Rissalah College



Achieving Excellence Together

2024 Annual REPORT

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Theme 1: A message from key school bodies

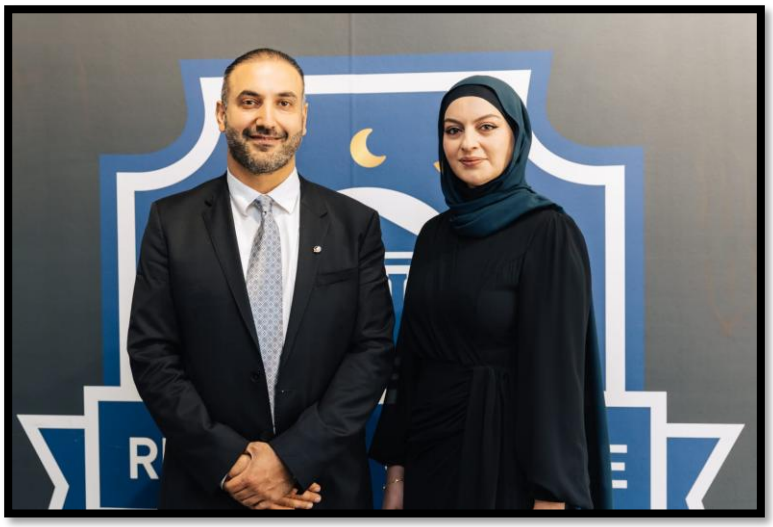
Message from the Chairman of the Board

Assalamu alaykum wa Rahmatullahi wa Barakatuhu,

On behalf of the Rissalah College Board of Directors, I extend my warmest congratulations to all staff and students on the successful completion of another academic year.

This year has been filled with remarkable accomplishments, as both students and staff embraced new, hands-on learning experiences that enriched our educational journey. A highlight of the year with the excursion to Cairns, Queensland–an experience that truly reflected Rissalah College's commitment to excellence in teaching and learning.

I would like to sincerely thank each and every member of our school community for your dedication, passion, and hard work. We are privileged to have such a talented and committed team, supported by a caring and engaged community. It is both an honour and a source of great pride to work alongside individuals who are so deeply devoted to the success of our students and the continued growth of our college.



Imad El Masri
Chairman of the Board

Message from the Principal

Assalamu alaykum wa Rahmatullahi wa Barakatuhu

The year 2024 has been a rewarding and inspiring journey for our students, staff, and the entire Rissalah College community. We are especially proud to have secured accreditation for Years 11 and 12–a testament to our ongoing dedication to delivering excellence in education and guiding our students toward a successful future.

Our students took part in a wide range of enriching experiences throughout the year, including excursions, camps, and carnivals. A standout moment was our much-anticipated interstate trip to Cairns, which proved to be an unforgettable adventure. This trip, carefully aligned with curriculum goals, provided meaningful learning beyond the classroom–encouraging exploration, cultural connection, and personal growth. I am confident it played a key role in deepening their academic understanding and supporting their overall development.

Rissalah College reached several significant milestones in 2024. As a thriving institution, we remain committed to advancing teaching and learning, student achievement, teacher development, and community involvement. The strength and resilience of our school community have continued to guide us. As the educational landscape evolves, our staff, students, board, and families have embraced new challenges and worked collaboratively to ensure the best outcomes for our learners.

I sincerely thank each and every one of you who contributed to Rissalah College's achievements this year. Your unwavering support and dedication are truly valued.

Warm regards,

Principal
Yeliz Yilmaz

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

Rissalah College is an independent, co-educational Islamic school located in Western Sydney. Established in 1997, the College has grown steadily, with a total enrolment of 990 students in 2024–625 in the primary school and 365 in the high school.

Rissalah College is committed to providing a holistic education that nurtures academic excellence, character development, and spiritual growth. Grounded in the principles of universal human rights, the College strives to foster a safe, inclusive, and supportive school environment where every student is empowered to thrive.

The school is governed by a Board of Directors and operates as a registered company under the Corporations Act. The Principal, appointed by the Board, is responsible for overseeing the day-to-day operations of the school. The Board and Principal meet regularly to make key decisions concerning governance, compliance, finance, and strategic long-term planning, ensuring the school's continued success and adherence to regulatory requirements.

The College is dedicated to supporting students by creating a safe and nurturing environment where they are empowered to grow to their full potential. Students are encouraged to pursue their aspirations with confidence, knowing that all ambitions are valued. The College actively fosters an inclusive culture that embraces and supports diverse perspectives.

All students are treated with equal respect and dignity, regardless of their background, race, descent, or gender. The College embraces diversity and fosters a welcoming environment for people of all cultures and identities.

The College currently does not have students of Aboriginal or Torres Strait Islander descent, it proudly serves a diverse student population representing a wide range of cultural backgrounds and norms. Many students come from non-English speaking backgrounds, contributing to the rich multicultural fabric of the school. The College also supports students with varying learning abilities and styles, including those with special needs, ensuring inclusive and tailored educational experiences for all.

The College is committed to fostering strong relationships with students, employees, parents, and the wider community. By engaging with diverse communities, the College actively shares its faith and values while promoting mutual understanding and respect. In 2024, the College participated in numerous charitable initiatives, including the rebuilding of a school in Lebanon that was damaged during the conflict. These efforts provide students with valuable lessons on compassion, social responsibility, and the importance of helping those in need.

The College is dedicated to preparing students for an ever-changing society, equipping them with the skills, values, and knowledge needed to become responsible and active citizens who contribute meaningfully to their communities.

Our school curriculum promotes comprehensive development across all key learning areas. We also offer a wide range of extracurricular activities, including competitive events such as athletics and swimming carnivals, alongside educational excursions, providing students with hands-on learning experiences that enhance their overall education.

All learning at the College is grounded in Islamic ethos, with students receiving comprehensive education in the Islamic faith. The curriculum includes dedicated instruction in Arabic, Quran, and Islamic studies. To further engage students, the College organises faith-based competitions such as the Ramadan Quiz and Quran recitation contests. Additionally, senior students have the opportunity to participate in a pilgrimage trip to Saudi Arabia, enriching their spiritual and cultural understanding.

Recognising that all students learn differently, the College is committed to catering to diverse learning needs. We place a strong emphasis on mental health and wellbeing through dedicated support services. Our Learning Support Department assists students with a range of needs, while our Wellbeing Department, staffed with both female and male counsellors, provides tailored support to promote positive behaviour and overall student wellbeing.

The College is well-equipped with modern technology to enhance learning experiences. All students have access to their own iPads, while senior students are provided with laptops. Each classroom is fitted with a Promethean interactive whiteboard, allowing teachers to integrate technology seamlessly into their lessons. This approach not only engages students but also prepares them with the digital skills necessary for success in the modern world.

The College is committed to continued growth and development, and we eagerly anticipate the future opportunities and achievements that lie ahead. ss

For further information regarding Rissalah College, please visit 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 nationwide assessment for students in Years 3, 5, 7, and 9, covering Reading, Writing, Conventions of Language (spelling, grammar, and punctuation), and Numeracy.

In 2024, students from Rissalah College in the relevant year levels participated in the NAPLAN examinations. The results have provided valuable insights into our students' learning progress and highlighted key areas for ongoing development. They also reflect the early outcomes of our targeted strategies to enhance Literacy and reading across the College.

While we continue working towards stronger overall achievement, it is encouraging to note that many students performed well in specific areas, particularly in Writing, Spelling, and Grammar. These strengths indicate growth in foundational Literacy skills.

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 2024.

