



RISSALAH COLLEGE

Annual Report 2023



Achieving Excellence
Together



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Theme 1: A message from key school bodies

Message from the Chairman of the Board

Assalamu alaykum wa Rahmutallah wa Barakatuhu

On behalf of the Rissalah College Board of Directors, I extend my heartfelt congratulations to the staff and students of Rissalah College for the successful completion of another year. This year has been marked by numerous achievements, as our students and staff engaged in new learning experiences designed to provide hands-on educational opportunities. The first interstate trip to Cairns, Queensland, exemplified the core value of high-quality teaching and learning that Rissalah College upholds with pride.

I would like to express my sincere gratitude to everyone involved for their hard work and dedication to our exceptional school. We are fortunate to have such an outstanding team and a supportive community. I am immensely proud and grateful to be associated with such inspiring individuals who are committed to the success of our students and our college.

Chairman of the Board

Imad El Masri



Message from the Principal

Assalamu alaykum wa Rahmutallah wa Barakatuhu

The year 2023 was a successful one for our students, staff, and the organization as a whole. Our college proudly achieved accreditation for Years 11 and 12, reaffirming our commitment to delivering quality education and preparing our students for a successful future.

Throughout the year, our students participated in various excursions, camps, and carnivals. A notable highlight was our highly anticipated interstate trip to Cairns, which was a tremendous success. Designed to align with curriculum outcomes, this trip provided valuable experiential learning opportunities beyond the classroom. Students explored new places, engaged with diverse cultures, and broadened their horizons. I am confident that this trip played a pivotal role in enhancing their understanding of various subjects and significantly contributed to their overall academic progress.

Rissalah College achieved many accomplishments in 2023. As a growing institution, we continue to set goals around teaching and learning, student achievement, teacher professional development, and community engagement. The resilience and determination of our community have kept us in good stead. As education continually evolves, our students, staff, board, and parents have embraced these changes and worked tirelessly to achieve positive learning outcomes for all our students.

I would like to take this opportunity to thank everyone who contributed to Rissalah College's success this year. Your commitment and dedication to our institution are truly appreciated.

Principal

Yeliz Yilmaz



Theme 2: Contextual information about the school and characteristics of the student body

Rissalah in Arabic means “message”. The College was established in 1997 and is a co-educational independent Islamic school located at 54-72 Hampden Road, Lakemba NSW 2195. In the Year 2023, the College’s total student population was 806 with 550 students in Primary School and 256 students in High School. The College strives to deliver the message of holistic education, coupled with universal human values, to create the best possible learning atmosphere for its students. Rissalah College’s vision is to provide the best comprehensive education program of all six Key Learning Areas as stipulated by NESAs.

Rissalah College Limited is governed by a Board of Directors and is a registered company under the Corporations Act. The Head of the School, also known as the Principal is appointed by the Board of Directors and has the responsibility for the day-to-day operations of the College. The Principal and the Board of Directors meet regularly to oversee the strategic direction of the College and to discuss matters involving governance, compliance, finance and strategic long-term planning.

The College is committed to providing a supportive environment that enables students to attain their full potential through appropriate and diverse learning opportunities. At Rissalah College, we endeavour to promote values that foster genuine acceptance of difference and diversity.

We believe that all humans must be treated with dignity, equity, respect and compassion irrespective of their race, ethnicity, belief or gender. Particular attention is given to instilling devotion to promoting peace and harmony as life principles.

Our students come from a diverse range of backgrounds. Although we have no students of Aboriginal or Torres Strait Islander descent, our student body consists of mostly non-English speaking backgrounds. Rissalah’s student population reflects a diversity of cultural and linguistic backgrounds, as well as a wide range of abilities and learning styles, including students with special learning needs.

At Rissalah College we are committed to, and strive to engage, participate, build and nurture relationships within our community, working in harmony with parents, government and private educational institutions as well as the wider community in our program of activities, to enable our students to embody the universal values of our faith. In 2023, students were given the opportunity to participate in many different charitable causes in collaboration with Merciful Group, AusRelief and Human Appeal to provide relief to the displaced people of Palestine. This is teaching our students the importance of giving to those in need and showing how generosity can assist those less fortunate.

Rissalah College enables students to thrive in a rapidly changing world by developing students’ collaborative skills, technological competence and innovative capacity. Students’ learning is strengthened by a sound knowledge and daily expression of Islamic values, which are in line with the Australian Values for Schooling.

Our school curriculum promoted the development of learning across all key Learning Areas mandated by NESAs, including; English, Mathematics, Science and Technology, Personal Development Health and Physical Education, History, Geography, Creative Arts, Technology, Languages and Commerce. This curriculum was enriched by structured carnivals including the Swimming Carnival and Athletics Carnival,



excursions and incursions. Our students were involved in numerous exciting and enriching events including; Numeracy Week, Literacy Week, Science Week, Harmony Day and R U OK? day. Students were also encouraged to participate in numerous external competitions such as the Premier's Reading Challenge, Write a Book in a Day, Debating and Public Speaking. In addition, our senior students participated in an overseas HSC Site Study trip to Greece and Italy.

Rissalah College structures student learning within its Islamic ethos. We educate our students about the Islamic faith and our values as global citizens. Where possible, this is an integrated part of the K-10 curriculum. Our College offers Arabic, Quran and Islamic Studies programs as part of the curriculum to provide an intensive understanding of values for our students. Students were able to participate in the annual Quran Competition and Ramadan Quiz. For the very first time, our students were also given the opportunity to embark on a spiritual overseas trip to Saudi Arabia to further enhance their knowledge about Islam.

Rissalah College understands that every student learns differently and at their own pace. We also strive to nurture our student's mental health and wellbeing in addition to their education. The College has a learning support department to cater to students with special needs and who may also require additional small group intervention external to the classroom. We also have a Wellbeing Department with both male and female staff including a school counsellor focussing on positive behaviour and mental wellbeing.

Every student at Rissalah College has access to either an Apple 5th Generation 32GB WiFi iPad or Apple 9th Generation 32GB WiFi Ipad, which is fully interactive with the Promethean LED Panels in each classroom. Students have access to a range of applications to supplement their learning in Literacy and Numeracy and teachers have the skills to capitalise on the enhancement of teaching and learning that the Promethean boards have to offer.

We look forward to the continued growth and development of our college in 2024. Further information regarding Rissalah College is readily available. Student numbers, student backgrounds, school staff and enrolments can be found at the My School website: www.myschool.edu.au or the College's website www.rissalah.nsw.edu.au



Theme 3: Student Outcomes in Standardised National Literacy and Numeracy Testing

The National Assessment Program Literacy and Numeracy (NAPLAN) is an annual national assessment for all students in Years 3, 5, 7, and 9. All students in these year levels are expected to participate in examinations which consist of, Reading, Writing, Conventions of Language (spelling, grammar and punctuation) and Numeracy.

In 2023, Rissalah College students sat the NAPLAN exams in grades 3, 5, 7 and 9. The College can report on the continued improvement in achievement across the spectrum of key learning areas for students in most areas across all grades. These results are testimonial of the College's pro-active intervention strategies targeting literacy and reading. Proportions of Year 3, 5, 7 and 9 students meeting the minimum standard are defined by the specified band of the National Assessment Program Scale. Notably, our students performed above the national average in writing, spelling, and grammar.

As indicated in the My Schools website, <https://www.myschool.edu.au>. The table below shows the average student results at Rissalah College for the year 2023.

Student Results 2023

	Reading		Writing		Spelling		Grammar		Numeracy	
Year 3	396		442		422		420		401	
	381-411		429-455		407-436		404-436		388-414	
	SIM	ALL	SIM	ALL	SIM	ALL	SIM	ALL	SIM	ALL
	416	405	431	416	418	404	425	411	418	407
Year 5	475		474		497		479		474	
	460-490		460-489		482-511		463-496		460-487	
	SIM	ALL	SIM	ALL	SIM	ALL	SIM	ALL	SIM	ALL
	494	496	486	483	492	489	496	497	486	488
Year 7	550		539		567		559		536	
	535-565		522-556		552-583		542-576		521-551	
	SIM	ALL	SIM	ALL	SIM	ALL	SIM	ALL	SIM	ALL
	545	536	543	534	550	539	548	539	544	538
Year 9	556		566		573		549		552	
	543-570		548-583		558-587		534-564		539-564	
	SIM	ALL	SIM	ALL	SIM	ALL	SIM	ALL	SIM	ALL
	569	564	576	567	574	568	564	557	573	568



**SIM = Students with similar
backgrounds ALL = All
Australian students**



Theme 4: Senior secondary in outcomes (student achievement)

Not Applicable



Theme 5: Teacher professional learning, accreditation, and qualifications

In 2023, Rissalah College had 40 mainstream teachers, 6 Stage Coordinators, 1 Learning Support Co-ordinator, 5 Learning Support Teachers, 1 Teacher Librarian, 1 Librarian Assistant, 1 School Counsellor, 1 Deputy Principal, 1 Principal, 1 K-6 Arabic/Islamic Studies Co-ordinator, 1 7-10 Arabic/Islamic Studies Co-ordinator, 6 Arabic/Islamic Studies teachers and 2 Wellbeing Officers.

The table below only includes the details of teaching staff who were responsible for delivering the curriculum.

