

Pacific Brook Christian School

2018 Annual Report



VISION STATEMENT

The purpose of Pacific Brook 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.

2018 Annual Report

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This report is compiled in accordance with the requirements of the Education Act (as amended 2004).

Contact the Principal, David O'Hara, in relation to this report or other school matters.



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School Overview

Contextual Information about Pacific Brook Christian School

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Pacific Brook Christian School is part of the Pacific Group of Schools, which began in 1979 with the founding of Pacific Hills Christian School (formerly Pennant Hills Christian School) in Sydney. Pacific Brook Christian School began operations in January 2018.

Pacific Brook Christian School was formerly known as Muswellbrook Christian School, and prior to that the school was called Dunmore Lang Christian School. Dunmore Lang Christian School was started by the Presbyterian Church in 1999. However, during 2017 the Presbyterian Church formally closed, and it had not been operating for some years prior to that. As a consequence, Muswellbrook Christian School would also have closed. Due to this, the school joined the Pacific Group of Schools, and was relaunched as Pacific Brook Christian School at the start of 2018.

The vision statement of Pacific Brook Christian School, and all the Pacific Group of Schools is "The purpose of Pacific Brook 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." The school seeks to uphold this vision statement in all it does.

The school is currently located in the St John's hall and a two classroom block built using BER funding. The school has two classrooms, a toilet block, a library / a multi-purpose learning space, reception area, office and kitchen.

Muswellbrook is a country town with a local economy based on coal mining. Pacific Brook Christian School's aim is to provide affordable Christian education to local families. A condition of enrolment is that families are expected to accept the school's Statement of Faith (refer to appendix) and agree to abide by all policies.

Pacific Brook Christian School strives to provide an environment that encourages a loving, caring, Christian atmosphere, where students support each other, particularly new enrolments and younger children.

Pacific Brook Christian School is fully registered with the Board of Studies and offers courses from Kindergarten to Year 6. All mandatory subjects are taught including English, Mathematics, Human Society and Its Environment, Science and Technology, Creative Arts and Personal Development, Health and Physical Education, as well as Japanese. Our curriculum also includes study of the Bible during Devotions, and teachers teach their subjects from a Christian perspective. Discussions are

encouraged amongst students concerning aspects of the Christian faith and how it applies to contemporary life.

We strive to give every assistance to each student to develop:

- Their spiritual awareness.
- Their academic gifts
- Their social abilities
- Their physical endeavours

We encourage students to pursue success in all their undertakings in order to prepare them for a life of contribution to the community while serving Christ.

Pacific Brook Christian School exists to serve students and families from Muswellbrook and the surrounding area.

The School seeks to honour God at every level:

- Through honest Governance and management practices
- The development and implementation of all policies and procedures
- The employment of dedicated Christian staff
- The provision of quality curriculum programs
- By nurturing and caring for everyone in the school community
- Being a positive witness for Christ both within the school and the wider community
- Encouraging the whole school community to grow in their individual relationships with God
- Maintaining a high standard of integrity, honesty and compassion in all areas.



Message from Key School Bodies

2018 Board Chairman's Report

The last twelve months have seen much growth and progress at Pacific Brook Christian School. It has been a wonderful opportunity to serve the community by providing a place where students can reach their potential.

They are in a loving and caring environment where excellence is encouraged to the best of their ability.

I would like to acknowledge the dedication of the teachers, staff, parents, volunteers and especially the Principal, Mr David O'Hara.

A special thanks as well to fellow Board Members for their faithful service over the last twelve months.

We are very grateful to our Government for their continuing support in helping us achieve our goals.

Max Maddock
Board Chairman



2018 Executive Principal's Report

2018 was the first year of operation of Pacific Brook Christian School. The school was established as a continuation of the ministry of Muswellbrook Christian School in its existence as a member of the Pacific Group of Schools. The newly established board is operating very successfully under the leadership of Mr Max Maddock, who is a very experienced chair of Christian Schools.

The School experienced growth in enrolments during the year and is looking forward to significant growth in the years to come. The staff of the school is strong and one of the highlights was the presentation at the end of the year which was a great display of the quality and commitment to staff and the readiness to learn of students.

The Official Opening of the School was a strong community event and allowed the school community to celebrate well. The School Principal, Mr David O'Hara, has been an exemplary leader and he is highly regarded by the community and parents, staff and students.

The school has been greatly assisted by The Excellence Centre and through the ministry of Dr Tina Lamont as the Lead Principal of the Pacific Group Regional Schools.

We thank God for this School as it serves the community of Muswellbrook.

