



**SNOWY MOUNTAINS CHRISTIAN SCHOOL**

**ANNUAL  
REPORT**

**2022**





*Celebrating*

25

*Years*

**Snowy Mountains  
Christian School**

*In Christ we strive for excellence*

# *Contents*

03	Introduction to Snowy Mountains Christian School
04	Principal's Message
08	Board Chair Report
10	Sport Report
14	Student Service Council Report
15	Fundraising Committee
18	Students Enrolments and Attendance
21	Significant Events in 2022
23	SMCS Staff, Student and Parent Satisfaction
24	School Developed Improvement Targets
27	Staff
30	Finance Report
32	NAPLAN Results
33	ICAS Report
37	Policies

## *Core Vision:*

To provide the opportunity for a Christian education to all families on the Snowy Monaro.

## *Core Purpose:*

Snowy Mountains Christian School exists to prepare children for life by training them in partnership with their parents, to grow in character, skills and knowledge; realising their full potential in Christ to serve, as they understand more of God's truth in an atmosphere of God's love and mutual respect.

## *Core Values:*

Each core value springs out of a Christ-centred worldview where every thought, word, action is consistent with the person of Jesus Christ.

**Love** - Love God and each other.

**Respect** - Respect each other in word and action.

**Truth** - Grow in the knowledge of the truth.

**Integrity** - Possess and express integrity.

## *School Motto:*

'In Christ we strive for Excellence'

## *Philosophy:*

We see our role as a partnership with parents to educate their children. The Bible clearly states that children should be brought up to base their lives on the commandments of God and to learn to love God with all of their heart, soul and mind. We also seek to make Christ known to the Snowy Monaro region.

At Snowy Mountains Christian School, we aim to nurture the whole person - intellectually, spiritually, physically, emotionally, and socially. Students are actively challenged to become active participants in their own educational journey.

It is our aim and prayer that every student will have a positive experience at school, through developing healthy relationships, achieving their personal best, maintaining physical and emotional well-being, and developing a greater understanding of Christian faith and character.

## *Biblical focus for 2022:*

'Be strong and courageous. Do not be frightened, and do not be dismayed, for the Lord your God is with you wherever you go.'

Hebrews 12:2.

---

# INTRODUCTION TO SNOWY MOUNTAINS CHRISTIAN SCHOOL

---

Snowy Mountains Christian School (SMCS) lies at the heart of the Snowy Monaro region and since 1997, teaches students through a Biblical worldview about this world and how to impact it for the glory of God.

In 2022, the Principal Mrs Ella Meyer, teachers and staff engaged in nurturing the spiritual, academic, emotional, and physical wellbeing and character of 78 students, from Kindergarten to Year 10. Through smaller class sizes, rigorous pedagogy and nurturing relationships between teachers, parents and students, students progressed in their studies in accordance with the NSW Education Standards Authority (NESA) curriculum and this characterises the student body. Each area is taught from a Christian viewpoint, bringing all of the Bible to all of life. Through activities and events such as serving on the Student Service Council; Book Week activities; international competition papers (ICAS); camp adventures and many more activities, students were given opportunities to learn, develop, and apply skills beyond the classroom and into the world, making their mark on the world.

The school relies heavily on the warm community by which it is supported, including the many people who volunteer their time whether it is on the School Board, in the library, supporting our Information and Communications Technology, fundraising, tending the school grounds, or listening to students read. It is with gratitude that we acknowledge and thank these people.

*Biblically Faithful  
Academically Rigorous  
Culturally Engaging Education*



---

## PRINCIPAL'S MESSAGE

---

Snowy Mountains Christian School exists to prepare children for life by training them, in partnership with their parents, to grow in character, skills and knowledge; realising their full potential in Christ to serve, as they understand more of God's truth in an atmosphere of God's love and mutual respect. This Core Purpose drives everything we do. Our focus verse this year has been,

**'Be strong and courageous. Do not be frightened, and do not be dismayed, for the Lord your God is with you wherever you go.'**  
**Hebrews 12:2.**


This year we celebrated the 25-Year Anniversary of SMCS. It was a wonderful weekend which began with the Science STEM fair where students displayed their science projects. The next day, we had a fun, family racing car event where students built and raced their cars against each other. That evening, we enjoyed a Trivia Night and Auction. And all this culminated in a church service at Cooma Baptist Church, to thank God for his continued sustaining care for our school.

We thank God for all he has done within the life of each student and the school community. We know we cannot do anything of eternal worth without this. He has sustained us through many various seasons of the school year.

Despite the continuation of the COVID-19 pandemic, the students and staff have worked very hard, and it has been encouraging to see personal growth in each student. Many exciting experiences contributed to this development and when I began looking back, there were numerous innovative teaching and learning opportunities, both in and out of the school premises:

- Through the faithful delivery of a Christ-centred curriculum in each classroom.
- Through learning more about Him and his world through sailing, skiing, excursions, acts of service, Primary School camp to Broulee and High School camp to Tasmania, to name a few.



- 
- Through using our talents to serve God at our inaugural ShowCASE evening and trade show and the Musical, "A Not So Terrible Parable."
  - Year 9/10 Sailing Camp.
  - Sporting Carnivals and Cross Country.
  - Public Speaking competition.
  - Student Service Council activities and fundraising.
  - Book Week, complete with amazing costumes.
  - Slime Spectacular Fundraiser event.
  - Art competitions including Easter colouring and drinking straw artworks.
  - Primary Students excursion to the National Zoo in Canberra.

#### **Fundraising:**

The Fundraising Team worked hard and enthusiastically to raise money for two main projects. As a result, we were able to:

- extend the concrete area in the Primary play area for handball,
- install a hard surface to cover the grassed corner/courtyard area near MPH, remove built in BBQ area, create permanent seating and also install an outdoor chess and checkers set.

This year also saw the completion of the new Food Technology Kitchen in High School. It is so exciting to see plans coming to fruition and this room will play a big part in the education of our students. We have also expanded our Information Technology capacity by the purchase of laptops which can go to individual classrooms.

#### **Staff News:**

Sadly, we said farewell to Mr Morgana Santiago, Miss Patricia James, Mrs Emily Shumack, Mr Andrew Shumack, Mrs Amanda Forster, Mrs Ruth Salzke and Mrs Dani Wadland.

During the year, we welcomed Mr Marc Schmidt (Primary Teacher), Mrs Krista Elliott (ART, Drama, English), Mrs Christa Beere (Teachers' Aid), Dr Ken Meyer (Mandatory Technology, Industrial Technology – Timber), Mr Mike Fairburn (Industrial Technology – Timber), Mrs Maggie Knoll (Primary Teacher) and Mr Brad Lidster (Maths, PASS, PDHPE, IT).

Each of these people brought rich life experience and skills that served the school community well.

Our students have had a rich variety of learning experiences. We look forward to seeing the growth in all our young people as we continue to deliver Christ-centred education, which is Biblically faithful, academically rigorous, and culturally engaging.

We give thanks to God for another great year at Snowy Mountains Christian School.

***'Not to us, O Lord, Not to us, but to your name be the glory because of your love and faithfulness.' Ps. 115:1***

*Mrs Ella Meyer*











---

## BOARD CHAIR REPORT


---

The SMCS board meets monthly throughout the year, working to maintain the vision of the school held by Cooma Baptist Church. “To provide the opportunity for every child in the Snowy Monaro to have a Christ centred Christian Education.” We also have to conform to the requirements of the NSW Education Standards Authority, undergoing training, fulfilling reporting requirements, overseeing financials and managing the ongoing governance of the school.

The composition of the board remained stable through 2022 with one additional board member joining the team in February. The board consists of John Vanderhout (Chair), Rob Wiles (Deputy Chair), Judy Taylor (Secretary), Farhad Khan, Malcolm Anderson, Neil Poucher and Sandra Mortimer. The board farewelled the CBC pastor Farhad Khan at the end of the year as he and his family relocated.

