

Thomas More Christian Montessori School. Bega NSW

*Thomas More Christian
Montessori School. Bega*

Educational and Financial Report

2018

Educational and Financial Report 2018

School Policy

Policy

The school will maintain the relevant data and will comply with reporting requirements of the NSW Minister for Education and Training and the Commonwealth Department of Education, Science and Training. This reporting will include public disclosure of the educational and financial performance measures and policies of the school as required from time to time. The school's annual report is made publicly available on the school's website www.begamontessori.com

Procedures

Annual Report

Procedures for implementing the policy include:

- identification of the staff member responsible for coordinating the final preparation and distribution of the annual report to NESA and other stakeholders as required
- for each reporting area, identification of the staff member responsible for the collection, analysis and storage of the relevant data and for providing the relevant information to the coordinator for inclusion in the report
- 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 NESA
- setting the annual schedule for
 - delivery of information for each reporting area to the coordinator
 - preparation and publication of the report
 - distribution of the report to NESA and other stakeholders

Requests for additional data from the NSW Minister for Education and Training

To ensure that any requests from the Minister for additional data are dealt with appropriately, the school will identify the staff member responsible for coordinating the school's response. This person is responsible for the collection of the relevant data and for ensuring it is provided to NESA in an appropriate electronic form. This person for 2018 is Dr Kevin McCulloch.

Thomas More Christian Montessori School. Bega NSW

DEST Annual Financial Return

The school will identify the staff member responsible for completing the questionnaire, in consultation with the school book keeper and independent auditor. This staff member is responsible for the collection of the relevant data and for ensuring it is provided to DEST in an appropriate form. This person is Dr Kevin McCulloch.

Messages From Key School Bodies

Chairperson of the TCM School Board Mrs Debbie Backhouse

Our Mission is to educate, nourish, and inspire our students to develop their full potential. Our school promotes the values of a Montessori education at all Cycle levels where the encouragement of students to learn in a safe, nurturing and self responsible and teacher modeled freedom of choice environment is offered to every individual child.

Maintaining adherence to the mission of the Thomas More School Inc. Association is a continuing focus for the School Board, teachers, teacher assistants, ancillary staff and parents.

Our teachers promote a quality learning environment and communicate to each student the significance of their own individual work and choices. Each student is encouraged to set realistic goals and to achieve them gaining ever increasing self mastery in all areas of the curriculum.

Our teachers recognize within the Montessori Philosophy and Methodology of teaching and learning the spiritual nature and behavior of children at not only 3 to 6 years of age but also beyond, as well as enhancing the academic progress of students in all of the NSW NESA curriculum outcomes

Our School Board promotes a Christian education for students based on the life of Jesus Christ, the values of giving service to others and the values of being a loyal Australian citizen. The following school pledge said by the students and teachers is encouraged:

I love God and my country, I honour the flag. I will seek truth and knowledge with courage
I will give service to others and cheerfully obey my parents, teachers and the laws.

Board members continue to further develop their executive skills as well as seeking new Board Members.

Value Added Information

School Co Principal Dr Kevin Mc Culloch

Our mission is to provide a complete Montessori program which considers the emotional, intellectual, physical, and social development of the total child by addressing the uniqueness of each in a nurturing, emotionally secure and academically excellent environment.

We believe:

- The spirit/ psyche of the child in all its aspects is our first priority.

Thomas More Christian Montessori School. Bega NSW

- All children need affirmation to have a positive self-image so they may know of themselves, "I am lovable and OK."
- Children learn best in an environment of love, security, understanding, and consistency.
- Education is not acquired by listening to words but by experiences in which the child is a participant in his/her environment.
- Children should be treated with respect.
- Children need to be listened to in an atmosphere in which they feel safe in expressing dissenting view points.
- Success builds confidence.
- A spirit of cooperation rather than competition is the best atmosphere for learning. ● Children need to learn how to think for themselves and how to solve problems in original and creative ways.
- Children should be taught to respect the rights of others and to appreciate the contributions of all life.
- Teachers should encourage and inspire children to do not only the minimum, but also their best.
- Learning should be a happy, joyous experience!

