

# SHERWOOD HILLS CHRISTIAN SCHOOL



## ANNUAL REPORT FOR THE NSW BOARD OF STUDIES 2017

Sherwood Hills Christian School  
61 Jacaranda Avenue  
Bradbury NSW 2560  
P O Box 68B, Bradbury, NSW, 2560

Tel: (02) 4629 4800

Fax: (02) 4625 6461

[www.sherwoodhills.nsw.edu.au](http://www.sherwoodhills.nsw.edu.au)

Headmaster: Mr Steven Nightingale - B. TEACH, B. ED, M. ED ADMIN

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## **MESSAGES FROM KEY SCHOOL BODIES**

From the School Board:

The School Board met five (5) times in 2017. The 2017 school year was a year that saw a few changes in the composition of the school board. Two long standing members resigned from the school board and two new members were added to the school board. The school maintained all the teaching staff from the 2016 school year, and a part-time teacher to the high school department.

The school saw an increase in student population through the year due to the positive word-of-mouth of our school community.

The school added new sport activities to the school year. Being a small school we have been unable to participate in school sports against other school. For this year we were able to attend a one day gala day for a netball competition, and one of our teams made it through to the state finals. We also held a one day volleyball competition against 2 other schools. The students particularly enjoyed these days and it will be something we hope to continue and increase in the coming years.

The school board would like to thank the school staff for their tireless efforts and devotion to the school and students.

## **VALUE ADDED INFORMATION**

From the Headmaster:

The 2017 school year was a year of stability and growth for the school population and staff. The school continued to enhance its technical abilities by incorporating additional ICT in teaching units. The school continued to use the Keylinks Literacy Program to enhance its Literacy units for K-2 students

I would like to thank the school board for their continued support of the school, its staff and student body. I would like to express my gratitude to the two retiring school board members, both men have been board members since 1989 and their wisdom and experience will be greatly missed. They are a source of encouragement and wisdom throughout the school year.

Lastly, I would like to thank the staff, students and parents of the school for their continued dedication to the school. The staff is deeply committed to providing a quality education in a caring environment.

## CONTEXTUAL INFORMATION

Sherwood Hills Christian School provides a caring, comprehensive and high-quality education for all students. We have been in the Bradbury area for 39 years and are co-educational for years K-12, and offer a Senior program of study geared towards University Preparation and the SAT test. The school's academic methodology recognises that students learn in a variety of ways and therefore all students are engaged in one-on-one and face-to-face teaching. We use a combination of the Accelerated Christian Education (ACE) program, as well as Board of Studies' approved curriculum. The school's ethos is to develop each student to their full potential, educationally, emotionally and spiritually. We cater to approximately 145 students with a high teacher-to-student ratio and a high level of one-on-one teaching. We maintain a high level of discipline in the student body, and place a high emphasis on Christian education. [Visit the school website.](#)

Sherwood Hills Christian School provides a school based Year 10 and a school based Year 12. Both certificates are accepted by TAFEs, colleges, apprenticeship providers and Universities as evidence of completion of studies at a Year 10 and Year 12 level. Students in Year 12 undertake the Scholastic Aptitude Test (SAT) and that result is sent to the University Admissions Centre and is converted to an ATAR for university entrance purposes.

## SCHOOL PERFORMANCE IN STATE-WIDE TESTS AND EXAMINATIONS

Sherwood Hills Christian School does not provide the Record of School Achievement and therefore only the results of the NAPLAN are presented in a link to the My School website.

### Literacy and Numeracy Assessments

Performance of NAPLAN is documented on the My School website: <http://www.myschool.edu.au>

Students at Sherwood Hills Christian School complete a school-based Year 10. The courses completed by students for the school based Year 10 are approved by the Board of Studies for our school's purposes. Students who complete the school based Year 10 are still offered a place at TAFE and other colleges and they are able to apply for and obtain apprenticeships.

Students at Sherwood Hills Christian School complete a school-based Year 12. The courses completed by our students for the school based Year 12 are approved by the Board of Studies for our school's purposes. Students who completed the school based Year 12 will also complete a university entrance test called, the Scholastic Aptitude Test (SAT). This test is recognised by the University Admissions Centre and used by them in offering our students placement at university.