The need for Christian schools is paramount in society today. Figures released by the Australian Bureau of Statistics show that more children are enrolled in independent faith based schools than ever. Parents are making the choice for their children to be educated with a Christian worldview. What a wonderful position we are in to impact the lives of these children for the Kingdom of God. To be upholding the church’s vision for SMCS is an honour and our board members take this responsibility very seriously.

As mentioned in last year's report, the Board has continued to work with an architectural firm to create a School Master Plan and research the process of applying for block grant funding. Although nothing is in the pipeline at this point in time, the Board are aware of having projects ready to go if funding becomes available. This has been an involved undertaking as we work within the constraints of our school site, finances and needs of the school community.



The Board would like to thank Mrs Ella Meyer for her passion for Christian Education, leadership of SMCS and dedication to the school. Alongside Ella, thanks also to Mrs Elyse O'Connor, Mrs Dani Wadland and Mrs Lucy Gotts for their roles in the school leadership team. We are also thankful for all the staff at SMCS, teaching and non-teaching.

A major area of responsibility for the School Board is finances, and we were pleased to finish the year in a sound financial position. Finances though are a means to an end. The education of our children within the context of an authentic Christian school is the reason we exist.

Our hope for the children, families, staff and friends of SMCS is wrapped up in Proverbs 3:5-6. "Trust in the Lord with all your heart and lean not on your own understanding. In all your ways acknowledge Him and He will make your paths straight."

Educating the mind without educating the heart is no education at all.  
- Aristotle

In His Service

*Mr John Vanderhout*  
Board Chair







---

## SPORT REPORT

---

### **Swimming**

Swimming lessons began Thursday, Week 1, Term 1 at Cooma Festival Pool. These lessons teach students how to behave in aquatic environments and be responsible in, on and around water. Swimming lessons were held on Thursdays for 6 weeks throughout this term. They continued in Week 3 as our Swimming Carnival was held at Cooma Festival Pool on Thursday 10 February (Week 2).

With a desire to even out the houses this year the House colours and members were changed. They changed from Liddell (blue) and Gould (green) to Waratah (red) and Wattle (yellow).

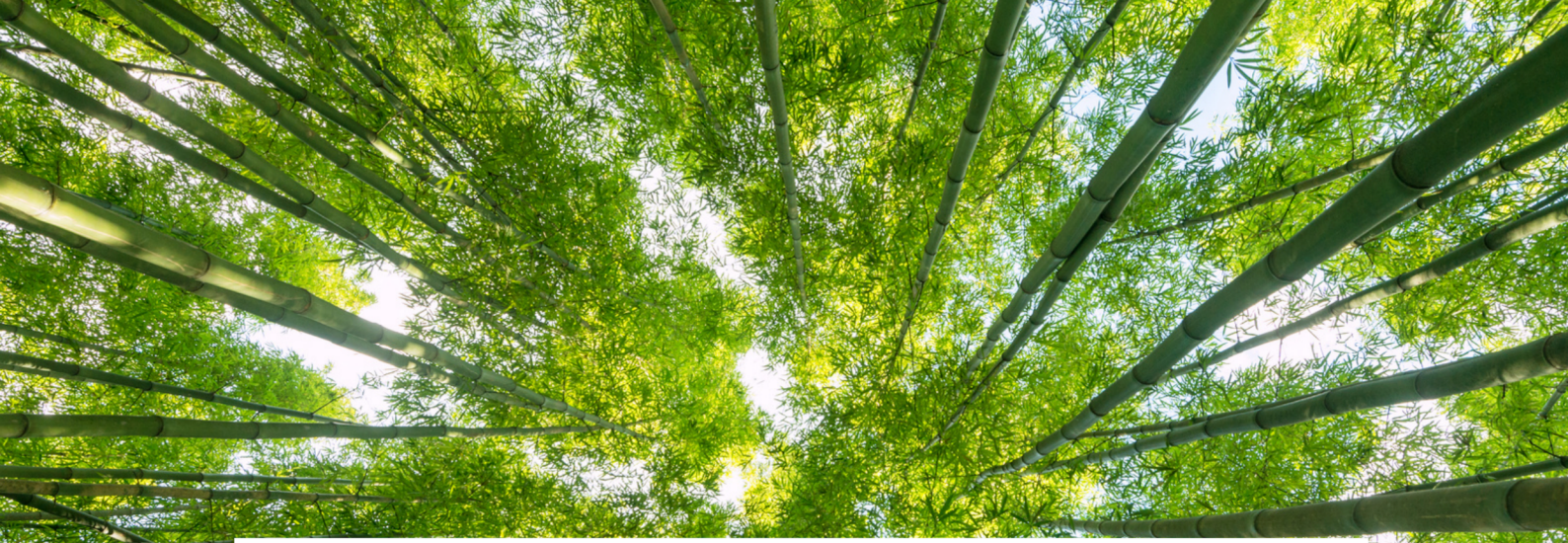
The newly elected House Captains displayed a fine example of selfless leadership. Many were eager to display their new house colours, red for Waratah and yellow for Wattle. The carnival started with our keen athletes swimming within their age groups, competing in the 100 metre freestyle. The students spent the day swimming and cheering for their peers within their house.

After a busy morning of students displaying their skills with freestyle, breaststroke, backstroke and butterfly, Miss James and Mrs Salzke together with valuable parental help joined the K/1/2 students for a period of water play in the small pool, before returning to school.

Throughout the day there were many new records made. These included 7 new 12/13 Year Primary Boys records, a 14 Year Boys Freestyle record and a 16 Year Girls Breaststroke record. Along with beating many records, the behaviour of the students was exemplary. The winning house for the day was Wattle. I would like to thank Mrs Pope, Mr Wadland, Mrs Shannon Taylor, Mrs Mills, Mrs Dunkerley, Mrs McPhie and Mr O'Connor for their generous help on the day. These days would not be as successful without your valuable help.

A small cohort of students joined Mrs Dani Wadland at Nowra Aquatic Centre for the Zone Swimming Carnival on February 21 and 22.





### **Cross Country**

Friday March 18, was a glorious day for running Cross Country tracks. The day began with the High School students running either a 3km, 4km or 6km track at North Ridge. Despite the rough and wet condition of the track, the students were keen and ran well without any injuries. There were 6 checkpoints on this track, and I would love to thank all the teachers, Mrs Poucher, Miss R. Stibbard, Mr Wadland and Mrs George for helping make this event a success. The extra helpers on the day were an asset and are appreciated.

The weather continued to hold out for the successful running of the Primary Cross-Country Carnival back at school, between recess and lunch. Again, I would like to thank Mr Wadland, Mrs Horsburgh, Ms Bate and Mrs Mills for generously giving their time on the day. The winning house for the day was Wattle by a very small margin.

### **Zone Cross Country**

The Zone Cross Country was able to be held at Willandra Cross Country track in Nowra on Friday May 6. Sixteen students from Primary and High School participated in the event and performed to their best on the day. The track was wet and muddy, but the sun was out, and the wind was doing its best to help dry out the ground. Students from SMCS placed 1st in the 10-year boys 2km run as well as 3rd in the 11-year girls 3 km run.

On Friday May 27, Snowy Mountains Christian School had 11 students represent the South Coast Zone at the CSSA Cross Country race, which was held at The Sydney International Equestrian Centre in Horsley Park. Due to all the recent precipitation the area has received, the students ran on a modified track. Despite this, the track was still extremely muddy and slippery. Many competitors were finishing the race without shoes as they had come off in the mud, whilst they were running.





### **Athletics Carnival**

The Athletics Carnival was held on June 10 at Snowy Oval. Unfortunately, there were many students missing due to sickness, however those that attended had a fantastic day with several students entering as many races as possible. Twenty-one records were broken for track as well as field events.

