

**ANNUAL REPORT FOR KOINONIA CHRISTIAN ACADEMY**  
**For the SCHOOL YEAR 2021**

**INTRODUCTION**

Koinonia Christian Academy was established in Bourke in 1980 as a ministry arm of the local Assemblies of God Church. Since this church ceased local operation, it has been linked to the Full Gospel Family Fellowship Church in Bourke, a member of the Apostolic Churches of Australia. The school is open to families of all Christian denominations, without ethnic bias, who have a faith in our Lord Jesus Christ, and who express that faith by regular involvement in their local church. Students from non-church families are also accepted after an interview with parents, and their willingness to comply with school standards. Enrolments at the end of the year stood at 21 students.

The school, being only small, provides a family atmosphere where older and younger students work and play together in harmony, and where committed Christian staff members have the opportunity to relate to students individually, and to model Christian values. To assist in fulfilling curriculum requirements, we use the Accelerated Christian Education (ACE) programme, which ensures that Biblical values are the basis of all students' learning. The outcomes for each subject are in compliance with the NESA syllabus outcomes. It is also a personalized programme, which allows students to be placed at their own particular level of achievement, and advance at their own rate of learning. This allows for one-on-one attention from staff, and provides the assurance that students are achieving good learning outcomes.

Koinonia Christian Academy is registered by the NSW Education Standards Authority (NESA) from K to Year 10. Our 5-yearly registration by NESA is approved from 2021 to 2025. The ACE core programme is academically excellent but does not prepare students for the State Record of School Achievement. Students are issued with an equivalent certificate from our Educational Authority, Southern Cross Educational Enterprises, and on the occasions that we are registered to Year 12 students sit the SAT, a Universities' Entrance Test. Their resultant score in this is given an equivalent Tertiary Entrance Ranking by the Universities' Admissions Centre.

As well as the core subjects of English, Mathematics, Science, HSIE, the school offers PDHPE, Visual Arts, Singing and Drama, Technology, Computer Studies, and Biblical studies. Christian growth and character development have a high priority, as the Academy aims to give training in Leadership, and to develop Godly character, healthy moral attitudes, self-discipline and direction in life. Our school chaplain offers pastoral care. Pride and loyalty to God and Country is emphasized by continual use of our National Anthem, pledges to God, Flag and Country, and instruction in Australian Studies. The Academy has a Flagpole courtesy of the Australian Government to aid in this purpose.

There is a strong emphasis on the development of good literacy and numeracy skills throughout the school, and a special time is allocated during each week for this task. Students are supervised in the use of computer programmes such as 'Readmaster' and 'Reading for Literacy', as well as Maths programmes, to help with the goal of having no student leave the school without highly developed skills in these two essential areas. We also put students on a Typing programme to develop their skills in this area, and help prepare them for the online NAPLAN. We also use the Minilit and Multilit Programmes for our Primary students to increase their English skills.

The school has a Library stocked with both Reference and Literature books. It also has access to the local town library. The school also has a computer area with a variety of computer programmes to aid in student learning, and has internet access. Another specialist room is a visual arts room. We also have musical equipment (keyboards, drums guitars and percussion instruments), as well as sewing machines.

As part of safety procedures, the buildings are fitted with fire extinguishers and smoke alarms, and we have a fire safety exit strategy, as well as an emergency incident strategy in place. There is a separate Chemical Safety Storage area which also adds to the safety aspects of the school.

Koinonia Christian Academy, as well as having strong links with the Full Gospel Family Fellowship Church, a member of the Apostolic Churches of Australia, has membership with the Christian Schools Association (CSA). It is also a member of The Association of Independent Schools of NSW (AIS), from which we receive input and assistance.

### **MESSAGE FROM SCHOOL BOARD**

The Academy is operated by the Board of the Koinonia Christian Academy Incorporated comprising representatives of the Pastoral Team, and Staff. Members of the Board, including the Principal, annually complete a declaration of fitness to fulfil their duties as prescribed under the Education Act 1990 (NSW) as amended by the Education Amendment (non-Government Schools Registration) Act (NSW) 2004. The Board wishes to express via the medium of this report its continued satisfaction with the progress made by the Academy in its over 41 years of operation. It commends the professionalism and care provided by staff in administering the curriculum and using the ACE programme. Further, the Board confirms its commitment to providing biblically-based education for students in the ethos of an independent Christian school. This continues to provide an alternative for those parents who desire to exercise their right of choice in this matter.

