

Holy Family School Kelso  
Annual School Educational and Financial Report  
2013



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## **ABOUT THIS REPORT**

Holy Family School Kelso 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 0263 313279 or by visiting the website at [www.holyfamilykelso.catholic.edu.au](http://www.holyfamilykelso.catholic.edu.au).

## PRINCIPAL'S 2013 MESSAGE

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*'Holy Family School would like to acknowledge the Wiradjuri people,  
the traditional custodians of this land at Kelso.*

*We pay our respects to the Elders both past, present and future for they hold the  
memories, the traditions, the culture and hopes of Indigenous Australia.'*

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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. Aboriginal perspectives in our curriculum were addressed in 2012 and extended in 2013. We celebrate Catholic life and have a focus on Gospel values in the daily life of the school community. Our core values include honesty, forgiveness, understanding, care, compassion, trust, respect, integrity, tolerance, acceptance, inclusion and mercy. We value a fair go, giving your best, freedom and responsibility. 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 and it has a proud tradition of strong parent support. Holy Family School strives for academic success. High achievement is celebrated and the school has a strong teaching priority for English and Mathematics. Provision of well resourced learning environments at the school is another focus. A variety of stimulating extra-curricular activities are offered as part of our commitment to educate the whole child. These include the Life Education Program and a Peer Support Foundation Program, Musica Viva concerts, chess competitions, University of NSW competitions, School Concert Band, Eisteddfod, CSIRO workshops and a Mighty Minds Muster. Holy Family School participates in a NSW Catholic schools representative sports pathway program in events such as swimming, cross country,

athletics, summer and winter sports, local gala days for rugby league, rugby union, AFL and netball. The school values friendly competition, fair play, exercise and a healthy lifestyle. Holy Family 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. Our community activities include a big breakfast for Father's Day and a Movie with Mum night for Mother's Day. Holy Family School strives to develop self discipline in students. The seeks to provide a safe and supportive environment for everyone. 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. Holy Family 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.

#### **PARENTS and FRIENDS ASSOCIATION**

2013 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 2013, the major funding project for the school was additional fixed play equipment in the playground.

#### **CATHOLIC IDENTITY**

- **Religious Education Program:** In 2013 the school celebrated 'The Year of Faith.' 'The Christ We Proclaim' series forms 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 2013. 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.
- **Pastoral Care:** 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. 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.
- **Staff & Student Formation:** Staff attended a combined Parish Commissioning Mass to support the 2013 school year. Weekly staff prayer is well attended by staff. 'Peer Support Foundation' programs and 'Marist Restorative Practices' programs were also offered and extended at the school during 2013.
- **Charitable Programs:** During 2013, the school community generously supported Catholic Mission and Caritas Australia. As well funds were raised for the Vinnies Blue Mountains Bushfire Appeal and the Matt Talbot Hostel.
- **Sacramental Programs:** The Cathedral Parish Sacramental Program has been an important aspect of our school's Religious Education Program in 2013. 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

## SCHOOL FEATURES

- **General Structure of the School:** During 2013, 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 2013.

- **Curriculum Initiatives:** Holy Family School continued specific curriculum implementation during 2013. Emphasis was given to the teaching of writing, grammar / punctuation and spelling, as well as overall literacy and numeracy. The DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Program was a 2013 priority K-6. Development of criteria referenced assessment strategies in teaching programs continued during 2013. A school specific Teacher Assessment Record Book was further modified and used in 2013. The use of digital technology via a well-equipped computer lab enhanced learning through 2013. The consolidated use of interactive whiteboards in all classrooms was a 2013 priority. Further professional development for teachers was also carried out to ensure implementation of IWB technology in classrooms. Aboriginal perspectives were focussed on during 2012 and were extended into 2013 through our Aboriginal Education Program.
- **Facilities Improvements:** During 2013, the school made full use of the completed Australian Government 'Building the Education Revolution' project. New facilities include: a multi purpose hall, classrooms, covered walkway and refurbished library. These new facilities are an outstanding addition to school facilities.

## **ENROLMENT POLICIES AND PROFILES**

Holy Family School was established in 1979 to support families in the education of faith of their children. Families at the school are predominantly from Kelso, Raglan and areas of Bathurst on the eastern side of the Macquarie River. In 2013, this was a growing residential area. Full enrolment Packs are available from the school office upon request. Packs include: Application Form, School Fee Schedule, School Handbook.

At Holy Family School, children entering Kindergarten must turn 5 years of age by June 30 in their first year of school. Children also enter the school in other grades upon successful application and pending availability in the desired grade. The enrolling parent must complete and sign the School Enrolment Form when applying for a placement at the school. A copy of the child's Baptismal Certificate, Birth Certificate and Immunisation History should accompany the completed Enrolment Form.