## PROFESSIONAL DEVELOPMENT

All teaching staff participated in professional development on improving their knowledge and skills in child protection and in their knowledge of school policies. Various staff members attended professional learning activities run by the Association of Independent Schools throughout the year. The staff participation numbers also include teacher's aides and administration staff.

Description of the Professional Learning Activity	Number of staff participating
In School Service – School Policies	20
In School Service – Child Protection Policy	20
Governance Module 1, 2 and 3	1
NESA Registration and Accreditation Briefings	1
Ipads in Action: English K-6	1
12 Tactics of Effectove Numeracy Instruction	1
School Communities Working Together Module	1
CPR Course	20
Assessment That Leads to Learning	12

## TEACHING STAFF

### Teacher Accreditation

Level of Accreditation	Number of Teachers
Pre-2004 teachers (accreditation not required in 2017)	5
Conditional	1
Provisional	2
Proficient Teacher	4
Highly Accomplished Teacher (voluntary accreditation)	0
Lead Teacher (voluntary accreditation)	0
Total number of teacher	12

### Teacher Qualifications

Category	Number of Teachers
Teachers who have teaching qualifications from a higher education institution within Australia or as recognised within the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines, or	11
Teachers who have qualifications as a graduate from a higher education institution within Australia or one recognised within the AEI-NOOSR guidelines but lack formal teacher education qualifications, or	1

## WORKFORCE COMPOSITION

Workforce composition is documented on the My School website: <http://www.myschool.edu.au>

Category	Full-Time	Part-time
Administration	1 (Headmaster)	4
Teaching	6	6
Teacher Assistants	2	3
Maintenance		2

The Headmaster of the school carries out a part-time teaching load as well as Administration duties. The Indigenous status of staff members is unknown to the school.

## **STUDENT ATTENDANCE, RETENTION RATES AND POST SCHOOL DESTINATIONS**

### **STUDENT ATTENDANCE RATES 2017**

For student attendance rates please refer to the school's data on the My Schools website:  
<http://www.myschool.edu.au>

Year Level	Attendance Rate %
Kindergarten	94
Year 1	93
Year 2	93
Year 3	94
Year 4	94
Year 5	93
Year 6	92
Year 7	94
Year 8	96
Year 9	89
Year 10	91
Year 11	92
Year 12	93

Ninety-three point nine (93) percent of students attended school on average each school day.

### **MANAGEMENT OF NON ATTENDANCE**

The school implements policy and procedures for the management of student non-attendance. Parents are notified of any unexplained absences by phone each day. Written confirmation must be received by the school for any absences. Absences are monitored and parent and student conferences are held to resolve the non-attendance of students

### **RETENTION RATES AND POST SCHOOL DESTINATIONS**

The retention rate from Year 10 to Year 12 has shown significant changes each year. Of the 15 students who were in Year 10 in 2015, 12 of those students completed Year 12 in 2017. One student left in Year 11 for an apprenticeship. One student moved overseas and one student left after turning 17.

Of the 12 students who graduated, 11 went on to University and 1 went on to the workforce.

## ENROLMENT AND EXIT POLICY

Sherwood Hills Christian School is a comprehensive, co-educational K-12 school providing an education underpinned by Christian values and operating within the policies of the NSW Board of Studies. All applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, siblings already attending the school and other criteria determined by the school. Once enrolled, students are expected to support the school's ethos and comply with the school rules to maintain their enrolment.

Sherwood Hills Christian School was established and exists primarily to provide Christian Education for members of Sherwood Hills Baptist Church, members of churches of like faith and practice and Christians who attend Christian churches that can support the principles of the school. SHCS seeks to provide places for children of Christian families in the following categories:

1. The dual parent family where both parents are committed Christians, active in their faith and local church.
2. Families where only one parent is a committed Christian but where both parents agree to a Christian education for their child.
3. Families where separation and remarriage may have occurred. These situations essentially would fall into either of categories 1 or 2 as stated above.
4. In some cases neither parent is a Christian but the child is a Christian, cognisant of their faith and active in their profession of that faith.
5. Single parent families where the parent is a Christian or the child is a Christian, or both.
6. Other situations where the child may be in the care of a guardian who may be a Christian.
7. Situations where neither of the parents are actively practicing Christians but are seeking a Christian Education for their child(ren), often due to the fact that they were educated in a Christian or Church School.

