

Holy Family Primary School Bathurst
Annual School Report to the Community
2014



School Contact Details

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Principal

Mr Kevin Arrow

Principal's Message

Holy Family Primary School is a growing school, situated on the outskirts of Bathurst in rural NSW. The School, which was established by the Sisters of Mercy in 1979, is a co-education, K-6 Catholic Primary School within the Cathedral Parish and the Bathurst Diocese system of schools. Our school is committed to providing a comprehensive Catholic education in a caring, family focused environment. We celebrate Catholic life and have a focus on Gospel values in the daily life of the school community. Holy Family School celebrates its mission through Catholic beliefs. The school recognizes and celebrates God in everyday life. We strive to foster the dignity, self esteem and integrity of each person. The school acknowledges the partnership between home and school as vital in building a vibrant school community.

Parent Body Message

2014 was a most successful year for the Holy Family School P & F Association. Our parent body supported the school in many ways. The Association provides support to the staff and is active in community building activities. This has been a continuous feature of the Association at the school for many years. As well, the P & F work hard to raise funds to support the recreational and learning programs at the school. In 2014, the major funding project for the school was the provision of iPADS for student learning. In 2014, the P & F also conducted a number of social activities which engaged the school community in many ways.

Student Body Message

Holy Family School values the student leadership structure, This includes School Captains, Sports Captains, Library Monitors, Computer Lab Monitors and Hall Monitors. As well our senior students form a team of Peer Support Leaders.

SECTION TWO: SCHOOL FEATURES

Holy Family Primary School is a Catholic systemic Co-Educational School located in Bathurst.

- **General Structure of the School:** During 2014, Holy Family School comprised 14 separate classes. This included two parallel classes in each of the seven graded classes from Kindergarten to Year 6. Specialist staff also take responsibilities to assist the 14 class teachers in providing a comprehensive education program for the students. Specialist staff assist in providing learning support, music education, information technology and library services.
- **Cathedral Parish:** Holy Family School is part of the Cathedral Parish of St Michael & John's Bathurst. Our school draws its population from the local area.
- **Motto:** Our school motto was formulated in 1979 when the school first opened. Our motto, 'Gathered in Love' has provided us with inspiration throughout 2014.
- **Curriculum Initiatives:** Holy Family School continued specific curriculum implementation during 2014. Emphasis was given to the implementation of the new Australian English Curriculum. The DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Program was a 2014 priority K-6. Development of criteria referenced assessment strategies in teaching programs continued during 2014. A school specific Teacher Assessment Record Book was further modified and used in 2014. The use of digital technology via a well-equipped computer lab enhanced learning through 2014. The use of interactive whiteboards and the introduction of iPADS was a school priority in 2014.

Student Enrolment

The School caters for students in Kindergarten to Year 6. Students attending this School come from a variety of backgrounds and nationalities. The following information describes the student profile for 2014:

Girls	Boys	LBOTE*	Total Students
180	203	0	383

* Language Background Other than English

Enrolment Policy

The school enrolment policy has been developed in the context of government, system and parish requirements. Children from families who are prepared to support the ethos and values of the Catholic Church may be considered eligible for enrolment. Total fees are made up of the Diocesan school fee, the Diocesan Family Building Levy and local fees and charges.

Detailed information about enrolment at the school is available from the school administration office.

Student Attendance Rates

The average student attendance rate for 2014 was 95.31%. Attendance rates disaggregated by Year group are shown in the following table.

Attendance rates by Year group	
Kindergarten	96.15%
Year 1	96.39%
Year 2	96.32%
Year 3	94.36%
Year 4	96.04%
Year 5	94.67%
Year 6	93.22%

Managing Student Non-Attendance

Regular attendance at school is essential if students are to maximise their potential. The School, in partnership with parents, is responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, School staff, as part of their duty of care, monitor part or whole day absences.

School staff, under the Principal's leadership, support the regular attendance of students by:

- providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the School community;
- maintaining accurate records of student attendance;
- recognising and rewarding excellent and improved student attendance;
- implementing programs and practices to address attendance issues when they arise.

The Principal is responsible for supporting the regular attendance of students by ensuring that:

- parents and students are regularly informed of attendance requirements and the consequences of unsatisfactory attendance;
- all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented;
- documented plans are developed to address the needs of students whose attendance is identified as being of concern;
- the Executive Director of Catholic Schools or designated Catholic Education Office Bathurst officer is provided with regular information about students for whom chronic non-attendance is an issue and for whom School strategies have failed to restore regular attendance.

