

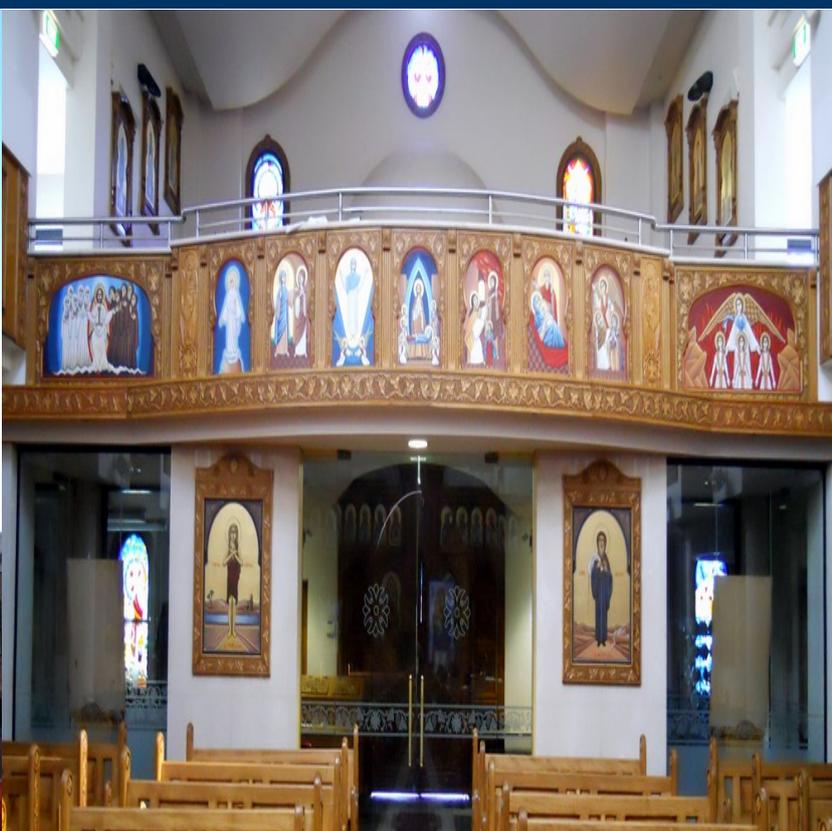


*"In Whom are hidden all the treasures of
Wisdom and Knowledge"*

Colossians 2:3

St Mary & St Mina's Coptic Orthodox College

ANNUAL REPORT 2012



St Mary & St Mina's Coptic Orthodox College

A Ministry of St Mary & St Mina's Coptic Orthodox Church

ABN 12088941913

1999 - 2012

DIRECTOR

Reverend Father & Dr Mikhail Mikhail BMed

HEAD OF COLLEGE

Mrs Mervat Rafla Bachelor of Econ., Grad.Dip.Ed. Sec. Maths

Director of Secondary

Mr Rob Stephenson BSC, Dip. Ed Sec. Maths & Science

K-6 Coordinator & Learning Support

Mrs Lilian Barone Bachelor of Ed, Master of Ed. English & Lit, Master of Ed Gifted & Talented

BUSINESS MANAGER

Mr Asheraf Zaki FIPA, BA Commerce

PRIMARY

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OUR MOTTO

“Fullness of knowledge in Christ”

OUR VISION

To provide holistic education which strives to enhance the spiritual, intellectual, social, cultural and physical potential of young people.
The nurturing and development of Disciples of Christ is our foci.

OUR MISSION

St Marys & St Mina’s Coptic Orthodox College aims to assist each child to grow up in the fullness of Christ.
As a family we aim to instruct that the fullness of knowledge is Christ.

OUR COLLEGE

St Marys & St Mina’s Coptic Orthodox college is a Kindergarten to Year 12 co-educational day school located in the South-western suburbs of Sydney. It has a Primary campus in Bexley and a Secondary campus in Rockdale. The College commenced in 1999 as a ministry of St Marys & St Mina’s Coptic Orthodox Church. It was established through the vision of Pope Shenouda III, Head of the Coptic Church who said “the Church without youth is a church without a future, and youth without a church is youth without a future”. The College is a member of Christian Schools Australia and is part of the fellowship of two other Coptic schools in Sydney.

St Marys & St Mina’s Coptic College is a Christ-centered learning community who works in partnership with families and the churches to assist students to grow up into the Lord Jesus Christ.

Christian Community Schooling is based on a Biblical understanding that God is our Creator and Saviour. He calls us to turn away from the empty way of life that is self-determined, to live as God’s people for His praise and His glory, fulfilling the purposes for which He created us. This is in direct contrast to where education is often reduced to the quality of student performance in national examinations.

Education is all about the relationship between knowledge, learning and living life. A Christian education holds out an alternative narrative to the surrounding culture and is firmly anchored in the Gospel of the Lord Jesus Christ. It is a transforming vision for life that is about wholeness expressed in right relationship with the Lord, oneself and others. The goal is the development of the whole-person in community with others, exercising their gifts in the service of the Lord.

St Marys & St Mina’s College is a Christ-centered learning community which seeks to be shaped by Biblical truth and led by the Spirit of God. The College strives to grow young men and women who develop spiritually, socially, intellectually and physically. The teaching and learning that occurs is a core part of assisting students to live well.



THE ORTHODOX CREED

The Creed is the essence of our Christian faith. The church gives great value to the Creed such that it has included the Creed as part of the daily Hours prayers, as faith is an essential element for our spiritual life, not only for our beliefs.

