

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



AL ZAHRA COLLEGE



2013 ANNUAL REPORT

AL ZAHRA COLLEGE

Al Zahra College is an independent IB World School that commenced in February 1998 to provide alternative education options for the growing Muslim community in Australia.

The College presently caters for students from Preschool to Year 10 (with the Diploma Program planned for 2014).

The College motto, Faith, Knowledge and Wisdom promotes, in all students' endeavours, excellence and quality learning in all areas of the curriculum, as well as within the Islamic faith, with particular attention to instilling high moral values in each student.

Al Zahra College is an authorised PYP (Primary Years Program) and DP (Diploma Program) school as well as a candidate for MYP (Middle Years Program) making Al Zahra College the only school in Australia offering nothing but the three IB programs.

The college is registered with the NSW Board of Studies and addresses the standards and requirements set by them in all Key Learning Areas. Additionally, Arabic language, Islamic and Quranic studies are offered to students.

The inclusion of our ethos and values in the college's teaching programs provides all students with an opportunity to cooperate and work together in a harmonious and collaborative environment, and to understand and appreciate the common ideals of the Islamic faith in a spirit of tolerance and understanding.

Al Zahra College provides a learning environment in which each student is able to develop an understanding and respect for his or her own cultural background and take pride in whom he or she is. Consequently, the ability for students to respect other cultures is strengthened. Islam, by its very essence, is multicultural and Al Zahra College seeks to imbue all students with high moral values and respect for all people.



COLLEGE STAFF

REPORTING AREAS

EXECUTIVE

Dr David McGregor
Rana Ali Najji

B.A, Dip Ed, M.Th., D.A
B.A English Lit

PRE SCHOOL STAFF

Director
Early Learning Teacher
Childcare Worker
Childcare Worker
Childcare Worker

Merna Mustapha
Amber Mancuso
Faatemah Mokachar
Zainab Jaber
Amamemah Mokachar

DIP, Childrens Services
B.Ed(Hons)
Certificate III Childrens Services
Certificate III Childrens Services
Certificate III Childrens Services

TEACHING STAFF

Kindergarten
Kindergarten
Year One
Year One
Year Two
Year Three
Year Four
Year Five
Year Six
Islamic Studies (P)
Islamic Studies (S)
Arabic
Arabic
Design & Technology
HSIE
Science
PDHPE
English
Mathematics

Joanne Stanton
Ruth Hubert
Claire Culley
Fatima Kazan
Jenna Hume
Angela Iliadis
Michelle Ryan
Rehner Jessurun
Lisa Sadrudin
Sayed Hassan Al Modarressi
Jinan Ali
Eman Dyab
Mohammed Al Moail
Georges El Haddad
Fatma Dirani
Khadij Cheik Hussein
Joanne Kane
Hawra Al Zamilly
Richard Wong

B.Teach
B.Ed, Grad. Cert. Reading Recovery
B.Ed
B.Sc Psychology M.Teach
B.Ed
B.A, DIP, Ed,Grad.Cert. Tesol, M. Ed
B.Ed
B.Ed, DIP.Teach
Dip. Teach

NON -TEACHING STAFF

Librarian
Information Technology
Enrolment Officer
Clerical Officer
Book Keeper
Maintenance

Wendy Wu
Margaret Goodwin
Laila Osmani
Izzy Pooloo
Anyva Mator
Aminah Assaf
Mary Valera
Hassan'salim

B.Lib, M.Lib
B.A.Sc Speech Pathology
B.Ed, B Psychology Hon



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COLLEGE MESSAGES

I am pleased to be given the opportunity to write to you as one of Al Zahra College's school leaders and parents. Looking back on 2013, I can't help but reflect on all the tremendous accomplishments and growth, not just this year, but since I first joined the Al Zahra College community when my son entered Kindergarten way back in 2005. From that very first interview with the head of the school, I knew that I had found the right place, with passionate people, skilled and dedicated to nurturing the development of my children and preparing them for the future. And, at the start of 2013, I could not have been more proud to see my son finally commence high school, thrilled that he was able to continue his studies right here. I cannot deny the fact that I have been one of the strongest advocates for the high school moving to co-education, since the departure of the founding head of school, as I simply could not see my son in any other place.