Dr E J Boyce
Executive Principal



2018 Principal's Report

2018 was a year of change and excitement. It was with a sense of hope and expectation that Pacific Brook Christian School began in January.

In September 2017 it was announced that Muswellbrook Christian School would close at the end of that year. This was because the Presbyterian Church, which began, operated and governed the school, closed earlier in the year. This was an upsetting time for the school community, but the school is thankful to God for his provision. The school was blessed to be able to join the Pacific Group of Schools and their community. Not only has this allowed the school to continue, but it has meant that the school is now part of a larger Christian educational community, and it has led to some exciting developments within the school.

Pacific Brook Christian School began on the 30th of January 2018, but was officially opened on February 14th, 2018. This occasion was well attended by members of the community, and was a momentous day in the history of the school.

Pacific Brook Christian School strives to:

- Know each child
- Teach each child
- Care for each child

Knowing each child, means that the staff recognise that each child is different, with unique gifts and talents.

Teaching each child, means that the staff will teach each child based on where they are academically, so that they can progress and achieve success. The school strives to cater for each child's learning style by creating academically challenging and stimulating programs. A teacher's aide will work with students who require extra support in literacy and numeracy.

Caring for each child, means that the staff wants every child to feel valued for who they are. The school will create a safe and supportive environment for every child, because when a child is safe and supported they will learn better and make friends more easily.

Pacific Brook Christian School strives to offer a high quality academic education. With small class sizes teachers are able to focus on individual student needs, and assist student progress, further develop their skills, and overcome areas in which they struggle.

The teaching of English and Maths (Literacy and Numeracy) is a particular focus at the school. It is encouraging and rewarding to see the growth students have achieved in the various stands of literacy and numeracy. This has been measured by formal

assessment including NAPLAN, as well as teacher assessment and observation in the classroom setting.

The school employs a teacher's aide who assists particularly in the delivery of literacy and numeracy programs, and provide support to students who may experience difficulties in these areas.

Going hand in hand with this is the engagement of students, and their enjoyment of these subjects. Some of the measures the school has used to foster this has been using practical activities in the class, engaging online tools for teaching literacy and numeracy, as well as special events such as the Book Day and the 40 Days of Reading. Recognising and acknowledging student achievement is also important in developing the students' enjoyment of literacy and numeracy.

Students from across the grades have participated in a range of extra curricula activities through the 2018 school year. These have included:

- Visiting the Life Education Van
- Participating in a visiting Science Show
- Participating in the Science and Engineering Challenge Day
- Swimming Scheme for all students
- School Sports Carnivals for athletics, cross country and swimming
- Sports Gala Day
- Interschool sports / competition trips for athletics, touch football, soccer and chess
- Interschool chess competition
- Violin lessons for the students in Years 3 to 6 and participation the Celebration of Strings run by the Upper Hunter Conservatorium of Music
- Photography lessons for Year 3 to Year 6
- Participation in Muswellbrook Art Awards
- Practice and performance of the musical Giant Slayer
- TAG Quest
- Tour of Muswellbrook Coal
- Year 3 to Year 6 four day excursion to Canberra



Each day at the school this year began with a devotion time, which included a Bible reading, teaching and prayer, as the students learn about God, how he loves each person and how we can serve him. Each Friday the classes would have joint Devotions. Twice a term we held assemblies. These were well attended by parents. At a number of these assemblies we had a guest speaker, including Darryl Spicer (Baptist Church), Garth Belford (Hope City Church) and Jim Dugan (Word of Life International).

An important part of Pacific Brook Christian School life is the school culture. The school has a warm and friendly atmosphere. Children are taught to respect each other and be kind to each other, and this is evident in the way students relate to each other both in the classroom and the playground.

The school has a small but committed and active Parents and Friends Committee. As well as running the canteen each week, the P&F also an Art Show and Auction, a Mother's day stall, a Father's Day stall, and a school discos. Members of the P&F have also assisted greatly in working bees and many other jobs around the school.

At the Commonwealth census in August 25 students were enrolled at Pacific Brook Christian School. This allowed the school to employ teaching staff to the equivalent of 2.6 full-time teachers. In 2018 Pacific Brook Christian School had the following classes:

- Kindergarten to Year Two – taught by Joyce Andrews and Anna Loiterton
- Year 3-6 – taught by David O'Hara and Anna Loiterton

The school ran a PAL (Play and Learn) class one morning a week during Terms 3 and 4. This class is designed for children starting Kindergarten in the following year.