Contextual Information

The Thomas More Christian Montessori School offers an education that encourages children to realize their potential and seeks to promote

- Self confidence and self esteem
- A sense of responsibility for themselves and their actions
- Independence
- Co-operation, respect and concern for others and a sense of community
- Initiative and self motivation
- A joy of work and a love of learning
- Creative intelligence and imagination

Key Features

- Qualified Montessori Teachers
- A registered Prep to Year 6 Primary School
- Strong focus on Mathematics, Reading, Creative Writing, Grammar and Spelling and Sciences
- Extensive provision of other Curriculum subjects especially Physical Education, Vocal and Instrumental Music.
- A strong gardening program for the students
- High quality Montessori teaching materials
- Comprehensive MRX assessment of student progress

Thomas More Christian Montessori School. Bega NSW

- Christian values

School performance in statewide tests and examinations

Literacy & Numeracy Assessments in Years 3 and 5

Naplan results

In 2018 all of the possible 7 students participated in the Naplan Tests.

| | | |
|-------------|---|-------------|
| Year Three: | 1 student gained Band 6, 2 gained Band 4 and 1 gained Band 3 | in Reading |
| | 2 students gained Band 5 and 2 gained Band 4 | in Writing |
| | 1 student gained Band 5, 1 gained Band 4, 1 gained Band 3 and 1 gained Band 2 | in Spelling |
| | 2 students gained Band 6 and 2 gained Band 4 | in G and P |
| | 3 students gained Band 4 and 1 gained Band 3 | in Numeracy |
| Year Five | 1 student gained Band 7, 1 gained Band 6 and 1 Band 4 | in Reading |
| | 1 student gained Band 6, 1 gained Band 5, 1 gained Band 4, | in Writing |
| | 2 students gained Band 6, 1 gained Band 5, | in Spelling |
| | 3 students gained Band 6, | in G and P |
| | 2 students gained Band 6 and 1 gained Band 5 | in Numeracy |

Thomas More Christian Montessori School. Bega NSW

Professional Learning, teaching standards, attendance and retention rates

Professional learning:

Continued weekly staff meetings throughout the year assisted in addressing the need to understand the curriculum connections between NESAs and Montessori syllabuses as well as to link the Montessori Scope and Sequences of the KLA's delivered to NESAs outcomes. The AOM (Age of Montessori) Montessori teacher training course presented by the Co Principal Mrs Donna McCulloch continued to be used as the direction for day to day classroom training of Mrs Ramirez and curriculum development discussion at staff meetings. The teacher in the Grades 1 to 6 classroom continued to work in several sessions per term with co Principal Dr Kevin McCulloch to develop and organize the presentation of Courses of Study Outlines, Scope and Sequences related to NESAs Outcomes, teacher and student lessons planning and the assessment of student achievement during and at the completion of work units and the link of this assessment to the Half Yearly reports.

Description of the Professional Learning Activity

All teaching staff and teacher assistants completed Child Protection Courses online targeting signs of children at risk and reportable allegations.

WHS- at staff meetings there was continuation of the provision of information that assists teachers in understanding their role in matters relating to Child Protection, and risk Management.

In June/July the 3-6 years of age teacher Mrs Ramirez commenced the Age of Montessori Affiliated Certification Course under the guidance of Mrs McCulloch

In 2018 Mr Ramirez Grades 1 to 6 teacher continued a Masters in Primary Education Degree as well as continuing his teacher accreditation training with AIS leading to Teacher Competency

Professional Development workshops continued in 2018 for 3 teachers and 2 teacher assistants to establish and develop the use of the MRX System of student evaluation

Thomas More Christian Montessori School. Bega NSW

Teaching standards

| Category | Number of Teachers |
|--|--------------------|
| Teachers who have teaching qualifications from a higher education institution within Australia or as recognized within the National Office of Overseas Skills Recognitions (AEI-NOOSR) guidelines, or | 1 |
| Teachers who have qualifications as a graduate from a higher education institution within Australia or one recognized within the AEI-NOOSR guidelines but lack formal teacher education qualifications, or | 2 |
| Teachers who do not have qualifications as described in (a) and (b) but have relevant successful teaching experience or appropriate knowledge relevant to the teaching context (Manual, page 39) | |
| | |
| | |

Teacher Qualifications

Kevin McCulloch (Co Principal) Ed.D (USA) B.A. B.Ed T.P.T.C. T.T.L.C. (VIC) Dip. 3-6 years Montessori Education (USA) Certificate of Proficiency

Donna Mc Culloch (Co Principal) M.A. (USA) Dip 3-6 and 6-9 years Montessori Education. .Certificate of Proficiency

Wilfran Ramirez (Conditional) BA. (USA) Dip 6-9 Years and 9-12 Years Montessori Education (USA)