In all of the above the school would conclude that in enrolling the child(ren), we are providing a service for these families and committing ourselves to the task of providing an education that is Biblically focused and academically relevant to our culture and society, complying with the regulations of government and statutory authorities as long as they are not in contravention of Scripture.

The school's Biblical beliefs (Statement of Faith) and practices can be found on the website of Sherwood Hills Baptist Church and at the end of this document <http://www.sherwoodhillsbaptistchurch.org.au/about-shbc/what-we-believe/>

From time-to-time the school may receive requests from non-Christian families to enrol their child(ren), as they recognise the value of what the school is offering. For whatever reason, the enrolment of non-Christian families must be undertaken prayerfully and with discernment. It is a prerequisite that the parents and the student are in agreement with the ethos of the school and do not oppose the principles being taught, nor the Biblical world view being espoused in our curricula. A clear understanding of these issues is vital for the effective partnership in the education of the child(ren) and it is therefore imperative that the school's Statement of Faith is accepted as the basis for the ethos of the school, as a condition of enrolment. Prospective school families are encouraged to attend Sherwood Hills Baptist Church on several occasions to ascertain the ministry position and Biblical practices of this Church.



At all times it is an imperative upon the Headmaster and the Pastor that the Christian Ethos of the school is not placed in jeopardy by the enrolment of children, where the children or family may directly oppose or subvert the objectives of the school.

In particular, families actively involved in or declaring membership or religions or beliefs/practices which are not in agreement with the school's Statement of Faith, including but not limited to, Buddhism, Islam, Hinduism, Mormonism, Jehovah's Witnesses, New Age Movement will not be enrolled. The discretion to refuse or annul enrolment remains with the Board or its delegate.

Should the parent or student/s cease to uphold the terms of the Statement of Faith or exhibit behaviour or conduct which is inconsistent with the Statement of Faith, or become a member of a group whose beliefs are inconsistent with the Statement of Faith, then the school reserves the right to terminate the enrolment of the child(ren)

### **Enrolment Procedures**

1. All potential applicants must read the enrolment policy and the school's Statement of Faith before making an application.
2. All applications should be processed within the school's enrolment policy.
3. Applicants will have to attend an interview with the Headmaster, and then with the Pastor of Sherwood Hills Baptist Church
4. Consider each applicant's supporting statements/interview regarding their ability and willingness to support the school's ethos.
5. Consider each applicant's educational needs. To do this, the school will need to gather information and consult with the parents/family and other relevant persons.
6. Identify any strategies which need to be put into place to accommodate the applicant before a decision regarding enrolment is made.
7. Inform the applicant of the outcome.
8. If an enrolment has been approved, the family must provide a completed Student Application Form with accompanying student documentation listed therein, as well as parent/guardian signatures agreeing to comply with the policies listed in the School Guide.

Subject to availability, offers of a place will be made in accordance with the waiting list order. Continuing enrolment is subject to the student's adherence to school rules and guidelines as listed in school policies and payment of all school fees.

### **Exit Procedures**

1. If a parent intends to remove his/her child or children from the school, they must provide written confirmation of their un-enrolment to the school office, in addition to scheduling an 'Exit Interview' with the Headmaster and completing the relevant school forms detailing the reason for departure and their transfer details (e.g. new school, tertiary education).
2. If a student is to be removed from the school due to expulsion or the like, written documentation must be provided between the student's family and the school providing details and reasoning of the removal. The relevant school forms detailing their transfer details (e.g. new school, tertiary education) must be signed and given to the school office.
3. The school must take all necessary steps to ensure that they are aware of the student's transfer details. If they cannot confirm these details, a letter must be sent to the Board of Studies and Liaison Office to report the unknown details of the student.

## **School Register**

The School Register must be regularly updated with the enrolment and exit details of each student.

## **Waiting List Order**

The demand for places at the School has necessitated the creation of a “waiting list” to fill vacancies in the school population as they become available.