We were blessed with many parent helpers who helped the day run smoothly. A huge thank you to Mrs Rolfe, Mr Kamenyitzky, Mrs Poucher, Mrs Khan, Mrs Watson, Mrs Bate, Ms Moxon and Cooma Little Athletics (Catherine Davis) for their assistance on the day.

Infant students held their Athletics Carnival at school while the remainder of the school were competing at Snowy Oval. Mrs Knoll and Mrs Chesham were grateful to have Mrs Mills help them run many events such as hurdles, relays, shotput, javelin, discus, egg and spoon race, and several ball and parachute games.

### **Zone Athletics Carnival**

On Monday August 1, 2022, for the South Coast Primary Athletics Carnival at Beaton Park, Wollongong, we were blessed with glorious weather. Due to the damp condition of the ground, discus, javelin and shot put could not be contested.

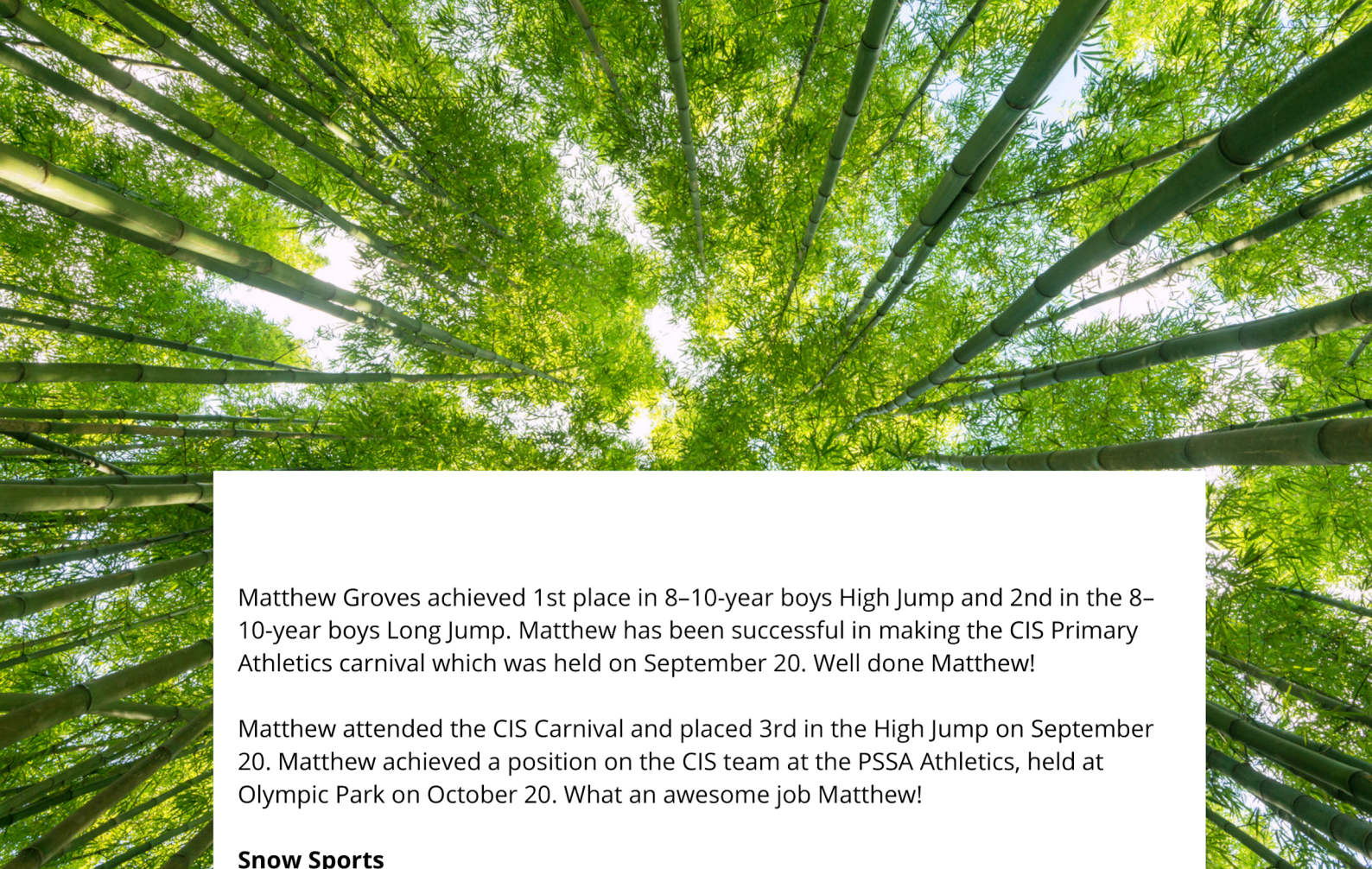
All students performed well and should be proud of their achievements. Matthew Groves performed extremely well in all his age events and ended up as the 10-year male age champion.

Matthew qualified to represent the South Coast Zone at the State Athletics, in the 100m, 200m, 800m, Long Jump, High Jump, and Shot Put. This was held at SOPAC Athletics Centre, Sydney Olympic Park in Sydney on the 2nd of September.

### **State Athletics Carnival**

Reuben Khan and Joshua Groves both represented the South Coast Zone at the High School State Athletics Carnival held at Sydney International Athletics Centre Sydney Olympic Park on Thursday August 18, 2022. Both the boys competed to the best of their abilities on the day, superb effort boys.





Matthew Groves achieved 1st place in 8-10-year boys High Jump and 2nd in the 8-10-year boys Long Jump. Matthew has been successful in making the CIS Primary Athletics carnival which was held on September 20. Well done Matthew!

Matthew attended the CIS Carnival and placed 3rd in the High Jump on September 20. Matthew achieved a position on the CIS team at the PSSA Athletics, held at Olympic Park on October 20. What an awesome job Matthew!

### **Snow Sports**

Students ranging from Year 3 up to Year 10 were able to enjoy Snow Sports at Perisher Resort four times in Term 3. Each Friday there were approx. 20 students who attended this exciting event, and participated in group lessons with Perisher Instructors. Ms England, Mrs Elliott, Mrs Kamenyitzky and I took turns in accompanying these students each week up to the snowfields.

### **Sporting Schools Grants**

Sporting Schools is a \$400 million Australian Government initiative designed to help schools increase children's participation in sport and connect them with community sport opportunities.

A Sporting Schools grant was used in Term 1 to reduce the cost of swimming lessons for the Primary students.

The school was successful in receiving a Sporting Schools grant for Primary, as well as Yr 7 and 8 in Term 2. The grant was used to pay Tom Perea to coach the students in tennis skills, in the MPH.

The school was successful in receiving a Sporting Schools grant for Primary, as well as Yr 7 and 8 in Term 3. This grant was used for gymnastics lessons taught to all 4 groups at Cooma Gymnastics Hall.

High School was successful in receiving a Sporting Schools Grant for Term 4. This was used to train and develop the Year 7 and 8 students netball skills.

### **Community Events**

On May 20, 2022, we participated in the Walking to School Day. Mrs Shumack was keen to accompany me during this event, and we were incredibly pleased when 17 students as well as Mrs Groves turned up at Centennial Park at 8am to help us enjoy this event, even though the temperature was only 2 degrees.

*Mrs Amanda Forster*

Sports Coordinator 2022



---

## STUDENT SERVICE COUNCIL

---

The focus of the Student Service Council (SSC) is for students to serve the school community and to represent Snowy Mountains Christian School at broader community events. It is a place for students to develop servant leadership and to hone their organisational and management skills. This is one of the ways SMCS promotes respect and responsibility.

During the year of 2022 we had 10 students serving from Year 6 to Year 10. These students were elected by their peers and teachers. The group worked well as a whole and in pairs. Respect for, and fellowship between members was consistently present.

