

POLICY INTENT

Effective school reporting provides parents, staff, students and the community with meaningful information about schools. All Queensland schools are required to publish a minimum set of information for parents and the community. This *Schools Reporting Policy* will ensure that all schools report similar information that complies with Government requirements in a clear and comprehensive manner. **By publishing this Report, schools will meet both State and Australian Governments reporting requirements.**

Further guidelines on the preparation and publication of schools' reporting information, is available at www.education.qld.gov.au/schools/reporting/

Mandatory Information to be published by 30 June each year

Schools should input the relevant information in the shaded boxes and delete the explanatory notes prior to publication.

DESCRIPTIVE INFORMATION

This section encourages schools 'to tell their story' in a positive manner within their local context. This section of the report should describe the environment in which the school operates. The headings below are compulsory; however, schools could also include information about the school's demographic mix, enrolment and student mobility, distinctive skills of staff at the school, and how computers are used to assist learning.

School sector:

Independent

School's address:

PO Box 1544
Aitkenvale Qld 4814

Total enrolments:

642

Year levels offered:

P-12

Co-educational or single sex:

Co-educational

Distinctive curriculum offerings: (this refers to special programs or innovative offerings, not regular subjects offered. It could include excellence programs, gifted and talented arrangements, special needs programs, life skills etc.)

Tennis Excellence
Speech and Drama
Speaking and Communicating
Christian Living
Study Skills Class
Just Like Jesus

Extra-curricular activities: descriptions of the activities should be provided, particularly those that involve a significant number of students.

Chaplaincy Programmes	School Singing Group
Defence Force	Swimming Programme
COTS – Clubs on Thursday	High Five
Extra Curricular	Stop Think Do
Inter School Sport Competition	Instrumental Ensemble
AFL Programme	
School Band	

Social climate: describes the social climate of the school, including pastoral care programs (this might also include the school's commitment to child protection, reference to the school's behaviour management and anti-bullying programs)

The social climate of the school: this should include pastoral care programs

Award Presentations	Chaplains
Bush Dance	Chapels, Assemblies, Devotions
Meet New Families BBQ	Girls Conference
ANZAC Day March	Student Assemblies
Adopt a Gran	Student Mentors
Day of Blessing	Connect Groups

Parental involvement: must involve strategies for parental involvement. These might include the presence of a P&F Association, Board representation, parent committees (such as for strategic planning), reading programs, volunteer programs

P&F Meetings, Working Bees, Fete, Fund Raisers, Bush Dance,
Parent representation on the School Board
Clubs on Thursday
Parent Volunteers - Library, Classroom, Grounds, Photocopying, School Camps and excursions.

STAFFING INFORMATION

Qualifications of all teachers: Most independent schools include listings of staff, including their qualifications, in reports such as their Annual Report or School Year Book. Schools often include a list of staff on their website.

Qualification	Percentage of classroom teachers and school leaders at the school who hold this qualification
Doctorate	2%
Masters	4%
Bachelor Degree	59%
Diploma	25%
Certificate	17%

Expenditure on and teacher participation in professional development:

Teacher participation in PD

Description of PD activity	Number of teachers participating in activity
First Aid CPR	40
Brisbane Conference	38
Smart Board Training	10
Total number of teachers participating in at least one activity in the program year	40

Expenditure on PD

Total Number of Teachers	Total expenditure on teacher PD (as recorded in Financial Questionnaire)	Average expenditure on PD per teacher
40	\$29,000	\$725.00

To calculate average expenditure per teacher:

$$\frac{\text{Total expenditure on teacher PD} = \$ (\text{average expenditure per teacher})}{\text{Total number of teachers}}$$

The total funds expended on teacher professional development in 2008 were \$ \$29,000____
 The major professional development initiatives were as follows: First Aid CPR, Brisbane Conference
 The involvement of the teaching staff in professional development activities during 2008 was __100__%

Average staff attendance for the school, based on unplanned absences of sick and emergency leave periods of up to 5 days:

Number of Staff	Number of School Days	Total Days Staff Absences	Average Staff Attendance Rate
83	182	325.53	178

To calculate Average Staff Attendance Rate:

$$\frac{\text{Number of Staff X Number of School Days} - \text{Total Days Staff Absences}}{\text{Number of Staff}} = \text{Average Staff Attendance Rate}$$