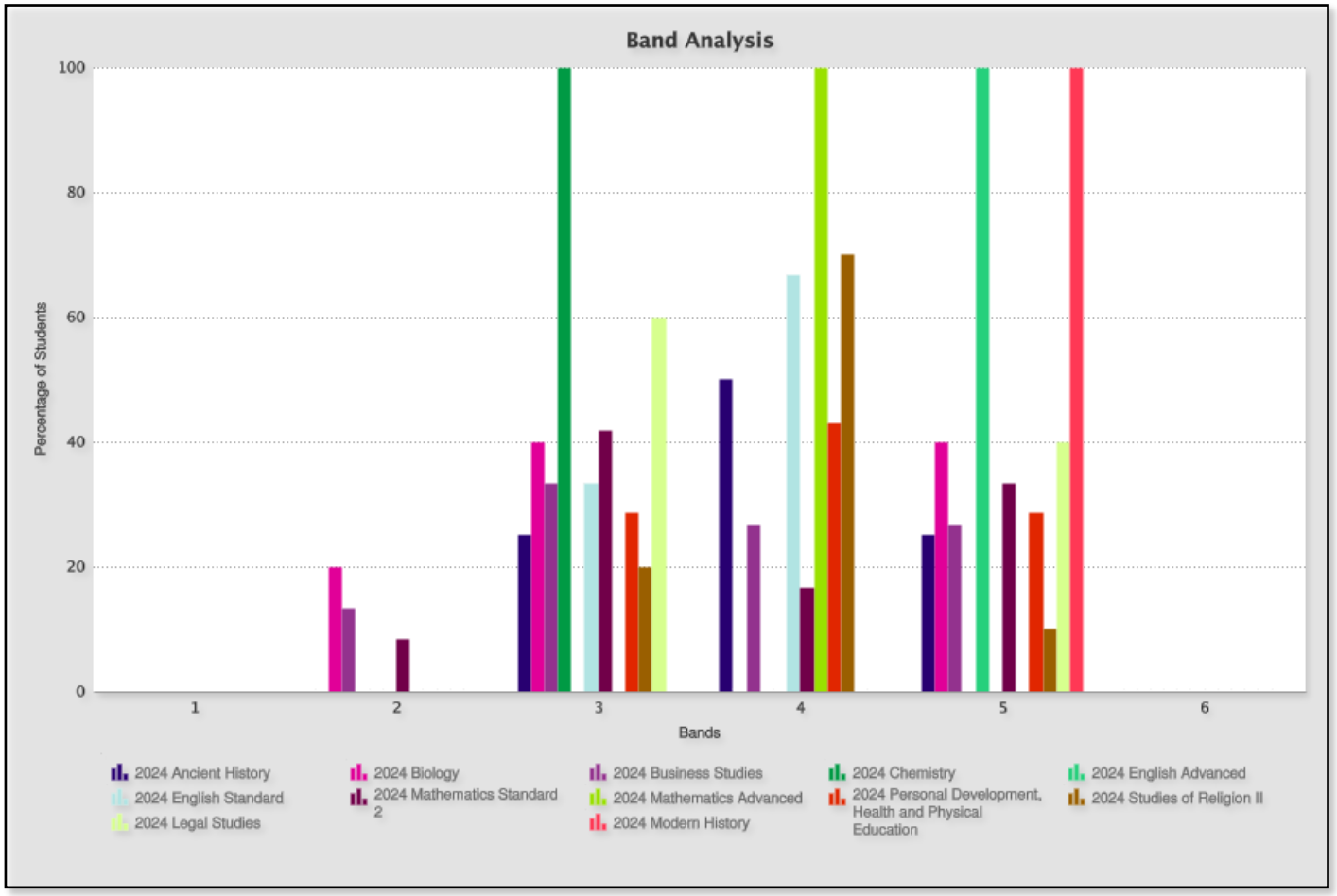
Student Results 2024

	Reading		Writing		Spelling		Grammar		Numeracy	
Year 3	383 369-396		443 431-454		415 403-428		403 389-418		388 376-399	
	SIM 411	ALL 404	SIM 427	ALL 416	SIM 412	ALL 401	SIM 418	ALL 409	SIM 418	ALL 407
Year 5	480 468-493		491 479-503		508 497-520		500 486-513		484 473-495	
	SIM 505	ALL 492	SIM 499	ALL 485	SIM 500	ALL 486	SIM 512	ALL 498	SIM 501	ALL 489
Year 7	521 511-532		540 528-552		561 550-572		534 522-546		519 508-530	
	SIM 539	ALL 535	SIM 547	ALL 540	SIM 547	ALL 540	SIM 543	ALL 537	SIM 543	ALL 540
Year 9	551 539-562		557 542-572		564 551-578		538 524-553		542 530-554	
	SIM 568	ALL 565	SIM 580	ALL 574	SIM 571	ALL 567	SIM 560	ALL 555	SIM 568	ALL 565

SIM = Students with similar backgrounds ALL = All Australian students

Theme 4: Senior secondary in outcomes (student achievement)

Rissalah College Band Analysis

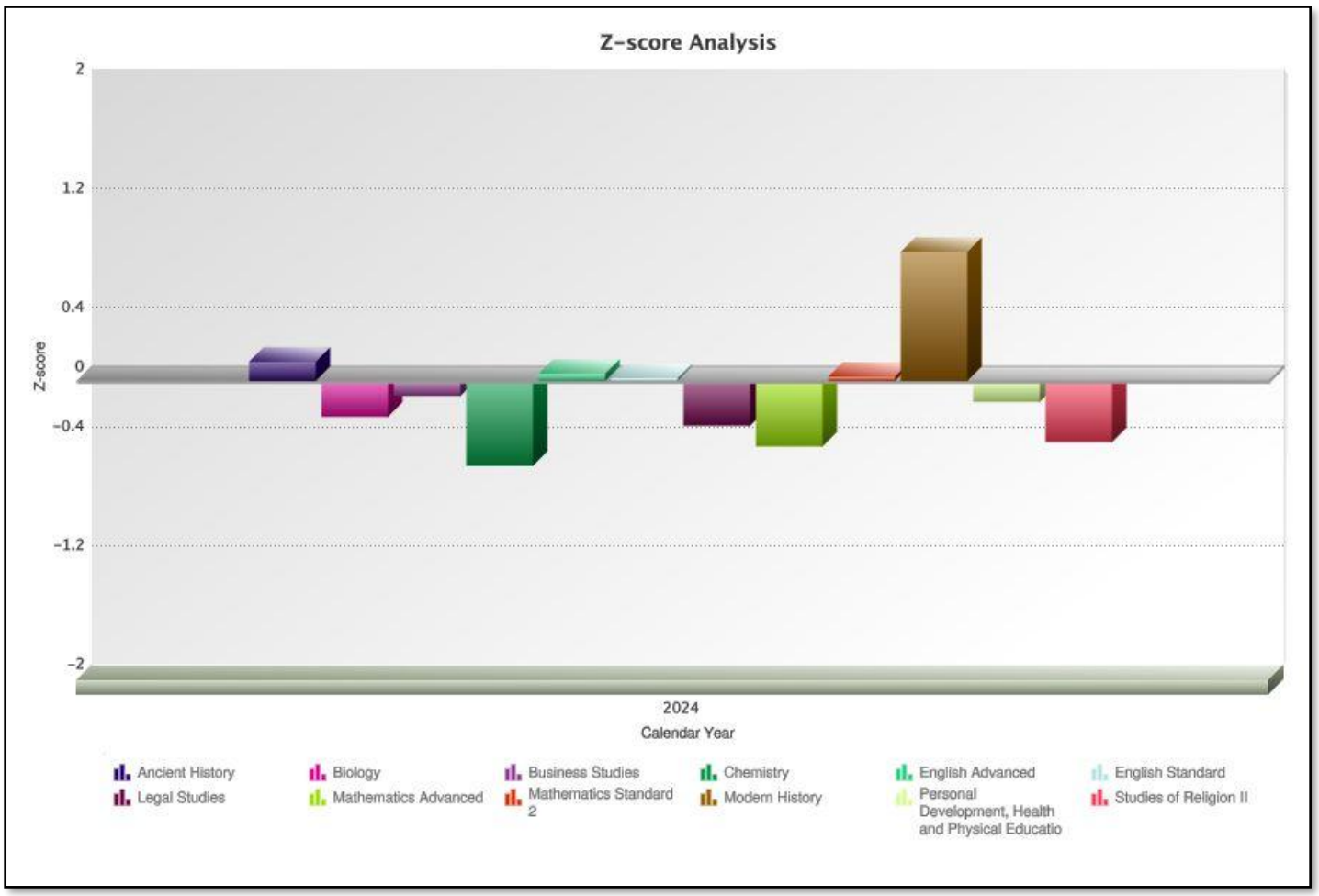


Rissalah College's band analysis provides valuable insight into student performance across key subject areas. By examining the distribution of student results across Bands 1 to 6, we are able to identify strengths and areas for improvement. This analysis helps guide our teaching strategies, target support for students who need it, and celebrate areas where our students consistently achieve strong results. It also forms a critical part of our ongoing commitment to academic excellence and data-informed decision making.



