

# 2010 ANNUAL REPORT

## EDUCATIONAL AND FINANCIAL REPORTING FOR ARKANA COLLEGE



**ARKANA COLLEGE**  
**2010 Annual Report: Educational and Financial Reporting**

*Can be viewed on the School's Website at*  
<http://www.arkana.nsw.edu.au/resources/school-reports/>

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## **POLICY**

Arkana College will maintain all relevant data and will comply with reporting requirements of the NSW Minister for Education and Training and the Department for Education, Employment and Workplace Relations (DEEWR). This reporting will include public disclosure of the educational and financial performance measures and policies of the school as is required from time to time.

## **PROCEDURES**

- Determination of the specific content to be included in each section of the report and reviewing this each year to ensure ongoing compliance, relevance and usefulness
- Preparation of the report in an appropriate form to send to appropriate compliance authorities including the NSW Board of Studies and DEEWR
- Report has been prepared and published by the Principal of Arkana College, Mr. Osman Karolia in accordance to mandatory reporting criteria.
- Report to be made public and accessible to any person who wishes to access the report in compliance with the College policy of transparency and freedom of information regarding the administration of Arkana College. To serve this end the 2010 annual report and all other school reports including financial reports will be posted on the school website.

## **REQUESTS FOR ADDITIONAL DATA**

From time to time the Australian and State government through their delegated representatives may request additional or more detailed information on specific matters. These will be prepared by the Principal and/or his delegated representatives. Such requests will be responded to without delay and with full cooperation.

## **DEEWR ANNUAL FINANCIAL RETURN**

The school administration staff will prepare and provide all required and relevant data to DEEWR in the required structure.

Mr. Osman Karolia  
PRINCIPAL

## **REPORT AREA ONE – MESSAGES AND OVERVIEW**

Arkana College is a registered and certified independent, non-government, K-6 primary school which was first established in 1960, and currently run completely by a Muslim board of directors.

### **GOVERNANCE AND MISSION**

The governance of the school is in the hands of a School Board, who are elected to the position. The Board has thirteen members who come from various backgrounds, i.e. engineers, school teachers, doctors and people from the business world.

### **MISSION STATEMENT**

The Mission of Arkana College is to provide all students with a high quality education that will prepare them to be active, contributing citizens in Australia's multicultural society.

The School will be a caring, Islamic environment in which the education given to students will teach our children to keep their identities and be part of the wider Australia.

### **AIMS**

Our school aims to provide a school environment that:

- Promotes and practices the principles of Islam.
- Is stable, happy and productive and respects cultural differences.
- Has an atmosphere of respect for the individual on child-teacher, child-adult, and teacher-child as well as child-child basis.
- Leads to the development of a positive self-concept and pride in the school.
- Reflects a co-operative attitude between staff members so the school functions as an efficient harmonious unit.

### **MESSAGE FROM THE CHAIRMAN OF THE BOARD OF DIRECTORS**

Assalamu Alaikum

On behalf of the Board of Directors I would like to congratulate all students, staff and parents for their efforts and achievements during the 2010 school year. The remarkable success of the previous year was again repeated in 2010 as the College once again enjoyed impressive academic results, success on the sporting field, a wealth of extracurricular activities and outstanding events including productions at assemblies, carnivals, food days, end of year presentation night and much more. My sincere congratulations to all involved.

Our literacy/numeracy results from NAPLAN 2010 exceeded all expectations and were a great endorsement for the quality of teaching and learning experiences at Arkana College. I would like to convey my heartfelt thanks to all staff, students and parents. Our excellent results are a product of their collective effort and it was most rewarding to see our school amongst the highest category of schools according to the federal governments 'My School' Website.

The infrastructure rollout continued with upgrades and refurbishments of all classrooms and play areas. The school occupied the new building funded by the Building the Education Revolution project which will included a hall, four classrooms, canteen and toilet block. In early 2011 the school will commence

the construction of a new admin wing and library which is due to be completed during the 2011 academic year. It is with satisfaction that we see Arkana College continuing to play a leading role in the Islamic school community, the broader Muslim community and amongst the different communities of NSW. In particular our engagement with St. Mary and St. Mina Coptic College is a wonderful reflection of our values program.