Judy Ramirez (Conditional) Bachelor of Science 9 USA)

Thomas More Christian Montessori School. Bega NSW

Workforce composition

School Staff 2017

| | |
|---|------|
| Teaching Staff full time | 3.0 |
| Part Time Co Principal and Business Manager | 0.6 |
| Office Secretary | 0.6 |
| Teacher Assistant | 1.00 |
| P.E Teacher Assistant | 0.1 |
| Music Teacher Assistant | 0.1 |

Student Attendance, retention rates

School attendance

Attendance and Exemptions Policies and Procedures

Policy:

The Co-Principals of the Thomas More Christian Montessori School (Kevin and Donna McCulloch) or their delegate maintain a register, in hard copy form, of the enrolments and daily attendances of all children at the school, which includes information for each student as required in Section 3.8 of the NSW Education Standards Authority (NESA) Registered and Accredited Individual Non-Government Schools (NSW) Manual.

Where the parents of a student of compulsory school age seek an exemption from attendance at school or an exemption from enrolment, the Co-Principals (Kevin and Donna McCulloch) or their delegate will process the parent's application in accordance with the guidelines from NSW Department of Education.

The Co-Principals (Kevin and Donna McCulloch) or their delegate may exercise the Minister's delegation under Section 25 of the Education Act in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

Procedures:

Register of Enrolments

The Register of Enrolments (in hard copy form) is maintained by both Co-Principals, Dr. Kevin McCulloch and Mrs. Donna McCulloch. The following information is collected and recorded in the Student Register at the time of enrolment by the School Secretary.

- name, age and address

Thomas More Christian Montessori School. Bega NSW

- the name and contact telephone number of parent(s)/carer(s)
- date of enrolment
- for students older than six (6) years, previous school or pre-enrolment situation

At the time that a student's enrolment ceases, the following information is collected and recorded in the Student Register by the School Secretary:

- the date of leaving the school and the student's destination
- where the destination of a student below seventeen (17) years of age is unknown, (determined by the Secretary immediately upon the departure of the student or prior to it and sent by either Co-Principal or their delegate using the form *Student Enrolment Destination Unknown*, downloaded from RANGS, also available in the Letters and Forms section of the AIS webpage, customised with school letterhead will be emailed to attendance@det.nsw.edu.au). A copy of the completed form will be placed in the student's file and the Register will be noted "Dept. of Ed Notified".
- The following details will be completed on the form:
 - student's full name
 - date of birth
 - last known address
 - last date of attendance
 - parents' names and contact details
 - an indication of possible destination
 - what efforts the school has made to locate the child
 - other information that may assist officers to locate the student
 - any known work health and safety risks associated with contacting the parents, carers or student

Register of Daily Attendance

The Register of Daily Attendance is maintained by both Co-Principals Dr. Kevin and Mrs. Donna McCulloch. The School Secretary records attendances and absences in the official roll book which is in the form of a hard copy roll. Some attendance data is also recorded electronically for her to copy in the official roll. The official hard copy roll includes the following information for each student:

- daily attendance, using the common code approved by the minister (available in the resource section of the AISNSW webpage), which may be recorded by noting daily absences
- absences
- reason for absence

The School Secretary files a copy of any documentation to substantiate reason for absence in the student's file on receipt of the documentation.

The Register of Enrolments is maintained in a secure area in the School Office. It has been maintained as one document continually since the school's inception. Should the register be moved to a different register it will be maintained for at least 5 years before archiving. The School Attendance Registers are retained in a secure area in the Co-Principal's (Dr. Kevin McCulloch) files for at least 7 years after the last entry was made in respect of the student.

Monitoring and following up attendance

The TCMC School has set out the following procedures by which it:

- monitors the daily attendance/absence of students
- identifies absences from school and/or class(es)
- follows up unexplained absences
- notifies parent(s) and/or guardian(s) regarding poor school and/or class attendance
- transfers unsatisfactory attendance information to student files.

