

# GIB GATE

## **Educational & Financial Report 2018**

(1 July 2019)

This report is prepared  
for the purpose of compliance.  
(Education Act)

## Theme 1: A Message from the Key School Bodies

### Board of Governors of Winifred West Schools – Message from the Chair of Governors

This year has been extremely successful and rewarding for Frensham Schools – Gib Gate, Frensham and Sturt – with *Strategic Priorities 2018-2022* published to the community in May clarifying the Board's vision for the immediate future, in the context of our enduring guiding values.

For the purposes of this Report, the Board is pleased to note significant achievements at Gib Gate.

- i. Gib Gate continued to offer an extremely rich curriculum and is 'ahead' in IT and in co-curricular and personalised academic support (e.g. gifted and talented and support students) locally and on a national level.
- ii. Gib Gate K-6 gained full five-year **Registration and Accreditation** based on 2018 submission to NESA – the fifth successive unconditional five-year maximum accreditation period for the School.
- iii. Gib Gate Preschool gained accreditation with the **National Quality Framework for Early Childhood Education and Care**, with two areas rated Excellent and another area being reviewed at Gib Gate's request, for Excellent rating.
- iv. Executive efforts continued, to secure *Start Strong* funding to support parent fees for preschool education. [This was confirmed finally in early 2019.]
- v. Next steps in use of Information Technology (IT) were implemented to enhance teaching and learning through exploration of new cloud-based software options and storage.
- vi. Annual Strategic Review [2018-2020] included the Executive's review for the Board of priorities and achievements in the areas of: Finance/Enrolment; Facilities (Master Plan and Long Term Facilities Plan); Staff Quality; Curriculum Quality; Academic Excellence; Brand and Positioning; Risk and Reputation.
- vii. New brand and positioning determined and associated marketing and operational amendments underway.

At Gib Gate we have an enormously talented and dedicated staff. Our students are able to flourish here because their teachers create an environment which enables and encourages them to do so, one which is inspiring and challenging, inclusive and engaging, nurturing and safe.

### Winifred West Schools Foundation Ltd

Throughout 2018 Foundation maintained keen focus on strategies to build the level of financial support required to meet the Schools' long-term goals.

Foundation Staff Scholarship support (awarded in 2017 for 2018) enabled key staff to attend the AHISA National Conference, Leading Learning Caring, to consider our welfare, wellbeing and leadership structures for Years 7 to 9. 2018 Foundation Staff Scholarships (for 2019) were awarded to the Head of Faculty (Jamieson Programme), to attend the Cambridge International Schools Conference, Creating the Conditions for Success, in Cape Town, South Africa (March 2019), and to the Coordinator of Agriculture and Head of Holt Farm for a personalised study tour (2019) of ground-breaking use of technology in Agriculture.

The major fundraising event for the year was Foundation's Annual Dinner, linked to the Official Opening of the Frensham Dining Room. To enhance the celebration, past Chairs of Foundation were special guests for the evening and current parents were joined by longstanding Foundation Members and friends of the School – and the financial outcomes of a most enjoyable evening reflected the generosity and support of the School community.

Owing to the ongoing drought conditions affecting regional NSW, operation of Foundation's Livestock Enterprise was suspended for 2018, with a clear commitment that the project will be reignited 'when it rains'.

A major achievement strategically was the Frensham Schools appointment of a Director of Philanthropy – responsible to the Head and to the Chair of Foundation, for commencement in January 2019.

**The Gib Gate (Parent) Advisory Committee**, chaired in 2018 by Mr David Griffin met four times during the year and worked with the Head of Frensham Schools to discuss policies and procedures within the School. Major areas of focus included but were not limited to:

- Frensham Schools' Strategic Review consultation
- Review of Character Education (K-12)
- Review of Gib Gate Student Well-being Programme and Counselling services
- Review of Gib Gate Student Personalised Learning Programmes

The Head of Gib Gate attended all meetings at the invitation of the Head of Frensham Schools and Minutes of Advisory Committee Meetings were provided to the Board of Governors of the School.

**Families of Gib Gate (FOGG)** chaired in 2018 by Mrs Rowena Bendror, comprises all parents of Gib Gate. FOGG plays a major role in support of School fundraising and in special School events such as the WWS Iris Country Fair, Grandparents' Days, Book Week Fair, Sports Carnivals and Special Event Days for students.

### **Year 6 Monitors**

Year 6 students propose, apply for and are appointed to positions of leadership and service within the School, roles through which they can make a personal contribution to the School. In 2018, Monitor positions included responsibility for Charity support, Library, Younger Children, House Sport, Office Support, Music and K-5 Peer Support. In preparation and ongoing support for their leadership experience, all Year 6 students participated in a Young Leaders programme implemented by the Head of Gib Gate, Ms Sally Robson.



