mr Scott Logan, finished his appointment at the School. Mrs Lee Hackfath commenced her appointment as Acting Principal from June to the end of November 2020. Mr Brett Sharrock was appointed as the new Principal and commenced his appointment at the start of November 2020.

We continued to celebrate and experience God's goodness to us as we taught, learnt and partnered together with Christ the centre, on this exciting journey of educating and influencing each precious life connected to our School.

In 2020, Senior School students were able to apply for and hold leadership positions. Students have welcomed this opportunity and see it as a way that our school continues to encourage students to explore their gifts and interests and to challenge themselves to try new things. The student leaders have been proactive in being role models for our student body in dress, attitude, service and support, and have benefited from the skills and mentoring of dedicated staff that have worked alongside them and encouraged them in developing their leadership skills, albeit the restrictions with COVID-19.

Pacific Valley Christian School has always valued the partnership that exists between the parents and the School in the education of the students. This partnership took a journey throughout 2020 as the staff of Pacific Valley, along with staff from other schools in the Pacific Group of Schools, worked together with the parents and students to introduce the sudden change to online learning due to COVID-19. The staff at PVCS worked tirelessly to introduce an online package to parents and students.

PVCS is thankful and grateful to be part of the wider Pacific Group of schools. This brings significant benefits to students, staff, and parents of the school. These benefits continue to include Professional Development through The Excellence Centre (TEC), collaboration between different schools in the group and the ability to streamline administrative processes to make things more efficient and effective for PVCS.

Mr Brett Sharrock
Principal



From the Board Chair

The year 2020 at PVCS presented a significant challenge as, with the rest of the world, we managed the impact from COVID-19. Many school activities were restricted or cancelled, which sadly meant many of our mission activities had to be temporarily postponed. In particular I would like to recognise the magnificent response of the dedicated PVCS staff who, in an incredibly short timeframe, rose to the challenge of developing and delivering the curriculum on-line. I would like to thank all the parents who supported their children with learning on-line, and also acknowledge those parents who were delivering essential services to our community and therefore still needed to send their children to school. As a Board, COVID-19 meant that we moved to on-line rather than in person meetings. Joseph said to his brothers in Genesis 50:20 "What you intended for evil God meant for good", and many of the lessons we as a School learned in facing the challenges from COVID-19 will be able to be "used for good" in the future to glorify God.

During 2020, Mr Scott Logan resigned his position as Principal due to personal reasons. The School was ably led by Acting Principal Mrs Lee Hackfath while the Pacific Group of Schools looked for a new principal. In Term 4, Mr Brett Sharrock was inducted as Principal. Brett has 17 years' experience in Christian Education and a passion for serving God in the place to which he has been called. We welcome him and his family as we serve together.

On behalf of the Board,
Greg Mashiah
Deputy Chair

From the Parents

Within our family, education is of great importance, which is why in 2020 we decided to move our two children to Pacific Valley Christian School. As parents we felt it was our responsibility to provide opportunities for our children which would allow them to achieve their potential and cement the platform which would help them to grow into responsible teenagers and then community minded adults. We chose Pacific Valley Christian School as it's methods, ethos and structure promised the best pastoral approach to the whole student.

From the very beginning our dealings with the School have been exceptional. At the enrolment process we were shown around the School, introduced to various senior staff and given explanations of the campus processes and procedures. By the time we departed that day, we knew that our children would attend the following year, with our son heading into Year 5, going into the new Middle School, and our daughter starting in Year 3. We already felt welcomed and a part of the community.

We find Pacific Valley Christian School runs very efficiently and has great communication with its student body and also its parents (very important!), which we believe is largely because of its excellent leadership structure. The Junior, Middle and Senior Schools have their own Heads of School (HOS), with the whole community overseen by the Principal Mr Sharrock. Each HOS knows their student body well and guides and directs not only those students, but also the staff in their care, which makes for a very cohesive learning and working environment.

The teachers at Pacific Valley are encouraged to use their gifts and talents. In this way their dedication, knowledge, and enthusiasm for teaching allows them not only to guide the children in their knowledge but look holistically at the individual. With this perspective in place, the Valley Hope School is acknowledged and included within the dimension of the School, something unique in itself.

Administration staff make it easy to know what is happening within the School. The correspondence and information regarding events, school projects and other relevant information relating to our children's educational path, which is provided to the parents and carers of the children they nurture, is incredible and makes us feel like we are a part of the children's education, not just bystanders.

We feel Pacific Valley Christian School instils guidance, support, education, discipline and mentoring for our children. For our family the move here has been an excellent one, with the children's grades and self-confidence improving beyond our expectations of what could be achieved in one year. We look forward to a long and successful journey with the School and staff and are excited for what the future now holds for our family.

Rachael Brown
Parent

OUR COMMUNITY SATISFACTION

Staff

Our dedicated staff members have a deep understanding of the privilege they have to use their gifts and expertise to serve our School community. As professionals who share a common passion for Christian education, our staff share a deep sense of purpose in playing a part in shaping the lives and characters of the students and pointing them towards the purpose that God has for each one of them.

The staff at Pacific Valley Christian School seek to work in partnership with families to provide a quality education for students and nurture their unique skills and abilities. They are engaged in a range of extra-curricular activities and are committed to supporting and building relationships with our local community members.

The staff see Pacific Valley Christian School as a living Christ-centred community where they are supported and cared for. Each staff member sees their role as working as part of the larger body of staff, who use their unique set of skills to ensure the School functions to meet the needs of our community. Our staff are thankful for the range of opportunities they have for Professional Development and are actively involved in creating a culture where they are engaged and challenged as professionals.

