

St John's Primary School DUBBO  
Annual School Educational and Financial Report  
2013



Address: 138 Sheraton Road  
DUBBO NSW 2830

Telephone: 02 68 82 2677

Facsimile: 02 6884 4500

Website: <http://www.stjohnsprimarydubbo.catholic.edu.au/>

## **ABOUT THIS REPORT**

St John's Primary School DUBBO is registered by the Board of Studies (NSW) and is part of a system of schools managed by the Catholic Education Office (CEO), Bathurst. The CEO, Bathurst is the 'approved authority' for the Registration System formed under Section 39 of the NSW Education Act 1990.

The Annual School Educational and Financial Report for this year provides the school community with reliable and objective information about school performance measures and policies, as determined by the Minister for Education (NSW) in conjunction with requirements of the Minister for Education, Employment and Workplace Relations.

This Report also outlines information about initiatives and developments of major interest and importance to the school community during the year, and the achievements arising from the implementation of the school's Annual Improvement Plan.

Accordingly, this Report demonstrates accountability to the school community and the CEO, Bathurst.

This Report complements and is supplementary to school newsletters, yearbooks and other regular communications. This report will be available on the school and CEO websites by 30 June 2014 following its submission to the Board of Studies.

Further information about the school or this report may be obtained by contacting the school on 02 68822677 or by visiting the website at <http://www.stjohnsprimarydubbo.catholic.edu.au/>.

## **PRINCIPAL'S MESSAGE**

St John's Primary School is a K- 6 Catholic school in the Bathurst Diocese and is situated in the rural city of Dubbo. Our Vision is to foster a community of faith that is centred on the teaching of Christ, where love and concern develops the whole child, empowering each individual with the opportunity to realise their full potential. Enrolment for 2013 exceeded 400 students with over 30 full time and part-time staff. We celebrate Catholic life and have a focus on Gospel values in the daily life of the school community. St John's Primary School has very strong links with the St Brigid's Parish. Religious Education is woven into the daily life of the school through formal religion lessons, the integration of Christian values into other subject areas and the encouragement to live full Christian lives. Opportunities for experiencing prayer and celebrating liturgy are provided for the school family, that is, parents, staff and children. Each class develops its own prayer focus in the classroom and makes prayer an integral part of the school day. The school acknowledges the partnership between home and school as vital in building a vibrant school community and it has a proud tradition of strong parent support. St John's School strives for academic success. High achievement is celebrated and the school has a strong teaching priority for Literacy and Numeracy. A variety of stimulating extracurricular activities are offered as part of our commitment to educate the whole child. These include the Life Education Program and 'No Bullying' initiatives such as Powerful Futures and Gracie BullyProof, chess competitions, University of NSW competitions, School Concert Band and Eisteddfod. St John's School participates in DUBBO PSSA weekly sporting competitions in Term 2 and 4 and NSW Catholic schools representative sports pathways in events such as swimming, cross country, athletics, summer and winter sports, local gala days for rugby league, rugby union, AFL and netball. St John's students make use of a computer lab via specialist lessons each week to assist them to be technically competent. We value the school library as an important learning environment. It supports the teaching of English and contributes to important skill development as well as an understanding of literature. Learning support at the school exists to help students to maximize their learning in the classroom. St John's School strives to develop self-discipline in students. We actively promote responsibility and respect for one another and support for students to understand action and consequence as a key element in school discipline. St John's School has developed an excellent reputation in the local community. The school boasts a rich Catholic tradition alongside a rich array of diverse and valuable programs and activities for the development of students.

*Anthony O'Leary*

PRINCIPAL

## **PARISH PRIEST'S MESSAGE:**

St Brigid's Parish is very fortunate to have within its boundaries five Catholic Schools;

- St John's Catholic Primary, Sheraton Road, Dubbo East;
- St John's Catholic Secondary College, Sheraton Road, Dubbo East;
- St Laurence's Catholic Primary, Tamworth Street, South Dubbo;
- St Mary's Catholic Primary, Wheelers Lane, Dubbo North;
- St Pius X Catholic Primary, East Street, West Dubbo.