David O'Hara (Principal)



Student Outcomes in Standardised National Literacy and Numeracy Testing

It is to be recognised that education is more than just test scores. Overall performance of the student, along with the development of character, behaviour and faith-in-action gives a more comprehensive picture of each student and what they have achieved.

Students in Years 3, 5, 7 and 9 were required to participate in the NAPLAN (National Assessment Program - Literacy and Numeracy) tests. Pacific Brook Christian School students in Year 3 and Year 5 participated in NAPLAN in 2018. NAPLAN data provides the school with a snapshot of student performance in literacy and numeracy at a set time of the year. This has provided feedback to assess the learning needs of the students. Detailed information regarding student results in these assessments can be obtained from the My School website at the following web address: <http://www.myschool.edu.au/>.

As cohort numbers are small, specific performance data cannot be given without infringing on the Privacy Rights of individual students. If more details of this information are legitimately required, it may be obtained from the school administration office upon request.

The tables below show how many students achieved a result in each band.

Reading

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8
Year 3					1	2	1	
Year 5					1		1	

Writing

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8
Year 3				2	2			
Year 5				1	1			

Spelling

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8
Year 3					4			
Year 5				1			1	

Grammar and Punctuation

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8
Year 3						3	1	
Year 5						1	1	

Numeracy

	Band 1	Band 2	Band 3	Band 4	Band 5	Band 6	Band 7	Band 8
Year 3					1	2	1	
Year 5					1		1	

Although the school can only publish NAPLAN results, there are many other areas where our students achieve excellent results. These are not always as easy to quantify and measure, and therefore very difficult to report on accurately. NAPLAN only reports on a small part of student achievement.



Staff

Teacher Qualifications

All teachers hold appropriate qualifications as required by NESA. All teachers at Pacific Brook Christian School are Category (i), having teaching qualifications from a higher education institution within Australia or recognised within the National Office of Overseas Skills Recognition (AEI – NOOSR) guidelines.

In 2018, Pacific Brook Christian School employed the equivalent of 2.4 full-time teachers for the whole year. All teachers employed by PBCS in 2018 had teaching qualifications from a higher education institution within Australia, including one teacher with a Master's degree. No teacher has a known Aboriginal background or heritage.

In addition to qualified teaching staff, PBCS employed one part time staff member in administration, one teachers' aide and a part time cleaner in 2018.

All teaching staff are committed Christians and subscribe to the school's Statement of Faith.

Professional Development

During 2018, teaching staff engaged in a wide range of professional learning (PL) provided both externally and internally.

Pacific Brook Christian School is committed to ongoing professional development of all staff through participation at in-school activities, regular staff meetings, external courses and conferences. For other professional development, staff were released to attend specific training seminars during school hours or have attended workshops held at school.

The *Institute of Teachers Act 2004* defines professional development as *formal and informal learning activities designed to maintain and enhance the knowledge and skills of teachers*.

In 2018, teachers at PBCS undertook the following professional development:

- Teaching from a Christian Perspective
- Developing a K-6 Teaching and Learning Program in a Christian School
- God's Story in Curriculum
- Hope and Collaboration
- Practising Positive Education
- Visible Wellbeing Training

Students

Characteristics of the Student Body

Pacific Brook Christian School exists to serve students and families of the Muswellbrook district who desire a Christian.

In 2018 there were 25 students enrolled at Pacific Brook Christian School at the time of the Commonwealth Census. These students were predominately from the Muswellbrook township with some from nearby areas. They represented a mix of cultural backgrounds and heritages.

Enrolments at August 3rd 2018

	Total Enrolments	Boys	Girls
Kindergarten	4	2	2
Year One	6	1	5
Year Two	4	1	3
Year Three	4	2	2
Year Four	2	2	0
Year Five	3	3	0
Year Six	2	2	0
Total	25	13	12

Attendance Rates

School attendance rate for the whole school and each year level were as follows in the table below.

Year Level	Attendance Rate
Kindergarten	92%
Year One	79%
Year Two	94%
Year Three	87%
Year Four	93%
Year Five	81%
Year Six	92%
Whole School	91%



Attendance Register

Pacific Brook Christian School has a paper roll where teachers record student absences. The Office Administrator records absences electronically on the school network.

Attendance Registers should reflect the highest professional standards. They are a legal document and can be inspected at any time. Therefore rolls must be accurate and up to date.

All details including the following are recorded:

- Daily attendance of students which may be noted by recording absences
- Absences
- Reason for absence
- Documentation to substantiate reason for absence
- Common codes (approved by the Minister of Education) of registering absences must be used.