## Theme 2: Contextual Information About the School

Gib Gate is the co-educational preschool and primary school of Frensham Schools: Gib Gate, Frensham and Sturt.

The School's values and educational ethos are founded on the philosophical position that our moral purpose in life is to develop our talents and use them for the common good - to make a contribution to the world. A non-denominational, independent school based on Christian principles, Gib Gate offers an education that emphasises the need to build the spirit as well as the intellect.

- Core to daily life is the encouragement of students to strive to achieve their potential, nurtured by staff working in accordance with best teaching practice.
- Gib Gate offers a strong academic focus on Literacy and Numeracy, with individualised programmes and a whole-school approach to Gifted and Talented Education. Teachers track individual student progress, supporting and extending students to achieve specific learning goals.
- Individualised learning programmes include differentiation of the core programme, individual learning support in Literacy and/or Numeracy, extension and partial acceleration or full-grade acceleration.
- Technology-rich classrooms and a full computer laboratory linked to the Library, facilitate the development of information and communication skills.
- For senior students, the Legacy of the Leaders Project and the Young Australia Scientist Awards are key aspects of the Human Society and Its Environment and Science curriculum involving all students in a long-term inquiry.

Gib Gate's state-of-the-art Preschool, based on the Reggio Emilia philosophy of Early Childhood Education enrolls children from 4 to 5 years of age, offering a programme that is directly linked to the primary school.

Building on a strong tradition in the Creative and Performing Arts, specialist staff teaching complements core studies:

- Purpose-built facilities for Visual Arts, Music, Drama and Dance include classrooms for Music and Visual Arts, a Ceramics Studio, a Woodwork Workshop and Music Tuition Studios, where students attend individual instrumental sessions taught by professional tutors.
- Performance skills are practised through the staging of annual Junior and Senior Musical Productions, weekly Assemblies, Choirs and Concerts.
- Richness of the curriculum is also highlighted in the Preschool to Year 6 Outdoor Education Programme where students develop skills in bush walking, orienteering, canoeing, abseiling and mountain biking and in the opportunities to participate in a wide variety of sports including Soccer, Hockey, Basketball, Netball, Cricket, Water Polo, Tennis, Gymnastics, Swimming, Athletics, Cross Country, Snowsports and Equestrian.
- Unique to Gib Gate is an international exchange linked to the teaching of Japanese.

For additional information please see: <https://www.gibgate.nsw.edu.au> and <https://www.myschool.edu.au>

## Theme 3: Student Performance in National and State-wide Tests and Examinations

For NAPLAN information please see: <https://www.myschool.edu.au>

In 2018, programmes which added value to student performance were:

- Gib Gate Science Fair
- Young Scientist Awards (selected students Year 5)
- Swimming Development Programme K-6
- Class Excursions and Incursions to complement Class Curriculum programmes K-6
- Parent Information Evenings
- Parent Events: New Parent Dinner, Term Coffee Mornings
- Kindergarten Reading Workshop for Parents
- FOGG (Families of Gib Gate) Term Meetings
- Drama Programme K-6
- Student Organised Charity Events: School for Life, Katuuso School Uganda, Anglicare Christmas Appeal, South Coast Wildlife Rescue
- School participation in local community ANZAC Day Parade and Ceremony

- Sports Carnivals: K-2 Swimming, 3-6 Swimming , K-6 Cross Country, K-2 Athletics, 3-6 Athletics
- Hosting Local School Cross Country Carnival
- Hosting Southern Highlands Soccer Association Junior Division Matches
- Extra-Curricular Activities: Woodwork, Ceramics, Drama, Craft, Art, Writing, Robotics, Dance
- Extra-Curricular Sport: Hockey (including Minkey Hockey), Netball (including Fun-net and Netta), Basketball, Tennis, Gymnastics, Cricket (including In2Cricket), Soccer, Swimming (all year)
- RoboCup Team Competition
- Tournament of Minds Team Competition
- da Vinci Decathlon Team Competition
- K-6 Outdoor Education Programme and Stage 3 Camp
- Visiting: Indigenous Artist
- Junior and Senior Debating
- Public Speaking Interschool Competition
- IPSHA NSW Gala Debating Competition
- Australian Mathematical Olympiad
- Peripatetic Music Tuition: Piano, Cello, Violin, Guitar, Flute, Drums, Voice, Trumpet, Clarinet, Viola
- Visiting Author programme and writing workshops K-6
- Clean Up Australia Schools' Day
- Literacy Support K-2
- MULTILIT Reading Support Year 3-Year 6
- MINILIT Literacy Support Kindergarten – Year 1
- MacqLit Literacy Support – Year 2-4
- Mathematics Support K-6
- Dance Programme K-6
- Family School Events: Mother's Day, Father's Day, Grandparents' Day
- Choirs
- Sample High School Day for Year 5 Students
- Bike Education K-2
- Annual Junior and Senior Musicals
- Class Assembly Performances
- Community Music Performances
- Visiting Cultural Performers and Artists including Oz Opera and Musica Viva
- Musical Soirées
- Student participation in Writing Competitions
- Skill-development programme for Soccer, Cross Country, Athletics and Cricket
- Digital Technologies and Computational Thinking: Coding K-6
- Interrelate Years 3-6 Family Information evening
- Year 6 Monitors Roles and Leadership programme
- Year 5 and Year 6 Parent Camp briefing
- Year 6 BYOD Programme Parent Meeting
- Year 6 BYOD Programme
- Extension of the Year 6 Leadership Programme to include the coordination of Community Events such as the ANZAC Day Service, the support of charities and K-5 Peer Support
- Preschool Open Day
- NSW Interschools Snowsports Team
- NSW Interschools Equestrian team
- Year 6 Legacy of the Leaders Presentation
- Year 5 participation in Wingecarribee Shire Environmental Day
- Gib Gate School and Hokuriku Gakuin School, Kanazawa, Japan – Weekly Skype sessions
- Gib Gate and Hokuriku Gakuin School, Kanazawa, Japan – Cultural Exchange Programme
- K-6 Bounce Back Anti-Bullying Awareness Programme
- Years 1-6 URSTRONG Friendship Workshops
- Preschool to Kindergarten Orientation Programme
- K-2 participation in the Wingecarribee Shire Tulip Time festival
- Year 2 participation in the First Lego League Competition