It is easy to forget the vital role of the Catholic education system which, alone for almost a century, has upheld the right of parents to a faith-based education for their children. Over this time many parents and parishioners have made great sacrifices to build this system.

The winning of "state aid" in the 1960s ensured that this right could be enjoyed by all parents - not just Catholics - and an increasing number of Australian families are its beneficiaries.

Catholic schools and institutions must reflect the moral and religious principles on which they were established - universities, schools and hospitals- must be "genuinely Catholic" and conform to official teaching on "respect for human life, marriage and family and the right ordering of public life."

As we acknowledge the help and financial support of government we must always maintain that independence which allows us to see that the "utmost importance" in Catholic institutions is that we be "Catholic in our self- understanding and Catholic in our identity." JP II

This remains the great challenge facing Catholic institutions in Australia today. As Catholic Schools operating within the Catholic Parish of St Brigid's we are called to work ever more assiduously to embrace the Gospel message of Christ and his teaching as passed on to us through His Church and to reflect these values in every aspect of our school life.

We thank our teachers and staff for taking the Gospel imperative to teach the truth in its fullness.

Regards,

Fr Mark McGuigan

Parish Priest

## **MESSAGE FROM PARENTS and FRIENDS ASSOCIATION OR PARENT REPRESENTATIVE BODY**

Our P&F Meetings are held on the third Tuesday of the month from 7pm in the staff room. Meetings were well attended by a dedicated and enthusiastic group of parents. The P&F presented the school with funds to purchase sporting equipment and reading resources. A successful School Fete generated not only funds, but more importantly school spirit and links with the community.

The P&F Clothing Pool was coordinated by Cath Osborne. This has been a beneficial service to our parents. The P&F Welcome Morning Tea was held for our kinder parents. Also in February the P&F hosted a welcome Picnic tea for about 60 families. The hospitality shown by the P&F at these functions is so important in making new families feel part of our community.

The P&F hosted A Biggest Morning Tea involving children, parents and staff to raise money for the Cancer Council in May. Thank you to Mr O'Leary for his support of the P&F. The monthly Principal Reports are informative and appreciated by the P&F. Thank you to all our parents who attend and contribute to our P&F meetings.

Mrs Tracey Duncan

## **CATHOLIC IDENTITY**

### **Our Vision**

Is to foster a community of faith that is centred on the teaching of Christ, where love and concern develops the whole child, empowering each individual with the opportunity to realise their full potential.

### **Our Mission**

To live, love and learn in the light of Christ.

**Our Motto** *Christ is my Light.*

Our Vision Statement articulates the essential and core elements of our Catholic Identity. We recognise that as a community we must work together to nurture our faith, to live true to the teachings of Christ and to respect the individuality and potential of all members of our school community - our students, our staff, our parents and wider community.

Foundational to our mission as 'educators in faith' is the knowledge that we must live a life based on the teachings of Christ, whilst learning in His light. Light provides direction through the darkness enabling us to find our way, and in the same way we must use the Light of Christ to guide us in all we do. The Catholic culture our community is defined by our understanding and response to our Vision and Mission Statement, as ambassadors for Christ, how do we bear witness to our faith? With the School Motto of "Christ is my Light", we are reminded to let this light guide us as we live and learn at St. John's Primary.

Religious Education is a lifelong process and Catholic schools contribute to this process.

The purpose of Religious Education at St. John's Primary is to:

- provide opportunities for individuals to grow in understanding of and relationship with God, as Father, Son and Holy Spirit;
- help individuals reflect on the meaning of their own lives and the lives of others
- help individuals to understand and access the traditions of the Catholic Faith
- enable individuals to participate more fully in the life of the Catholic community and contribute to the wider community by putting into action the teachings of Jesus Christ.

At St John's we teach and follow Bathurst Diocesan Program and To Know, Worship and Love resources. Staff have received training in ICT tools to support the implementation of the program.

