

2021 Annual Report

Aspect Central Coast School



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Child safe statement

Autism Spectrum Australia (Aspect) is a child safe organisation committed to protecting the rights and interests of children and vulnerable people by providing them with a safe environment. This commitment extends to ensuring a culturally safe and inclusive environment that recognises and respects an individual's heritage, relationships and cultural practices.

Acknowledgment of Country

Aspect acknowledges Aboriginal and Torres Strait Islander people as the Traditional Custodians of the many lands on which we work, live and learn. We pay our respect to their elders, past present and emerging.

Autism Spectrum Australia (Aspect) is the country's largest service provider for people on the autism spectrum. Our specialised, evidence informed schools program is one of the largest in the world, with additional services that include information and advice, diagnostic assessments, behaviour support, parent and family support, and adult programs. We share evidence-informed autism practice and applied research nationwide.

Autism Spectrum Australia offers one of the best quality autism-specific education programs in the nation. We have over 50 years of experience and provide dynamic autism specific support in purpose-built classrooms. We utilise the strengths and interests of students as a gateway to learning through quality autism-specific, tailored programs that focus on the individual learning needs of each child.

Aspect schools provide specialised evidence-informed programs for children aged 4 to 17 on the autism spectrum, who require an autism specific program.

The primary focus of the schools is to equip students with the skills to become as independent as possible and enable them to transition into more inclusive settings. This is achieved through the application of the Aspect Comprehensive Approach. At the centre of the approach is the Autism Initiatives' (UK) Five Point Star to support autism-specific person-centred planning and respectful and positive relationships between the educator and student. It also focuses on the following elements: Individual Planning; Family & Community Engagement; Learning & Participation; Positive Behaviour Support; Structured Supports; Transition & Inclusion; Specialist Collaboration; and Health & Wellbeing.



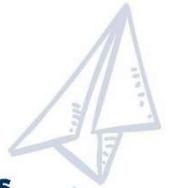
Aspect's Strategic Plan

Our purpose

Understanding, engaging & celebrating the strengths, interests and aspirations of people on the autism spectrum - *a different brilliant*®

Our vision

The best opportunities for people on the autism spectrum.



Strategic Plan 2021 - 2023



Work in partnership with people on the autism spectrum

- Implement our Disability Access and Inclusion Plan
- Work in Partnership with People on the Autism Spectrum Charter
- Employ Autistic people across a range of roles



Extend Aspect's reach and enhance people capabilities

- Well trained staff with enhanced critical skills
- Customer-centric culture
- Strong and trusted brand identity



Deliver best practice, evidence informed services

- Research activities prioritised to focus on the Aspect Comprehensive Approach
- Continuous improvements to our autism-specific education
- A diverse and inclusive workforce



Investment in physical and digital infrastructure

- Capital Works Program for Aspect schools
- Innovative facilities co-designed with Autistic people
- Digital platforms that facilitate collaboration and communication

Our strategic support

Our people who are highly trained and value diversity and inclusion

Our systems and processes which are built to enable smarter work practices and foster collaboration

Our supporters who help to create a world where no one on the autism spectrum is left behind

By 2023



6% of roles at Aspect held by Autistic people



7,000 active participants and students receiving autism-specific education and supports

1,600 employees who are proud to be working for Aspect



Message from the Principal

In presenting the 2021 annual report I would like to acknowledge the Darkinjung people who are the traditional custodians of the lands on which our campuses are located.

Aspect schools all share Aspect's Vision to offer the best opportunities for individuals on the autism spectrum, through the delivery of evidence informed programs which are person-centred and family focused.

Aspect Central Coast School provides education for 137 students (112 boys and 25 girls) on the autism spectrum across our six sites. Class groups are small with a high teacher to student ratio and a teacher's aide appointed to each class. In 2021, 47 primary age students were enrolled at the main school site at Terrigal, with 53 primary school aged students enrolled in the surrounding satellite programs at Norville, East Gosford and Woy Woy. Additionally, there were 17 students from years 7 to 10 attending the high school satellite unit at Tuggerah and 20 students were enrolled in the High School Life Skills program at our new senior college campus in Terrigal.

