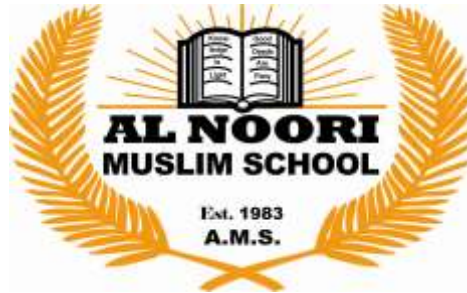


AL NOORI MUSLIM SCHOOL



Educational and Financial Report

Policies & Documents

Year 2016

Table of Contents

Educational and financial reporting	3
Policy:	3
Procedures.....	3
Requests for additional data	3
DEEWR Annual Financial Return	3
Annual Report.....	4

Educational and financial reporting

Policy:

The school maintains the relevant data and will comply with reporting requirements of the NSW Minister for Education and Training and the Commonwealth Department of Education, Employment and Workplace Relations. This reporting includes public disclosure of the educational and financial performance measures and policies of the school as required from time to time.

Procedures

Procedures for implementing the policy include:

- Identification of the position of the staff member responsible for coordinating the final preparation and distribution of the annual report to the Board and other stakeholders as required;
- for each reporting area, identification of the position of the staff member responsible for the collection, analysis and storage of the relevant data and for providing the relevant information to the coordinator for inclusion in the report;
- determination of the specific content to be included in each section of the report and reviewing this each year to ensure ongoing compliance, relevance and usefulness;
- preparation of the report in an appropriate form to send to the Board of Studies;
- setting the annual schedule for delivery of information for each reporting area to the coordinator for preparation, publication and distribution of the report to the Board of Studies and other stakeholders;
- provision of information for MySchool website, as requested; and
- provision of data in electronic format as requested by the Minister within 3 months of the notification.

Requests for additional data

From time to time the Commonwealth Government, through the Minister for School Education, Early Childhood and Youth and the NSW Government, through the Minister for Education and Training, may request additional information. To ensure that such requests are dealt with appropriately, the Principal is responsible for coordinating the school's response. This person is responsible for the collection of the relevant data and for ensuring it is provided to the Board of Studies in an appropriate electronic form.

DEEWR Annual Financial Return

The School Accountant and Principal are responsible for completing the questionnaire. They are responsible for the collection of the relevant data and for ensuring it is provided to DEEWR in an appropriate form.

Annual Report

The Principal will ensure that the annual report is submitted online to the Board of Studies by the 30th June annually. It may be accessed on the school website at <http://www.alnoori.nsw.edu.au>

The Principal will also make arrangements to provide a hard copy of the report, on request, to a person who is responsible for a student and is unable to access the internet.

Provided below is the processes for preparing the Annual Reports including executive roles and responsibilities. Reporting Areas are to be submitted to the Principal by the 1st of June. The *accountant* is responsible for uploading the Annual Report to the Board of Studies by the 30th of June annually.

Executive/s Responsible	Reporting Area	Person to follow up	Timeline
Chairperson	Message from key school bodies	Principal	May (calendar year)
Deputy Principal/ Senior staff	Contextual information about the school	Principal	January (calendar year)
Senior Staff/Admin	Student outcomes in standardised national literacy and numeracy testing	Principal	November (reporting year)
Senior Staff/Admin	Student performance in statewide tests and examinations	Principal	November (reporting year)
Principal and Coordinators	Professional learning and teacher standards	Principal	December (reporting year)
Human Resources (HR)	Workforce composition	Principal	November (reporting year)
Senior Staff/Admin	Senior secondary outcomes.	Principal	March (calendar year)
Senior Staff/Admin	The granting of records of school achievements.	Principal	March (calendar year)
Senior Staff/Admin	Student attendance and management of non-attendance	Principal	On-going
Senior Staff/Admin	Retention of Year 10 to Year 12 (where relevant)	Principal	March (calendar year)
Senior Staff/Admin	Post-school destinations (secondary schools only)	Principal	March (calendar year)
Deputy Principal/ Senior staff	Enrolment policies and characteristics of the student body	Principal	November (reporting year)
Principal and Senior staff	School policies	Principal	May (reporting year)
Principal, Senior staff and Coordinators	School-determined improvement targets	Principal	November (reporting year)
Deputy Principal/ Senior staff and School Chaplain	Initiatives promoting respect and responsibility	Principal	February (reporting year)
Principal and Senior staff	Parent, student and teacher satisfaction	Principal	December (reporting year)
Accountant	Summary financial information	Chairperson	March (calendar year)