In filling such vacancies the following order of priority shall be applied:

1. Children of members of Sherwood Hills Baptist Church
2. Siblings of currently enrolled students
3. Children of parents who worship at a church of like faith and practice to Sherwood Hills Baptist Church.
4. Any other applicants.

All admissions to the school are subject to a satisfactory interview of parents and children by the Headmaster and Pastor of Sherwood Hills Baptist Church and the payment of the appropriate Waiting and Enrolment fees etc.

A fee of \$50.00 per family is charged to be placed on the waiting list. This fee is non-refundable. This amount will go towards your registration fee if the enrolment is officially accepted.

## **SHERWOOD HILLS CHRISTIAN SCHOOL STATEMENT OF FAITH**

*Please note this statement of faith is taken directly from Sherwood Hills Baptist Church’s Statement of Faith.*

We believe the Holy Bible was written by men divinely inspired and is all sufficient

There is one and only one living and true God. In the Unity of the God Head, there are three personalities, The Father, The Son and The Holy Spirit, each executing distinct, but harmonious offices in the great work of redemption.

All individuals by nature are sinners.

A Church by definition is a local congregation of immersed believers covenanted together for the purpose of carrying out the commission given by Christ.

Salvation of sinners is completely of grace (not works) through the Mediatorial Offices of the Son of God.

All persons will be eternally saved at the time they repent of their sins and trust Christ to save them personally. These believers will live in Heaven eternally with Christ.

All persons that reject the plan of salvation set forth by God in His Word shall be doomed eternally to hell.

Mission work is the responsibility of the local Church. Churches may cooperate together on an equal basis for carrying out this work. The Missionary must be sent and directed by one local Church. Other Churches may help support such a missionary, sent and directed by one on a purely voluntary basis. Jesus Christ is the Son of God, born of the Virgin Mary.

The first day each week should be kept sacred for religious purposes.

The end of the world is approaching and we believe that Christ will come and awaken His children from the dead, change the living saints and call them up to meet Him in the air. After which will ensue on the earth a period of Great Tribulation. In Heaven, the Marriage of the Lamb will take place.

After that, Christ will come to earth and establish His Millennial Kingdom and reign a thousand years over all the earth.

Baptism is the immersion in water of a believer by the authority of Christ. This authority is vested in a local Church or congregation of baptized believers. Baptism shows forth, in a solemn and beautiful emblem, our faith in the Saviour, with faith's effect, in our death to sin and resurrection to a new life. Sanctification is the process by which we are made partakers of God's holiness. It is a progressive work begun in regeneration, carried on in the hearts of believers, by the presence and power of the Holy Spirit, and the Sealer and Comforter, in the continued use of the appointed means especially, the Word of God, Self-examination, self denial, watchfulness and prayer.

Baptism is prerequisite to the privilege of Church relations and the Lord's Supper in which the faithful members of the Church by sacred use of the unleavened bread and fruit of the vine are to commemorate together, the un-dying Love of Christ, preceded always by solemn self-examination.

## Student Population

Characteristics of the student body is documented on the My School website: <http://www.myschool.edu.au>

# POLICIES

## Policies for

- **Student welfare**
- **Anti-Bullying**
- **Discipline**
- **Reporting complaints and resolving grievances**

### A. Polices for Student Welfare

The school seeks to provide a safe and supportive environment which:

- Minimises risk of harm and ensures students feel secure
- Supports the physical, social, academic, spiritual and emotional development of students
- Provides student welfare policies and programs that develop a sense of self-worth and fosters personal development

To ensure that all aspects of the school's mission for providing for a student's welfare are implemented, the following policies and procedures are in place.

<b>Policy</b>	<b>Changes in 2017</b>	<b>Access to full text</b>
<b>Child Protection Policy encompassing</b> <ul style="list-style-type: none"> <li>• Definitions and concepts</li> <li>• Legislative requirements</li> <li>• Preventative strategies</li> <li>• Reporting and investigating "reportable conduct"</li> </ul>	No changes were made to this policy in 2017.	Parents may request copy by contacting the school office.  The policy is also available on the school website.