Category	Number of Teachers
Teachers who have teaching qualifications from a higher education institution within Australia or as recognised within the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines.	52
Teachers who have qualifications as a graduate from a higher education institution within Australia or one recognised within the AEI-NOOSR guidelines but lack formal teacher education qualifications.	6
Teachers who do not have qualifications as described above but have relevant successful teaching experience or appropriate knowledge relevant to the teaching context.	0

Qualifications

Teacher Accreditation

Level of Accreditation	Number of Teachers
Rissalah College Policies and Procedures	All Teaching Staff, Arabic, Welfare and Support Staff
Conditional	20
Provisional	5
Proficient Teacher	27
Highly Accomplished Teacher	0
Lead Teacher	0



Professional Development

Professional Development	Number of staff
Rissalah College Policies and Procedures	All Teaching Staff, Arabic, Welfare and Support Staff
Child Protection	All Teaching Staff, Arabic, Welfare and Support Staff
Complaints and Grievances	All Teaching Staff, Arabic, Welfare and Support Staff
Ethics and Values Finance and Human Resources Social Media Policy	All Teaching Staff, Arabic, Welfare and Support Staff
Students Behaviour	All Teaching Staff, Arabic, Welfare and Support Staff
Learning Support	All Teaching Staff, Arabic, Welfare and Support Staff
Primary Curriculum and Operations	All Primary Teaching Staff
High School Curriculum and Operations	All High School Teaching Staff
Administration Operations	All Teaching Staff
First Aid Training <ul style="list-style-type: none"> - CPR training - Anaphylaxis - Asthma - Injuries/ burns 	New Staff
CPR Refresher Course	All Rissalah College Staff
Teacher Accreditation Changes	All Rissalah Teaching Staff
Welfare Islamic Perspective Invictus Solutions	All Rissalah Staff
Positive Behaviour Leadership and Classroom Management	All Rissalah Teaching and Support Staff
Marking Assessments	High School Staff
HSC Consultancy	HSC Teachers



Lockdown Procedures	All Rissalah Staff
New 3-6 English Syllabus	3-6 Primary Teachers
Fire Evacuation Training	All Rissalah Staff



Theme 6: Workforce composition

Teaching Staff

- One Principal
- One Deputy Principal
- One Governance, Risk and Compliance Manager
- Three Primary Curriculum Coordinators
- Three High School Curriculum Coordinators
- Two High School Wellbeing Officers
- One Primary and High School Learning Support Coordinator
- 19 classroom teachers, comprised of the following staff members: 3 Kindergarten Teachers, 3 Year One Teachers, 3 Year Two Teachers, 3 Year Three Teachers, 3 Year Four Teachers, 2 Year Five Teachers and 2 Year Six Teachers and 27 High School Teachers
- One K-6 Arabic & Islamic Coordinator
- One 7-10 Arabic Islamic Coordinator
- Eight Arabic/Islamic Studies Teachers/Assistants
- One Library Coordinator
- One Librarian Assistant
- Four Support Learning Officers
- Two Reading Recovery Teachers
- One School Counsellor
- One part-time School Occupational Therapist

Administration Staff

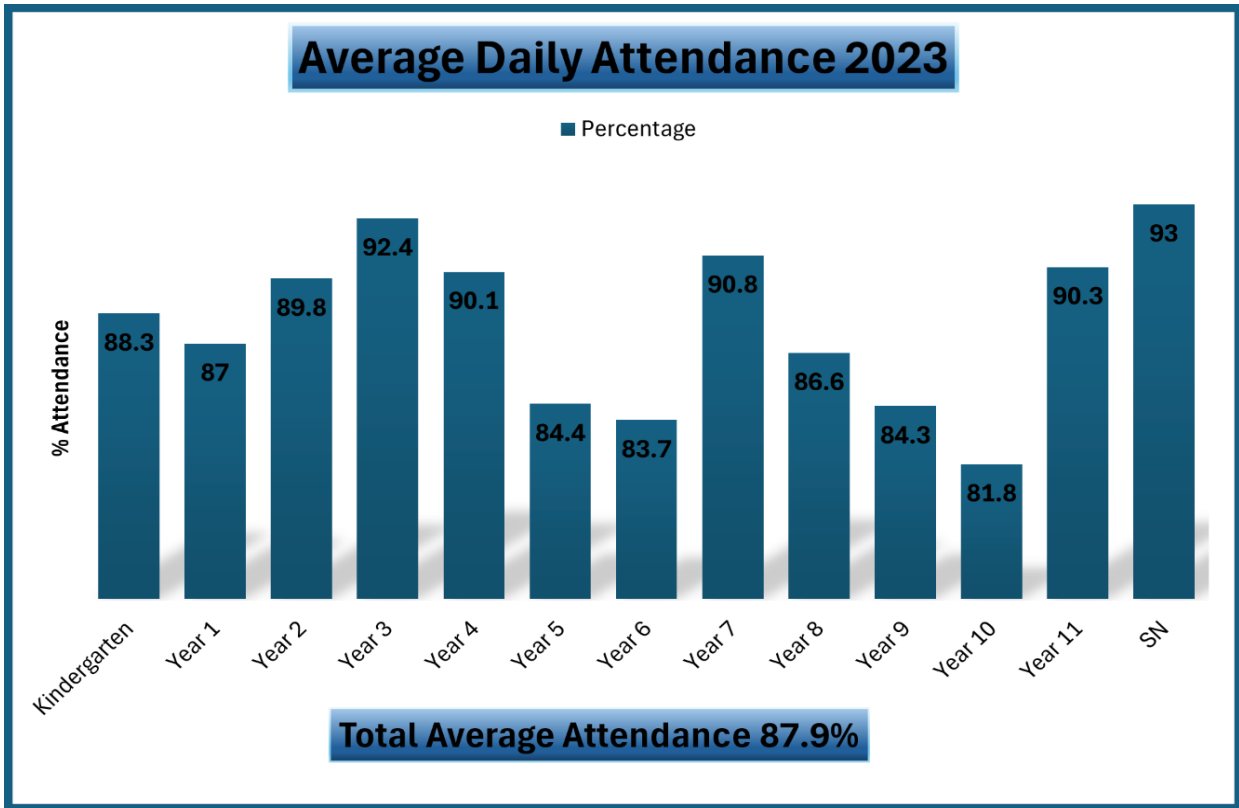
- One Finance Manager
- Two Accountants Assistants
- One Administration Manager
- Three Administration Staff
- One ICT Manager
- Two ICT Assistants
- One Sick Bay Nurse
- One Security Guard



School Staff 2023	Number of Staff
<i>Teaching Staff</i>	51
<i>Full-time equivalent teaching staff</i>	44
<i>Part-time equivalent teaching staff</i>	7
<i>Non-teaching staff</i>	33
<i>Full-time equivalent non-teaching staff</i>	32
<i>Part-time equivalent non-teaching staff</i>	1

Theme 7: Student attendance, and retention rates and post-school destinations in secondary schools

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Students must attend school during the prescribed days and times. Students who are late must obtain a late note from the office stating the reason for being late. Late notes are to be handed to the class teacher.

Student attendance is monitored daily, with class teachers marking the roll on Sentral and submitting the Daily Absenteeism Report together with late slips and student absence letters. The parents of students who are absent are then contacted via text message as well as through the Sentral Parent Portal to ascertain the reason for the absence.



Theme 8: Enrolment policies

POLICY

1. Applications for enrolment may be made at any time by the parents/carers of students to commence at Rissalah College.
2. Students enrolling at school for the first time will be five years of age on or before 31 July.
3. Rissalah College will base any decision about offering a place to a student on:

Family relationship with the school:

- Student and parent interview with the Principal
- They hold attitudes, values and priorities that are compatible with the Rissalah College's ethos
- Enrolment at Rissalah College is not granted on the basis of existing siblings or of ex-students. You should not expect that if one of your children has been successful, the other children in your family will be placed. The placement of one twin does not guarantee the placement of another. Brothers and sisters and twins will be offered a place at Rissalah College if they both qualify.

The student:

Entry to Rissalah College is based on individual academic merit including:

- Entrance Examination results (examinations and student results are confidential school property and will not be disclosed under any circumstances)
- Contribution that the student may make to the school, including the co-curricular activities
- Most recent reports from previous schools or prior to school service including, academic performance/achievements and NAPLAN results
- Record from previous school that the student has completed the allocated hours for RoSA courses
- Leadership (Including SRC, and other civics and citizenship achievements)
- Satisfactory attendance records
- Records of behaviour in previous school/s of enrolment

Rissalah College:

- Ability to meet any special needs or abilities of the student
4. The Principal or delegate may meet with parent/carers of the student before offering a place.



5. Rissalah College 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.
6. Continued enrolment at Rissalah College is dependent upon the student making satisfactory academic progress (C grade or above average), attending consistently, and the student and the parent/carers observing all behavioural codes of conduct and other requirements of Rissalah College, which are applicable from time to time. The Principal has the right to discontinue the enrolment of students as deemed necessary. Please refer to the College's Learning Support Policy for more details on the procedure for 'at-risk' students.
7. Admission is given to the student on a yearly basis based on the above criteria.
8. Enrolment will comply with the Disability Discrimination Act.

GENERAL PRINCIPLES

Rissalah College is a comprehensive co-educational K-12 school providing education underpinned by Islamic values. The College delivers the curriculum of the six Key Learning Areas, as stipulated by NESAs. Additionally, students learn Arabic and Islamic Studies.

Rissalah College is proud of its Islamic ethos, strong academic performance and extra-curricular program. Families intending to enrol their children at Rissalah College need to understand and respect that all students of the College are expected to aspire to achieve their full potential in all facets of college life.

All applicants sit outcome-based literacy and numeracy tests. A decision regarding enrolment is then made based on the candidate's test results. Once enrolled, students are expected to support the College's ethos and comply with the College policies to maintain the enrolment.

The Principal and the College Board have the discretion to determine the number, size and composition of classes operating in the College each year, in keeping with a commitment to providing an optimal learning environment for all students.

CRITERIA FOR ENROLMENT

1. The College seeks to provide the best educational environment for each child and does not discriminate on the basis of gender, race, religion and/or disability.
2. Enrolment at Rissalah College is open to boys and girls from Kindergarten to Year 12.
3. The College will accept students for enrolment, provided that:
 - entrance examination (selective test) results are adequate
 - educational offerings are deemed appropriate for the students;
 - welfare programs are deemed sufficient for the students' needs;
 - the family has a commitment to the ethos and expectations of the College; and



- the family has the capacity to meet the financial requirements.