Thomas More Christian Montessori School. Bega NSW

1. Each classroom teacher notifies the School Secretary by 9:30 am either electronically or by hand of the absences of the students in class each day.
2. The School Secretary contacts a parent/guardian of each student that is absent each day after 9:30am by email or phone to follow up on all absences.
3. The School Secretary places all attendance data in the official register manually using the appropriate code approved by the Minister of Education.
4. The Co-Principal (Dr. Kevin McCulloch) checks all coding for accuracy on a regular basis, at least monthly.
5. As soon as a reason for an absence is received, the Secretary records the reason for the Absence in the Official Roll. If the parent has not responded by 7 days, the absence will be marked as “unexplained”.
6. The Co-Principal, Mrs. Donna McCulloch, will follow up on unexplained absences from School with the parent or guardian after the 7 days have passed by phone if possible or by email/letter if not able to contact by phone.
7. The Co-Principal (Mrs. Donna McCulloch) notifies parents and/or guardians either by phone or email where a student has a poor record of school or class attendance. See NSW Compulsory School Attendance document as an appendix.
8. The Co-Principal (Mrs. Donna McCulloch) and Secretary are responsible to update the student file with all actions taken where unsatisfactory class or school attendance has been notified. Actions will be recorded on the Student Attendance Improvement Plan template (Template available as an appendix to this document).
9. On absences where a student is absent for 100 plus 30 days, the Co-Principal (Mrs. Donna McCulloch) will access the Mandatory Reporters section of the Keep them Safe website www.keepthemsafe.nsw.gov.au to determine whether a report is required. The Co-Principal cross checks with the attendance rolls on a regular basis (at least monthly) to determine patterns of absence.

Exemptions from attendance and enrolment

(All application forms and certificate for exemption forms are housed in the Staff Development Room in the applications and forms section in the Policies Folder behind the Attendance Policy)

A) Exemption from attendance

- Parents may submit an application for exemption from attendance and supporting documentation, where requested, to the school Co-Principal, Mrs. Donna McCulloch, prior to the proposed period of exemption.
- Applications for exemption from attendance for a total of under 100 days in a twelve month period will be considered by the Co-Principal, in accordance with the criteria in the guidelines from the NSW Department of Education.
- Where the application is supported, the Co-Principal (Mrs. Donna McCulloch) will inform the parents and provide the original exemption certificate to the parent/s (available on the AISNSW website).
- Where the application is not supported, the Co-Principal (Mrs. Donna McCulloch) will notify the parents in writing of the unsuccessful outcome and inform them of their right to appeal.
- An application for exemption from attendance for a total of 100 days or more in a twelve month period will be considered for recommendation by the Co-Principal, who will send it to the AIS Head Regulations and Programs, for further referral to the Minister’s delegate in the NSW Department of Education.
- Should the circumstances that the exemption was based on change, or if there were false reasons given for the exemption, the Co-Principal will cancel the exemption.
- In all cases, copies of applications, exemption certificates, notifications or letters resulting from applications for exemption from attendance will be kept in the student’s file

Thomas More Christian Montessori School. Bega NSW

- Copies of relevant documentation, including the Minister's delegation and exemption certificate, will also be retained in the school files/attendance records.

Exemption for Extended Leave (Could include the following circumstances)

1. participation in special events not related to the school
2. domestic necessity such as serious illness of an immediate family member
3. attendance at funerals
4. travel in Australia and overseas
5. recognised religious festivals or ceremonial occasions

- Applications for family vacations outside of school holidays will be required for any vacation over 5 days, in which case the parents will submit an application for Extended Leave/Travel. There will be no application for extended leave required for 5 days or under. Mrs. McCulloch will monitor to see if there is a pattern of request for extended leave for 5 days or less and require an application for an exemption certificate for 3-5 days of absence if there is a pattern.
- Where the application is supported, the Co-Principal (Mrs. Donna McCulloch) will inform the parents and provide the original leave certificate to the parent/s (available on the AISNSW website and in the Forms Section of the Attendance Policy).
- Where the application is not supported, the Co-Principal (Mrs. Donna McCulloch) will notify the parents in writing of the unsuccessful outcome.
- In all cases, copies of applications, certificates, notifications or letters resulting from applications for extended leave will be kept in the student's file.

B) Exemption from enrolment

- Parents submit the application for exemption from enrolment and supporting documentation, where requested, to the school Co-Principal (Mrs. Donna McCulloch) prior to the proposed period of exemption.
- In cases of:
 - exemption from enrolment due to circumstances including a delayed start to school, health, learning or social disadvantage
 - the Co-Principal (Mrs. Donna McCulloch) will consider applications for recommendation and will send applications to the AIS Head Regulations and Programs, for further referral to the Minister's delegate in the NSW Department of Education.

In all cases, copies of applications, exemption certificates, notifications or letters resulting from applications for exemption from enrolment will be kept in the student's file

- Copies of relevant documentation, including the Minister's delegation and exemption certificate, should also be retained in the school files/enrolment records.