about the International Baccalaureate approach and voiced these on more than one occasion. I didn't understand at first why we would offer the Diploma program rather than the HSC. However, when I got to see my son's Year 6 exhibition in 2012, then my daughter's exhibition in 2013, enquiring into the Muslim explorer, Ibn Battuta, as well as the endeavours of the rest of her class, delving into the sea, onto the land and up into space, I was very impressed. I realised all this exploration was in fact solid preparation for our children to develop the knowledge, skills and understanding necessary to become adept researchers, ready for university studies. And that was just year 6! If this was the result of the Primary Years Program then the Middle Years Program would no doubt build upon this foundation. Furthermore, during the year, I was lucky enough to be involved in the authorisation visit for the Diploma Program, extending my own knowledge and awareness. I learnt that my children would continue to be nurtured



intellectually, socially, emotionally and physically. They would attain an international qualification, highly regarded by universities around the world. And that they would be encouraged to become confident, independent learners who think critically about our increasingly globalised society. For these reasons and more, I became confident that IB was the best choice. I would like to take this opportunity to thank all involved in the preparation for the Diploma authorisation visit and congratulate them on their success. What's more, Al Zahra College made history this year by attaining registration from the

Board of Studies to offer the Diploma Program exclusively, instead of the HSC – not an easy task – and, I believe, we may be the only school in Australia to have achieved this. I would like to express my appreciation to Mr Mokachar, the engineer of all this, who, even after his departure, returned to ensure the success of this mission. Thinking back on the physical developments of the College this year, we all witnessed the completion of the six classrooms in the rooftop, ready for use in 2014. These additional spaces now allow for the second stream Primary and accomplish the forth of five stages in the College's 20 year plan. We may

now prepare for the fifth stage – a university affiliated campus – with two or three additional years up our sleeves. I must also mention the developments in infrastructure and technology, in particular the introduction of the College Application for mobile devices that greatly enhanced the communication capabilities of the Al Zahra College community. Finally, may I take this opportunity to mention and congratulate the most important part of our school, the children. I was far from alone in being tremendously proud of the way they presented themselves throughout the year and, particularly, during



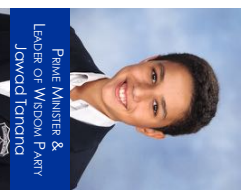
the 15th of Shabaan formal dinner. An outstanding showcase and testament to the hard work and dedication of our caring staff. Well done.

Mr M. Makki
Al Zahra College Parent

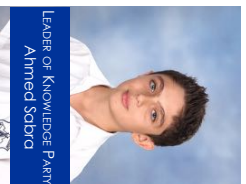


COLLEGE LEADERS & ACHIEVERS

GOVERNMENT: WISDOM & KNOWLEDGE HOUSES



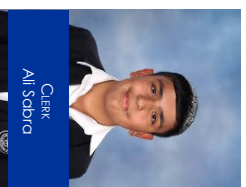
PRIME MINISTER &
LEADER OF WISDOM PARTY
Jawad Ibrahim



LEADER OF KNOWLEDGE PARTY
Ahmed Sabra



SPEAKER
Mohammed Jomaa



CLERK
Ali Sabra

OPPOSITION: FAITH HOUSE



LEADER OF THE OPPOSITION
Mariam Bolqine



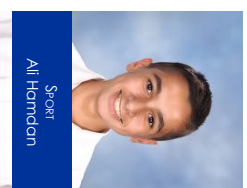
ISLAMIC EVENTS
Rayonna Makti



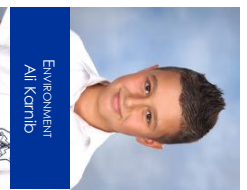
EDUCATION
Meïjan Chebli



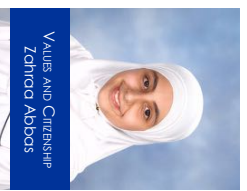
WELFARE
Rayan Alowien



SPORT
Ali Hamdan



ENVIRONMENT
Ali Karim



VALUES AND CITIZENSHIP
Zahra Abbas



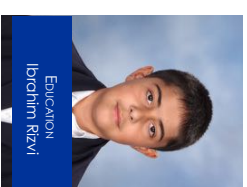
COMMUNICATIONS
Ibrahim Awoda



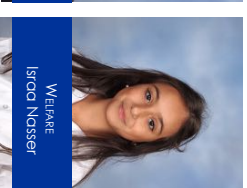
ARTS
Mahdi Tashim



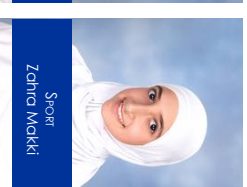
ISLAMIC EVENTS
Hussein Salim



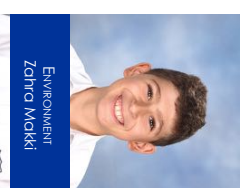
EDUCATION
Ibrahim Rizvi



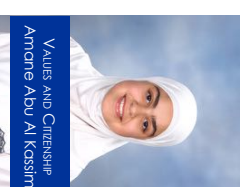
WELFARE
Israa Nasser



SPORT
Zahra Makti



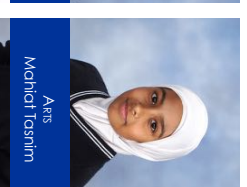
ENVIRONMENT
Zahra Makti



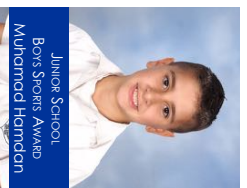
VALUES AND CITIZENSHIP
Amone Abu Al Kassim