POINT OF ENTRY

1. The main entry years are Kindergarten and Year 7, but enrolments are accepted at any year level where vacancies exist, subject to the selective test results and meeting the enrolment criteria in point 3 of the College's Policy.
2. Transition from Primary to High School is not automatic nor guaranteed. Existing Year 6 students must reapply for enrolment for Year 7. Acceptance is subject to selective test results, previous record of academic performance, attendance, behaviour and payment of school fees, in addition to meeting the enrolment criteria in point 3 of the College's Policy.
3. The College adheres to State Government legislation governing the age of entry to Kindergarten.
4. Students entering at other year levels (including those coming from educational systems outside of NSW) will be placed according to their educational and social needs.

ENROLMENT PROCESS

Parents must complete an Enrolment Form available from the College office or on the School's website. All student applicants must go through an assessment process, followed by approval from the Principal.

This process is used to determine:

- a) for Kindergarten applicants, whether they are ready for school
- b) for all other applicants, whether they pass the selective process and can maintain an above C level grade required for the prospective grade

Due to the limited number of positions and the high demand, all applicants will undergo a selective process based on academic standing and behaviour. Promotion to the next class is subject to good academic standing and behaviour.

Equal opportunity will be given to all applicants.

Our College has a Learning Support team, responsible for designing specific programs to suit individual children's needs. Early intervention is crucial in these circumstances.

PROCEDURES

1. Parents complete the *Enrolment Form* and the following documents are requested before an appointment for assessment and interview is organised. It is the parents' responsibility to ensure that the application is completed in full with all required documents attached. Incomplete applications will not be accepted.



- Child's Birth Certificate or Passport.
 - Medical documents (if applicable)
 - Immunisation statement from Medicare (no blue books accepted). The immunisation History statement from the Australian Immunisation Register (ACIR)
 - Passport size photo of the student
 - Parent's evidence of residency i.e. parent's Passport / Australian Birth Certificate/Citizenship Certificate and VISA documentations
 - Parent's Drivers licence (should the address on the driver's licence contradict the address given on the Enrolment Form, another proof of address will be required, such as a utility bill).
 - Medicare Card
 - Record that the child has attended a full academic year of a School Readiness program (Kindergarten applicants)
 - Record from previous school that the student has completed the allocated hours for RoSA courses (high school)
 - Most recent school report
 - NAPLAN results
2. On the day student Entrance Exam, a \$50 non-refundable application fee is payable.
 3. The Principal considers each applicant's educational needs.
 - Applicants for Kindergarten sit an aptitude test to check for school readiness. The test covers oral language skills and basic knowledge of letters, numbers, shapes and colours.
 - Applicants for Years 1-6 complete a Literacy and Numeracy test. Previous school reports, NAPLAN results (where applicable) and the student's portfolio including work samples across all KLAs are also collected/sighted to gather as much information as possible.
 - Applicants for Years 7 - 12 (including existing 6 students) will sit a selective test which will cover Literacy and Numeracy skills. A current report from the previous school must be submitted as well as the student's most recent NAPLAN results.
 - Test results with recommendations are passed on to the Principal for an admission decision.
 4. The Principal identifies any strategies that need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
 5. The Principal considers placement based on availability of places in the respective grade.
 6. The applicant is informed of the outcome by phone or in writing (see point 9 for more detail)
 7. Parent/student interview process:
 - in addition to the above enrolment procedures and after consideration of priority status, parents and student will be invited to attend an interview for screening purposes with the Principal
 - copies of the student's most recent two school reports (if applicable) are required in advance of the interview
 - comprehensive and full disclosure of special circumstances, including medical details must be made prior to the interview



- following the interview, Rissalah College may make an offer of a place.

8. An Offer of Enrolment letter (Appendix A) is given to parents to read and sign. A \$500 education levy is payable for new applicants and a \$200 education levy is payable for existing students continuing on to High School. This fee is to be paid by the date indicated in the acceptance letter. These levies are non-refundable and do not contribute to the school fees.

This information is collected and recorded in the following ways:

- Information is collected on the Enrolment Form, which is then filed in the student's file along with copies of relevant documents such as birth certificate, immunisation certificate, etc.
- The information is recorded in a Register Book.
- The information is entered into the Sentral Program.

Once an applicant accepts a placement at the College, the following information is confirmed and attached to the student's Enrolment Form:

- Name, age and address (An original birth certificate must be sighted before the child is enrolled)
- The name and contact telephone number of parent(s)/guardian(s)
- Immunisation certificate
- Information regarding any serious health problems requiring medication, or disabilities
- The date of enrolment
- Previous school or pre-enrolment situation

Upon acceptance of enrolment, parent/carers will be provided with the following school policies and procedures:

- Student Enrolment
- Student Behaviour Support
- Student Attendance
- Uniform Policy

Parents/carers are required to sign the acknowledgement of receipt form (Appendix E) located at the end of the Enrolment Policy document, agreeing to abide by Rissalah College's Policies and Procedures. Failure to adhere to the College's policies and procedures, could result in termination of enrolment.

9. Unsuccessful Candidates will receive an Unsuccessful Candidate letter (Appendix A).

10. Re-enrolment:

- Prerequisites for re-enrolment will be the required levels of academic performance, attendance, behaviour, payment of school fees and the continued support of parents. If a parent withdraws a child without the Principal's approval



to attend another school, to go overseas, to do home-schooling or any other reason.

- Parents will have to sign a re-enrolment form (Appendix D) if they wish their children to return to the school the following year.

The Student Enrolment Register is kept for at least five years.

ENROLMENT PROCEDURE FOR STUDENTS WITH A DISABILITY

Stage 1: Enrolment Application (all students)

- ✔ Parent completes application form
- ✔ The School's enrolment criteria is applied as per the Rissalah College enrolment policy
- ✔ Interview with parents/carers and potential student as per the School's enrolment criteria
- ✔ Does the student have a disability? If yes, proceed to Stage 2

Stage 2: Gather Information and Consult (Students with disability)

Note: These are the first two steps of the Collaborative Planning Process

- ✔ Written permission from parents/carers provided to the College to gather further information about the student's needs from the previous school or early childhood setting as well as health professionals such as paediatricians, psychologists, speech pathologists and occupational therapists *Background Check* (Appendix B).
- ✔ Parents/carers and school collects information to determine the student's educational needs and identifies any adjustments regarding:
 - Physical access, equipment, building modifications
 - Health issues
 - Personal care needs
 - Communication needs
 - Curriculum areas
 - Specialist agencies

Emergency procedures

Stage 3: Enrolment Decision

- ✔ Issues and barriers are discussed and adjustments are identified
- ✔ Consideration of how the College can meet the student's needs
- ✔ Principal or Deputy Principal meets with parents/carers and relevant/appropriate health professionals to consult regarding the adjustments that have been identified, and how and if these can be implemented, as determined as part of the initial two steps of the collaborative planning process (Stage 2 above).
- ✔ The College makes assessment regarding reasonable adjustment



- ✓ The College considers whether reasonable adjustment would nonetheless cause unjustifiable hardship.

The College advises parents/carers of preliminary view regarding those matters.

The College provides parents/carers the opportunity to respond to preliminary review before making final decision about adjustments.

Stage 4: Action Following Enrolment Decision

Enrolment Proceeds

- Letter stating what the school is able to provide and offering the enrolment; signed by parents/carers.
- Implementation of adjustments identified in Individual Plan.
- Individual Plan reviewed regularly to ensure school continues to make reasonable adjustments to meet the student's needs.

Enrolment Does Not Proceed

- Parents/carers choose not to continue with the enrolment if they believe the school is unable to adequately meet their child's needs
- or
- The College can demonstrate that the enrolment will cause unjustifiable hardship in relation to the student and the circumstances of the school

Rissalah College must be fully informed in relation to your child's special or individual needs (including medical, physical, learning, or psychological needs, medical conditions and/or health care requirements), in order to provide adequate resources, facilities and support for your child should a place be offered. You must fully and accurately disclose any special or individual needs, (including medical, physical, learning, or psychological needs, medical conditions and/or health care requirements) in the application form. The following documents need to be attached to the application form:

- previous school or preschool reports, noting current achievements and areas of need
- psychologist's report documenting functional skills and recommended strategies for working with the student
- speech pathologist's report documenting receptive and expressive language skills and any recommendations for programs or technology in the classroom
- occupational and physiotherapy reports documenting self-help skills and mobility, including assistive technology reports recommending equipment and access audits regarding access to premises
- medical specialist reports identifying issues which need to be considered by the school
- vision and hearing reports documenting level of functioning and recommended strategies



Where any of these matters change or where any new matters arise subsequent to submitting your application, you must notify the School immediately. If you have failed to disclose or not fully and accurately disclosed any material matter, either in the application form or subsequently, the School may refuse your application, withdraw an offer of enrolment, or terminate the enrolment without notice.

WAITING LIST

1. Applications for enrolment will be processed in order of receipt of applications. It is important to arrange testing and confirm any offer of a place as soon as possible to secure your child's position at the College.
2. When all places have been allocated, further applicants will be processed and offered a place on the Waiting List.

TERMS AND CONDITIONS

1. Acceptance of Offer of Enrolment

- 1.1 Both parents/guardians are asked to sign an Acceptance of Offer *Letter* (Appendix A), indicating their agreement to be bound by and to comply with all Policies and Terms and Conditions of the College, including any changes that may be made to these during the student's enrolment at the College. The current Policies and Terms and Conditions are published on the College website.
- 1.2 The Offer of Acceptance must be accompanied by a non-refundable fee of \$500 (\$200 for Rissalah College students progressing to High School) for each new enrolment that confirms your child's enrolment. This is a one-off payment which does not contribute to the school fees.
- 1.3 If Parent/carer(s) wish to defer the entry of a student to a different calendar year to the initial request, the School will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.