In conclusion I hope that with our experiences and lessons learnt over the last 24 years, we will be able to further advance our school and achieve our goals with great distinction in all facets of schooling.

Wasslamu Alaikum  
Mohammed A Helal  
Chairman Arkana College Board

## **MESSAGE FROM THE PRINCIPAL**

Assalamu Alaikum

As the Principal of Arkana College I am overwhelmed by pride and satisfaction at the success of the College in the year 2010. Our mission is to provide the children of the community with a quality teaching and learning experience that pursues and promotes a holistic extracurricular and values program whilst preserving the tenets of the Islamic faith, the legacy (sunnah) of the prophet Mohammed s.a.w. and the basics of the Arabic language. In doing this we aim to develop students who are proud Australians who contribute to the local and wider community whilst maintain the traditions and faith of their families which has sustained many, generations previously. The College continues to strong and broad community appeal as reflected in the record demand for student placements during 2010.

There have been numerous highlights that stand out for me in 2010, this includes our sporting victories, SRC exchanges to other schools, success at creative writing/public speaking competitions, celebrating Islamic festivals and significant days, our third annual in school ANZAC ceremony, excursions and camps (including the Gold Coast, Canberra and the Snowy Mountains) , book week character parade, Harmony Day, maintaining a dynamic website, upgrades to facilities including new interactive whiteboards and of course preparing the annual Yearbook. Once again we enjoyed outstanding academic success in both NAPLAN and UNSW ICAS exams.

The highlight for me however was moving into our new BER funded building. This new building includes a hall, four classrooms, canteen, toilet block and undercroft area. In early 2011 we plan to Insha'Allah commence construction of a new admin wing and library. This will finally provide our students with the facilities and resources which they so richly deserve.

I was immensely proud to see the school engaged with the wider community including projects to feed the homeless and improve the environment. These initiatives further consolidated our relationship with Mt. Sinai College. The school enjoyed a number of projects with other schools from diverse communities and were active in raising funds for numerous charities including the Victorian Bushfire Appeal.

The end of the school year marks my departure from Arkana College and I would like to thank the hard working staff, students and families of our college community for their ongoing care and tremendous dedication. I'd also like to thank the Board of Directors in supporting my initiatives and for their significant contribution during my years at Arkana College.

Mr. Osman Karolia  
PRINCIPAL

## **ARKANA COLLEGE PARENT COUNCIL**

Last year the parent council was very busy. Alhamdulillah we had some fantastic fundraisers which we are very proud of and we hope it continues in 2011 and beyond.

All positions in the Parent Council are elected positions and elections are held each year. The Parent Council are proud members of the NSW Parent Council Association and meets regularly with the Principal to communicate ideas and concerns as well as to consider requests for fund raising for specific events or to provide volunteers for excursions and sporting events.

Events that occurred during 2010 include:

- Mother's Day Stall
- Hot food days
- Supporting the new canteen
- Golden Circle Fun Run (coincide with the cross country for Years 3-6)
- Athletics Carnival (running the canteen)
- Character Book Parade (donated money for prizes)
- Iftar Dinner
- Eid Stall
- Chocolate Drive
- Trivia Night
- Shopping Trip

These are just to name a few of the events which we organised. We also donated a substantial amount of money to the school and especially to the building fund. There were a few charities which we donated to as well including Human Appeal, Muslim Aid, Feza Foundation and our sister school in Afghanistan through Mahboba's Promise.

We look forward to further success in 2011.

Mrs. Samar Dennaoui  
President  
Arkana College Parent Council

## **REPORTING AREA 2 – SCHOOL CONTEXT**

### **STUDENT INFORMATION/ENROLMENT PROFILE**

The school has 165 students. As an Independent School, the students come from a diverse range of backgrounds, including cultural and language background other than English. The diverse range of experiences afforded by this policy leads the children to a better understanding and a greater tolerance of others. A survey of the school population at the end of 2010 revealed that twenty seven (27) different nationalities are represented in the school community.