I would like to congratulate the Aspect Central Coast School community for their resilience, determination and commitment in 2021, as we experienced another year of multi-modal learning due to a second wave of pandemic restrictions. Our school made significant improvements in the quality of education and built relationships with existing and new supporters and community groups. This was evident in community events including the School Athletics Carnival, Walk for Autism and the generous donations of businesses to support our work education initiatives in the resourcing of our coffee van and lawn care programs.



Aspect Central Coast School appreciate the close working relationship with our colleagues in the local Catholic Education schools. Our continuous improvement agenda which has been driven from the feedback from our school community via the Perspectives Survey has enabled improvements in the areas of leadership, teaching and learning and wellbeing.

I would like to acknowledge the dedication, passion and care that the staff at Aspect Central Coast School demonstrate every day in the pursuit of quality education for our school community.

Mark Rudd

Principal

Message from the P&F

It is my great pleasure to once again write a report from the Aspect Central Coast School's P&F Committee. 2021 was certainly a very challenging year! We would especially like to thank all of the school staff who went above and beyond to adapt and help parents home-school in very trying times. I know that all the parents were very grateful for the assistance from the teachers and staff. Well done!

During 2021, the P&F assisted the school with the purchase of resources including:

- Mathseed & Reading Egg subscriptions for the whole school
- Seesaw communication platform subscription for the whole school
- Motiv8 at Central Coast Sports Carnival at Mingara
- Contribution to resources in each classroom

In December the P&F assisted our wonderful Senior College Coordinator, Sarah Boulton to hold the combined Year 6, Year 10 and Year 12 Graduation. We must thank Mingara for use of their amazing venue. The night was a huge success. Congratulations to all our graduates. Big thanks to all helped make the night amazing.

We would like to thank Mark, Amanda, Vicki, Tina and all the team for a wonderful year in such trying times.

Kate Atchison

P&F President

Student outcomes in standardised national literacy and numeracy testing

Each student has an individual profile of characteristics that outlines strengths and interests, current levels of functioning and areas for development in the autism-specific areas of learning: social communication, social interaction, behaviours and sensory processing which are integrated into the NSW Education Standards Authority (NESA) mainstream curriculum - the Key Learning Areas (KLAs) (or for SA, Australian Curriculum Learning Areas). The school uses a multi-disciplinary team approach, working collaboratively with families to develop the best possible outcomes for the students. The school provides information and training workshops to families to help them support their child.

Literacy and Numeracy Assessments

For NAPLAN results, please refer to My School website www.myschool.edu.au

The school administers literacy testing across the school each year to help inform practice and monitor progress. We assess sight words, phonemes, graphemes, spelling, reading accuracy, reading comprehension and verbal working memory.

Senior secondary outcomes

Record of School Achievement

The formal Record of School Achievement credential was awarded by NESA to four students.

Higher School Certificate

Aspect Central Coast School is registered up to Year 12. In 2021 five students graduated from Year 12 (100%).

The College offered six Stage 6 Life Skills NESA-Developed courses including Agriculture Life Skills, Food Technology and Work and the Community.

All students were successful in gaining School Leavers' Employment Support funding via the NDIS.

Year 12 students attaining Year 12 certificate or equivalent VET qualification:

Year 12	Qualification/Certificate	Percentage of Students
2021	Life Skills	100%

Teacher professional learning, accreditation and qualifications

The following professional learning activities were undertaken by staff throughout 2021:

Description of professional learning activity	No. of staff participating
Child Protection & Safeguarding - responsibilities based on legislation, and Aspect policy and procedures	All
Disability Standards for Education - overview and the legal obligations of all education providers	All
CPR training – skills to provide Cardio Pulmonary Resuscitation (CPR)	All
Aspect Professional Code of Conduct	All
Manual Handling	All
Differentiation K-12 – AIS	All
Trauma-informed practice in schools	All
Risk Management and Dignity of Risk	All
Mental Health and Welfare – Hard Conversations	All
Program Requirements for NESAs	All
English Writing	34
Sexual Health	22
Management of Actual or Potential Aggression (MAPA)	20
Autism Diagnostic Process & Interpreting Reports	17
Social Communication Assessment	13
Hand Hygiene	10
Supporting Table Task Avoidance	9
Safely and Effectively Administer Medication	7
Teambuilding & Building Cohesive Teams	7
Writing Social Narratives	7
Understanding ADHD & Supporting ADHD in the classroom	7
Acknowledging and recording feedback and complaints	6
Organisational Induction Program	6