## Theme 4: Senior Secondary Outcomes

Not applicable to Primary Schools.

## Theme 5: Teacher Professional Learning, Accreditation and Qualification

### Professional Learning/Professional Development Activities

Professional development activities undertaken by Frensham Schools staff throughout 2018 are noted below:

No of Staff Involved	Course and Focus
6	Exploring the new Year 12 English Modules
1	National Symposium of Japanese Language Symposium 2018: Bigger, Broader, Better. UTS
1	Viewpoints and Composition Teacher Training workshop. The Arts Unit in Lewisham.
3	Familiarisation with new Language K-10 syllabuses (AISNSW consultant)
8	Navigating SCOUT (Software) to analyse School NAPLAN Data
1	39 <sup>th</sup> Annual Australian Garden History Society (AGHS) Conference
1	Supervising Professional Experience: Australian Professional Standards for Teachers (APST) and Mentoring 2018 (UOW School of Education)
1	Registration Requirements for All Schools (AISNSW)
1	Writing the Future: Transforming the Writing Culture in your school (PETAA - Primary English Teaching Association Australia)
1	'Disco et Doceo' Classical Wisdom K-12 and beyond conference (Classical Languages Teachers Association Inc.)
1	Sydney Piano Teacher's Festival (Sydney Conservatorium)
1	Practical Marking of the HSC Major Design Project (NESA)
2	Assessment Panel for Highly Accomplished Teacher (AISNSW) York Street
1	'Correct, but not beautiful' – 19th century notation, for performance (Sydney Conservatorium Symposium)
44	International Presenter: Sara Wilkie Head of Learning Design, November Education (BOSTON) – including Teacher Learning Community TLC Meeting (9)
14	House Staff, IT policy implementation and Health Centre Staff, Health Care Reviews
1	Cambridge Primary Global Perspectives online Professional Development training commenced 26 September 2018
1	Early Childhood Australia National Conference Be the Difference for Children and Families
5	Familiarisation of the Stage 6 Science Extension Course
2	MANSW 2018 Annual Conference: 'New Horizons' (Mathematics Association, NSW)
1	Exploring STEM: Inspiring Childhood (Early Childhood Regional Umbrella Group)
60	Teacher Learning Community TLC 8: Collegial Observations feedback and discussions on 'Interactions' in prescribed text: Creating Cultures of Thinking by Ron Ritchhart
1	NESA Registration Briefing Monday 27 August, AIS NSW York Street
1	AIS NSW Science and Technology Syllabus 2019 implementation
1	Teachers Leading Educational Reform: Collaborative Professional Learning with Impact
1	Effective Practices for Stage 6 Assessment Workshop: delivered by NESA