2010 Class Sizes (as reported at end of the school year 2010)

| YEAR         | NUMBER |
|--------------|--------|
| KINDERGARTEN | 28     |
| YEAR 1       | 27     |
| YEAR 2       | 24     |

|        |     |
|--------|-----|
| YEAR 3 | 25  |
| YEAR 4 | 16  |
| YEAR 5 | 29  |
| YEAR 6 | 20  |
| TOTAL  | 169 |

This represented an increase of 4 students or 2.3% when compared to enrolment figures for 2009.

Of the 169 students 93 were female and 76 were male Class sizes are designed and resourced to cater for a maximum of 30 students; however the College made a decision to try to cap class sizes to 28 with an aim of capping class sizes to 26 over time.

### **STUDENT ATTENDANCE PROFILE**

96.6% percent of students attended school on average each school day in 2009. There was a slight increase in the student retention rate in 2010. School waiting lists for new Kindergarten enrolments were full.

## **REPORTING AREA 3 – SCHOOL PERFORMANCES IN 2010**

### **ACADEMIC**

National Assessment Plan for Literacy and Numeracy (NAPLAN)

Arkana College enjoyed remarkable success in the 2010 NAPLAN exams which further improved on the already high standard established in 2008. In most areas we exceeded the national average and in no area were we below the national average. These results were supported by the College's proactive intervention strategies targeting literacy and reading delivered by staff including two dedicated literacy support teachers on three days of the week.

The school also enjoyed tremendous success in the UNSW ICAS exams (Mathematics, Science and English) with many students achieving Credits and Distinctions. A small number of students also achieved High Distinctions.

Students also participated in the following academic activities

- Public speaking competitions
- Art Competitions
- Creative Writing Competitions
- Poetry Competitions
- MS Read – a- thon
- Premiers Reading Challenge
- ISAA Public Speaking Competition

### **SPORT AND EXTRA CURRICULAR**

#### **SPORT**

- Yr. 5-6 participated in ASSISA West zone sport and our girl's team won the zone tee-ball, soccer and netball competition.
- House Sport (Yr. 5-6, weekly, variety of sporting options).
- Participated in ASSISA carnivals (swimming, athletics and cross country)
- Capoeira (K-4 term one)

- Gymnastics (K-4 term two)
- Joey League Oztag (K-6 term three)
- Harmony Cup (soccer) tournament against St. Mary and St. Mina Coptic College
- After school sport program
- Athletics carnival
- Cross Country carnival
- Annual camp (Snowy Mountains)
- Yr. 6 Gold Coast excursion

Mahdi Makki of Yr. 4 was selected to represent NSW and Australia in Karate and Abbas McEwen was selected to the NSW U-10 soccer squad.

### **EXTRACURRICULAR**

- 13 excursions across all grades to a variety of locations
- 3 all school incursions (St. George Dragons, AFP, Tony Bones Theatre)
- In school ANZAC service, Kingsgrove RSL Branch service and combined schools ANZAC Service
- Islamic performances
- Drama Club performances at NSW CRC Festival (Darling Harbour) and Egyptian Festival (Darling Harbour) and participation in the Sydney Theatre Company production Leviathan.
- Assembly performances by all classes
- Presentation night performances
- Bookweek Character Parade
- Loud Shirt Day
- Harmony Day
- Food Festivals (Asian food and Arabic food)
- Ramadan Iftar
- Inter school visits
- Public Speaking competition
- National Literacy and Numeracy Week
- Premiers Reading Challenge
- Creative Writing completion (a number of students had their work published)
- Choir
- Participation in the Face to Faith program involving video conferences with other faith based schools.
- Cooking for the homeless with Mt. Sinai College
- Planting trees at Georges River with Mt. Sinai College
- Cooking for the homeless with Mt. Sinai College
- Visit to Mt. Sinai College in term one and hosting Mt. Sinai College in term four

### **CHARITY**

During the 2010 school year Arkana College was proud to have supported the following charities:

- Muslim Aid
- Human Appeal
- Feza Foundation
- Heart Foundation (Jump Rope for Heart)
- Cancer Council
- SIDS
- MS Foundation
- Shepherd Centre for Deaf children (Loud Shirt Day)

- Australian Relief Aid
- Mahboba's Promise
- Victorian Bushfire Appeal
- Jeans for Genes