The Council of Nicea in the year 325 A.D, was the first ecumenical council which refuted the Arian heresy that denied the Godhead of Christ. The Coptic Orthodox Church was represented in this council by Pope Alexander, the nineteenth Patriarch of Alexandria, accompanied by his deacon Athanasius who formulated the contents of the Creed. The section of the Creed relating to the Godhead of the Holy Spirit was added in the ecumenical of Constantinople held in 381 A.D. to refute Macdoniu's heresy which denied the Godhead of the Holy Spirit.

The Creed includes the following main facts of the Faith:

- † The unity of God. The Creed starts with the words "Truly we believe in one God."
- † The Holy Trinity, the Godhead and the role of each.
- † The incarnation, redemption and salvation.
- † Baptism for the remission of sins.
- † The resurrection of the dead and the life to come in eternity.
- † The second coming of Christ for judgement.
- † The one Holy, Universal and Apostolic Church.

FULLNESS OF KNOWLEDGE IS CHRIST

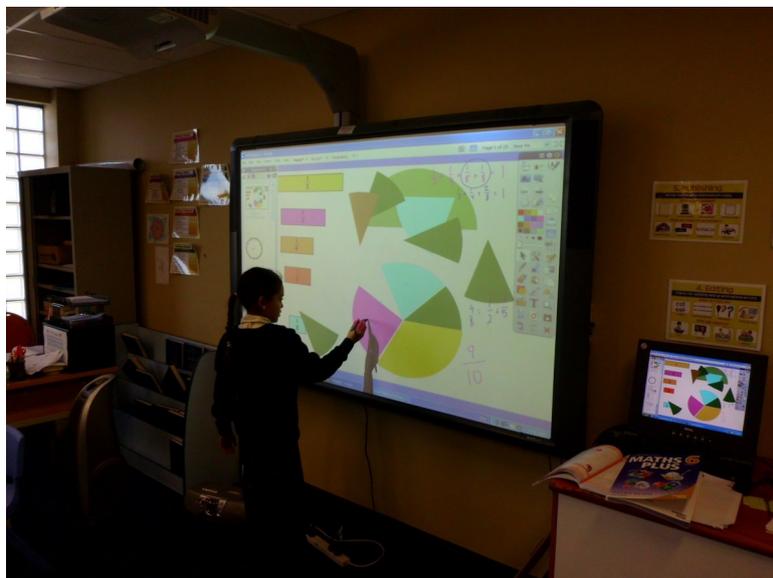
We believe that the Orthodox family has a unique spirit with a sense of belonging and the College seeks to develop this further. We take up the challenge with the Grace of our Lord Jesus to impart the qualities that will provide a source of strength to each individual, enabling them to take an active and responsible role in society in the spirit of the Holy Bible.

VISION STATEMENTS

To promote and develop a Bible-based understanding, acceptance and practice of Orthodoxy.

To foster the growth of students towards the full realisation of their academic potential.

To develop an awareness of the History and traditions of the Coptic Orthodox Faith as it relates to the rites of the Church.



2012 The Year that was

2012 was a year of many blessings. I would like to thank the exceptional students, teachers and parents that make up the St Mary and St Mina's community _ predominantly Coptic Christian community but increasingly blessed with the participation of numerous other Christian communities.

As you read the following report I hope you can see that we have forged ahead over the past 12 months with many important initiatives that characterise ours as a progressive school and an exciting learning community – and a large part of the credit must go to Mrs Helen Blanch, Interim Head of College and Mr Neville Pollard, Acting Head of Primary who clearly fostered in staff a belief in their own roles as leaders and gave them opportunities to exercise initiative and leadership themselves.

We have an exceptionally dedicated team of over 35 teachers, school officers and other support staff at St Mary and St Mina's. I'm confident that all parents join me in commending and thanking them for the outstanding work they do in education and for the very many ways in which they go "above and beyond" in the service of the College.

I would like to thank and congratulate the Parents and Friends Association who have worked together to make 2012 such a productive year. I also thank the members of the School Board for their dedication and Support with respect to policy development and forward planning.

The College is currently single streamed in both Primary and Secondary and has a strong academic record with the results on NAPLAN, the Higher School certificate and the number of university places offered is ahead of the State Average. The Secondary Department has an acceleration program in mathematics and science subjects. The College was ranked 62 in the merit list of the top 100 schools in the NSW Higher School Certificate.

The Primary campus provided a range of opportunities to explore and extend learning experiences so that children could achieve in a wide range of academic, sporting, cultural and social activities. The teaching staff has access to resources and professional material which will enable them to develop educational programs to encourage a more creative learning environment. This will motivate our students and help them to develop responsibility for their learning as well as independent study habits.

The children were developed in their awareness of the history and traditions of the Coptic Orthodox Faith with the introduction of a daily prayer–assembly time in the Secondary Department. Children in Kindergarten to Year 12 have the opportunity to learn Arabic and Coptic, which is the ancient language of the cultural heritage behind the name of the College.

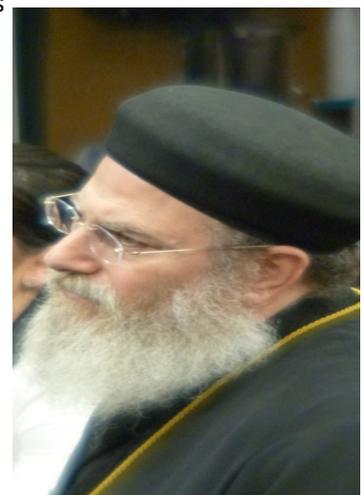
Mrs Mervat Rafla
Head of College

DIRECTOR'S MESSAGE

The SMCOC College Board of Directors has the role of ensuring that the College meets its spiritual, educational and community responsibilities to the students, parents and staff alike.