Register of Enrolments

Pacific Brook Christian School complies with NESA requirements by maintaining an enrolment register that includes the following:

- The students
 - Name
 - Age
 - Address
- Parent/caregivers
 - Name
 - Contact address
 - Telephone number
- Date of enrolment and, where appropriate the date of leaving the school and the student's destination
- For children older than 6 years, previous school or pre enrolment situation
- Where the destination of a student below 17 years is unknown, evidence that the student's details are forwarded to the Director General of Education.

General Roll Marking Procedures

- The roll will be marked on all days that the school is open for instruction, including sports carnivals and excursions.
- Students involved in an official school activity must not be recorded as absent
- Students who arrive late or leave early must have the precise time of arrival or departure recorded.
- The correct codes must be used by staff maintaining rolls.
- If a child is absent, parents or caregivers can notify the school via
 - An email to the school (school@pacificbrook.nsw.edu.au)

- A facsimile (02 65431114)
- A letter sent to the school.
- If a child is marked as absent and there is no known reason,
 - The parents/caregivers will be contacted by phone by 9:30am on the day of absence to alert them to the absence and to notify the school of the reason.
 - If no response is received a second contact will be made 3 days after the absence
 - Again if no response is received a letter is sent from the office.
- For partial absences the parents/caregivers need to notify the school of the late arrival or early departure time and the student needs to sign in or out at the administration office.
- Parents/caregivers may use the school Absentee Note.



Pacific Brook Christian School welcomes applications for enrolment of students whose parents are seeking education for their children within a Christian context.

Each enrolment decision will be assessed on its individual merit and governed by the school's capacity to support the student's academic, social, psychological, emotional and physical needs.

Students enrolling in Kindergarten will need to turn five before the end of July of the year the child begins school, however, the school may recommend the deferral of enrolment for students if it is deemed that the child is not ready to start school.

It is a requirement of entering the School that all students undertake an assessment and all families attend an interview. 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. The Principal may also:

- Require the parents to provide medical, psychological or other reports from specialists from outside the school;
- Obtain an independent assessment of the student.

At the satisfactory conclusion of the assessment and interview process, the School may make an offer to the parents to enrol the student.

Where information obtained by the School suggests a profile of wilful misconduct, illegal activities or anti-social behaviour that indicate that the student's enrolment at the School is likely to be detrimental to other students, the staff or the School, the Principal may decline to proceed any further with the enrolment process.

Where information obtained by the School indicates that the student has further additional needs, the Principal will 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 additional needs.

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 by suffered by any persons concerned
- The effect of the disability of the student
- The School's financial circumstances and the estimated amount of the 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.

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 the student's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to the student. The School also reserves the right to terminate an enrolment where there are not sufficient resources to deal with a student's needs.

The School will comply with the Education Act 1990 and relevant discrimination legislation.



Summary of Key Policies

All school policies were reviewed in 2018 as Pacific Brook Christian School prepared for the registration process with NESAC. This was undertaken by the school principal in collaboration with staff from Pacific Hills Christian School.

A copy of school policies including student welfare, enrolment, discipline, grievances, child protection etc. are available for parents to view on the school website, or by contacting the administration office at the school.

These policies aim to foster a safe, supportive environment where all school community members (students, staff and parents) are valued, respected and treated fairly. The policies are consistent with the school Core Values Statement, and are based on:

- The mandate to love one another as God has loved us
- God's pure and servant-like love permeating the school community at all levels
- Each person being acknowledged as a unique creation of our Heavenly Father, deserving of our respect and kindness
- The fruit of the Holy Spirit (love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, and self-control) that should be evident and growing in our lives
- The partnership between family, school and church for the complete nurturing and education of children
- Encouraging repentance and restoration.

Some elements of the policies and their implementation include:

- Whole school training and reminding, e.g. during devotions and assemblies
- Teacher mentor approach
- Inclusion of relevant material in PDHPE programs, e.g. self-image, respect, building community
- Merit Award System: positive affirmations and rewards for positive choices and behaviours
- Consequences for poor choices and undesirable behaviour that are appropriate to the situation, age and understanding of the student
- Information for parent helpers
- Maintaining and improving communication and partnership between school and home.

The school has a zero tolerance to bullying. The school values and ethos are intended to promote God honouring and positive relationships

Child Protection Policy

Childhood holds a special place in time and in society. It should be a time of playing, learning and growing in peace and in the comfort of love and protection of others. Sadly for many children, this is not the case. Each person in the community has a responsibility for actively ensuring the protection of all the children in our community. In this responsibility, Pacific Brook Christian School (PBCS) is responsible to provide

a safe environment for its students and to provide an educational environment and curriculum which fosters healthy growth and development spiritually, emotionally, physically, intellectually and socially.