2. Conditional Enrolment

- 2.1 All enrolments are conditional upon the College being satisfied in its discretion that the student's needs can be met by the school. Rissalah College may cancel the enrolment if it determines prior to the start of the enrolment that the Student's needs cannot be met.
- 2.2 Rissalah College may require parent/carer(s) to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.3 Competence in English is a pre requisite for enrolment. If the College considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached the School may decide that the enrolment should be cancelled.
- 2.4 Extra-curricular activities, incursions and excursions such as, camps are compulsory.
- 2.5 Admission is given to the student on a yearly basis and is subject to the College forming a view that the student has achieved satisfactory academic progress, attending punctually and consistently and observing the College Code of Conduct



3. Progress of Student

- If the School considers that the progress of a student is unsatisfactory and that it can no longer meet the student's needs, it may cancel the enrolment of the Student by giving not less than one term's notice. Please refer to the College's Learning Support Policy for more details on the procedure for 'at-risk' students.
- Continued enrolment at Rissalah College is dependent upon the student making satisfactory academic progress (C grade or above average), attending punctually and consistently, and the student and the parent/carers observing all behavioural codes of conduct and other requirements of Rissalah College which are applicable from time to time

4. Fees and Charges

- 4.1 The acceptance by parents/carers of a position at Rissalah College assumes the ability to pay fees in full by the due date.
- 4.2 Rissalah College determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The fees are revised regularly and may be amended each year.
- 4.3 To ensure an equitable system in relation to costs, Fees and Charges are also incurred for co-curricular activities, elective subjects, excursions, incursions, camp and sport at the Principal's discretion.
- 4.4 Rissalah College may also incur expenditure for the Student's needs on behalf of the parent/carer(s) as it reasonably considers necessary, which may be added to the parent/carer(s)'s school account or requested throughout the year.
- 4.5 All medical expenses incurred on behalf of a student must be reimbursed by the parent/carer(s).
- 4.6 A 5% discount is applied per additional child in the family enrolled provided that school fees are paid in full by week 2 of each term. If fees and charges are not paid in full on or before end of business on Friday of week 2, the 5% discount will be forfeited and full fees will be charged per child.
- 4.7 All Fees and Charges must be paid in full on or before end of business on Friday of week 2 each term.
- 4.8 If Fees and Charges are not paid in full on or before end of business on Friday of week 2 each term, the Student's enrolment may be terminated unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements, including the new agreed due date, may result in the enrolment of the Student being terminated without further notice.
- 4.9 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.
- 4.10 If students are undertaking activities which incur extra fees or charges, not less than six (6) weeks' notice must be given to discontinue these activities or six (6) weeks' fees for these activities will be charged.
- 4.10 The College fees must be paid in full on or before end of business on Friday of week 2 of each term. Any extension of times must be applied for in writing and written approval granted by the Principal before commencement of arrangement.



4.11 Any payment plans agreed upon by the Principal must be finalised by the agreed due date. Failure to do so, may result in cancellation of the student's enrolment at the College. Any amounts outstanding after the agreed term, will be forwarded directly to a Debt Collector.

Payment Procedures:

1. **The School Office does not accept cash payments for school fees.** The preferred payment method is Direct Deposit/Net banking. Bank details:

Bank: Westpac

BSB: 032-360

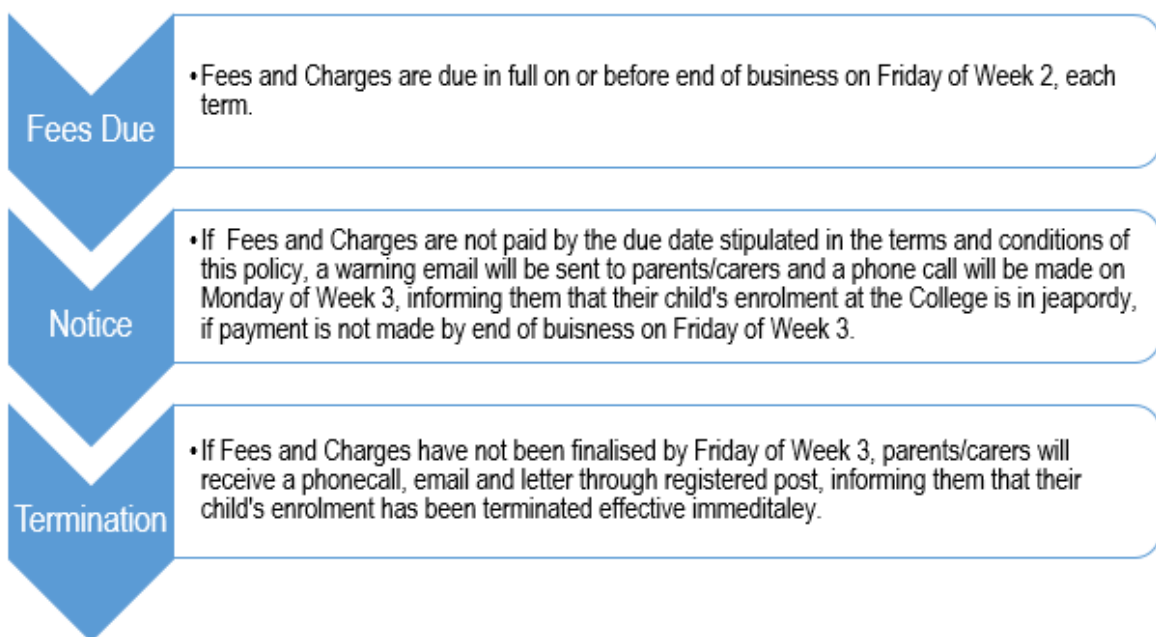
Account number: 123908

Reference: Use invoice number/parent code/eldest child's full name

2. The **School office will accept EFTPOS/Credit Card payments by phone between the hours of 8am-12pm.**

*Students with outstanding school fees by the end of the academic year will not be able to enrol for the following year at Rissalah until the fees are accounted for. *A student's enrolment at the College may be at risk if there are outstanding school fees.

Late Payment Procedures:



5. Withdrawal of Students

- 5.1 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.
- 5.2 If parent/carer(s) wish to withdraw a student from the College, notice given must be not less than one full term's notice to expire at the end of a term, except in cases where the Principal



determines that fair notice is given or that fair notice was impractical in which case the parent/carer must apply in writing to the Principal. If the required notice of withdrawal (Appendix C) of a student is not given by the parent/carers, school fees for a full term is payable.

- 5.3 All school fees must be paid in full by the last day of attendance at the School. Any fees still outstanding after a family has left the School will be forwarded directly to a Debt Collector.

6. Obligations of Students

Students are required to have high standards of behaviour and:

- 6.1 abide by the College Rules and Codes of Conduct as they apply from time-to-time
- 6.2 behave courteously and considerately to each other and to staff at all times
- 6.3 not do anything which may bring the College into disrepute, including in print and electronic media
- 6.4 support the goals and values of the College
- 6.5 attend and, if required, participate in assemblies, the School sports program, important school events such as Literacy Week or other events determined by the Principal, and camps and excursions that are an integral part of the school curriculum
- 6.6 wear the school uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the College's guidelines and the expectation of the school community
- 6.7 attend the College during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted
- 6.8 Year 11 and 12 students are required to attend mandatory afterschool study sessions, between 4pm - 7pm daily. In addition to Saturday study sessions when applicable.

7. Obligations of Parent/Carer(s)

The parent/carer(s):

- 7.1 must accept and abide by the requirements and directions of Rissalah College and the Principal relating to the student or students generally and not interfere in any way with conduct, management and administration of the School,
- 7.2 are required to support the goals, values and activities of the College, and should view the College's parent portal on a regular basis and/or read all correspondence

The Parent/carer(s) must promptly advise the College:

- 7.3 in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the College loses contact with the parent or mail is returned
- 7.4 if the Student is absent from the College due to ill health or other reason
- 7.5 in writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any orders to the College.



The Parent/carer(s) also:

- 7.6 must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery,
- 7.7 ensure their child/ren in Year 11 or 12 attends the afterschool study sessions, between 4pm - 7pm daily and any Saturday study sessions when applicable.
- 7.8 should communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the College from time-to-time and observe the Parent Code of Conduct,
- 7.9 should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the College which are relevant to the Student's education
- 7.10 must not use social media to denigrate the College, staff, students or other members of the school community

8. Health and Safety

- 8.1 For the protection and safety of students, employees and visitors at the school, the entire premises (with the exception of bathrooms, change rooms, locker rooms, toilets, and showers) are monitored by 24-hour CCTV surveillance. The purpose of the CCTV surveillance is to; deter the commission of unlawful activity on the school's premises; investigating any allegation or reasonable suspicion of unlawful activity on school premises; taking criminal, civil or disciplinary action in relation to any allegation or reasonable suspicion of unlawful activity on the school premises; and protecting the safety of other people on school premises including, parents, carers and members of the community.
The CCTV footage is collected and held by the school at 54-72 Hampden Road Lakemba, 2195. The footage may be disclosed to any person undertaking an investigation or taking civil or disciplinary action on behalf of the school, or to a court, in relation to any allegations of, or reasonable suspicion of, unlawful activity on school premises. The footage may be provided to the police or another enforcement agency for the purposes of investigating criminal behaviour and prosecution.
- 8.2 Parent/carer(s) must advise the College immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs
- 8.3 Parent/carer(s) must complete and return to the College the required health form for the Student prior to the Student commencing at the School and provide updates if circumstances change or as required by the School from time to time.
- 8.4 If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carer(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the College, may give the necessary authority for such treatment. The parent/carer(s) indemnify the College, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
- 8.5 Parent/carer(s) must observe College security procedures for the protection of students
- 8.6 Students are responsible for their personal property and the College does not accept any responsibility for the loss of their belongings
- 8.7 The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.



9. Programs and Activities

- 9.1 The College determines the educational and other programs and activities conducted at the College from time to time in its absolute discretion.
- 9.2 The College may change its programs and activities and the content of these programs and activities without notice.
- 9.3 The Student will be required to participate in all
- 9.4
- 9.5 compulsory activities including excursions, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other reason where it is impossible for the Student to attend.
- 9.6 Year 11 and 12 students are required to attend the mandatory afterschool study sessions, between 4pm - 7pm daily. In addition to Saturday study sessions when applicable.

