AL ZAHRA COLLEGE

2014 ANNUAL REPORT

AL ZAHRA COLLEGE 2014

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 11. The College motto Faith, Knowledge, Wisdom promotes, in all students' endeavors, 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 and authorized 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.

CONTENTS

2014 COLLEGE STAFF

EXECUTIVE

- HEAD OF SCHOOL Mr Bruce Handley — Dip Ed, B. Sc
- HEAD OF PRIMARY SCHOOL Dr David McGregor — B.A, Dip Ed, M.Th., D.A
- DP COORDINATOR Mrs Rana Al Naji — B.A English Lit
- MYP COORDINATOR Mrs Johanna Wilkins Bennett — B. CA, B. AA, Dip Ed
- PYP COORDINATOR Mrs Angela Iliadis — M. Ed, Dip Ed, B.A, Grad. Cert. Tesol

PRESCHOOL STAFF

- DIRECTOR Mrs Merna Mustapha — DIP. Children's Services
- EARLY LEARNING TEACHER Mrs Amber Mancuso — B.Ed(Hons)
- CHILDCARE WORKER Mrs Faatemah Mokachar — Certificate III in Children's Services
- CHILDCARE WORKER Miss Zainab Jaber — Certificate III in Children's Services
- CHILDCARE WORKER Aamenah Mokachar — Certificate III in Children's Services

TEACHING STAFF

- KINDERGARTEN Ms Sarah Ireland — B. Ed, B.A
- KINDERGARTEN Ms Lisa Sadruddin — Dip. Teach
- YEAR ONE Ms Michelle Ryan — B. Ed
- YEAR ONE Ms Claire Culley — B. Ed
- YEAR TWO Ms Fatima Kazan — B. Sc Psychology M. Teach
- YEAR TWO Ms Susan Alaouie — M. Ed, B.A
- YEAR THREE Ms Kathy Malamas — B.A, Dip Ed
- YEAR FOUR Ms Zainab Boussi — B. Ed
- YEAR FIVE Ms Joanne Stanton — B. Ed
- YEAR SIX Ms Ruth Hulbert — B. Ed
- ISLAMIC STUDIES (P) Ms Ashrafi Pogalva — M. Teach (Primary), B. A Ed, Sociology
- ISLAMIC STUDIES (S) Dr Sukaina Rizvi — Cert. Ed, M. Ed, M. Teach, PhD
- ARABIC Mr Jaafar Baalabaki — B. Teach, B. A
- ARABIC Mr Mohammed Al Moail — B. A, M. A, Dip Teach
- ARABIC Ms Eman Dyab — M. P Ed, B.A Comp S.C
- SCIENCE Mr Khalil Cheik Hussein — B. Sc, Dip Ed
- PDHPE Ms Joanne Kane — B. A, Dip Teach
- MUSIC Ms Lisa Russell — Dip. Arts Music, B. Music, Grad Dip Edu Secondary
- MATHS Mr Richard Wong — B. Eng, B.A, B.A, B. Sc, Dip Ed
- ENGLISH Ms Esrah Pratt — B. A, B Teach Secondary
- HSIE Ms Kother El Rida — B.A, B.Ed
- VISUAL ARTS Ms Terry Fahy — M. ICT Ed, B. A Ed
- Design & Technology Ms Johanna Wilkins Bennett — B. CA, B. AA, Dip Ed

NON-TEACHING STAFF

- LIBRARIAN Ms Wendy Wu — B. Lib, M. Lib
- SPEECH PATHOLOGIST Margret Goodwin — B. A Sc Speech Pathology
- SCHOOL COUNSELOR Leila Osmani — B. Ed, B Psychology Hon
- INFORMATION TECHNOLOGY Mr Izzy Pooloo
- ENROLMENT OFFICER Mrs Anaya Matar
- CLERICAL OFFICER Mrs Aminah Assaf
- BOOK KEEPER Mrs Mary Valera
- MAINTENANCE Mr Hassan Salim

AZC COLLEGE ACHIEVERS

FATIMA MUSTAPHA

Mayoral Award for Student Excellence

MARIAM MOURAD

Parliamentary Citizenship Award

WARDE ROSE KDOUH

Al Zahra College Spirit Award

HASSAN AL GHARIB

Al Zahra College Spirit Award

MARIAM MANSOUR

Imam Ali Scholarship Award

NAPLAN

The National Assessment Program Literacy and Numeracy (NAPLAN) 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 50minutes long and students are to be congratulated for their efforts and determination.