### **SCHOOL ACHIEVEMENTS**

Part of our programme for secondary students is preparation during the year for the South Pacific Student Convention, in which students throughout the states of Australia, as well as students from various South Pacific countries, who use the ACE programme, gather for a week of friendly competition in the areas of Academics, Athletics, Art/Craft, Photography, Music and Platform Performance. Our secondary students regularly attend this Convention, which, unfortunately has been cancelled again this year due to COVID-19. Hopefully next year our students will be able to participate again, as it's a very worthwhile programme.

### **SCHOOL INITIATIVES**

Unfortunately, we had to give the MS Readathon a miss this year. However, money has once again been raised for Missions. Through these initiatives, we try to encourage our students to be outward-focused on the needs of others.

### **SIGNIFICANT PROGRAMMES**

Because our school is geographically very remote, and in a low socioeconomic area, we receive extra funding from the Australian Government, which is aimed at reducing disadvantages due to these factors.

Unfortunately, because of the COVID-19 problem, we couldn't do any out of Bourke excursions this year, or be visited by Outback Patrol, with various presenters. However, before the lock-down we took the students to the Percy Hobson mural on the Water Tower at the south end of Tarcoon Street joining community members to place their handprints at the bottom of the Mural.

We were also able to have a visit from the Life Education's Healthy Harold van where students were instructed, and participated in health activities.

The President and Principal were able to attend the NSW Christian Educator's Conference at Wyee, which was a worthwhile occurrence.

Because of the stay-at home advice from the Premier, during the COVID period the school staff did remote learning with the students using ZOOM, and the ACE PACE's (units of work), until the lock-down was over.

This year, our school was also able to participate in the ANZAC Day march and service at the town War Memorial, as it was before the lock-down period. We were also

able to participate in the Remembrance Day Service at the War Memorial on the 11<sup>th</sup> of November.

May events-All staff were involved in a Live Life Well Webinar. Also our K-2 students participated in the online National Simultaneous Story time activities. One of our students also participated in the CWA Public Speaking Competition.

After the lockdown was lifted staff and students enjoyed a river cruise on the Jandra Paddle Boat. We were also able to have an ex-student with an Arts Degree to do ceramics classes with our students. The students who made Honour Roll, which is for those who meet certain requirements, were also able to do their special out of school activities.

As an outreach to the Community, at the end of fourth term our students usually visit Rivergum Retirement Village and bless the residents with musical items and Christmas Carols, which they enjoy. As a safety precaution, this year we did a video of the students performing their items, and a staff member delivered the video to Rivergum.

## **SCHOOL PERFORMANCE IN STATEWIDE TESTS AND EXAMS**

### **NAPLAN SCORES FOR YEARS 3, 5, 7, 9**

Koinonia Christian Academy students participated in the NAPLAN Literacy and Numeracy testing to assess students' learning and to be able to compare performance against national benchmarks. The results of these tests in 2021 showed that our year 5 student achieved results above the national benchmark in all subjects, and the other 2 Year 3 students achieved average results. As we only had 3 students undertake the test, there was no comparative information.

## **SCHOOL STAFF**

All staff at Koinonia Christian Academy are committed Christians who are active members of their local church, who have agreed to participate in the overall development of the school in accordance with its ethos, aims and objectives, and who are committed to a Biblical worldview perspective.

As we are only a small school, we have two full time teachers (including the Principal), who have formal teacher education qualifications. The Principal, who is designated a Proficient teacher, has completed a Bachelor of Arts Degree and Diploma in Education through the University of NSW. Our other teacher has graduated with a Bachelor of Education- Primary teaching degree, which she completed online through Swinburne University of Technology, and has conditional accreditation.

To assist in the Learning Centre, there is also a full time staff member, who is a computer expert and is a great help in that area, as well as having completed all his schooling at Koinonia and knows the system extremely well. He has completed a Bachelor of Information Technology-Computing Studies, through the Open University, which helps students in the computer area.

We also have a part-time staff member who is indigenous, with many years of experience at Koinonia. Our school Chaplain is also indigenous. Another staff member has his Certificate IV in Assessment and Workplace Training, and has other related trade qualifications. All have done training to assist in administering the ACE programme, and have had over 10 years' experience with this individualized, self-instructional programme.