Kindergarten applications should be submitted to the Principal by June 30, the year before Kindergarten commences. All applications will be considered by the Principal. Completed applications are listed in priority order by the Principal. The Parish Priest and / or School Executive may also be involved in the processing of Enrolment Applications. Parents are informed by the Principal of the outcome of their application. A written offer is sent to the enrolling parent. An 'Acceptance of Offer' form needs to be signed by the enrolling parent and returned to the school by the due date. Where the application is unsuccessful, the parent may request the child's name be placed on a waiting list.

The text explaining the school enrolment policy may be accessed upon request from the Principal or can be found on the school website [www.holyfamilykelso.catholic.edu.au](http://www.holyfamilykelso.catholic.edu.au).

There were no changes made to the enrolment policies during 2013.

## **STUDENT ATTENDANCE AND RETENTION**

### **Attendance Rates**

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. Students arriving late or leaving early must be signed in / out by parents / guardians.

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

<b>Year Group</b>	<b>Attendance Rate</b>
<b>1</b>	<b>95.51%</b>
<b>2</b>	<b>95.19%</b>
<b>3</b>	<b>96.21%</b>
<b>4</b>	<b>94.26%</b>
<b>5</b>	<b>94.57%</b>
<b>6</b>	<b>93.41%</b>
<b>Whole School</b>	<b>94.85%</b>

## **SCHOOL 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 2013 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 2013.
- 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 2013.

- 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 installed throughout the school in 2011.

## 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	4	6	18	27	22	22	96
	Diocese	2	7	17	25	21	27	98
	State	3	10	16	25	19	28	97
<b>Writing</b>	School	0	4	6	8	61	20	100
	Diocese	1	5	16	27	39	12	99
	State	2	6	15	23	37	17	98
<b>Spelling</b>	School	0	10	12	29	27	22	100
	Diocese	3	6	20	27	24	21	97
	State	4	6	18	23	24	25	96

<b>Grammar &amp; Punctuation</b>	School	2	14	8	16	31	29	98
	Diocese	2	7	14	22	27	28	98
	State	3	8	14	21	24	31	97
<b>Numeracy</b>	School	0	6	27	31	33	4	100
	Diocese	1	6	19	33	31	10	99
	State	3	8	22	29	25	14	97

Holy Family School values student participation in the 2013 NAPLAN testing. Year 3 Writing, Spelling & Numeracy included placing 100% of our students above the National Minimum Standard. Parents receive a comprehensive report on their child's performance in this literacy and numeracy testing. The school also receives a comprehensive report on student performance. This assists the school in further developing educational learning outcomes.

### Band Distribution (%) - YEAR 5

	Band	3	4	5	6	7	8	%at/above National Minimum
<b>Reading</b>	School	4	2	25	42	13	15	96
	Diocese	1	8	23	32	25	13	99
	State	2	9	23	29	22	15	98
<b>Writing</b>	School	2	5	31	36	18	7	98
	Diocese	3	7	23	23	25	19	97
	State	5	9	22	22	23	19	95
<b>Spelling</b>	School	4	4	31	29	24	9	96
	Diocese	4	7	25	33	23	8	96
	State	5	8	21	27	25	13	95
<b>Grammar &amp; Punctuation</b>	School	4	0	27	27	24	18	96
	Diocese	3	7	23	23	25	19	97
	State	5	9	22	22	23	19	95
<b>Numeracy</b>	School	0	15	31	33	11	11	100
	Diocese	2	12	30	32	15	9	98
	State	5	15	26	26	13	15	95

A Holy Family School NAPLAN Improvement Plan is constructed each year following careful analysis of student results. This assists our teachers in planning and working with students. All teaching staff are involved in the process to further improve our NAPLAN results.

## PROFESSIONAL LEARNING AND TEACHER STANDARDS

### Professional learning

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 2013:

Use of Interactive Whiteboards, ICT, Quality Catholic Education - School Improvement, Institute of Teachers Mentoring, Smart Rugby, Indigenous Learning Perspectives, NAPLAN, Teaching of Spelling, Australian Curriculum consultation / implementation, Learning Support, Gifted & Talented Education, Sport, Religious Education, Clerical PD, Music Education & English Curriculum.

Pupil free days were held in 2013. Professional Development covered included: School Organisation, National Curriculum.

### Teacher Standards

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

Teacher Qualifications	Number of Teachers
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	20
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

### Teacher Attendance and Retention Rates

Teacher Attendance	97%
Teacher Retention	100%

## WORKFORCE COMPOSITION

	Male	Female	Male Indigenous	Female Indigenous
<b>Principal</b>	1	0	0	0
<b>Assistant Principal</b>	0	1	0	0
<b>Teachers/Coordinator</b>	5	13	0	0
<b>Teacher Assistants</b>	0	5	1	0
<b>Librarians</b>	0	1	0	0
<b>Ancillary Staff</b>	1	4	0	0

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

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 2013 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 2013.

Our approach to student welfare also includes a proactive, anti-bullying policy. This forms part of our over Behaviour Management & 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 & Discipline Policy (Student Welfare Policy) may be accessed by contacting the Principal.