Our staff value the partnership we have with the other schools in the Pacific Group as they share ideas, resources and expertise across the schools.

Students

Students at Pacific Valley Christian School comment that it is a place of positive interaction between staff and students of different ages. They have expressed that the School offers them a wide variety of learning experiences that cater for their different interests and abilities. The improvements to the School grounds and buildings have provided more opportunities and space to play and learn.

The diverse gifts and abilities of our students is celebrated, and our students feel that they are valued for their individuality and uniqueness. Through daily devotions and interactions, students are encouraged to demonstrate an attitude of understanding and respect towards others and celebrate the diversity that exists within our School community.

In 2020, Senior School students were given the opportunities to apply for and hold leadership positions. Students have welcomed this opportunity and see it as a way that our School continues to look for more opportunities for students to explore their gifts and interests and to challenge themselves to try new things.

Parents

At Pacific Valley Christian School, we value the partnership that exists between the parents and the School in the education of our students. The School seeks to assist families in taking every opportunity to build strong relationships founded on Biblical principles of mutual care, integrity and responsibility. Parents have shared that the staff are excellent role models for their children and that they are easily accessible and attentive to their child's welfare. The School supports open consultation with parents and carers and provides a range of opportunities for parents to speak with staff regarding their child's education. We would normally hold a range of information evenings throughout the year including parent teacher interviews. During COVID-19 we held these interviews via Zoom and phone calls. Parents were thankful and have expressed gratitude around the flexibility of these arrangements, it was viewed as a helpful way to communicate with the School and the staff about their child's education.

Parent volunteers are an essential part of the School and enhance the educational experience for our students. Parent volunteers have helped with excursions, sporting carnivals and gala days, reading groups, special events, BBQs and fundraising days. Unfortunately, due to COVID-19 some of these events for parent volunteers were put on hold. The parents and staff see the sense of community within the School as an integral and important part of Pacific Valley Christian School, as it provides a sound educational foundation for their children and enhances their lives academically, socially, spiritually and emotionally.

OUR STAFF

General Comments

The staff of Pacific Valley exhibits typical diversity of age, gender and ethnicity. Teaching staff numbers sat at 55 in 2020. National backgrounds include Anglo, Afrikaans, and European.

Teaching Standards – Staff Qualifications and Professional Learning

All of the teaching staff have completed tertiary qualifications in Education and Specialists have had additional specific education in appropriate areas. This is category (i) in respect of the NSW Institute of Teachers classifications.

During 2020 a range of Professional Learning was approved and undertaken by teaching staff. The delivery of this was done via Zoom or in small groups with social distancing. The year commenced with our Professional Development Conference that was organised for the Pacific Group of Schools by The Excellence Centre (TEC). Priority and focus in Professional Learning was centred on “Hope through Perseverance”. This was the theme of the Pacific Group of Schools for 2020, and there were many elements of Professional Development around this theme. “Visible Learning” was a key area specific to PVCS. We engaged in Professional Learning in this area in order to help students take more ownership and engage in their learning. Little did we know in January 2020 we would be faced with a worldwide pandemic and learning moved to digital and online. Other areas covered were engaging staff in continuing their own learning in their teaching practice by engaging in more targeted professional readings and discussion.

Teacher Accreditation

All teachers at Pacific Valley Christian School have accreditation with NSW Educational Standards Authority (NESA). We currently employ teaching staff in a range of different teaching and non-teaching roles:

- 33 teachers were accredited at the level of Proficient Teacher
- 4 teachers were accredited at the level of Provisional Teacher
- 1 teacher was accredited at the level of Conditional Teacher

Teaching Standards – Staff Attendance and Retention

The staff consistently demonstrate a strong work ethic and high level of commitment to their responsibility as teachers for our School community. In 2020 the School enjoyed a staff attendance of 96.98% of all available teaching days. This includes absence for all approved leave including Sick, Bereavement and Leave Without Pay.

The School requires all staff to be in attendance between the hours of 8:00am through to 4:00pm during term time. In addition to award provisions, the School negotiates appropriate leave for further study, family care and other case-by-case matters.

OUR STUDENTS

Enrolments Profiles

Pacific Valley Christian School had a total of 331 students enrolled at the 2020 mid-year Government census, comprising 162 female students and 169 male students. An extended text version of the Enrolment Policy features in the section of this report sub-titled “Our Policies”.

Ongoing enrolment is conditional, at the Principal’s discretion, on satisfactory attendance and course completion, adherence with School policies relating to behaviour and discipline, and maintenance of currency in regard to payment of tuition fees.

Student Attendance

The School adopts an attitude of close liaison with families in managing student attendance. Absences are noted and followed up both by phone and by written correspondence. Long term unexplained absences are processed under the Schools Attendance and Course Completion policy (available in full from the School) which requires, at the Principals discretion, chronic non-attendance to result in the de-enrolment of the student and referral to the DET Home-School Liaison Officer for the area.

2020 Attendance

Year	No. of Students at census date	Total %
Kinder	17	88.12
1	17	71.2
2	20	78.81
3	29	80.17
4	26	79.36
5	17	73.38
6	27	76.68
7	40	74.16
8	38	73.37
9	28	69.86
10	27	72.73
11	29	76.11
12	16	79.53
Overall	331	79.53%

Retention Rates

Retention rates for 2020 are reported according to the number of students moving from Year 6 to Year 7, as well as those moving from Year 10 in 2018 to the completion of Year 12 in 2020 at Pacific Valley Christian School.

