



WESTERN GRAMMAR SCHOOL

2020 ANNUAL REPORT



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About this Report

Western Grammar School (**WGS**) is a trading entity of “**The Contributors Society Pty Ltd (TCS)**”. TCS is a registered educational institution holding the registration certificate issued by the New South Wales Education Standards Authority (**NESA**) from Kindergarten to Year 12. The Contributors Society Limited is a non-profit organization, approved authority for the registration system formed under Section 39 of the NSW Education Act 1990. As per the constitution of TCS, the school board is appointed by the members of TCS for the term of two years. The school board governs and oversees the major affairs of the school.

The Annual Report 2020 of Western Grammar School provides important information to the community, relevant departments and the governing bodies as an overview of the school's performance and academic targets achieved by the school throughout the year. It represents the progress of the school in all directions including but not limited to the quality educational environment and academic opportunities provided to all students. It also outlines the impact of key school policies and procedures required for the learning of young Australians. The school report also outlines new initiatives undertaken by the school during the school year 2020. Accordingly, this report is a demonstration of responsibility to the community, school board, TCS council and other related authorities. This report also serves the purpose of compliance to New South Wales Education Standards Authority (**NESA**) requirements.

This report is one of the communication methods that provides important information to the community. Other means of communication such as newsletters, admin notes, website, face book and text messaging are regularly and commonly used by the school to provide constant and essential information to the community, parents and members of the school board. The printed copies of annual report are available upon request to our office staff or from reception, it is also available to the public, parents and school staff via our below mentioned website link.

Please contact the school reception for the printed copy of this report if required.

Principal: **Mr. Irfan Afzal**
Address: 15 Cannery Road, Plumpton, NSW 2761.
Phone: **02 9677 9229** Fax: **02 9675 4060**
Email: info@wgs.nsw.edu.au
principal@wgs.nsw.edu.au
Website: www.wgs.nsw.edu.au

Chairman's Message

The 2020 school year at Western Grammar School (WGS) was one of great growth, development and Covid-19 teaching and learning delivery challenges under the capable stewardship of Principal, Mr Irfan Afzal, supported by his senior management team.

Alhamdulillah, our school and community responded admirably to the challenges and trials that COVID-19 unexpectedly brought on to us and the nation as a whole. It was a sudden change for WGS staff to adapt, with the move to online learning and the implementation of new rules and precautionary measures. WGS both maintained its responsibility to keep its community safe and also ensured that our students continued to receive quality education.

Western Grammar School's journey began in 2012 with just seven students in Primary education. Since then, our school has grown significantly and now caters to students from Kindergarten to Year 12, with our third cohort of HSC students graduating in 2020 with commendable grades. For a young school, this is an excellent accomplishment. Our primary goal of becoming a leading school in Australia is fast becoming a reality, attainable through the hard work and passion of the school's management and staff and the continued support of the community. 2020 saw our school once again receive a remarkable number of enrolment applications and the board has responded to this consistent growth by finalising the comprehensive master plan for the school's expansion, considering both its short-term and long-term needs. Following the completion of this master plan in the coming years, we should see WGS fully equipped to meet the demand with purpose-built educational facilities. We are perpetually grateful for the commitment and support of the parents and the community, and we recognise our responsibility to respond by providing quality infrastructure, resources and services.

The School Board and the Principal have worked very hard to fulfil the needs of the community and we hope you will continue to support us as we grow. Western Grammar School also continued its proud tradition of community engagement by involvement in numerous community initiatives and programs and we thank you for taking part in those meetings and gatherings at our school.

On behalf of the School Board, I would like to acknowledge and express gratitude to the staff of Western Grammar for their continued dedication and hard work, and to the students, parents and members of the community for their continued support for the school. I also would like to express the School Board's appreciation of the leadership of our Principal, Mr Irfan Afzal, for his unconditional commitment to the school.

The Western Grammar School Board is privileged to continue serving the community by growing the facilities in terms of capacity, quality and technology to deliver effective 21st century learning. We endeavour to enable our graduates grow into effective, confident and ethical young Australians who will be a credit to their families and to society as a whole.

Subhan Ali JP

**B.Arch, RAIA, GradDipBS, GradCertFM, CFM
Western Grammar School
Board Chairperson 2019**

School Profile

Western Grammar School is a co-educational school located in Plumpton that started its operation in March 2012. The school caters for students from Kindergarten to Year 12.

School's Motto / Slogan

Excellence through learning

School's Mission Statement

Our mission is to provide quality education in a caring environment producing ethical, resilient, life-long learners.

School's Values

WGS (Western Grammar School)

Work

Grow

Succeed

SCHOOL'S VISION

Our vision is to be an exceptional Australian educational institute based on Islamic teachings.

School's Educational Philosophy

Our educational philosophy is vastly based upon the following inherited beliefs derived from the Quran and Sunnah. It also includes the teachings of great people in history.

- **"Read, with the name of God, who created you"** (Al-Quran)
- **"Seek Knowledge from the cradle to the grave"** (Prophet Mohammad (PBUH))
- **"He, who opens a school door, closes a prison"** (Victor Hugo)
- **"What we want is to see the child in pursuit of knowledge and not the knowledge in pursuit of the child"** (George Bernard Shaw)
- **"Education is transmission of Civilizations"** (Will Durent)
- **"Who dares to teach must never cease to learn"** (John Cotton Dana)

Our Aims & Objectives

The School's main objective is developing the whole personality (intellectually, spiritually, socially and physically) of the young students in addition to the development of their individual talents and abilities in order to live a peaceful and prosperous life.

- Provide opportunities for students to develop their potential in a safe and supportive educational environment.
- Provide quality education in the Key Learning Areas as stipulated by the New South Wales Education Standards Authority (**NESA**).
- Establish an educational environment based on the welfare and well-being of students.
- Encourage our students to be critical thinkers, problem-solvers and creative individuals.
- Encourage teachers to seek professional growth that enhance their teaching skills and strategies.
- Promote effective communication amongst students, parents and teachers.
- Uphold the Western Grammar motto and school rules.
- Promote the achievement of excellence among students.
- Emphasise co-operation and teamwork as essential skills of life.
- Help and encourage positive relationships with students, parents and the community.
- Prioritise the teaching of basic skills in literacy and numeracy.
- Provide a balanced educational experience for pupils covering all areas of the curriculum to recognise and develop different abilities.
- Encourage maximum effort and regard for achievements at all levels.
- Provide opportunities to further develop ICT skills.
- Seek and encourage a two-way contract between home and school for mutual trust.
- Utilise the extensive potential and interest of the parents for the ultimate benefit of the students.

School Year 2020

In 2020, Western Grammar saw the third batch of HSC students graduating with significantly positive results that was a great achievement for the school. Western Grammar School has achieved the first band sixes in two subjects in the HSC examination.

The school is in the process of consolidating primary and high school sections. More experienced staff have been employed to provide quality teaching and coaching to the senior students to improve their educational standards.

The planning and development of the Master Plan was another very important target of the year, and after a lot of discussion, pondering and consultations with the school board, relevant experts and architects the master plan has been finalised on the land currently available. The current master plan DA was lodged in April 2020, another milestone for the growth of WGS, that is designed keeping in mind the future growth of the school. The current Master Plan has building stage 3, 4, 5a and 5b. Building stage 3 contains classrooms, reception, amenities, meeting rooms, accounts and Principal office. Stage 4 is underground parking, 5a is a classroom building and 5b is a large multipurpose activities hall. The construction of current Master Plan will provide sufficient facilities to cater the need of at least 550 students. The school has also purchased more land that is required for the purpose of future inevitable growth of the school.