The aim of this policy is to provide:

1. The guiding principles that underpin child protection at PBCS and
2. The framework for implementing the procedures and practices of child protection at PBCS.

Scripture indicates the nurture of children is a great responsibility given to the community with specific responsibility given to their parents.

All staff at PBCS have a responsibility to love the children in their care. This love will guide staff actions and direction as they stand in the place of parents.

“Love does not delight in evil, but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres.” 1 Corinthians 13:6,7 NIV

When a child is enrolled at PBCS the school enters a contract with the parents to assist the parents with the God-given responsibility of the nurture of their children. The school strives to fulfil this contract and support the family unit **but** never at the detriment of the welfare of the children. In every action related to the child, the best interest of the child is of paramount consideration. This forms the scriptural and moral basis that will enable the school to be involved in the process of protecting children.

The Child Protection Policy of Muswellbrook Christian School is based on three key pieces of legislation:

- a) The *Children and Young Persons (Care and Protection) Act 1998 (NSW)* (the **Care and Protection Act**)
- b) The *Ombudsman Act 1974 (NSW)* (the **Ombudsman Act**).
- c) The *Child Protection (Working With Children) Act 2012 (NSW)* (the **WWC Act**)

The first part of the policy explains the role of teachers and other staff as mandatory reporters. The policy gives detail as to when a mandatory report must be made and the steps that must be followed.

The second part of the policy is about reportable conduct. This section of the policy gives clear guidelines as to what constitutes reportable conduct, what steps should be taken, and which agencies a report must be made to, and how an investigation must be carried out.

The final section of the policy explains that all staff, and volunteers who work with children, must have a current Working With Children Check before beginning any paid or voluntary work at the school.



Student Welfare

The health, safety and welfare of students is the highest priority at Pacific Brook Christian School. 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. We also know that each person is commanded to love each other as we love ourselves. Therefore there 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.

Staff are expected to make themselves familiar with the policies regarding the safety and welfare of the students. The following is a summary of the policies that involve the safety and welfare of students:

- Maintain a professional relationship with all students.
- Provide an environment which is free from bullying and harassment.
- Not be involved in acts of physical, emotional, psychological or verbal abuse towards children.
- Report any incidences where a suspected case of child abuse is apparent, to the Principal.
- Not place themselves in a position where a student can feel threatened.
- Model appropriate behaviour, dress and language at all times.
- Respect student's cultural and individual differences.
- Maintain an acceptable standard of supervision and discipline both inside and outside the classroom at all times.
- Know how to keep children safe in both the classroom and playground in a time of emergency.
- Inform the Principal of any children who are unresponsive to usual form of discipline so that appropriate steps can be taken.
- Deal with students who are upset or require medical attention in an acceptable fashion according to the school protocols.
- Complete child protection assessments for excursions.

The Australian Government has also mandated that all Australian educational institutions are to take steps to ensure that schools are safe and supportive environments (National Safe Schools Framework 2003). The policies of Pacific Brook Christian School 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.

These policies are reviewed and implemented annually and full statements of all policies regarding teachers' conduct and the safety and welfare of children are available from the school office upon request.

Anti-Bullying Policy

Pacific Brook Christian School is committed to a safe environment for all members of the school community. This Policy should also be read in conjunction with the PBCS

Discipline Policy. Both these policies are consistent with, and stem from, the Biblical Core Values of our School.

All members of the school community (students, staff and parents) have a responsibility to work towards fostering a safe and positive environment.

Bullying or harassment in any form by staff or students, or to staff or students, will not be tolerated.

Bullying is any repeated and/or serious intentional action or comment of a cruel, demeaning or intimidating nature by a person who is perceived to be more powerful than the person towards whom that action or comment is directed.

Bullying can include harassment, victimisation, sexual harassment, physical abuse and psychological abuse. It may occur in a variety of ways including the use of electronic technology and may take place off-campus.

In investigating these matters the school adheres to the principles of procedural fairness, the right to be heard and the right to an unbiased decision.

The School will ensure that:

- Legislative requirements to protect the safety of staff and students are observed.
- Students and staff are aware of the School's Anti-Bullying Policy.
- Support is available for victims and perpetrators of bullying/harassment.
- There are reporting/recording systems in place for bullying/harassment.
- Serious or repeated incidents of bullying/harassment are reported to parents.
- The policy and training, information and reporting procedures are reviewed regularly.
- Bullying/harassment procedures are compatible with the School's other policies and procedures.