Year 7, 2020

27 students completed Year 6 at PVCS in 2020.

40 students commenced Year 7 in 2020. This produces an actual retention rate of 74.16%.

Year 12, 2020

27 students completed Year 10 at PVCS in 2020. 16 students completed Year 12 at PVCS in 2020. This produces an actual retention rate of 79.53%.

OUR ACHIEVEMENTS

Student Performance in Standardised Literacy and Numeracy Testing

NAPLAN TESTING

Each year, as our students approach the mandatory national assessment tasks, they are encouraged to focus on completing them to the best of their ability and then to view the results as giving them a snapshot into their learning journey. Due to COVID 19, NAPLAN for all year groups did not go ahead.

2020 Record of School Achievement (RoSA)

Schools in NSW provide individual assessments for each student enrolled at the conclusion of Year 10. This information is retained by the NSW Educational Standards Authority (NESA) and is issued to students when they leave the secondary schooling system. At this point students will be eligible to apply for a Record of School Achievement In 2020.

In Year 10, the RoSA grades are allocated by the school using school-based assessments and aligning student performance with the Course Performance Descriptors. The school based assessment schedules are issued to students in a Stage 5 Assessment Handbook. Out of a cohort of 28, all PVCS students in Year 10 were eligible to receive a Record of School Achievement in 2020.

On the completion of the Year 11 Course, students are given a Preliminary Course Grade. The grades allocated will be in line with the Preliminary Common Grade Scale and based on student performance in their School Assessment Program. The school based assessment schedules are made available to students in the Stage 6 Assessment Handbook. Students who leave at the end of the Year 11 Course are entitled to apply for a Preliminary RoSA.

In 2020, students will have to complete online Minimum Literacy and Numeracy tests in order to qualify for a Higher School Certificate. Students are provided support in meeting these requirements within school curriculum and in targeted preparation classes for those students who need to re sit particular tests. They are given opportunities to meet these standards in Years 10, 11 and 12.

2020 Higher School Certificate

2020 represents the 6th year that Higher School Certificate subjects have been offered at Pacific Valley Christian School. There were 34 students who completed HSC examination courses in 2020. Of those, 12 were Year 12 students and 22 were Year 11 students.

Table 1. Higher School Certificate – Course Band Achievement Trends Since 2015

Year	2 Unit Subjects	Band 1 (0-49%)	Band 2 (50-59%)	Band 3 (60-69%)	Band 4 (70-79%)	Band 5 (80-89%)	Band 6 (90-100%)	TOTAL Bands	BAND MEAN
2020	15	12	17	36	20	4	0	89	2.9
2019	13	7	21	17	30	5	1	81	3.09
2018	11	3	13	33	17	2	0	68	3.02
2017	11	2	7	12	17	6	0	44	3.40
2016	10	7	14	18	15	1	0	55	2.80
2015	5	1	0	6	4	4	1	16	3.81

- As PVCS is a small school, it is very hard to get statistics that give data that is useful. The 2020 cohort were a group that were different to previous years and therefore the statistics reflect the differences.
- In 2020 95 HSC courses were completed from a total of 15 subjects. This is representative of the trend of previous years and is the largest number of HSC subjects offered to PVCS Stage 6 students to date.
- In 2020 27% of PVCS Stage 6 courses completed were awarded a Band 4 or above.
- In 2020 the overall Mean Band score was 2.9 (per HSC course completed) as compared to the 2019 result which was 3.09.
- 4 extension courses were completed in 2020 as seen on Table 2.
- The PVCS course mean was below the state course mean in 2019, for all courses.
- Please note: The Stage 6 Compressed Model of delivery means that Year 11 students will complete 2 (usually) HSC subjects while in Year 11. This may impact the HSC results achieved in those subjects.

Table 2; 2020 PVCS HSC Course Band Table

Course	Units	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	TOTAL Students
Ancient History	2	3	1	4	2	1	0	11
Biology	2	0	0	1	2	0	0	3
Engineering Studies	2	2	0	2	1	0	0	5
English Advanced	2	0	1	3	4	0	0	8
English Standard	2	0	0	2	0	0	0	2
English Studies	2	3	3	0	0	0	0	6
Food Technology	2	0	3	6	2	0	0	11
Industrial Technology	2	2	1	6	2	0	0	11
Mathematics Advanced	2	0	0	1	1	0	0	2
Mathematics Standard 1	2	1	1	2	2	0	0	6
Mathematics Standard 2	2	0	1	1	1	0	0	3
PDHPE	2	1	4	3	1	0	0	9
Studies of Religion 2	2	0	2	3	0	2	0	7
Visual Arts	2	0	0	2	2	1	0	5
Band Totals		12	17	36	20	4	0	TOTAL
Extension subjects	1	E1	E2	E3	E4	-	-	
English Extension 1	1	0	0	2	0	-	-	2
English Extension 2	1	0	2	0	0	-	-	2
History Extension	1	0	0	1	0	-	-	1
Mathematics Extension 1	2	1	0	0	0	-	-	1
Band Totals		1	2	3	0	-	-	

Senior Secondary Outcomes

- Number of students attaining Higher School Certificate: 12

Post Higher School Certificate Occupations

1.	Work	6
2.	Looking for Work	2
3.	Deferred Uni - Working	1
4.	Tertiary – Uni	1
5.	Tertiary - TAFE	-
6.	Tertiary - Other	-
7.	Gap Year - Working	2
8.	Traineeship/Apprenticeship	-

Achievements in Other Activities

Students at Pacific Valley are encouraged to give their best in all endeavours. We are thrilled that as the school continues to grow, as does the recognition of the talents and abilities that our students have been blessed with.