COMMUNICATIONS
Amone Abu Al Kassim



ARTS
Mahdi Tashim



JUNIOR SCHOOL
BOYS SPORTS AWARD
Muhamad Hamdan



JUNIOR SCHOOL
GIRLS SPORTS AWARD
Tia Mohsen



MIDDLE SCHOOL
BOYS SPORTS AWARD
Hadi Zahr



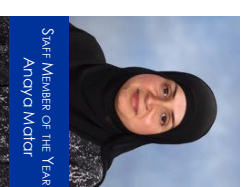
MIDDLE SCHOOL
GIRLS SPORTS AWARD
Rukoyat Khams



JUNIOR MAVROA
CITIZENSHIP AWARD
Saphia Karim



SERVICE MAVROA
CITIZENSHIP AWARD
Mohamed Al Mourhaddo



STAFF MEMBER OF THE YEAR
Anya Mcliar

NAEPLAN

The National

Assessment Program – Literacy and Numeracy (NAELAN) tests all students nationally in Years 3, 5, 7 and 9 to develop benchmarks and evaluate individual progress.

Four tests covering Reading, Writing, Language Conventions (Spelling, Grammar and Punctuation) and Numeracy were conducted across Australia on three days over the same week in May. Each test is between 40 and 50 minutes long and students are to be congratulated for their efforts and determination.

The tables shown here indicate the percentage of students in each year whose test performance scored them at or above the national minimum standard.

NAELAN tests are one way of measuring the progress students are making; however, many other assessment techniques are utilised by teachers on a regular basis to assess and evaluate teaching and learning.

AL ZAHRA COLLEGE YEAR 3

% AT OR ABOVE NATIONAL STANDARD

READING – 96
WRITING – 96
SPELLING – 96
GRAMMAR – 96
NUMERACY – 96

AL ZAHRA COLLEGE YEAR 5

% AT OR ABOVE NATIONAL STANDARD

READING – 100
WRITING – 96
SPELLING – 100
GRAMMAR – 100
NUMERACY – 92

AL ZAHRA COLLEGE YEAR 7

% AT OR ABOVE NATIONAL STANDARD

READING – 97
WRITING – 94
SPELLING – 97
GRAMMAR – 100
NUMERACY – 100

AL ZAHRA COLLEGE YEAR 9

% AT OR ABOVE NATIONAL STANDARD

READING – 88
WRITING – 94
SPELLING – 94
GRAMMAR – 94
NUMERACY – 94



TEACHER STANDARDS

PROFESSIONAL LEARNING

Staff at Al Zahra College took part in the following training and professional development programs.

- Assessment in Reading
- Literacy Planet Overview
- Managebac Training
- Kids Matter Briefing
- Workers Comp Briefing
- Implementing National Curriculum
- PYP Induction
- PYP Regional Workshop
- AIS NSW AGM
- Asthma Training
- National Partnerships Training
- IB Network Meetings
- Reading and Writing Through Inquiry
- Online IB Workshops (English, Maths, History, Art, Physics, Chemistry, Languages & CAS)
- IB DP T.O.K. Workshop
- IB DP In-School Workshop (SA)
- SMART DATA Analysis
- Child Protection Awareness
- Working with Children Update
- CUDOS Optics Workshop

This table shows the total number of staff responsible for delivering the curriculum as described by the Education Act 1990, and in terms of the standard of professional competence as determined by the Minister for Education and Training.

Teachers who have the teaching qualifications from a higher education institution within Australia or as recognised within the guidelines of the National Office of Overseas Skill Recognition (AE-NOSOR):	18
Teachers who have the teaching qualifications from a higher education institution within Australia or as recognised within the guidelines of the National Office of Overseas Skill Recognition (AE-NOSOR), but lack formal teacher education qualifications:	5
Teachers employed in NSW before 1 October 2004 who do not have qualifications as described above, but have relevant successful teaching or appropriate knowledge relevant to the teaching context:	0
Total Number of Teachers:	21

TEACHER ATTENDANCE AND RETENTION

The average attendance rate per member of teaching staff in 2013 was 95.07%

Teaching staff attendance is determined by calculating the average number of days absent due to illness, family and community service, injury (Work Cover) and leave without pay. Long term absences, such as maternity leave, long service leave or annual leave are not included.

The retention rate of teaching staff from 2012 continued to 2013 was 95%

The teaching retention rate is measured as the percentage of teachers who continued to be employed at Al Zahra College from the 2012 to 2013 academic year relative to the total number of staff in 2012.