The Catholic identity of St. John's is enhanced due to its close ties with the Parish of St Brigid's, our Parish Priest Father Mark McGuigan and School Chaplain Father Greg Bellemy and the wider parish Community. We are actively involved in and support the Parish based Sacramental Programs. The School celebrated its Catholic identity in numerous ways in 2013. We began and ended our School Year with a Mass at St. Brigid's Church. At least once per term we had the opportunity to come together as a K-6 community to celebrate being members of this community. The focus of these celebrations was a liturgy with a different theme depending on the Liturgical Season or time of year. A highlight for 2013 was our Easter Liturgies as we journeyed with Jesus through Holy Week and Easter. These Liturgies were moving and deeply memorable for the whole community.

Our Catholic Identity was also enhanced by our use of our School Prayer every morning and our school Song at our Assemblies. Class and staff prayer were also an integral part of our daily and weekly activities.

From a very practical perspective, the School was involved in a range of activities designed to raise student awareness of our Church in action at a local and international level in 2013. This was particularly evident in our efforts to support the Society of St Vincent de Paul and Caritas, Australia.

## **SCHOOL FEATURES**

The school offers classes from K - 6 in a two stream model. Modern buildings complement Contemporary learning where ICT is embedded into the full range of Key Learning Areas. The students of St Johns have access to Mathletics, Reading Eggs and access to a well-resourced ICT Centre. There are a number of Pastoral Care initiatives operating. Pastoral Care is the defining factor of the nature of Catholic Schools. At St John's, Pastoral Care is characterised by Gospel values which permeate ideas of love, kindness and the celebration of life. Pastoral Care is the integral part of all teaching and learning at St John's. It enables relationships between all parties to exist harmoniously. At St John's we have resources and techniques available to teachers so they can engage in Pastoral Care successfully.

Students of St. John's have the opportunity to expand upon their musical talents by participating in the school band. The students have weekly lessons and participate in several concert workshops throughout the year. The students also have the opportunity to join the Catholic Primary School's Band.

The school has a range of extra curricula activities including such things as Live Life Well @ School, iKi FiT, Powerful Futures, Choir, Debating, Chess, Student Representative Council and Sporting Teams who participates in both local and regional competitions.

## **ENROLMENT POLICIES AND PROFILES**

### **Preamble**

The schools of the Catholic system have been established to support Catholic parents in the holistic education of their children. Particular emphasis is given to supporting parents in the faith development of their children. Criteria

Enrolment is determined by the following criteria:

1. Siblings:
  - a. Siblings of Catholic children already enrolled in a Dubbo Catholic school.
  - b. Siblings of non-Catholic children enrolled in a Dubbo Catholic school prior to 2003.
2. Baptised Catholic children of practising Catholic parent(s)/guardian(s).
3. Catholic children of non-Catholic parents.
4. Children baptized in other denominations or faith traditions.
5. Children who are not baptized provided the parents have had a meeting with the Parish Priest and he has advised the Principal to consider the child(ren) for enrolment if there is a vacancy in the school.

Note especially:

Enrolment acceptance or non-acceptance can only occur after interview with the School Principal. The School Principal will then make the final decision regarding enrolment.

Children who are enrolled in a Primary school are not guaranteed a place in Year 7 at St John's College. All children have to re-enrol for secondary education at St John's College.

Younger siblings of non-Catholic children enrolled at St John's College are not guaranteed a place in a Catholic Primary school.

Enrolment packages and information can be obtained by visiting the office or downloading an application form from <http://www.stjohnsprimarydubbo.catholic.edu.au/documents/enrolment.html>

**School Profile:**

St John's Primary School Dubbo was established in 1969 with the late Sister Lelia as Principal and Brother Theodore O'Shannessy as Assistant Principal. This school was formed by combining the primary girls from St. Patricks Convent and the primary boys from St. Johns School. The boys school was situated at the De La Salle Monastery in George Street.

The student numbers per grade from the 2013 August Census were:

<b>Grade</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
<b>K</b>	<b>22</b>	<b>37</b>	<b>59</b>
<b>1</b>	<b>27</b>	<b>31</b>	<b>58</b>
<b>2</b>	<b>25</b>	<b>29</b>	<b>54</b>
<b>3</b>	<b>27</b>	<b>31</b>	<b>58</b>
<b>4</b>	<b>26</b>	<b>29</b>	<b>55</b>
<b>5</b>	<b>28</b>	<b>35</b>	<b>63</b>
<b>6</b>	<b>30</b>	<b>29</b>	<b>59</b>
			<b>Total = 406</b>

In 2013 there were 34 students who identified as Indigenous.