Review

Date of Policy: August 2018

Proposed review date of Policy: January 2022

Endorsement

Mrs. Debbie Backhouse _____
(School Board)

Date _____

Mrs. Donna McCulloch _____
(Principal)

Date _____

Thomas More Christian Montessori School. Bega NSW

Student Attendance Rates

Ninety three per cent of students attended school on average each school day in 2017.

| Year Level | Attendance rate |
|--------------|-----------------|
| Kindergarten | 94% |
| Year 1 | 99% |
| Year 2 | 98%% |
| Year 3 | 96% |
| Year 4 | 89% |
| Year 5 | 88% |
| Year 6 | 84% |

Management of non attendance

The processes the school has in place to monitor attendance and strategies to improve unsatisfactory attendance are part of the evidence of compliance in relation to providing a safe and supportive environment. The main strategy is directed at keeping in close contact with parents through frequent teacher/ parent meetings with a clear system daily of knowing before 9.30 am if a child is absent, contact with parent/carer being made immediately by the Office Secretary as to the reason and immediate recording by the Office Secretary of the appropriate absence code and follow up by the Head of the School if required.

Enrolment policy

The Thomas More Christian Montessori is a comprehensive co-educational Prep - Grade 6 school providing an education underpinned by Christian values and operating within the registration requirements of the NES. All applications are processed in order of receipt and consideration given to the applicant's support for the ethos and Montessori Philosophy and Methodology of the school, with siblings already attending the school and other criteria determined by the school from time to time. Once enrolled, students are expected to support the school's ethos and comply with the school policies to maintain the enrolment. The Co Principal Mrs Donna Mc Culloch is the person responsible for making decisions about the content and application of the School Enrolment Policy. Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at a time agreed upon by the parent and school. The School [will](#) meet with parent/carer(s) of the student before offering a place and will determine the school's ability to meet the special needs or abilities of the student. The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.

Procedures

1. All applications are processed within the school's enrolment policy.
2. Consideration is given to each applicant's supporting statement / interview responses regarding their ability and willingness to support the school's ethos.
3. Consideration is given to the educational needs of each child enrolled. To do this, the school gathers information and consults with the parents

Thomas More Christian Montessori School. Bega NSW

4. Identification is made of any strategies which need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
5. Parents making the application are informed of the outcome.

Part Time Attendance Policy

It is the task of the school to warmly welcome and establish a happy Montessori learning environment for each child.

A child at Prep level commencing school for the first time is introduced gradually into the Montessori environment to enable him/her to achieve success in their learning within the welcoming environment of the Montessori classroom

Days of attendance are chosen by the school so that the child's chances of success are maximised.

The Montessori environment requires an ability by the child to work by themselves as individuals within a harmonious group of other individual children. This requires that a child is able to have respect for the teacher and able to follow directions.

It is expected that parents encourage positively the days of attendance the child is given by the school to learn in this Montessori environment.

Student population

The school had 28 students commencing Prep through to Year 6. There were approximately equal numbers of boys and girls throughout the school. Students came from the immediate local areas of the Bega District Valley as well as the coastal towns of Tathra and Merimbula.

School Policies

Policies for

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

A. Policies for Student Welfare and Anti -bullying

The school 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

Thomas More Christian Montessori School. Bega NSW

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

| Policy | Changes in 2018 | Access to full text |
|--|---|--|
| <p>Child Protection Policy encompassing</p> <ul style="list-style-type: none"> ● definitions and concepts ● legislative requirements ● preventative strategies ● reporting and investigating "reportable conduct" ● investigation processes ● documentation | <p>All teachers and teacher assistants completed on line courses in signs of children at risk and reportable allegations</p> | <p>Issued to all staff and members of the School Board</p> <p>Parents may request copy by contacting the school Co principal: Mrs Donna Mc Culloch</p> |
| | | |
| <p>Security Policy encompassing</p> <p>Policies on the following have been developed within the Child Protection policy:</p> <ul style="list-style-type: none"> ● procedures for security of the grounds and buildings ● use of grounds and facilities ● emergency procedures ● travel on school-related activities | <p>Fire procedures have been revised to include facilities and building alterations in lower building.</p> <p>Cleaning contractors have been requested to report on any risk management matters to the School Co Principal Kevin Mc Culloch</p> | <p>Issued to all staff and members of the School Board</p> <p>Parents may request copy by contacting the school Co principal: Dr Kevin McCulloch</p> |
| | | |
| <p>Supervision Policy encompassing</p> <p>Policies on the following are being developed within the school Student Welfare policy:</p> | | <p>Extended text is available in 2018 as a separate section in the " School Student Welfare " document</p> |