SECTION FOUR: STAFFING PROFILE

The following information describes the staffing profile for 2014:

Total Teaching Staff*	Total Non-Teaching Staff	Combined Total
21	10	31

* This number includes 15 full-time teachers and 6 part-time teachers.

Percentage of staff who are Indigenous	3%
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Professional Learning

The ongoing professional development of each staff member is highly valued. Professional learning can take many forms including whole school staff days, subject specific in services, meetings and conferences and a range of professional learning programs provided by the Catholic Education Office Sydney. The School takes responsibility for planning, implementing, evaluating and tracking of its staff professional learning and individual staff members take responsibility for their ongoing professional development. All teachers have been involved in professional learning opportunities during the year related to improving student outcomes.

The School held the equivalent of five staff developments days this year with areas of focus as follows:

Term 1	School Administration & Management
Term 2	School Curriculum Development
Term 3	Staff Spiritual Retreat
Term 4	Assessment & Reporting

Staff professional development is critical to the overall improvement of a school. Holy Family School continually focuses on the needs and requirements which lead to further improvement. Engaging staff in professional learning is a priority at our school.

Teachers were involved in the following professional learning activities in 2014:

Australian English Curriculum, ICT, Assessment & Reporting Quality Catholic Education - School Improvement, Institute of Teachers Mentoring, Sports Coaching including Smart Rugby, Indigenous Learning Perspectives, NAPLAN, Teaching of Spelling & Religious Education.

Teacher Standards

The following table sets out the number of teachers who fall into each of the three categories determined by the Board of Studies:

Teacher Qualifications		Number of Teachers
1	Those having formal qualifications from a recognised higher education institution or equivalent.	22
2	Those having graduate qualifications but not a formal teaching qualification from a recognised higher education institution or equivalent.	0

SECTION FIVE: CATHOLIC LIFE AND RELIGIOUS EDUCATION

Catholic Schools have a unique role in the evangelising and educating mission of the Church. As a key ministry of parishes and the diocese, Catholic schools encourage and support parents in their responsibility for the faith formation of their children. This formation is supported by prayer and opportunities to participate in the life, mission and liturgy of the broader Catholic community.

The School follows the Diocesan Religious Education Curriculum and uses the student textbooks *To Know, Worship and Love*, as authorised by the Bishop of Bathurst.

- **Religious Education Program:** In 2014 'The Christ We Proclaim' series formed the core teaching resource for Religious Education in all K-6 classes at Holy Family School. The series is arranged in units of teaching and is based on contemporary approaches to the teaching of Religious Education.
- **School Vision, Mission & Values:** Holy Family School is committed to providing a comprehensive Catholic Education in a caring, family focussed environment. The school seeks to centre on the example of Jesus Christ. We strive to create an environment which enables the individual to strive for their full potential.
- **Prayer & Liturgy:** Fr Pat O'Regan was Dean of the Cathedral & Fr Tony Mannix our School Chaplain during 2014. During the year, the school celebrated a Teachers' Commissioning Mass, Opening & Closing Year Masses, as well as liturgies for Ash Wednesday, Holy Week, Mothers' Day, All Saints Day, International Day of Peace, Christmas Novena and ANZAC Day.
- **Staff & Student Formation:** Staff attended a combined Parish Commissioning Mass to support the 2014 school year. Weekly staff prayer is well attended by staff. 'Peer Support Foundation' programs were offered at the school during 2014.
- **Charitable Programs:** During 2014, the school community generously supported Catholic Mission and Caritas Australia. As well funds were raised for the Vinnies as well as the Childrens Meducal Institute at Westmead.
- **Sacramental Programs:** The Cathedral Parish Sacramental Program has been an important aspect of our school's Religious Education Program in 2014. The program supports the parents of our school. The program includes: Confirmation – Year 6, First Eucharist – Year 3, Penance – Year 2.
- **Cathedral Parish Contact Details:** Catholic Presbytery, 100 George St, Bathurst. NSW, 2795, Phone 026331 3066

Students in Years 6 and 8 in Catholic schools in the Diocese of Bathurst undertake the Diocesan Religious Education (RE) Test annually. The test consists of fifty multiple-choice questions. Results of the test are analysed by teachers and are used to inform teaching and learning in Religious Education.