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

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

TESTING AREA	% OF STUDENTS AT OR ABOVE NATIONAL STANDARDS: YR 3	% OF STUDENTS AT OR ABOVE NATIONAL STANDARDS: YR 5	% OF STUDENTS AT OR ABOVE NATIONAL STANDARDS: YR 7	% OF STUDENTS AT OR ABOVE NATIONAL STANDARDS: YR 9
Reading	100	100	96	100
Writing	100	100	96	90
Spelling	100	100	100	90
Grammar	100	100	100	100
Numeracy	100	100	96	100

PROFESSIONAL LEARNING & TEACHER STANDARDS

Professional Learning

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

- Mathematics, English and Science Syllabuses Familiarisation course
- Languages in Primary
- Literacy Planet Workshop
- Child Protection Policy and Procedures
- Duty of Care
- PYP Induction
- PYP Regional Workshops
- Effective strategies for improving students motivation and behaviour conference
- Pd4Maths
- Anti- Bullying Workshop
- Differentiation in the PYP and MYP
- IB Network Meetings
- AIS NSW AGM

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.

TEACHER STANDARDS	
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 (AEI-NOOSR)	22
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 (AEI-NOOSR), but lack formal teaching qualifications	1
Teachers Employed in NSW before October 1 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	23

Teacher Attendance and Retention

The average rate per member of teaching staff in 2013 was 95.00%.
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 2013 continued to 2014 was 78.09%.
The teaching retention rate is measured as the percentage of teachers who continued to be employed at Al Zahra College from the 2013 to 2014 academic year relative to the total number of staff in 2013

STUDENTS

2014 ENROLMENT AND ATTENDANCE		
	ENROLMENT	ATTENDANCE
Primary		
Kindergarten	39	
Year 1	42	98.30%
Year 2	37	82.50%
Year 3	25	94.00%
Year 4	30	95.70%
Year 5	30	96.40%
Year 6	28	95.10%
Primary Total	231	
Secondary		
Year 7	28	97.40%
Year 8	34	98.90%
Year 9	10	96.00%
Year 10	19	96.80%
Year 11	10	
Secondary Total	101	
School Total	332	95.00%

ENROLMENT 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 Headmaster 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 Headmaster.

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 Enrolments

First Day of Term 4: 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 & Secondary School Enrolments

1 March: The point at which we process the applications for Kindergarten and the Secondary School. Parents will be advised of screening and interview dates which will occur in April and May. Enrolment offers will be made in Term 3.

Other Enrolments

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 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 Headmaster 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 Academy;

- children who attend the AZC Preschool (Al Zahra Kingdom); and

- 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

Class ages are as follows:

Kindergarten	5 years-old	Year 7	12 years-old
Year 1	6 years-old	Year 8	13 years - old
Year 2	7 years-old	Year 9	14 years-old
Year 3	8 years-old	Year 10	15 years-old
Year 4	9 years-old	Year 11	16 years-old
Year 5	10 years-old	Year 12	17 years -old
Year 6	11 years-old		

Student Records from Other Schools

Al Zahra College requires student records from the applicant's previous school before any student is accepted. These records include reports, transcripts, results of standardised tests and any reports by a counsellor or 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.

Finance

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 Headmaster 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 academic year is divided into two semesters:

First Semester: January - June   Second Semester: July - December

ANNUAL TUITION FEE	DEPOSIT DUE 1 OCTOBER, 2013	SEMESTER 1 FEES DUE BY January 2014	SEMESTER 2 FEES DUE BY July 2014
$3,800	*$800*	*$1,500*	*$1,500*

Families with 2 Children Enrolled K-11

ANNUAL TUITION FEES	DEPOSIT DUE 1 OCTOBER, 2013	SEMESTER 1 FEES DUE BY January 2014	SEMESTER 2 FEES DUE BY July 2014
$7,000	*$1,000*	*$3,000*	*$3,000*

Families with 3 or 4 Children Enrolled K-11

ANNUAL TUITION FEES	DEPOSIT DUE 1 OCTOBER, 2013	SEMESTER 1 FEES DUE BY January 2014	SEMESTER 2 FEES DUE BY July 2014
$10,500	*$1,500*	*$4,500*	*$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 & field trips
- Educational assessment by outside specialist
- Some extra-curricular activities
- Canteen requirements
- 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 2014 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 2014 AZC Policies and Procedures document.