Preparing to be a Medication Administration Assessor	6
Workplace Bullying Prevention for Staff	6
Recognising Restrictive Practices	5
Supporting People to Stay Infection Free	5
Handwriting Skills	5
Reviewing the Quality of PBS Plans	4
Supporting people on the autism spectrum using the 5 Point Star (adapted from Autism Initiatives UK)	4
Positive Partnerships' Introduction to autism	3
Aboriginal and Torres Strait Islander Course & Inclusion & Cultural Safety	2
ACA Introduction, Family Engagement, Individual Planning & Quality of Life	1
ASCIA Anaphylaxis	1
Aspect LEAD Program – Workers Compensation	1
Code of Conduct NSW Local Councils	1
Creating structured learning opportunities based on the TEACCH Autism Program	1
SBS Culture, Gender, LGBTIQ+ Course	1
MAPA trainer renewal	1
Quality, safety and you	1
Writing across the curriculum K-6 AIS	1
Secret Agency Society	1
Powerful Routes for Maths K-6 AIS	1

Teacher accreditation

Level of accreditation	Number of Teachers
Conditional	1
Provisional	3
Proficient Teacher	40
Highly Accomplished Teacher (voluntary accreditation)	0
Lead Teacher (voluntary accreditation)	0
Total number of teachers	44

Teacher qualifications

All teachers have teacher education qualifications from a higher education institution within Australia or as recognised within the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines.

Workforce composition

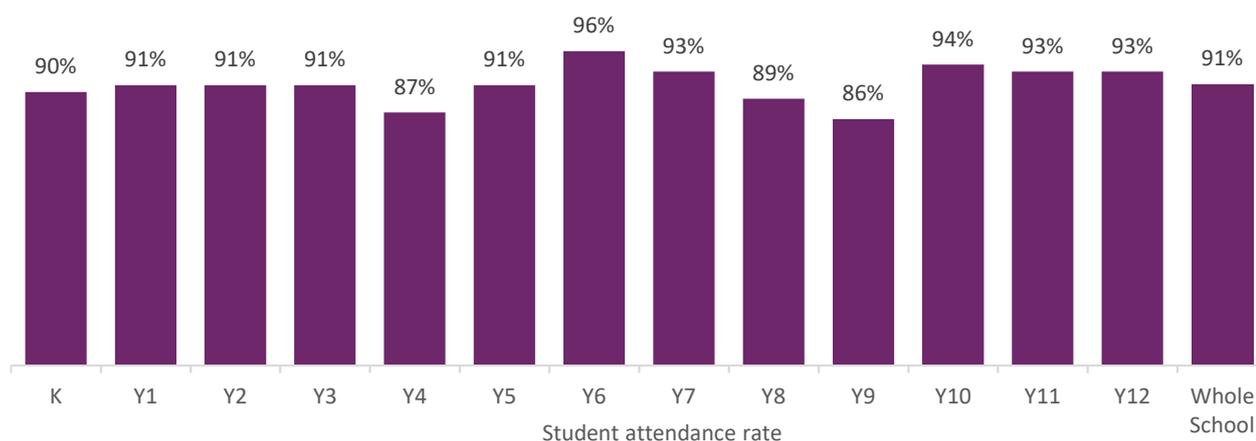
Composition of Aspect Central Coast School staff is documented on the My School website www.myschool.edu.au

No staff member is of Aboriginal and/or Torres Strait Islander background.

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

Student attendance rates

Kinder	90%	Year 7	93%
Year 1	91%	Year 8	89%
Year 2	91%	Year 9	86%
Year 3	91%	Year 10	94%
Year 4	87%	Year 11	93%
Year 5	91%	Year 12	93%
Year 6	96%	Whole School	91%



Management of non-attendance

Aspect Education has a work instruction to ensure compliance of the Aspect schools with school attendance requirements for compulsory school-aged students as outlined by the NSW Education Standards Authority (NESA) or the South Australia Education Board.