Local Area Events

Unfortunately due to COVID-19 all local events were cancelled. The Pacific Valley students were unable to participate in the local Maclean ANZAC Day March and service, the SHINE musical, all sporting events, eisteddfods, excursions and many more.

Sporting Achievements

Unfortunately due to COVID-19 this was not possible.

OUR POLICIES

Enrolment Policy

Vision Statement

The purpose of Pacific Valley Christian School is to provide a Christian educational community as a centre of teaching, learning and serving excellence, founded on Biblically based beliefs, values and behaviour.

Rationale

This policy provides guidelines for enrolment. It seeks to acknowledge and continue the vision of those who founded the School as a Christian educational community - a centre of teaching and learning excellence founded on biblically-based beliefs, values and behaviour - able to support the learning needs of students who are enrolled.

Our Policy

Pacific Valley Christian School seeks to enrol students whose families seek a Christian Education for their children and who support the ethos of the School as encapsulated in the School vision and Mission Statements.

Principles

God has created all people in His image and has made it possible for them to be in relationship with Him through the death and resurrection of His Son, Jesus Christ. Therefore, the school will give equal consideration to each applicant. The Principal carries final responsibility for decisions regarding enrolment positions.

Definitions

Throughout this policy, unless the context requires otherwise:

parents includes guardians or any other person who has applied to have a student entered on the waiting list or enrolled at the School and, where the student has only one parent, means that parent.

disability, in relation to a student includes a wide range of impairments including physical, intellectual, psychiatric, sensory, neurological and learning disabilities.

Source of Obligation

The NSW Registration Manual (3.8) requires the Principal of the School to keep a register, in a form approved by the Minister, of the enrolments of all children at the School. The NSW Registration Manual (3.6.2) requires the School to provide a safe and supportive environment by maintaining a student enrolment register.

Student Enrolments

Pacific Valley Christian School keeps a register of enrolments of all children at the School in Edumate.

Information for Register of Enrolments

The register of enrolments records the following information for each student:

- name,
- age and address,
- name and contact telephone number of parents/guardians
- date of enrolment
- date of leaving the School and the student's destination, where appropriate

For children older than six years of age, previous school or pre-enrolment situation where the destination of a student under seventeen years of age is unknown, evidence that the NSW Department of Education has been notified of:

- the student's full name
- the student's date of birth
- the student's last known address
- the student's last date of attendance
- parents'/guardians' names and contact details
- an indication of possible destination
- any other information that may assist officers to locate the student
- any known work health and safety risks associated with contacting the parents/guardians or student.

Records of the Register of Enrolments Requirements for Entry

The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals.

It is a requirement of entering the School that all students undertake an academic assessment and all families be interviewed

As part of the assessment and interview process the school may ask the parents to provide more information about the student. Where a student has a declared education support need or a disability or other information has come to light indicating a possible need for education support services, the School will make an initial assessment of the student's needs. In addition, the Principal may:

require the parents to provide medical, psychological or other reports from specialists outside the School; obtain an independent assessment of the student. Any assessments or reports required from non-school personnel will be at the parents' expense.

In considering all prospective enrolments, the School may ask parents to authorise the Principal or delegate to contact:

the Principal of the student's previous school to confirm information pertaining to the student; any medical or other personnel considered significant for providing information pertaining to the needs of the student

Enquiries

All enquiries are recorded. The Registrar will also forward relevant information to the student's parents or carers. This includes:

Prospectus Information letter directing them to the school website for further information
Enrolment Application form Overseas Student Enrolment Information booklet (if applicable)

Applications

Upon receipt of applications the Registrar will:
Check all relevant documentation is completed
Check current class vacancies
Place student's name on waitlist

Assessment Interview Organisation

Should a vacancy exist or be pending;
The Registrar will :

Organise a suitable time for the student and their family to attend interviews with the Registrar, the Principal or delegates
The student to attend an educational assessment with the relevant staff
The Principal may exercise full discretion in varying the procedures relating to the interview process.

Interview Process

Registrar

The Registrar will conduct an initial interview to gather relevant family information and details as per the Enrolment Form and to outline the assessment and interview process. Under normal circumstances the subsequent interview will be with the Principal.
The Registrar will also accompany any prospective enrolments and families for a tour of the School prior to an interview with the Principal.

Principal

The Principal will conduct an interview which explores the issues of Faith with the family and explains the distinctives of the school, including:
Christian education in all Key Learning Areas, policies and procedures.
Entirely staffed by Christians.
Trans denominational nature.
Faith, Critical Awareness and Character Development as primary goals.
Service and Mission.
Partnership with Parents.
Inclusion of students with Special Needs.
Vision and proposed Future Development.
Other ministries of Pacific Valley Christian School.

School Leadership Team

A member of the School Leadership Team will meet with parents and discuss the student/s application/s as per the Enrolment Form. The following is to be completed and/or discussed in the interview:
Student's academic, social, emotional, physical needs. The outworking of the School's Christian ethos through staffing, daily devotions, Biblical studies, Pastoral Care system, etc. Student Discipline Policy and Procedures. School's academic curriculum, cultural, sporting, competitions, missions, co-curriculum activities, etc. Explain the practical implications on the School-Parent partnership. Seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the School.

Clearly state what support the school offers in regard to students with special needs.
Parents with children with learning/physical disabilities, Gifted and Talented may

also meet with relevant staff to discuss the available program.