For permanent and temporary staff and school leaders the average staff attendance rate was __97.8__% in 2008

Proportion of teaching staff retained from the previous year:

Number of permanent teaching staff at end of program year (Head Count)	Number of these staff retained in the following year	% retention rate
44	37	84%

To calculate the proportion of teaching staff retained in a program year:

$$\frac{\text{Number of permanent teaching staff retained at beginning of following year}}{\text{Number of permanent teaching staff at end of program year}} \times 100 = \text{retention rate}$$

For example: At the end of the program year (e.g. 2005), there were 50 teaching staff members (by head count). 5 of these teachers resign at the end of the year. At the beginning of the new year, 45 of the teachers are retained from the original 50. The retention rate is:

$$\frac{45}{50} \times 100 = 90\%$$

From the end of 2007 84 % of staff were retained for the entire 2008 school year

KEY STUDENT OUTCOMES

Average student attendance rate: Number of school days x number of students in the school = number of possible attendance days

Addition of all days absent by all students = total number of days absent
 Number of possible attendance days – total number of days absent = total attendance

Total number of students	Number of school days in program year	Total number of student absences	Average Attendance Rate %
565	182	5434	97.4

To calculate average attendance rate

$$\frac{\text{Total attendance}}{\text{Number of possible attendance days}} \times 100 = \text{average attendance rate}$$

The average attendance rate as a percentage in 2006 was 97.4 %

Reading, writing and numeracy benchmark results for Years 3, 5 and 7 and 9.

Privacy and interpretation of data

The fundamental principle for reporting performance information is to support school improvement throughout Queensland and to provide a profile of all schools to the community. While the reporting initiative is a valuable move towards sharing education information, it brings with it responsibilities in the areas of personal information and privacy. The reporting of student achievement information needs to be managed according to appropriate privacy provisions and needs to ensure that publicly available information is accurate and easily interpreted.

There are many Queensland schools that have small enrolment numbers, particularly at individual year levels. For this reason, care needs to be taken not to identify individual students. Care also needs to be taken in the interpretation of information where trends may be volatile. When reporting on small numbers or 'cohorts' of students, an annual variation in enrolment of just one or two students can have a significant effect on data from one year to the next. This is where setting information in context is of prime importance.

When publishing information on student achievement and school performance:

- careful consideration should be given to the nature of reporting where there are fewer than five students in a group, cohort or reporting field
- information should not be published where all persons in a particular group have achieved identical results, irrespective of group or cohort size.

All published information must:

- maintain the privacy of individual student information
- minimise the likelihood of false assumptions and conclusions being inferred from the data.

School principals may decide that it is not possible to report certain data publicly in ways that maintain student privacy or minimise misinterpretation of performance. Where a decision is made not to report specific data for these reasons, a narrative or descriptive comment on student achievement or

school performance would meet the requirements of the Annual Report.

BENCHMARK DATA

READING			
Year	Average Score (School)	Average Score (State)	% above benchmark
Year 3	392	372	94
Year 5	459	467	86
Year 7	532	529	96
Year 9	558	569	84

WRITING			
Year	Average Score (School)	Average Score (State)	% above National minimum standard
Year 3	403	391	97
Year 5	452	468	84
Year 7	541	521	96
Year 9	525	553	76

SPELLING			
Year	Average Score (School)	Average Score (State)	% above National minimum standard
Year 3	373	366	97
Year 5	445	461	81
Year 7	525	527	94
Year 9	548	568	81

GRAMMAR AND PUNCTUATION			
Year	Average Score (School)	Average Score (State)	% above National minimum standard
Year 3	394	370	100
Year 5	469	477	93
Year 7	531	519	94
Year 9	558	566	74

NUMERACY			
Year	Average Score (School)	Average Score (State)	% above National minimum standard
Year 3	374	368	97
Year 5	451	457	91
Year 7	537	540	100
Year 9	552	573	90

Apparent retention rate:

The school's apparent retention rate must be published. The Year **10 to 12** (**NOTE:** this was previously Year 8-12) Apparent Retention Rate is defined as the number of full-time students in Year 12 in any given year expressed as the percentage of those students who were in Year 10, two years previously (this may be greater than 100%). Schools may also report the real retention rate, but this is not compulsory.