Unexplained absence will be followed up by the class teacher with the parent/guardian. Repeated unexplained absence or absence of concern may need to be reported to Family and Community Services.

Where unsatisfactory attendance is identified, a student attendance improvement plan is formulated in collaboration with the student and their parent/guardian. The plan is monitored and reviewed on a regular basis.

Retention of Year 10 to Year 12

Seventy five percent of the 2019 Year 10 cohort completed Year 12 in 2021. Students who left the school at the end of Year 10 or during Year 11 did so because of family circumstances. Most students who left school at the end of Year 12 following the completion of their school education have pursued post-school transition to work programmes (66%) and community day programmes (33%).

Enrolment policy

Aspect provides autism-specific educational services for eligible school-aged children on the autism spectrum, to prepare them for transition to environments that are not autism specific.

Aspect recognises that children on the autism spectrum have the right to access and equity of services regardless of their gender, race or ethnicity, religion or language.

An application is made for an Aspect school rather than a specific class. Our school's professional staff decide in consultation with the family which class is best suited to the educational needs of the student. Each school is responsible for managing its own application, intake and waiting lists process, which is managed by the school principal.

When vacancies arise in the school, the decision about how to fill them is made based on whether the type of vacancy available would be appropriate for the child. Factors taken into consideration include the type of vacancy available, the child's age, the length of time a child has been on the waiting list, the availability of alternative placements and the family situation.

Entry criteria

Aspect schools are funded in part by the Commonwealth and state governments, which have specific criteria for placement. To be eligible for placement in one of Aspect's schools, prospective students must satisfy the following criteria:

Citizenship and visa status – a child must:

- be an Australian citizen or permanent resident of Australia or holds an eligible visa (refer to guide to checking citizenship and visa status for enrolment).
- be aged between 4 and 17 years.

Diagnosis – a child must:

- in both NSW and South Australia, have a current diagnosis which is not more than twelve (12) months old as being on the autism spectrum from a specialist medical practitioner, child psychiatrist or clinical psychologist with the necessary training and experience to be able to undertake a diagnostic assessment;
- in South Australia, a second report from a psychologist or speech pathologist that confirms the diagnosis of autism spectrum disorder that is not more than two (2) years old; and
- in both NSW and South Australia, have a current standardised cognitive or developmental assessment (e.g. IQ testing, Griffiths, WISC-IV, WPPSI-111, Stanford Binet V) which is not more than two (2) years old.

Registration to school waitlist

Expression of interest in Aspect schools may be made in the following ways:

- direct enquiry to the Aspect school by telephone or email;
- telephone or email to Aspect Customer Service, who will direct the enquiry to the school;
- general enquiry via the Contact Us page on the Aspect website, which will be directed to the school.

The registration form can be obtained from the following processes:

- families who are interested in enrolling their child to an Aspect school are asked to attend a School Information Session. Aspect principals or their delegate are responsible for organising a school information session once per school term, in line with the School Information Session work instruction, for prospective parents or guardians who would like to enrol their child. This information session outlines the Aspect education program and the registration and enrolment process. The school registration form is obtained after attending this session.
- families who are unable to attend a School Information Session can obtain a registration form directly from an Aspect school. A School Enrolment Committee representative will provide them with information about the Aspect education program and the registration and enrolment process, before sending them the registration form.

A non-refundable processing fee is required for each application submitted.

Application to more than one Aspect School

When a family wants to place their child on the waitlist of more than one Aspect school, they first apply to their preferred Aspect school and indicate which other Aspect schools they will consider enrolment. The preferred Aspect school is responsible for processing the application, inform the other Aspect school/s to place the student on their school's active waitlist and share the application documents.

Aspect School Enrolment Committee

School principals are responsible for convening the Aspect School Enrolment Committee (comprised of school principal, psychologist and selected school coordinators) which meets once per school term, following the information session, to review registrations received. This committee determines if a child is eligible for placement in an Aspect school.