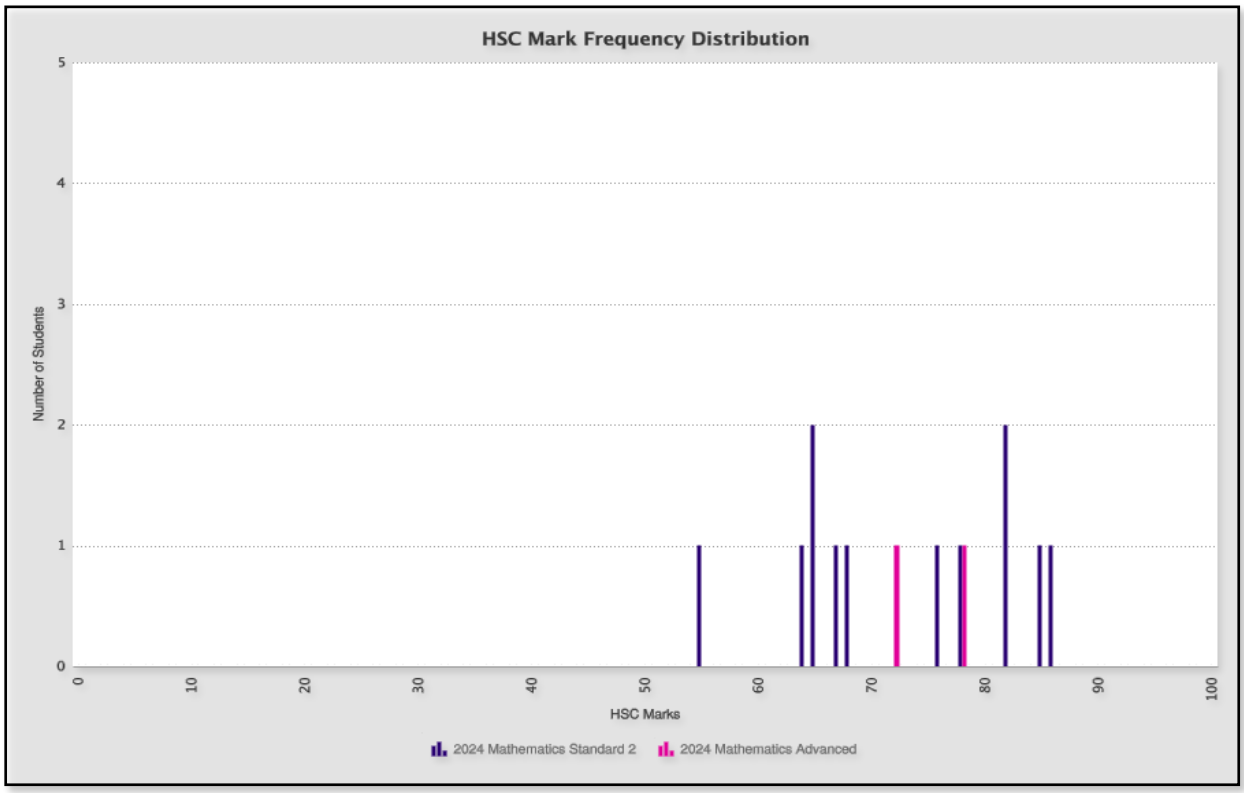
Z-score Analysis

Our z-score analysis graph offers a clear comparison of Rissalah College's student performance against state averages. By standardising results, the z-score allows us to measure how far above or below the state average our students are performing in each subject. This helps us identify subjects where our students are excelling, as well as areas that may require additional focus. The analysis is a valuable tool in driving school improvement and ensuring targeted academic support.