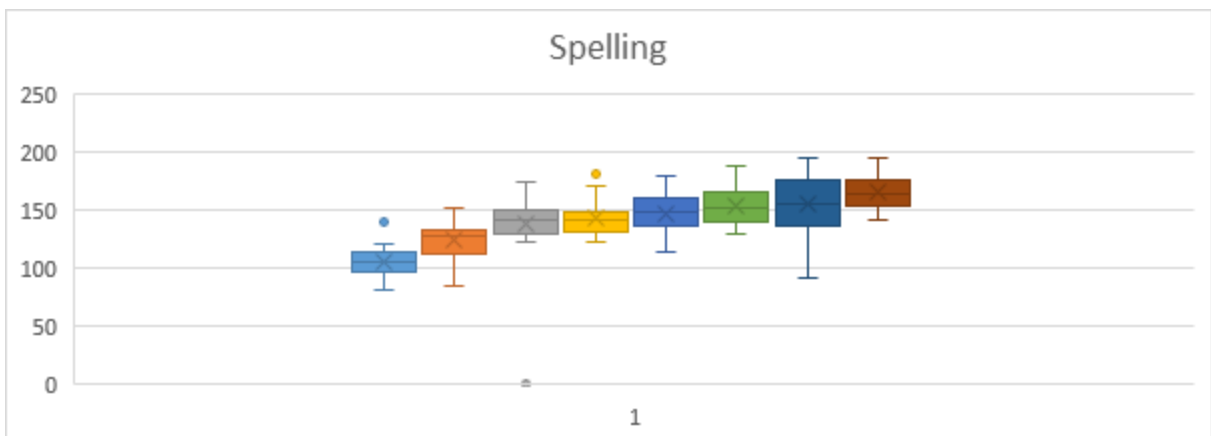
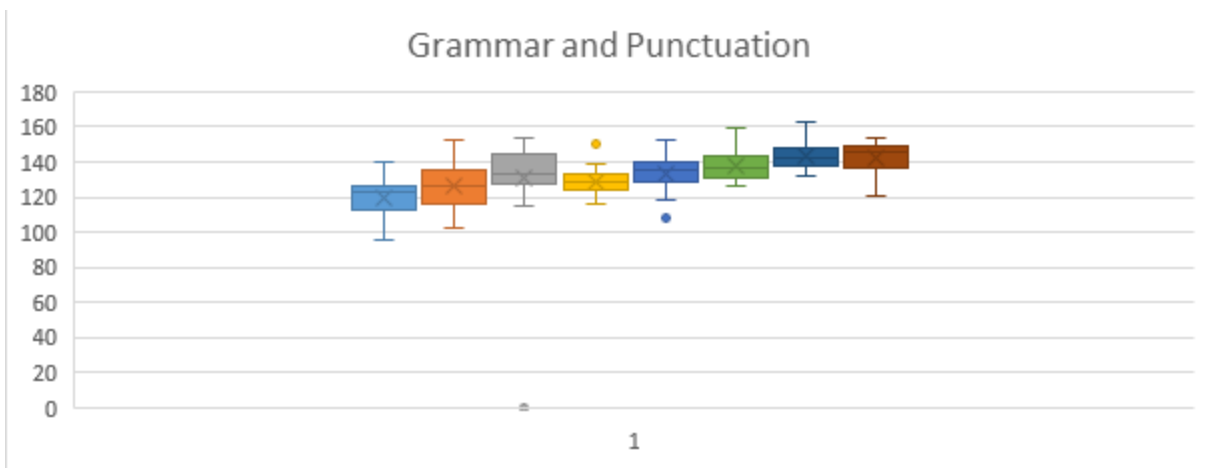
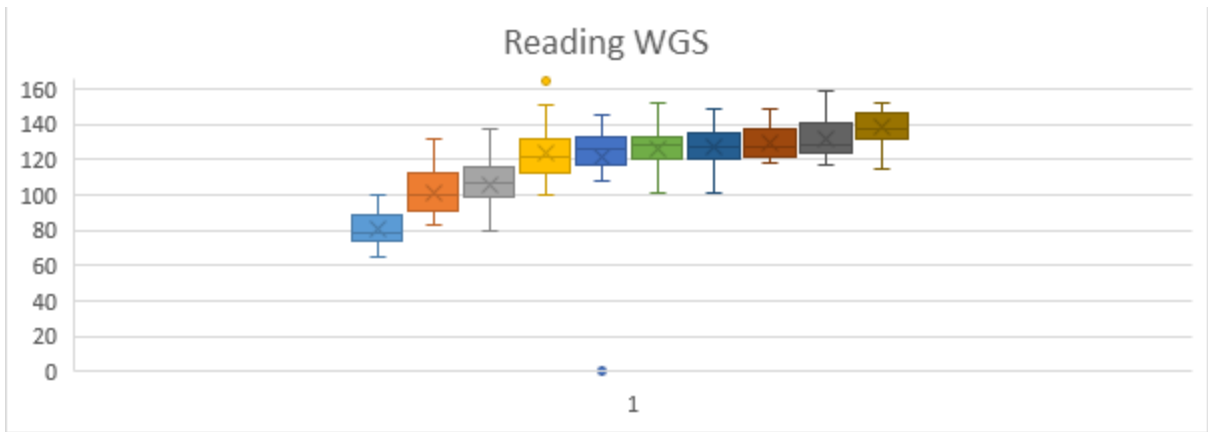
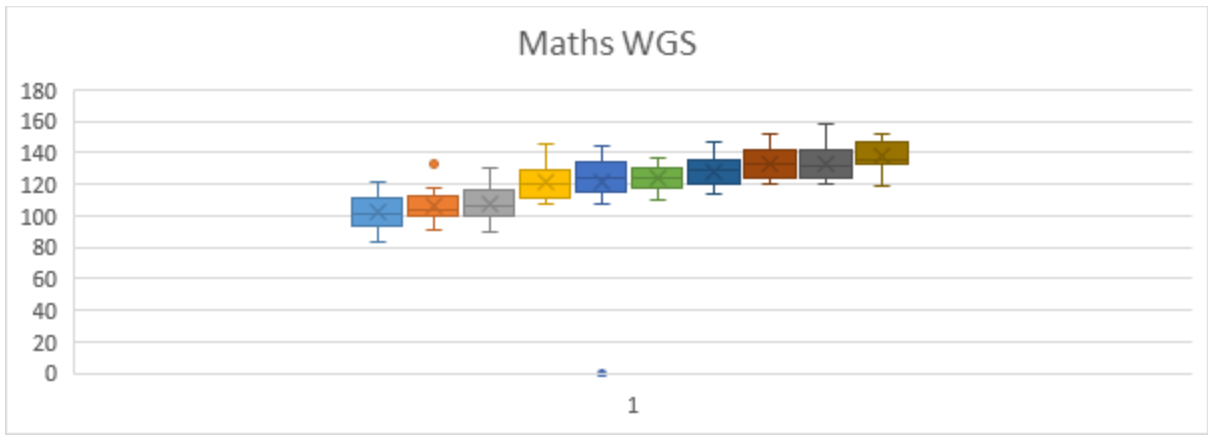
Academic Performance – 2020

NAPLAN - 2020

Unfortunately, due to COVID -19, the NAPLAN tests were not held in 2020. However, Western Grammar School worked on a different external platform for the assessment of the Numeracy and Literacy standards of school students during 2020.

External Assessment Programs

In 2020, WGS introduced the Progressive Assessment Tests (PAT) which have been created by Australian Council of Educational Research (ACER). The domains in which the students were tested are Grammar and Punctuation, Mathematics, Reading and Spelling. The tests were designed as multiple-choice questions. In November 2020, the results of students from Kindergarten to Year 10 are shown below in the graph.