Our School's average result (as a mark out of 50)	
Year 6	31.55

Further information about the Archdiocesan Religious Education Curriculum and the RE Tests may be accessed at the [Religious Education and Evangelisation](#) site on the Catholic Education Office Sydney website.

SECTION SIX: CURRICULUM

The school provides an educational program based on, and taught in accordance with the BOSTES syllabuses for Primary Education. The Key Learning Areas (KLAs) are English, Mathematics, Science and Technology, Human Society and its Environment, Creative Arts and Personal Development, Health and Physical Education. In addition, the school implements the curriculum requirements of the Catholic Education Office Bathurst. School effectiveness is monitored by the Quality Catholic Education self review process and through regular school reviews conducted by CEO personnel. Staff members are committed to continuous improvement of teaching and learning in all facets of the curriculum.

- Holy Family School is registered by the NSW Board of Studies. The school provides tuition in the following Key Learning Areas: Religious Education, Mathematics, English, Science & Technology, Human Society & Its Environment, Creative Arts, Personal Development Health & Physical Development.
- A learning support program exists at the school to assist students needing extra help with literacy and numeracy. Specialist staff coordinate this program to support the work of the class teacher.
- In 2014 the school extended an Aboriginal Education Worker Program. Achievement outcomes for Indigenous students were assisted. Aboriginal perspectives in our curriculum were developed and extended in 2014.
- Class teachers facilitate extension and enrichment activities for students.
- School teams of Year 5 / 6 students competed in the 'Mighty Minds' enrichment day.
- CSIRO scientists visited for a day of interactive workshops in 2014.
- A school choir is available for student participation.
- Our School Band forms part of our overall music program.
- School sports teams participate in local gala days or competitions for rugby league, rugby union, netball, soccer and AFL
- The school supports and is involved in a representative sports program.
- A comprehensive computer laboratory operates at the school. All classes are involved in lessons in the lab. Computers are also located in all classrooms. Fibre optic wiring and a wireless network was recently installed throughout the school.

SECTION SEVEN: STUDENT PERFORMANCE IN STATE-WIDE TESTS AND EXAMINATIONS

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9. NAPLAN assessment results provide valuable information about student achievements in literacy and numeracy. An analysis of these results assists School planning and is used to support teaching and learning programs.

The tables below show the percentages of students who achieved particular skill bands in numeracy and the aspects of literacy. The School results shown are compared to students nationally. Literacy is reported in four content strands (aspects): Reading, Writing, Spelling, Grammar and Punctuation. Numeracy is reported as a single content strand.

NAPLAN RESULTS 2014		% of students in the top 2 bands		% of students in the bottom 2 bands	
		School	Australia	School	Australia
Year 3	Grammar and Punctuation	69.00%	50.00%	5.00%	12.00%
	Reading	51.00%	46.00%	7.00%	13.00%
	Writing	49.00%	39.00%	7.00%	11.00%
	Spelling	53.00%	44.00%	5.00%	15.00%
	Numeracy	40.00%	36.00%	7.00%	14.00%

NAPLAN RESULTS 2014		% of students in the top 2 bands		% of students in the bottom 2 bands	
		School	Australia	School	Australia
Year 5	Grammar and Punctuation	59.00%	37.00%	5.00%	16.00%
	Reading	52.00%	34.00%	5.00%	16.00%
	Writing	18.00%	16.00%	7.00%	21.00%
	Spelling	62.00%	33.00%	3.00%	16.00%
	Numeracy	41.00%	26.00%	14.00%	18.00%

Student Welfare Policy

Pastoral care is a shared responsibility for everyone at Holy Family School. Our priests, teachers, parents, ancillary and support staff and especially our students all contribute to the climate of pastoral care at the school. Our part time School Counsellor assists us in this area of school life. The school has a specific Pastoral Care Policy which is regularly reviewed. Important notes about pastoral care and our anti bullying approaches are on our website.

Holy Family School is active in the area of student welfare. Details regarding student welfare are available in the School's Pastoral Care / Student Welfare Policy. The Religious Education Coordinator is responsible to the Principal in ensuring that this policy is implemented and updated at the school.

Our welfare policy also includes implementation of the NSW Peer Support Foundation Program. In 2014 it was implemented over Terms 1, 2 and 3. Our 'Care Groups' led by our Year 6 leaders are an excellent way to vertically group the school. 38 groups were formed in 2014.