Discipline Policy

The purpose of this policy is to foster a safe and supportive environment where students' attitudes and behaviours are consistent with the culture of the School as expressed in the Code of Conduct.

We believe that:

- Discipline has an important function to play in the development of God's children.
- Discipline is meant to be a source of encouragement not despair for God's people (Heb 12:5,6).
- God establishes the pattern for discipline and expects those who have been given authority over children to follow His lead (Ephesians 6:4, Hebrews 12:7).
- Discipline should be seen as contributing to the child's development as part of **training for righteousness and peace**, and of **correcting error**. Discipline should never be seen as solely punishment but also and equally as important, as a training of the child's will and nature into a maturity of living in, and relating to, the community around them.

The school believes that all students have the right to:

- Be treated as individuals, with respect, courtesy and kindness
- Feel and be safe
- Express themselves without ridicule
- Learn in a secure environment without intimidation or disruption
- Be given help and discipline if self-discipline fails, and if the privileges of others are abused
- Have rules and their consequences applied consistently and fairly
- Have the principles of Procedural Fairness applied
- Be encouraged toward responsible and cooperative play
- Have enforced the wearing of uniforms (allowing for special circumstances)
- Have peer and cross age sport promoted
- Benefit from regular teacher / parent contact.

The school believes that all students have the responsibility to:

- Contribute to and be involved in learning situations
- Be thoughtful, respectful and courteous to others
- Develop and exercise self-discipline and self-control
- Care for property (school, others, own)
- Ensure they do not disrupt the learning opportunities of other students
- Be a good ambassador for our school and for Christ
- Respect the rights of teachers, fellow students and the community
- Obey school and classroom rules
- Contribute to the school's clean and healthy environment
- Contribute to maintaining a safe school environment by not physically bullying, hitting or hurting anyone in any way

In order to ensure students behave in a respectful and responsible way the school staff:

- Manage student behaviour in and out of the class context
- Encourage and reward class behaviour and growth in character

- Nurture a school community in such a way as to prevent negative behaviour arising
- Follow the procedures outlined in the policy in relation to both positive and negative behaviour
- Contact parents where it is appropriate

Code of Conduct

This Code of Conduct is underpinned by the School's Core Values, and reflects the expected standards of behaviour consistent with a Christian worldview and our Educational Creed. It should be considered in conjunction with other relevant PBCS policies, including

- Discipline
- Anti-Bullying

The Code seeks to:

- Give guidance on ethical issues and expected standards of behaviour at Pacific Brook Christian School
- Consider the needs of each individual in the school community.
- Assist staff and volunteers to make informed choices about personal behaviour,
- Encourage a culture of edifying and God-honouring behaviour within the everyday life of our School
- Provide general guidelines to test whether a course of action is consistent with a Christian worldview, as well as giving examples of specific behaviours.

The Code acknowledges:

- The reality of living in a fallen world: mistakes will be made
- We all need the grace and forgiveness of God
- We should extend this grace and forgiveness to others, while at all times protecting the students placed in our care
- Each person is responsible for their own behaviour and needs to take accountability for choices made and the impact on colleagues, students, families and the School as a whole.

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.



Complaints and Grievance Policy

Pacific Brook Christian School seeks to promote a safe and supportive environment leading to relationships that reflect Christian principles. Effective communication within the community as an important aspect of this and is vital to prevent grievances, and to resolves grievances that do occur.

The School encourages students, family members, staff and other members of the school community to express a grievance that they may have to the appropriate member of staff. This will be considered as a complaint. The policy outlines the procedures that will be followed to resolve complaints and restore relationships. Creating a safe and supportive social and learning environment for students and positive working conditions for staff is a priority of the School.

The School will seek to quickly investigate complaints in accordance with the principles of procedural fairness, incorporating the right to be treated without bias, the right to be informed of allegations being made against the person, the right to respond to an allegation and the right to information regarding the status of the complaint.