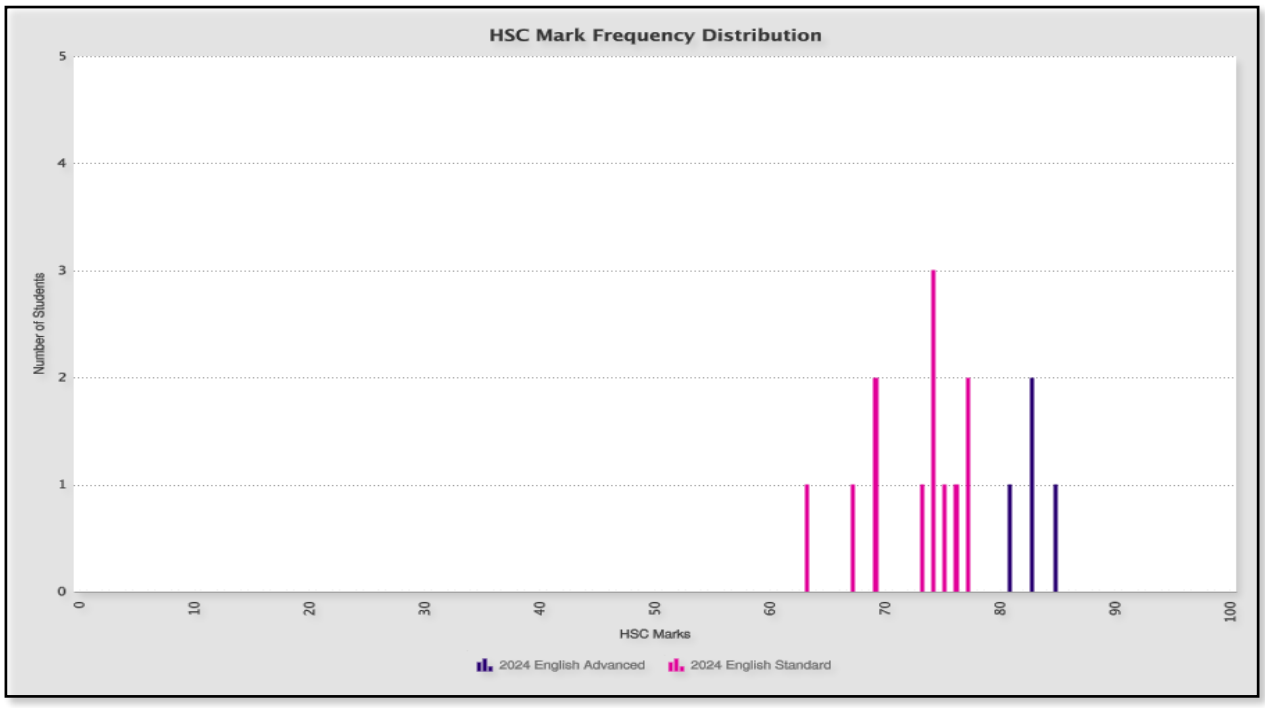


HSC Mark Frequency Distribution

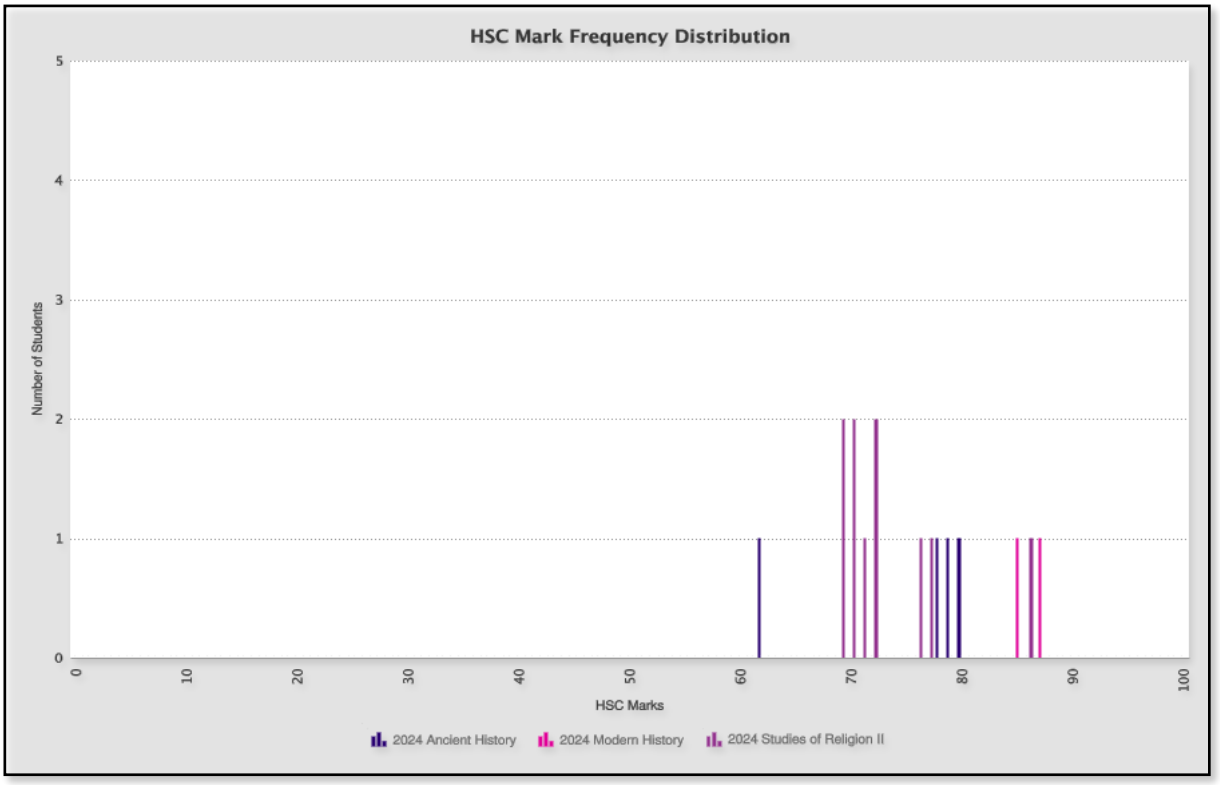
Mathematics



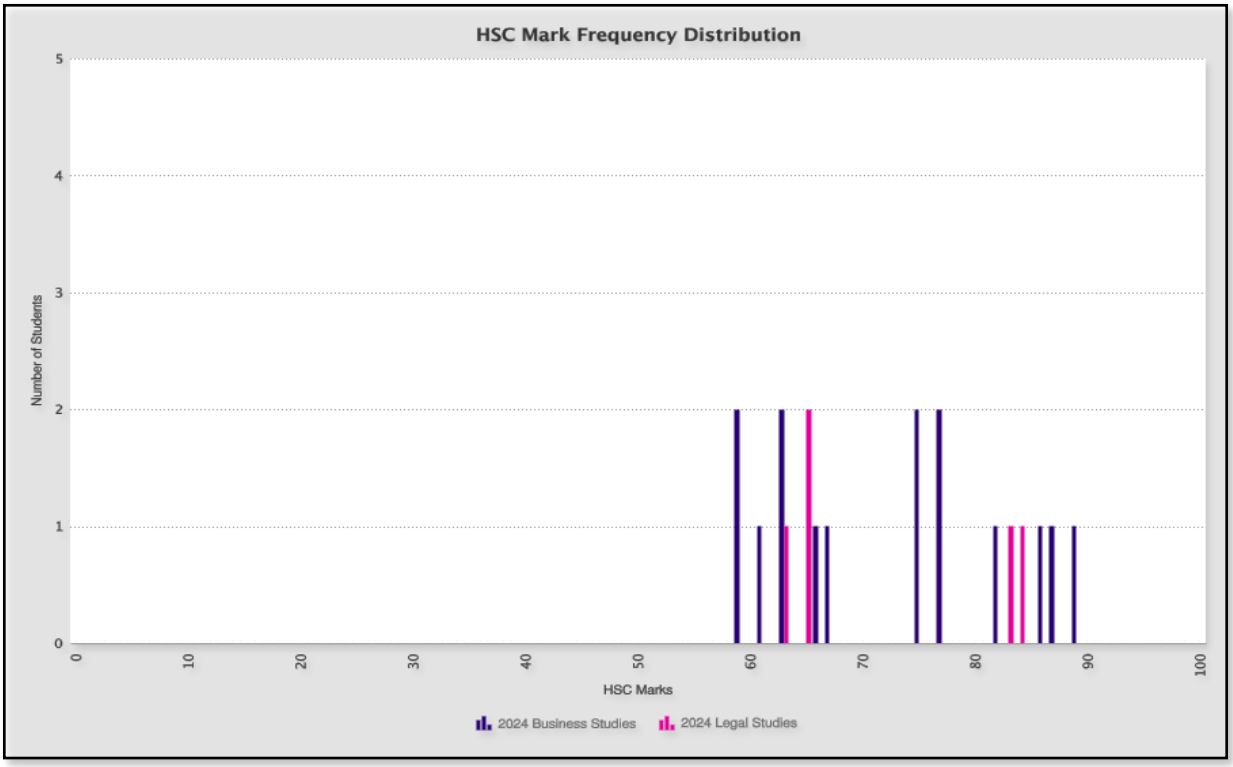
English



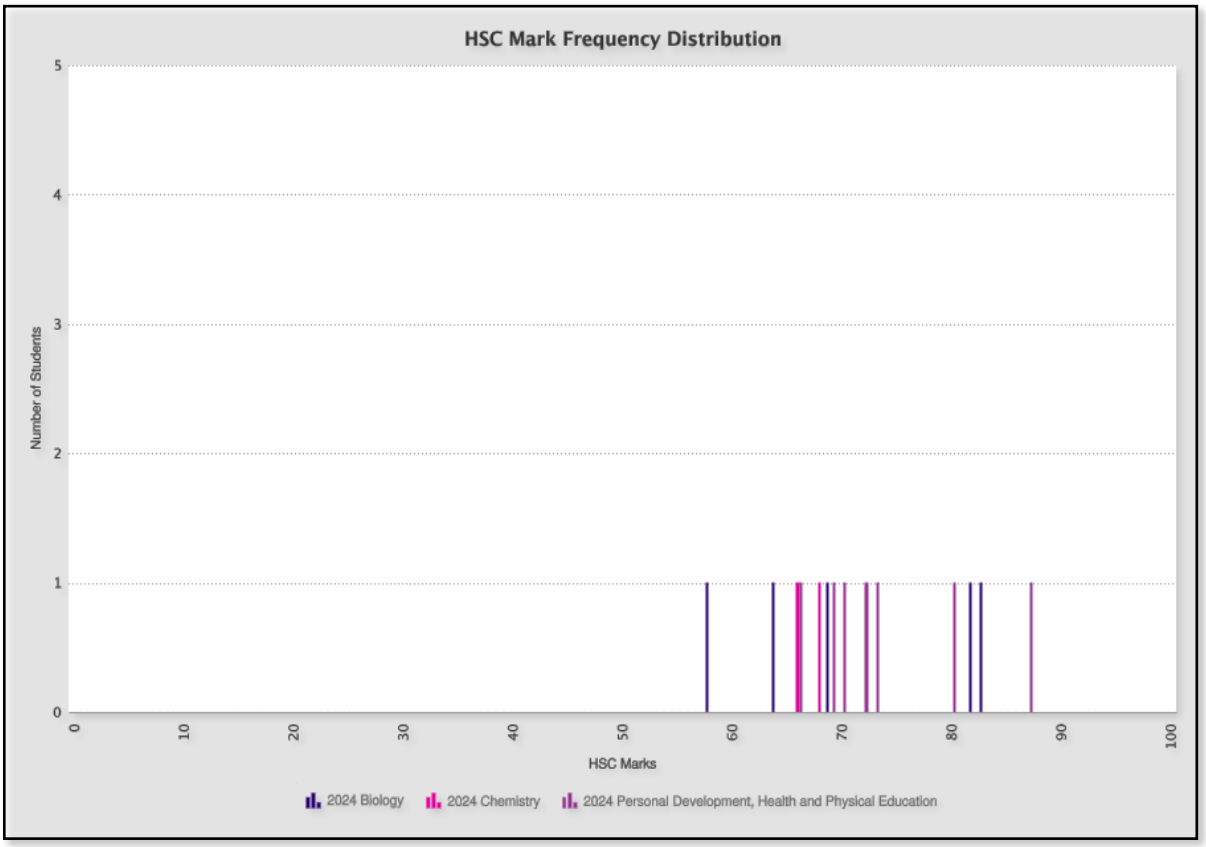
Humanities



Social Science



Science and PDHPE



The HSC mark distribution graphs at Rissalah College provide a clear overview of student performance across subjects. They reflect consistent achievement and highlight areas of academic strength, showcasing the impact of our focused teaching strategies and student support initiatives.

School Goup Statistics

Course Name	Students Included	M.A. Mean	M.A. S.D.	Ass Mean	Ass S.D.	E.M. Mean	E.M. S.D.	State E.M. Mean	State E.M. S.D.	School/State Variation	Z-Score
Ancient History 2 unit	4	74.8	7.22	86	9.67	74.75	7.17	72.92	14.26	1.83	0.13
Biology 2 unit	5	71.04	10.24	78.4	11.5	71.04	9.55	73.89	11.7	-2.85	-0.24
Business Studies 2 unit	15	72.07	10.6	76.8	11.43	72.13	10.51	73.45	13.4	-1.32	-0.1
Chemistry 2 unit	2	67.4	1	73	3	67.1	1.3	74.33	12.69	-7.23	-0.57
English Advanced 2 unit	4	82.4	2.41	94	1.58	82.4	2.41	82.03	7.14	0.37	0.05
English Standard 2 unit	12	72.58	4.08	73.5	9	71.57	5.28	71.4	8.28	0.17	0.02
Legal Studies 2 unit	5	72.24	8.7	80.8	12.17	71.68	10.01	75.55	12.7	-3.87	-0.3
Mathematics Advanced 2 unit	2	77.3	0.9	82.5	2.5	73.3	4.9	78.43	11.53	-5.13	-0.44
Mathematics Standard 2 2 unit	12	73	11.1	75.25	13.68	71.98	9.35	71.63	13.05	0.35	0.03
Modern History 2 unit	2	85.8	0.8	91.5	1.5	85.3	1.3	75.02	11.85	10.28	0.87
Personal Development, Health and Physica	7	74.66	7.49	77.57	7.35	72.49	7.66	74.03	11.21	-1.54	-0.14
Studies of Religion II 2 unit	10	73.06	4.79	74.6	8.65	73.04	5.49	77.45	10.79	-4.41	-0.41

The School Group Statistics offer valuable insight into how Rissalah College performs in comparison to similar schools. These statistics reflect our standing within our school group and help identify trends, strengths, and areas for growth. They serve as a useful tool in guiding our strategic planning and ensuring we continue to improve teaching and learning outcomes.

Programs and Initiatives Implemented:

Program	Description
After School Classes	Targeted academic support sessions conducted to consolidate key content.
Umrah Trip	A spiritually enriching journey to Makkah and Madinah during the school term.
Gold Coast Trip	A recreational and bonding excursion.
Graduation Ceremony	A formal event acknowledging student achievement and school completion.

Summary of Key Outcomes:

Post-school outcomes	100% of students enrolled in Tertiary education. Some graduates were offered scholarships or early entry based on academic merit and community engagement.
High results	Numerous high student results
Leadership in Faith and Service:	Several students played an active role in leading school assemblies, delivering Friday khutbahs, and organising charitable initiatives

Theme 5: Teacher professional learning, accreditation, and qualifications

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
Student Behaviour Management	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 - CPR training - Anaphylaxis - Asthma - Injuries/ burns	New Staff
CPR Refresher Course	All Rissalah College Staff
HSC Consultancy	HSC Teachers
ICT Staff Training	All Rissalah College Staff
Obligation in Identifying and Responding to Children and Young People	All Staff
Youth Mental Health Training /First Aid Course	All Staff
Google Classroom Training	All Teachers
Clevertouch Technologies Basic Panel Training	All Teachers

Qualifications

Teacher Accreditation

Level of Accreditation	Number of Teachers
Rissalah College Policies and Procedures	All Teaching Staff, Arabic, Welfare and Support Staff
Conditional	27
Provisional	5
Proficient Teacher	26
Highly Accomplished Teacher	0
Lead Teacher	0

In 2024, Rissalah College had 49 mainstream teachers, 6 Stage Coordinators, 1 Learning Support Co-ordinator, 5 Learning Support Teachers, 1 Teacher Librarian, 1 School Counsellor, 2 Deputy Principals, 1 Principal, 1 K-6 Arabic/Islamic Studies Co-ordinator, 1 7-10 Arabic/Islamic Studies Co-ordinator, 7 Arabic/Islamic Studies teachers and 3 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.	59
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.	20
Teachers who do not have qualifications as described above but have relevant successful teaching experience or appropriate knowledge relevant to the teaching context.	0