There were no changes made to the enrolment policies during the year.

## STUDENT ATTENDANCE AND RETENTION

### Attendance Rates

<i>Year Group</i>	<i>Attendance Rate</i>
<b>1</b>	<b>95.63</b>
<b>2</b>	<b>94.97</b>
<b>3</b>	<b>94.26</b>
<b>4</b>	<b>94.48</b>
<b>5</b>	<b>93.31</b>
<b>6</b>	<b>92.97</b>
<b>Whole School</b>	<b>94.26</b>

Each class teacher records student attendance in a Class Roll. The class teacher is responsible to collect notes explaining absences. Attendance problems are referred by the class teacher to the Assistant Principal or Principal who then contacts the parents as required.

The school manages non-attendance by following up parent written notes explaining student absences. The school also contacts parents regarding non-attendance if necessary.

## SCHOOL CURRICULUM

There are seven Key Learning Areas in the Primary Catholic School Curriculum in New South Wales.

- Religious Education
- English
- Mathematics
- Science & Technology
- Human Society & Its Environment
- Creative & Practical Arts
- Personal Development, Health & Physical Education Religious Education

Religious Education is woven into the daily life of the school through formal Religious Education lessons, the integration of Christian values into other subject areas and the encouragement to live full Christian lives.

Opportunities for experiencing prayer and celebrating liturgy are provided for the school family, that is, parents, staff and children. Each class develops its own prayer focus in the classroom and makes prayer an integral part of the school day.

Various events are celebrated during the year. These usually include the Masses to celebrate the commencement of school year, Lent, Easter, Advent, Mission Week, NAIDOC Week and other days of significance. Parents, grandparents and friends are very welcome at these special occasions.

The Sacramental Programs for Reconciliation, Eucharist and Confirmation are very much parish based with parents, Parish Priest and School working closely together.

#### Library

The Library is an integral part of the school. It is fully computerised and aims to provide an environment, which is welcoming and stimulating for individual and group learning. It is primarily a learning and information centre and as such is an essential resource for the planning and implementation of the teaching program at the school. Book Week is a major focus for the Library with a Book Fair held during this week each year.

#### Information Technology

The school's main aim is to ensure the children are competent and confident in the varied ways in which computers can support and enhance their learning. All students have ready access to Computers in the classroom and the school Library. ICT provision at St John's Primary School is enhanced by the 32 PC computer lab, all staff having a lap top, and each room equipped with an interactive whiteboard.

#### Performing Arts

Several artistic performances are scheduled for all Grades. Students are exposed to dance, mime, storytelling and other music related performances. Students at St John's Primary School have access to a range of musical resources, including weekly music lessons with Mrs Dunn, a specialist Music teacher.

#### Sport and Physical Education

All children participate in a wide variety of sports, which aim to improve their physical fitness and co-ordination. Our emphasis is on enjoyment, willing participation and promoting a healthy lifestyle. During Terms 2 & 4 students participate in inter- school competitions in a range of sports through the Primary Schools Sports Association. Students in Years 4, 5 and 6 are eligible to compete in PSSA.

- P.S.S.A Winter Sports include Hockey, Netball, Rugby League and Soccer.
- P.S.S.A Summer Sports include Cricket, Softball, Tee Ball and Touch Football.

Students also have the opportunity to be nominated in Diocesan Selection Teams in a variety of Sports throughout the year. This provides a pathway to State and National Competitions. Sports include Tennis, Basketball, Softball, Swimming, Netball, Golf, Athletics, Rugby Union, Rugby League and Cricket.

Students also participate in fitness activities including Zumba, a variety of coaching clinics and iKiFiT.