10. Leave

- If the Parent/carer(s) wish to seek leave for the Student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal. Leave will usually only be granted in most extreme circumstances.
- The Principal may decline to approve an *Application for Extended Leave -Travel*. Should the parents/carers choose to take the student out of school for the period of extended leave without the *Certificate for Extended Leave -Travel* the students will be recorded as absent ('A') on their attendance record and this may jeopardise their enrolment at the College, at the Principal's discretion.
 - If a parent has not provided an application for extended leave their child/ren's enrolment may be in jeopardy and the Principal may decide to terminate the child's enrolment.

11. Suspension & Termination of Enrolment

- 11.1 The College may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
- a) a serious breach of the College's rules or Code of Conduct
 - b) conduct prejudicial to the reputation of the College or the well-being of its students or staff, and;
 - c) where the Principal believes that a mutually beneficial relationship of co-operation and trust between the College and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship
- 11.2 The College will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness. In the event that this occurs, a Parent/Carer Conduct (Appendix C) letter will be sent to the parent/s/carer/s.
- 11.3 The College may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the College finds the relevant particulars of the special needs of the Student have not been provided to the College or the particulars provided are materially incorrect or misleading.
- 11.4 Principal (or a nominee) may cancel a student's enrolment at the College for any breach of the College Rules or other condition of enrolment. Parents/carers will be provided with a



Parent Confirmation Notice of Withdrawal Form attached to an explanation letter (Appendix C). In the event that a student or parent/carer has breached school policy, a Parent Confirmation Notice of Withdrawal letter will accompany the Parent Confirmation of Withdrawal form (Appendix C).

11.5 The parent may cancel a student's enrolment by giving one term's notice of withdrawal.

12. Privacy

The Parent/guardian(s) acknowledge that they have read the College's privacy policy.

13. Amendment of Terms and Conditions

The College may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice to the Parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

14. Definitions

In the terms and conditions:

Parent means the parent/guardian(s) who entered into the contract of enrolment with the School

College/School means Rissalah College

Student means the student who is named in the contract of enrolment



Theme 9: Other Policies

School Welfare

Anti-Bullying

Student Behaviour Support Policies

Complaints and Grievances

School Policy	Changes in 2023	Access to Full text
<p>School Welfare</p> <p>Rissalah College wishes to promote a learning environment where students are supported and guided by their teachers. Students and teachers should respect each other and not engage in conduct which undermines this mutual trust and support and also respect the philosophy and ethics of Rissalah College. Rissalah College encourages consultation between all members of the College community in matters which affect them.</p> <p>Rissalah College implements measures designed to promote the safety and wellbeing of students, particularly having regard to its professional judgement as to what is required and includes in its consideration such matters as support, security, supervision, conduct, communication, pastoral care, complaints and grievances.</p> <p>Everyone at Rissalah College has the right to feel safe, secure and supported in the school environment. The College has in place and implements procedures to ensure that it provides a 'safe and supportive environment' for all students. Specifically, in the following areas; whereby specific policies address the welfare of students:</p> <ul style="list-style-type: none"> - Child Protection - Safe and Supportive Environment - Providing Security for Students and Staff Policy - Premises, Buildings and Maintenance Policy - Facilities Policy - Emergency Evacuation and Lockdown Policy and Procedures - Serious Incidents and Emergencies Policy and Procedures - Injury and Illness Management Policy and Procedures - Staff Code of Conduct - Complaints and Grievances Policy and Procedures - Student Behaviour Support Policies (Primary and Secondary) - Excursions, Incursions and Overnight Stays Policy and Procedures - Anti-Bullying Policy - Learning Support Policy and Procedures - School Counselling Policy (Pastoral Care) - Homework Policy (Primary and Secondary) - Student Enrolment Policy - Student Attendance Policy 	<p>The School's Learning Support Policy and Procedures has been updated to include a procedure for informing parents if their child is at-risk of not meeting Stage outcomes.</p> <p>Following a review of the Emergency Evacuation and Lockdown Procedures, emergency evacuation maps were updated to reflect new exit routes.</p> <p>The Student Attendance Policy now stipulates that attendance is to be recorded by roll call teachers electronically on Sentral every morning during roll call.</p> <p>In addition, period-by-period class attendance is no longer recorded in the <i>Register of Daily Attendances</i>, instead secondary teachers mark period-by-period attendance electronically on Sentral.</p>	<p>The full text of the School's Student Welfare policies can be accessed by request from the Principal and from the School's website.</p>



School Policy	Changes in 2023	Access to Full text
<p>Anti-Bullying Rissalah has in place procedures regarding Anti-bullying. All students have an absolute right to be educated in a safe and caring environment which promotes personal growth, positive self-esteem and to be protected from others who may wish to harm, degrade or abuse them. There is no justification whatsoever for bullying behaviour. It is not acceptable and will not be tolerated in any form at Rissalah College. Bullying behaviour is problematic for the perpetrator and target alike and the effective management of bullying is a shared responsibility that involves school staff, parents/carers and other professionals.</p> <p>Rissalah College believes that bullying is not acceptable under any circumstances and will not be tolerated at our college. All students at our College have an absolute right to be educated in a safe and secure environment and to be protected from others who may wish to harm them. Effective management of bullying is a shared responsibility and strategies should involve school staff, parents and other professionals involved with children who are the targets or perpetrators of bullying behaviour. Bullying is integrated and emphasised in our Personal Development and Health Program and reinforced in Islamic Studies with their Islamic values.</p> <p>The School has in place systems for behavioral support, reporting, student discipline and pastoral care, when any cases of bullying are reported. These cases are investigated, reported and acted upon.</p> <p>Policies and Procedures are in place for staff and students regarding responsibilities, reporting and preventative measures for bullying.</p>	<p>No changes were made in 2023</p>	<p>The full text of the School's Anti-Bullying Policy can be accessed by request from the Principal and from the School's website.</p>

School Policy	Changes in 2023	Access to Full text
<p>Student Behaviour Support Policies Schools need to be places where every student can learn and grow with confidence. Students develop best in schools where teaching and learning occur in the context of student discipline. Rissalah College is accountable to the community for managing student behavior and for creating a safe, orderly, productive and successful learning community. The College is founded on Islamic traditions, thus the values of social behaviour as set down in the Holy Qu'ran and practised by the Prophet Mohammed (PBUH), are reflected in the Rissalah College Student Behaviour Support Policy.</p> <p>The Rissalah College Student Behaviour Support Policy ensures that no student is discriminated against on the grounds of his/her disability, colour of their skin or nationality. Students are encouraged to behave responsibly, respect the rights of others and build positive relationships with all. The Code of Behaviour provides clear guidelines for appropriate behaviour, incorporating teachers' expectations and reflecting the values of the community.</p> <p>The College implements a relevant and challenging curriculum, which also provides for children with special needs. The teachers are encouraged to continually reflect upon their teaching practice to ensure the success of our students' academic, emotional, social and physical wellbeing.</p>	<p>Following a review of the Student Behaviour Support Policies and Procedures in 2023, the School refined the behaviour level system in the Secondary behaviour policy.</p> <p>The School added section 6.2 in the Student Behaviour Support policies on Obligation to Report of Offences</p> <p>Section 7.1 on Procedural Fairness has been updated and further clarified</p>	<p>The full text of the School's Student Behaviour Support Policies can be accessed by request from the Principal and from the School's website.</p>



<p>As such, when dealing with behavioural issues all teachers are required to review the strategies that they have implemented in an effort to cease behavioural concerns. They are also required to tailor strategies which are applicable for range of behavioural concerns.</p> <p>Rissalah College has in place and implements procedures related to the behaviour support of students, that are based on procedural fairness. The College prohibits the use of corporal punishment in disciplining students attending the College and does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents/carers, to enforce discipline at the College. Rissalah College does not prevent a student's admission (ie exclusion) to other schools.</p> <p>All behaviour management actions are based on procedural fairness. Parents are involved in the processes of procedural fairness when sanctions result in suspension and expulsion of a student. Disciplinary actions do not include exclusion.</p> <p>Rissalah College has in place and implements procedures by which students and parents/carers can raise complaints in an appropriate and confidential way and for this can be responded to, respectfully and in a timely and procedurally fair manner. The College is commitment to responding positively to feedback to maintain harmonious relations and stakeholder satisfaction.</p>	<p>The Secondary Behaviour Support Policy has been updated to include the process for breach of uniform; cheating and plagiarism and use of mobile phones and devices</p> <p>The procedure for suspension and expulsion in the Secondary Behaviour Support Policy has been amended for clarity purposes</p>	
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School Policy	Changes in 2023	Access to Full text
<p>Complaints and Grievances</p> <p>Rissalah College takes all complaints and grievances seriously. Concerns of parents should be directed to their child's class teacher first to try and resolve the matter. Where unresolved, the concern needs to be directed to the Grade Co-ordinator, and/or Deputy Principal.</p> <p>If your complaint cannot be resolved directly with the person involved you should submit the details of the matter in writing to the Deputy Principal in an email to deputyprincipal@rissalah.nsw.edu.au.</p> <p>If the complaint is about the Principal or there is an obvious conflict of interest the details of the complaint should be emailed to the Chairperson of the Board at chairman@rissalah.nsw.edu.au.</p> <p>Rissalah College has in place and implements procedures by which students and parents/carers can raise complaints in an appropriate and confidential way and for these to be responded to, respectfully and in a prompt and procedurally fair manner. The College is committed to responding positively to feedback to maintain harmonious relations and stakeholder satisfaction.</p> <p>All parties involved in a complaint will be expected to maintain confidentiality and to be sensitive and show respect for all individuals who may be involved in the process in any way. Unconstructive confrontation should be avoided, and mutual respect and understanding are to be maintained. Every effort will be made to reach a conciliatory and satisfactory agreement for all parties concerned. Complainants are assured that no discriminatory action will be taken against them as a result of a complaint being lodged.</p>	<p>After reviewing the Complaints and Grievances Policy, the School has revised it to enhance accessibility to the guidelines detailing how stakeholders can voice their complaints or allegations concerning child protection issues.</p>	<p>The full text of the school's Complaints and Grievances Policy can be accessed by request from the Principal and from the School's website.</p>