NATIONAL PARTNERSHIP ON IMPROVING TEACHER QUALITY

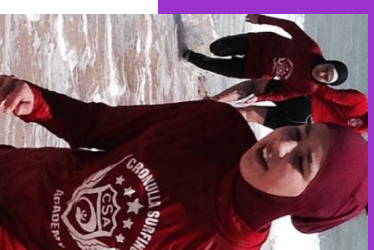
Al Zahra College continued to be involved in the Professional Exchange and Mentoring Program in 2013 to support teachers in their career, especially in the secondary school where teachers are often teaching across two key learning areas without a subject specialist colleague. In the spirit of sharing their knowledge and skills, mentors travel to schools they have never visited before to work with teachers they had never met, often in schools quite different from their own.

What is interesting is that the mentors say how much they have grown from the experience and how inspired they are by the teachers. For the mentors, these grants have provided leadership opportunities, a chance to move out of their own comfort zone and new professional skills that they can apply in their own skills. We hope that this valuable program will continue into the future.

STUDENTS

2015 ENROLMENT AND ATTENDANCE

	ENROLMENT	ATTENDANCE
PRIMARY		
Kindergarten	48	
Year 1	41	94.62%
Year 2	27	94.83%
Year 3	29	93.31%
Year 4	29	92.94%
Year 5	27	94.11%
Year 6	29	95.60%
PRIMARY TOTAL	230	
SECONDARY		
Year 7	35	94.56%
Year 8	15	95.14%
Year 9	18	93.60%
Year 10	14	97.15%
SECONDARY TOTAL	82	
SCHOOL TOTAL	312	94.45%



ENROLLMENT POLICY

GENERAL CONDITIONS

Al Zahra College accepts students without discrimination of religion, race or nationality.

Admission to Al Zahra College will be determined by the College based on information obtained with respect to:

- The potential of the applicant to benefit from the educational services available; and
- The capacity of Al Zahra College to meet the educational needs of the applicant.

Applications for admission for the current academic year will be considered in order of priority, date of application, and the results of college screening and formal interview, as places become available. A final decision will be determined by the College.

We understand the need for an 'early' confirmation of a place at Al Zahra College. However, regardless of how early we receive an application, our admissions timeline remains the same.

CURRENT ENROLLMENTS

The First Day of Term 4: Is the deadline for present Al Zahra College families to re-register for the

following year. Before this date we have no information about the availability of places for the following year.

KINDERGARTEN AND SECONDARY SCHOOL ENROLLMENTS

1 March: The point at which we process applications for Kindergarten and the Secondary School. Parents will be advised of screening and interview dates which will occur in April and May. Enrolments offers will be made in June.

OTHER ENROLLMENTS

July-December: We continue to process applications as they arrive.

LATE ADMISSIONS

A student may be admitted to Al Zahra College at any time during the school year (if places are available).

Applicants who meet all admissions criteria are admitted for the appropriate year group based on age and current performance level, class size permitting.

However, factors such as previous records, measured aptitude and achievement, physical and emotional development and other relevant details are also considered. The final decision rests with the

Head of the School.

Al Zahra College can only guarantee a place once a formal offer has been made, accepted in writing, and the Acceptance Fee has been paid.

All placements are conditional. An interview with the College will be arranged prior to acceptance as part of the enrolment process. Placements are reviewed after 3 months. Admissions are conditional on a student's ability to benefit from the tuition offered.

Applicants for admission are considered in the following priority order:

- children of the governing body or its committees;
- children of staff;
- children of all other applicants who have a sibling already enrolled in or admitted to the College, including the AZC Preschool (Al Zahra Kingdom);
- all other applicants.

Al Zahra College reserves the right to deny admission or re-enrolment to any applicant if, in its opinion, there were reasons to believe that admission or re-enrolment would not be in the best interest of the applicant or Al Zahra

College.

Al Zahra College also reserves the right to postpone admission if a class is full. In this case, the applicant is placed on a waiting list. The qualified applicants are then accepted in order of date of application, subject to the above priorities.

ENTRANCE AGE

A child may be accepted into a class if s/he is of age before 1 January. Class ages are as follows:

Kind.	5 years old
Year 1	6 years old
Year 2	7 years old
Year 3	8 years old
Year 4	9 years old
Year 5	10 years old
Year 6	11 years old
Year 7	12 years old
Year 8	13 years old
Year 9	14 years old
Year 10	15 years old
Year 11	16 years old

STUDENT RECORDS FROM OTHER SCHOOLS

Al Zahra College requires student records from the applicant's previous school before any applicant if, in its opinion, there were reasons to believe that admission or re-enrolment would not be in the best interest of the applicant or Al Zahra

psychologist. Al Zahra College reserves the right to contact the applicant's previous school prior to acceptance.