As compared to the nationwide results of 2016, WGS has performed well. The average scale score comparison in Mathematics and Reading between WGS and the nation is shown below in the table:

Average Scale Score Comparison- WGS vs Nationwide 2020				
Year Group	Mathematics		Reading	
	WGS	Nationwide	WGS	Nationwide
1	100	93	79	85
2	104	103	101	100
3	108	111	106	110
4	121	117	123	119
5	124	123	126	125
6	124	127	128	129
7	130	130	127	132
8	133	134	127	135
9	131	136	132	137
10	136	139	137	140

Moving forward, WGS aims to have an overall growth target of 2% by the end of 2021.

Other Internal Assessment Programs

The school also use several internal assessment programs such as Half Yearly Exams, assignments, projects and Yearly Examinations to monitor the student performance in order to enhance their academic level. WGS also use multiple competitions and challenges to improve the academic level of the students. It is school's policy to provide maximum support to improve the academic level and standards of the students. The school senior staff regularly monitor students individual study plan.

High School Certificate (HSC)

Third batch of HSC passed out with exceptional results during 2020. As a cohort there were academic struggles evident initially, however the group improved significantly due to the hard work and dedication of WGS teachers and SM team.

The performance of our third batch was certainly far above our expectations and for the first time WGS was able to attain a ranking. Positive feedback from parents were received. This has also filtered through to the school community, regarding the efforts of WGS school staff and management, as well as for the improvement of HSC students' academic performance.

Almost the entire graduating class received admission offers from universities. 2% of our HSC students scored Band 6, 19 % scored band 5, 30% scored band 4 and 45 % of students scored Band 2 and 3. The table below shows the band analysis of the 2020 HSC results.

HSC RESULTS ANALYSIS OF WGS's STUDENT BATCH OF 2020															
S/NO	BANDS	BIOLOGY	BUSINESS STUDIES	CHEMISTRY	ENGLISH STD	ENGLISH ADV	MATH STANDARD 2	MATH ADV	MATH EXT 1	STUDIES OF RELIGION 1	STUDIES OF RELIGION 2	PDHPE	TOTAL	Marks	%
1	6					1						1	2	90% - 100%	2%
2	5		4			1	3	1	1	1	5		16	80% - 90%	19%
3	4	4	3	1	5	4	1	3			3	2	26	70% - 80%	30%
4	3	1	3	2	3	1	6				4	2	22	60% - 70%	26%
5	2	5	2		2		1				2	4	16	50% - 60%	19%
6	1		2								1	1	4	35% - 50%	5%
TOTAL		10	14	3	10	7	11	4	1	1	15	10	86	0	100%

Numeracy and Literacy Strategies

Literacy and numeracy are important for the success of students for their academic achievements and career aspirations. WGS has a consistent and vital literacy and numeracy approach which is included in our teaching programs. WGS has multiple activities including learning support classes that are conducted to assist the students facing difficulties in the English language. WGS has an established learning support department that provides opportunities and coherent frameworks to support students throughout their schooling time at WGS starting from Kindergarten.

Our school is dedicated to providing rich, engaging and relevant literacy experiences to enhance the knowledge of our students and develop their proficiency as learners. During 2020 students participated in many enjoyable literacy-based activities including write a book in a day, writing competitions, debating competitions, book week, Premier Reading Challenge, and National Literacy Week. These events were highly successful and continue to encourage our students to develop and appreciate a love for reading and reward students for using their creativity and imagination in their writing. Literacy is the single most important part of education. Without literacy, all other learning is impossible. Without the core skills of literacy and numeracy, learning in all other key domains will be a struggle. This often leads to lower access to further studies and limits all forms of good job prospects for an individual. We recognise that numeracy, like literacy, is a crucial pillar of learning and an indispensable component of our school curriculum. We strongly believe numeracy is about students having the confidence to choose and use mathematics skills they learn at school in everyday life, as well as the classroom.

During 2020, the school has provided more IT equipment's and tools for students to enhance their computer related skills. The school has a computer lab was utilised by primary and high school students to develop their understanding about the digital education. Get Reading Right,

Prime Maths and Reading Eggs were the major programs used for the improvement of literacy and numeracy level in primary school during 2020. In 2020 all formal assessments were conducted as usual for the assessment of students learning in these areas.

Technology Supported Learning

At Western Grammar, we implement alternative methods of teaching to ensure Information and Communication Technologies (ICT) is thoroughly implemented into various lessons. Learning today demands new pedagogical and technological approaches to using ICT. School approach is to prepare students for the demands of rapidly evolving global market by facilitating learning in a technology-rich environment where students and teachers develop understanding about powerful learning and teaching.

Technology and computers became an integral part of education, the school has long term and short-term plan to continuously keep on improving its ICT infrastructure and facilities. The school currently has fully equipped computer labs for all students. Additionally, new tablets and iPad were purchased during 2020 in order to facilitate students learning during the difficult time of Covid Pandemic.

Almost every general-purpose learning area is fully equipped with projectors and AV system. IT resources and facilities were provided for the learning teaching of all KLAS. IT network, computers, devices, and Internet access are closely maintained by our IT department who also provide all users with the support they need. For HSC student's extra technology was provided under supervision to complete their tasks and assignments during their formal and informal assessments. Having regular access to a personal computer at school was essential for their progress. Therefore school equipped HSC students with additional IT equipment and services during school hours.

WGS senior staff and teachers are fully aware about the adverse effect and disadvantages related to the misuse technology and social media. In order to address these issues and concerns close monitoring and supervision was arranged and senior staff ensured that the students have safe and supportive environment for their learning.

Student Enrolments

As per previous years influx of enrolment applications were received during 2020 for the admissions of 2021. Unfortunately, due to the very limited available spaces only handful number of students were enrolled and priority was given to the siblings of existing school students. This is an evidence for rapidly growing image of the school in local community. Therefore, it is clearly foreseeable that further growth and development of facilities is imminently and urgently required.

WGS enrolments are governed by the school's enrolment policy. This policy is available on the school website. Parents wishing to enrol their child at Western Grammar School are required to complete an enrolment form and pay an application fee. The parent/guardian of the child

must undertake to meet their financial responsibilities for the ongoing enrolment. They should also advise the school admin staff of any standing court order or issues that may impact the learning of their children. Identifications documents and documents of custody, if applicable, must be attached with the enrolment application.

For a copy of our enrolment policy visit our website at www.wgs.nsw.edu.au or contact school office.

Procedure for Enrolment

The parents/guardians of students must properly fill the admission application form, and application forms must be accompanied with the following supporting documents:

- Birth certificate/Citizenship documentation
- Immunisation records
- Information regarding any allergies/medical conditions
- Information regarding asthma and/or anaphylaxis and supporting action plans
- Two recent school reports (if applicable)
- NAPLAN results (if applicable)
- Information relating to any special needs, diagnosed disabilities, or gifted/talented
- Relevant court orders (if applicable)

When the completed application form and fees are received, the admin will notify the parents/guardians of a date when their child will require to sit an entrance exam for the assessment of students' entry level. After the exam and interviews, the assistant principal and deputy principal or any designated senior staff oversees the procedure of due diligence and prepares a report for the principal for an approval of admission. Senior staff review the student's performance along with academic and behavioural records from previous schools. If the student is accepted, the school will issue an admission offer letter specifying the conditions of enrolment. Upon accepting an offer of enrolment, Term 1 and building fees have to be paid in advance.

A withdrawal form has to be filled if a parent wishes to withdraw their student. The school may review the student's enrolment and may suspend or expel any student under special circumstances. Parents are required to read all relevant policies including the school enrolment policies before signing any documents.