School Strategies

2018 Strategic Objective	2018 Achievement
<p>To further develop teaching practice and effectiveness, and to improve the learning opportunities of students.</p>	<ul style="list-style-type: none"> • Continue to provide pastoral care to support the wellbeing of students • Continue to develop a culture of respect • Develop Christian perspective in the curriculum – this was done through professional development and implemented in both teacher's programs and practise • Focus on reading as a priority – this was done through: <ul style="list-style-type: none"> ○ Reading being a teaching priority in Literacy lessons ○ Developing the home reading scheme ○ Using a phonics program in Kindergarten to Year Two and a phonics based Spelling program in Year Three to Year Six ○ A special focus on Reading in Term Three "literacy Term" including the Forty Days of Reading. • Investigate and plan for the operation of a Pre Kindy class. This class was called PAL (Play and Learn) and was run one morning a week in Terms 3 and 4. It was highly successful. Children were introduced to literacy and numeracy concepts, and got to see what school is like prior to starting Kindergarten.
<p>To foster in students of serving and using the gifts God has given us for the benefit of others in the school, community and world</p>	<ul style="list-style-type: none"> • A Learning Display Day and Open Day – these were events where parents could be involved. • Be involved in acts of service. This was achieved through: <ul style="list-style-type: none"> ○ Collecting food for the farmers drought relief ○ Collecting presents for children in other countries as part of Operation Christmas Box

Goals for 2019:

The goals for 2019 are set out in the Annual Action Plan. The Action Plan covers four strategic objectives:

- 1) Further develop teaching as a relational activity informed by research data, theory and the Bible
 - Prepare for Middle School the first Year 7 class to begin in 2020
 - 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 in the visible learning program
 - Develop Christian perspectives in the curriculum
 - Focus on Reading as a teaching priority
- 2) 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 practices including the work of John Hattie, Guy Claxton and Carol Dweck.
 - Run the PAL class again in 2019
 - Develop the use of best practice with digital devices
 - Develop the use of best practice in contemporary learning
- 3) Further develop serving as an expression of the gifts given by God to bless our community (locally, nationally and globally) through Mission.
 - Communicate effectively through 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, nation and global level.
- 4) Further 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



Respect and Responsibility

Due to the fact that we are a Christian school, we always encourage students to act in a Christ-like fashion. This means that we show respect to older members of the community and for our peers. Students are currently reminded of this through devotions, Personal Development and Health lessons and Bible teaching. Teachers encourage students who act in a caring and loving manner towards others and discipline students who do not respect others.

Students are encouraged to take responsibility for their actions, to admit wrongdoing and mistakes and to accept sanctions and punishment. The demonstration of forgiveness when there has been wrongdoing is an important element in dealing with such matters. This approach helps students to deal directly with mistakes and wrongdoing and to modify behaviour in a supportive atmosphere where reminders of past misdemeanours are not used to pigeonhole or condemn students.

Some of the events and programs Pacific Brook Christian School has run through 2018 to promote respect and responsibility in the school community have been:

- Participation in the ANZAC Day March
- Holding a Remembrance Day Service
- Devotions, both in class and as a whole school, promoting treating each other in a Christ like, kind and caring manner.
- School policies which emphasise taking responsibility for our own choices.
- The senior students, especially the captains, taking a leadership and mentoring role with the younger students.
- The senior students visiting Muswellbrook Pre-school and assisting in classes.
- School assemblies promoting positive relationships through the way we interact with others.
- PDH units including units on Coping with Conflict, Playing My Part, How Do I feel? And Personal Safety . This included the Life education visit to the school.



Community Satisfaction

Student Satisfaction

In 2018 there was no formal survey of students to gauge satisfaction. However anecdotal evidence strongly suggests that students were successfully and profitably engaged in all school activities.

Verbal feedback from students shows their enjoyment of their involvement in Pacific Brook Christian School, and the various lessons and activities at the school. They have mentioned the learning they have done and the relationships with their friends and staff.

Students have expressed enjoyment in the extra curricula events at the school, such as the sporting carnivals, the gala days, the excursions and other educational opportunities, such as the Science and Engineering Day. The Year 3 to 6 excursion to Canberra was a highlight of the year for those students, and it was a joy to see the students learn in if ways, strengthen their friendships with each other, and experience another part of God's world.

Parent Satisfaction

In 2018 there was no formal survey of parents to gauge satisfaction. However, conversation with parents has indicated that they find the level of care and the learning experienced by their children to be higher than what was experienced in other educational settings.

Communication channels have been provided by the school, so that parents are afforded the opportunity for feedback via means such as the newsletter, Parent/Teacher Conferences and daily access to teachers. This feedback has been generally positive.

Any constructive feedback from parents was duly followed up and appropriate action was taken within the feasibility of the school.

There has been a high level of parent and wider family involvement in school activities, from involvement in P&F functions, to assemblies and sporting days.

Staff Satisfaction

Feedback from staff continues to be positive. Evidence of this is our meetings which are celebrated with fun and enthusiasm. Staffroom banter, collegiality, educational risk taking and ongoing commitment to the school's ethos are other items of evidence. Once again, the staff have worked beyond their call of duty.