The Pastoral Care Policy was last updated in 2012. The Discipline Policy was updated in 2012 to include notes on the wearing of full school uniform and the jewellery policy was extended.

#### Discipline Policy

Holy Family School's Discipline Policy is incorporated in the overall Student Behaviour Management & Discipline Plan. The policy intends to progressively develop self-discipline within each child. At Holy Family 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 school environment that encourages students to: Develop positive self esteem, respect the rights and dignity of others, build workable relationships, own their behaviour, and accept consequences of behavioural choices.

Our code of discipline aims to prepare children for life outside 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.

The full text of the school Discipline Policy may be accessed via the Principal. An excellent user friendly copy is available on the school website [www.holyfamilykelso.catholic.edu.au](http://www.holyfamilykelso.catholic.edu.au). Policy and notes on the school's proactive Anti Bullying Policy are also available on the website.

No changes were made to the Discipline Policy during the 2013 school year.

### **Complaints and Grievances Policy**

Holy Family School recognises the importance of a 'Complaints and Grievances Policy.' This is published and issued to parents at the beginning of each year.

The school recognises the rights of students, staff and parents. Each has a right to be heard and a right to a considered response. Privacy of the individual is recognised and respected. Students, staff and parents will not be discriminated against as a result of making a complaint.

At Holy Family School we strive to resolve complaints in a peaceful, objective and unbiased manner. The complaints resolution process will reflect principles of natural justice and procedural fairness.

The full text of the school Complaints and Grievances Policy may be accessed from the Principal and is available on the school website.

There were no changes made to the Complaints and Grievances Policy during 2013.

### **Anti-Bullying Policy**

Holy Family School incorporates its Anti Bullying Policy within the Discipline Policy. The school is opposed to bullying in all its forms. We seek to create a safe environment at the school for everyone. We believe staff, students and parents have responsibilities towards the creation of an anti bullying environment. Our policy lists strategies which can assist in addressing bullying if it occurs at the school. The school is proactive in creating an anti bullying environment.

A reader friendly version of our Anti Bullying Policy is available on the school website.

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

No changes were made to the Anti-Bullying Policy during the 2013 school year.

## **SCHOOL DETERMINED IMPROVEMENT AND TARGETS**

### **Catholic Life**

- Holy Family School values the link to the Cathedral Parish. The school continued to strengthen links with the Cathedral Parish in 2013. 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 continued to support the missions. The school celebrated 2013 as 'The Year of faith.'
- Targets for 2013 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.

### **Teaching and Learning**

- In 2013, the school developed and implemented a NAPLAN Plan which gave specific attention to further improving our national testing results. Emphasis was on developing student writing as part of literacy. Problem solving in maths was also an area for development.
- The 'Dynamic Indicators of Early Literacy Skills' Program (DIBELS) was extended throughout the school in 2013.
- Targets for 2013 include: Review of the teaching of Spelling, consolidate teaching of problem solving in Maths, review NAPLAN Plan, extend use of Interactive Whiteboards in classrooms, prepare for implementation of new Australian Curriculum (Phase 1).
- Targets for 2014 include: Further improvement of reading fluency rates across all classes. This is an outcome of data available from our DIBELS testing, detailed analysis of the emerging Australian Curriculum to be implemented from 2014, implementation of a 2013 NAPLAN Improvement Plan.

### **Leadership for School Improvement**

- As needed some KLA & organisational policies were reviewed and updated in 2013. Hard copy available at the school. Staff have access to the policies in a digital mode as well. Policies given particular emphasis in 2013 included our NAPLAN Improvement Plan, Organisational Policy and various WHS Policies. We commenced development of a School Learning Framework.
- Targets for 2013 have included: PD staff meetings for teachers, DIBELS training, NAPLAN analysis, and implementation of the Quality Catholic Education framework.

### **Strategic Resourcing**

- In 2013 the school made full use of the Commonwealth Government Building the Education Revolution facilities completed at the end of 2011. This massive project included the design and building of a new multi-purpose hall, two classrooms, covered walkway & refurbished library.
- The school office consolidated implementation of the new software management program in schools. This system titled, 'School Administration System' (SAS) was more fully implemented in 2013.
- The school further implemented the CEO Quality Catholic Education Framework in 2013. This has assisted the school in its internal review of operations.
- Targets for 2013 included: consolidated use of updated SAS Program, introduce SMS messaging to parents for various communication, review of School Building & Maintenance Plan.

### **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 2013 include:

- Peer Support Foundation 'Moving Forward - Resilience.' Program
- Religious Education Program
- Extension of the Aboriginal Education Worker Program
- Teacher addresses to students and assemblies and in classrooms
- ANZAC & Remembrance Day reflections, lessons & liturgies
- School emphasis on developing social skills in students
- School community events eg Mothers' Day 'Movie With Mum Night', Fathers' Day 'Big Breakfast'
- Senior student attendance at Parish Anointing Masses through the year

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

Through 2013, students 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.

Through 2013, 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 to the school.

Through 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.

Through 2013, 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.

### 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.