Theme 6: Workforce composition

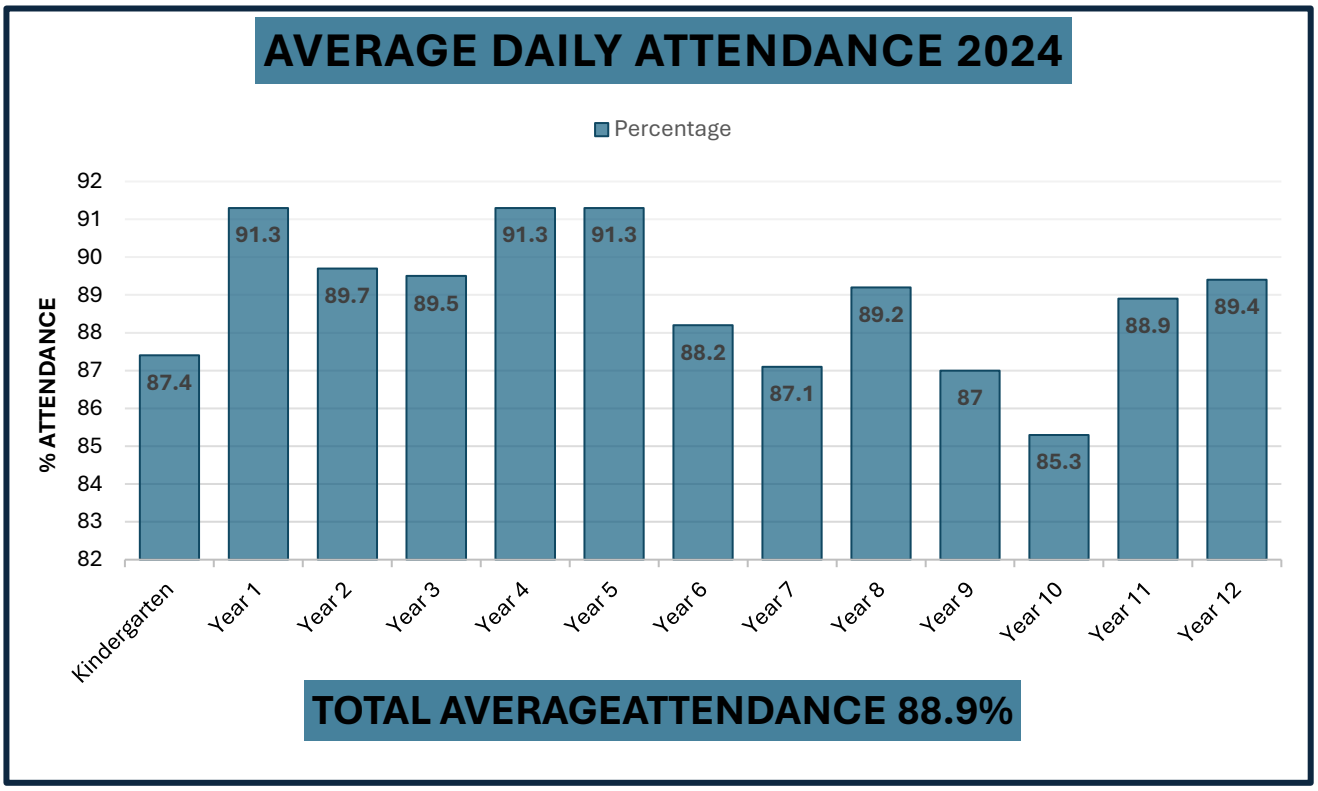
Teaching Staff

- One Principal
- Two Deputy Principals
- One Governance, Risk and Compliance Manager
- Four Primary Curriculum Coordinators
- Three High School Curriculum Coordinators
- Two High School Wellbeing Officers
- One Primary Wellbeing Officer
- One Primary and High School Learning Support Coordinator
- 20 teachers, compromised of the following staff members: 4 Kindergarten Teachers, 3 Year One Teachers, 3 Year Two Teachers, 3 Year Three Teachers, 3 Year Four Teachers, 3 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 Librarian Assistant
- Four Support Learning Officers
- Two Reading Recovery Teachers
- 1 EALD Teacher
- One School Counsellor

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

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



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. For continued enrolment at Rissalah College, Year 11 and 12 students are required to maintain an academic average of 85% or higher across all subjects
8. Admission is given to the student on a yearly basis based on the above criteria.
   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 NESA. 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 year 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

1. 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.
2. 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
3. For continued enrolment at Rissalah College, Year 11 and 12 students are required to maintain an academic average of 85% or higher across all subjects

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, suspension or expulsion.

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.

4.11 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.

4.12 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:

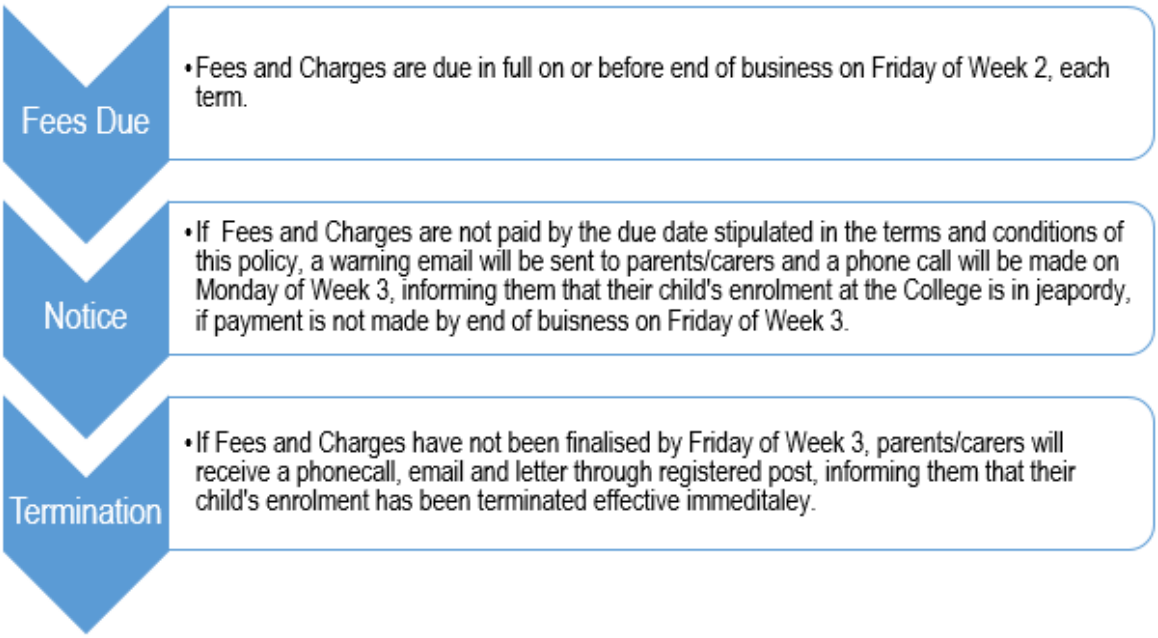
1. The School Office does not accept cash payments for school fees. The preferred payment method is Direct Deposit/Net banking. Bank details:

   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.

6.9 K-10 students are required to maintain a 'C Grade' average or above and Year 11 and 12 students must maintain an academic average of 85% or higher across all subjects for continued enrolment at Rissalah College.

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.

8.2 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.

8.3 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

8.4 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.

8.5 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.

8.6 Parent/carer(s) must observe College security procedures for the protection of students

8.7 Students are responsible for their personal property and the College does not accept any responsibility for the loss of their belongings

8.8 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 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.

9.4 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 opportssunity to respond and where there has been procedural fairness. In the even 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

15. References

Refer to policies:

- Student Behaviour Support Policies
- Student Attendance Policy
- Fee Collection Policy
- Parent Code of Conduct
- Uniform Policy

Theme 9: Other Policies

School Policy	Changes in 2024	Access to Full text
School Welfare 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. 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. 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: - 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)	Following a review of the Emergency Evacuation and Lockdown Procedures, emergency evacuation maps were updated to reflect new exit routes.	The full text of the School's Student Welfare policies can be accessed by request from the Principal and from the School's website.

- 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		

School Policy	Changes in 2024	Access to Full text
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. 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	No changes were made in 2024	The full text of the School's Anti-Bullying Policy can be accessed by request from the Principal and from the School's website.

reinforced in Islamic Studies with their Islamic values. The School has in place systems for behavioral support, reporting, student discipline and pastrol care, when any cases of bullying are reported. These cases are investigated, reported and acted upon. Policies and Procedures are in place for staff and students regarding responsibilities, reporting and preventative measures for bullying.		

School Policy	Changes in 2024	Access to Full text
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. 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. The College implements a relevant and challenging curriculum, which also provides for children with special needs. The teachers are encouraged to	The Student Behaviour Support policies have been updated to include more detailed procedures on, use of mobile phones, non-completion of homework, damage to school property, suspension and expulsion	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.

continually reflect upon their teaching practice to ensure the success of our students' academic, emotional, social and physical wellbeing. 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. 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. 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. 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.		

School Policy	Changes in 2024	Access to Full text
Complaints and Grievances 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. 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 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 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. 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.	No changes were made in 2024.	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.