The Prophet Muhammad (peace be upon him) said: "Blessed is the wealth of a Muslim from which he gives to the poor, to orphans and to needy travellers." -*Sahih Al-Bukhari 12*

## **REPORTING AREA 4 – PROFESSIONAL LEARNING AND TEACHER STANDARDS**

### **STAFF**

The school has a diverse staff representing many different cultural and religious groups. This contributes toward the character of Arkana College. Staff includes:

- 1 Principal
- 7 full time mainstream teachers (including a Head teacher)
- 2 Arabic/Islamic Studies/Quran staff (part time)
- 1 School Chaplain and Quran/Islamic Studies teacher (full time)
- 2 Literacy support teachers (part time)
- 2 full time administrative staff

All teaching staff of mainstream classes and Arabic are responsible for the delivery of the NSW Board of Studies Syllabus. The Principal and Head Teacher will meet every four weeks (Weeks 2, 6, 10) to monitor all teaching programs, student work samples and academic results to ensure compliance with syllabus outcomes. The Principal will ensure that teaching standards are in accordance to those mandated by the NSW Institute of Teachers. Below are the details of the qualifications of teaching staff that are responsible for delivering the curriculum.

- (a) Teachers who have teaching qualifications from a higher institution within Australia or as recognised within the National Office of Overseas Skills Recognition (AEINOOSR) guidelines*
- 10 (all our classroom teachers including the literacy support teachers and one Arabic teacher have teaching degrees from Australia, one Arabic teacher has a degree from overseas which is recognised by Australian authorities including DET)
- (b) Teachers who have qualifications as a graduate from a higher education institution within Australia or one recognised within the AEINOOSR guidelines but lack formal teacher education qualifications*
- (c) Teachers who do not have qualifications as described in (a) or (b) but have relevant successful teaching experience or appropriate knowledge relevant to the teaching context.*
- 1 (Islamic Studies/Quran Teacher)

Three staff received accreditation for professional competence from the NSW Institute of Teachers.

### **TEACHER ATTENDANCE AND RETENTION RATE**

The average daily staff attendance rate was 98.2 percent. The proportion of staff retained from 2009 is 98 percent.

## **REPORTING AREA 5- PROFESSIONAL LEARNING**

Arkana College's professional learning program in 2010 includes

- Professional development Courses provided by external agencies
- Professional development imparted by the principal and other senior staff.

Description of the Professional Learning of Staff participating

1. Supporting new scheme learning -Association of Independent Schools (AIS) 4
2. Supervising new scheme teachers -AIS 2
3. ESL (2 sessions) – delivered by AIS consultant in house 12
4. Assessing grades for reports – in-house 12
5. Disciplinary & Playground procedures – in house 12
6. Blooms Taxonomy – in house 12
7. Literacy/Numeracy for new staff – AIS (3 sessions) 5
8. Electronic Whiteboards – all staff
9. First Aid Course

The average expenditure per teacher on professional learning in 2010 was \$305.

## **REPORTING AREA 6 – SCHOOL POLICIES**

*Detailed information on all policies is available upon request in the staff handbook*

### **POLICIES**

Arkana College is committed to providing and maintaining a safe and just environment for staff and students. The staff handbook contains a description of all policies that schools are required to follow as well as a number of others specific to Arkana College.

1. Child Protection Policy is regularly discussed through staff meetings and staff notices including any change to legislation.
2. Risk /OH&S is also regularly discussed through staff notices and staff meetings including any change to legislation.
3. Discipline Policy *encompassing*
  - *Classroom behaviour*
  - *Playground behaviour*
  - *Detention Code Rules*
  - *Good Behaviour/Student Achievement Policy*
  - *Attendance and Uniform Policy*
4. Award (employment)
5. Other policies include:
  - Pastoral Care Policy
  - Student Welfare Policy
  - Assets and Resource Procurement Policy and Procedure
  - Health and Well Being
  - Occupational Health and Safety Policy
  - Homework Policy
  - Security Policy
  - Disability and Special Needs

- Risk Assessment (for all activities)
- Code of Conduct for Staff (Islamic ethos/dress/punctuality etc)
- Behaviour Management
- Student leadership
- Privacy Policy
- Staff changes for – emergency and lockdown procedure. Copy in Office and all classrooms. Available on school computer network

## **STUDENT DISCIPLINE**

At Arkana College, we at all times, prohibit the use of corporal punishment, and clearly and exhaustively exclude corporal punishment in any of the school's discipline methods. This applies to all teaching staff as well as non-school persons (parents, visitors, volunteers, maintenance staff etc).