One way that the SSC seek to serve the student body, is to organise fundraising activities during and at the end of term events. This year the following events occurred: Hot Chocolate Fridays, Icy Pole Fridays, Movie and Pop Corn Afternoon, Games and Nerf War activities, assisting with the 25 year celebration activities. The SCC also ran three STEM activities for primary students - an egg drop, spaghetti tower and building the strongest bridge challenge.

Members of the SSC also represented the school by attending the ANZAC Day march, along with other members of the school community, and praying as a part of the Cooma ANZAC Day service. They also led Whole School Assemblies and greeted/escorted guests arriving at our school for special events such as Kinderstart and Presentation Night. The SSC were also advocates for students in regards to resolving student playground issues and improvements to in-school procedures. It was a privilege to facilitate the SSC and assist these students in the development of their leadership skills.

*Mrs Nancy Groves*

Chaplain and SSC Coordinator





---

## FUNDRAISING COMMITTEE

---

2022 has been an amazing year for the Fundraising Committee. We are thankful for the support of our school community, family and friends who have generously supported the school's fundraising efforts all year!

This year, the Snowy Mountains Christian School Fundraising Committee had two goals. The first was to raise funds to go towards new equipment for our students from Kindergarten to Year 10, and the second goal was to raise funds to subsidise the cost of the Primary School Camp and the High School Camp. The Fundraising Committee felt it also important that our young students in K/1/2 also received part of the funds to have a special day at the end of the year too!

Term 1 saw our very first SMCS Slime Spectacular take place! As this event had been postponed from 2021 due to COVID-19 restrictions, the funds raised from this event went towards new equipment for the students. This fantastic event was held on March 18th and was very exciting and successful! Our community's generosity and kindness meant that we exceeded our donation goal significantly. The slime spectacular and supporting BBQ raised \$5000!


Cooma Coles generously donated a \$100 gift voucher to help subsidise the ingredients for the BBQ lunch.

Thank you to Johnny and Elyse O'Connor, Claire and Kara Hynes, Sarah Davis, Krissy McPhie and Nick Kamenyitzky who all prepared and served the BBQ lunch to students and also backed this up with making slime to throw at the students.

Term 1 also saw our High School students and some staff invited to volunteer for the Snowy Classic Bike Ride. The SMCS crew managed the 'Light Rest Stop' at the Dalgety Showground. Over 400 riders stopped for water, energy drinks, muesli bars and a sugar fix. Another part of the SMCS crew were up on the Boloco Ridge, ready to cheer the riders up the steep 700m climb of the 3km hill. Cow Bells and cheering were heard loudly. It was a wonderful event to participate in and to welcome riders from all over Australia to the beautiful Snowy Monaro region.

This raised \$850 for SMCS's school camps in 2022. Thank you to the Snowy Classics organisers for inviting us to participate!





Term 2 saw many successful fundraising events held to raise more funds to go towards all school camps at SMCS this year and to go towards a fun day for K/1/2.

- On May 20th we held a flannelette mufti day and a hot chip lunch. This day saw \$430 raised!
- Our lollipop guessing competition was successful in raising \$45. Our winner of the giant jar of chup a chups was Year 5 student, Ryan McKeahnie! Well done, Ryan!
- Our Loose Change Challenge was tremendously successful! It was great to see some healthy competition between the year groups to see who could fill their bucket the most.

Overall, over \$600 was raised in coins - with 7,116 coins donated in total!

- In 5th place, K/1/2 raised 186 coins
- In 4th place, 7/8 raised 723 coins
- In 3rd place, 9/10 raised 1,912 coins
- In 2nd place, 5/6 raised 2,072 coins

AND OUR WINNING CLASS was 3/4, raising a whopping 2,223 coins! Well done to all of our students!

- The Loose Change Challenge was followed by another hot lunch – this time it was Hot Dogs! \$180 was raised and our Primary students particularly enjoyed this hot lunch option.

We wrapped Term 2 up with an early Mufti Day as our high school students were spending the last week of term in Tasmania.

Term 3 saw the fundraising team host another hot lunch – Nachos! With several generous donations towards the food supplied, the fundraiser was incredibly successful by raising \$442.85!

Our Return and Earn bin has also been a fantastic contributor to our fundraising efforts this year and continues to earn a few dollars every month. Thank you to Mrs Gotts who kindly takes it down to Woolworths for us to cash in bottles and poppers.

We are very excited to continue to support and give back to our wonderful school again in 2023!

*Mrs Allysia Kamenyitzky*  
Fundraising Chairperson





# A NOT SO TERRIBLE PARABLE





---

## STUDENT ENROLMENTS AND ATTENDANCE RECORDS

---

The total enrolment for all our students from Kindergarten to Year 10, at the Commonwealth Census date in August 2022, was 78 students, with 45 students in Primary School and 33 in High School.

The average attendance rate in 2022 was 85.03% which was lower than 2021 which was 89.22% due to students still working from home with COVID-19 and being marked as present in 2021.

The attendance record of each student is monitored by their classroom teacher and a record of attendance is kept at the school office and in software. Any absences without a written explanation from home are to be followed up by the classroom teacher. Persistent non-attendance, for reasons other than known illnesses or approved activities, is referred to the Principal.

The small school population promotes a family atmosphere and helps us to better cater for the individual needs of each student.

### **Post-school Destinations**

Of our ten Year 10 students, 10 have enrolled in senior secondary studies at other schools and TAFE.

All Year 10 students had their marks recorded with NESA to qualify for their RoSA.





---

## STUDENT ENROLMENTS AND ATTENDANCE RECORDS

---

### **Management of non-attendance**

SMCS utilises electronic rolls, and rolls are marked each day. A student absentee sheet is issued to staff. A student is required to provide a note from parents/guardians for both partial absences and full day absences. If a note is still not forthcoming:

- a) The parent/guardian is called and asked to submit a note.
- b) A letter is sent to the parent (Unexplained Absence Note) to again remind them of their child's absence on that particular day, or period of time. This is photocopied and kept with the student absences and archived during the year.
- c) The Coordinator informs the Principal that no note has been submitted.
- d) The Principal calls the parents/guardians & informs them that if a note is not forthcoming the next day, a letter will be sent informing them of the absence & that their child is Absent Without Reason (Unexplained Absence).
- e) Dependent upon the outcome, the Principal will then inform Community and Justice Services of the absence.

At the end of each term, teachers record all absent days (full days). These are noted on each student's report at the end of Semester 1 & 2. Community and Justice Services are notified at any time if staff/Principal are concerned for the welfare of any child at the school.



# STUDENT ENROLMENTS AND ATTENDANCE RECORDS

## Student Enrolments by Class for 2022

Class	Number Enrolled	Attendance (%)	Class	Number enrolled	Attendance (%)
Kindergarten	6	78.77	Year 7	5	84.50
Year 1	5	86.20	Year 8	10	87.38
Year 2	3	81.29	Year 9	8	80.28
Year 3	5	88.95	Year 10	10	84.70
Year 4	12	89.78	<b>Total</b>	<b>78</b>	<b>85.03</b>
Year 5	6	86.32			
Year 6	8	82.62			

Snowy Mountains Christian School's enrolment policy can be found on the school's website: <https://www.smcs.nsw.edu.au/newsletters-documents> for further information regarding all prerequisites for continuing enrolment.