Enrolment Offer

At the satisfactory conclusion of the assessment/interview process, the School may make an offer to the parents to enrol the student. The Principal authorises enrolment of all students into the school after considering recommendations by the Head of School and consideration of available resources.

Notes regarding Offers of Enrolment

Where information obtained by the School suggests a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the student's enrolment at the School is likely to be detrimental to other students, the staff or the School, notwithstanding that the student be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process. Where information obtained by the School indicates that the student has a disability, the Principal will ensure that the school complies with the requirements of the Disability Standards in Education 2005

The Principal seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require services or facilities that are not required by students who do not have the student's disability. Where the Principal determines that the student would require such services or facilities, the Principal will determine whether enrolling the student would impose unjustifiable hardship on the School. In making this assessment, the Principal will take into account all relevant circumstances of the case, including:

- the nature of the benefit or detriment likely to accrue or be suffered by any persons
- concerned (including other students, staff, the School, the student, the family of the student, and the School community); and the effect of the disability of the student; and
- the school's financial circumstances and the estimated amount of expenditure required
- to be made by the school.

Where the Principal determines that the enrolment of the student would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer as per Disability Standards for Education 2005.

The School reserves the right not to offer any student a place at the School or to defer the offer of a place to any student in its discretion but particularly when the parents, having been aware of their student's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their student.

Where the parents have not declared or have withheld known information pertaining to their student's needs, the School reserves the right to terminate an enrolment where there are not sufficient resources to deal with a student's needs.

Acceptance of Enrolment

To accept the offer, the parents must within fourteen days of receiving it, deliver to the School the:

- Acceptance of Offer of Enrolment Form, signed by both parents/guardian;
- Organise and meet with the Bursar to discuss finances and method of payment

Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the School.

The School may grant a deferment for compassionate and compelling circumstances following receipt of a written request by the parent or guardian.

Conditions of Ongoing Enrolment

Removal from class

The School may remove a student from class studies on the grounds of misbehaviour by the student. Removal will occur as the result of any behaviour identified in the [Student Discipline Policy](#) and the [Student Code of Conduct](#) including but not limited to repeated or aggressive defiance of teacher's instructions; behaviour that puts the safety of other students at risk; ongoing disruption of learning.

Removed students must abide by the conditions of their removal from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of School or Year Advisor. Where the student is provided with homework or other studies for the period of the removal, the student must continue to meet the academic requirements of the course. Removals from class will be recorded in Edumate by the classroom teacher, however the student will be removed from the class by a member of the School Leadership Team. Periods of 'removal from class' will not be included in attendance calculations

School initiated Suspension of Studies

The school may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Decisions will be made in line with the [Student Discipline Policy](#)

Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of School or Assistant Principal in collaboration with the Principal. Suspensions will be recorded on the student's contact record in Edumate. Students will not return from suspension until after a satisfactory interview between the Parents and the Head of School or the Assistant Principal or Principal.

Student Initiated Suspension of Studies

Student may request to suspend their studies subject to the school approving a written request outlining the basis of application. The School may approve the request based on compassionate or compelling circumstances.

Cancellation of Enrolment

The School may assert its right to cancel the enrolment of a student under the following conditions:

- i) Failure to pay course fees or to settle outstanding financial accounts;
- ii) Repeated failure to respond appropriately to the authority of the School including in respect to course progress, compliance with school requirements relating to uniform and equipment and demonstrating acceptable behaviour.
- iii) Any behaviour that puts the safety of other students significantly at risk that significantly undermines the reputation and good standing of the school or that is identified as being unlawful.
- iv) where a parent continues to act in a manner that is contrary to the School values. Examples may include:
 - inappropriate verbal or physical interactions or intimidation with any member of
 - our School community (including students, staff, parents, volunteers etc)
 - encouraging their child to act contrary to the values of the School
 - endangering the safety and wellbeing of members of the community

Expulsion

The School may assert its right to expel a student for:

Repeated failure to respond appropriately to the authority of the School including in respect to course progress, compliance with school requirements relating to uniform and equipment, and demonstrating acceptable behaviour.

Any behaviour that puts the safety of other students significantly at risk that significantly undermines the reputation and good standing of the school or that is identified as being unlawful.

Conclusion of Enrolment Follow Up Procedures

Exclusion

Pacific Valley Christian School does not act to exclude students.

Where the whereabouts of a child/ young person of mandatory school ages are unknown or the enrolment destination is unknown, the Principal must use the form *Student Enrolment*

Destination Unknown

Destination Unknown Notification to notify the Department of Education. The Department will act on behalf of the minister through a Home School Liaison Officer (HSLO) who will attempt to locate the student and take appropriate action to ensure school attendance.

The following procedures will be followed in relation to following up of students where the destination school is unknown:

The Registrar on being informed of a student leaving will ring the parent and request information in relation to the new school into which the student is being enrolled. A follow up email will be sent if contact is not initially made. The Principal will be notified by email from the Registrar of the student/s who are leaving the school and into which school they are to be enrolled. Where the student destination is unknown and there are concerns for their safety, welfare or wellbeing the Principal or delegate will notify the HSLO and other government departments e.g. FACS or Police within 24 hours. Where there is no indication of immediate risk identified, the Registrar will make two further attempts by phone and email to ascertain the destination school for the student. After 3 weeks if the Destination of the student remains unknown the Registrar will contact the Principal, and the Principal or delegate will make a notification to the HSLO and complete the Student Enrolment Destination Unknown Notification. The Enrolment Register can be listed as Destination Unknown once the notification has been made.