**Attendance and Retention of Staff.** All staff members have excellent attendance rates, and have been at the school for over ten years.

**Professional Development.** Staff members undertake Professional Development each year. Professional Development courses have included webinars on 1. Updates to the NSW Child Protection Legislation, 2. Understanding NSW Child Safe Standards, 3. NSW Child Protection Crossing Professional Boundaries. Also online governance training for our Board Members was undertaken during the year.

## **STUDENT POPULATION OF THE SCHOOL**

Student numbers at Census date: - 20 students were enrolled across Years K to Year 10. These students are from the Bourke/North Bourke townships, and surrounding district. This year almost 1/2 of our enrolment comprised indigenous students, and we have had a high percentage of these for many years. As previously mentioned, Koinonia Christian Academy is closely associated with the Full Gospel Family Fellowship, which has an indigenous Pastor (who is also the school Chaplain/Counsellor) and which outreaches to the local indigenous community of Bourke and surrounding towns. The Church and Academy hold to the Biblical truth that all men are created equal before God, and have a common ancestor. Therefore, there is no distinction between indigenous or non-indigenous peoples. We are committed to walking alongside each other, and to learning from one another as brothers and sisters in Christ, with a joint responsibility for the education of our children. Indigenous graduates from our school have gone on to further education, one now being a University lecturer, or hold down responsible jobs in the community.

The overall small enrolment numbers continue to reflect the ongoing economic conditions of Bourke. Many families were forced to move away from the area due to the severe and prolonged nature of the drought, which seemed to be over, but then returned continuing to effect the community.

**Post School Destinations.** As we are a small school, we don't always have graduates during the year. At the moment we are only registered to year 10, but one former graduate has successfully completed a course through the Open University and has a Bachelor degree in Information Technology-Computing Studies. Another former student has successfully completed a course at the University of NSW, Sydney, and has graduated with Honours with a Fine Arts Degree.

**Attendance and Retention Rates:** Overall attendance rates of students is good, all but a few absences due to acceptable reasons. The majority of students at Koinonia Christian Academy complete their secondary education.

**Management of Non-Attendance:** Parents are requested to notify the Academy, prior to the beginning of school, of absences or late arrivals. All absences from school, whether for a whole day, or any part of a day, including late arrivals, must be covered by a signed note from the parent stating the period of absence and the reason for the absence. All unexplained absences after a period of five days, will be followed up by the Principal with a letter or phone call to Parents requesting a reason for the absence and a note covering the absences.

## **SUMMARY OF SCHOOL POLICIES**

*(The complete Policies are available on request at the Academy).*

### **Enrolment Policies**

Enrolment is open to students without ethnic, racial or gender bias, whose parents show their commitment to the Christian faith by regular involvement in their local church. It is also open to other students who are agreeable to using the ACE programme in their studies, and abiding by the school rules.

Students need to:

- be prepared to apply themselves diligently to their work,
- participate in all appropriate facets of school life, including devotional activities and Biblical studies,

- submit to the school policies and obey the school rules,
- maintain a respectful attitude toward staff members and fellow students.

Their parents need to:

- sign the Parental Agreement accepting the School's Aims, Ethos, and Conditions of Entry,
- support the School's overall vision and policies as outlined in the School's Policy Statement,
- be supportive of staff in dealings with their children,
- agree to pay school fees as determined by the school. The school aims to keep these as low as possible so that they are affordable to our low socio-economic families.
- Provide an immunisation certificate for each child

### **Enrolment Priorities**

The normal priority for enrolment of students is:

- Children from families actively associated with Full Gospel Family Fellowship, Bourke and other churches in the community.
- Other students in order of application.

### **Gender Policy**

The school's enrolment policy does not discriminate between students on the basis of gender.

### **Role of School Board in Enrolment of Students**

The School Board is responsible for setting the enrolment policies, and is the final avenue of appeal in matters relating to it. It has allocated the general handling of enrolments to the school Principal.