Theme 10: School determined priority areas for improvement

Achievement of priority areas in 2024 Area	Priorities	Achievements
Year 12	First Year 12 cohort to graduate from Rissalah College	First Year 12 cohort graduated from Rissalah College
Stage 6	Development of updated curriculum for English and Mathematics	Teachers have begun developing their programs, Scopes and Sequences, Assessment Schedules and lesson plans
Professional Development	Professional development and support in areas of Literacy programming and pedagogy	Continued throughout 2024 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.
	Implementation of K-2 English and Mathematics programs according to the new syllabus	New programs have been implemented.
	Continue to implement Science and Technology programs (K-6)	New Science and Technology programs

		were implemented in 2024.
	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 Year 11 and 12 scopes and sequences, assessment schedules and programs in all courses	New programs were developed for Health and Movement Science for Year 11 implementation in 2025.
	Take students on interstate and international trips to compliment the syllabus	Year 7 and 8 students attended Cairns, QLD.
	Prepare PASS resources	New Programs, Scopes and Sequences and Assessment Schedules were developed for 2025 implementation.
	Coordinate with local businesses to organise work experience placements for Year 10 students	Students in Year 10 undertook two weeks of work experience in various industries and gained practical experience, skills and insight into the workforce.

Priority Areas for 2025

1. Stage 6 Health and Movement Science
   Implementation of Health and Movement Science as a new elective subject for Year 11 and Year 12, enriching the senior curriculum and aligning with student interests and future pathways.

2. Preparation for Stage 6 English and Mathematics (2026 Rollout)
   Strategic planning and development of comprehensive Scopes and Sequences, Assessment Schedules, and Teaching and Learning Programs for:

   - English Standard & Advanced
   - Mathematics Standard & Advanced

   These will be finalised in 2025 for implementation in the 2026 academic year.

3. STEAM Policy and Student Engagement
   Development of a whole-school STEAM (Science, Technology, Engineering, Art, and Mathematics) policy, including:

   - Weekly after-school STEAM enrichment sessions
   - Local and interstate STEAM-focused excursions including an overseas trip

4. Onsite Stage 6 Professional Development
   Partnership with EduConsulting to deliver high-impact, subject-specific professional learning to Stage 6 teachers directly onsite, supporting improved HSC outcomes and teaching quality.

5. Leadership Appointments Across K–12- Assistant Principals
   Appointment of Assistant Principals across K–12, with all leaders enrolled in structured leadership development programs, ensuring a consistent and visionary approach across all stages.

6. Leadership Appointments Across 7–12- Heads of Department
   Establishment of Heads of Departments across key high school subject areas to strengthen curriculum leadership, teacher support, and subject-specific strategy.

7. Year 9 Physical Activity and Sports Studies (PASS)
   Introduction of the PASS elective course for Year 9 students, encouraging active lifestyles, team skills, and engagement with health and physical education pathways.

8. Journalist Club
   Students will develop writing and reporting skills by creating school news and covering events.

9. Public Speaking & Debating Team
   Establishing a competitive team to represent Rissalah College in inter-school public speaking and debating events. This initiative aims to build students' confidence, critical thinking, and persuasive communication skills.

Theme 11: Initiatives promoting respect and responsibility

At Rissalah College, moral education stands as a fundamental pillar of our holistic student development framework, deeply rooted in Islamic principles while harmoniously aligned with the core Australian values that underpin contemporary schooling. The College is unwavering in its commitment to cultivating a culture of respect and responsibility, not only within the student body but throughout the wider school community. This commitment is realised through a diverse range of carefully designed initiatives that foster ethical awareness, personal integrity, and social accountability. These initiatives encompass structured programs such as the Student Representative Council, weekly reflections on prophetic teachings, and continuous reinforcement of positive behaviour across academic and social settings. By embedding these values into everyday school life, Rissalah College ensures that students are equipped to navigate their personal and academic journeys with a strong moral compass, contributing positively to both local and global communities.

Hadith Program – Embedding Islamic Values

During daily assemblies, a Hadith, a profound teaching of the Prophet Muhammad (peace and blessings be upon him) is recited, translated, and thoughtfully elucidated by the school chaplain. Each Monday, a new Hadith of the Week is selected to provide spiritual inspiration and ethical guidance for the entire school community. Students are encouraged to engage deeply with the message of the Hadith and to embody its principles, particularly in demonstrating respect and responsibility in their daily interactions. This commitment is further reinforced by teachers, who integrate the weekly Hadith into classroom discussions and promote its values during recess and social activities. Through this consistent and holistic approach, Rissalah College fosters a living culture of respect and responsibility, ensuring these core values are actively practiced throughout the school.



Annual Umrah Trip

Rissalah College is proud to offer its students the opportunity to participate in the annual Umrah trip – a deeply spiritual journey to the holy city of Makkah. Umrah holds immense significance in Islam, providing Muslims with the opportunity to renew their faith, seek forgiveness, and strengthen their connection with Allah through acts of devotion such as tawaf (circling the Kaaba), sa'i (walking between the hills of Safa and Marwah), and engaging in sincere prayer and reflection. For students, this sacred journey is both spiritually uplifting and personally transformative. It allows them to step away from the distractions of daily life and engage in deep contemplation, fostering a stronger sense of identity, purpose, and faith. In addition to its spiritual benefits, the Umrah trip serves as a valuable platform for nurturing essential character traits, particularly respect and responsibility. By traveling as part of a group, students learn the importance of punctuality, cooperation, and discipline. They are also encouraged to act as ambassadors of their school and community, upholding high standards of behaviour and Islamic etiquette throughout the journey. Interactions with pilgrims from around the world further promote cultural awareness and respect for diversity within the global Muslim community. Through these experiences, students develop a deeper appreciation for unity, empathy, and shared values. Rissalah College views the Umrah trip as an integral part of its holistic approach to education, one that seeks to enrich not only the mind, but also the heart and soul of every student.









Student Representative Council (SRC)

In 2024, Rissalah College proudly hosted the annual Student Representative Council SRC badge ceremony, where our newly elected student leaders were formally recognised and presented with their official SRC badges. This special event marked an important milestone in our school calendar, celebrating the dedication and leadership potential of our students. The ceremony highlighted the core values of respect and responsibility, which underpin the role of each SRC member. By accepting this responsibility, our student representatives commit to serving their peers, modelling positive behaviour, and helping shape a strong, inclusive school community throughout the year.











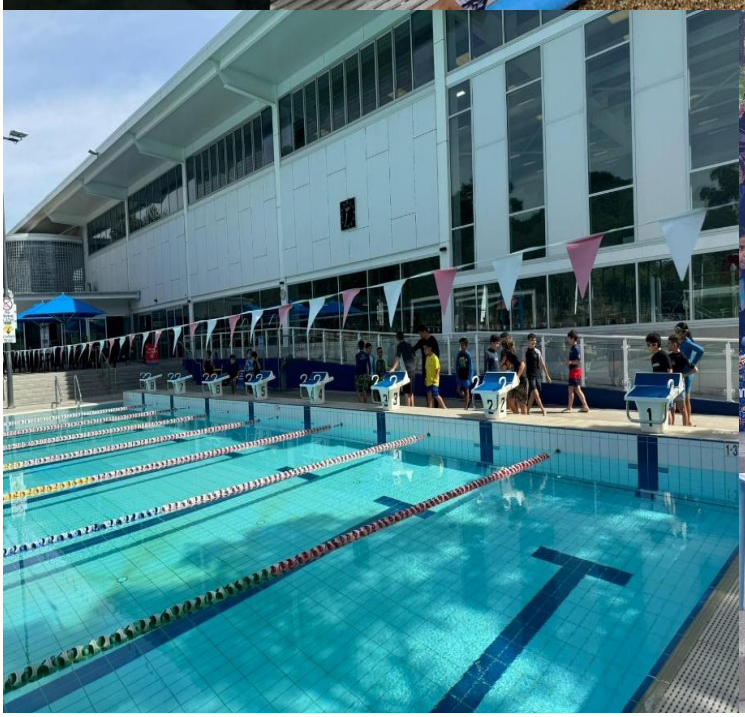


Swimming Carnival

Rissalah College hosted its annual school swimming carnival, featuring enthusiastic participation from students in Years 3 to 12. This event marked one of our largest swimming carnivals to date.

Students enjoyed a sunny day filled with exciting races and fun novelty events. The atmosphere was electric, with strong support from the grandstand as schoolhouse groups cheered, chanted, and motivated their fellow competitors throughout the day.











Athletics Carnivals

Rissalah College hosted its annual Athletics Carnival at The Crest Sporting Complex. This year's event was the biggest yet, with students from Kindergarten to Year 12 taking part. Participants competed in a variety of track and field events, challenging their peers and giving their best in the pursuit of victory.


















SECOND
FIRST

Year 10 Work Experience

In 2024, our Year 10 students took part in work experience for the first time in the College's history. Work experience provides students with a valuable opportunity to step into real-world environments and gain insight into different professions. At Rissalah College, Year 10 students recently participated in a work experience program, with placements in settings such as law courts, schools, retail stores, and more. These experiences helped students understand the expectations of a workplace, such as being punctual, following instructions, and completing tasks independently—all of which encourage responsibility. Working alongside professionals and engaging with the public also taught them how to interact respectfully with people from different backgrounds and roles. Whether assisting in a classroom, observing court proceedings, or helping customers in a store, students learnt the importance of their actions and attitudes. Through this experience, Rissalah College students gained valuable skills and a greater appreciation for the working world.









R U OK DAY?