Thomas More Christian Montessori School. Bega NSW

| | | |
|---|--|--|
| <ul style="list-style-type: none"> ● duty of care and risk management ● levels of supervision for on site and off site activities ● guidelines for yard duty supervisors | | |
| <p>Codes of Conduct Policy encompassing</p> <p>Code of conduct for staff and students</p> | <p>Anti-bullying policy included in code of conduct.</p> | <p>Full text in: School Policy Folders</p> |
| <p>Pastoral Care Policy encompassing</p> <p>The following areas are contained within the school Student Welfare policy</p> <ul style="list-style-type: none"> ● the pastoral care system ● availability of and access to special services such as counselling ● health care procedures <p>Anti-Bullying The school policy provides the process for responding and managing allegations of bullying. Constant communication with students and parents is the key strategy</p> | <p>Policies on the administration of medication, Immunization and exclusion for Infectious Diseases revised in 2018. Special attention to children with diabetes. Consultation with Department of Health and parents.</p> <p>Sick Bay facility provided in teacher's work room.</p> <p>A greater focus on situations where bullying is likely to occur eg recess and lunch times</p> | <p>Full text in School Policy Folders</p> <p>The school's anti Bullying policy can be accessed by request from the Co Principal Mrs Mc Culloch ,</p> |

B. Policies for Student Discipline

Students are required to abide by the school's rules and to follow the directions of teachers and other people with authority delegated by the Co Principal Mrs Donna Mc Culloch . 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 that may result in any sanction against the student including suspension, expulsion or exclusion provides processes based on procedural fairness.

The full text of the school's discipline policy and associated procedures is provided to all members of the school community through: The School Policy Folders.

Thomas More Christian Montessori School. Bega NSW

The school expressly prohibits corporal punishment and does not sanction the administering of corporal punishment by non school persons, including parents, to enforce discipline at the school.

The discipline policy contains the processes for disciplinary action that are based on procedural fairness. Parents are involved in the processes of procedural fairness when sanctions result in suspension and expulsion of a student.

The full text can be accessed by request from the Co Principal Mrs Mc Culloch,

C. Policy for Complaints and Grievances Resolution

The school's policy for dealing with complaints and grievances includes a process for raising and responding to matters of concern identified by parents and/or students. This process incorporates, as appropriate, principles of procedural fairness in dealing with complaints and grievances. The school's policy and processes for complaints and grievances resolution is provided in a School Policy Folder and incorporates how parents raise complaints and grievances and how the school will respond. The full text of the school policy can be accessed by request from the Co Principal Mrs Donna Mc Culloch, Policies for student welfare, anti bullying, discipline and complaints and grievances will be disclosed publicly on the school website in 2019.

School-determined improvement targets

Achievement of priorities identified in the school's 2017 Annual Report

| Area | Priorities | Achievements |
|------------------------------|---|--|
| Teaching and learning | Continued clarification of Scope and Sequence across the six KLA's' Revision of all policies and procedures and documentation Documentation and linking of Units of work to Scope and Sequences Increased use of Montessori teaching materials Further focus on detail of lesson plans Evaluation of each students skill levels term by term | Increased use of Montessori apparatus. Improved curriculum planning Clearer knowledge of student achievement |
| | Enhanced Science and Sports curriculum, Creative Arts for Years K-6 Greater use of internet for research Instrumental and singing programs | Greater interest from students Increased self motivation |

Thomas More Christian Montessori School. Bega NSW

| | | |
|---------------------------------|--|---|
| | Mapping of levels of achievement with Course Outcomes. Implementation of MRX system | Programs redeveloped and in 2018 with attention to Outcomes More clearly defined areas of achievement |
| Student achievements | Improved literacy skills | Increased interest especially in home reading |
| Student welfare | Revised Code of Conduct | Completed and included in student welfare policies |
| Staff development | Staff training in Montessori philosophy and methodology. Consistency in recording of staff meeting agenda | More effective teaching strategies with better results in literacy and numeracy |
| Facilities and resources | Continued maintenance of school grounds and surroundings. Development of school garden | Attractive school environment. Building alterations to Undercroft to provide extra classroom space and library facilities. |