### **Conditions of Enrolment**

For continuing enrolment, the following conditions need to be met:

That the parents/guardians will:

- Agree to allow the student to share fully in the life and programmes of the school, including devotional activities, Biblical Studies, Student Convention, and school excursions.
- Support the policies of the school and encourage their children to work to the best of their ability at all times, supervising required homework, and signing that it has been completed.
- Recognize that, although the Academy is registered by NESAs from Kindergarten to Year 10, and provides an excellent programme for their children's education, it does NOT lead to the granting of the NSW Record of School Achievement or Higher School Certificate (when we are registered to Yr. 12).
- Maintain a positive attitude to the school, particularly with their children. If there are issues which need to be discussed with the school, parents undertake to talk to the Principal and School Counsellor to resolve difficulties.
- Attend all school functions and interviews, and assist in publicizing the school and its programmes positively among friends.
- Undertake to provide the student with the correct uniform as approved by the school, including mandatory wearing of a school hat in keeping with the School's Sunsafe policy, and to ensure that the student comes to and from school neatly dressed in school uniform.
- Undertake also to provide any necessary books and equipment needed to enable the student to benefit fully from the education offered by the school.
- Ensure that children attend school on a regular basis, and reach school on time, travelling to and from school in a safe manner.
- Recognize that while at the school the student is expected to behave in a way that does not bring dishonour to the name of Christ, or bring disgrace to themselves,

their family, or the school, which includes total abstinence from the use of alcohol, tobacco, or other harmful drugs, and antisocial behaviour such as harassment or bullying of other students. It also involves respect for staff and other students, and also care of school property.

- Recognize that the Academy endeavours to maintain high standards of behaviour and discipline according to Biblical principles, and support the Academy's discipline policy, recognizing the right of the school to employ such discipline as is deemed wise and necessary for the student's development, and agreeing to uphold the school's authority and right to administer appropriate discipline in accordance with the policies of the school. NB This does **NOT** involve **corporal correction** as a form of discipline. However, it may involve detentions, and in extreme cases suspension or termination of enrolment for those students who commit serious breaches of school rules and policies, which will be at the Principal's discretion. It is also important to note that in such matters policies of Procedural Fairness will be followed.
- Ensure that school fees are paid each term after receiving the 30-day invoice. Beyond that time, a late payment administration fee may be levied. NB in cases where this policy may cause hardship, alternative arrangements may be discussed with the Administrator.
- In accordance with State requirements, undertake to provide the Academy with a copy of the student's Immunization Record, and agree to the administration of Panadol to their child if necessary.
- In addition, provide information to the school if their child/ren have problems with Asthma, what the known triggers are, and agree to staff administering asthma medication if the student needs assistance.

#### **Mobile Phone and Electronic Devices Policy**

Parents and students are advised of the Academy's policy requirements on Mobile Phones, iPods, and other communication/listening devices. As these devices are distractions, and can also be used for anti social purposes as well as cause a risk to students if inappropriately used, we require students NOT to bring them to school.

If there are extenuating circumstances, students MUST hand them in to staff to be kept in a secure place for the day. If used at school, they will be removed by staff, and given back to parents on request.

### **STUDENT WELFARE POLICIES**

Koinonia Christian Academy places a high priority on providing a safe and supportive environment for all of its students. School Policies address the areas of – *Security, Supervision, Codes of Conduct, Pastoral Care, and Communication.*

#### **Staff Code of Conduct**

All staff members who have direct contact with students must:-

- Agree to (and are subject to) screening, according to the requirements of the Commission for Children and Young People Act 1998, Ombudsman's Act 1974, and Child Protection (Working with Children Act) 2012.
- They are informed of their legal responsibilities and obligations relating to child protection, mandatory reporting, and the school's processes in relation to mandatory reporting under the Children and Young Persons (Care and Protection) Act 1998, Ombudsman's Act 1974, and Child Protection (Working with Children Act) 2012
- Make the Principal aware of any students who are perceived to be in danger of harm, so that they may be referred to the NSW Ombudsman, and DoCS as required by legislation.