---

## SIGNIFICANT SCHOOL EVENTS 2022

---

SMCS 25 Year celebrations  
Swimming Carnival  
Kinder Start Program  
Kindergarten Information Evening  
Book Week Parade  
Year 3-6 camp to Broulee  
Year 7-10 Camp to Tasmania  
Premier's reading challenge  
Primary Swimming Program  
Year 10 Graduation  
Year 10 Formal  
Year 6 Graduation Luncheon  
Presentation Night  
Work Experience Week  
Zone Swimming Carnival  
Cross Country  
Zone Cross Country  
NAPLAN  
ICAS Competition  
Public Speaking Competition  
Athletic Carnival  
Snowsports  
COVID-19 Intensive Learning program  
Year 9/10 Sailing Camp.  
Whole School Musical "A Not So Terrible Parable"  
Duke of Edinburgh Hike  
Water Day in conjunction with Snowy Hydro  
Slime Fun Run fundraiser  
Representing at the ANZAC Day March  
Volunteering at the Snowy Classic  
Primary School Excursion to the National Zoo  
STEM Fair  
Pine Car Challenge  
High School Excursion to Questacon, Canberra  
ShowCASE Night









---

## STAFF, STUDENT AND PARENT SATISFACTION

---

Snowy Mountains Christian School aims to partner with families in education. One of the ways that this was accomplished in 2022, was by communicating through various social media avenues, letters sent home to families, Primary families had access to the 'Class Dojo app', and a fortnightly newsletter to the whole school was emailed to the community. All staff email addresses are published on the school website, and parents are welcome to email or call their child's class teacher at any time. Grievances or issues are dealt with promptly and followed up personally, in line with the school's 'Parent Grievance Policy'.

Throughout the year, parents and guardians often commented on an underlying excitement due to students and families being back together and reconnecting after COVID-19. Parents and guardians often expressed value in the effort the staff had made in their teaching, and noted that there were many events where the focus was on the students, where they were encouraged to display their skills and talents. Parental feedback also indicated that they appreciated each staff member's kindness to each student, and their effort in helping the students to grow up in Christ.

As most workplaces in Australia in 2022 experienced staff shortages and high staff turnovers, staff turnover was also high at SMCS, however the remaining staff were faithful, diligent and worked exceptionally hard as they took on extra responsibilities due to the teacher shortage. Staff were thankful and often acknowledged God's constancy and provision throughout the year, along with seeing each student grow academically, socially, and emotionally with the return to face-to-face learning. At the end of year staff 'debrief', SMCS staff said they felt that they had finished the year strong and finished as a cohesive team. Students rallied throughout the year with the high staff turnover and regular, new class timetables. Students showed resilience by adapting to new events, new teaching experiences and new ideas throughout 2022.

Feedback from the school community noted for SMCS to continue supporting student growth in all areas, to consider introducing lunch time 'clubs' for students and to review and strengthen our Student Service Council. Continuing to grow the school's vision for Christian education on the Monaro, is also a high priority. Suggested areas for improvement were particularly noted by members of Cooma Baptist Church. They encouraged SMCS to strengthen its relationship with Cooma Baptist Church.





---

## SCHOOL DEVELOPED IMPROVEMENT TARGETS

---

School improvement requires a targeted and focused approach on key areas within a school community. After careful consideration, Snowy Mountains Christian School has identified a manageable set of priorities to guide the school's improvement efforts over the next few years.

These improvement areas have been carefully developed and referenced with the school's:

- Board Strategic Plan
- Marketing Plan
- Pedagogy Improvement Plan
- Property Plan
- ICT Plan

Snowy Mountains Christian School Ltd (SMCS Ltd) was established in 1996, by the Cooma Baptist Church. The focus of the school is to provide an affordable, holistic education for all students in a distinctly Christian community.





---

## SCHOOL DEVELOPED IMPROVEMENT TARGETS

---

### **Improvements planned for 2022. Goals Achieved**

- ✓ Ongoing implementation of the Safe Schools framework.
- ✓ Assisting students and their families to understand and manage their mental health.
- ✓ Continue to send staff to Professional Development Courses to assist in Mental Health. Commence Mental Health Program.
- ✓ Grow Peer Support program
- ✓ Develop the newly purchased land along Mittagang Rd. Clearing of rocks.
- ✓ Discussions with architects and surveying to create Master plan.
- ✓ Development of Engineering/STEM class
- ✓ Literacy and Numeracy; Continued monitoring and self-assessment
- ✓ Service Learning; Continual evaluation and ongoing action, and Consideration to extend into Primary School.
- ✓ Prioritise prayer
- ✓ Property (Working in conjunction with the Strategic Plan)
- ✓ Regular maintenance of older buildings.
- ✓ Completed specific area for Food Technology
- ✓ Appoint Publicity Officer
- ✓ Grow stronger connections with Cooma Community
- ✓ Regular photos and editorials in the Monaro Post Newspaper.
- ✓ Effective communication; Evaluate the effectiveness of current: Newsletter, P/T Interviews, Email, SMCS Facebook, Student Handbooks, Class Dojo, Instagram.



---

## SCHOOL DEVELOPED IMPROVEMENT TARGETS

---

### Goals for 2023

- Develop an Enrichment program for Primary School.
- Regular Professional Development for staff.
- Addressing the growing culture of the school based on previous year's research.
- Prioritising prayer.
- Creating lunchtime interest clubs.
- Reviewing Student Service Council roles and responsibilities.



---

## STAFF

---

### Workforce composition

Summary of the workforce composition for Snowy Mountains Christian School

2022 Staff	Number	FTE
Full Time Teaching Staff	5	5.00
Part Time Teaching Staff	5	3.80
Full time non-teaching staff	1	1.00
Part time non-teaching staff	5	2.90
<b>TOTAL</b>	<b>16</b>	<b>12.70</b>

Average staff attendance: 94.22%, compared with 95.68% in 2021

When updated to show 2022 data, this information is also available on the MySchool website at: <http://myschool.edu.au>



---

## STAFF

---

### Teacher Accreditation

All teachers at Snowy Mountains Christian School have accreditation with NSW Education Standards Authority, as defined by TA Act.

2022 Teaching Staff	Number
Teachers accredited at the level of Proficient teacher	9
Teachers accredited at the level of Provisional teacher	1
<b>TOTAL</b>	<b>10</b>

### Teacher Qualifications

All staff are committed Christians who subscribe to the school's Statement of Faith, and all teachers and aides are committed to teaching from the perspective of a Christian worldview. We have an appropriate spread of age and experience giving a balance of maturity and discernment. Currently there are no Aboriginal and Torres Strait Islander staff employed in the school.

In accordance with NSW Education Standards Authority guidelines, all 10 teachers reported in the 2022 Annual Census hold a recognised teaching qualification from a higher education institution within Australia (or a qualification recognised by the National Office of Overseas Skill Recognition). That is, they hold a degree in Education, or a degree related to their field of teaching with a Diploma in Education.

---

## STAFF

---

### **Professional courses attended by staff**

Teacher and Staff Professional Development remains a high priority but, as has been noted in previous years, this can be difficult to arrange due to financial constraints and our geographical distance from larger cities. The school gratefully acknowledges that several activities were funded or subsidised by Commonwealth grants made available through the Association of Independent Schools, and continues to support teachers with maintaining their accreditation with NESAs.

All staff undertook the following professional learning activities where applicable:

- National Principles for Child Safe Organisations
- Duty of Care
- First Aid

All teaching staff undertook the following training:

- A Teacher's Guide to Differentiating Activities
- Sounds-Write Practitioner Online Training
- Becoming an engaged teacher
- Service learning
- Nationally Consistent Collection of Data requirements
- Traditional and Contemporary Families
- Creating student management practices that work
- Developing resilient learners
- Literacy and Numeracy provided by the AIS grant

Teaching staff were able to access NESAs accredited professional learning for maintenance of accreditation. Individual teachers attended Professional Development courses in their specialised areas. eg New teacher Induction, Trauma and Mental Health First Aid. On their return to school, they shared their learning with the rest of the staff at the next Staff Meeting.

The Principal attended the Business Manager's Conference and the Principals Conference, learning more about the legal situation on various issues, including gender issues, for schools and the Principals' Retreat with other NSW Principals.



---

## FINANCE REPORT

---

Snowy Mountains Christian School Limited (SMCS) recorded a surplus in 2022 of \$91,112, which follows the 2021 surplus of \$175,088.