Through the grace of God, 2012 has been a great year for the College. With yet another excellent HSC results, 2012 highlighted the continuous strength of the College's academic achievements. The College has also continued its focus on strengthening Christian education and pastoral care at both the Primary and Secondary levels. The College Board would like to acknowledge that the success of 2012 would not have been possible without the great dedication and effort of our beloved students, staff and parents. May our Lord Jesus Christ continue to bless and prosper our College both spiritually and academically.

Father Mikhail
Father Shenouti



“Behold how good and how pleasant it is for brethren to dwell together in unity.” Psalm 133:1

The P&F Association’s primary goal is to encourage parental involvement in the school and to help the school reach its objectives, fostering a positive spirit within the college. The secondary goal of the association is to provide fundraising activities to support the school. All the profit from the activities is directed towards purchasing new resources for the direct benefit of students. During 2012, we held a number of exciting events including:

- Mothers’ Day BBQ
- Fun run
- Spelling Bee
- Fathers’ Day breakfast
- Mothers’ night out
- Cake stall
- Many exciting lunches for our students in addition to the regular canteen lunches, including pizza and kofta days.
- A Bunnings sausage sizzle
- Cadbury chocolate drive
- Annual school fete

The Fete was thoroughly enjoyed by family, friends and neighbours alike. We received very positive feedback from many parents.

The P&F Association was able to raise around \$40,000 for the College during the year. The funds assisted the College to purchase various resources for both the primary and secondary school. With the support of many volunteers: parents, friends and staff it was a successful year. Students always love seeing their parents involved in the college and this is a great opportunity to do so. We look forward to trying to better this achievement in 2013!

Ghadear Tadros
P&F President



- Stage information evening for parents, at the beginning of term 1 to introduce the teachers and classroom routines of each stage.
- One Parent/Teacher interview evening to discuss student reports semester 1.
- The continued development of a culture of academic excellence through curriculum differentiation and the special needs program.
- Peer support program led by Year 6 mentoring all Primary students.
- Combined Colleges public speaking competition
- Fun Run
- *Crunch & Sip* - healthy eating program for all Primary students
- Gymnastics program for all Primary students
- Year 6 camp
- Year 6 Graduation Night
- Coptic & Arabic Choir
- Improved centralized storage of school-based curriculum development
- Re-initiated College camps program for Secondary
- Re-initiated College Swimming Carnival for Secondary
- Re-initiated College Athletics Carnival for Secondary
- Re-established competitive sporting opportunities through SWISSA
- Established a school canteen
- Developed more excursions
- Improved prayer at assembly
- Developed a fortnightly newsletter
- Redesigned school diary
- Develop the College's Welfare Policy
- Reviewe and Re-wrote the College Handbooks
- Continued development in the acceleration of students in the area(s) of giftedness
- Developed the Library with an emphasis on e-borrowings
- Improved professional development for staff
- Assisted teachers through the accreditation process

Activities related to promote Respect & Responsibility

- Year 6 ANZAC Day ceremony
- The P&F provided Mothers and Father's Day stalls and a BBQ for Primary students
- School assemblies provided opportunities for students to show their responsibility to members of the school and wider community
- Social skills programs
- Hatching chicken eggs
- Year 6 students involved in peer support and Kindergarten buddy programs
- Gymnastics and swimming programs
- Crunch & Sip healthy eating program
- School athletics and swimming carnivals
- At least one excursion each term for each grade
- In school and sister school public speaking competitions
- Primary presentation and Christmas concert evenings
- Involved in local library Book Week festivities and competition
- Participation in Young Leader's Day.

St Mary & St Mina's employed 29.8 full time equivalent teaching staff and 7.4 full time equivalent non teaching staff in 2012, for a whole school number of 328 students. 29.8 teaching staff members have qualifications from a higher education institution within Australia or an overseas qualification recognised by AEI-NOOSR guidelines.

Staff Composition (Full Time & Part-Time)

- 1 ___ Head of College
- 1 ___ Director of Secondary
- 1 ___ Business Manager
- 1 ___ Primary Coordinator
- 12 ___ Primary Teachers (including 1 Coordinator)
- 3 ___ Secondary Coordinators
- 21 ___ Secondary Teachers (including 3 Coordinators).
- 1 ___ K-12 ESL Teacher
- 1 ___ Secondary Laboratory Assistant
- 1 ___ Secondary Counsellor
- 1 ___ Primary Counsellor
- 1 ___ IT Officer
- 1 ___ Teacher Librarian
- 1 ___ Library Assistant
- 3 ___ Administrative Staff

NSW Institute of Teachers / New Scheme Teachers

- 5 ___ Provisional Conditional
- 10 ___ Provisional Beginning
- 8 ___ Professional Competence

Average staff attendance

The average teacher attendance during 2012 was 97%.

Professional Development

The average expenditure on professional development per teacher was \$350.00.

Staff professional development was through both school-based professional learning sessions and in-service courses. It focussed on teaching and learning strategies, technology and first aid. New Scheme Teachers attended both teacher identified and Institution approved courses to achieve and maintain their accreditation.



STUDENT ATTENDANCE

Primary overall attendance rate 95.6%.

Secondary overall attendance rate 86.9%.

The average attendance rate of students K-12 is 91.3%.

K	98%
1	95%
2	94.1%
3	97%
4	94.3%
5	94.2%
6	96.6%
7	93.1%
8	89.7%
9	87.1%
10	81.2%
11	88.1%
12	82.1%

ENROLMENTS as at August 2012

Primary	187	K	30
High School	<u>141</u>	1	29
Total	<u>328</u>	2	37
		3	33
		4	20
		5	13
		6	25
		7	16
		8	20
		9	24
		10	33
		11	22
		<u>12</u>	<u>26</u>
			<u>328</u>

Retention Rate Summary

On the whole, St Mary and St Mina’s College retention rate is solid from Years K-12.