INTERVIEWS

All applicants will be interviewed by the College prior to acceptance as part of the enrolment process.

DECISIONS ON ADMISSION

After all the admissions procedures have been followed, the application will be considered. Decisions will be given in writing.

FINDINGS

ACCEPTANCE FEE

An acceptance fee of \$600 per student is due when Al Zahra College offers a place and the place is accepted. In order to be secured, the place offered by Al Zahra College needs to be confirmed by the applicant through payment of the acceptance fee within ten days of notification. This application fee is non-refundable and does not count towards tuition.

TUITION FEES

Tuition fees for the following school year are set by the Al Zahra College Board and are advised by the College by 1 July. Due to inflation

and school obligations, tuition fees must be increased by at least 5% annually.

The tuition fees are divided into two semesters and are payable upon receipt of an invoice and by the start of each semester. In all cases, the tuition fees for a semester which has started are payable in full.

The AZC academic year is divided into two semesters:

1st Semester: Jan – Jun
2nd Semester: Jul – Dec

■ Annual Tuition Fees	\$3 800
■ Deposit due by 15.11.13	\$800
■ Semester 1 Fees due by 27.01.14	\$1 500
■ Semester 2 Fees due by 01.07.14	\$1 500

In 2014 Al Zahra College will continue to offer a discount to families with more than one child enrolled in the Primary School or the Secondary School. The discounted fees are set out in the schedule below.

Families with 2 Children Enrolled K-11:	\$7 000
■ Annual Tuition Fees	\$7 000
■ Deposit due by 15.11.13	\$1 000
■ Semester 1 Fees due by 27.01.14	\$3 000
■ Semester 2 Fees due by 01.07.14	\$3 000

Families with 3 or 4 Children Enrolled K-11:



Annual Tuition Fees

■ Deposit due by 15.11.13	\$1 500
■ Semester 1 Fees due by 27.01.14	\$4 500
■ Semester 2 Fees due by 01.07.14	\$4 500

Please note that the following items are included in the fees:

- Tuition
- Provision of all necessary transcripts relating to attendance and academic performance.

Please note that the following items are not included in the annual tuition fees, as these costs will vary per year group and per year:

- Textbooks
- Sport
- Excursions

- Educational assessment by outside specialists
- Some extra-curricular activities
- Canteen purchases
- Uniform requirements
- School photos

NON-PAYMENT OF SCHOOL FEES

A student's enrolment is suspended if tuition fees are not paid by the due date.

LATE ENROLMENT

Students enrolling during

the first four weeks of school will be billed the full tuition for the year. Students enrolling after the first four weeks of school will be billed proportionally for the number of full or partial weeks of school remaining plus a late enrolment surcharge of 5% of the annual fees.

EARLY WITHDRAWAL

Students withdrawing before 1st April are charged 30% of the annual tuition fee. Students withdrawing before 1st July are charged 55% of the annual tuition fee. Students withdrawing before 1st October are charged 80% of the annual tuition fee.

RE-REGISTRATION

By the end of Term 3 each year, parents will be asked to complete and return a re-registration form, indicating whether their child will be returning to Al Zahra College the following school year. Places cannot be reserved unless there is a definite indication that a student intends to return and a deposit of \$800 paid for each student. This deposit will be credited against the Term 1 fees for the new academic year.

COLLEGE POLICIES

The following policies, related to the care and wellbeing of students are contained in the 2013 AZC Policies and Procedures document available from the college office or website.

ADMINISTERING MEDICINE TO STUDENTS

Al Zahra College acknowledges that some students may require medication and/or management of health conditions at school.

This policy outlines the management of student health conditions, including the administration of medication, a courtesy provided by Al Zahra College, consistent with its duty of care.

Administering medicine to students may be found on page 3 of the 2013 AZC Policies and

Procedures document.

ANA-PHYLAXIS

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. Up to two per cent of the general population and up to five per cent of children are at risk. Al Zahra College has developed a comprehensive plan to prevent and manage anaphylaxis reactions.

Anaphylaxis may be found on page 4 of the 2013 AZC Policies and Procedures document.

ANTI – BULLYING

The college will provide a positive culture where bullying is not accepted, and in so doing, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their college



environment.

Anti-bullying may be found on page 7 of the 2013 AZC Policies and Procedures document.

CARE & SUPERVISION OF STUDENTS

This policy describes care and supervision requirements and includes details of requirements regarding students' arrival at school, departure from school, library supervision, lunch-time monitoring and the administration of first aid.

Care and supervision of students may be found on page 18 of the 2013 AZC Policies and Procedures document.

CHEMICAL SAFETY

In implementation of the Occupational Health and Safety Regulation 2001, the

Al Zahra College will ensure that:

- satisfactory systems and procedures are in place to secure a safe and healthy working and learning environment for the duty of care of all staff and students.