The surplus was mainly due to the continued funding from Commonwealth and State Government, in addition to the AISNSW, with wonderful grants that have helped improve teacher professional development and student engagement and learning, particularly after the impact of the pandemic.

There were 78 enrolments based on the 2022 August census, down from 83 in 2021.

The Company's results for the year were as follows:

Income totalled \$1,920,749 and consisted of Commonwealth and State Government recurrent grants of \$1,557,939, donations of \$26,084, and fees and private income of \$336,726 which included \$90,522 of AISNSW grant, \$17,417 of fundraising with the fundraising team and the 25th anniversary celebrations, and interest income of \$2,035.

Costs for the day-to-day operation of the school ('operating costs') totalled \$1,829,637 which comprised staff salaries and related expenses of \$1,432,086, non-salary expenses of \$359,911 including \$49,147 of depreciation, and capital expenditure of \$37,640. Interest expenses were \$4,291.

SMCS undertook property improvements and acquisitions totalling \$37,640. This included continued upgrade to all SMCS lighting from Fluorescent lights to LED lights, renovation of the High School kitchen and new ICT equipment including computers and televisions for classroom.

Total current assets decreased by \$4,217 during the year from \$380,327 in 2021 to \$376,110 in 2022 while the total current liabilities also decreased by \$81,197 from \$299,430 in 2021 to \$218,233 in 2022.

Net assets (total assets minus total liabilities) increased by \$91,112 from \$1,387,360 in 2021 to \$1,478,472 in 2022.

The long-term debt (non-current liabilities) decreased by \$25,639 from \$310,403 in 2021 to \$284,764 in 2022 due to the continued repayment of 3 loans.

Cash held at year end after all school activities was \$338,516.

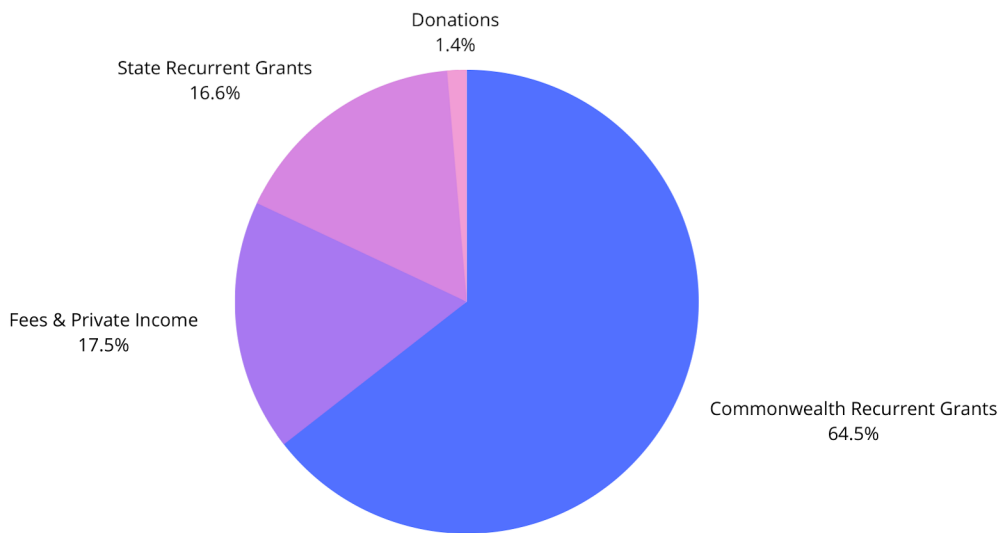
A detailed account of the financial performance of the School is contained in the audited 2022 Financial Statements which is available from the school website or the School Office.

---

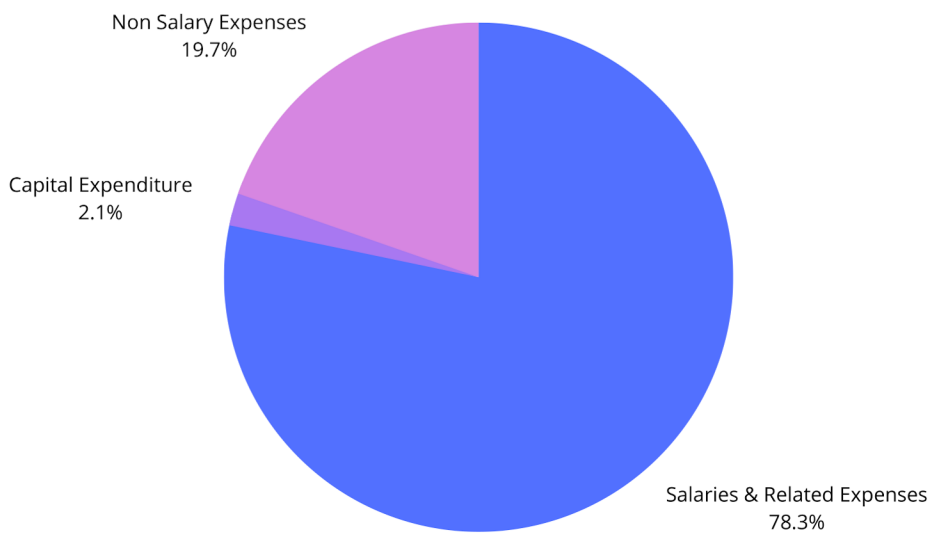
# FINANCE REPORT

---

## INCOME FOR 2022



## EXPENDITURE





## NAPLAN

Every year students in Year 3, 5, 7 and 9 sit the National Assessment Program – Literacy and Numeracy (NAPLAN).

Students sit each test online except for the writing test for Year 3 which is completed on paper. Students are tested for their writing, language conventions (grammar and spelling), reading and numeracy. Each student tried their best in each test.

Results in the 2022 NAPLAN for Year 3, Year 5, Year 7, and Year 9 are as follows:

Year 3 results were close to the national average for Writing, Grammar, and Numeracy, but were well below average for Reading and Spelling.

Year 5 results were close to the national average in Reading, Writing, Spelling, and Numeracy and below national average for Grammar.

Year 7 results were above the national average for Reading, Writing and Grammar and below the national average for Spelling and Numeracy.

Year 9 results were close to the national average for Reading, Writing and Numeracy and well below the national average in Spelling and below the national average for Grammar.

	Reading	Writing	Spelling	Grammar	Numeracy
Year 3	404	418	359	372	421
Year 5	495	469	479	504	474
Year 7	-	-	-	-	-
Year 9	623	616	581	615	578

**NAPLAN participation for this school is 96%**

**NAPLAN participation for all Australian students is 95%**

<sup>NB</sup> In 2020 education ministers decided that NAPLAN testing would not proceed that year due to the COVID-19 pandemic.

<sup>NB</sup> A school's NAPLAN test must have a minimum of 11 participants and 80% participation rate for a comparison to be available. Grey shading indicates participation did not meet these thresholds.

*Mrs Elyse O'Connor*  
NAPLAN Coordinator

# ICAS REPORT

Snowy Mountains Christian School participated in the International Competitions and Assessments for Schools (ICAS) in 2022. It was offered to students from Years 2 to Year 10.

Countries around the world that participate in this competition include Brunei, Cambodia, China, Hong Kong, Malaysia, New Zealand, Singapore and Vietnam. "ICAS is designed to target students' higher-order thinking and problem-solving skills in English, Mathematics, Science, Writing, Spelling Bee and Digital Technologies."

The assessments are suitable for students wishing to extend themselves academically and take up the personal challenge of competing in an international assessment.

12 students from SMCS, participated from Year 3-10 and whom together completed 36 assessments.

- In ICAS Mathematics one student in Year 3 received a Credit certificate, a Year 2 student and a Year 4 student both received a Merit certificate.
- In ICAS Science one student in Year 5 received a Credit certificate.