Students leave the School generally due to family circumstances (these are mainly for financial and relocation reasons). An extremely small number of students leave the School during the Year.

In 2012 the retention rate of students who completed Year 12 in 2012 compared with the number of students that completed Year 10 in 2010 was 90%.

Managing Student non-attendance

The College adheres to the BOS requirements for attendance and regular DEEWAR monthly reporting.

Rolls are marked at roll call and monitored on a period by period basis. The guidelines require schools to monitor attendance and report concerns to parents who are responsible to the Department of Education for student attendance. St Mary’s is committed to the child protection aspect of attendance and the Head of College in conjunction with the College Counsellor monitor external influences on students and take appropriate steps to ensure regular attendance is maintained. Students found truanting are required to attend a Saturday detention, supervised by the Head of College.

PARENT PROFILE

The College comprises a high proportion of Coptic Egyptian families but welcomes K-6 Coordinator have ongoing communication with the P&F executive. Many parents are involved in the College through the P&F.

Parents of students in Year 5, Year 7 and Year 9 (2012) were given opportunity to complete a Parent Satisfaction Survey. Of those returned, the majority of parents indicated a positive response to the quality of teaching, learning, the strength of the College community and the care of their children.

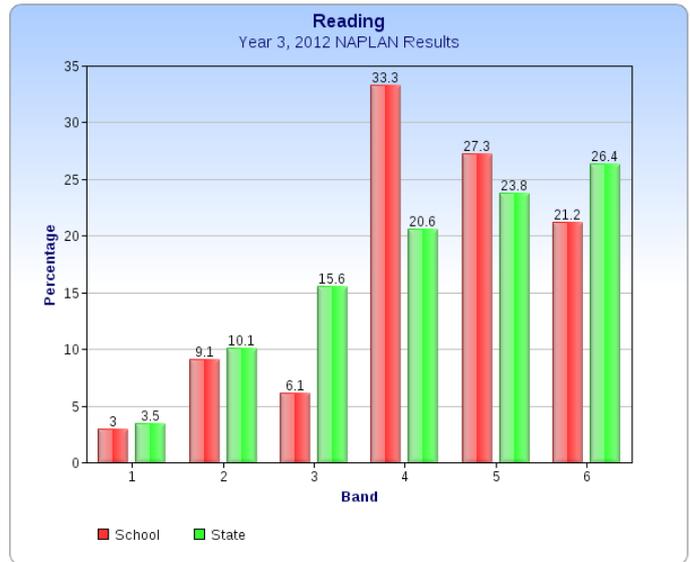


LITERACY

A total of 33 Year 3 students sat for NAPLAN testing. All but one student achieved at or above the national minimal standard of Band 2 for Year 3.

- One student (3% of Year 3) achieved Band 1.
- Three students (9.1% of Year 3) achieved Band 2.
- Two students (6.1% of Year 3) achieved Band 3.
- Eleven students (33.3% of Year 3) achieved Band 4.
- Nine students (27.3% of Year 3) achieved Band 5.
- Seven students (21.2% of Year 3) achieved Band 6.

This is a great achievement considering the school is 99% NESB.



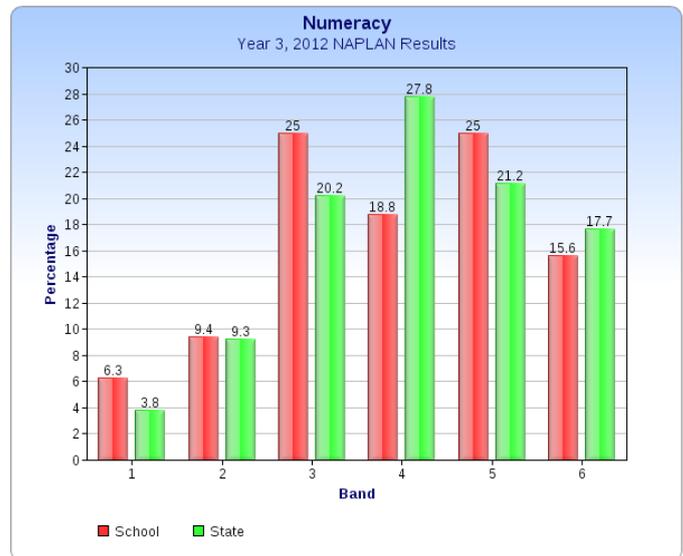
NUMERACY

A total of 32 Year 3 students sat for NAPLAN testing. All but one student achieved above the national minimal standard of Band 2 for Year 3.

- Two students (6.3% of Year 3) achieved Band 1.
- Three students (9.4% of Year 3) achieved Band 2.
- Eight students (25% of Year 3) achieved Band 3.
- Six students (18.8% of Year 3) achieved Band 4.
- Eight students (25% of Year 3) achieved Band 5.
- Five students (15.6% of Year 3) achieved Band 6.

One student was either absent, exempt or withdrawn.

This is a great achievement considering the school is 99% NESB.



Note: Percentages for the components may not add up to 100 because of rounding.