Anaphylaxis

Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. Up to two percent of the general population and up to five percent 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 2014 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 2014 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, lunchtime monitoring and the administration of first aid. Care and supervision of students may be found on page 18 of the 2014 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 is 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 of students may be found on page 19 of the 2014 AZC Policies and Procedures document.

COLLEGE POLICIES continued...

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 Head and submit the appropriate form.

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 2014 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
- German Measles & Measles
- Glandular Fever
- Head Lice
- Hepatitis A
- Impetigo
- Meningococcal Disease
- Molluscum Contagiosum
- Mumps
- Scabies
- Ringworm
- Scarlet Fever
- Slapped Check
- Whooping Cough
- Hand Foot and Mouth Disease

Childhood infectious Diseases may be found on page 22 of the 2014 AZC Policies and Procedures Document.

COLLEGE POLICIES continued…

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 2014 AZC Policies and Procedures document.

Complaint/Grievance Procedures

A grievance may be an act, omission, situation or decision that you think is unfair, discriminatory or unjustified. Our grievance procedures are confidential, impartial, free from repercussions and timely. Complaint/grievance procedures may be found on page 42 of the 2014 AZC Policies and Procedures document.

IMPROVEMENT TARGETS

2014 ACHIEVEMENTS

Senior Studies

The first intake of IB Diploma Students started at AZC in 2014. This was a significant achievement as the students starting Year 11 would be all pursuing the International Baccalaureate Diploma as an internationally recognised qualification. Teaching and learning Programs, Resources, Assessment Plans and IB Diploma Training for Staff were all implemented.

Teaching & Learning

2014 was the first time in the history of AZC that we had students enrolled in all of the International Baccalaureate programs: PYP, MYP and DP. This meant that students from Pre-School to Year 11 were receiving an internationally recognised education, whilst still meeting the requirements of the NSW BOSTES. The aim of all IB programmes is to develop internationally minded people who, recognising their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. At AZC we strive to develop students that are: Thinkers, Knowledgeable, Open-Minded, Risk-Takers, Balanced, Principled, Caring, Reflective, Communicators and inquirers.

IT and Communication:

The school implemented Digital classroom resources such as: Schoology, Literacy Planet, Study Ladder, Sunshine Online and Managebac to bring teaching and learning into the 21st Century. Classes continue to incorporate Computers, Tablets and Interactive Whiteboards in teaching and learning activities. A BYOD policy was implemented for older students allowing them to bring in their own electronic devices to assist them in their learning. Digital communication included a parents portal, the Principal's Podcast, Twitter account, digital primary parent bulletins, announcement via bulk SMS, AZC YouTube channel, Managebac to support the implementation of the IB Diploma Programme and a staff intranet site for storing documents, documenting events and displaying staff announcements. All of these initiatives will be built upon in 2015.

2015 TARGETS

1. **Senior Studies:**

   - Continue to train staff in IB Diploma Standards and Practices.
   - Review IB DP Scope and Sequences.
   - Continue implementing the IB Diploma in order for our first cohort of students to graduate.

2.   **Teaching and Learning:**

   - Introduce staff to the NSW BOSTES History syllabus.
   - Train staff in BOSTES and IB History requirements.
   - Review current scope and sequences to incorporate the new requirements.
   - Develop a learning continuum for literacy that complies with BOSTES and IB requirements.
   - Review and update learning support arrangements for students.
   - Allocate mentors for selected students.
   - Train teaching staff in all three IB programmes through in-school, on-line and regional IB workshops.
   - Review Scope and Sequences across P-12.
   - Review and update assessment and reporting procedures across the school.

IMPROVEMENT TARGETS Continued

3. <u>**IT and Communication:**</u>

- Utilise Study ladder as a teaching and learning resources at home and school.
- Look at ways of further utilising email and bulk SMS as a means of communicating with families.
- Introduce Sentral as a school management system for communicating with staff, keeping student records, tracking student progress, creating student reports etc.
- Create Digital bulletins to inform families of IB programs.

4. <u>**Strengthen links to the community:**</u>

- Host regular special assemblies in the school hall and invite the community to attend.
- Give staff and students access to Arncliffe library.
- Participate in NSW IB Network events.
- Participate in harmony day activities with other schools.
- Hold an open day and invite members of the community into the school.