Eligible/Not Eligible for service

Citizenship and age criteria

If the citizenship or age criteria is not met, a school representative will inform the parents or guardians that their child is not eligible for enrolment due to citizenship or age criteria not being met. If the parents or guardians are not satisfied with the result, they can make a complaint to Aspect (refer to Aspect's Complaints Management procedure).

Diagnosis criteria

If the child has been deemed eligible by the Aspect School Enrolment Committee, the principal will inform the parents or guardians that, based on the diagnostic information provided, their child has been deemed eligible for the program (Letter – Confirmation of diagnosis) and their child's name has been placed on the school waitlist.

The principal is responsible for referring the application to the Aspect Eligibility Committee if the diagnosis needs clarification. Parents/ Carers will be informed, in writing (Letter – Application sent to full eligibility committee), that their case has been sent to the Committee for review. If further information is required by the Committee, the principal is responsible for writing to the parents requesting updated information (Letter – Request for updated Psychological reports).

Aspect Eligibility Committee

The National Director, Aspect Education is responsible for:

- convening the Aspect Eligibility Committee once per school term to review any registrations that require clarification, and
- reporting to Aspect principals the results of the Aspect Eligibility Committee, so that they can inform the parents of the outcomes.

The principal will inform the parents or guardians (Letter – Confirmation of diagnosis) that based on the diagnostic information provided their child has been deemed eligible for the program or not and, if confirmed, the child's name is placed on the school's waitlist.

Vacancy Management

If a vacancy arises, students on the waitlist who can potentially fill the vacancy will be considered. The principal or delegate interviews families whose child might fill the vacancy regarding accommodations/ adjustments for their child following the interview pro forma.

If a student being considered for enrolment is not an Australian citizen, the principal or their delegate must check that the visa is still valid and eligible for enrolment.

Following completion of the interview, the principal, or their delegate will complete the Risk Management Plan pro forma, to assist with decision making.

Following the interview process, the school will inform the family if a child has been offered a placement (Letter – Enrolment Contract/Acceptance of Offer) or (Letter – Placement to Satellite Class) or will be retained on the school's waitlist. Principals are responsible for forwarding parents the relevant enrolment package and liaising with them throughout the process.

Enrolment Package

When a family is offered a placement, in addition to the enrolment contract, they will be sent documents based on the enrolment acceptance checklist.

A family can decline an enrolment offer and inform Aspect school if they want to be placed in the school's active waitlist.

To secure enrolment, the family must pay a non-refundable enrolment fee as published in the Aspect School fees schedule (NSW or SA).

When a family informs the Aspect school of their decision to withdraw their child from enrolment before commencing, they must also inform the Aspect school if they wish to be placed in the school's active waitlist.