The student number is reflected in the table below as per census of August 2020.

Enrolment status as at August 2020	
Primary (K-6)	201
Secondary (7-12)	120
Total	= 321

Student Attendance

WGS monitors student attendance very carefully. Late arrivals need to come to the office to fill in late notes to explain the reason for coming late to the school. This procedure is adopted to monitor student's late arrival which gives the school an opportunity to address these issues of punctuality or attendance.

Parents/Guardians of students need to explain the reason for the absences of their child if he/she is away from school regularly. WGS has embraced this methodology to guarantee that students are protected and their non-appearance from the school is explained and justified. Communication with parents/ guardians has proven to be an exceptionally successful method for monitoring student's attendance.

Parents of students who are absent from school are contacted on a daily basis to find out the reasons for their absence. WGS has adopted this procedure to ensure the safety of the students and their absence from the school is justified. Contact with parents has proven to be a very effective way of maintaining the attendance of students. Medical certificates are required when students are away for extended periods of time due to health issues. Western Grammar School's attendance policy is available on our school website.

Parents/ guardians of students who wish to apply for long leave for reasons other than sick leave are asked to fill a carer leave form and provide the reasons for non-attendance from school. The parent/carer should apply for leave ahead of time and leave is subject to approval by the Principal. It is advisable that parents must not make travel arrangements prior to the consent of leave approved by the Principal. It is also recommended that parents/guardians should limit their children's absence from school and plan holidays in school breaks as this could impact students' learning and academic performance. Extended sick leave and unexplained nonappearances will be informed to the school liaison officer. Student records will be kept for a period of 7 years. The school can deregister students due to their unexplained and unreasonable absence from the school.

Student Attendance Record of 2020

ATTENDANCE 2020				
Class/ Year	Semester 1	Term 3	Average	Absence
Year 1	90.00%	94.00%	92.00%	8.00%
Year 2	87.50%	96.00%	91.50%	8.50%
Year 3	88.50%	94.00%	91.00%	9.00%
Year 4	92.50%	95.00%	93.75%	6.25%
Year 5	90.50%	92.00%	91.25%	8.75%
Year 6	87.00%	95.00%	91.00%	9.00%
Year 7	90.00%	91.00%	90.50%	9.50%
Year 8	83.00%	92.00%	87.25%	12.75%
Year 9	88.50%	90.00%	89.00%	11.00%
Year 10	80.50%	83.00%	81.50%	18.50%
Overall Average	87.80%	92.20%	89.88%	10.13%

Note: The overall attendance of the school students is satisfactory and is normally above 90%, however the attendance below 90% in semester 1 is due to the Covid 19 catastrophe which started in Term 1, 2020. It is also largely due to students not logging on to the online classroom timely. The table above gives a clear indication of the rise in student attendance in Term 3 as face to face teaching resumed. According to the 2020 attendance data collection Western Grammar School has an overall average for K-10 student attendance is 89.88%.

Outline of Key Policies

Western Grammar School aims to provide education for children in a safe, supportive and nurturing environment. The School will teach the NESA curriculum and Islamic Studies subjects to cater for the needs of enrolled students. Parents and students are expected to support the values and ethos of the school.

Enrolment Policy

As per school enrolment policy the sibling of the WGS existing students will have the first priority for admission in the school subject to the fulfilment of enrolment criteria and available vacancies. Students who are offered position and enrolled are required to adhere and comply with all school rules, policies and procedures to maintain their enrolment.

The entire policy is available on the school's website at www.wgs.nsw.edu.au

Welfare

Western Grammar School has a proper department for the well-being of students. It is clear understanding of the school and the school management that for the better academic achievement student's well-being and welfare is a foundational requirement. In addition to legislative requirements, it is part of the school objectives to provide a safe and supportive environment based on the welfare and well-being of the students. To achieve this the school has policies, procedures and programs in place. The school board and senior management fully understands the importance of student safety and welfare. Student welfare goes beyond academic performance to include the physical, spiritual, emotional and psychological well-being of students.

Despite the challenges presented by the Covid Pandemic which required a brief period of online schooling, several welfare and wellbeing events and programs were held in 2020. These included: sun-safety week, harmony week, a disability services centre excursion by Year 10 students, anti-bullying week, and a Year 6/10 Peer Support Program. These events helped students outside of the classroom to develop the important values of respect, empathy, kindness and belonging.

Students also had the opportunity to raise money for charity to help support victims of famine and disaster overseas as well as for a women’s refuge locally. The welfare team continued to support students from disadvantaged families by providing uniform, textbook, groceries, and transport assistance.

The school counsellor continued to assist students in 2020 with techniques and strategies to manage challenges associated mainly with unhappiness, anxiety, academic decline, and social skills. With the increasing number of students requiring assistance, a pastoral counselling service was added in 2020 with the school’s religious studies staff allocated time to assist students using a spiritual healing framework. Mental health and wellbeing continued to be a major focus of the welfare team.

Policies and Procedures

In 2020, WGS revised and/or introduced the following policies, procedures and guidelines:

No.	Policy / SOP	No.	Policy / SOP
1	Student Awards	9	COVID-19 Student Precautions
2	Online Schooling for Students (Google)	10	Employee Exit
3	Online Classes	11	Employee Exit
4	Online Expectations	12	Publications
5	Online Teaching for Teachers (Google)	13	New Enrolment
6	Pandemic Working from Home	14	Child Protection
7	Screening of Teaching Resources	15	School Rules
8	COVID-19 Staff Precautions	16	Pay and Entitlements

Child Protection

The safety, protection and well-being of all students is of fundamental importance to Western Grammar. The School has a range of different obligations relating to the safety, protection and welfare of students including:

- a. A duty of care to ensure that reasonable steps are taken to prevent harm to students;
- b. Obligations under Child Protection Legislation; and
- c. Obligations under Work Health and Safety Legislation.

The purpose of WGS’ Child Protection Policy is to outline the obligations imposed by Child Protection Legislation on the School and on staff, contractors and volunteers and to provide guidelines as to how the School will deal with child protection matters.

Key Legislation

In March 2020 legislative changes were made to Child Protection. WGS undertook a review of its policy and incorporated the changes in a new policy which was issued in August 2020. The new policy is available on the school's website at www.wgs.nsw.edu.au.

There are four key pieces of child protection legislation in New South Wales:

- the *Children and Young Persons (Care and Protection) Act 1998* (“**Care and Protection Act**”);
- the *Child Protection (Working With Children) Act 2012* (“**WWC Act**”);
- the *Children’s Guardian Act 2019* (“**Children’s Guardian Act**”)
- the *Crimes Act 1990* (“**Crimes Act**”).

Further details regarding Child Protection Policy of Western Grammar School is available on our website www.wgs.nsw.edu.au or can be obtained from our office or by contacting our office.

Anti-Bullying

Western Grammar School’s anti-bullying policy and procedures are underpinned by the Islamic values of individual respect and the celebration of diversity. The school has a comprehensive approach of dealing with all forms of bullying. The policy is directed at both preventing bullying from occurring with a multifaceted, whole-of-school approach and responding effectively to incidents of bullying.

The school aims to promote a wholesome culture where the reporting of bullying is encouraged. The school is committed to a process that seriously and sensitively responds to reports of bullying and provides procedures where the victim is cared for holistically and the perpetrator’s misbehaviour is managed positively. The anti-bullying plan for 2020 included ongoing preventative strategies focussing on positive behaviours such as respect, safety and kindness. Appropriate and consistent disciplinary measures were adopted for the care and compassion of the student. Anti-Bullying week was conducted in March 2020 to enhance the importance of problems related to the bullying and their damaging impact on the students.