Summary of Key Policies

Student Welfare and Pastoral Care is infused in all teacher-student interactions and informs development of all policies and procedures. It continues to be a strength of Pacific Valley and is a feature of the community.

While full text versions of our policies can be obtained from the school and through the website this extract conveys the essence of our commitment to caring for, and the discipline of, students of Pacific Valley.

Safe Schools Policy Statement:

Rationale

Pacific Valley Christian School believe that all persons are made in the image of God and thus worthy of respect at all times. We are committed to the education of the whole person in a Christian context and seek to nurture our students in the spiritual, intellectual, social/emotional and physical dimensions (refer Luke 2:52). Furthermore, we believe that each person is commanded to love each other as we love ourselves. Fundamental to an education of this nature will be high expectations, strong instruction, and direct meaningful consequences for non-compliance across a range of issues that demonstrate or impact on care for oneself and for others.

The Australian Government has also mandated that all Australian Educational Institutions are to take measures to ensure that schools are safe and supportive environments (National Safe Schools Framework 2003). This policy supports that mandate for schools to develop and implement policies and procedures to particularly address the issues of harassment and discrimination, violence and aggression, bullying, and child protection.

Policy

Pacific Valley Christian School seeks to be a community that protects and promotes the safety and wellbeing of all of its members.

Component Policies:

- a) Safe Schools: Anti- Harassment and Discrimination
- b) Safe Schools: Anti-Violence and Aggression
- c) Safe Schools: Anti- Bullying
- d) Safe Schools: Anti-Drugs

Related Policies

This policy should be interpreted in relation to the full complement of Pacific Valley Christian School policies. Particular attention should be given to the following:

- Child Protection
- Behaviour and Discipline
- Duty of Care
- Work Health and Safety

Safe Schools: Anti Bullying Policy Statement:

Rationale

We recognise that there will be incidences of bullying in our school community at various times and in varying degrees. The depravity of the human condition resulting from the Fall means that all individuals are capable of sinful actions that harm or exclude others or that manipulate relationships for selfish ends.

The Pacific Valley community of students, parents and staff should work together to both prevent bullying and deal effectively with those incidents of bullying that may occur.

Policy

Pacific Valley will implement intervention strategies and programs of instruction to minimise bullying at all levels of our community, with the aim of having no bullying behaviour.

Behaviour and Discipline Policy Statement:

Rationale

All communities require standards of personal and interpersonal behaviour to be clearly stated, understood, and adhered to in order to preserve relationships and allow effective growth and development of the individuals. Personal decisions about behaviour necessarily bring consequences. Good decisions should lead to positive consequences while poor decisions should bring negative consequences.

With the purpose of strengthening the community, the Behaviour and Discipline Policy will clarify our common vision in Christ, will strengthen and test the givens (ground rules, or policies) for how we should live together, will consider the needs of each individual in our community, and will build or

restore relationships to bring new levels of commitment. The result of implementing this policy should be the discipling of young people to behave in ways that are Christ-like to others and themselves, that show maturity in their response to authority and in their respect within relationships, and that show commitment to the welfare of the community

Policy

At Pacific Valley Christian School, discipline is an integral part of pastoral care used to disciple students in Christian beliefs, values and behaviour.

Related Policies

This policy should be interpreted in relation to the full complement of Pacific Hills Christian Education policies. Particular attention should be given to the following:

- Safe Schools (Anti-Harassment & Discrimination; Anti-Violence; Anti-drugs; Anti-Bullying)
- Child Protection
- Duty of Care
- Student Code of Conduct

Grievance (Parents and Students) Policy Statement:

Rationale

The purpose of Pacific Hills Christian School's Grievance (Students and Parents) Policy is to provide a student or parent(s)/legal guardian with the opportunity to access procedures to facilitate the resolution of a complaint or grievance. These internal procedures are a conciliatory and non-legal process. The policy is intended to reflect the desire of the School to function as a Christian community.

Policy

Pacific Hills Christian School recognises that it is good and fitting that members of communities have opportunity to express disappointment or disapproval and seeks to engage with such situations with the intent of clearly reaching mutual understanding amongst the parties involved.

Student Code of Conduct

The purpose of Pacific Valley Christian School is to provide a Christian educational community as a centre of teaching, learning and serving excellence, founded on Biblically-based beliefs, values and behaviour.

All communities require standards of personal and interpersonal behaviour to be clearly stated, understood, and adhered to in order to preserve relationships and allow effective growth and development of the individuals. Personal decisions about behaviour necessarily bring consequences. Good decisions should lead to positive consequences while poor decisions should bring negative consequences.

The purpose of strengthening the community, the Student Code of Conduct policy will clarify our common vision in Christ for how we should live together. It will consider the needs of each individual in our community. The result of implementing this policy should be the discipling of young people to behave in ways that are Christ-like to others and themselves, that show maturity in their response to authority and in their respect within relationships, and that show commitment to the welfare of the community.

Pacific Valley Christian School recognises that effective learning can only occur in a secure environment where the rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied. This Student Code of Conduct has been

developed to clearly set out standards of behaviour that students are expected to meet. Managing the Code of Conduct is a shared responsibility between the student, parents/guardians and the School. All students and families have ready access to support offered by School teachers and staff.

Self-monitoring of behaviour is an integral part of a safe learning community. It is therefore essential that students are clearly informed about the behavioural expectations of the school community. The basic code of conduct at the School for all members of the community is that each will respect the other; that each will act kindly and courteously towards others; that each will not force themselves or anything that they own physically, verbally or emotionally on others. Students are expected to do as they are asked; and that each has the privilege, if done respectfully, to ask questions of another.