Below is the Raw Results for each test.



## Digital Technologies 2022 - Raw Score Results & Awards

Below is a summary of the performance of all your students that participated including award summary data for each year level of participation.

Performance Overview		Awards								
Year Level	Test Score Distribution	Average Raw Score	Max Possible Score	Std Dev	HD	D	C	M	P	Students
Year 3		12 17.2	30	0 4.4	0	0	0	0	1	1
Year 4		10 16.4	30	0 4.8	0	0	0	0	1	1
Year 5		8 18.7	35	0 5.2	0	0	0	0	1	1
Year 10		12 20.3	40	0 5.7	0	0	0	0	1	1

<b>Award Certificate</b> HD = High Distinction D = Distinction C = Credit M = Merit P = Participation	<b>For each year level in the state or country/region</b> The top 1% of participants The next 10% of participants The next 25% of participants The next 10% of participants For all remaining participants	average score range excluding the top 10% and bottom 10% (not shown if fewer than 10 students)
--	---	--



# ICAS REPORT



## English 2022 - Raw Score Results & Awards

Below is a summary of the performance of all your students that participated including award summary data for each year level of participation.

Performance Overview		Awards								
Year Level	Test Score Distribution	Average Raw Score	Max Possible Score	Std Dev	HD	D	C	M	P	Students
Year 2	School AU	5.5 16.1	35	0.7 5	0	0	0	0	2	2
Year 4	School AU	14 20.9	45	4.2 6.6	0	0	0	0	2	2
Year 5	School AU	26.5 29.4	50	3.5 7.7	0	0	0	0	2	2
Year 10	School AU	29 32.9	60	0 9.4	0	0	0	0	1	1

**Award Certificate** For each year level in the state or country/region

- HD = High Distinction The top 1% of participants
- D = Distinction The next 10% of participants
- C = Credit The next 25% of participants
- M = Merit The next 10% of participants
- P = Participation For all remaining participants

**average score** range excluding the top 10% and bottom 10% (not shown if fewer than 10 students)



## Science 2022 - Raw Score Results & Awards

Below is a summary of the performance of all your students that participated including award summary data for each year level of participation.

Performance Overview		Awards								
Year Level	Test Score Distribution	Average Raw Score	Max Possible Score	Std Dev	HD	D	C	M	P	Students
Year 2	School AU	13 17	30	0 4.7	0	0	0	0	2	2
Year 3	School AU	9 15.4	30	0 4.2	0	0	0	0	1	1
Year 4	School AU	12.5 16.2	30	0.7 4.8	0	0	0	0	2	2
Year 5	School AU	23 21.2	40	0 5.6	0	0	1	0	0	1
Year 10	School AU	11 16.8	40	0 5.6	0	0	0	0	1	1

**Award Certificate** For each year level in the state or country/region

- HD = High Distinction The top 1% of participants
- D = Distinction The next 10% of participants
- C = Credit The next 25% of participants
- M = Merit The next 10% of participants
- P = Participation For all remaining participants

**average score** range excluding the top 10% and bottom 10% (not shown if fewer than 10 students)

# ICAS REPORT



## Spelling Bee 2022 - Raw Score Results & Awards

Below is a summary of the performance of all your students that participated including award summary data for each year level of participation.

Performance Overview		Awards									
Year Level	Test Score Distribution	Average Raw Score	Max Possible Score	Std Dev	HD	D	C	M	P	Students	
Year 3	School AU	13 20.4	40	0 7.1	0	0	0	0	0	1	1
Year 4	School AU	14 22.4	45	0 8	0	0	0	0	0	2	2
Year 5	School AU	15 23.5	45	7.8 7.9	0	0	0	0	0	3	3

**Award Certificate** For each year level in the state or country/region

- HD = High Distinction The top 1% of participants
- D = Distinction The next 10% of participants
- C = Credit The next 25% of participants
- M = Merit The next 10% of participants
- P = Participation For all remaining participants

average score range excluding the top 10% and bottom 10% (not shown if fewer than 10 students)



## Writing 2022 - Raw Score Results & Awards

Below is a summary of the performance of all your students that participated including award summary data for each year level of participation.

Performance Overview		Awards									
Year Level	Test Score Distribution	Average Raw Score	Max Possible Score	Std Dev	HD	D	C	M	P	Students	
Year 4	School AU	9 11.9	32	0 4	0	0	0	0	0	2	2
Year 5	School AU	8.5 14.5	32	0.7 4.5	0	0	0	0	0	2	2

**Award Certificate** For each year level in the state or country/region

- HD = High Distinction The top 1% of participants
- D = Distinction The next 10% of participants
- C = Credit The next 25% of participants
- M = Merit The next 10% of participants
- P = Participation For all remaining participants

average score range excluding the top 10% and bottom 10% (not shown if fewer than 10 students)



## Mathematics 2022 - Raw Score Results & Awards

Below is a summary of the performance of all your students that participated including award summary data for each year level of participation.

Performance Overview		Awards									
Year Level	Test Score Distribution	Average Raw Score	Max Possible Score	Std Dev	HD	D	C	M	P	Students	
Year 2	School AU	15.5 16.1	30	0.7 4.6	0	0	0	0	1	1	2
Year 3	School AU	25 23.4	40	5.7 5.7	0	0	0	1	0	1	2
Year 4	School AU	20.7 23.5	40	3.1 6.4	0	0	0	0	1	2	3
Year 5	School AU	19 24.5	40	0 6	0	0	0	0	0	1	1

**Award Certificate** For each year level in the state or country/region

- HD = High Distinction The top 1% of participants
- D = Distinction The next 10% of participants
- C = Credit The next 25% of participants
- M = Merit The next 10% of participants
- P = Participation For all remaining participants

average score range excluding the top 10% and bottom 10% (not shown if fewer than 10 students)

*Mrs Elyse O'Connor*  
ICAS Coordinator



---

# POLICIES

---

**The full transcript of the following policies and procedures can be found on the Snowy Mountains Christian School website.**

**Copies of these policies can be obtained from the School Office or can be viewed on the SMCS website. Student welfare, pastoral care, anti-bullying, discipline and complaints handling is infused in all teacher-student-parent interactions and informs development of all policies and procedures.**

## **Student Welfare Policy and Procedures:**

Student Welfare encompasses the mental, physical, spiritual and emotional well-being of the students. SMCS seeks to provide a safe and supportive environment founded on the Biblical principles of grace, mercy, justice, kindness and humility (Micah 6:8) and through this, the ultimate goal is the full restoration of relationship. Student welfare incorporates both nurture and discipline in helping students progress from a strong, teacher guided experience to students taking responsibility for their own learning and behaviour. SMCS seeks to work in partnership with parents and carers to enable students to become responsible, respectful and reliable young people. This involves affirmation, example and correction.

**Changes to the policy in 2022: There have been no changes to this policy in 2022**

## **Anti-bullying Policy and Procedures:**

SMCS rejects all forms of bullying behaviour including online (or cyber) bullying and seeks to provide safe, inclusive, and respectful learning communities that promote student wellbeing. Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, sexuality or transgender. No student, employee, parent, caregiver, or community member should experience bullying within the learning or working environment of SMCS.

SMCS seeks, within school, to build a safe, supportive, positive and caring Christian environment in which we acknowledge that each human being is unique and created by God and therefore of immense value. This can be achieved by:

- Training Staff to understand the forms of bullying, identifying and documenting incidents of concern, and acting upon situations promptly.
- Encouraging parents to inform SMCS when incidents occur and to support, in partnership, the strategies mutually agreed to prevent any further incidents.
- Informing students that it is not acceptable to bully anyone and teaching and encouraging them to tell the teacher or their parents/carers how they are feeling and what is causing them to feel that way. Break the code of silence and encourage others to make a stand against bullying.