	Year 10 Base	Year 12	Retention rate %
Number of Students	<u>51</u>	<u>34</u>	<u>66.7</u>

Apparent Retention Rate = Number of Students in Year 12 ÷ Number of Students in Year 10 x 100. You may wish to put this data in context, particularly if you are a new school or there is a reason for 'abnormal' retention rates in particular years.
Note: If your school does not have Year 12, you should include a notation to this effect.

Year 12 student enrolment as a percentage of the Year 10 cohort is ____ 66.7 ____%

Year 12 outcomes:

Outcomes for our Year 12 cohort 2008	
Number of students awarded a Senior Statement	34
Number of students awarded a Queensland Certificate of Individual Achievement	0
Number of students who received an Overall Position (OP)	20
Number of students or are completing or completed a School-based Apprenticeship or Traineeship (SAT)	2
Number of students awarded one or more Vocational Education and Training (VET) qualifications	16
Number of students awarded a Queensland Certificate of Education at the end of Year 12	18
Number of students awarded an International Baccalaureate Diploma (IBD)	0
Percentage of Year 12 students who received an OP1-15 or an IBD	50%
Percentage of Year 12 students who are completing or completed a SAT or were awarded one or more of the following: QCE, IBD, VET qualification	76%
Percentage of Queensland Tertiary Admissions Centre (QTAC) applicants receiving an offer	100%

Value Added: Schools are to present information in plain language on their value added in the most appropriate way according to each school's circumstances. The Australian Government has not prescribed any specific measures of valued-addedness. It will be an individual school decision to determine what might be relevant value added measures according to "each school's circumstances".

Schools might draw attention to such things as:

- Percentage improvements in benchmark testing over time
- Changes in results for individual students over a year
- Specialist programs showing improved outcomes for students with disabilities
- Scope of extra-curricular programs
- Provision of extension programs such as university courses available to senior students
- Class Professional Learning to improve student outcomes
- Specific programs in relation to student welfare, life skills, building confidence and self-esteem
- Programs to assist students in tertiary entry or entry to the workforce.

Schools may also have in place other assessment strategies for tracking student progress and may want to report on these.

Value- added
See Extra-Curricular and Social Climate

Where schools already undertake yearly surveys or studies of parents, students and teachers for the purpose of marketing and school improvement, it will involve preparing a relevant report, in plain English, on the findings of those surveys or studies.

If a school does not currently undertake any such studies or surveys, consideration might be given to such a project; or alternatively, the school should consider any other data or information that it may have which could be the basis of a report on parent, student and teacher satisfaction. For example, letters and testimonials from parents; enrolment retention rates over time; increasing enrolments over time, teacher retention rates over time.

Satisfaction data:
As per information above

Recommended optional information to be published by 30 June each year

How computers are used to assist learning

It is recommended schools use narrative to describe the strategies

Computer use:
Students from Preparatory classes to Year 6 have timetabled weekly lessons in Information Technology, with one student per computer. Year 7 takes Computer subjects for 6 months, Year 7 for four months. In High School, Years 9-10, the students may take electives in computer subjects. In Senior School, Years 11 – 12, there are IT electives available and time allowed for research on the computers.

Year 2 Diagnostic Net results – We do not do Net Testing not required for Non State School (Do not include)

Results in the Year 2 Diagnostic Net	
	Percentage of students not requiring additional support
Reading	%
Writing	%
Number	%

School progress towards its goals each year

This section may include narrative about school progress in relation to its Strategic Plan, or may refer parents, staff and students to the Principal's Annual Report.

Mandatory Information to be published by 30 September each year

Post-school destination information from the current *Next Steps* survey as follows:

- Background information on how the Next Steps survey was conducted:

Collection Procedure:

This report is based on the findings of the Queensland government Next Step survey, which targeted all students who completed Year 12 and gained a Senior Statement in 2008.