## STUDENT PERFORMANCE IN NATIONAL ASSESSMENT PROGRAM IN LITERACY AND NUMERACY (NAPLAN)

### Literacy and Numeracy

Students in Years 3, 5, 7 and 9 around Australia sat the National Assessment Program- Literacy and Numeracy (NAPLAN) Tests in May 2013. Individual student reports were provided in September 2013. Analysis of these results assists the school in planning and is used to support teaching and learning programs.

Detail on school performance is provided in the following tables. Band distributions and percentages of students achieving the national minimum standard are outlined separately for Years 3 and 5.

Points to note are:

- In Year 3 students placed in Band 1 are below national minimum standard. Students in band 2 are achieving national minimum standard and students in bands 3 and 4 are “at proficiency”
- In Year 5 students placed in Band 3 are below national minimum standard. Students in band 4 are achieving national minimum standard and students in bands 5 and 6 are “at proficiency”.

### Band Distribution (%) - YEAR 3

	Band	1	2	3	4	5	6	%at/above National Minimum
<b>Reading</b>	School	2	6	22	26	24	20	98
	Diocese	2	7	17	25	21	27	98
	State	3	10	16	25	19	28	97
<b>Writing</b>	School	2	9	22	30	32	6	98
	Diocese	1	5	16	27	39	12	99
	State	2	6	15	23	37	17	98
<b>Spelling</b>	School	2	2	11	28	31	26	98
	Diocese	3	6	20	27	24	21	97
	State	4	6	18	23	24	25	96
<b>Grammar &amp; Punctuation</b>	School	2	2	17	30	26	24	98
	Diocese	2	7	14	22	27	28	98
	State	3	8	14	21	24	31	97
<b>Numeracy</b>	School	0	7	24	30	33	6	100
	Diocese	1	6	19	33	31	10	99
	State	3	8	22	29	25	14	97

Year 3 (Boys-24 students) have improved by 10 scale scores from the 2012 data in the test aspect of Spelling.

Year 3 (All-54 students) are 11 scale scores above the state average in the test aspect of Spelling.

Year 3 (Boys-24 students) are 26 scale scores below the state average in the test aspect of Writing.

**Band Distribution (%) - YEAR 5**

	<b>Band</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>%at/above National Minimum</b>
<b>Reading</b>	School	2	5	30	36	23	5	98
	Diocese	1	8	23	32	25	13	99
	State	2	9	23	29	22	15	98
<b>Writing</b>	School	0	9	46	35	6	3	100
	Diocese	3	7	23	23	25	19	97
	State	5	9	22	22	23	19	95
<b>Spelling</b>	School	5	3	27	44	17	3	95
	Diocese	4	7	25	33	23	8	96
	State	5	8	21	27	25	13	95
<b>Grammar &amp; Punctuation</b>	School	3	8	24	25	25	14	97
	Diocese	3	7	23	23	25	19	97
	State	5	9	22	22	23	19	95
<b>Numeracy</b>	School	5	8	43	27	11	5	95
	Diocese	2	12	30	32	15	9	98
	State	5	15	26	26	13	15	95

**Growth**

Year 5 (Boys-28 students) are 43 scale scores above the state average growth in the test aspect of Grammar & Punctuation.

Year 5 (Boys-28 students) are 13 scale scores below the state average growth in the test aspect of Writing.

The number of students achieving the national minimum standards is pleasing in all areas. An analysis of the students who did not meet the benchmarks are students who fall into the group of funded

students or students who have an ESL need. Reading comprehension is an area that has been identified as an area for development. The school has put into place continued staff development in Jolly Phonics, Guided Reading and Multilit and will continue to resource this area with new resources to engage the students, namely updated Guided Reading texts and ICT supplement resources. We will build upon the initial success of the Quick Smart program with further implementation in 2014 and beyond.

## **PROFESSIONAL LEARNING AND TEACHER STANDARDS**

### **Professional learning**

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

The total number of days in professional learning activities for 2013 was 185.