<ul style="list-style-type: none"> <li>• Investigation processes</li> <li>• Documentation</li> </ul>		
<p><b>Anti-Bullying</b></p> <p>The school policy provides processes for responding and managing allegations of bullying including the contact information for the local police School Liaison and Youth Liaison Officers</p>	No changes were made to this policy in 2017.	The full text of the school's anti-bullying policy can be accessed by request from the school office.
<p><b>Security Policy Encompassing</b></p> <ul style="list-style-type: none"> <li>• Procedures for security of the grounds and building</li> <li>• Use of grounds and facilities</li> <li>• Emergency procedures</li> <li>• Travel on school-related activities</li> </ul>	Changes made to lockdown and emergency procedures.	Parents may request copy by contacting the school office.
<p><b>Supervision Policy encompassing</b></p> <ul style="list-style-type: none"> <li>• Duty of care and risk management</li> <li>• Levels of supervision for on-site and off-site activities</li> <li>• Guidelines for supervisors</li> </ul>	Additional areas of supervision were incorporated into the school's schedule.	Parents may request copy by contacting the school office.
<p><b>Codes of Conduct Policy encompassing</b></p> <ul style="list-style-type: none"> <li>• Code of conduct for staff and students</li> <li>• Behaviour management</li> </ul>	Nil	Parents may request copy by contacting the school office, or go to the school website.
<p><b>Pastoral Care Policy encompassing</b></p> <ul style="list-style-type: none"> <li>• The pastoral care system</li> <li>• Availability of and access to special services such as counselling</li> <li>• Health care procedures</li> </ul>	Nil	Parents may request copy by contacting the school office.

<ul style="list-style-type: none"> <li>• Critical incident policy</li> <li>• Homework policy</li> </ul>		
<p><b>Communication Policy encompassing</b></p> <ul style="list-style-type: none"> <li>• formal and informal mechanisms in place for facilitating communication between the school and those with an interest in the student’s well-being</li> </ul>	Nil	Parents may request copy by contacting the school office

## B. Policies for Student Discipline

Students are required to abide by the school’s rules and to follow the directions of teachers and other people with authority delegated by the school. Where disciplinary action is required, penalties imposed vary according to the nature of the breach of discipline and a student’s prior behaviour. Corporal punishment is not permitted under any circumstances, and the school does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school.

All disciplinary action that may result in any sanction against the student including suspension, expulsion or exclusion provides processes based on procedural fairness.

The full text of the school’s discipline policy and associated procedures is provided to all members of the school community through:

- Contacting the school office
- Classroom Teachers
- School Website

Some minor changes revolving around student responsibility were changed during the school year.

## C. Policies for Complaints and Grievances Resolution

The school’s policy for dealing with complaints and grievances includes processes for raising and responding to matters of concern identified by parents and/or students. These processes incorporate, as appropriate, principles of procedural fairness.

The full text of the school’s policy and processes for complaints and grievances resolution is available through the school office.

No changes were made to this policy in 2017.

# SCHOOL-DETERMINED IMPROVEMENT TARGETS

## Achievement of priorities identified in the school’s 2017 Annual Report

Area	Priorities	Achievements
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Introduce IPAD teaching program in the Primary Department.</li> </ul>	<ul style="list-style-type: none"> <li>• This was accomplished through the purchasing of enough IPADS to run a new math program for the students to enhance their mathematical recall skills.</li> </ul>
<b>Teachers</b>	<ul style="list-style-type: none"> <li>• Completion of Teacher's Institute requirements for beginning teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• Required staff completed their Teacher's Institute requirements</li> </ul>
<b>Student Welfare</b>	<ul style="list-style-type: none"> <li>• New Discipline Policy for the Primary and High School Departments.</li> </ul>	<ul style="list-style-type: none"> <li>• The Discipline policy was updated during the year.</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>• Complete security upgrades.</li> </ul>	<ul style="list-style-type: none"> <li>• This was completed during the 2017 school year</li> </ul>

### 2018 Priority areas for improvement

Area	Priorities
Teaching and Learning	<ul style="list-style-type: none"> <li>• Improved Athletic and Team Sport opportunities for our students.</li> </ul>
Student Welfare	<ul style="list-style-type: none"> <li>• New Child Protection Policy to be completed.</li> <li>• All staff to undergo Child Protection Training with the AIS.</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>• Completion of Teacher's Institute requirements for beginning teachers.</li> <li>• Increased Professional Development for teachers.</li> </ul>
Facilities	<ul style="list-style-type: none"> <li>• No major works to be undertaken.</li> </ul>

## RESPECT AND RESPONSIBILITY

The school places a high priority on instilling within students a sense of respect for their fellow students, their teachers, their parents and themselves. The school's PD program focused heavily on

teaching students the importance of self-respect. Students are taught about the importance of taking responsibility for their own possessions and their own actions. Biblical Studies classes focus on the student as a whole and their ability to make their own choices.