No of Staff Involved	Course and Focus
1	AIS Enhancing Your Child Protection Investigation Skills National Education Forum – ICSA-AHISA (Canberra)
1	IPSHA Teacher Meeting Term 3, Thursday 2 August Implementing the InitialIt Program.
1	Reflective practice: beyond a naval gaze. A critical component of the NQS and A&R.
80	Frensham Schools PL Day Term 3, Monday 23 July Plenary Session: Julie Gillick - Strategic Themes and Priorities 2018-2022 Individualised sessions for all Boarding, House and Teaching staff. Included TLC 7 for Teachers and 2018 Writing Project sessions led by Dr Ruth Phillips for teachers K-12
1	Inaugural Australian Rusticatio conference [spoken Latin]
3	Annual School Nurses Association of NSW Conference
80	Frensham Schools PL Day, Friday 29 June Individualised PL sessions for House, Health Centre and Teachers P-12. Teachers engaged in a full day with international consultant Mark Church: Creating Cultures of Thinking at Frensham Schools. (included TLC 6 for Teachers P-12)
1	Career Advisers Association Tertiary Update. UTS Sydney
1	Languages K-10 Framework and Syllabus Familiarisation and Planning Workshop 2018 for the Implementation of New Syllabus for 2019
1	Unpacking Maths Advanced and Extension 1 for 2019
1	Career Advisers Association Tertiary Update. UTS Sydney
1	Pompeii and Herculaneum HSC Day 2018
1	School Law Conference: Legal Risks and Practical Solutions
1	IPSHA Deputies Umbrella Group Meeting
1	2018 STANSW Meet the Markers
1	Independent Schools Heads of Science Group
1	IPSHA K-2 Umbrella Group Meeting - Benefits of Maker Ed in Mathematics in shifting student attitude towards maths throughout the preschool and early years of school.
1	AHISA Directors of Studies Conference
60	Frensham Schools Teacher Learning Community Session (TLC) 5 2018 Frensham Teachers 7-12: Monday 21 May 4:00pm-5:30pm; Gib Gate Teachers P-6: Tuesday 22 May 4:00pm-5:30pm. Focus: Feedback on collegial observations: Opportunities; Generating ideas for writing – focus question: Why are we writing?; Goal setting for observation lessons and work sample collection: Writing Opportunities to provoke student thinking.
1	State Drama NSW Conference Imagine the Creative Revolution
1	Tournament of Minds (ToMs workshop)
2	Fearless Girls. Strong Women. Adelaide 2018. Alliance of Girls Schools Australia
80	Frensham Schools Professional Learning Day: Friday 13 April Consultant Dr Ruth Phillips led a session entitled: The WWS Writing Project: How do we improve the academic writing of students across many different academic contexts using a shared standardised writing criterion? (Cambridge International Writing Rubric)
4	AHISA (Association of Heads of Independent Schools of Australia) Leading Learning and Caring Conference 2018: Hobart. <b>Winifred West Schools Foundation Scholarship 2018</b>

No of Staff Involved	Course and Focus
1	Planned: Principal's Dialogue Tour AISNSW (China) 18-25 April
80	Frensham Schools Professional Learning Day, Thursday 29 March Teachers P-12 and House Staff: Creating Cultures of Thinking – led by Mark Church, International consultant to WWS; Health Centre staff led by Cathie Weaver (Coordinator Health Centre) full day re Health Centre Policies and procedures.
1	The AIS History Conference 2018 - Reanimating History: Leading Learning, Embedding Understanding
2	Annual IITSL HALT (Highly Accomplished Teacher and Lead Teachers) Summit
1	University of Technology, Sydney (UTS) Career Advisor Conference
8	Proficient Teacher Accreditation, Thursday 15 March on Frensham Campus Induction session for senior staff (supporting) and newly accredited teachers (working towards) accreditation at Proficient Teacher Level - using the Australian Professional Standards for Teachers. Delivered by AIS Consultants
1	IPSHA Early Childhood Umbrella Group Term 1 meeting: Incorporating STEAM into the Early Childhood Environment
60	Creating Cultures of Thinking: The 8 Forces We Must Muster to Truly Transform Our Schools (From the pre-reading section required)
1	NESA School Based Newly Endorsed Information Session. NESA Head Office
1	MiniLit Early Literacy intervention program. MiniLit Research Centre, Macquarie University
1	Australian Council for Educational Research (ACER: Using and interpreting data in schools (Online).
1	Reading Tutor Program PD eLearning Modules: MultiLit Research Centre Macquarie University. Provides quality professional education in how to effectively deliver each component of the MultiLit Reading Tutor Program comprising eight 30-minute modules.
80	Frensham Schools Professional Learning Days, Monday 29-Tuesday 30 January All staff involved in a variety of PL opportunities including Plenary sessions presented by Ms J Gillick: Strategic Planning/Major Projects 2018, Ms K Chauncy: PL Highlights 2017 and 2018 Programme; Personalising Learning Programmes 2018; Mrs C Williams: Year 12 2017 HSC Highlights; Mr G Marsh: ICT Planning 2018
40	Frensham Schools Senior Staff Professional Learning Days and NEW STAFF INDUCTION, Tuesday 23 and Wednesday 24 January Sessions for Senior Staff led by Ms J Gillick and Mr G Marsh on all areas of Strategic Planning and personal goal setting for 2018. Sessions for new staff and their mentors involved sessions presented by Executive staff on Business Management, ICT Management, School and Studies/Curriculum Policies, classroom management and Personalised Learning Programmes
1	Teachers' Toolkit Improvisation 3-day Workshop. Sydney Workshops conducted by Lyn Pierse, a highly experienced theatre practitioner, actor and trained teacher. Lyn was part of the founding movement of Theatre Sports in Australia and has written the book Improvisation: the guide, which is used by the majority of Drama Teachers in their work with young people.