RESPECT & RESPONSIBILITY

HARMONY AND DIVERSITY

Haj

The students of Al Zahra College participated in the 3rd Annual Haj Program. Each year at the same time as the haj pilgrimage is taking place on the other side of the world the students reenact the pilgrimage in our own school playground. Haj 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

Throughout 2014 Al Zahra College students participated in several humanitarian initiatives over the year, such as fundraising for Daffodil Day, Footy Colours Day, Jump Rope for Heart (Heart Foundation) and Jeans for Genes day, demonstrating respect and responsibility and international mindedness.

COMMUNITY FEEDBACK

In 2014 parents were given many opportunities to meet with the teaching and executive staff to provide feedback on the school and to assist in planning for the future.

The major points raised were:

That parents were happy with their children receiving an IB education, but would like to see more learning support strategies put in place for identified students.

Parents were happy with the information sessions held at the beginning of the year and enjoyed having the opportunity to meet their children's teachers.

A number of parents wanted to see a greater emphasis placed on community involvement in Islamic Events.

Parents were happy with new communication strategies being put into place such as emailed bulletins, bulk SMS, the Principal's podcast, PYP matters magazines, Parent Bulletins etc.
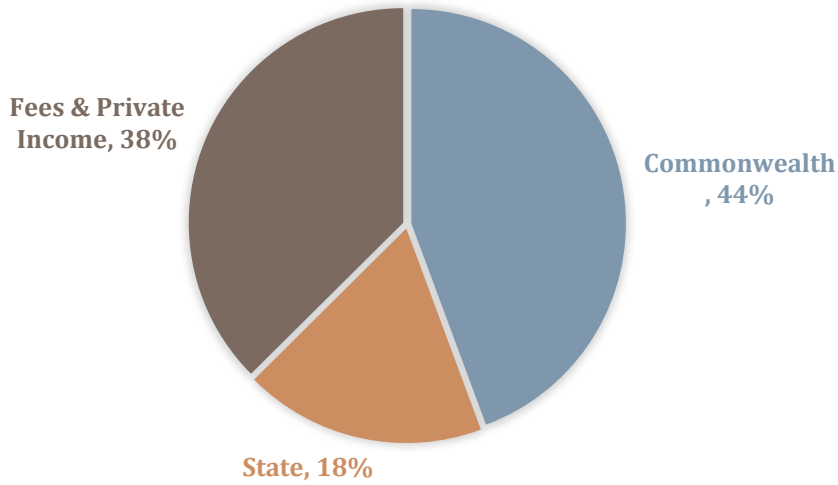
Parents enjoyed receiving information regarding strengths and goals for each student on primary school reports.

Parents were happy seeing the high school expand into Year 11 and were happy to see staffing and resources being allocated to cater to the growth.
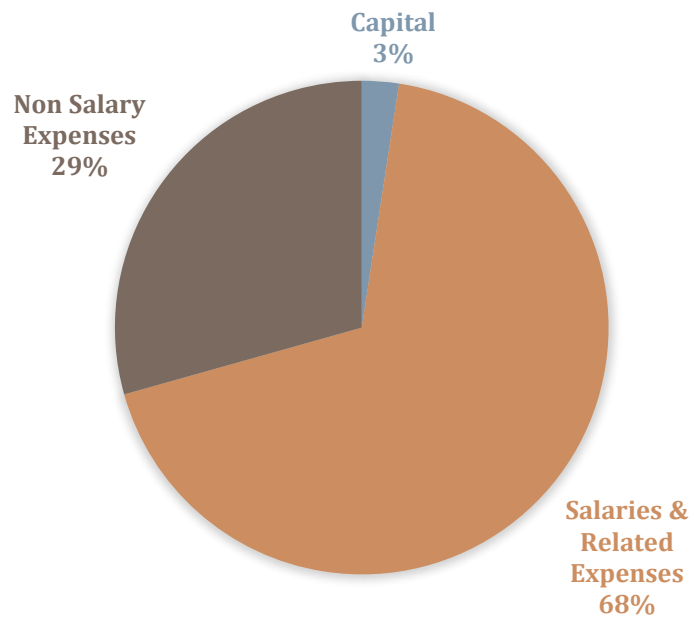
FINANCIAL SUMMARY

2014 INCOME

Fees & Private Income, 38%

Commonwealth, 44%

State, 18%

2014 EXPENDITURE

Capital 3%

Non Salary Expenses 29%

Salaries & Related Expenses 68%

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