Discipline includes meetings with the child and teachers and occasionally with the Head Teacher, Principal and Chaplain. Repeated poor behaviour may result in detention at recess/lunch. The school also has a reward system that includes awards, privileges and prizes. No children were suspended or expelled during the 2010 school year. There was no serious breach of the discipline policy other than general discipline issues.

## **COMPLAINTS AND GRIEVANCES**

At Arkana the policy for dealing with such complaints and grievances include processes for raising and responding to matters of concern, as identified by the parents and/or students. At all times these processes incorporate, as appropriate, principles of procedural fairness.

Complaints and grievances may be brought up with the teacher and if necessary the Head Teacher. If still unsatisfied or in sensitive/special circumstances students/parents may bring their complaint/grievance to the Principal. The Principal also makes his email address public so that matters can be raised with him. In general all queries are answered within three days. If still unsatisfied after the meeting with the Principal, the matter can be raised with the school Board. If still unsatisfied the parent is directed to the relevant authorities.

## **REPORTING AREA 7 – ENROLMENT POLICIES AND PROFILES**

Arkana College is a co-educational Independent Primary K-6 School, providing an education that upholds Islamic values and is operating within the policies of the NSW Board of Studies. All applications will be processed in order of receipt and consideration is given to the siblings already attending the school and other criteria determined by the school from time to time. Once enrolled the children are expected to support the school's ethos and to participate in a full school life, and comply with the school rules to maintain the enrolment. Failure to pay school fees can lead to termination of enrolment unless financial hardship or family trauma is reported to the school. All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

## **PROCEDURES**

1. All applications should be processed within the school's enrolment policy.
2. Consider each applicant's educational needs to do this the school will need to gather information and consult with parent/family or other relevant persons.

3. Identify any strategies which may need to be put into place to accommodate applicant before a decision regarding enrolment is made.
4. Inform the applicant of the outcome.

## **REPORTING AREA 8 – SCHOOL IMPROVEMENT TARGETS FOR 2011**

### **SCHOOL DETERMINED IMPROVEMENT TARGETS**

The process for determining improvement targets for 2010 involved senior staff and the Principal examining external data (NAPLAN, UNSW ICAS exams), internal data (in school assessments), staff meetings and consultation with the Board of Directors.

### **TEACHING AND LEARNING**

Improvement Targets include:

- Increased literacy support for stage one, two and three
- Increased emphasis on creative writing
- Professional competency standards for recent graduates and other New Scheme Teachers

At Arkana, comprehensive and ongoing assessment procedures and policies are in place and are followed by all teachers from K-6. These are discussed at curriculum meetings in Weeks 2, 6 and 10 of each term. These meetings ensure that teaching and learning performance targets are being met.

### **STUDENT ACHIEVEMENT**

- Achieve more Band 5 (Yr. 3) and Band 6 (Yr.5) results for NAPLAN writing component
- Increased emphasis on oral presentations/speeches

### **FACILITIES AND RESOURCES**

- To commence with construction of new admin wing and library
- The school achieved its target of installing a smart board into every classroom.

### **EXTRACURRICULAR**

- To increase regular contact with other faith based schools from the Jewish and Catholic sectors
- Introduce Arabic performing arts
- Increased engagement with all levels of government and community groups
- To continue program with Mt. Sinai College

### **ACHIEVING TARGETS**

Our success in achieving these targets will be measured by

- Improved literacy/numeracy levels at NAPLAN and UNSW ICAS (includes science)
- Improved results in creative writing
- Greater participation of students in public speaking/oral presentations
- The realization of the schools construction projects by receiving occupancy certificates
- Increased professional development for New Scheme Teachers
- Record actual events as a part of extra curricular targets

At Arkana, comprehensive and ongoing assessment procedures and policies are in place and are followed by all teachers from K-6. These are discussed at curriculum meetings in Weeks 2, 6 and 10 of each term. These meetings ensure that teaching and learning performance targets are being met.