Staff have displayed a commitment to the school and a high degree of professionalism. There were many times when the self-sacrifice of teachers was evident. Whether it was at excursions, sporting events, social events or extra-curricular experiences, the involvement of Pacific Brook Christian School teachers displayed their commitment to the school and their sense of professional satisfaction.

Financial Summary

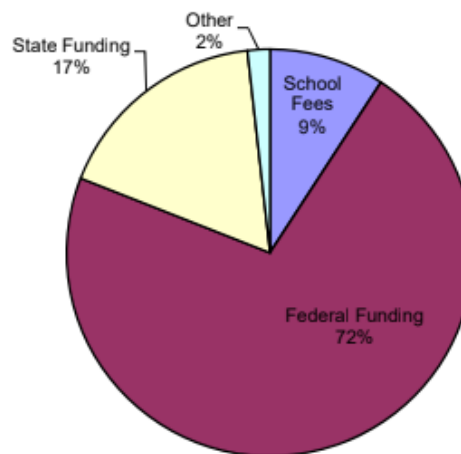
Categories for Financial Information are as required and outlined in the *Registered and Accredited Individual Non-government Schools (NSW) Manual 2004, (Updated Online 2009)*, under item 3.10.1

Pacific Brook Christian School Income Expenditure Graphs

Financial Commentary

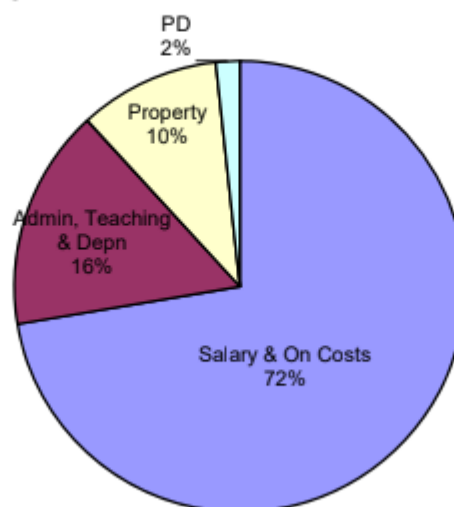
INCOME SOURCES

2018



EXPENDITURE AREAS

2018



Statement of Faith

- We believe in the Divine inspiration, the infallibility and supreme authority of the Old and New Testaments in their entirety and that the Holy Spirit so moved the writers that what they wrote are authoritative statements of truth for all matters of faith and conduct.
- We believe there is one God in whom there are three equal Divine Persons, revealed as the Father, the Son, and the Holy Spirit, and who of His own sovereign will, created the heavens, the earth and all that is contained within the Universe.
- We believe in the Lord Jesus Christ is the eternally existing, only begotten Son of the Father, conceived by the Holy Spirit and born of the virgin Mary. As God He became flesh and dwelt among us; as man He was God.
- We believe that everyone has sinned and fallen short of God's standard, and that everyone will be raised from the dead, some to eternal life with God and the rest to eternal separation from Him.
- We believe that the salvation from the penalty and consequences of sin is found only through the substitutionary, atoning death and resurrection of the Lord Jesus Christ.
- We believe it is the Holy Spirit alone who convicts men of sin; leads them to repentance; creates faith within them and regenerates and fills those who believe in the Lord Jesus Christ as Lord. It is the indwelling Spirit who bestows the Gifts of the Spirit and manifests the Fruit of the Spirit in the believer.
- We believe Christ died for our sins, was buried and the third day rose from the dead; that He appeared to men who touched Him and knew His bodily presence and that He ascended to His Father.
- We believe the Lord Jesus Christ will return in person with His saints and that the full consummation of the kingdom of God awaits His return.
- We believe those who have been regenerated by the Holy Spirit will receive a resurrection body at the return of Jesus Christ and be forever with the Lord, while those who have not believed will be resurrected to stand at the Judgment Seat of God to receive His judgment and eternal separation from Him.
- We believe in the actual existence of Satan who is the father of evil and opposed to God although ultimately subject to the purposes of God and destined to be confined forever to Hell.

- We believe the Church is the Body of Christ composed of all believers in the Lord Jesus Christ, which finds its visible manifestation in the local community of believers and ministers through the cooperative exercise of God-given gifts by the entire membership. Each local community of believers is competent under Christ as Head of the Church to order its life without interference from any authority whether civil or ecclesiastical.*
- We believe there are two ordinances instituted by the Lord Jesus Christ:
 - Baptism by immersion of all believers; *
 - The Lord's Supper which is a memorial and proclamation of the Lord's death until He returns.

*Variations to these clauses will be accepted to allow for different convictions about these two beliefs.