Teachers were involved in the following professional learning activities in 2013:

Use of Promethean Interactive Whiteboards, Quality Catholic Education - School Improvement, Institute of Teachers Mentoring, Indigenous Learning Perspectives, NAPLAN, Teaching of Reading Comprehension and Spelling with David Hornsby, Australian Curriculum consultation / implementation, Contemporary Learning, Learning Support, Gifted & Talented Education, Sport, Religious Education, Clerical PD (BCA) and English Curriculum.

Pupil free days were held in 2013. Professional Development covered included: Reading, Learning Styles and School Organisation and Planning

### **Teacher Standards**

The NSW government requires that this report detail the number of teachers in each of the following categories:

<b>Teacher Qualifications</b>	<b>Number of Teachers</b>
1.Those having teaching qualifications from a higher education institution within Australia or as recognised within the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines	24
2. Those having qualifications as a graduate from a higher education institution within Australia or one recognised within the AEI-NOOSR guidelines but lack formal teacher education qualifications	0

3. Those not having qualifications as described in 1 or 2 but have relevant successful teaching experience or appropriate knowledge relevant to the teaching context. Such teachers must have been employed: - to 'teach' in NSW before 1 October 2004 (either on a permanent, casual or temporary basis), and - as a 'teacher' during the last five (5) years in a permanent, casual or temporary capacity.	0
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### Teacher Attendance and Retention Rates

Teacher Attendance	95%
Teacher Retention	100%

### WORKFORCE COMPOSITION

	Male	Female	Male Indigenous	Female Indigenous
Principal	1			
Assistant Principal	1			
Teachers/Coordinator	1			
Teacher Assistants	1	18		1
Librarians		1		
Ancillary Staff	1	4		

### SCHOOL POLICIES: STUDENT WELFARE, DISCIPLINE, COMPLAINTS and GRIEVANCES

#### Student Welfare Policy

At St John's Primary School we "embrace the values of respect, compassion and acceptance".

Our Catholic values are the source of our energies and give us direction. 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.

The school has developed a comprehensive Behaviour Management Policy based on the Gospel values of justice and respect for the individual. An important aspect of the Behaviour Management Policy is the area of "positive reinforcement" as well as our Award System.

The system of Awards, combined with Levels of Consequences for inappropriate behavior, provide a balanced and supportive approach to the management of student behavior that encourages students to take responsibility for their own behavior. Corporal punishment is not permitted in St John's Primary School. 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.

Sun Smart Policy is an example of policy that focuses on the physical welfare of students.

The school recognizes the danger posed by exposure to ultra violet solar radiation and has developed procedures in accordance with recommended guidelines.

The "No Hat - No Play" policy is strictly enforced. All children will wear school hats unless exempted by a medical statement. Students are expected to wear their hats while participating in all outdoor activities.

The full text of the school Student Welfare Policy may be accessed by contacting the school office or via <http://www.stjohnsprimarydubbo.catholic.edu.au/index.html>

There were no changes made to the Student Welfare Policy during the year.

### **Discipline Policy**

A number of principles and beliefs guide the effective management of student behaviour.

1. Behaviour is chosen for a purpose. Since behaviour is the result of choice, school communities must equip students to make the best possible choices.
2. Consequences for behaviour are non-violent. Non-violent consequences are responses that do not involve any form of physical punishment, emotional hurt or verbal harassment.
3. All individuals within St John's Primary School are valued and treated with respect.
4. Individuals are able to accept responsibility for their own behaviour. St John's Primary School recognises that the acceptance of responsibility for behaviour is developmental and is dependent on students having opportunities to discuss and practise appropriate behaviour.
5. All behaviour has consequences which affect future opportunities. Responsible behaviour increases the student's range of future opportunities.
6. A partnership is necessary between staff, students and their families if a safe, caring, orderly and productive school community is to be created and if responsible student behaviour is to be developed. A whole school community approach to the management of student behaviour will provide a consistent environment in which students can learn to take responsibility for their own behaviour.

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.

The full text of the school discipline policy may be accessed via the school office or at <http://www.stjohnsprimarydubbo.catholic.edu.au/index.html>

There were no changes made to the Discipline Policy during the year.

## **Complaints and Grievances Policy**

Complaints will be dealt with responsively and confidentiality will be preserved.