- Maintain a professional but friendly relationship with students, providing an environment of encouragement and approval for them to develop and flourish, refraining from all forms of negative, bullying, or threatening behaviour, be it physical, emotional, verbal, or psychological. The goal always must be to promote positive outcomes in students by the use of positive motivation, goals and controls.
- Model appropriate Christian behaviour, dress, and language codes at all times.
- Treat students as individuals, respecting their cultural and individual differences.
- Maintain an acceptable standard of supervision and discipline both in the classroom and in the playground, always maintaining procedural fairness when dealing with student behaviour.
- Make the Principal aware of any children who are unresponsive to lawful directives or discipline.
- Provide an environment both inside and outside the classroom that is safe and free from harm, and in times of emergency, know how to keep the students safe both in the classroom, and elsewhere.
- Deal with students who are upset or who require medical attention in an acceptable fashion, and according to school protocol. Staff members are encouraged to attend First Aid Courses and to keep their Certificate current.
- Uphold the Academy's Sun Safe Policy which requires hats to be worn at all times while in the playground and at Sporting Events. Sunscreen also to be provided during Swimming sessions.
- Be involved in School Safety Audit, in order to keep the school environment safe for everyone.
- Be involved in completion of risk assessments for major changes to school routines, being especially vigilant when conducting off-campus activities such as excursions, camps, and inter-school activities/competitions held at alternative venues.

### **Senior Students Agreement**

Senior students are required to sign an agreement which recognizes their rights and privileges as students of Koinonia, but which also recognizes their responsibilities to:-

- Recognize the importance of reflecting Godly character in behaviour towards, attitudes to, and conversation with/about staff and fellow students,
- Provide a role model for younger students in behaviour, conversation, and dress,
- Obey all school rules and guidelines with a positive attitude, observing standards of safety practices,
- Wear full school uniform at all times, at school, and going to and from school,
- Avoid harassing and bullying behaviour towards fellow students.

### **Bullying and Harassment Policy**

Koinonia Christian Academy is committed to maintaining a school environment which is supportive, positive, caring of the students' every need, and free from harassment or bullying.

This is done firstly by presenting, discussing, and reinforcing positive character traits on a daily basis, and promoting a caring attitude among students in which the 'strong' take responsibility for protecting and nurturing the 'weak'. (See Senior Students Agreement)

Secondly, bullying behaviour is dealt with immediately by the staff member present at the time. If it is of a serious nature, or continues, the school Principal is informed, who asks the school Chaplain/Counsellor to counsel the student. At this point, parents are also notified, and may be called in to discuss the issue.

### **Sun Safe Policy**

Koinonia Christian Academy recognizes the importance to the student's ongoing health of protecting one's person from the harmful effects of the sun's ultraviolet rays. As Bourke has an extremely hot summer, this importance is emphasized. It therefore has

introduced the policy that students **MUST** wear a hat when outside. It also provides sunscreen for times such as Sports and Swimming afternoons, or Sports and Swimming Carnivals, when students will have prolonged exposure to the sun.

### **Critical Incident Policy**

The school is committed to assisting students who are traumatized through the death or serious injury of someone close to them, or through personal injury or emotional and physical stress and trauma. God's Word exhorts us to "Pray for one another, and come to the aid of those who are in distress." Our church Pastor, who is also the School Counsellor, will be involved with any issue involving trauma.

The Academy will:

- Seek to guarantee all students' safety during a traumatic incident.
- Pray for and with students, and encourage them to work through the incident, seeing it as an opportunity to grow emotionally and spiritually.
- Maintain close contact with parents or caregivers during the crisis, and obtain from them feedback as to the best ways to give support.
- Provide ongoing support after the incident.

### **Privacy Policy**

The Academy puts a high priority on Privacy, and undertakes to use any information obtained from individuals associated with the Academy in a lawful and appropriately relevant manner.

The type of information the Academy collects and holds includes personal information (including sometimes sensitive information) about:

- Pupils and parents and/or guardians before, during and after the course of a pupil's enrolment at the Academy
- Staff members, volunteers and contractors

The Academy generally collects and holds personal information held about students and their parents or carers by written forms, interviews, electronically via email, and telephone calls.

In some cases, the Academy may be provided with personal information about a student from a third party, e.g. a medical professional or reference from another school

#### How this information will be used:-

For pupils and their parents/carers: - The primary purpose of the information collected is to enable the Academy to provide schooling for the pupil, which includes satisfying both the needs of the parents and pupil throughout the whole period the pupil is enrolled at the school.

The information will be used to: -

- Keep Parents/carers informed about matters related to their child's schooling through correspondence and newsletters and verbal communication.
- For day to day administration
- Looking after pupils' educational, social and medical well-being
- Satisfy the Academy's legal obligations and allow the Academy to discharge its duty of care.

In some cases, where the Academy requests personal information about a pupil and the Parent/carer, if it is not obtained, the Academy may not be able to enrol or continue the enrolment of the pupil.