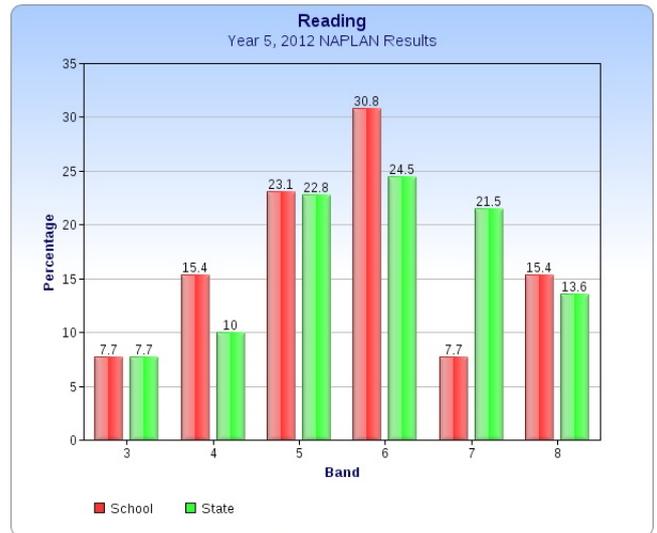


LITERACY

A total of thirteen Year 5 students sat for NAPLAN testing. All but one student achieved at or above the national minimal standard of Band 4 for Year 5.

- One student (7.7% of Year 5) achieved Band 3.
- Two students (15.4% of Year 5) achieved Band 4.
- Three students (23.1% of Year 5) achieved Band 5.
- Four students (30.8% of Year 5) achieved Band 6.
- One student (7.7% of Year 5) achieved Band 7.
- Two students (15.4% of Year 5) achieved Band 8.

This is a great achievement considering the school is 99% NESB.



NUMERACY

A total of twelve Year 5 students sat for NAPLAN testing. All students achieved above the national minimal standard of Band 4 for Year 5.

- One student (8.3% of Year 5) achieved Band 4.
- Five students (41.7% of Year 5) achieved Band 5.
- Two students (16.7% of Year 5) achieved Band 6.
- One student (8.3% of Year 5) achieved Band 7.
- Three students (25% of Year 5) achieved Band 8.

One student was either absent, exempt or withdrawn.

This is a great achievement considering the school is 99% NESB.



Note: Percentages for the components may not add up to 100 because of rounding.



St Mary and St Mina's Coptic Orthodox College does not teach to the NAPLAN tests, using them purely as a diagnostic tool to assist with curriculum planning to meet the needs of students. Reading and Numeracy results are illustrated in detail. Other elements will be presented as whole school statistics. Literacy results as a whole are similar to state averages, with overall numeracy significantly above state averages.

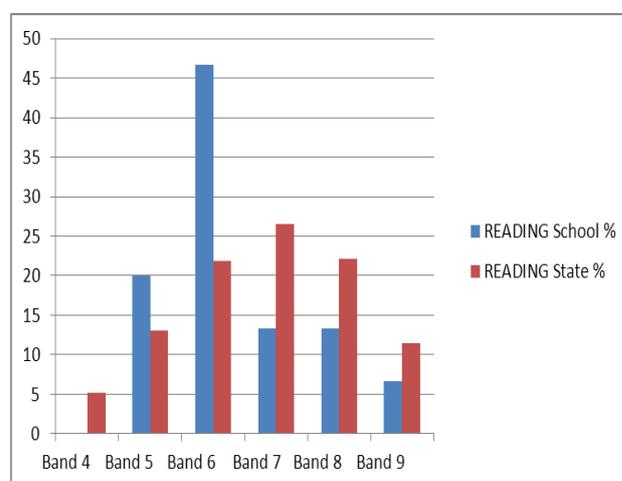
READING		
	% School	% State
Band 4	0	5.2
Band 5	20.0	13.0
Band 6	46.7	21.8
Band 7	13.3	26.5
Band 8	13.3	22.1
Band 9	6.7	11.5

NUMERACY		
	% School	% State
Band 4	0	4.5
Band 5	0	17.1
Band 6	6.7	25.7
Band 7	26.7	23.1
Band 8	33.3	15.1
Band 9	33.3	14.5

READING

- All fifteen students who sat the test achieved at or above the national minimum standard of Band 5 for Year 7.
- One student (6.7% of Year 7) achieved Band 9.
- Three students achieved at the minimum national standard of Band 5.
- One special needs student was exempt from testing.

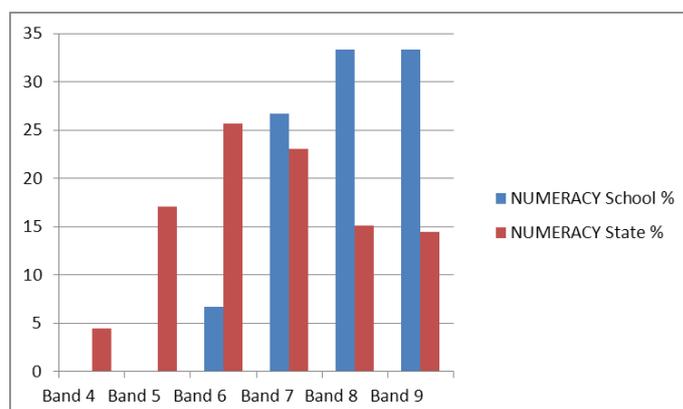
Students were slightly above state average in **Writing** and **Spelling** and slightly below state average in **Reading** and **Grammar & Punctuation**.



NUMERACY

- All fifteen students who sat the test achieved at or above the national minimum standard of Band 5 for Year 7.
- All fifteen students who sat the test achieved at or above Band 6.
- Fourteen students (93% of Year 7) achieved Band 7 or above.
- Five students (33.3% of Year 7) achieved Band 9.
- One special needs student was exempt.

Students were significantly above state averages in **Numeracy** and **Data, Measurement, Space & Geometry** and **Numbers, Patterns & Algebra**.