All teachers have incorporated Blooms Taxonomy (different levels of learning) ie application, reflection. Other initiatives implemented/enhanced include:

- Grading, marking by producing and implementing text type rubric style proformas. Grading procedures were also reviewed so that grades allocated are reflective of Board of Studies expectations rather than those determined by the school or teacher.
- LIEN
- Whole School Diagnostic Assessment Plan
- Scope & Sequences for each KLA (adhering to Foundation Statements)

## **REPORTING AREA 9 PARENT, STUDENT AND TEACHER SATISFACTION**

### **PARENT TEACHER AND TEACHER SATISFACTION**

Arkana College has an 'open door' policy with parent involvement welcomed. Parents are encouraged to communicate with teachers through the student diary, staff email, phone calls and interviews. The Principal also meets with the Parent Council regularly and this is an important vehicle by which to gauge the level of parent satisfaction.

The Principal also distributes regular notices to parents as well as a newsletter which is written in Weeks 2, 6 and 10 of each term. Parents are also encouraged to regularly keep in touch with the schools website which contains important information about the school.

Staff usually meets once a week in formal meetings where they may express their thoughts. Staff is also welcome to email or see the Principal in person for any matters that are causing them concern.

### **GRIEVANCES**

The school has a strong parent grievance policy where parents have a forum and an opportunity to air levels of satisfaction as well as dissatisfaction. Parents are encouraged to correspond by email directly with the teacher, Head Teacher and/or Principal.

The Principal is always readily available for interviews and in most cases will follow up with the parents concern within three days, preferably by email. Grievances can also be conveyed via the Parent Council (PC). If parents are not satisfied with the outcome of their grievance they may seek a meeting with the Chairman of the Board and a committee of school Directors.

Staff who are unsatisfied with the school's policies may take their grievance to the Principal and if necessary to the Board of Directors. If still unsatisfied the matter may be referred to an external agency (union, Industrial Relations tribunal). Those external agencies will then deal directly with the school's legal representatives (appointed by AIS) rather than with the school directly.

Teachers who are performing incompetently or against the ethos of the school are informed in writing by the Principal.

## SURVEY AND SURVEY RESULTS

A survey is also sent home (see below) to gain feedback on parental thoughts/concerns and regular school notices/newsletters are distributed so that parents are kept informed.

Surveys are anonymous and were distributed to all parents of the school in 2010. In total 37 surveys were received representing about 42% of all families.

*Figures are in percentile bands*

| QUESTION   | satisfactory | average | unsatisfactory |
|--|--------------|---------|----------------|
| 1. Satisfaction with school                                      | 84           | 16      | 0              |
| 2. Satisfaction with standard of education                       | 86           | 14      | 0              |
| 3. Standard of school facilities                                 | 85           | 15      |                |
| 4. Standard of service at front office                           | 91           | 9       | 0              |
| 5. Satisfaction with Principal                                   | 96           | 4       | 0              |
| 6. Extracurricular program                                       | 71           | 29      | 0              |
| 7. Standard of teaching (mainstream)                             | 86           | 14      | 0              |
| 8. Standard of teaching (Arabic/Islamic Studies/Quran)           | 59           | 36      | 5              |
| 9. Communication between parents and staff                       | 82           | 15      | 3              |
| 10. Satisfaction with yearbook                                   | 96           | 4       | 0              |
| 11. Satisfaction of Parent Council                               | 70           | 26      | 4              |
| 12. Communication with home and school for non classroom matters | 66           | 34      | 0              |
| 13. Level of Literacy Support                                    | 56           | 38      | 6              |
| 14. Recommend Arkana College to family and friends               | 100 (Yes)    | 0 (No)  |                |
| 15. Support to establish high school campus                      | 100 (Yes)    | 0 (No)  |                |

**2010 Annual Report completed by  
Mr. Osman Karolia  
PRINCIPAL  
ARKANA COLLEGE**