The Anti-Bullying Policy is available on the school website www.wgs.nsw.edu.au or can be obtained from the school office.

Complaints and Grievance Policy

Western Grammar’s Complaints and Grievance Policy aims to provide clear, positive and procedural fairness that allows grievances to be aired and resolved in a timely and effective manner. This policy is being implemented with positive, clear and effective processes for resolving grievances that may occur in the school, with staff, students and community members. This policy and procedure assist in building strong relationships, reducing anxiety, and ultimately providing students with an enhanced educational environment.

Discipline and Behaviour Management

Western Grammar School's behaviour management philosophy is based on a supportive and preventative discipline model. The school's behaviour management philosophy is not limited to shaping student actions, rather it aims to shaping attitudes to develop intrinsic characteristics like self-respect, self-discipline and God-consciousness.

At WGS every effort is made to manage positive behaviour of students. We offer support in terms of one-on-one sessions to see how we may overcome the issues students are facing. Managing disruptive, disorderly and problematic behaviour by some students is one of the challenges faced by teachers and the school management. It is therefore imperative that staff are trained and equipped to effectively manage student behaviour. WGS management regularly organises professional development sessions on behaviour management for staff.

The School Rules for students were reviewed and amended in 2020. Policies related to the Discipline and Behaviour Management are available on the school website www.wgs.nsw.edu.au or can be obtained from the school's office.

Student Awards

At Western Grammar School awards are given to students in recognition of their learning effort, academic achievement, creativity, leadership demonstrated, school sport representation, participation in community service activities, and excellence in conduct and attitude. The presentation of awards provides the school community an opportunity to acknowledge the achievements of the students and to celebrate their achievements with them. Through school awards and scholarship policy, WGS hopes to create an environment in which students realise that high standards of effort and achievement in all areas are expected and shall be rewarded.

In 2020 the Awards Policy was reviewed and amended to include tuition fee scholarships for DUX awards and cash prizes for outstanding HSC achievements.

Safe and Supportive Environment

Western Grammar School board and management understands the importance of policies and procedures that are required for safe and supportive educational environment. A safe and supportive environment is the foundation for a successful educational institution and is essential to ensuring students' welfare and academic performance. The school uses positive and motivational measures for behaviour management. The school's Discipline Policy, Award Policy, Student Welfare Policy, Anti-Bullying Policy, Complaint Resolutions Policy, Pastoral Care Policy and various other policies are implemented to manage the behaviour of students and to maintain the school educational environment. The school's management ensures that staff receive first-aid training. Annual mock evacuation and lock-down drills were also conducted in 2020. Bullying, discrimination and anti-social behaviour is not acceptable at Western Grammar School.

Corporal punishment is not allowed at Western Grammar School. The school awards' system is used to motivate the students. Detentions are designed to retain or seize the privileges from students for a short time. Severe measures as suspension and expulsion are only used in exceptional circumstances and as a last option to maintain a safe and supportive educational environment for all students.

Security at WGS is a priority and this is an area where all staff receive continuous training. In 2020 the comprehensive security improvement plan that was initiated in 2019 was continued. Funding received from the federal government was used to support the implementation of this plan.

Academic & Extracurricular Activities in 2020

Covid-19 – Online Schooling

As of March 2020, the World Health Organisation declared the rapidly spreading Coronavirus outbreak a pandemic. Coronavirus/ Covid-19 is a respiratory illness. It drastically changed how students were being educated around the world with students transitioning to online schooling. During this educational transformation, Western Grammar staff aimed to display courage to our students in this challenging time. The school further implemented certain procedures to slow and prevent the spread of Covid-19 including the promotion of good hygiene, taking temperatures of all staff and students and maintaining social distancing inside and outside of the classroom without compromising the educational outcome of our students.

Our students and teachers quickly adapted to the COVID-19 Pandemic challenge and transitioned to remote learning. With lock down measures in place, Western Grammar implemented creative ways to stay connected during the school holidays. This included:

Online Cooking Classes

'Cooking with Captain Khan' was created to entertain and encourage students, in addition to the standard key learning areas, to try something new during the Covid-19 lockdown. Students were given a list of ingredients a few days prior to follow through the recipe over a zoom session. This program was widely popular and received positive responses from students. Students created beautiful dishes including brownies, pizza, sushi and snacks.



Online Skill and Fitness challenges

Our students engaged in an online physical activity session conducted by high school teacher Usman Malik from Nurragingy Reserve. The 2-hour session started with a lung capacity test using simple materials. Students engaged in an ultimate frisbee demonstration showing the students how to maneuver and control the frisbee. They closed off with a strength challenge testing the number of pushups each person was able to complete in 30 seconds. This challenge was tested using a weighted 20kg vest for older students. Overall, it was a great way to keep students engaged in physical activity while at home.

Ramadan Workshops

During Lockdown, the school students, parents, and staff stayed connected through online Ramadan workshops that were held via zoom. The Islamic department at Western Grammar conducted 40-minute Ramadan reminder where attendees benefited while staying at home. An average of 40 participants joined each workshop and tips were given of how to make the most of their Ramadan during this overwhelming time.

Lower Primary Incursions/Excursions

Taronga Zoo

Although Covid-19 restrictions impacted many of the activities planned for Kindergarten, they were able to make it to their yearly zoo excursion in Term 4 to Taronga Zoo. It was an extremely exciting event for Kindy especially being their first and only excursion for 2020. The bus ride was filled with laughter and joy as students took in breathtaking views of the Harbour Bridge and Sydney Harbour area. On arrival, students were greeted by Taronga Zoo's friendly staff.

Our students were given hands-on opportunities to engage with animals up close and personal. They were also educated about animal care and conservation.



Reptile Park

Western Grammar had the incredible opportunity to host an interactive event featuring reptilian encounter led by wildlife educators from the Australian Reptile Park in Sydney. Kindergarten and Year 1 students learned about Australian ecosystems and were further given the chance to touch, feel and hold reptiles including a crocodile, python and lizard.



Sydney Sea and Wild Life excursion

Year 1 students had the opportunity to visit Sydney Sea Life and Wild Life. It was a day full of experiencing some of God’s great creations and appreciating their beauty and uniqueness. Year 1 got their hands into the waters and got to feel the textures of coral and starfish. Students were amazed by the dark room surrounded by glass and glowing jellyfish swimming.



Upper Primary Incursions/Excursions

Stem Clubs

Pre-Covid, lower and upper primary engaged in Science, Technology, Engineering and Math (STEM) clubs that were held to enrich and broaden students understanding in these subjects. Year 6 students were involved in making composite figures using jellybeans and skewers during a STEM club session. The lesson focussed on what students were covering in Mathematics studies. Students displayed good engineering skills and thoroughly enjoyed the activity.



Luna Park

Years 3 to 6 students were able to commemorate the end of exam period and 2020 with an exciting trip to Luna Park. Students were marvelling at the mechanics behind-the-scenes of each ride. Many were observing force that govern the different rides and linking it to what they have learnt in class. Students were able to enjoy their lunch, taking in the scenic views of the harbour. They laughed and enjoyed their first excursion of the year. Lots of tired but smiling faces returned at the end of the day.



Lower and Upper Primary Events

Book Week & Character Parade 2020

Primary students at Western Grammar School held its annual “Character Parade” in celebration of Book Week. This year a large emphasis was made on creativity of costume design, through home-made and recycled materials.

Students began the morning by walking the red-carpet class by class, to show-case their costumes. Prizes were given out to students in each class for their outstanding efforts in costume designs that were linked to book characters.