At Pacific Valley Christian School, expected student code of conduct is summarised in the student handbooks. The code of conduct will include:

- Respectful language
- Respectful body language
- Respectful facial expressions
- Respectful written language, including drawings
- Respectful behaviour in the playground with teacher and other students
- Respectful, drug-free environment
- Respecting peoples bodies and feelings
- Respecting personal space
- Respectful, harassment free environment
- Respecting the safety of self and others
- Respecting self, others, community and individual property
- Respecting the privacy of others.

The code of conduct will include:

- Respectful behaviour in the classroom towards the teacher and other students
- Reporting all breaches of the conduct code honestly
- Integrity and honest and care for each other
- Punctual attendance for all activities, school and lessons
- Respectful use of all social media.

Students are expected to abide by the directions of teachers and School rules and policies. These rules and policies include:

- Bullying Prevention and Intervention
- Alcohol (student use of)
- Cyber Safety
- Drugs– Illicit (student use of)
- Truancy
- Student Leadership.

A breach of this code of conduct will be dealt with according to our Student Discipline Policy.



PROGRAMS PROMOTING RESPECT AND RESPONSIBILITY

As a Christian community we strive to demonstrate practical care and compassion to others, both those who form part of the community and those beyond. This care extends to students, parents, staff, the local community and to other communities. As with all fundraising, service and mission events the students learn about and practise serving others as a means of promoting growth in their character development in relation to respect and responsibility, perseverance and connection.

Mission and Service

At the heart of our School culture is the desire for our community to highly value and be committed to serving, both locally and globally. A number of opportunities were unfortunately missed during 2020 for students to serve within the school context due to COVID-19.

Other Programs & Events

Non-existent due to COVID-19.

Review of 2020 Improvement Targets

Following our 2020 Annual Report the following were identified as goals for 2020. Provided below is a response to the School's achievement in response to each of these goals.

Strategic Objective 1

TEACHING: Continue to develop teaching as a relational activity informed by research data, theory and the Bible:

- Provide pastoral care to support the wellbeing of students
- Develop a culture of respect
- Analyse NAPLAN data, standardised tests and other research to modify and adjust teaching strategy
- Engage fully in the visible learning program
- Develop Christian perspectives in curriculum
- Focus on reading as a teaching priority

Strategic Objective 2

LEARNING: Continue to develop learning as a life-long process informed by research data, personal testimonies, varied communications and the Bible:

- Intentionally engage students and staff in meaningful evidence-based practices including the work of John Hattie, Guy Claxton and Carol Dweck
- Further develop the use of Canvas in a blended learning approach to instruction
- Develop the use of best practice with digital devices
- Develop the use of best practice in contemporary learning spaces

Strategic Objective 3

SERVING: Continue to develop serving as an expression of the gifts given by God to bless our community (locally, nationally and globally) through Mission:

- Communicate effectively in the school community
- Maintain a culture of openness to feedback in the community
- Use the gifts of the school and wider teaching profession to advance the capacity of the Christian Education Development Program (CEDP) on a local, national and global level
- Staff Induction

Strategic Objective 4

CHRISTIAN CHARACTER IN COMMUNITY: Continue to develop the Christian character of each member of the community as an act that glorifies God:

- Engage the teachers in personal Christian formation in community
- Engage with sister schools, partner schools and other Christian communities to build our culture
- Maintain a culture of community service, mission and global service through the CEDP
- Consistently monitor the stewardship of our resources

2021 Improvement Targets

The following have been identified as meaningful targets for Pacific Valley Christian School as we continue to seek to bring glory to God through the operation of the School. These objectives form the foundation of the School's Annual Action Plan for 2021. The outworking of each objective is done through a series of targeted strategic goals.

- **Strategic Objective 1: TEACHING**

Further develop teaching as a relational activity informed by research data, theory and the Bible.

- Provide pastoral care to support the wellbeing of students.
- Develop a culture of respect
- Analyse NAPLAN data, standardised tests and other research to modify and adjust teaching strategy
- Engage fully in visible learning program.
- Develop Christian perspectives curriculum
- Focus on reading as a teaching priority.

- **Strategic Objective 2: LEARNING**

Further develop learning as a lifelong process informed by research data, personal testimonies, varied communications and the Bible.

- Intentionally engage students and staff in meaningful evidence-based practices including the work of John Hattie, Guy Claxton and Carol Dweck.
- Develop the use of best practice with digital devices.
- Develop the use of best practice in contemporary learning spaces.

- **Strategic Objective 3: SERVING**

Further develop serving as an expression of the gifts given by God to bless our community (locally, nationally and globally) through mission.

- Communicate effectively in the school community.
- Maintain a culture of openness to feedback in the community.
- Use the gifts of the school and wider teaching profession to advance the capacity of the Christian Education Development Program (CEDP) on a local, national and global level.

- **Strategic Objective 4: CHRISTIAN CHARACTER IN COMMUNITY**

Further develop the Christian Character of each member of the community as an act that glorifies God.