For Job applicants, staff members, and possible contractors: - The primary purpose of collection of information is to assess the suitability of the applicant, and if successful, to engage the applicant for the appropriate position. The information collected is for the purpose of: -

- Administering the individual's employment or contract
- For insurance purposes



- To satisfy the Academy's legal obligations, e.g. in relation to Child Protection Legislation
- In the case of Volunteers, personal information is obtained to enable the Academy and the volunteers to work together.

#### Who the Academy might disclose personal information to

The Academy may disclose personal information, including in some instances sensitive information to: -

- Another school for the purposes of transferring enrolment of the pupil
- Government departments
- Medical practitioners
- People providing services to the Academy, e.g. specialist visiting teachers or sports coaches
- Recipients of school publications, e.g. newsletters
- Anyone the Parent/carer authorizes the Academy to disclose information to. This is done after receiving written permission from the parent/carer. The Academy will not send personal information about an individual outside Australia without obtaining the consent of the individual, or otherwise complying with the National Privacy Principles.

Sensitive Information held by the Academy may include a person's racial or ethnic origin, religion and health information. This information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the parent/carer agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

#### Management and Security of Personal Information

The Academy's staff respect the confidentiality of our pupils' and parents'/carers' personal information and the privacy of all individuals connected to the Academy. It has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including secure storage of paper records and passworded access to computerised records.

The Academy will endeavour to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the Academy by contacting the Administrator or Principal of the Academy at any time. In accordance with the National Privacy Principles the Academy will not store personal information longer than necessary. When such information is no longer required it will be destroyed or de-identified.

Any parent/carer has the right to check what personal information the Academy holds about them or their children, and may do so at any time by contacting the Principal in writing or via personal contact.

This will normally be granted. However, there may be occasions where information will be withheld. These will include where release of the information would have an unreasonable impact on the privacy of others or where the release may result in a breach of the Academy's duty of care to the pupil.

If a third party requests information about a pupil or family member, this will only be given after the consent of the parent/carer has been requested by, and given to the Academy.

Further information about the way the Academy manages the personal information it holds can be gained by contacting the Principal.

#### **Evacuation Policy**

The Academy has in place evacuation procedures to be followed in case of emergency. Instruction is given to staff concerning the correct handling and use of fire extinguishers, and procedures to follow in different types of emergencies. Our aim is to practise these emergency procedures with staff and students bi-annually.

### **Pastoral Care**

The Pastor of Full Gospel Family Fellowship is also the chaplain/counsellor of this Academy. He conducts Chapel at the school on a weekly basis, and is available at any time to talk to and counsel students as well as staff. His wife, who is co-pastor of the church, and who assists in the school on a part-time basis, is also available to counsel the female students when required. If and when issues involving students, staff, or parents arise, which require conflict resolution, they make themselves available.

### **Homework Policy**

The individualized nature of the curriculum used, along with daily goal setting, aims to minimize Homework requirements. Therefore, the more work the students accomplish at school, the less homework they have to complete. However, students from our infant's section take home sight-words to learn, and reading projects. Parents of primary and secondary students are encouraged to supervise students' homework, to listen to them read (in the lower grades), and are required to sign the student's Homework book in which their homework requirements are listed, making a note of work not completed, and giving reasons as to why it wasn't done.

### **Discipline Policy**

Koinonia Christian Academy holds the view that discipline isn't something that is done **to** the child, but is done **for** the child, to encourage his character development, to develop self-discipline, which is needed for success in all aspects of life, and to aid in his growth toward Christian maturity. The Academy focuses on positive incentives of different types to encourage good student behaviour. However, it recognizes that other forms of discipline may on occasion need to be employed. In these incidents, the Academy's policy is based upon the principles of procedural fairness. It recognizes the importance of hearing the child's version of events, and of getting him/her to see the consequences of his/her actions and to admit to and repent of wrongdoing.

Discipline is administered fairly, in an atmosphere of love, never anger, and according to the seriousness of the misdemeanour. It is always concluded with prayer and an affirmation of the staff member's concern and care for the offending student. To satisfy Government legislation, the Academy does not employ the use of corporal correction.

For minor offences, the staff member on hand will administer the correction. This may be in the form of a reprimand and/or a demerit. Where another person is involved, it also requires an apology from the offending student. It may also involve some form of reparation.