The state-wide and regional reports of the Next Step survey can be located at the Next Step website at www.education.qls.gov.au/nextstep

- School response rate to the survey

Number of Year 12 students in 2008 (a)	Number of responses received from students (b)	Percentage response rate (b/a x100)
34	29	85.3%

- Definitions of main destinations (see table below)
- Summary of findings in relation to main destinations of students

School Year 2008	Number of Students in each category	Percentage of Students in each category
University (degree)	6	20.7
VET total (Cert IV+ III, I-II, apprenticeship, traineeship)	8	31
Working full-time	5	17.2
Working part-time/casual	6	20.7
Seeking work	3	10.3
Not studying or in the labour force	0	0
Total Year 12 students	29	

To calculate percentage of students in each category:

$\frac{\text{number of students in each category}}{\text{total number of Year 12 students}} \times 100 = \text{Percentage in each category}$

- Chart showing main destinations of students. School may choose to show a bar or pie graph.

Publication format

The information is to be presented on the school's website and via one other format including:

- hard copy school annual report to parents and prospective parents available on request
- hard copy newsletter to parents and prospective parents available on request
- hard copy school handbook to parents and prospective parents available on request
- by means of a noticeboard or sign clearly visible to the public inside or outside the school.

CHECKLIST

Mandatory information to be published by 30 June every year

1. Descriptive information

- Whether the school is state, independent or Catholic
- The school's address
- Total number of enrolments
- Year levels offered
- Whether the school is co-educational or single-sex
- Distinctive curriculum offerings. Regular subjects do not need to be listed
- Extra-curricula activities. Descriptions of the activities should be provided, particularly those that involve a significant number of students
- The social climate of the school, including pastoral care programs
- Strategies used for involving parents in their child's education
- Links to school web pages or the title of a school-based contact person for further information on the school and its policies

2. Staffing Information

- Qualifications of all teachers
- Expenditure on and teacher participation in professional development
- Average staff attendance for the school, based on unplanned absences of sick and emergent leave for periods of up to five days
- Proportion of teaching staff retained from the previous school year.

3. Key student outcomes

- Average student attendance rate (%).
- National Assessment Program Literacy and Numeracy - Reading, Writing, Spelling, Grammar and Punctuation, and Numeracy results for Years 3, 5, 7 and 9 as follows:
 - average scores for the school
 - average scores for Queensland. The Queensland Studies Authority will provide schools with the relevant data in relation to each school and the Queensland average
 - percentage of students in each year at or above the national minimum standard
- Apparent retention rates for Year 10 to 12. Schools may also report on real retention rates.
- Year 12 outcomes. Schools have been provided with a set of information by the Queensland Studies Authority and are to report on school websites the following:
 - number of students awarded a Senior Statement.
 - number of students awarded a Queensland Certificate of Individual Achievement.
 - number of students who received an Overall Position (OP).
 - number of students who are completing or completed a School-based Apprenticeship or Traineeship (SAT).
 - number of students awarded one or more Vocational Education and Training (VET) qualifications.
 - number of students awarded a Queensland Certificate of Education at the end of Year 12.
 - number of students awarded an International Baccalaureate Diploma (IBD).

- percentage of OP/IBD students who received an OP 1-15 or an IBD.
- percentage of Year 12 students who are completing or completed a SAT or were awarded one or more of the following: QCE, IBD, VET qualification.
- percentage of Queensland Tertiary Admissions Centre applicants receiving an offer.
- Value added – schools are to present information in plain language on their value added in the most appropriate way according to each school’s circumstance.
- Information, in plain language, about parent, teacher and student satisfaction with the school.

Mandatory information to be published by 30 September each year

- Post-school destination information from the current *Next Step* survey as follows:
 - background information on how the *Next Step* survey was conducted
 - school response rate to the survey
 - definitions of main destinations
 - summary of findings in relation to main destinations of students
 - chart showing main destinations of students.

4. Recommended optional information to be published by 30 June each year

Schools are also encouraged to publish the following additional information:

- how computers are used to assist learning, using narrative to describe the strategies
- Year 2 Diagnostic Net results
- school progress towards its goals for the year

Schools may include any other information that may be of interest to parents and the community.

Publication format

The information is to be presented on the school’s website and via one other format including:

- hard copy school annual report to parents and prospective parents available on request
- hard copy newsletter to parents and prospective parents available on request
- hard copy school handbook to parents and prospective parents available on request
- by means of a noticeboard or sign clearly visible to the public inside or outside the school.