Theme 10: School determined priority areas for improvement

Achievement of priority areas in 2023 Area	Priorities	Achievements
NESA Accreditation	Achieve 5-year accreditation for K-12	Achieved 5-year accreditation for K-12
Year 12	Implementation of Year 12 curriculum	Term 4, 2023 first programs of year 12 implemented
Facilities and Structure	Provide one-to-one Surface Pro laptops for high school students	Years 9, 10 and 11 and 12 students have all been provided with laptops on a one-to-one basis Years 7-8 students have been provided with iPads on a one-to-one basis
Professional Development	Hire an Instructional Coach to mentor Primary teachers	Instructional coach was appointed to assist teachers in developing their pedagogical practices'
	Professional development and support in areas of Literacy programming and pedagogy	Continued throughout 2023 on a regular basis
	Continued support and training in delivery of Preliminary and HSC content	HSC teachers received specialised training from the AIS Professional Development consultants to assist in the implementation of the Preliminary and HSC courses.
Teaching and Learning	Implement Modelled/Guided Reading groups (Years 3-6)	The librarian continues to implement the use of multi-level reading materials for teachers to take to their classrooms and conduct modelled or guiding reading activities.
	Develop new K-2 English and Mathematics programs according to the new syllabus	New programs have been implemented in 2023.
	Review Science and Technology programs (K-6) for implementation in 2023	Science and Technology programs were implemented in 2023.
	Implement a Reading Intervention program with a specialised teacher to work one-to-one with students who are not meeting Stage outcomes in reading	The College implemented a reading intervention program run by the Support Department.
	Implement Gifted and Talented programs in Literacy and STEM	The Gifted and Talented program was established and



	for both Primary and High School	included afters-school extension. classes and excursions, in addition to the extra English and Mathematics classes.
	Implement Year 11 and 12 scopes and sequences, assessment schedules and programs in all courses	New programs were developed and approved during the NESAs inspection. Year 11 and 12 programs were implemented in 2023.
	Take students on interstate and international trips to compliment the syllabus	Year 11 and 12 students attended at site-study to Greece and Rome.

Theme 11: Initiatives promoting respect and responsibility

Initiatives promoting respect and responsibility

Rissalah College values its Moral Education Program, which integrates Islamic values aligned with the Values for Australian Schooling. The college actively fosters respect and responsibility among students and the community through various initiatives, including:

Hadith - Islamic Values

Every morning during assembly, a Hadith (a source of guidance from the Prophet Muhammad, peace and blessings be upon him) is recited, translated, and explained by the school chaplain. Each week, a new Hadith is selected as the Hadith of the Week. Students are encouraged to read and understand the message, and to embody the values of respect and responsibility promoted in the Hadith. Teachers also remind students of the weekly Hadith to encourage respect and responsibility in the classroom, on the playground, and in all aspects of their lives.

Umrah Pilgrimage - spiritual



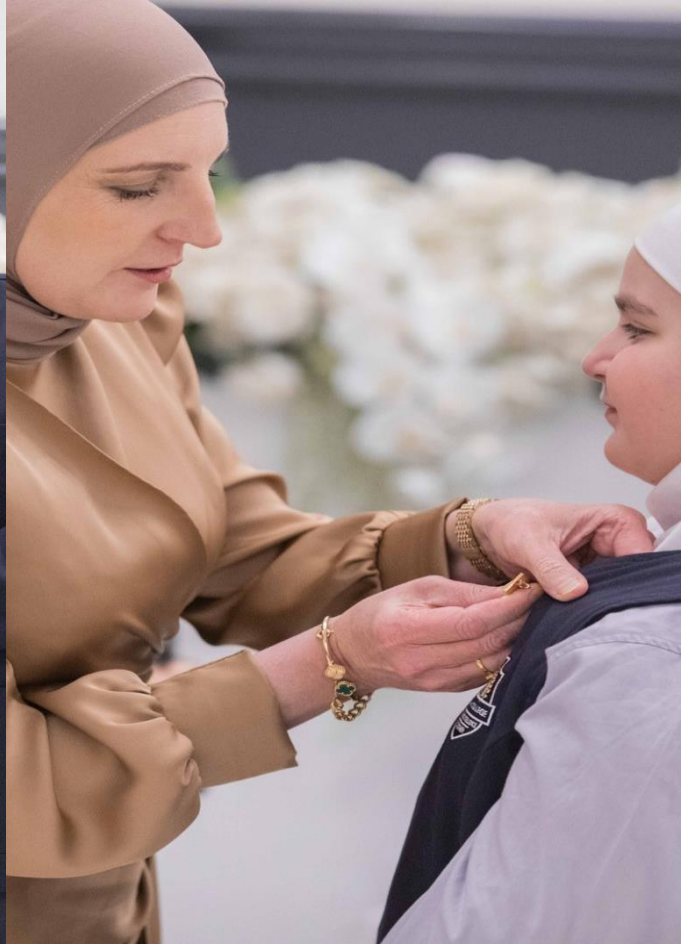
Students were given a profound opportunity to embark on a spiritual journey by performing Umrah in the holy cities of Makkah and Medina.

Student Representative Council (SRC)

School Captains, Vice Captains, Prefects, and SRC members are elected by teachers and students from Years 3-11. This year, candidates gave speeches to their peers and teachers. After the speeches, all students and teachers voted for two candidates from their class to be selected as members of the 2023 SRC. The students were given their badges during the SRC Induction ceremony, which took place at Renaissance Reception. Students in the SRC take on important responsibilities, contributing to the school community such as hosting fundraisers including the cake and bake stall, sausage sizzle day, jersey day, ice-cream day, lemonade/spider drink campaign. SRC members also host school assemblies and ceremonies, often giving speeches or addresses to the audience. The SRC initiative is vital in fostering the development of future leaders within our school community. It provides members with opportunities and experiences that promote respect, responsibility, and leadership.







Swimming Carnival

Rissalah College hosted its annual school swimming carnival, with students from Years 3-11 participating, making it our largest swimming event to date. Students enjoyed a day in the sun, taking part in various races and novelty events. Support from the grandstand was significant, as schoolhouse groups enthusiastically cheered, chanted, and motivated the competing students.





Athletics Carnival



Rissalah College held its annual athletics carnival at The Crest Sporting Complex. This year's event was the largest to date, with students from Years 4-11 participating. Students took part in a range of track-and-field events, competing against their peers and striving for victory.



Day of Action Against Bullying and Violence

Students learned about bullying and violence during the 'Day of Action against Bullying and Violence'. K-6 students participated by dressing up as their favourite superheroes. This activity helped students feel strong and empowered, promoting respect and responsibility. They were encouraged to use this newfound strength to stand up against bullying in the future.



School Camps

Students from Years 6- 8 participated in three-day camps at different locations. This year, Year 6 students visited Camp Yarramundi, while Year 8 students went to CCC Central Coast. The camps provided a memorable and adventurous team-building experience. Students engaged in various activities designed to enhance teamwork and conquer fears. One highlight was the kayaking expedition on the lakes, which the students thoroughly enjoyed. The flying fox activity also challenged students to step out of their comfort zones and face their fear of heights. Overall, the camps offered a timeless experience, helping students improve teamwork, strengthen relationships with peers and teachers, and develop values of respect and responsibility.

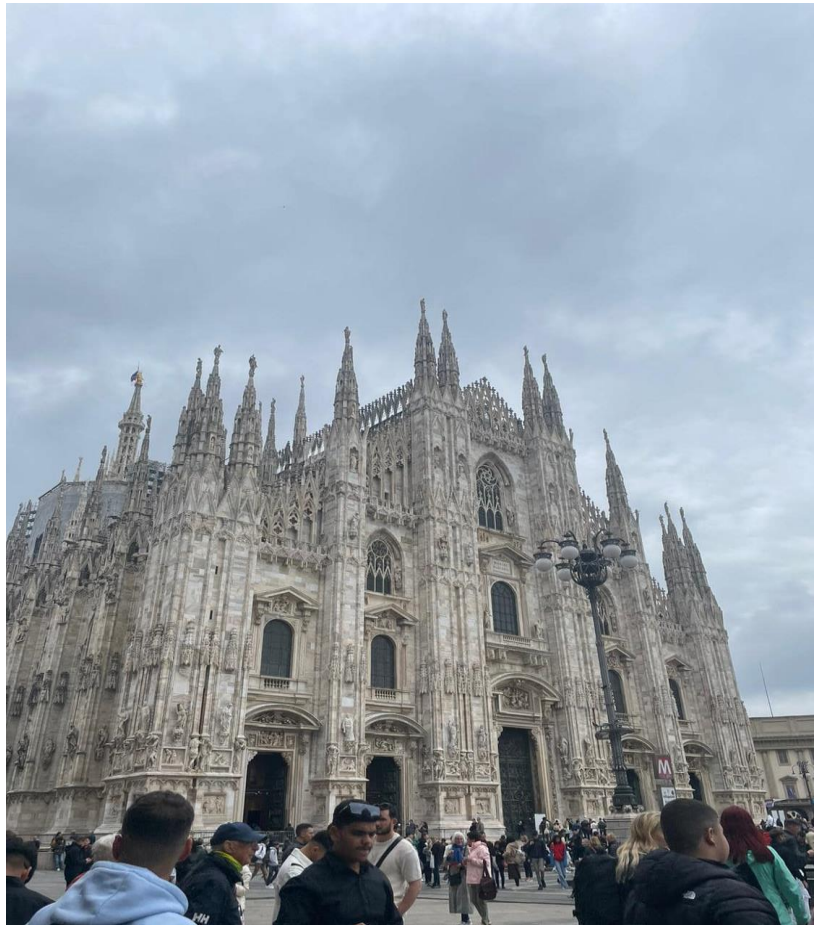




Stage 6 Site Study - Greece and Italy

In 2023, Rissalah College Year 11 students embarked on an international journey to Greece and Italy, designed to support their Stage 6 studies in Ancient History and Studies of Religion. This immersive experience aimed to prepare students by offering firsthand insights into ancient civilizations and religious practices, enhancing their understanding and appreciation of the historical and cultural contexts of their studies. The trip included visits to significant historical sites, museums, and cultural landmarks, allowing students to connect classroom knowledge with real-world experiences. This journey not only enriched their academic learning but also fostered personal growth, cultural awareness, and a deeper appreciation for global history and heritage.