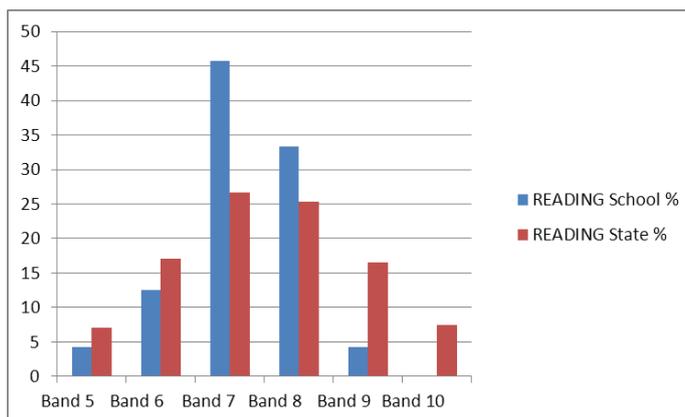
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	READING		NUMERACY	
	%	%	%	%
	School	State	School	State
Band 5	4.2	7.1	0	3.9
Band 6	12.5	17.0	4.2	20.3
Band 7	45.8	26.6	20.8	25.9
Band 8	33.3	25.3	33.3	22.2
Band 9	4.2	9.2	29.2	14.7
Band 10	0	7.5	12.5	13.1

READING

- Twenty out of twenty four students achieved at or above the national minimum standard of Band 6 for Year 9.
- Nine students (37.5% of Year 9) achieved Band 8 or above.
- Three students achieved at the minimum national standard of band 6.
- One students achieved below the national minimum standard of band 6.
- No students were absent, exempt or withdrawn.

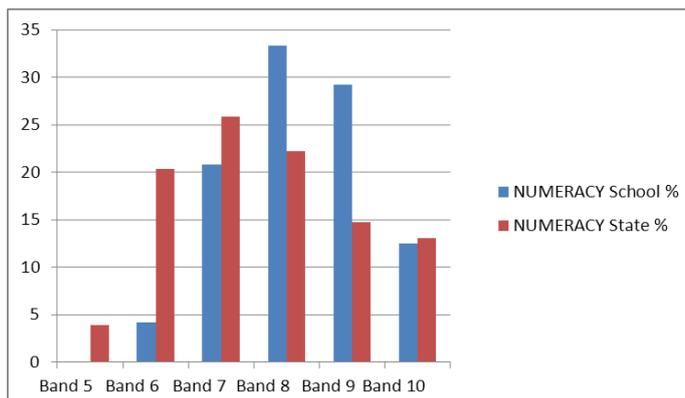
Students were slightly above state average in **Grammar & Punctuation** and slightly below state average in **Reading** and **Writing** and **Spelling**.



NUMERACY

- Thirty out of thirty students achieved at or above the national minimum standard of Band 6 for Year 9.
- Twenty students (66.6% of Year 9) achieved Band 8 or above.
- Ten students (33.3% of Year 9) achieved Band 10.
- Seven students achieved at the minimum national standard of band 6.
- No students achieved below the national minimum standard of band 6.
- No student was absent, exempt or withdrawn.

Students were significantly above state averages in **Numeracy** and **Data, Measurement, Space & Geometry** and **Numbers, Patterns & Algebra**.



SCHOOL CERTIFICATE RESULTS

2011 was the last year of the traditional School Certificate. All students received their RoSA credentials in 2012.

HIGHER SCHOOL CERTIFICATE RESULTS & TRENDS

The 2012 HSC results highlighted the ability of students to achieve exceptional results across a diverse range of subjects, reflecting high teaching standards at the College. The most important question that must be asked is, have children been given every opportunity to succeed. The answer for St Mary and St Mina's College is a resounding YES!

Amongst many strong performances, across many courses, a few stood out particularly:

- Chemistry _____ 23% in Band 6; 54% in Bands 5 & 6
- General Mathematics _____ 40% in Bands 5 & 6
- Mathematics Extension 1 _____ 56% in Band E4
- Mathematics Extension 2 _____ 44% in Band E4
- Physics _____ 33% in Band 6; 50% in Bands 5 & 6
- Studies of Religion 2 _____ 57% in Bands 5 & 6

HSC Results	2010	2011	2012
Band 6	16	22	24
Band 5	19	28	35
Band 4	45	37	35
Band 3	28	8	23
Band 2	8	2	7
Band 1	5	6	3