Three or more demerits during the day will lead to a detention of varying lengths according to the number of demerits, but never more than an hour. This detention is usually after school hours, and the student is issued with a Detention Slip, which the parent **MUST** sign.

For more serious offences, the student is referred to the Principal. At this stage, the parent and school counsellor become involved. When, after reasonable discipline has been given, change is not evident in the student's behaviour, the Principal may need to place the student on suspension for a period, or, in extreme cases, ask the parent to withdraw him/her from the school. It must be noted that the Academy has never had to resort to this extreme measure. As previously mentioned, physical discipline in any form is never used.

### **Complaints and Grievances Resolution Policy**

The Academy acknowledges that there will be times when parents have concerns about aspects of their child's schooling. It is common that children will take home 'slanted news' (their version of an occurrence), to the parents. It also acknowledges that the primary responsibility for the education of their child belongs to the parent, and that the school is a professional body whose aim is to assist them with this responsibility. Therefore, it encourages parents, rather than automatically side with their child against the school, to

contact the school as soon as any matter of concern arises, and to understand that any issue will be dealt with according to Biblical principles. The following are the steps to be taken:

1. As this is only a small school, for minor concerns, matters should be directed to the Principal, who will forward the matter on to the staff member concerned.
2. For more serious issues, matters should be directed to the Principal, or School Counsellor, who will get first-hand information from the staff member involved.
3. If necessary, the Counsellor will call a meeting between the parties involved, to resolve the matter. Parents' concerns will be treated sensitively and fairly.
4. Parents are requested to deal with issues in this way, rather than to discuss them with other members of the school community, in order to resolve the matter quickly, to preserve privacy, and to maintain "the unity of the spirit in the bond of peace". (Eph.4:3)
5. The School Board is the final decision-maker in all matters concerning the school.

### **Respect and Responsibility.**

Koinonia Christian Academy places a strong emphasis on character development, our responsibilities towards our fellow man, and the importance of having respect for each other. Posters emphasizing these attributes are displayed, and time is taken during morning assembly times as well as the weekly Chapel session, to discuss and reinforce positive character traits as taught in the Bible, so that they become a part of the student's character. Each year students participate in activities associated with Anti-Bullying Day, and this important concept is brought up during the year. Also each year, as already mentioned, the school participates in the community's ANZAC Day march and ceremony to honour our country's men and women who have served in the armed forces. We also participate in Remembrance Day Ceremonies.

### **Parent, student and teacher satisfaction**

This is reflected in the fact that the main movement of students from our school has been due to families relocating elsewhere because of the economic conditions due to the prolonged drought. Attendance rates at Parent/Teacher meetings are good, and given the opportunity at these times, there has been little if any expression of dissatisfaction of the operation of the school by parents. The fact that most staff are of long standing at the school indicates their satisfaction with their circumstances.

### **SCHOOL DETERMINED IMPROVEMENT TARGETS FROM LAST YEAR REACHED AND TARGETS FOR 2022**

Our installed Solar Panels continue to work very well, and has reduced our electricity consumption quite substantially.

Our maintenance officer continues to work hard to ensure school equipment, gardens, and grounds are in excellent order and maintained well.

Our plan to upgrade our lawn watering system, and complete the security fencing for the school grounds has been accomplished.

We have also installed COVID Signage at the entrance to the access gates.

Due to COVID concerns, a new casual cleaner is to be employed to do cleaning every day.

We also plan on the installation of 2 new Air-conditioners, the installation of 2 new hand-wash basins, and also containers for paper towels to be placed near all the hand-wash basins, as well as the purchase of 2 air purifiers to use when the air-conditioners are not in use.

We continue to work on improving student outcomes, particularly in the areas of literacy and numeracy, giving individualized attention to students.

Our target for 2022 is to employ new teachers to help the existing ones.

We also plan to continue with good maintenance in the school, to continue working with students on an individual basis towards improving their educational outcomes, and continue with Board Member Governance Training, as well as teacher training.

We also continue to have a strong desire to work in the areas of student well-being and character development so that every student will maximise their potential. Our aim is to continue focusing in this area with the students next year.

Another aim is to continue the upgrade on parts of the boundary fencing to the school property.

## **SUMMARY OF FINANCIAL INFORMATION**