In 2018, the average expenditure per teacher on professional learning, including mentoring (per \*Full Time Equivalent) was \$2,086 (**2014** - \$2,404; **2015** - \$2,331; **2016** - \$2,197; **2017** - \$2,506 per \*FTE teacher) reflecting differing approaches and needs, reviewed annually.



## Teacher Standards

	Teaching standards category	Number of Teachers
(i)	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.	14
(ii)	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.	0
(iii)	Teachers who do not have qualifications as described in (i) and (ii) but have relevant successful teaching experience or appropriate knowledge relevant to the teaching content.	0

## Teacher Accreditation

Teaching Standards Category	Number of Teachers
Conditional	0
Provisional	0
Proficient Teacher	12
Highly Accomplished Teacher (voluntary accreditation)	2
Lead Teacher (voluntary accreditation)	0
<b>Total number of teachers</b>	<b>14</b>

## Theme 6: Workforce Composition

School Staff 2018	Number of Staff
Teaching staff	14
Full-time equivalent teaching staff	12
Non-teaching staff	5
Full-time equivalent non-teaching staff	6

Aboriginal and Torres Strait Islanders on staff (NIL)

Details of workforce composition can be found on the MySchool website: <https://www.myschool.edu.au>

## Theme 7: Student Attendance

For student attendance rates please refer to the school data on the MySchool website: <https://www.myschool.edu.au>

### Policy and Procedure re Non-Attendance:

- Unexplained absences result in a phone call from the School on the first day of the absence.
- All absences require written documentation from parents or guardians.
- Follow-up continues until written justification for the absence(s) is received.
- All records of correspondence are kept on file.

### Attendance Rates 2018

Year	Rate
1	93.91%
2	94.08%
3	91.95%
4	95.01%
5	95.83%
6	93.68%

## Theme 8: Enrolment Policies

Gib Gate is a co-educational School for students from Pre-Primary to Year 6\* providing an education based on the School's ethos and operating within the policies of the NSW Board of Studies, Teaching & Educational Standards (BOSTES) [NSW Education Standards Authority (NESA) from 2017]. The application process takes into account siblings already attending the School, former-student and family connections and date of registration with the School.

*\*Frensham accommodates girls in Year 4-6 who enrol as Weekly or Casual Boarders and travel to and from Gib Gate daily.*

Once enrolled, students are expected to adhere to the School's ethos and comply with the School Rules to maintain the enrolment.

### Procedures

1. All applications are processed in accordance with the School's Enrolment Policy, with the student and family invited to interview, which also includes a tour of the campus.
2. Each applicant, with a parent or guardian, is interviewed by the Head of Gib Gate and the responses regarding the student's ability and willingness to support the School's ethos are considered.
3. Each applicant's educational needs are considered at the time of interview through discussion with the student and family and with the student's most recent School Report being made available at the time of interview, if applicable. Further information may need to be gathered from an appropriate source.
4. In some instances, prior to an offer of a place, any necessary strategies which may be required are discussed and considered.
5. A letter offering a place is sent to the parent/guardian with the Enrolment Form. The return of the form with the requisite Enrolment Fee [non-refundable] confirms the place.

### Characteristics of the student body

A small number of students come from backgrounds with languages other than English and a small number of students have special needs. The majority of students come from the local area of the Southern Highlands.

For additional information please see <https://www.myschool.edu.au>

## Theme 9: School Policies

### Student Welfare

Gib Gate 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 programmes which develop a sense of self-worth and foster personal development.

To ensure that all aspects of Gib Gate's mission for providing for a student's welfare are implemented, the following **Policies and Procedures** were in place during 2018:

Policy	Changes 2018	Access to full text
<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> <li>• investigation processes</li> <li>• documentation</li> </ul>	Policy takes into account current legislation  Reviewed by all Staff  Amended 2018	Available on request by contacting the School
<b>Positive Peer Relations Policy encompassing</b> <ul style="list-style-type: none"> <li>• all members of the community</li> <li>• promotion of personal growth and self-esteem</li> <li>• building positive relations by managing and eliminating unacceptable behaviour</li> </ul>	Reviewed 2018	Staff Handbook Parent Information Book available on School Portal (Schoolbox)
<b>Behaviour Management Policy</b> In accordance with the School motto 'Gib Gate Cares', Gib Gate aims to encourage students to take responsibility for their own behaviour and assist each other to do the same.	Reviewed 2018	Staff Handbook Parent Information Book available on School Portal (Schoolbox)
<b>Curriculum Policy</b> is prepared as a guide for Staff regarding policy and practice at Gib Gate. It encompasses <ul style="list-style-type: none"> <li>• Differentiated learning</li> <li>• Curriculum scope and sequences</li> <li>• Class Programming</li> <li>• Approach to Learning for each Kea Learning Area</li> <li>• Assessment Policy</li> </ul>	Policy amended in 2018	Curriculum Handbook Overview of policy included in Parent Information Book and available on School Portal (Schoolbox)
<b>Sexual Discrimination Policy</b> Gib Gate is committed to providing all staff and students with a working environment free of sexual harassment.	Reviewed 2018	Staff Handbook Summary and explanatory notes of the Act are available from the Head.
<b>Policy on School Uniform</b> School uniform is worn for all daily lessons/activities and at most school functions.	Reviewed 2018	Parent Information Book available on School Portal (Schoolbox)
<b>Dealing with critical incidents</b> This policy outlines a procedure to list responses in order of priority and develop an effective management plan to address the immediate, short term and long term needs of those affected by a 'traumatic Incident' involving school staff and students.	Reviewed 2018	Parent Information Book available on School Portal (Schoolbox)
<b>Accident Management Procedures</b> This policy grades injuries into categories and outlines the steps to be taken at each level. It is based on the principle that the safety and welfare of students is paramount.	Reviewed 2018	Parent Information Book available on School Portal (Schoolbox)

Policy	Changes 2018	Access to full text
<b>Fire Regulations Policy</b> Information and instruction sessions are held once per semester.	Reviewed 2018	Staff Handbook Fire Log available on School Portal (Schoolbox)
<b>Lockdown Policy</b> Information and instruction sessions are held once per year.	Reviewed 2018	Staff Handbook available on School Portal (Schoolbox)
<b>Communications Policy</b> Communication with parents is achieved through: <ul style="list-style-type: none"> <li>• Yearly Calendar</li> <li>• Bulletins and Newsletters</li> <li>• Reports</li> <li>• Schoolbox</li> <li>• Letters, emails, phone calls</li> <li>• Parent/teacher meetings [formal and informal]</li> <li>• Formal written reports</li> <li>• Protocol for communications is outlined in the Parent Information Book.</li> </ul>	Reviewed and amended 2018	Parent Information Book and Staff Handbook available on School Portal (Schoolbox)
<b>Work Health and Safety Policy</b> In order to implement the general provisions of the policy, a programme of activities and procedures is in place and is continually updated and acted upon.	Reviewed 2018	Staff Handbook
<b>Security Policy</b> Outlines the security arrangements for the campus.	Reviewed and amended 2018	Staff Handbook
<b>Policy on the use of ICTs</b> This document outlines the schools position regarding appropriate use of ICT technology by students K-6. Parents and students are required to sign an agreement to adhere to the School's guidelines.	Reviewed and amended 2018	Parent Information Book and Studies Policy available on School Portal (Schoolbox)
<b>Daily Routines including</b> <ul style="list-style-type: none"> <li>• Student Attendance Procedures</li> <li>• General movement</li> <li>• Supervision between classes</li> <li>• Playground duties</li> </ul>	Reviewed and amended 2018	Parent Information Book and Staff Handbook available on School Portal (Schoolbox)



## 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.

All disciplinary action which 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 the Staff Handbook and the Information Book.

Policy	Changes in 2018	Access to full text
<b>Behaviour Management Policy encompassing</b> <ul style="list-style-type: none"> <li>a process for managing unacceptable behaviour</li> <li>a process that aims to develop self-discipline in students; discipline is therefore based on a trust system</li> <li>a general expectation that students will be polite, punctual and tidy at all times</li> <li>an understanding that all drugs, including alcohol and cigarettes are forbidden</li> <li>an understanding that school property will be treated with care</li> </ul>	Reviewed 2018	Staff Handbook Parent Information Book ( <i>Managing Unacceptable Behaviour flowchart</i> ) available on School Portal (Schoolbox)
<b>Positive Peer Relations Policy encompassing</b> <ul style="list-style-type: none"> <li>all members of the community</li> <li>promotion of personal growth and self-esteem</li> <li>building positive relations by managing and eliminating unacceptable behaviour</li> </ul>	Reviewed 2018	Staff Handbook Parent Information Book available on School Portal (Schoolbox)

## Complaints and Grievances

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

The full text of Gib Gate's policy and processes for complaints and grievances resolution is provided in the Staff Handbook.

An appropriate outline of the policy and processes is also provided in the Parent Information booklet and the student diary and on the School Portal (Schoolbox).