WGS teachers also joined in the celebrations, by dressing up in various book characters. Students were able to take pictures with friends and teachers, with a photo booth set up to capture these memories. We thank all families for their support with the students in making this an enjoyable day for all.



High School Events

Commerce Stalls

Year 10 Commerce students were tasked with a challenge to work in groups to design and create their own business suitable for K – 12 students. They worked on forming business proposals in their Commerce classes, creating an original idea, undertaking market research and forecasting finances such as expenses and sales. On the day, a variety of stalls including, pizza, Mexican cuisine, burgers, sumo wrestling competitions and dessert bars were on offer. The students learnt a lot from planning and running the stalls including ethics of Islamic financial transactions, group work, problem solving, resilience and perseverance. The percentage of the profit that was generated by the students were donated to the WGS welfare fund.



Grand Canyon Hike

Our stages 5 and 6, Year 9, 10, & 12, students had the opportunity to go on an excursion to the Grand Canyon Hiking Trail located in the Blue Mountains. Before beginning the hike, the students enjoyed breathtaking views of the Three Sisters along with Evans Lookout. The students engaged in the 7km hike with excitement and full of energy. They relished the difficulty and challenge of the hike but found the final kilometre incline very testing. Everyone completed the hike exhausted, but safe and sound. The students were then treated to a delicious charcoal chicken lunch.



Senior Events

Biology and Studies of Religion Excursion

Western Grammar's Year 11 Biology and Studies of Religion students went on an excursion to Taronga Zoo in Sydney. They investigated heredity and reproduction in organisms, as well as the environmental ethics when dealing with the captivity of animals. During a very informative presentation, all students were educated on the behind the scenes work done by the zoo which revolves around the study and conservation of animal species, such as the Corroboree frog.

Additionally, while touring the zoo, students were able to experience a plethora of wildlife from the infuriated chimpanzees to the majestic Bongo. It was a wonderful experience exploring the wildlife and sustainable environment at Taronga Zoo.



Sydney Water Educational Centre

Year 12 Chemistry students attend the Sydney Water Educational workshop in Orchard Hills. They explored the methods of Sydney water uses to provide clean, safe and healthy drinking water to Australian residents. Our students participated in a range of practical, hands on activities related to key chemistry principles they had learnt in class. Students assessed ideas that held misconceptions regarding water. This inspired them to change the focus of their depth study and share findings with their peers.



Year 12 Graduation

Western Grammar School celebrated the achievements of the Year 12 graduating students of 2020. Although COVID-19 safety restrictions, to help create a safe environment were in place, this joyous occasion was held via zoom for friends and families to celebrate this significant milestone in the lives of our graduating students. The Principal of WGS admired the efforts of the staff and handed graduation certificates to the students. Year 12 had their first HSC exam

on the 20th of October 2020 and ended their exams on 9th November 2020. We wish them the best of success throughout their future lives.



Year 12 Celebration Dinner

Western Grammar held its inaugural Year 12 Celebration Dinner, marking the completion of the HSC exams and thirteen years of schooling for its third cohort of graduates. The stellar event included speeches, awards, an entertaining video, gifts and a great number of farewell tears and memorable past moments.

Parents, teachers, board members and friends spent a warm and enjoyable evening celebrating with graduates the end of a journey and the start of a new chapter in their young lives. We wish them well for their future endeavours.



High School and Senior Events

Seek to Speak Public Speaking Competition

On the 2nd of July, Western Grammar School held its first ever Grand Final for the inaugural Seek to Speak Public Speaking Competition. It was a grand event that was thoroughly enjoyed by students, staff, parents and participants. The event saw two finals contested in High School, one between Bashar of Year 7 and Marwa of Year 9. The second final saw Faiza of Year 11 go head to head against Amira of Year 12.

Our Grand Final competition champions were Marwa and Faiza! They both performed exceptionally well and were deserved winners. In saying that, all the contestants delivered fantastic speeches with great use of props. They equally deserve congratulations for giving it a shot - public speaking is certainly not easy. Western Grammar aims to hold this competition annually so that students can participate and improve their skills, confidence and ability in public speaking.



Whole School Events

Sun Safety Week

Earlier this year, Western Grammar arranged a Sun Safety program as part of student safety measures. As part of Sun Safety Week, the school focussed on the application of sunscreen as procedures to minimise sunburn. All classes were shown a video by the Cancer Council and years 4-10 held a practical demonstration before going to sport. Events including Casual Hat Day and a drawing competition promoting Slip, Slop, Slap, Seek and Slide were held.



Harmony Week

Harmony Week activities were held at Western Grammar. This coincided with Thursday 21 March 2020, Harmony Day and the United Nations International Day for the Elimination of Racial Discrimination. Despite the Covid-19 pandemic, students took part in several events including creating artworks, flags and participating in multi lingual activities within their classrooms. Our students aimed to practise social distancing and regular sanitising, both in an out of the classroom. During the world pandemic, it was pleasing to see Harmony Day bringing students and staff together to embrace their cultural diversity.



Science Week

Science Week 2020 at WGS was a spectacular experience. Students from Kindergarten to Year 12 were engaged in a series of activities based on the topic ‘Deep Blue: innovation for the future of our oceans’.

The aim was to make science available and accessible to all students. Science is an area of study that can change the world and we want our children to be the leaders of tomorrow. Our high school students converted their classrooms into museums addressing the issues in our oceans including; the dilemma of plastics, the bleaching of our reefs, oil spills and overfishing. They became the educators and the advocates for change.

Our primary students created innovative models to demonstrate possible solutions for the future of our oceans. Overall, every moment of Science Week was a memorable experience.



Principal's Morning Tea

Western Grammar School held its second Principal's Morning tea to celebrate the exceptional behaviour and consistent effort of students at the school. Two students per class were selected and were honoured with a framed award and a delicious morning tea, in recognition of their outstanding achievements. The goal for this event is to encourage and motivate students who always reflect a high standard of ethos in class. That being, displaying respectful manners and behaviour, as well as following in the footsteps of our beloved Prophet Muhammed (s) and striving with effort to achieve goals.

Principal Mr. Irfan Afzal congratulated the students for their achievements and celebrated morning tea with students giving praise, support and advice to motivate students in continuing to use their skills and character traits, as lifelong learners and positive contributors of our local communities.



Eid Party

To eliminate the spread of Covid-19, students and teachers quickly adapted by transitioning to remote learning. After the Covid-19 restrictions were lifted, students were welcomed back to school and celebrated Eid on their return. Fun activities such as board games, class decorations and nasheed competitions were held. Students dressed up in vibrant clothes and enjoyed the fun activities planned.



Peer Support Program

Western grammar introduced its first ever Peer Support program. This program is designed to develop various leadership skills in our Year 10 students, who acted as support buddies for our Year 6 students. The program also allows for our Year 6 students to develop cooperation, team building skills and enhance healthy relationships that will benefit them, as they transition into Highschool.



Annual Assembly

The 2020 Annual Assembly celebrated the achievements of Western Grammar students. The annual assembly is one of the prime events of WGS that is organised to reward the students and to recognise their efforts and hard work during the academic year. Due to Covid-19 restrictions in place, the assembly was held in school hall via zoom.



Charity Drives

In 2020, WGS participated in raising funds for charity programs.

A student-lead fundraiser saw students and staff donate \$10500 for famine relief in Yemen. The money was given to a local charity, Human Appeal Australia, to provide meat to needy families in Yemen, where there is a devastating famine. Our Year 1 and Year 10 students raised more than \$1000 each and were recognised for their outstanding efforts. The school's principal, Mr Afzal, thanked students and staff for their generosity and compassion for those less fortunate.