Charity



Rissalah College



Over the course of 2023, Rissalah College actively participated in multiple charitable initiatives aimed at supporting schools and families in Lebanon and Palestine. One of the significant efforts involved our College personally donating over 500 Ramadan food packages to families in Lebanon. These packages provided essential sustenance and support during the holy month of Ramadan, ensuring that families in need could observe their religious traditions with dignity and comfort. This initiative underscored our commitment to humanitarian efforts and solidarity with communities facing challenges abroad, reflecting our values of compassion, generosity, and global citizenship within the school community.

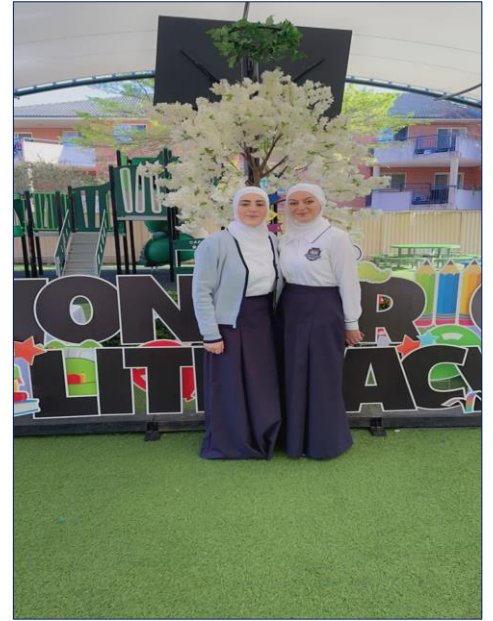


Literacy Week

In 2023, our College enthusiastically celebrated Literacy Week, engaging students from Kindergarten to Year 11 in a series of activities centred around promoting literacy. Throughout the week, students participated in various literacy-focused exercises designed to enhance their reading, writing, and comprehension skills. A highlight of the celebration was the lively Book Parade, where students were encouraged to dress up as their favourite book characters. This event not only fostered creativity and enthusiasm for literature but also encouraged students to connect personally with the stories and characters they love. The Book Parade served as a vibrant celebration of literacy, emphasising the importance of reading and imagination in our educational community.







Numeracy Week

Rissalah College celebrated Numeracy Week in 2023 in a unique and exciting way. Students engaged in a Math Bee Competition where they challenged each other in a series of timed rounds featuring questions tailored to suit their respective grade-level curriculum. Students also participated in an exploring Mathematics through art competition, which encouraged combining Mathematics and Visual Arts to stimulate creativity and critical thinking. Additionally, K-11 students were provided with opportunities to participate in a range of exciting activities which challenged their critical thinking, problem solving, and team building skills.



Science Week

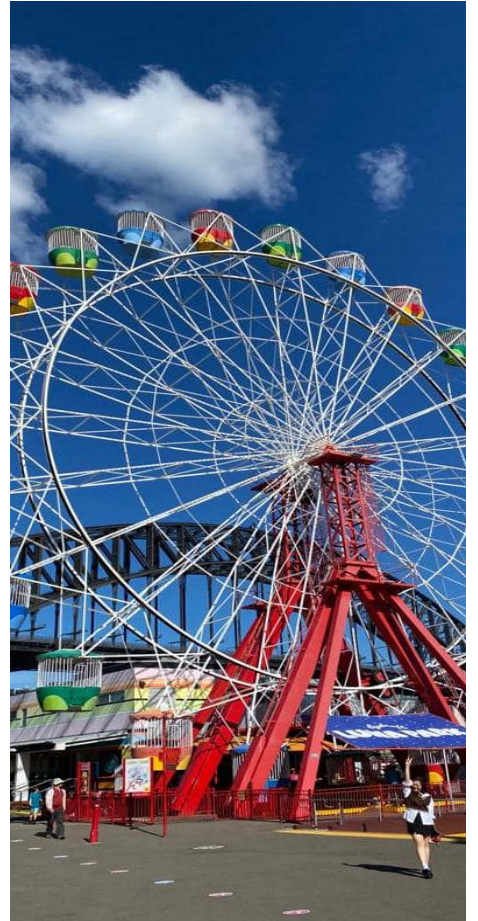
During Science Week in 2023, students across all grade levels at Rissalah College immersed themselves in a variety of activities designed to enhance their scientific engagement and understanding. From Kindergarten to Year 6, students eagerly participated in hands-on scientific experiments that captivated their interest and curiosity. These experiments not only entertained the students but also provided them with valuable opportunities to apply scientific principles in a practical setting. Through active participation in these activities, students gained firsthand experience in conducting experiments, making observations, and drawing conclusions, thereby fostering a deeper appreciation and enthusiasm for the field of science. Science Week served as a dynamic platform for nurturing students' scientific skills and sparking their passion for learning in this critical area of study.



Eid Festival

At Rissalah College, we take pride in offering our students opportunities to practice and celebrate Islamic values in engaging ways. To celebrate the conclusion of fasting during the Holy Month of Ramadan, the College organised a K-3 in school Eid festival and an Eid Celebration at Luna Park for students from Year 4 to Year 11. Additionally, Rissalah College hosted its 5th Annual Eid Festival at Bankstown Showground, which was our largest Eid Festival to date. This event provided a day of enjoyment and excitement for both students and members of the community. Attendees had the chance to enjoy rides, explore various pop-up stalls, and witness spectacular fireworks display to conclude the festivities.







Wellbeing

Wellbeing and mental health are foundational aspects of our College community, guiding and shaping all our endeavours. At Rissalah College, we prioritise the holistic wellbeing of our students, integrating mental health support and promoting positive wellbeing practices throughout our curriculum and activities.

Central to our approach is fostering an understanding of what wellbeing entails. We actively engage students in discussions and activities that explore the components of wellbeing, emphasising the importance of physical, emotional, and social health in achieving overall wellbeing.

One significant initiative in promoting mental health awareness is our participation in events like R U OK Day? This annual event serves as a reminder for students and staff to check in on each other's wellbeing and to openly discuss mental health. Through activities such as conversations, workshops, and initiatives focused on mental health awareness, we aim to create a supportive and inclusive environment where individuals feel comfortable seeking help and supporting each other.

By embedding wellbeing and mental health principles into our daily practices and events like R U OK Day?, Rissalah College strives to cultivate a community that prioritises and supports the mental and emotional wellbeing of everyone within our school community.

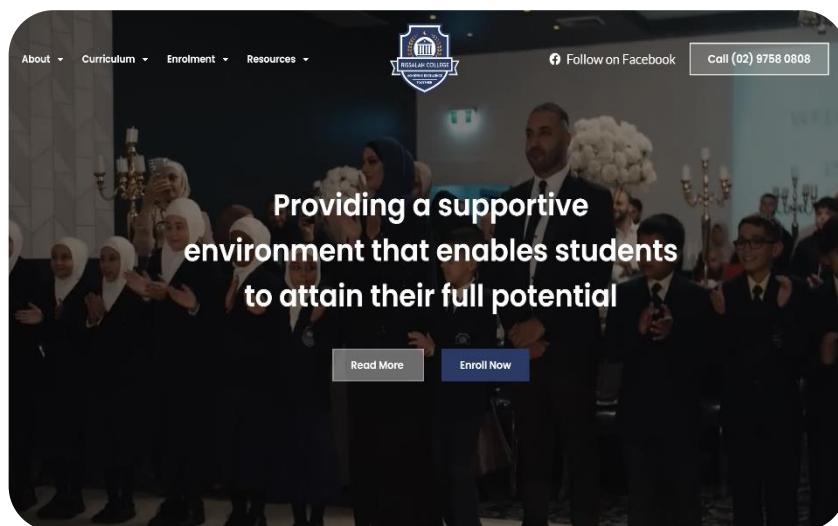


Theme 12: Parent, student and staff satisfaction

Parent / Caregivers: At Rissalah College, we emphasise the proactive engagement of parents and caregivers, valuing their input to bolster our educational community. We embrace constructive feedback to enhance our learning environment. We encourage timely communication of positive observations and concerns, facilitating swift resolution when needed.

Forms of School Communication

School Website: Our School's website, which we consistently update, is a vital hub of information for our community. It provides an abundance of resources, such as a detailed school event calendar, an archive of previous newsletters, our school policies, a gallery of photographs, and other important materials. Our goal in maintaining this informative website is to ensure effortless access to pertinent information for all stakeholders.



Parent-Teacher Interviews:

At Rissalah College, we hold Parent-Teacher Interviews at the end of both Semester One and Semester Two. These prearranged sessions offer parents a priceless chance to connect with their child's teacher, addressing academic goals, individual learning requirements and monitoring progress. This direct engagement promotes a cooperative educational strategy, establishing a joint dedication to student achievement.

Student Reports: We provide detailed written student reports at the end of each semester (Term 2 & Term 4) to give parents a thorough understanding of their child's academic progress. These reports cover student achievements, progress, effort, application, and areas for improvement. By offering comprehensive feedback, we encourage parents to engage actively in their child's educational journey.