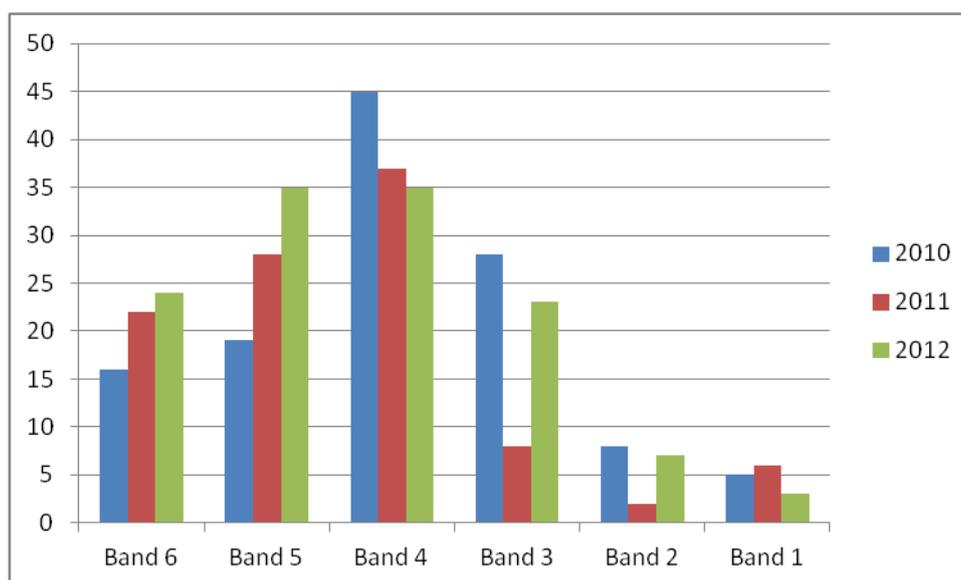
School Group Statistics Report

	SMSM Mean	State Mean
Biology _____	70.90	72.46
Business studies _____	74.20	73.98
Chemistry _____	74.68	75.51
English Standard _____	68.70	68.27
English Advanced _____	74.31	79.56
English Ext I _____	40.60	40.24
Legal Studies _____	71.10	74.44
General Mathematics _____	68.80	69.20
Mathematics 2 unit _____	58.27	77.64
Mathematics Ext I _____	84.79	81.42
Mathematics Ext II _____	82.24	82.78
Physics _____	80.20	73.82
Studies of Religion I _____	27.55	37.19
Studies of Religion II _____	77.37	74.38
Visual Arts _____	75.20	79.39

Post School Destinations

All year 12 students attained a HSC. Nearly all students (92%) progressed to university, with three progressing to medicine and only 2 students (8%) continuing to trade or vocational courses.

The 2012 cohort is congratulated on their success.



FACILITIES

- Completion of three storey new Primary building with rooftop playground, library/technology room, school hall and four classrooms.
- New furniture purchased for new classrooms and Kindergarten.
- Establishment of the School Canteen at the Secondary campus.
- A new playground for students in the Primary School.
- New music equipment such as guitars, keyboards and other instruments were purchased for students use.
- Upgrading of sporting equipment.
- The refurbishment of some older classrooms to create flexible and creative learning spaces for Year 12 to study.
- New Chapel room at the Secondary School for staff and students.

ICT

- Staff given a laptop or desktop for their classroom
- Continued provision of laptops
- Improved internet speed
- Desktops purchased and or maintained for computer lab
- New Interactive White Boards were installed in the Primary School
- Additional computers were installed into the Primary School Computer laboratory
- Additional laptops, desktop for the classrooms
- The College changed from the “Alice” to the “Oliver” library system
- Additional computers were installed into one of the Senior School Computer laboratories
- Students and staff transfer to Google Apps for email and other shared tools



FACILITIES

- Secondary Campus to be re-painted, windows and roof to be repaired
- Maintenance of new and old building
- Fencing around the Primary College
- A College based intranet
- Increased storage space
- Provision of technology and new photocopier
- Air-conditions for Visual Arts rooms and staffrooms
- E- books for Library

ICT

- Maintenance of teacher's laptops and computer lab
- Software programs
- New laptops for Years 9-12 students

STUDENTS

- Upper Primary school camp
- High School Camps
- Review of Primary Welfare Policy
- Community drive or fund raiser for a country in need
- Improve student outcomes in Literacy

STAFF

- Continued staff training in interactive whiteboards
- Continued professional development in Biblical foundation and frame working for curriculum
- Provision of an onsite IT person and increased administration staff in Secondary
- The provision of a part-time school Counsellor for Primary

Compliance

- Review of school policies and procedures
- WH&S audit
- Electronic student attendance



GRIEVANCE POLICY

Central to our policy and procedures is the Biblical framework that the forming and nurturing of godly relationships is at the core of the Gospel. As a Christ-centered learning community the principles as laid out in Matthew 18:15-20 are foundational to bring resolution of conflict and reconciliation of relationship where a concern/grievance (either real or perceived) exists. Hence the procedures cited in the policy produce a process that is based on procedural fairness.

The College'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 College's policy and processes for complaints and grievances resolution is provided in the Handbook and the information booklet for the Board of Governors. An appropriate outline of the policy and processes is also provided in the Parent Information booklet and the student diary. This policy was developed in 2003.

Reporting complaints and resolving grievances is the responsibility of the College Principal.

There have been no changes to the Grievance Policy since the previous report (for 2011). To be reviewed 2013.

STUDENT WELFARE

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

- minimizes 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 foster personal development

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

STUDENT DISCIPLINE

Students are required to abide by the College's rules and to follow the directions of teachers and other people with authority delegated by the College. Where disciplinary action is required penalties imposed vary according to the nature of the breach of discipline and a student's prior behaviour.

All disciplinary action that may result in any sanction against the student including suspension, exclusion or expulsion provides processes based on procedural fairness. The full text of the College's Discipline Policy and associated procedures is provided to all members of the College community through The Staff Handbook.

ANTI-BULLYING POLICY

In the College there is an expectation of respect for all others, whether they are students, staff, parents or visitors. We expect every member of our Community, from the oldest to the youngest and all our staff, both to give and receive care and respect.

When students are bullied, or when students bully others, the School Community is damaged.

Therefore the College does not tolerate bullying in any form. The College seeks to build a safe, positive and caring Christian environment in which we acknowledge that each human being is unique and created by God and therefore of immense value. The full text of the Policy and associated procedures is provided to all members of the College community through The Staff Handbook.

CHILD PROTECTION POLICY

Encompasses definitions and concepts, legislative requirements, preventative strategies, reporting and investigating "reportable conduct", investigation processes and documentation. This policy is issued to all staff and members of the College Board. Parents may request a copy by contacting the Head of College.