Policy	Changes in 2018	Access to full text
<b>Grievances and Disputes Policy</b> This document sets out the procedures to be followed at Gib Gate where a problem arises within a teacher's performance of duties.	Reviewed 2018	Staff Handbook available on School Portal (Schoolbox)
<b>Grievance Handling – Best Practice Policy</b> This policy sets out the procedure for handling discrimination/harassment grievances at Gib Gate. In summary, grievances are handled <ul style="list-style-type: none"> <li>confidentially</li> <li>impartially</li> <li>fast</li> <li>according to clear policy/procedure</li> </ul>	Reviewed 2018	Staff Handbook available on School Portal (Schoolbox)

Policy	Changes 2018	Access to full text
<b>Recruitment Policy</b> Gib Gate is an Equal Opportunities employer. All staff must consent to employment according to the conditions in the Child Protection legislation.	Reviewed 2018	Staff Handbook
<b>Privacy Policy</b> This policy outlines how Frensham uses and manages personal information provided to or collected by it. Frensham is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.	Amended 2018	Staff Handbook available on School Portal (Schoolbox)

## Theme 10: School Determined Areas for Improvement

### Achievement of priorities for 2018

Area	Priorities	Achievements
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>Student Data collection and Analysis</li> <li>Implementation of K-6 Science Syllabus</li> <li>Implementation – English K-6 Textual Concepts</li> <li>Review of Literacy Support K-6</li> <li>STEM – Year 2</li> <li>Mathematics – Learning in Early Numeracy [LIEN] training</li> <li>Student/Teacher/Parent Three-way interviews</li> <li>Continued implementation of Making Thinking Visible Routines</li> <li>Teacher Learning Communities</li> </ul>	<ul style="list-style-type: none"> <li>Introduction of National Literacy and Numeracy Progressions</li> <li>Ongoing collection of data to determine effectiveness of interventions.</li> <li>Scope and Sequences revised K-6</li> <li>Continued</li> <li>Trial and Professional Development training in InitialIT – Year 1 Phonemic Awareness Programme</li> <li>Implementation of Digital Technologies and Computational Thinking K-6</li> <li>LIEN interviews conducted for all students K-6 and updated each term</li> <li>Trial conducted in Year 3 and Year 6 Term 2 interviews to improve student/parent engagement and communication</li> <li>Ongoing PD of P-12 staff with focus on Making Thinking Visible classroom practices</li> <li>Peer observations and critique of teaching practices to improve classroom practice</li> </ul>

Area	Priorities	Achievements
<b>Student Welfare</b>	<ul style="list-style-type: none"> <li>Implementation of ICT Policy for Chromebooks and Google Classroom Year 5</li> <li>Implementation of Peer Support K-5</li> <li>Personal Development and Health</li> </ul>	<ul style="list-style-type: none"> <li>Student and Family information and co-signing of School Appropriate and Safe Use of ICT Agreement.</li> <li>Year 6 Peer Support leaders conducted K-5 groups focussing on Friendship and Anti-bullying.</li> <li>Implementation of URSTRONG Friendship Programme K-5</li> </ul>
<b>Staff Development</b> <i>[See summary of professional learning programmes in <b>Area 5 of this Report</b>]</i>	<u>Highlights include:</u> <ul style="list-style-type: none"> <li>Continuation of Teaching Learning Communities (TLCs) across the School</li> <li>Continued mapping of National Curriculum K-6</li> <li>Work with individual staff on the areas of Teaching Standards and Professional Accreditation</li> </ul>	<ul style="list-style-type: none"> <li>TLC Focus: Making Thinking Visible and Cultures of Thinking</li> <li>Continuation of implementation.</li> <li>Implementation of National Curriculum K-6</li> <li>Individual staff commitment made to attainment of professional accreditation goals.</li> </ul>
<b>Facilities and Resources</b>	<ul style="list-style-type: none"> <li>Implementation of new School Database based Report K-6</li> </ul>	<ul style="list-style-type: none"> <li>Gib Gate Report format revised based on Synergetic database for implementation Semester 1, 2018.</li> </ul>

## Theme 11: Initiatives Promoting Respect and Responsibility

At Gib Gate, the ethos and values underpinning the operation of the School are based on the belief that all have a right to work and live in a secure environment where they are treated with respect, through the development of positive relationships between students, teachers, parents and other members of the School community. Our practices reflect the School motto: *Gib Gate Cares*.

Undertaken annually:

- Staff review the Code of Conduct devised by the School (Staff Handbook), detailing the respect that must be observed by teachers in all aspects of their work with students and colleagues.
- Weekly Prayer Assemblies and formal Performance Assembly programmes, provide regular opportunity for promotion of the School's Christian values.
- Students share responsibility for many aspects of the School's operation: Year 6 students are Buddies for Kindergarten and all members of Year 6 share overall responsibility with teachers for special areas of the school and whole-school activities.

## Theme 12: Parent, Student and Teacher Satisfaction

### Teachers:

Informal feedback from teachers and discussions with Co-ordinators indicates that during 2018 staff were generally very satisfied in all areas of their work in the School, particularly in terms of relationships with parents and colleagues, support of the Head of Gib Gate, involvement in policy decisions, sharing of responsibilities and professional development opportunities.