Other school policies

Summary of policy	Changes in 2021	Access to full text
<p>Student welfare The school seeks to provide a safe and supportive environment to support the mental, physical and emotional wellbeing of students through the following policies:</p> <p>Person Centred Approach and Recognition of Values – define and work towards achieving individual’s goals and personal lifestyle choices with support and input from those who care about them</p> <p>Risk Management Framework – identifies risks and defines criteria for the assessment of consequence of those risks</p> <p>Duty of Care and Dignity of Risk - ensures that staff understand and implement the principles of Duty of Care and Dignity of Risk, recognising the rights of the people we support to make informed choices and take calculated risks. It is essential that each individual’s dignity of risk is respected and supported in their decision-making processes. Aspect facilitates each student’s meaningful choice and control to maximise their independence; and minimises the risk to the individual or others wherever possible.</p> <p>Safeguarding the People We Support - Aspect is committed to appropriately responding to and preventing incidents of abuse, injury, neglect and exploitation of the people we support, in both participation with Aspect, and as a partner of the broader community</p>	Nil	<p>The following policies can be accessed from Aspect’s website https://www.autismspectrum.org.au/about- aspect/policies</p> <ul style="list-style-type: none"> • Person-Centred Approach and Recognition of Valued Status • Risk Management Framework • Duty of Care and Dignity of Risk • Safeguarding the People we support
<p>Pastoral Care and Bullying Prevention in Aspect Schools The Aspect Comprehensive Approach (ACA), including the use of the Five Point Star, drives aspect’s guiding principles for pastoral care.</p> <p>Aspect is required and seeks to exercise due diligence in all of its duty of care responsibilities towards students, staff and the school community. Leaders of the school endorse activities and plan for the safety and maintenance of good mental and physical health and well-being of the students, staff and parents involved. Schools seek to accommodate and make provision for particular needs of individuals who require special arrangements to secure safety and avoid discomfort or threat to their health and wellbeing.</p> <p>Therefore, bullying or harassment is not tolerated in any form. All members of our community are committed to ensuring a safe and supportive environment which promotes personal growth and fosters positive self-esteem for all. Aspect Schools aim to maintain a setting in which everyone feels valued and respected and where individual differences are appreciated, understood and accepted and encourages the reporting of complaints and feedback.</p>	Nil	<p>The full text of the Pastoral Care and Bullying Prevention in Aspect Schools procedure can be accessed by request from the school principal.</p> <p>The following related policies can be accessed from Aspect’s website <a href="https://www.autismspectrum.org.au/about-
aspect/policies">https://www.autismspectrum.org.au/about- aspect/policies</p> <ul style="list-style-type: none"> • Aspect Comprehensive Approach (ACA) • Duty of Care and Dignity of Risk • Embracing Diversity • Person-Centred Approach and Recognition of Valued Status • Safeguarding the People We Support • Stakeholder Engagement and Feedback
<p>Discipline Aspect adopts a positive behaviour support (PBS) approach when working with children on the autism spectrum ranging from strategies for all students through to more intensive strategies for students who may exhibit more challenging behaviours as outlined in the Positive Behaviour Support policy.</p> <p>Aspect follows a PBS approach but when behaviours occur that put the safety of any stakeholder at risk, the school will be required to implement appropriate procedures to safeguard all stakeholders’ safety. All staff have responsibilities in relation to implementing discipline in Aspect Schools.</p>	Nil	<p>The full text of the Discipline in Schools work instruction can be accessed by request from the school principal.</p> <p>The Aspect Positive Behaviour Support policy can be accessed from Aspect’s website <a href="https://www.autismspectrum.org.au/about-
aspect/policies">https://www.autismspectrum.org.au/about- aspect/policies</p>
<p>Complaints and grievances resolution Autism Spectrum Australia (Aspect) values complaints about the quality of its service and communications to support the continuous improvement of services and management.</p> <p>Aspect’s complaints management process provides a transparent framework for promptly and sensitively addressing and resolving complaints and disputes that may arise from complaints having regard to procedural fairness, confidentiality and privacy.</p>	Nil	<p>The full text of the Complaints Management Process can be accessed by request from Aspect’s website <a href="https://www.autismspectrum.org.au/feedback-and-
complaints">https://www.autismspectrum.org.au/feedback-and- complaints</p> <p>The Feedback and Complaints brochure can be downloaded from our website <a href="https://www.autismspectrum.org.au/uploads/docu-
ments/Governance/Aspect-Feedback-and-Complaints-
Brochure.pdf">https://www.autismspectrum.org.au/uploads/docu- ments/Governance/Aspect-Feedback-and-Complaints- Brochure.pdf</p>

School determined priority areas for improvement

Area	Priorities	Achievements
Teaching and learning	Students will have a numeracy and literacy SMART goal developed in consultation with families and students	Student progress monitored using the learning progressions for numeracy and literacy
Family Engagement	School improvement plan developed using Perspective Survey analysis to inform strategic direction for school improvement	Development of school improvement plan in the areas of teaching and learning, leadership and wellbeing
Staff development	Coordinators engage with strength-based leadership training supported by educational consultants	Edu-influencers profiled the leadership strengths and habits of coordinators, result in increased knowledge and skills in their leadership capacity
	On Country professional learning of Aboriginal perspectives in the curriculum	Embedded Aboriginal perspectives in curriculum planning
Facilities and Resources	Aspect development of the master capital works plan	Consultation for upgrades and planning for Terrigal and the Senior College Campus
	Improved physical resources	Fixed exercise equipment, yarning circle and agriculture areas installed at the Senior College Campus.
		Replacement of existing boundary fences at Terrigal campus
Student achievement	All students will work towards their own IP goals that have been established in collaboration with their carers, parents and teachers	All goals were set with an increased focus on the ACA and students' achievements toward each goal was closely monitored
Vocational Education/Work Education	All students in Stages 5 and 6 were given the opportunity to participate in Work Education placements in hospitality and landscaping	Students gained qualifications include barista training, white card and first aid. Procurement of a coffee van to support the hospitality program, a trailer and lawn care equipment for the landscaping work experience