Procedural Fairness: The principles of procedural fairness will be followed in all aspects of complaints handling. This includes:

- giving you the opportunity to put your case
- offering reasonable assistance to you to enable the complaint to be made and to know the complaint handling procedures
- informing the respondent of the substance of the complaint investigation process including outcomes
- handling the complaint process confidentially
- determining complaints as quickly as possible and advising you and the respondent of the outcome of the investigation
- assessing the facts and circumstances of the situation objectively and determining the complaint fairly
- providing you with details of the determination and reasons
- informing you and the respondent of any avenue for review

Anonymous Complaints: If you choose to remain anonymous, the complaint may not be acted upon.

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### **Procedures**

If you have a problem or concern which you wish to raise you should first talk to the person with whom you have the issue. If you feel that you cannot approach the person directly or you are not happy with their response or the complaint is very serious, you should approach the principal. Any complaint received by a school that relates to the principal will be referred to the schools consultant at the Catholic Schools Office.

### **How your complaint is resolved**

As soon as possible after receiving your complaint the school will record the details, arrange to meet with you and if you so wish, a support person, meet with anyone else, to whom the complaint relates, investigate the complaint and advise you of the outcome.

The full text of the school Complaints and Grievances Policy may be accessed via the school office.

There were no changes made to the Complaints and Grievances Policy during the year.

## **Anti-Bullying Policy**

The Anti-Bullying Policy provides a purpose for all members of the school community to actively seek to provide an environment where everyone is safe from all forms of bullying.

The Kinder - Year 6 Buddies exist to help our Kindergarten students feel safe and supported at school.

The buddies build a positive relationship with the support of the class teachers and undertake

activities during the year. The program also operates when whole school activities take place including Masses.

The iKiFiT - Powerful Futures program provides dynamic peer led programs which foster the physical, social and mental wellbeing of young people and their community. The key concepts of the iKiFiT - Powerful Futures include context appropriate behaviour, resilience, and team building. The program consists of iKi Crew training and peer led sessions. The Year 6 leaders facilitate each session with their group and utilises ICT resources.

The full text of the school Anti-bullying Policy may be accessed via contacting the office.

There were no changes made to the Anti-Bullying Policy during the year.

## **SCHOOL DETERMINED IMPROVEMENT AND TARGETS**

In 2013 the school reviewed the aspects of the Quality Catholic Education document.

1.2 - Religious Education

2.4 - Pedagogy and Teaching Practice

Time was allocated at designated staff meetings for the staff to discuss the elements and list the possible evidence that exist within the school to support any rating or ranking of the element.

The QCE process created an atmosphere of positive reflective discussion among staff. The process enabled the conversation to ask 'What happens in a school in regard to the element?' How do we feel about that? What if anything, do we as a whole school staff need to do in relation to the element? This process will be further embedded as the school moves towards a model of PLC's (Professional Learning Communities). The focus groups for each element came up with the following ratings (out of 5) for the element that they investigated and gathered evidence for:

1.2 - Level 4 was the rating given for this element by staff. In 2013 several of our Year 6 students participated in the Christmas Art competition. Ben Hile from Year 6 gained first place. His work went on display in Sydney. The Year 6 students also participated in the Year 6 Religious Education test developed by UNSW. Our results were pleasing:

Of the 58 students who completed the test:

- ✓ 22 Students gained a Credit certificate
- ✓ 25 Students gained a Distinction certificate
- ✓ 3 Students gained a High Distinction certificate

Another sample of evidence that was of particular use was the parent satisfaction survey in relation to this element. 93% of parents indicated that they felt St Johns had either very strong or strong links with the Parish and Religious Education.

2.4 – Pedagogy and Teaching Practice was rated a 3. Staff participated in a range of diocesan level initiatives including attendance at the Bathurst CEO Contemporary Learning Day.

Staff felt that as the new curriculum documents are implemented a focus on developing teaching skills and integration of a variety of teaching styles and ICT will enhance this element.

The Literacy and Numeracy Targets:

We will be reviewing results of NAPLAN and using our Multilit Reading Programme to assist with the outcomes that need to be addressed.