- staff are trained to be familiar with the possible health effects of hazardous substances used in the workplace and maintain a high level of awareness of health and safety issues.

- safety equipment and systems are provided, monitored and maintained.

- monitoring and review of the working environment occur regularly.

- Chemical safety may be found on page



19 of the 2013 AZC Policies and Procedures document.

CHILD HEALTH NURSE

If the teacher considers, as a result of class observations, that a student needs to be tested by the Child Health Nurse, they should discuss this with the Education Director and submit Procedure for student referral to Community Health Services

The class teacher will:

- identify the problem or problems of student;
- complete the relevant section of referral form; and

- contact the parent to discuss the child's problem and ensure the parent signs consent on the referral form.

The completed and signed form is returned to the class teacher by the parent. The form is then sent to the South East Area Health Service.

Child health nurse may be found on page 21 of the 2013 AZC Policies and Procedures document.

CHILDHOOD INFECTIOUS DISEASES

This policy includes symptoms, prevention methods and any quarantine requirements where children will need to stay at home. Infectious diseases included in the policy are:

- Chicken Pox
- Conjunctivitis
- Gastroenteritis
- German Measles
- Glandular Fever
- Head Lice

- Hepatitis A
- Impetigo
- Influenza
- Measles
- Meningococcal Disease
- Molluscum
- Contagiousum
- Mumps
- Scabies
- Ringworm
- Scarlet Fever
- Slapped Cheek
- Whooping Cough
- Hand Foot and Mouth Disease

Childhood infectious diseases may be found on page 22 of the 2013 AZC Policies and Procedures document.

CHILD PROTECTION POLICY

All staff members at the college need to be familiar with the college's child protection policy. The focus of the policy is:

- The protection of children in our care.
- Responding to

suspicions/allegations of abuse or neglect. The procedures followed by the College must accord with current legislation. Child protection policy may be found on page 26 of the 2013 AZC Policies and Procedures document.

COMPLAINTS/ GRIEVANCE PROCEDURES

A grievance may be about any act, omission, situation or decision that you think is unfair, discriminatory or unjustified. Our grievance procedures are confidential, impartial, free from repercussions and timely.

Complaints/grievance procedures may be found on page 42 of the 2013 AZC Policies and Procedures document.





2013 AZC Policies and Procedures document.

Duty of Care

All staff have the responsibility of 'Duty of Care' for the students of Al Zahra College during school hours. That is, inside the classrooms, in the playground and on excursions.

Duty of care may be found on page 48 of the 2013 AZC Policies and Procedures document.

EMERGENCY MANAGEMENT

The effective and efficient management of emergency incidents is critical to the safety and wellbeing of students, staff and college visitors, as well as essential in minimising damage to college property.

towards perceptive understanding, mature judgement, responsible self-discipline and moral autonomy.

■ Develop the ability to make responsible decisions and accept responsibility for actions.

■ Specifically, to develop: self-discipline; self-esteem; respect for others; respect for own and other people's property; tolerance; and an understanding of the difference between reality and fantasy (as influenced by media).

An emergency management plan has been developed detailing evacuation procedures, lockdown procedures, emergency exits and first aid stations.

Emergency management and Emergency



management plan may be found on pages 57 and 58 of the 2013 AZC Policies and Procedures document.

LEADERSHIP, SERVICE AND SERVICE LEARNING

This policy outlines leadership opportunities, service and charitable support opportunities. Completed and sustained service contributions will be acknowledged in student progress reports and contribute to the Annual Leadership, Service and Service Learning Awards.

Parent grievance may be found on page 81 of the 2013 AZC Policies and Procedures document.

Leadership, service and service learning may be found on page 72 of the 2013 AZC Policies and Procedures document.

PARENT GRIEVANCE PROCEDURE

In the case of a parent wishing to follow through a grievance, four steps are outlined and parents are encouraged to follow them for prompt resolution.

Parent grievance may be found on page 81 of the 2013 AZC Policies and Procedures document.



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DEFENTION
Each year, teachers will be assigned to detention duty each procedural fairness. students can only be placed on lunch-time detention by the AZC Discipline Committee. Teachers may impose "time out" during lunch time at their discretion over minor classroom incidents. Teachers would be expected to supervise these students themselves. All students placed on a formal detention will have a note sent home by the Education

Director explaining the duration and reason for the detention. Detention will provide an opportunity for students to reflect on their behaviour so that inappropriate actions can be avoided in the future.

DISCIPLINE

The discipline policy has been developed with the following purpose:
■ Guide individual development

IMPROVEMENT TARGETS

2013 ACHIEVEMENTS

CURRICULUM

Several key developments and improvement targets were addressed in 2013.