Rissalah College proudly participated in "Are You OK? Day," a national initiative aimed at promoting mental health awareness and encouraging meaningful conversations. The day served as a powerful reminder of the importance of checking in with one another and fostering a supportive community. At Rissalah College, we embraced this opportunity by organising activities and events that highlighted the values of respect, empathy, and responsibility. Through workshops, student-led discussions, and awareness campaigns, we encouraged everyone to look out for each other and take the time to ask, “Are you OK?” creating a culture where mental well-being is prioritised and respected.







School Camps

At Rissalah College, school camps are recognised as valuable extensions of classroom learning, offering students meaningful opportunities to grow socially, emotionally, and morally. Throughout the year, students participated in well-structured camp programs designed to develop independence, resilience, and teamwork. These experiences provide an ideal setting for students to practise respect—towards peers, staff, and the environment—and take responsibility for their actions and decisions in a real-world context. Away from the classroom, students learn to navigate new challenges, collaborate with others, and build a sense of self-discipline and accountability. Rissalah College is proud to offer these enriching experiences, which not only strengthen bonds among students but also reinforce the core values that underpin our educational approach. Through these camps, students return more confident, self-aware, and better equipped to contribute positively to their school and the wider community.















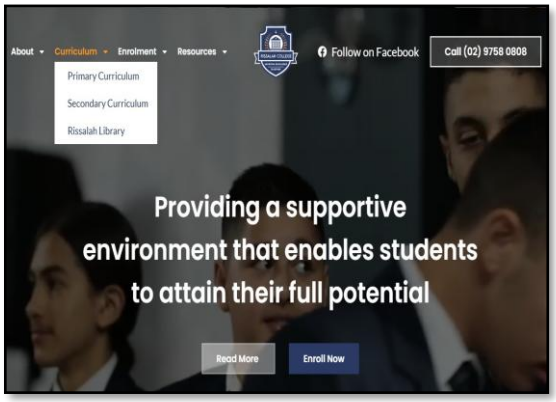


Theme 12: Parent, student and staff satisfaction

Parents / Caregivers: At Rissalah College, we strongly value the proactive involvement of parents and caregivers as essential partners in our educational journey. Their input is vital in strengthening our learning community. We welcome constructive feedback to continuously improve our environment and practices. We also encourage open and timely communication—whether to share positive experiences or express concerns—so we can work together to support every student's success.

Forms of School Communication

School Website: Our School's website serves as a central hub of information for our community and is regularly updated to reflect the latest developments. It offers a wide range of resources, including a comprehensive event calendar, archived newsletters, school policies, a photo gallery, and other essential materials. By maintaining this accessible and informative platform, we aim to ensure that all stakeholders can easily stay informed and engaged with school life.



Parent-Teacher Interviews: At Rissalah College, Parent-Teacher Interviews are held at the end of both Semester One and Semester Two. These scheduled sessions provide a valuable opportunity for parents to engage directly with their child's teacher, discuss academic goals, address individual learning needs, and review progress. This meaningful interaction fosters a collaborative approach to education, reinforcing a shared commitment to each student's success.

Student Reports: At the end of each semester (Term 2 and Term 4), we provide detailed written student reports to give parents a clear and comprehensive overview of their child's academic progress. These reports highlight student achievements, growth, effort, application, and areas for improvement. Through this detailed feedback, we aim to foster meaningful parent engagement and support each child's continued learning journey.

Class DOJO: As a key part of our communication strategy, Rissalah College uses ClassDojo—a web-based platform that facilitates seamless interaction between teachers, students, and families. ClassDojo allows for the sharing of photos and videos from College events such as Eid festivals, fundraisers, and excursions, helping to celebrate student experiences and promote positive behaviours like curiosity and

perseverance. The platform also enables parents to track their child's progress, view student portfolios, and communicate directly with teachers in a secure and supportive environment.

Sentral: To ensure effective and timely communication with parents and guardians, the College uses the Sentral Parent Portal, including text message notifications. Through this system, parents receive SMS updates and notifications directly to your mobile device. These may include alerts when letters are sent home, updates on student progress or attendance and reminders for important dates and school events along with other essential school announcements. In addition to email communication from administrative staff and hard copy letters sent home with students, these methods serve as key channels for maintaining clear and effective communication between the school and parents. This multi-channel approach ensures a smooth and direct flow of information, particularly during key transition periods.

Functions: At Rissalah College, we believe in creating memorable experiences that enrich our students' educational journey. Throughout the school year, we host a variety of exciting social and educational events that are eagerly anticipated by our school community. These include international learning opportunities, Eid festivals, educational excursions, the Book Character Parade during Literacy Week, SRC Induction ceremonies, end-of-year presentations, and the Kindy, Year 6 and Year 12 Graduation ceremonies. These events do more than celebrate milestones–they bring our community together, foster a strong sense of belonging, and help build a vibrant, inclusive school culture, where every student feels valued and inspired.







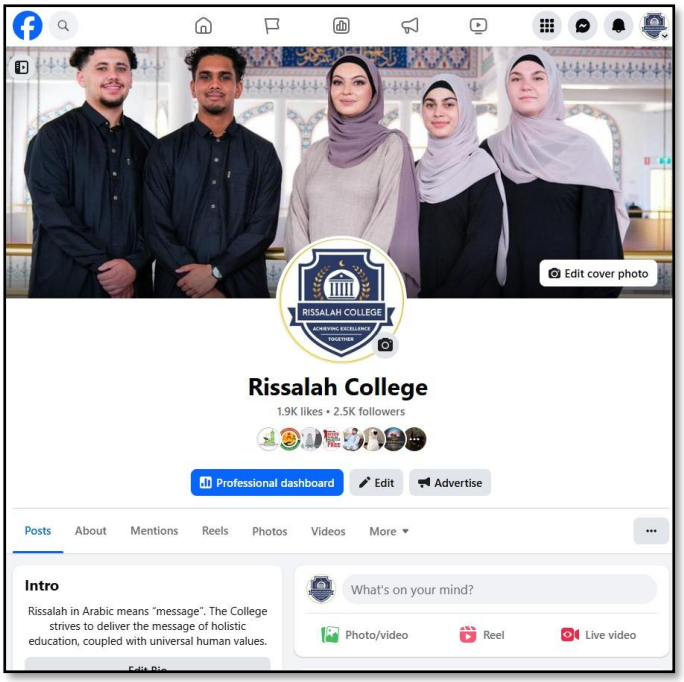




Literacy, Numeracy and Science Weeks: To demonstrate the meaningful connections between Literacy, Numeracy, Science and Technology, we combined these key learning areas to create a cohesive and enriching educational experience for our students.
Throughout the academic year, we placed a strong emphasis on knowledge integration as a means to foster creativity, curiosity, and deeper understanding. By highlighting how these disciplines intersect and complement one another. We aim to help students see the bigger picture and recognise the real-world relevance of their learning across subject areas.
To showcase this approach, Literacy, Numeracy, and Science Weeks were presented as a collaborative event for the first time. A special highlight of this initiative was an immersive IMAX cinema experience, which vividly illustrated the interconnectedness of these subjects in an engaging and memorable way.



Social Media: Our official social media platforms through Facebook and Instagram serve as an additional avenue for effective communication with our school community. They allow us to share student experiences, celebrate achievements, and promote a strong sense of belonging and school spirit. These platforms help foster deeper connections, encouraging engagement and collaboration among students, parents, and staff.



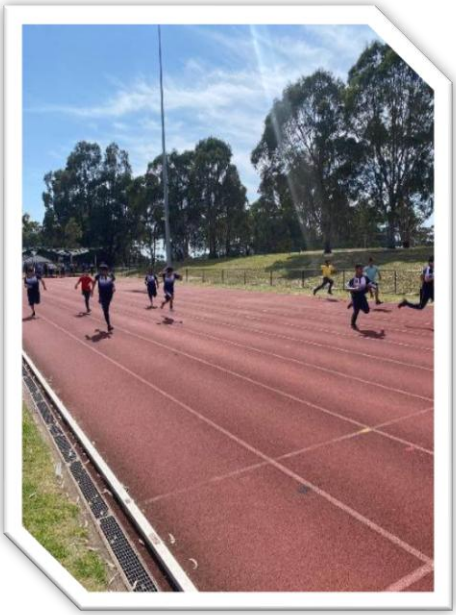
Through our diverse communication channels and interactive school events, Rissalah College is committed to enhancing satisfaction across the entire school community. By promoting meaningful collaboration and maintaining open lines of communication, we create an environment that supports academic excellence, personal growth, and holistic development.s

Students: Pre-Kindergarten Transition Program: Rissalah College successfully implemented a Pre-Kindergarten program in Term 4 to support the transition of our 2025 Kindergarten students into school life. This initiative introduced children to the school environment, teaching methods, and daily routines, laying a strong foundation for a smooth and confident start to their educational journey.

High School Transition Program: Rissalah College holds Parent Information Evenings for key transition points in a student's educational journey—specifically for students moving from Year 6 to Year 7, Year 8 to Year 9, and Year 10 to Year 11.

These sessions are designed to provide parents with valuable insight into the next stage of their child's high school journey. They highlight academic expectations, new learning opportunities, and support structures in place to ensure students are well-prepared and confident as they move forward.

By engaging parents early in the transition process, these evenings play a vital role in helping students adjust smoothly and begin the next phase of their schooling with clarity and confidence.