Areas of Strength	Areas for development	Focus Groups
<p>Literacy: * The continued success of Multilit to assist children in developing decoding skills. * Guided Reading approaches have developed utilizing the Springboard resources and School Magazines. Students are matched to text and are able to utilise on line resources for additional support.</p> <p>Numeracy: * Mathletics continues to be implemented K – 6. Student engagement has increased with analysis of Mathematics indicated a greater use with homework tasks.</p>	<p>* Continue to enhance and review the scope and sequence of units / skills to be taught K – 6 with a focus on the draft Australian Curriculum.</p> <p>* Further implement ICT resources in Literacy / Numeracy = Reading Eggs, Spell City and Mathletics.</p>	<p>The P&amp;F response group indicated continued strong support of the ICT implementation strategies.</p> <p>The team teaching model of support provided with 0.2 staffing for the computer lab will be reintroduced in 2014.</p>

**2013 School Project Title:**

**Utilising ICT Resources to enhance the Teaching and Learning of comprehension:**

In 2013 St Johns Primary School will be building upon the improvements in the teaching and learning of comprehension skills with the implementation of the Reading Eggs ICT resources to engage students with online resources and focus upon fluency in reading & inferential comprehension.

School Leadership (How will your school leadership team help the school focus on Literacy / Numeracy)	Teaching Literacy or Numeracy	Teaching Literacy or Numeracy to Indigenous students Aboriginal	Teaching Literacy or Numeracy to Gifted & Talented students	Teaching Literacy or Numeracy to ELS students	Literacy or Numeracy Learning Outcomes
* Provide and promote PD opportunities for Teaching and	- Continued support of Reading Springboards	- With whole school support and with the utilization of AEW staff implement the MiniLit	- Mrs. Gabby Jones is a member of the Diocesan G&T committee.	MiniLit program for identified students.	As identified in NAPALN results

Learning to improve comprehension and spelling.	and Mathletics. - Implement ABC Reading Eggs K – 6 with associated PD to improve teaching delivery.	program for identified students.	Providing opportunities for talented students from data base to participate in a full range of days including challenge days, performing arts, and linkage days with St Johns College.		<i>where results were significantly below the State averages.</i>
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### **INITIATIVES PROMOTING RESPECT AND RESPONSIBILITY**

St John's Primary School undertakes many initiatives to promote respect and responsibility during 2013. Some of these initiatives included:

- Further staff undertook Professional Development in the NSW Health Department program Live Life Well @ School. The outcome of the program was the enhancement of Year 6 leadership skills as they led groups through sporting skills development and a focus on nutrition.
- Student Representative Council
- Buddy System with each Year 6 having a Kindergarten Buddy throughout the year.
- Caritas fundraising.
- Anzac Day and Remembrance Day Services - including marching in the community march for ANZAC Day.

### **PARENT, TEACHER AND STUDENT SATISFACTION**

Throughout 2013 students expressed a high level of satisfaction and obvious pride towards their school. At school and Northern Region sports carnivals school spirit was evident with displays of genuine sportsmanship, encouragement and generosity towards each other. Students also represented the school very positively at other events throughout the year, notably during the ANZAC Day March where Mr. Schwager led a large group of students representing St Johns School. 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.

During 2013, parents continued a high level of support towards the school. The parent representative body, the P&F, strongly advocated for the school and supported the school with much appreciated fundraising. Large parent attendance at events such as parent teacher grade nights, parent teacher

interviews, Masses and Liturgies, the Fete, Father's Day Breakfast indicated strong support to the school.

During 2013, 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.

2013 was a year of significant enrolment growth, the school experienced high demand for enrolment places in all classes at the school. The student population now exceeds 400 students. This is an indication of high regard for the school and high satisfaction level from parents.

## FINANCIAL STATEMENT (2013)

Catholic Schools are accountable for all monies received. Each year, the Catholic Education Office, Bathurst submits to the Commonwealth Government a financial statement on behalf of the 33 primary, K-10 and secondary schools. In addition, the financial accounts for each school and for the Catholic Education Office are audited annually.