SECURITY POLICY

Encompasses procedures for security of the grounds and buildings, use of grounds and facilities, emergency procedures and travel on College-related activities. The full text is in the Handbook (view on-line). All risk assessment forms are kept in the Head of College office.

SUPERVISION POLICY

Encompasses duty of care and risk management, levels of supervision for on-site and off-site activities and guidelines for supervisors. The full text is in the handbook .

CODES OF CONDUCT POLICY

Encompasses the code of conduct for staff and students behaviour management and the role of the student leadership system. The full text is in the handbook .

PASTORAL CARE POLICY

Encompasses the pastoral care system, availability of and access to special services such as counselling, health care procedures, critical incident policy and homework policy. The full text is in the student diary and handbook.

There was no change to policies in 2012 due to a change in the College's leadership.

These policies will be reviewed in 2013 and is accessible from the College's front offices and on the school website.



ENROLMENT POLICY

St Mary & St Mina's Coptic Orthodox College is a ministry primarily to families of the Coptic Orthodox faith. therefore enrolment is available to students who have at least one parent who is part of a local Coptic church. A pastoral reference is required. However, children of parents who attend a Christian church and have a pastor's reference are welcome to be enrolled in the college.

The college reflects the beliefs and values as practiced by the Coptic Orthodox faith and so supports the parents in the bringing up of their children in this way.

The college is a Christ-centered learning community where staff and families serve together to assist students to grow up into Christ.

Upon acceptance and for continuing enrolment, families must indicate their support of the mission, ethos and purpose of the College.

Conditions of Enrolment

1. That the parents will agree to allow the child to share fully in the life and program of the College, including the devotional activities and doctrinal lessons. The parents will support the aims of the College and order their own lives and home so the child will be given every opportunity to "Grow up into the fullness of Christ".
2. That the parents undertake to provide the child with the correct uniform as approved by the College and ensure the child is always sent to College neatly and modestly dressed in the required uniform.
3. That the parents are willing both personally and for their children, to participate in all pastoral care services recommended by the priests of the College.
4. That parents read, understand and are committed to the vision, aims and objectives of the College as set out in the "Our Vision, Our Mission, Our Objectives" booklet.
5. That the parents undertake to provide the child with all necessary requirements and other equipment of a personal nature that may be deemed necessary to enable the child to gain the most benefit from the education offered.
6. That the parents accept the right of the College to employ such discipline as it seems wise and expedient for the child and agree to uphold in every way possible the College's authority and right to administer appropriate punishment in accordance with the policies of the college.
7. That the College may suspend or terminate enrolment at its discretion for failure to comply with the conditions or other serious breaches of the College's rules and regulations.
8. That all fees are payable in advance during the first two weeks of term and where payment is not made within fourteen (14) days of due date, a late payment charge may be levied. (Note: in cases where this requirement would cause hardship, alternative arrangements may be discussed with the Finance Manager).
9. That the parents will give at least one term's notice of termination of enrolment and failure to do so will render them liable for one term's fees unless there are mitigating circumstances that are acceptable to the College.
10. That a refund of un-utilised fees at termination of enrolment for any reasons whatever will be solely at the discretion of the College.
11. That a bond of \$200 for the first child and a \$150 for each sibling shall be paid on the acceptance of a position at the College. This shall be refunded in full at the completion of schooling provided all outstanding liabilities have been met by the parents and at least one term's notice given.
12. That the student behaves in a way that does not bring dishonour to the name of Christ or disgrace to the College, including undertaking alcohol, tobacco or other harmful drugs.
13. That parents understand, homework must be completed at home and under the supervision of parents. Teachers are only expected to set and mark homework, they are not expected to enforce the completion of your child's homework as they do not work at home with them.
14. Enrolment at our College does not mean automatic acceptance of enrolment at another Christian School or a Coptic College.
15. Parents agree to provide the following when filling out the Application for Enrolment form.
16. A copy or extract of the student's birth certificate (if not Australian, proof of Residential status must be provided).
17. If the student is born on or after the 1st August 1986, a copy of one parent's "proof of residential status" (eg birth certificate, Certificate of Australian Citizenship, current passport) is required.
18. A copy of the immunisation register/certificate.
19. Acknowledgement of College Expectations.

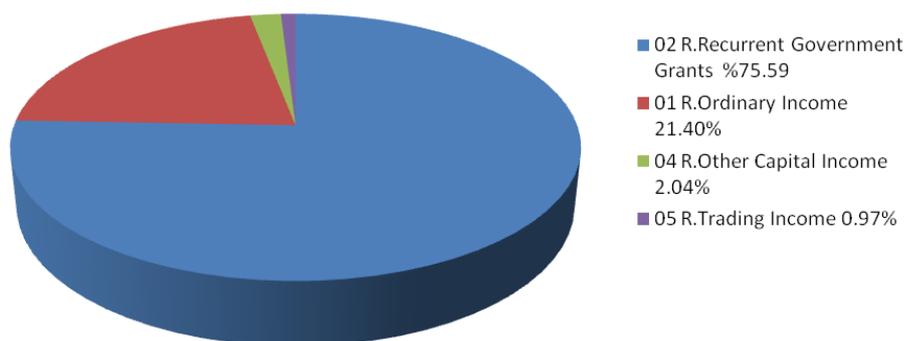
(Amounts in 000's)

	2012	2011	2010
	\$	\$	\$
Total income (all sources)	4,247	4,174	4,389
Total Expenditure	4,096	3,934	3,250
	151	240	1,139

Selective Major Expenditure Items

Capital Expenditure	302	1,747	1,384
Loan Repayments	112	226	200

Income Summary January to December 2012 Total Income \$4,247,158.55



Expense Summary January to December 2012 Total \$4,096,168.74