2018 Priorities areas for improvement

- Teaching and learning**
- teachers taking courses in 6-9 Montessori curriculum and Teaching Degree
 - wider use of syllabus materials and resources in Literacy and Numeracy
 - closer appraisal of Home Reading scheme
 - expansion of team teaching strategies
 - greater use of Montessori materials in provision of lessons by teachers
- Student Welfare**
- closer teacher and parent/guardian communication
 - continued awareness of codes of conduct by teachers and students
 - continued use of safe activities practices
- Facilities and resources**
- Extended use of new multipurpose room, music room and undercroft play area, further purchases of Montessori materials and further development of grounds landscaping.

Respect and Responsibility

The school wants all students to recognise that they are valued and are an integral part of the school community, with parents and staff providing the care and support that engender self esteem, mutual respect and responsibility. There is much scope to develop talents and to learn through experiences. The school works with staff, students and parents in establishing a warm and caring school environment that embodies the principles of self worth and respect for others. Some key features of Montessori Philosophy and Methodology is respect by teachers for their students as well as students having respect for one another, and students developing a strong sense of responsibility through the opportunities of choosing their own extended work. In 2018 projects such as the development of the school garden were very successful largely due to the responsibility given to students for the design, upkeep and the science involved in maintaining the project.

Thomas More Christian Montessori School. Bega NSW

Parent, student and teacher satisfaction

The school continues its open door policy with parent involvement welcomed and encouraged. Further building construction and provision of more teaching space, frequent parent teacher meetings and the further development of the school grounds have created a positive, and cohesive school community.

Students are given many opportunities in the choice of curriculum content and research, recreational activities, day to day rules of conduct, excursion programs and school planning of buildings, school grounds and facilities within and outside of the school building. Student decision making is an inbuilt feature of our Montessori school. This feature brings satisfaction and self esteem to all of our students.

Frequent, courteous and clear communication between all staff members gave rise in 2018 to high teacher morale and effective planning of class lessons and day to day school management..

”

Summary Financial Information 2018

Income

| | | |
|--------------------------------------|---------------------|---------------|
| <i>Fees</i> | <i>\$72,354.60</i> | <i>15.46%</i> |
| <i>State Recurrent Grants</i> | <i>\$79,886.50</i> | <i>17.07%</i> |
| <i>Commonwealth Recurrent Grants</i> | <i>\$313,400.00</i> | <i>66.95%</i> |
| <i>Private Income</i> | <i>\$2,444.67</i> | <i>0.52%</i> |
| Total | \$468,085.77 | 100% |

