

2016 Annual School Report to the Community

Holy Family Primary School Bathurst

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Principal Mr Kevin Arrow



Principal's Message

Holy Family School Kelso celebrated a productive and busy 2016 school year! Throughout the year we continued to develop our essential work of high quality teaching and learning across the school. Our continued commitment in forming a Professional Learning Community has assisted our work in the area of teaching & learning. As well, we joined together to express our strong Catholic identity and celebrate Catholic life here at Kelso. Our links to the Cathedral Parish were strengthened through the course of the year.

The school goes from strength to strength with a pleasing enrolment trend and strong parent & community interest in the school. We celebrate all that was in 2016 and we look towards 2017 for another great year at the school.

Parish Priest's Message

A great tradition of the Cathedral Parish is starting the school year with a Mass for all in Catholic Schools. It gives us focus on the task ahead - that all the many elements that constitute our educational endeavours are underpinned by Jesus Christ, the mystery of God, and the strength and guidance of the Holy Spirit. We reaffirm that reality for each school community at our opening school Masses. These Masses and other liturgies that are celebrated during the year make explicit our recognition of our faith in Jesus Christ and our dependence on his grace and love. This nurturing of the spiritual dimension of students' lives is also woven into the daily life of our school. The values of kindness, fairness, compassion and justice are witnessed by all members of the school community. The ongoing struggle for all of us is to be consistent in our living of these values. Sometimes we fail, and then that other crucial Christian value of forgiveness, has to be brought forth. While we learn a lot about God, revealed by Jesus, the challenge is to apply this in our relationships and in the places we live and interact with one another. Fr. Paul Devitt

Parent Body Message

Holy Family School P & F Association has had a most pleasing 2016. Throughout the year the P & F provided valuable funds to support the various teaching & learning programs in the classrooms. The target project was new reading books to be utilised in all our classrooms. Through many fundraising ventures including the operations of the food van, raffles, a golf day, school discos and a parent games night, the P & F was able to provide valuable support to the education of the children at the school. The P & F also provided wonderful moral support to the teachers and staff at the school. Many parents were involved in activities to support students such as sports coaching, classroom reading and mathematics, canteen, transport and book covering.

2016 was an excellent year for our P & F, and we look forward to building upon this year as we move into 2017.

Student Body Message

Holy Family School students participated enthusiastically in the academic, spiritual, social, sporting and extra curricular life of the school throughout 2017. Students are at the centre of the life of the school, and the response of students in the various programs is acknowledged. Students displayed a happy approach to school activities and their pride in the school was most obvious during 2016.

Our Year 6 student leaders were outstanding role models for the children throughout the school. The Care Group Program at the school again was a highlight of positive activity and engaged all students at the school. Our student leaders represented the school on numerous occasions through the year and we acknowledge their commitment to their various roles.

Students at Holy Family School applied themselves enthusiastically to school life during 2016. We look forward to seeing student success continue to flourish as we move into 2017.

SECTION TWO: SCHOOL FEATURES

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

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- **General Structure of the School:** During 2016, 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 2016.
- **Curriculum Initiatives:** Holy Family School continued specific curriculum implementation during 2016. Our work in this area was facilitated by our Professional Learning Teams where groups of teachers had a special focus on the teaching of mathematics. The DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Program was a 2016 priority K-6. The use of digital technology via a well-equipped computer lab enhanced learning through 2016. Aboriginal perspectives were focussed on during 2016 and were extended through our Aboriginal Education Program.
- **Facilities Improvements:** During 2016, we established a Counsellor's Office, a designated space for our Counsellor. A large quantity of solar panels were installed at the school during the year. Our Computer Lab was re-carpeted. Roofing improvements were completed, and landscaping work on an Indigenous Garden commenced.

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 2016:

Girls	Boys	LBOTE*	Total Students
186	201	4	387

* 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 2016 was 94.52%. Attendance rates disaggregated by Year group are shown in the following table.

Attendance rates by Year group	
Kindergarten	94.97%
Year 1	94.61%
Year 2	95.63%
Year 3	94.45%
Year 4	94.85%
Year 5	94.19%
Year 6	92.94%

Managing Student Non-Attendance

Regular attendance at school is essential if students are to maximise their learning. 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 Schools (or designated CEDB 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 2016:

Total Teaching Staff*	Total Non-Teaching Staff	Combined Total
21	12	33

* This number includes 13 full-time teachers and 8 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	Whole School Annual Planning & Development
Term 2	Assessment & Reporting
Term 3	Year of Mercy Reflection Day
Term 4	Professional Learning Community / Assessment & Reporting

Staff at Holy Family School are engaged in ongoing professional development activities. The major focus during 2016 included our focus on the Professional Learning Communities Project. As well, our learning had a focus on the 'Model of Christ Centred Learning Project.' Both are Catholic Education Office priorities being implemented across the Diocesan schools.