With the successful establishment of Year 7 in 2010, Year 8 in 2011 and Year 9 in 2012, the inaugural Year 10 class commenced lessons in February 2013.

EARLY YEARS LEARNING

In AZK we emphasised the importance of ongoing improvement and high quality by updating our Quality Improvement Plan to meet the National Quality Standards.

When AZK underwent their assessment and rating visit in July 2013, we were pleased to achieve and exceed the National Quality Standard.



quality leadership and community involvement.

Activities for gifted and talented students were also implemented in 2013. The program includes club activities and participation in appropriate competitions, such as 'Tournament of the Minds'.

STAFFING

In 2013, AZC invested in extra human resources in order to support and enhance the development and implementation of the educational programs.

Staff professional development continued in 2013, with a particular focus on literacy, quality teaching,

and DP for all our staff, both online, in school workshops and IB Conferences, with a particular emphasis on literacy.



Paraprofessionals provided assistance and support in implementing the literacy program.

INFORMATION TECHNOLOGY

AZC continued to train and encourage its community to make the most out of our IT resources. We introduced

new software and an App in order to further enhance communication within the AZC community.

MAJOR CAPITAL WORKS PROGRAM

In 2013 AZC successfully completed Stage Two of the 'roof project' by preparing and furnishing the six classrooms for the Second Stream Primary.

2014 TARGETS

The year 2014 will be an important year in the growth and development of the College. There are

always opportunities to further enhance the existing learning experiences of the students. The College

has appointed Mr Bruce Handley as the Principal for 2014 having previously worked since 2011 as Principal of the Australian School of Abu Dhabi.

SENIOR STUDIES

2014 will see the first senior class of Al Zahra College as students commence Year 11 studying the International Baccalaureate Programme and we aim to set a good foundation for the



Diploma Program. These students will be the first Year 12 graduating students at the College when they complete their studies in 2015.

TEACHING AND LEARNING

In 2014 the College will, for the first time, be teaching three International Baccalaureate Programmes from Kindergarten to Year 11. It is also the year where there will be significant changes in the Middle Years Programme (MYP) as the MYP-Next chapter is introduced in September. Next chapter changes represent an evolution of the current programme, with innovation in

terms of external assessment and further development of the programme as part of the IB continuum of international education. Staff across the College will be involved in continual professional development to ensure that the quality of teaching and learning remains high and the students are actively involved in their learning. Opportunities to develop partnerships with AISNSW will be explored as funding arrangements and previous programs are no longer available under the new funding arrangements. Learning support will be an area of focus, providing students who have difficulty

with their learning additional support as well as extending those students who are performing at a higher level.

IT AND COMMUNICATION

AZC will continue to provide IT facilities to the staff and students that assist in them in their teaching and learning. Current facilities will be evaluated

and necessary improvements continually made. Staff will be encouraged to use technology as an effective tool in their classroom and students will also develop their skills in the use of technology in their learning. Technology will also be utilised to ensure that there is effective communication between the College and parent community and that parents are well informed regarding what is occurring in the College.

RESPECT & RESPONSIBILITY

PARLIAMENT

Parliament sessions were run every second Wednesday of lunchtime. Parliament ministers and shadow ministers had meetings with the Parliament Supervisor (Lisa) on off-parliament session Wednesdays.

BILLS

Only one Bill was passed *The Crunch n Sip Bill*. This Bill resulted in Crunch and Sip being a mandatory part of the school day for all K-6 classes. A few other Bills were debated in Parliament and a couple passed by both parties, however, were not approved due to them requiring



significant changes in the school and this could only be approved by the Head of school. These bills included:

- A Bill to allow students to come late to school in last week of Ramadan (Layal al Khaif).
- A bill to allow for students to raise funds for various purposes. This was rejected due to need to establish stricter guidelines for fundraising.
- A bill to ensure that only Year 6 students were given positions in parliament in all future years. Although this was not passed.

QUESTION TIME IN PARLIAMENT

There were many sessions of Question Time in Parliament where Class Captains from Years 1 to 6 as well as the shadow ministers asked the Government Ministers questions and gave requests for them to organise various activities and things in the school.

ACTIVITIES

There were mainly activities and initiatives rather than Bills during 2013 AZC Student Parliament, as 2011 had seen the introduction of 10 Bills. The activities/initiatives of 2013 parliament included:

- A Learner profile lunchtime club run by both the Government and Opposition Ministers for Values and Citizenship as well as both Government and Opposition Communication ministers.
- There was a tree planting day run by both Environment ministers.
- Composting Bins

were distributed to each classroom to start composting awareness. A compost Bin was going to be purchased in January 2014 if composting bins were working in the classroom.

- There was a K-2 girls Yoga Class once a week run by the Shadow Health and Arts Ministers.
- There was an informal lunch Drama Club set up by Leader of Knowledge Party. This was for fun only and not leading to a performance.
- There were Ramadan Activities in the Inquiry Centre run by all ministers.