Students and staff of WGS raised \$8000 for the Lebanon Crisis Appeal organised by a group of Year 7 students. These students were emotionally affected by the devastating bombings and thus motivated students and staff to donate. Significantly two classes collected more than \$1000 each. All students and staff demonstrated their generosity and concern for the less fortunate. The money was collected by AusRelief with the representatives ensuring the money will be used to provide much needed emergency health care in Beirut.



House of Sakina: Two representatives from a local charity, House of Sakina, visited WGS to receive \$2700 which was donated by our students and staff. Well done to Year 1 who raised the most and were happy to present the donation to the charity. The money will be used to support their work helping the victim of domestic violence women in need with food, clothing and accommodation.



Sports Events

Sports Day:

Western Grammar replaced its traditional Athletics Carnival Day with a Sports Day at school. This is one of the changes that were introduced to cope with the coronavirus pandemic. Students from Kindergarten to Year 4 participated in races including sack races and sprints on WGS grounds. Students from Year 4-11 participated in various track and field races at Alroy park. Despite the restrictions, both students and teachers had a very energetic day. Physical activity is encouraged at WGS as it has an enormous impact on concentration in the classroom. Overall, all students displayed a great attitude by cooperating and doing their best.



Kickboxing

WGS students had the exciting opportunity to participate in Kickboxing this year hosted by a high school teacher. The excitement of the students was infectious as they gathered weekly, on Friday afternoon, boxing and kicking their way out of the week and into the weekend. The carefully selected group of students from Year 5 and Year 6, were given their rules and were encouraged to see our set goals for the end of the year – disciplined, fitness, strength, encouragement and teamwork. With that, students endeavoured to make sure each week was fun, energetic and sweaty.



Peer Support Amazing Race:

The Peer Support Program completion was celebrated with an Amazing Race, organised by our Year 10 Peer Leaders and their Leadership teacher Ms Matthews. The race started with Year 6 teams solving riddles then moving between ten different stations, completing various activities and solving riddles at each. Year 6 students had an “amazing” time running from station to station, completing each activity. This truly was a wonderful opportunity for our Peer Leaders and their buddies to bond for their final session of the year. The race ended with a pizza lunch, which was well deserved and much appreciated.



Bowling and Laser Tag:

Year 7 and 8 students went for an excursion to participate in 10 pin bowling and laser tag. The excursion helped them to develop their skills in coordination and team work abilities. The students had snacks and drinks at the venue and strengthened their bonds of friendship.



Parent Satisfaction and Feed Back

Parent feedback is one of the most important factor and source of information that could help school administration to improve the standards of education for the students. Unfortunately,

majority of the parents do not actively participate in the events and information sessions organised by the school for their knowledge and understanding about the parenting role required for the best achievements of their children. During 2020, multiple methods were used to obtain a proper feedback from the parents. It is important to emphasise that parents' feedback is fundamental tool to improve the performance of our students and our academic standards. WGS believes in giving importance to the feedback of parents and adhering to a proper, constructive and productive feedback of the parents. It is important for the parents to give priority and to participate in giving proper, balanced and fair opinion and feedback related to the school performance and concerns for the wellbeing and better academic achievements of their children at WGS.

There are multiple opportunities provided to the parents including but not limited to the parent-teacher's face to face interviews twice a year. WGS staff are directed to understand and accommodate any point or concern raised by the parents, staff is trained to consider all possible options and to follow up with the parents regularly until their concerns are resolved. During 2020 parent teacher interviews were conducted via zoom and about 80% parents participated in these interviews. Parents feedback was satisfactory and a high level of satisfaction was shown by the parents providing insight to their opinions and perceptions regarding teaching and learning methods of WGS staff. In addition to these formal interviews multiple events and functions including but not limited to the online parent info sessions were part of many activities of the year 2020.

Other channels of communication such as newsletter, admin notes, dairies, emails, text messages, face book and Skool loop were used to display the school performance for the satisfaction of parents. School board and management is extremely gracious and appreciate the support from the community, parents and staff.

Western Grammar Teaching & Other Staff Profiles in 2020

Teaching staff at WGS are registered, accredited and are endorsed for teaching the Australian curriculum as per standards and requirements of NESA. The number of staffs is increasing every year due to the rapid growth of the school. We have a good rate of staff retention due to our pleasant and productive working environment. We are building a group of exceptionally devoted, faithful and dedicated individuals. It is another measure to improve the performance of WGS.

The staff at WGS is qualified and possessing high expertise and passion for teaching. Staff at WGS is provided extensive amount of support from the senior staff and management. WGS has exceptionally positive, productive and pleasant working environment. School working environment is a foundation for the school educational environment that helps students to accomplish high academic achievements. Senior administration, staff and the Principal are friendly and task oriented. Transparency and professionalism is a priority when resolving and addressing staff concerns to maintain the positive and pleasant work environment of WGS.

Teacher's Standards & Rate of Retention

WGS' teaching staff is approved and accredited by NES. Approximately 95% of our teaching staff holds Australian qualification. Almost 40% of teaching staff is accredited with proficiency having extensive amount of experience. The school has policies and procedures in place to regularly enhance and maintain the teaching standards of the staff.

The rate of retention at WGS is significantly high and satisfactory, however as usual few staff left the school during 2020 for personal reasons including travel and distance from the school. Majority of our senior management and senior staff is working since school's inception. Majority of senior staff and teachers are highly committed to the school and its environment. Staff rate of retention at WGS is remarkable and considered to be a positive indicator.

Educational Environment

The educational environment of WGS is significantly admirable. Students at WGS are displaying enormous improvements in their academic levels due to the safe, protected, steady and wonderful environment provided for their learning. Bullying is not allowed in any circumstances and is firmly dealt with giving students better chances to accomplish their objectives and academic success at WGS.

Minimum teaching standard have been implemented from 2020 to ensure that students are serious about their learning. Instructional methods were improved with the consideration of current teaching methods to help in delivering the educational syllabus successfully. Number of PDs and teacher training opportunities were provided to the staff during 2020 in order to enhance their abilities and skill. The Primary Coordinator worked with teaching staff to deliver the curriculum in the most organized and engaging style for students. A lot of work was done to plan for the execution of the new Science and PDHPE syllabuses. At WGS it is ensured that students and teachers cooperate in a productive and task-oriented environment that is helpful in dynamic instructing and learning. Each individual in the learning process supports the other, regardless of whether it be a specialist, researcher, instructor or student.

Staff at WGS ensures that the educational modules are adaptable and receptive to the students' different educational needs. This diversity enables us to expand upon every student's ability to create as a self-coordinated and versatile student, when they are ready. The consistent and close observing of the most recent and instructive research is the primary reason behind extraordinary learning opportunities given at WGS during 2020. The school is regularly progressing towards its prime objective of becoming one of the best educational institution and an icon for the local community. As a whole learning and teaching environment at Western Grammar is dynamic, multidimensional and produces amazing results.

Student Special Needs

WGS caters for NCCD students with minor learning difficulties and issues such as ADHD and autism. However, WGS is not specialised to cater for the students with special needs. WGS believe in a holistic principle, which focuses on the social fitness for both present and future of

students. In accordance with the NSW Curriculum results, the programs for WGS are drawn from the Australian Curriculum and NSW Syllabuses. WGS additionally attempts to broaden areas of Literacy, Numeracy and Personal and Social Capability for those students who are using individualized educational modules.

WGS gives a Learning Enhancement Program, which is an innovative and multi-faceted program that gives a strong basis for future educational programs. It is an extraordinary way to help the students with special needs. WGS staff understand that students learn at different levels and absorb knowledge at different rates. We have set up customized instructing projects to help those students who take in information more gradually or need extra help, while in the meantime permitting the individuals who are requiring enhancement, the chance to push themselves further. During 2020 the students with special needs were provided more attention and resources for their learning through continuous adjustment to the educational modules.