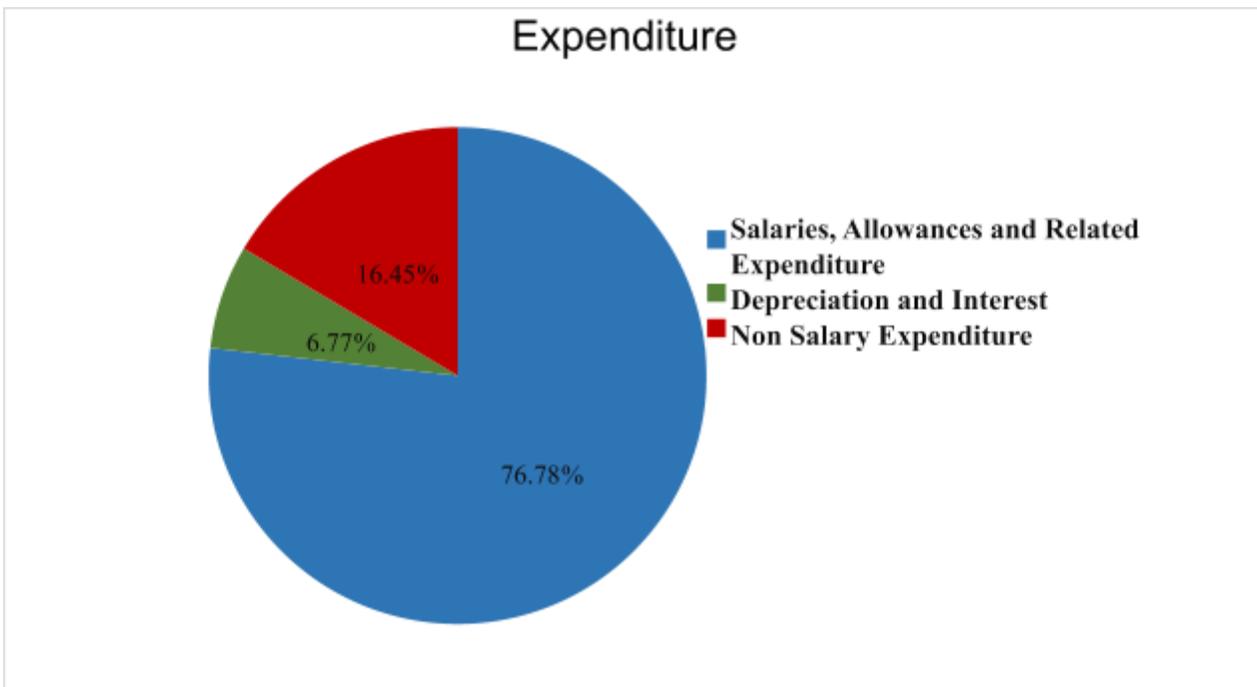
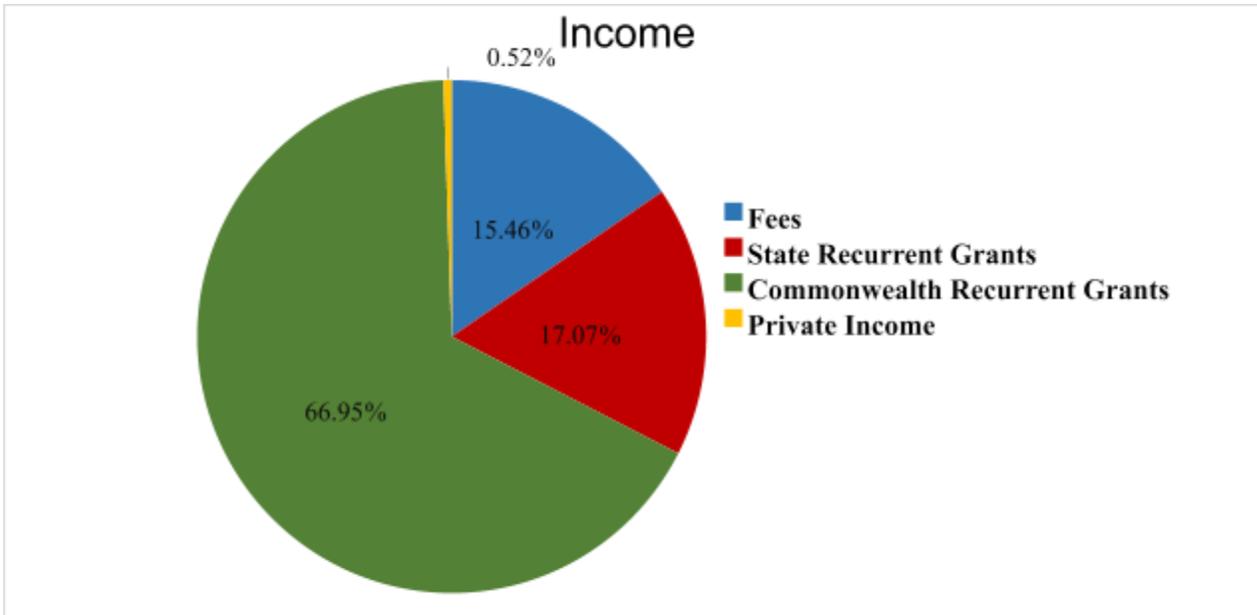
Expenditure:

| | | |
|---|----------------------|----------------|
| <i>Salaries, Allowances and Related Expenditure</i> | <i>\$342,435.04</i> | <i>76.78%</i> |
| <i>Depreciation and Interest</i> | <i>\$ 30,222.23</i> | <i>6.77%</i> |
| <i>Non Salary Expenditure</i> | <i>\$ 73, 390.85</i> | <i>16.45%,</i> |

Thomas More Christian Montessori School. Bega NSW

Total **\$446,048.12** *100%*

Percentages provided by Kevin Mc Culloch School Co Principal 10/6/2019



Thomas More Christian Montessori School. Bega NSW

Data to the Minister

The TCMC School maintains a policy that the school Co Principal Donna Mc Culloch will provide data to the Minister that is relevant to any ministerial report to Parliament on the effectiveness of schooling in the State and that such data will be provided to NESA or appropriate electronic form unless otherwise agreed by NESA.