ClassDojo

Class DOJO: As a central component of our communication strategy, Rissalah College utilises ClassDojo, a web-based platform that enables smooth interaction among teachers, students and families. Through ClassDojo's features, such as photo and video sharing of College events such as, Eid festivals, fundraisers and excursions, we promote positive behaviours such as curiosity and perseverance. This platform



also allows parents to track their children’s progress, view student portfolios, and communication directly with teachers in a secure environment.

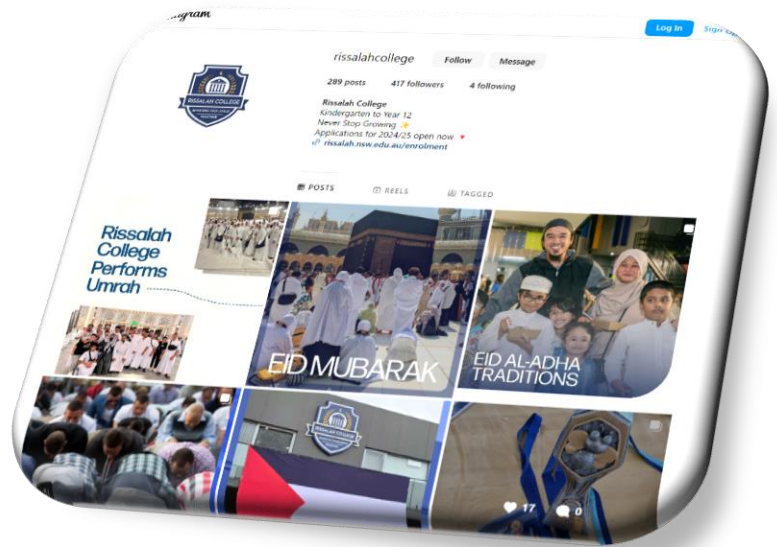
Social Functions: Throughout the school year, Rissalah College hosts a variety of well-received social events. These eagerly anticipated occasions include educational journey abroad, Eid festivals, educational excursions, Book Character Parade (Literacy Week) and Math’s Bee (Numeracy Week), SRC Induction, end-of-year presentations and the Year 6 Graduation Dinner. These events play a crucial role in promoting community involvement and fostering school spirit, thereby creating an inclusive and dynamic learning atmosphere.





Social Media: Our official social media pages provide an extra channel for effective communication with our community. They enable us to share and update student experiences, promoting a sense of belonging and school spirit. Through this platform, we actively cultivate and strengthen our school community, encouraging engagement and collaboration among all involved parties.

Through these varied communication channels and interactive events, Rissalah College aims to enhance satisfaction among parents, students and staff. By fostering effecting collaboration and maintaining open lines of communication, we cultivate an environment conducive to academic excellence and holistic development.



Students: Rissalah College successfully implemented a Pre-Kindergarten program in Term 4 to introduce Kindergarten students of 2024 to the school environment, teaching methods and learning routines. This initiative aimed to facilitate a seamless transition into their education journey.

Our School's sports and physical activity program is anchored on the active participation, enjoyment and skill development of our students. They enthusiastically participate in sports once a week, engaging in challenging and enjoyable physical activities that enhance their confidence and abilities. Additionally, students have opportunities to represent our school at inter-school sports competitions such Harmony Cup, which promotes teamwork and sportsmanship.

The Student Representative Council (SRC) provides a platform for student voices to influence and shape policies that impact the student body directly. SRC members take on leadership roles within the school community, representing their respective grades at SRC meetings and relaying discussions, decisions, and developments back to their peers.

SRC members meet regularly with the SRC Coordinator and/or Principal to ensure organised student representation. Each grade democratically selects students who embody the School's values and are committed to fulfilling the responsibilities of an SRC member. The SRC's objectives include communicating school events / activities to students, addressing important issues, providing feedback to the school leadership team, enhancing the school environment, supporting charitable causes through fundraisers and offering assistance to fellow students, especially the younger ones.

SRC members uphold principals such as trustworthiness, responsibility, exemplifying school values, effective communication, and approachability, ensuring their active contribution to the school community's improvement.

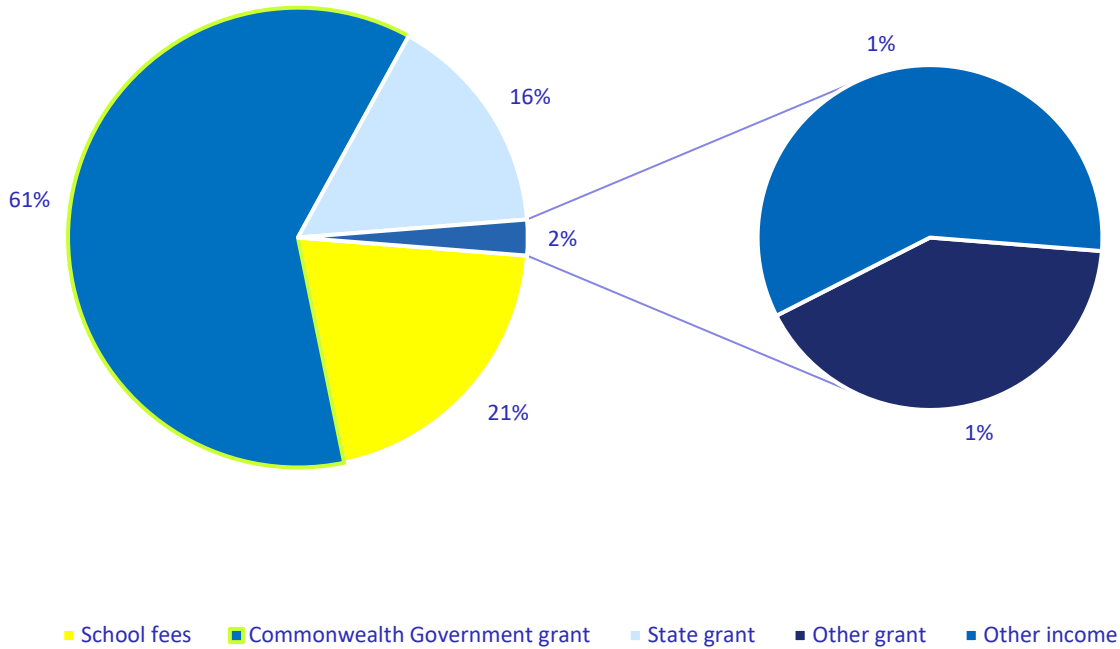


Staff: At Rissalah College, our dedicated staff are deeply committed to maintaining rigorous standards in teaching and learning. They enthusiastically exchange best practices, ideas and resources, continuously striving for excellence and maintaining high expertise in their respective fields. Our educators actively pursue professional development opportunities to enrich their knowledge and skills, ultimately benefiting all students under their guidance. The collaborative and proactive spirit among our staff fosters a supportive and unified team environment, leveraging diverse skills and perspectives that contribute to our students' comprehensive growth.

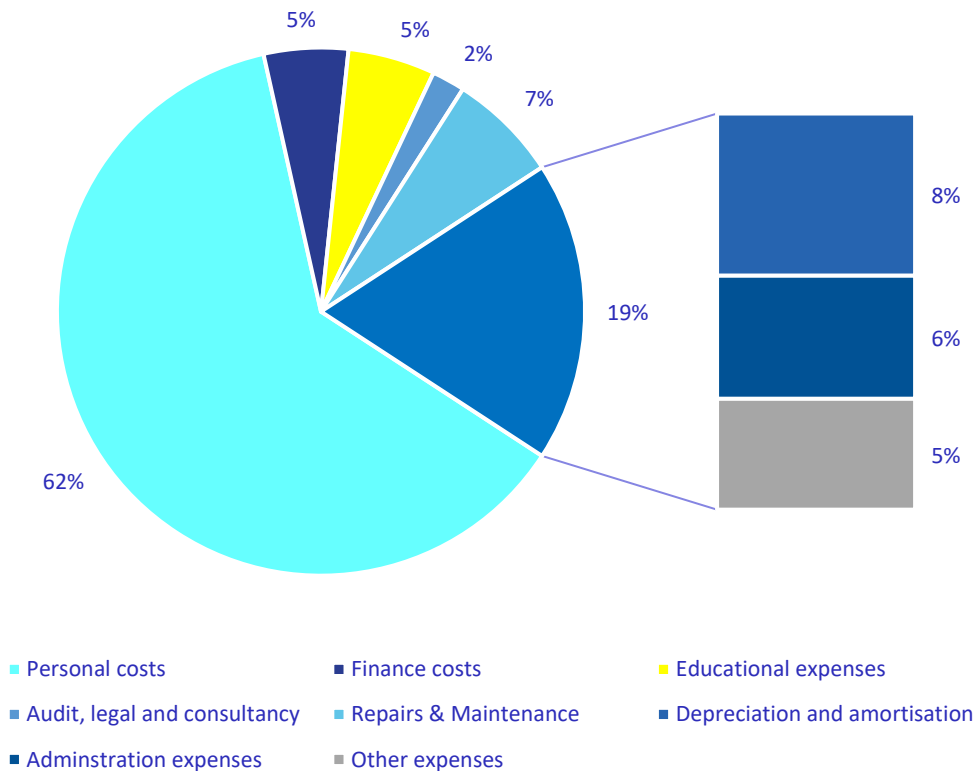
To promote effective communication and facilitate dialogue on the School's future development, Rissalah College operates with an open-door policy, ensuring staff members have direct access to the Principal and Deputy Principal. Additionally, regular meetings with Stage Coordinators and weekly staff meetings provides platforms for staff to engage in discussions and express their viewpoints, fostering a collective approach to decision-making and continual improvement.

Theme 13: Summary of financial information

FY 2023 Recurrent / Capital Income



FY 2023 Recurrent / Capital Expenses





Theme 14: Publication Requirements

Rissalah College has completed its publication requirements by providing:

- Annual Report provided to NESAs or RANGS Online, no later than 30th June 2023
- Public disclosure by publishing the annual report or its availability is advertised on the School's website no later than 30th June 2023 Report able to be provided to those unable to access the internet
- Policies and procedures to ensure availability of information to the Minister upon request