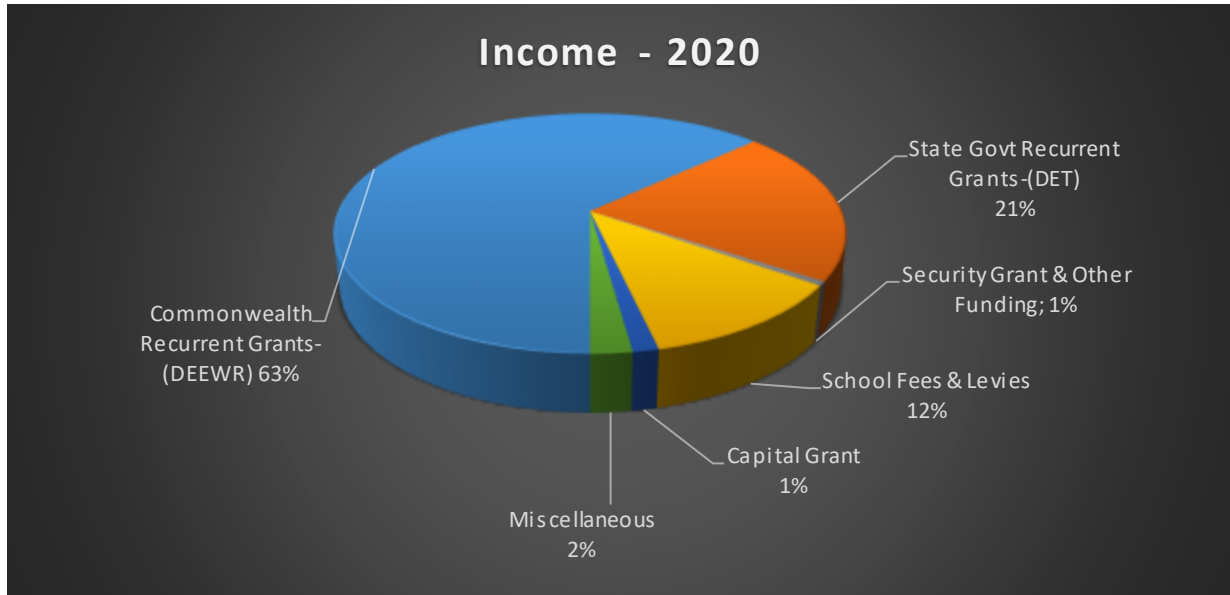
Staff Training & Professional Development - 2020

WGS gives paramount importance to the development and training of the teachers so they could equip themselves to perform their level best. During 2020 a comprehensive schedule of professional development (PD) and training for the teaching staff in order to develop their educational standards and skills was implemented. Due to the requirements of NESA for the maintenance of teaching standards additional opportunities and support were provided throughout the year. Representative from AIS were invited to present sessions for our staff to keep their skills up-to-date and to keep pace with the changing trends and new curriculum requirements. WGS organised many external and internal PDs' for their staff during 2020 and these sessions were extremely effective in helping the teachers to enhance their skillset and teaching abilities. Eight to ten days were allocated for the formal staff PD sessions in addition to the ongoing meetings and various other sessions conducted by the senior staff throughout the year.

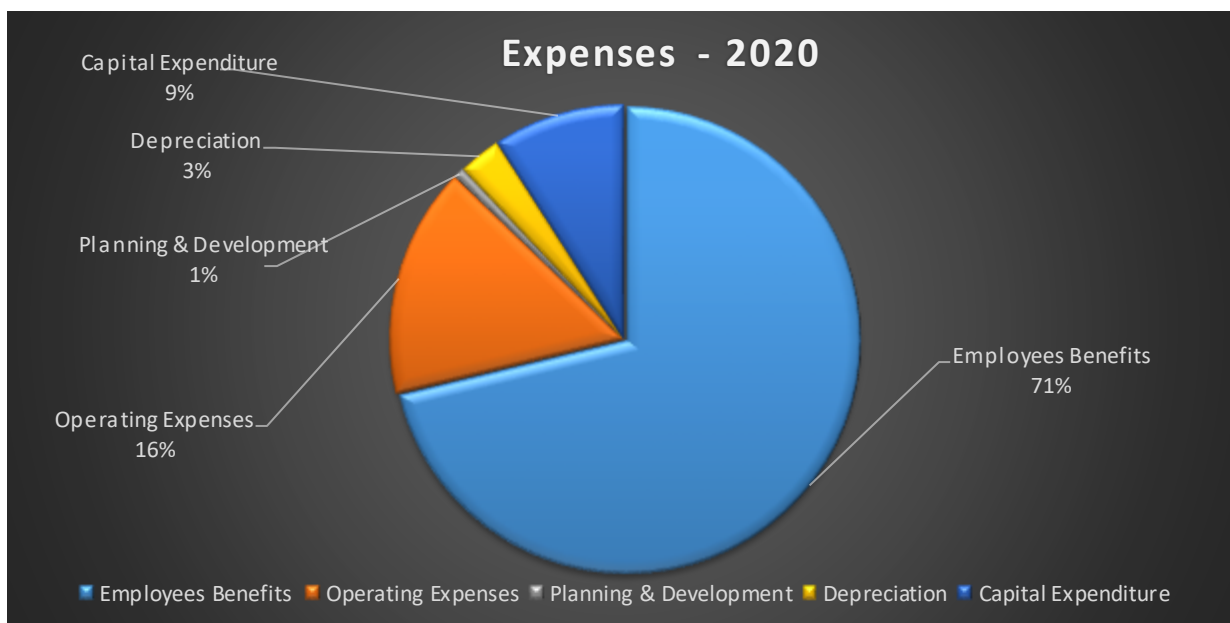
WGS board members also receive training especially in the area of governance so that they can execute their responsibilities and monitor the school operation in effective manner. WGS takes the services of various external experts in the areas of their expertise required for the staff training and development. Programs and courses relating to the awareness about the issues related to student mental health and their precautions were also conducted in 2020.

Financial Summary of 2020

Income: The school revenue increased during 2020 as a result of good financial planning. The major income school received was from Commonwealth Grant (63%), State Government Grant (21%), fees and others (14%) and BGA capital grant + Security Grant (2%).



Expenditures: The below mentioned diagram states the expenditure of the year 2020; 70% employees related expense, 16% operating expenditures are including but not limited to the building and equipment rental, repair and maintenance, office and building expenses, IT equipment and services, teaching resources and student related expenses. 13% are expenditures related to the capital, planning and development and depreciation. The school remain financially viable during 2020 despite of the increase expenditures of employees benefit. The school introduced new PayScale and new senior were employed for the better academic achievements.



Conclusion

Western Grammar School celebrates another year of success despite the Covid-19 pandemic, school continued its operation and provided excellent educational environment for the proper learning of students during 2020. The performance of the school is in line with the school board directions and expectations. The academic performance, growing number of the students and rapid expansion are striking evidence that indicates that educational standards and image of the school is being recognized and supported by the community. The school board has provided vision beyond 2025 and the progress towards achieving the development of Master Plan is on its course. WGS is looking forward for double stream soon after the development of Master Plan and forthcoming facilities that will be part of MP. WGS has been constantly demonstrating that the school is financially viable based on the strong financial footing.



“KNOWLEDGE IS THE ULTIMATE SOLUTION”

Address: 15 Cannery Road, Plumpton, NSW 2761
Phone: 02 9677 9229
Fax: 02 9675 4060
Email: info@wgs.nsw.edu.au