**Changes to the policy in 2022: There have been no changes to this policy in 2022**

### **Nurture and Discipline Policy and Behaviour Management Procedures:**

This policy is designed to give SMCS students and parents an understanding of the school's expectations in relation to students' conduct in, and on behalf of, the School and to give staff detailed guidelines and management options regarding the nurture and discipline of students.

It is understood that children often do behave childishly and foolishly. The policy and procedures aim to grow each student in their personal maturity. Snowy Mountains Christian School also does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents to enforce school discipline.

All incidents are recorded, and serious concerns involve partnership with the parents/carers to formulate a plan or contract to manage the behaviour. When behaviour is outside the school expectations and Student Code of Conduct, the incident is investigated, and procedural fairness is to be displayed. Usually behaviour matters are resolved quickly, and relationships restored. However, when more serious incidents occur, parents/carers are involved in the process. All parties must be heard and dealt with fairly:

#### The 'hearing rule':

- The hearing rule includes the right of the person against whom an allegation has been made to:
- know the allegation related to a specific matter and any other information which will be taken into account in considering the matter;
- know the process by which the matter will be considered;
- respond to the allegations; and
- know how to seek a review of the decision made in response to the allegations

#### The 'right to an unbiased decision' includes the right to:

- impartiality in an investigation and decision-making
- an absence of bias by a decision maker
- All parties to an investigation are also directed to maintain in strictest confidentiality the matters under investigation.
- All incidents are recorded, and serious concerns involve partnership with the parents/carers to formulate a plan to manage the behaviour.
- Items that are banned from SMCS fall into one of two categories:
  - those that are potentially harmful
  - those that could cause distractions or disruptions
- Some items that are banned include:
  - Knives, fireworks, firearms, sharp implements, weapons, replicas of weapons, offensive material, cigarettes, e-cigarettes, drugs, alcohol, laser pointers, trading cards or toys to trade, chewing gum or bubble gum, permanent markers, spray cans (including spray deodorants or hairspray).

Implementation of the new Nurture and Discipline Policy took place in 2022. Continuous review and consultation between the school leadership, staff, parents and students took place throughout the year to refine the new policy changes.

### **Changes and adjustments to the policy in 2022 include:**

- Added "Source of Obligation"
- Changed from Nurture and Discipline Policy to Nurture and Discipline Policy and Behaviour Management Procedure.
- Changed "Discipline and Behaviour Management Procedures" to "Behaviour Management Procedures". Changed all Behaviour Management System to Procedure



### **Reviewed and updated:**

- Context
- Student code of conduct
- Guidelines and strategies
- Behaviour Management Procedures.
- “Exclusion is the act of preventing a student’s admission to a number of schools”
- Format for levels

#### · Green level

- Added consider factors such as “Student’s background and home life”

#### · Yellow level:

- Removed:
  - “In the incidence of a child using physical force, the incident is to be regarded as serious and needs to be reported using the BM-05 “yellow slip”.”
  - In cases where the “Need to Report”
- Changed: “Welfare teacher” to “classroom teacher”. Changes reflected in all relevant places.
- Added:
  - “Primary students will be given a daily report by their teacher reviewing their behaviour.” This report will be kept in the student’s file but not sent home.
  - A student remains on Yellow Level for at least ten school days, previously at least two school term weeks.
- Changes reflected in all relevant places.

#### · Blue level:

- Changed to “A student remains on Blue Level for at least ten school days”, previously at least fifteen days. Change reflected in all relevant places.
- “The student is on a BLUE behaviour management card for this time and is expected to achieve eight satisfactory days within the ten school days on Blue Level”, previously twelve days within fifteen school days on Blue level. Change reflected in all relevant places.
- Child to student
- Added Codes for Blue and Red levels including Excellent, Average, Below Average and Unsatisfactory. Change reflected in all relevant places.
- Banned items: added “e-cigarettes”

### **Changes to the policy in 2022: Changes were made to this policy as it was reviewed and updated.**

#### **Grievance Policy and Procedure:**

From time to time a parent may have concerns over their child's relationship with a teacher or other aspects of their child's education. SMCS values the partnership with all people in the school community. All members of the school community are liable to say and do things which may cause others some discomfort. We need to be free to work through this process no matter what the role of those involved is in the school.

The school believes it is important that these issues are raised in a way that will facilitate open and honest discussion, with a view to bringing understanding and resolution for all parties involved. The School is committed to handling grievances in line with biblical principles and encouraging all parties to act in a way that reflects the fruit of the Spirit as outlined in Galatians 5:22-23: “love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control”

In keeping with the school's desire to act in a way that reflects the fruit of the Spirit, it is imperative that parents and staff members who have grievances behave with professional integrity at all times and refrain from discussing these grievances with third parties at any stage of the process (unless the third party is the mutually agreed support person outlined below), otherwise the issue may become more difficult to resolve.

Should a parent wish to address this, we would want them to follow the appropriate grievance process.

### **Changes to the policy in 2022: There have been no changes to this policy in 2022.**

## Child Safe Policy and Procedures

The safety, welfare and wellbeing of children, including protecting children from child abuse, is the paramount consideration in decision-making at Snowy Mountains Christian School (The School). The School seeks to create a safe and caring environment where Christian values inspire and affirm the highest standards of ethical conduct in relation to the care, support, and welfare of the students entrusted to it.

The School has the following preventative strategies in place:

- A Staff Handbook, incorporating the Employee Code of Conduct, to set out clear guidelines for appropriate and inappropriate behaviour.
- Clearly defined roles for employees within the Entity
- Pre-employment screening procedures in addition to the WWCC clearance such as checking references and backgrounds checks
- Information provided to families and the community about child protection strategies adopted by the Entity. This can be seen in the Policies and Procedures of the Entity, the Parent Handbook and on the SMCS website.
- Annual training (one week before Term 1 and one week before Term 3) and induction procedures for employees in best practices to ensure a safe and secure environment for student wellbeing
- Regular Executive Staff meetings to review any matters arising and to identify contributing factors to minimise the chance of reoccurrence with 'Child Safe' as a standing item
- Regular Staff meetings with 'Child Safe' as a standing agenda item are helpful and employees are encouraged to ask questions and contribute to the continuous improvement of child safe policies, procedures and practices in the workplace
- Parent-Student-Teacher conferences and school information events
- Formal and informal communication such as newsletters and class communication
- Precautions, restrictions and code of conduct when online learning platforms (Class Dojo, Office 365) are utilized
- Parents and students have access to the Child Safe Policy and other relevant school policies as well as the Parent Handbook

Parents have access to and receive the Office of the Children's Guardian's resources.

Complaints Management and Reporting: At Snowy Mountains Christian School, the Principal is the Child Safe Contact Person. A child or young person, or any employee can make a complaint or raise a concern by:

- Face to face meeting (with the Child Safe Contact Person)
- Phone call (with the Child Safe Contact Person)
- Email (Child Safe Contact Person email)
- Letter (to the Entity)

The Child Safe Contact Person will follow the following steps when managing complaints:

- Listen to the person making the complaint and document the complaint
- Notify The Office of the Children's Guardian and follow steps for making a report
- If the complaint involves inappropriate behaviour and a breach of the Code of Conduct, the Head of the Entity will make a decision and take action in accordance with the internal discipline procedure.
- Training, support and supervision of employees: The Entity, SMCS, promotes respect, fairness and consideration for all workers. It is expected that all employees to be caring and compassionate people who take an interest in the wellbeing of students, and who set appropriate boundaries for employee-student relations. June 2019: Updated in line with NSW Ombudsman Checklist, Legislation and Code of Conduct.

### **Changes to the policy in 2022: There have been no changes to this policy in 2022**

The full transcript of this policy can be viewed on the SMCS website and a hard copy can be obtained at the School Office.











SNOWY MOUNTAINS CHRISTIAN SCHOOL  
2022 ANNUAL REPORT