Staff also engaged in team teaching to assist in the implementation of the iPad Program at the school. Video Conferencing was introduced to staff and a focus on 21st Century Teaching and Learning was part of our professional learning.

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.

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- Holy Family School values the link to the Cathedral Parish. The school continued to strengthen links with the Cathedral Parish in 2016. The school assisted with the implementation of the Parish Sacramental Program and also published regular Parish events in the weekly newsletter for families. The school continued to give priority to the celebration of liturgies and worship. Prayer is a major focus at the school. We conduct a weekly 'Gospel Challenge.'
- Holy Family School continued to support Catholic Missions, Caritas and the Cathedral Restoration Project.
- The school celebrated 2016 as 'The Year of Mercy.'
- Staff attended a Cathedral Parish Commissioning Mass to commence the school year in 2016. Weekly staff prayer continued as the staff gather as a faith community. Staff participated in a 'Year of Mercy' reflection day in 2016.
- Pastoral care is a shared responsibility for everyone at Holy Family School. Our policy in this area includes anti bullying approaches at the school, and also includes a successful peer support program involving all students.
- Targets for 2016 included: Review of Sacramental Program, strengthen School-Parish links, consolidate implementation of new Religious Education Teaching Units.
- Targets for 2017 include: Further developing links with the Parish, using digital resources in RE, review of Pastoral Care Policy.

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	28.26

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 in accordance with the NSW Education Standards Authority (NESA). The school provides tuition in the Key Learning Areas: Religious Education, Mathematics, English, Science, Human Society & Its Environment (History / Geography), Creative Arts, Personal Development Health & Physical Development.
- Special emphasis on teachers working in curriculum teams is developing at the school. Our curriculum teams have the priority focus of improving student learning outcomes.
- The school is developing, 'A Model of Christ Centred Learning.' This is a Diocesan curriculum framework.
- 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 2016 the school continued an Aboriginal Educator Program. Achievement outcomes for ATSI students were assisted. Aboriginal perspectives in our curriculum were extended in 2016.
- Class teachers facilitate extension and enrichment activities for students.
- School teams of Year 5 / 6 students competed in the 'Mighty Minds' enrichment day.
- A school choir, school band and various music services are available for student participation.
- School sports teams participate in local gala days or competitions for hockey, rugby league, rugby union, netball 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. All classes have access to the use of iPADS to support student learning. Fibre optic wiring and a wireless network operates at 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 2016		% of students in the top 2 bands		% of students in the bottom 2 bands	
		School	Australia	School	Australia
Year 3	Grammar and Punctuation	63.00%	53.00%	0.00%	10.00%
	Reading	63.00%	48.00%	8.00%	11.00%
	Writing	71.00%	49.00%	0.00%	6.00%
	Spelling	51.00%	46.00%	8.00%	12.00%
	Numeracy	47.00%	36.00%	6.00%	13.00%

NAPLAN RESULTS 2016		% of students in the top 2 bands		% of students in the bottom 2 bands	
		School	Australia	School	Australia
Year 5	Grammar and Punctuation	42.00%	36.00%	12.00%	15.00%
	Reading	40.00%	35.00%	12.00%	16.00%
	Writing	18.00%	17.00%	9.00%	18.00%
	Spelling	30.00%	30.00%	9.00%	17.00%
	Numeracy	23.00%	28.00%	7.00%	17.00%

Student Welfare Policy

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 2016 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 2016. Our program had a focus on building positive relationships.

Our approach to student welfare also includes a proactive, anti-bullying policy. In 2016, we celebrated a whole school 'anti bullying day.' This policy forms part of our Behaviour Management and Discipline Policy.

Text from the School Discipline Policy, Anti Bullying Policy and Pastoral Care Policy are available on the school website. The full text of the Pastoral Care Policy and Discipline Policy (Student Welfare Policy) may be accessed by contacting the Principal.

The Pastoral Care Policy was recently updated.

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's Discipline Policy is incorporated in the overall 'Student Behaviour Management and Discipline Plan.' The school priority is to provide a safe and supportive environment and so help students develop self-discipline within each child. At our school we strive to assist each student to: Learn to accept responsibility, show respect for others and their property, cooperate with each other, and show care for others.

Holy Family School reinforces the view that every child has the right to learn. Our fundamental rights for students and staff include: The right to learn, the right to feel safe, the right to be treated with dignity and respect.

Our policy intends to develop a safe and supportive school environment that encourages students to: Develop positive self esteem, respect for the rights and dignity of others, build workable relationships, own their behaviour, and accept consequences of behavioural choices.

The Discipline Policy was recently updated.