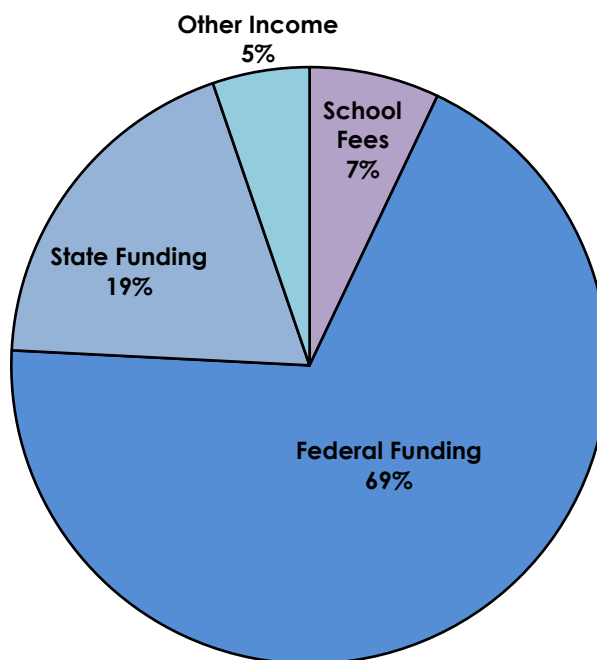
- Engage the staff in personal Christian formation in community
- Engage with sister schools, partners schools and other Christian communities to build our culture.
- Maintain culture of community service, mission and global service through the CEDP
- Consistently monitor the stewardship of our resources.

A full text version of the School's Annual Action Plan for 2021 is available at the School.

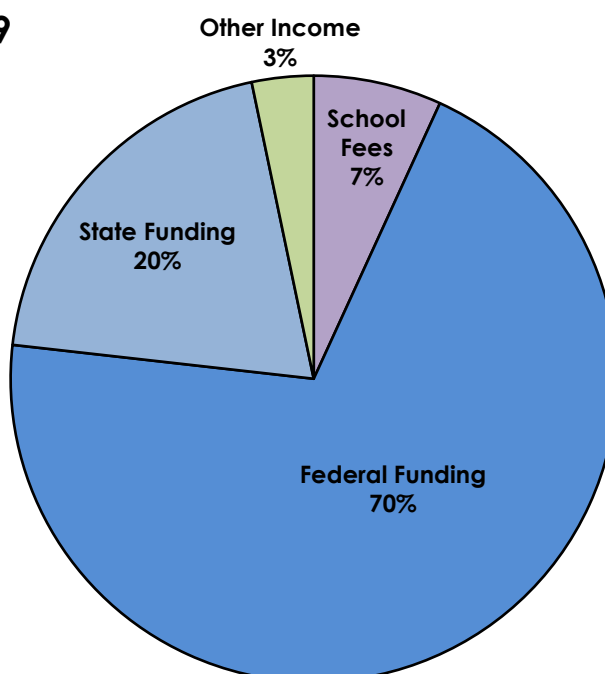
Summary of Financial Information

Income Sources

2020

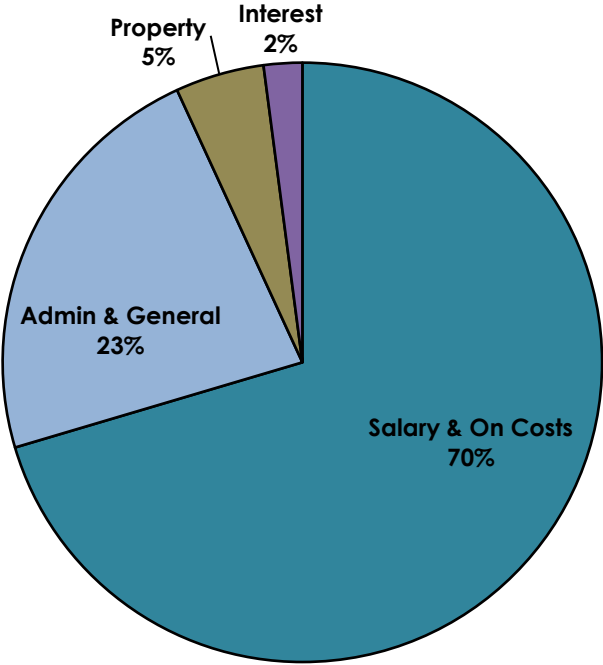


2019

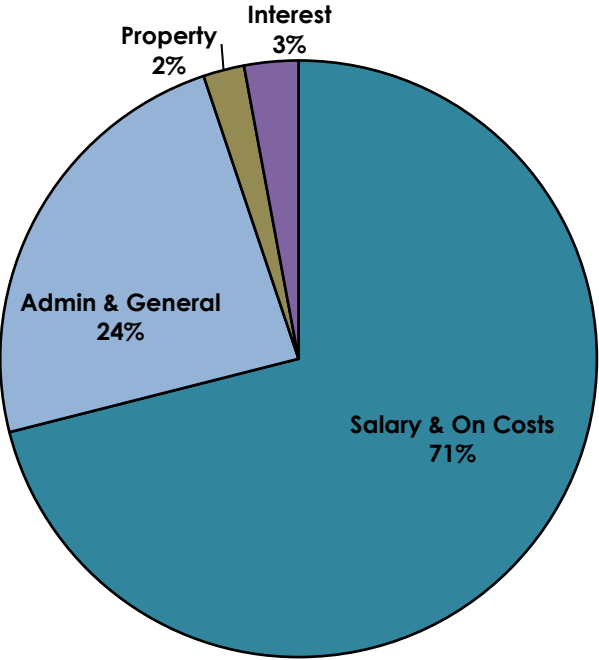


Expenditure Areas

2020



2019



Should you have any particular questions regarding this information or would like other additional information regarding the School, please contact the Executive Principal, Dr E J Boyce, through reception on 02 9651 0700.