There were no changes made to the policy this year

The full text of the School's Pastoral Care Policy may be accessed on the School's website or at the administration office.

Discipline Policy

Corporal punishment is expressly prohibited in this School. The School does not sanction administration of corporal punishment by School persons and non-School persons, including parents, to enforce discipline in the School.

Discipline Policy

Holy Family School has a proactive Discipline Policy. The school aims to develop self discipline in each child by helping them own their behaviour. The emphasis is on positive behaviours. The Policy aims to resource staff in assisting them help the students grow in self discipline. The school describes three levels of behaviour as a means of dealing with discipline problems should they arise. This helps us solve discipline problems at the school. A major strength at the school is the team effort by staff to positively deal with discipline matters.

Our approach to student welfare also includes a proactive, anti-bullying policy. This forms part of our over Behaviour Management & Discipline Policy

There were no changes made to the policy this year

The full text of the School's Student Discipline Policy may be accessed on the School's website or at the administration office.

Anti-Bullying Policy

The Diocese of Bathurst has established a *Discrimination, Harassment and Bullying Policy* which is used to guide the school's Anti-Bullying Policy. It provides a framework for school communities to work together to prevent and address issues of student bullying, in order to build respectful relationships that respond effectively and sensitively to the needs of each person. The Catholic Education Office (CEO) monitors the implementation of this policy as part of school compliance requirements. No changes were made to the policy this year.

The full text of the *Anti-Bullying Policy* may be accessed at the administration office.

Complaints and Grievances Resolution Policy

The Diocese of Bathurst has established *Guidelines for the Management of Complaints* which is implemented by our school through the Complaints Policy. The rationale for the policy is that within the reality of the schooling experience, it is recognised that, from time to time, misunderstandings and differences of opinion will occur, and that these need to be resolved satisfactorily. Addressing such matters within a framework of dignity, respect and truth can provide powerful opportunities to model the love of Christ in the reality of our contemporary world. The Catholic Education Office (CEO) monitors the implementation of this policy. No changes were made to the policy this year.

The full text of the *Complaints Policy* may be accessed on the School's website, or the administration office.

Initiatives Promoting Respect and Responsibility

Holy Family School values the promotion of respect and responsibility within the climate of the school. Programs assisting here in 2014 included:

- * Peer Support Foundation Program
- * Religious Education Program
- * ANZAC & Remembrance Day observance
- * Aboriginal Education Worker Program
- * Emphasis on Social Skill development in children
- * School community events eg Motherd Day, Fathers Day

SECTION NINE: QUALITY CATHOLIC EDUCATION

The School implements the Catholic Education Office Bathurst Quality Catholic Education Framework which outlines the processes and benchmarks for creating the culture and practice of continuous improvement with students as the focus.

Each year, the School develops an Annual Improvement Plan indicating the intended key improvements for student learning outcomes. The plan is drawn from the School's Strategic Improvement Plan. The School engages in an annual evidence-based evaluation of its effectiveness against standards in collaboration with the School Consultant.

Key Improvements Achieved in 2014

- Targets for 2014 included: Review of Sacramental Program, strengthen School-Parish links, consolidate implementation of new Religious Education Teaching Units.
- Targets for 2014 include: Further developing links with the Parish, using digital resources in RE, review of Pastoral Care Policy.
- In 2014, the school developed and implemented a NAPLAN Plan which gave specific attention to further improving our national testing results.
- The 'Dynamic Indicators of Early Literacy Skills' Program (DIBELS) was extended throughout the school in 2014.
- Targets for 2014 include: Further improvement of reading fluency rates across all classes
- Targets for 2014 include: Review of the teaching of Spelling, consolidate teaching of problem solving in Maths, review NAPLAN Plan.
- Targets for 2014 have included: PD staff meetings for teachers, DIBELS training, NAPLAN analysis, and implementation of the Quality Catholic Education framework.
- The school further implemented the CEO Quality Catholic Education Framework in 2014. This has assisted the school in its internal review of operations.

Priority Key Improvements for 2015

For 2015 improvement targets include: Further enhancement of NAPLAN results, review of some curriculum policies, introduction of the new Australian Maths & Science Curriculum, prepare for the implementation of the History Curriculum, develop an iPad learning program, implementation of the Professional Learning Communities Program.