Initiatives promoting respect and responsibility

Aspect Central Coast School wants all students to recognise that they are a valued part of the school community, with parents and staff providing care and support that promotes self-esteem, mutual respect and responsibility.

Students have the opportunity to participate in cultural activities such as Harmony Day, National Reconciliation week and NAIDOC week. In 2021 students also participated in Sorry Day and Graduation ceremonies.

Aspect's Purpose of "understanding, engaging & celebrating the strengths, interests and aspirations of people on the autism spectrum" and Aspect's Value of "we are passionate about people, about being positive and about what's possible" mirror the nine recommended values of the National Framework for Values in Education.

Aspect has a commitment to ensuring all team members know and embrace our core values to ensure they are reflected in interactions and relationships with stakeholders. Aspect recognises that in order to achieve this it is important to share information with staff and the community so that Aspect is known not only for the work that we do but also for the values we uphold.

Parent, student and teacher satisfaction

Student Individual Plans

Every student at Aspect Central Coast School has an Individual Plan (IP). The IP is developed in collaboration with each student and their family. It incorporates a student's strengths, interests, goals and aspirations. Students, parents and teachers work as a team to achieve the goals.

Family and Student Feedback

There are formal and informal opportunities to provide feedback to the school. In 2020 Aspect Central Coast School conducted the AIS Perspectives Survey. The results of the survey informed our future school planning, with action areas in Leadership, Teaching and Learning and Wellbeing.

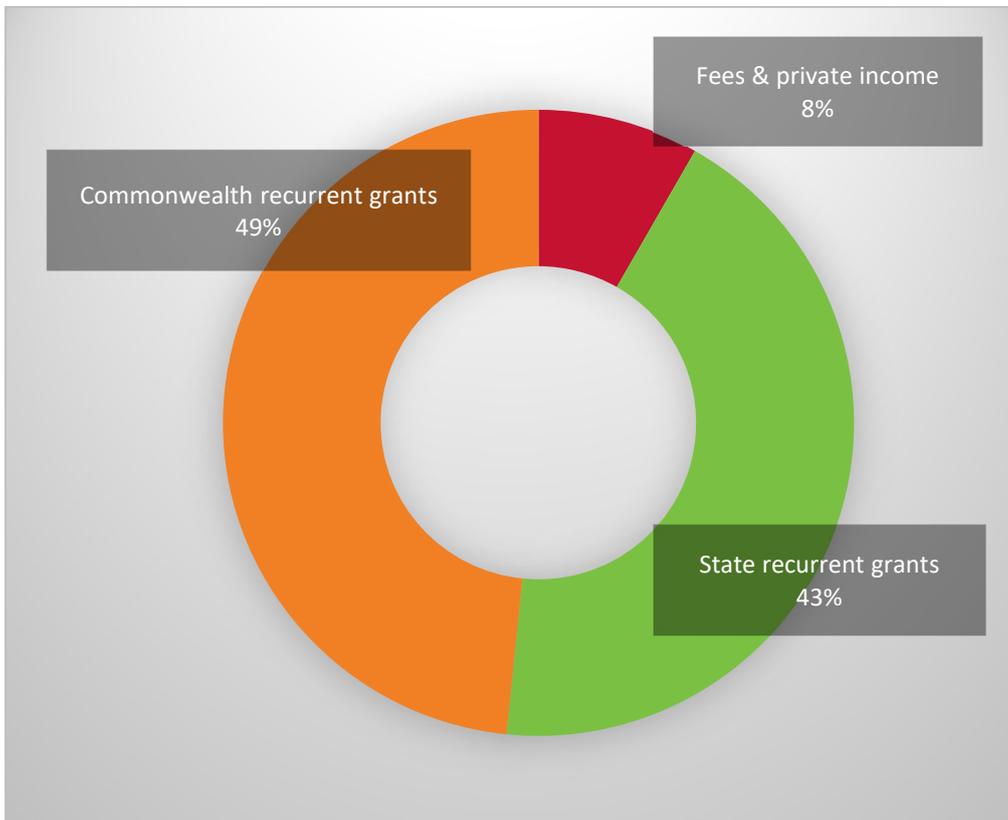
The results from the survey indicated that our strengths that set Aspect Central School apart from our competitors include excellent feedback in following areas:

- Clearly understood vision, mission and values
- Our ability to design learning to meet unique needs of individuals
- Our steadfast focus on ensuring inclusive learning environments
- Strong community reputation

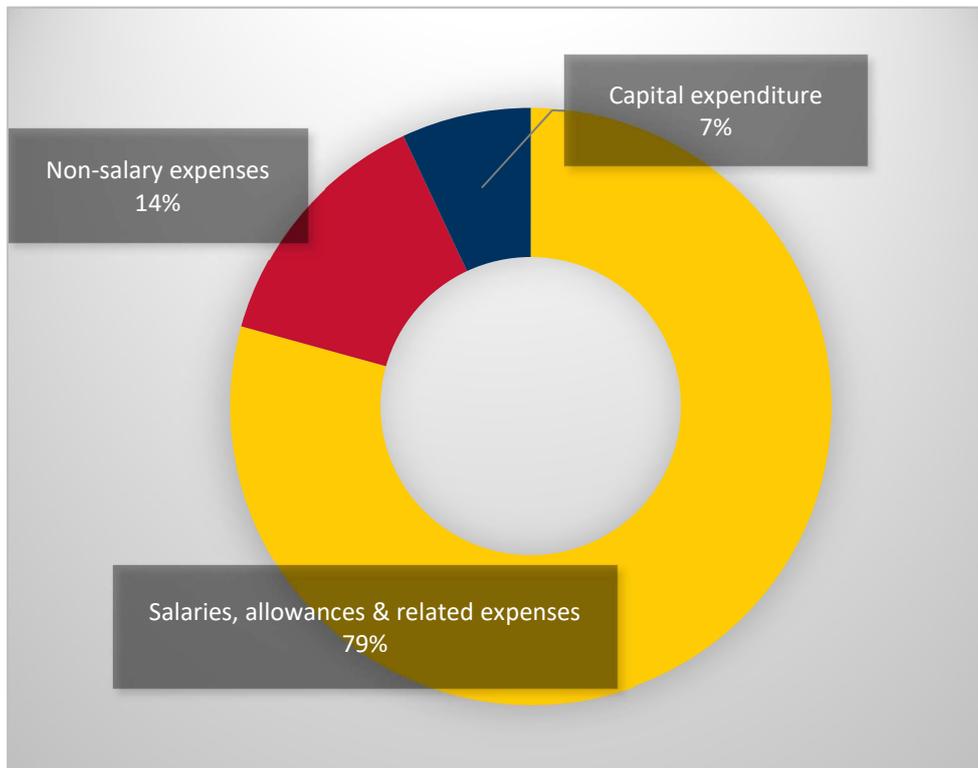
Aspect Central Coast School will conduct the next Perspectives Survey in 2022.

Financial information

Recurrent/capital income



Recurrent/capital expenditure





a different brilliant®

understanding, engaging & celebrating the
strengths, interests & aspirations
of people on the autism spectrum

Aspect Central Coast School
75 Duffys Rd, Terrigal, NSW, 2260
T +61 2 4382 8800

Autism Spectrum Australia (Aspect)
ABN 12 000 637 267

Building 1, Level 2,
14 Aquatic Drive, Frenchs Forest NSW 2086
PO Box 361 Forestville NSW 2087

T 1800 ASPECT (1800 277 328)
E customerservice@aspect.org.au
W www.autismspectrum.org.au