HARMONY AND DIVERSITY

HAI

2013 was the second year Al Zahra College ran the Hai program for students. Hai is a ritual representing the prophet Ibrahim's devotion to Allah and, as an example of shared beliefs between Muslims, Jews and Christians, promotes harmony and diversity.

FUNDRAISING

Students carried out several humanitarian initiatives over the year, such as fundraising for Jeans for Genes day, the children's hospital and other charities, demonstrating respect, responsibility and international-mindedness.

HUAB

This year's Hijab celebration was a very special event celebrating the birth of our Lady, Fatima and International Women's Day. Year 4 teacher, Michelle Ryan, is to be congratulated, not only on her commitment and organisational skills, but also for demonstrating deep understanding and support of the Islamic ethos of our school. The girls had a very good time.

SURF SCHOOL

2013 marks the fifth year Al Zahra College students have taken part in surfing at Cronulla Beach.



- There was a lunchtime physical games and fitness club run by the Leader of the Knowledge Party.



COMMUNITY FEEDBACK

FINANCIAL SUMMARY

Due to the low number of responses to last year's survey, parents this year were instead encouraged to meet on a regular basis and become involved in decision making processes. Community members were also involved more than usual given the unique situation as well as their necessary involvement in the IB authorisation and Board of Studies registration processes. Several meetings took place where parents provided feedback and this helped the school select and implement strategies for development and improvement.

Parents and resources, both material and human, were a major topic of discussion and concluded in the employment of Bruce Handley as the new school leader.

of the History syllabus in the IB program were also highlighted for further consolidation.

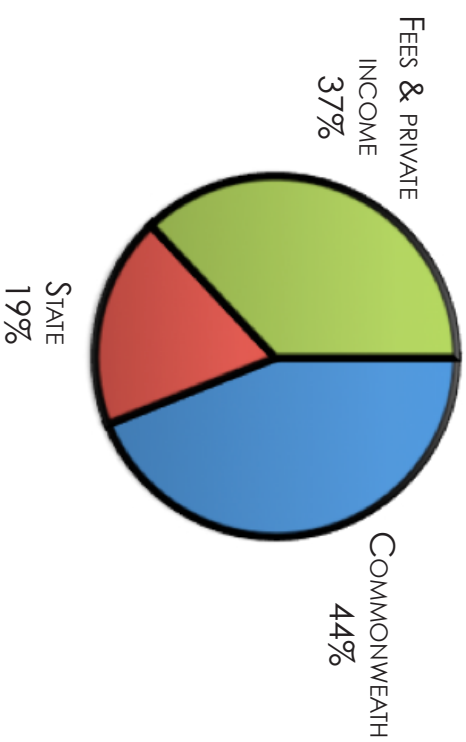
Maintaining Islamic values and ethos as the high school moved to a co-educational platform was also addressed and the provision of elective subjects suitable for both boys and girls will continue to be reviewed in 2014.

Parents also showed support for achieving a high standard of Arabic language learning, particularly in early years, to set a good foundation for the Diploma Program requirements.

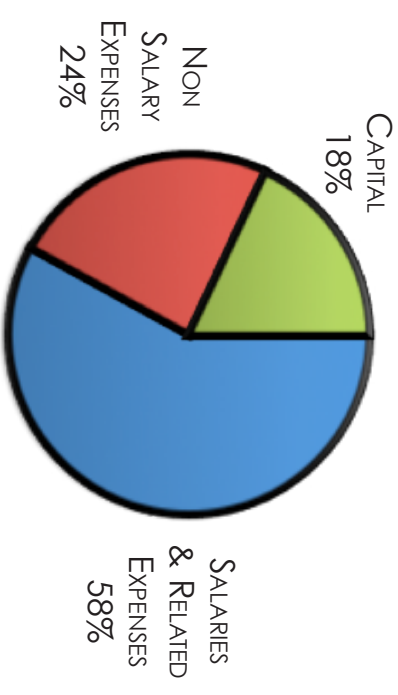
The two components



2013 INCOME



2013 EXPENDITURE





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Al Zahra College is a coeducational IB World School that commenced in February 1998 to provide alternative education options for the growing Muslim community in Australia.

The College presently caters for students from Preschool to Year 10 (with an additional secondary year group planned each year).

Al Zahra College provides a learning environment in which each student is able to develop an understanding and respect for his or her own cultural background and take pride in whom he or she is. Consequently, the ability for students to respect other cultures is strengthened.

Al Zahra College is authorised to offer the Primary Years Programme (PYP) and the Diploma Programme (DP). AZC is also a Candidate Middle Years Programme (MYP) school.

2013 ANNUAL REPORT