The opinions and ideas of parents, students and teachers are valued and sought. Their suggestions are incorporated into planning for and achieving improved outcomes for students. This year, the School has used a variety of processes to gain information about the level of satisfaction with the School from parents, students and teachers.

Parent Satisfaction

Through parent meetings, discussions, emails, letters & cards received at the school, the following major strengths of the school identified by parents and staff during 2014 included:

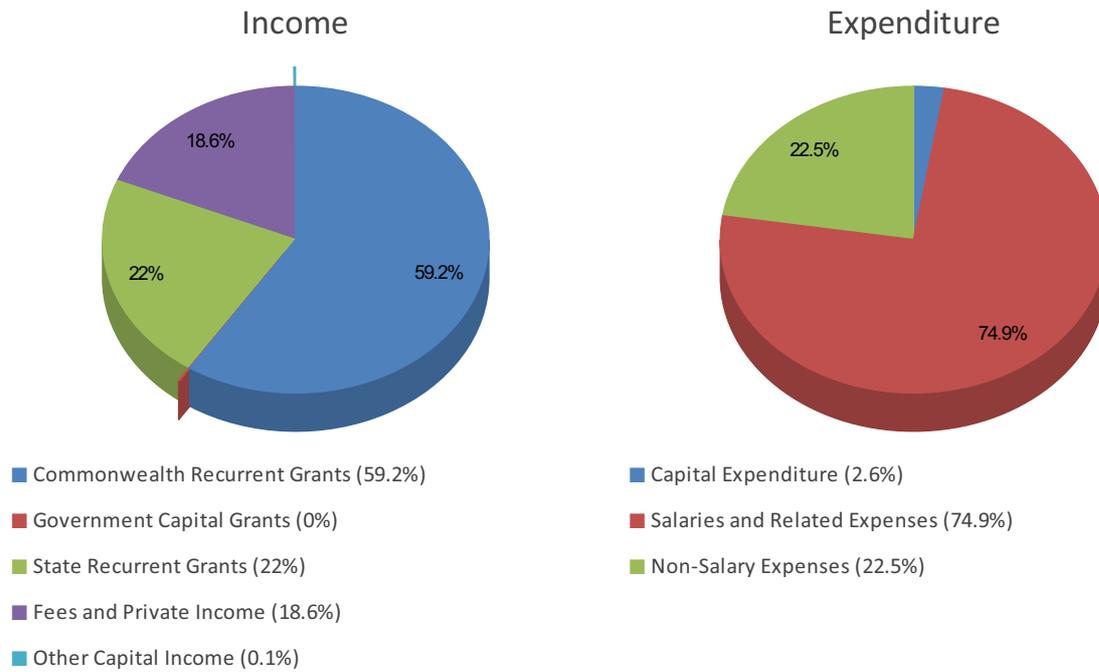
- * Catholicity
- * Family atmosphere
- * Prayer & liturgy
- * Religious Education
- * Promotion of learning
- * Academic standards
- * Communication with parents

Student Satisfaction

Students also expressed a high level of satisfaction towards the school. At school and inter-school sports carnivals a wonderful expression of school spirit was evident. Students also represented the school very positively at other events throughout the year. At the end of the year, graduating Year 6 students and their parents expressed wonderful support to the school as they finished their primary schooling.

Teacher Satisfaction

Through 2014, teachers and staff worked with great energy and enthusiasm for the good of the school. Teachers worked enthusiastically at meetings, professional learning days and staff meetings. Teachers attended many extra curricula events to show their support and satisfaction towards the school. Throughout the year the school received a significant amount of positive feedback from parents about the quality of our teachers and staff.



This School Financial Information is based on the detailed information provided to the Commonwealth Government in the Commonwealth Financial Questionnaire.

Notes

1. Commonwealth Recurrent Grants include recurrent per capita grants and special purpose grants.
2. Government Capital Grants includes all capital grants received from the Commonwealth and State Governments.
3. State Recurrent Grants includes recurrent grants per capita and special purpose grants.
4. Fees and Private Income include school based fees, excursions and other private income.
5. Other Capital Income includes capital funded through the central Capital Fund.
6. Capital Expenditure includes expenditure on School Buildings, and Plant, Furniture and Equipment.
7. Salaries and Related Expenditure include all salaries, allowances and related expenses such as superannuation and workers compensation insurance.
8. Non-Salary Expenses include all other Non-Salary Recurrent Expenditure covering resources, administration, operational expenses, utilities, repairs and maintenance.