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 the promotion of respect and responsibility in 2016 include:

- Peer Support Foundation 'Positive Relationships Program'
- Religious Education Program
- Pastoral Care Programs
- School missions and charitable programs
- Extension of the Aboriginal Education Worker Program

- Teacher addresses to students and assemblies and in classrooms
- ANZAC and Remembrance Day reflections, lessons and liturgies
- School emphasis on developing social skills in students
- School community events eg Mothers' Day 'Morning Tea With Mum', Fathers' Day 'Big Breakfast'

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 2016

Holy Family School determines an 'Annual School Improvement Plan' to assist in driving continued improvement at the school. During 2016 improvements included:

- * Implementation of the Professional Learning Communities Program
- * Implementation of the Model of Christ Centred Learning Project
- * Implementation of the Australian Curriculum - Geography and History
- * Focus on developing '21st Century Learners'
- * New School Library Program
- * NAPLAN, DIBELS and PAT external testing and improvements
- * Formation of robust Professional Learning Teams across the Stages
- * Extension of digital learning capabilities including use of iPADS
- * Consolidation of the use of School App and Facebook page

Priority Key Improvements for 2017

Holy Family School includes the following priorities as part of the overall improvement plan for 2017:

- * Extend the celebration of Catholic life at the school
- * Consolidate our PLC and MCCL programs.
- * Extend the implementation of differentiated academic groupings in classrooms.
- * Extend the use of data evidence to inform and review teaching programs.
- * Consolidate teaching of science, history and geography across the school.
- * Introduce STEM programs in line with CEO strategic plan.
- * Consider greater use of contemporary learning furniture and programs.
- * Extend our technology priorities through the school and prepare for online NAPLAN.

SECTION TEN: PARENT, STUDENT AND TEACHER SATISFACTION

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 2016, parents demonstrated a high level of support towards the school. The parent representative body strongly supported the school with much appreciated fundraising. Large parent attendance at events such as parent teacher grade nights, parent teacher interviews, and the end of year 'Family Night' celebration, indicated strong support for the school. Parents participated in the CEO School Review and expressed high levels of satisfaction towards school programs.

Through 2016, the school experienced high demand for enrolment places in all classes at the school. This is an indication of high regard for the school and high satisfaction level from parents.

The Catholic Education Office conducted a parent survey on Holy Family School in February 2016. Some parent responses included:

Q. "The school has a clear identity as a Catholic school in the community"

90% of parent responses indicated the school had 'Many or Major strengths' in this area.

Q "Overall I am satisfied with the academic standards of the school"

96% of parent responses indicated the school had 'Many or Major strengths' in this area.

Student Satisfaction

Through 2016, students expressed a high level of satisfaction towards the school. Students demonstrated a high level of commitment to their class work. Students worked well on their learning tasks, as reported by the teachers of their learning. 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 2016, teachers and staff worked with great energy and enthusiasm for the good of the school. Teachers worked supportively at meetings, professional learning days and staff meetings. Teachers engaged professionally in the emerging Professional Learning Teams structure at the school. 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.

The Catholic Education Office conducted a staff survey on Holy Family School in February 2016. Some staff responses included:

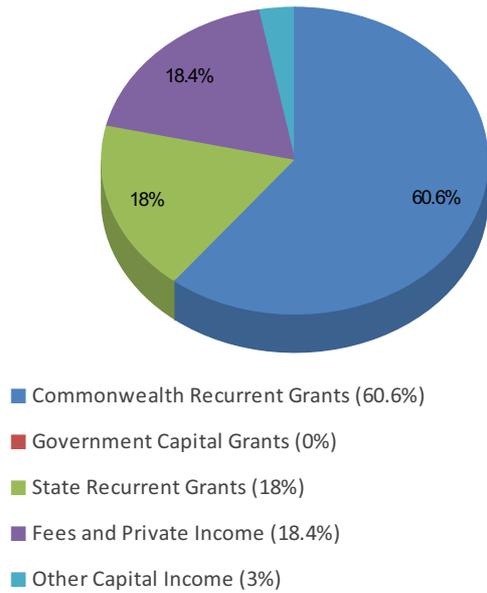
Q "The school has a clear identity as a Catholic school in the community"

100% of staff responses indicated the school had 'Many or Major strengths' in this area.

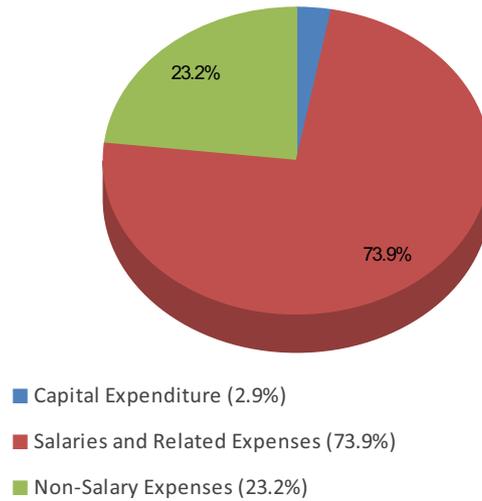
Q "The school has clearly articulated strategies for improving both student achievement and well being"

95% of staff responses indicated the school had 'Many or Major strengths' in this area.

Income



Expenditure



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.