Gib Gate staff speak positively to others about the high quality of the School.

### Parents:

The **Gib Gate Advisory Committee** met four times during 2018 and discussed issues of policy and procedure with the Head of Frensham Schools. The Head of Gib Gate attended all meetings at the invitation of the Head of Frensham Schools. Practice within the School is that matters of parent concern are directed to the School immediately by the individual parent, for response by staff or by the Head of Gib Gate. Additionally, matters are raised at the Advisory Committee Meetings for discussion or action, including clarification of policies with individual parents, change of procedure and/or communication of outcomes to the School community. Minutes of Advisory Committee Meetings are provided to the Board of Governors of the School.

The umbrella group of all parents, **Families of Gib Gate** [FOGG] met each term to discuss ways in which parents could support the School. Within this group, Class Parent Representatives for all classes worked energetically with the School throughout the year, in support of special events.

**Written Reports** documenting student progress were provided at the end of each semester, with an invitation to parents to contact the School for further explanation or to raise a concern.

**Parent/Teacher discussions** were held for each year group, with full attendance by parents. Subsequent parent meetings were scheduled on request of parents or the School.

From formal and informal feedback, including comments to the Head and letters to the School, through very high retention rate and through informal feedback, parents appeared, in general, to be very satisfied with the School.

### Students:

Student retention rates and overall involvement in School activities and events, in addition to formal and informal feedback from parents and teachers reflect general satisfaction with the School by students.

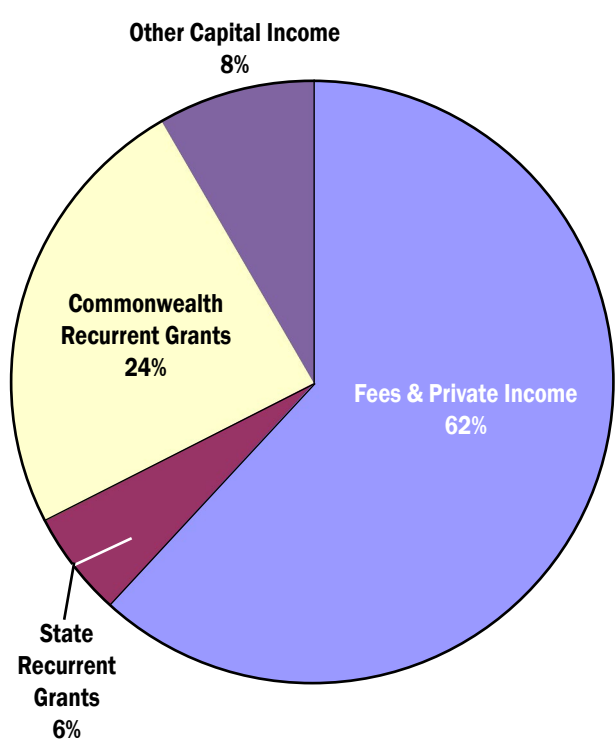
Student reported highlights and learning goals (included in semester reports) reflected strong engagement and a purposeful approach to learning by students at every level – Kindergarten to Year 6.

Student Focus Groups Year 1 – Year 6 provided positive feedback with regard to appropriate level of academic challenge, range of co-curricular offering and student welfare.

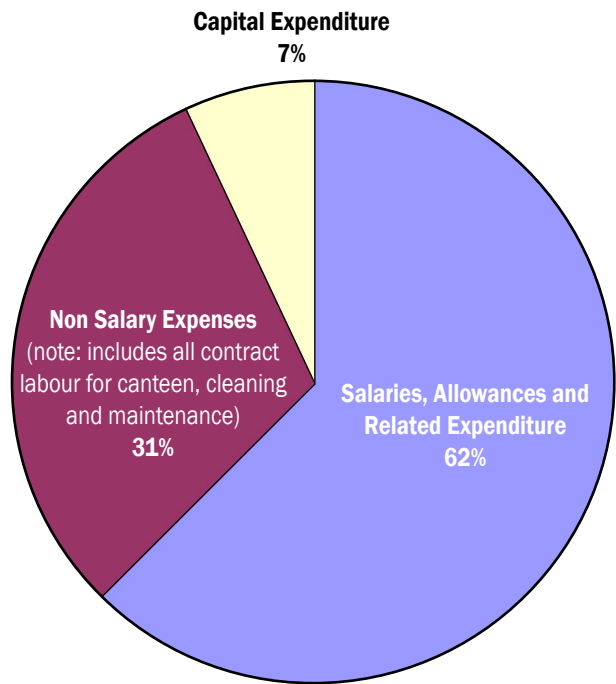


Theme 13: Summary Financial Information

Gib Gate – 2018 Summary Financial Information



(a) Recurrent/Capital Income



(b) Recurrent/Capital Expenditure



FRENSHAM SCHOOLS

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GIB GATE · FRENSHAM · STURT

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