The school wants all students to believe that they are important and integral parts of the school, home and society, and that they have talents in which they can contribute to the school and to society in general.

Through pastoral care and teacher instruction the students in the school overall seemed to grow in self-respect, and in their understanding of the importance of showing respect to others.

## **PARENT, STUDENT AND TEACHER SATISFACTION**

The school maintains an open door policy for parents to make appointments to see the teachers or Headmaster without waiting for the prescribed parent-teacher interview time of the year. Parents are willing to be involved in whatever special events the school holds during the year. The school community was particularly supportive of our School Spring Fair, Book Fair, House Competition Days, Fundraising Days and Awards Night.

The staff of the school held regular meetings with the student body in which the students were permitted to put forward their ideas for school improvement. This was received well by the students and many useful ideas have come from these meetings.

Through informal feedback and formal staff evaluations the general information points to a staffing body that is generally satisfied with the school's working environment. The main area of concern is the ability of staff to adequately assist those students requiring greater one-on-one attention. Staff also commented on the need for greater access to technology, particularly in the Primary department. Staff satisfaction is a section of each staff members 6 monthly review. During the review process staff are afforded the opportunity to place in writing any concerns or ideas they have concerning their particular area of responsibility or the school as a whole.

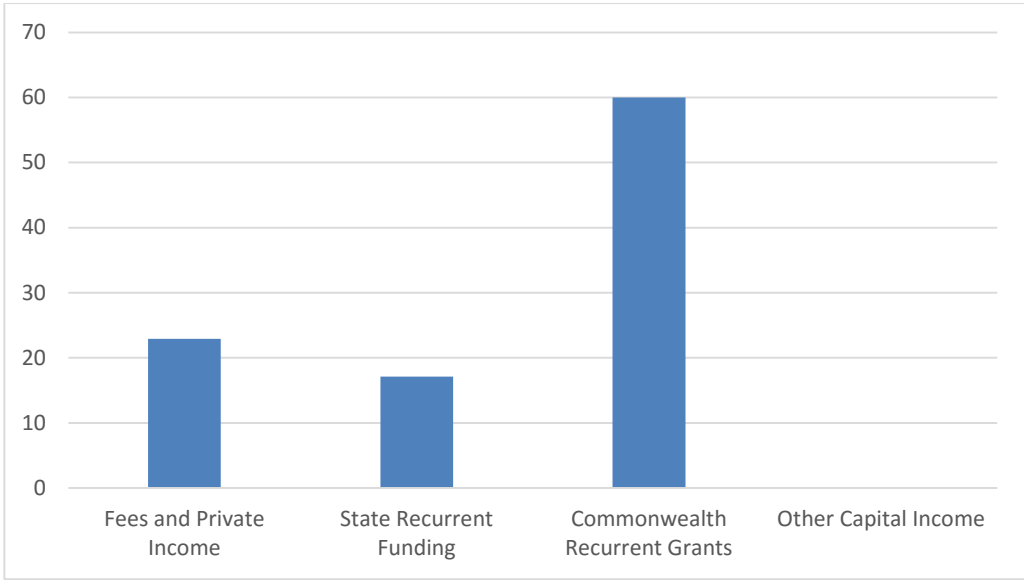
A student and staff survey was conducted in 2014 and those results are publicly available on the school website.

A parent satisfaction survey was conducted at the beginning of 2016, and those results are available on the school website.

[www.sherwoodhills.nsw.edu.au](http://www.sherwoodhills.nsw.edu.au)

## **SUMMARY OF FINANCIAL INFORMATION**

Recurrent/Capital Income 2017



Recurrent/Capital Expenditure 2017