Sport and Physical Activity Program: Our School's sport and physical activity program is centered on active participation, enjoyment, and skill development. Students enthusiastically take part in weekly sport sessions, engaging in challenging yet enjoyable activities that build confidence, improve coordination, and foster a healthy lifestyle. Additionally, students have the opportunity to represent Rissalah College at inter-school sporting events, such as the Harmony Cup, which encourages teamwork, sportsmanship, and school pride.

Student Representative Council (SRC): The Student Representative Council provides a structured platform for student voices to be heard and to influence policies that directly affect them. Elected democratically by their peers, SRC members are students who exemplify the College's values and demonstrate responsibility, trustworthiness, and leadership. They represent their grade levels at SRC meetings and communicate key discussions, decisions, and initiatives back to their classmates.

SRC members meet regularly with the SRC Coordinator and/or the Principal to ensure effective and organised student representation. Their responsibilities include promoting school events and activities, raising important issues, offering constructive feedback to school leadership, enhancing the school environment, supporting charitable causes through fundraising efforts, and assisting fellow students, particularly younger peers.



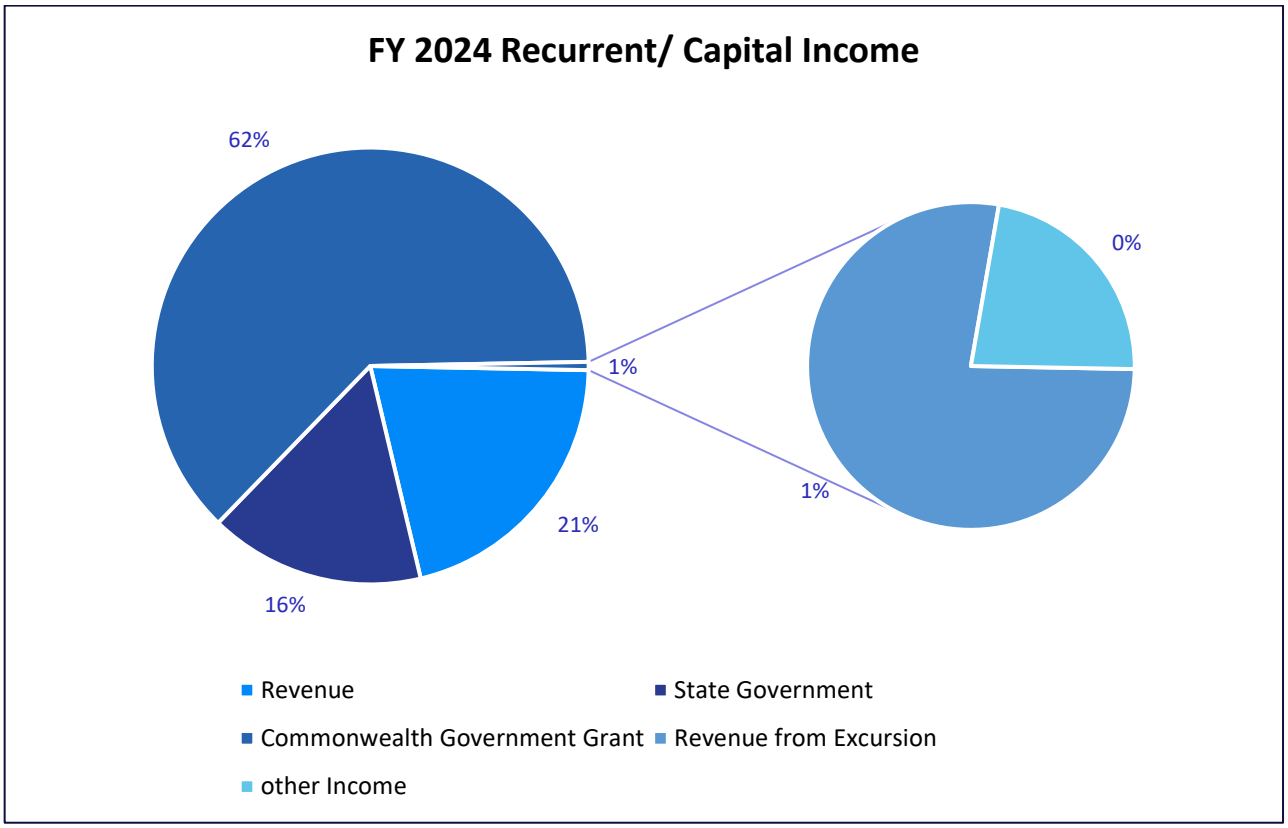
Upholding core principles such as effective communication, reliability, approachability, and alignment with school values, SRC members play a vital role in fostering a positive, inclusive, and student-focused school culture.

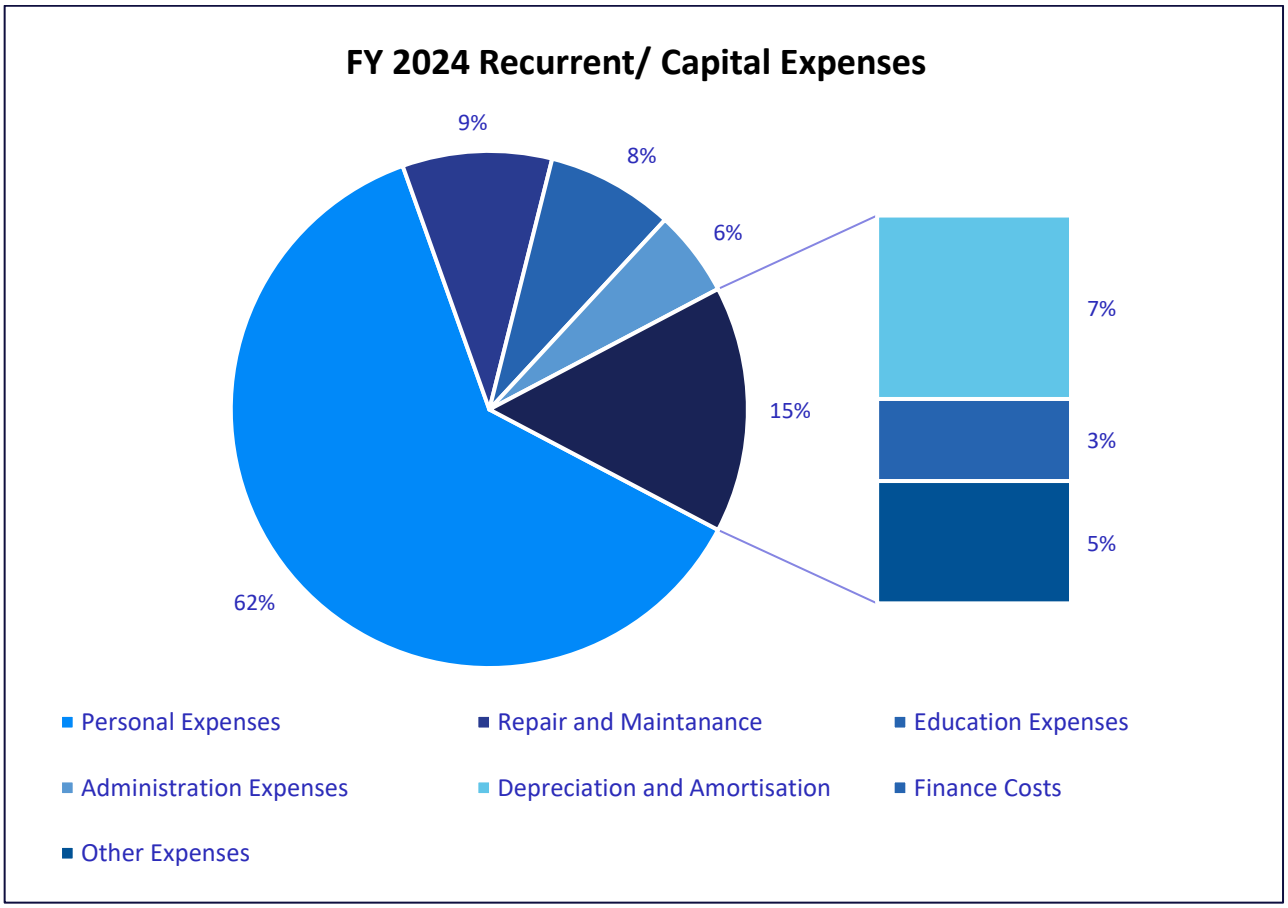
Staff: At Rissalah College, our passionate staff are committed to delivering high-quality teaching and learning. They enjoy sharing ideas, resources, and best practices with one another, always aiming to improve and stay up to date in their fields. Our teachers actively engage in professional development opportunities to grow their skills, ensuring every student benefits from their expertise.

We pride ourselves on a collaborative and supportive team culture, where diverse perspectives come together to help every student thrive.

To keep communication open and support ongoing growth, we have an open-door policy that gives staff easy access to the Principal and Deputy Principals. Regular meetings with Stage Coordinators and weekly staff gatherings create spaces for honest conversations and teamwork, helping us make decisions together and keep improving as a school community.

Theme 13: Summary of financial information





Theme 14: Publication Requirements

Rissalah College has completed its publication requirements by providing:

- Annual Report provided to NESA or RANGS Online, no later than 30th June 2025
- Public disclosure by publishing the annual report or its availability is advertised on the School's website no later than 30th June 2025 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