

St Josephs Primary School Manildra  
Annual School Report to the Community  
2014



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**Principal**

Mr Matthew French

### **Principal's Message**

Our Vision, inspired by Saint Mary of the Cross MacKillop, is that all children who leave our school have a positive sense of community; they have an appreciation of and respect for themselves as valuable people; that they have respect for other people and the world in which they live; that they have been given the opportunity to attain their academic potential and are aware that learning is a life-long experience.

Following the example of Saint Mary of the Cross the Mission of our school community is to create a learning environment where children feel the love of Jesus, whilst developing at their own pace and cognitive level.

The staff of St Joseph's, the Sisters of St Joseph, with the Parish Administrator, Father Paul Devitt and Parish Priest, Fr Augustine Mathew and under the direction of the CEO Bathurst and the leadership of Diocesan Director, Mrs Jenny Allen, today seeks to continue to meet the educational and spiritual needs of students in their Primary School years from Manildra and the surrounding district.

### **Parish Priest's Message**

Early each year we have a Mass to celebrate the commencement of the school year. Our Mass serves as a focusing of the task ahead - that all the many elements that constitute our educational endeavours are underpinned by the person of Jesus Christ, the mystery of God, and the strength and guidance of the Holy Spirit.

We reaffirm that reality for our school community at each of the Masses we celebrate during the year. 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 Catholic school. The values of kindness, fairness, compassion, and justice are witnessed to in many ways by all members of our school community.

### **Parent Body Message**

On behalf of St Joseph's Parents and Friends Association, I welcome the opportunity to express our support for such a vibrant and enthusiastic school.

The Parents and Friends Association play an active part in raising funds for countless projects both large and small. The catering of weddings and other functions has enabled us to raise the necessary funds to cover such projects.

We raise money to provide many useful resources including, carpet learning mats, library books, outdoor shade, fencing, computers etc, which aid in the development of the school's impressive learning environment.

### **Student Body Message**

We are grateful for the teachers, students, parents, grandparents and friends for supporting our successful school.

We thank the teachers for being there when we need them the most, and the students for being well-mannered and helpful at all times. Also we thank the parents for supporting the school in all areas, especially in working bees around our school and the new school hall.

Our Religious Education is learning about Jesus and sharing what we learn every day at home and at school.

The Student Representative Council (SRC) gives us a chance to be responsible students, to be role models for other students, to raise money for extra resources in our school and to help make our school a happy one.

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## SECTION TWO: SCHOOL FEATURES

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St Josephs Primary School is a Catholic systemic Co-Educational School located in Manildra.

St Joseph's is a small Diocesan Catholic Primary School situated in a rural community in the Central West of NSW. St Joseph's was established in 1928 by the Perthville Sisters of St Joseph to provide Catholic education for the growing community.

The school consists of two composite classrooms: K,1,2 and 3,4,5,6. As part of State Action Plan funding we are able to have three classrooms on Monday, Tuesday and Wednesdays (K-1, 2-3 & 4-6). This allows extra focus on Literacy and Numeracy.

The children are involved in excursions in and around Manildra, for example, visits to the Manildra Flour Mill and the Recreation ground for sporting events. St Joseph's has a strong link to community groups and a good relationship with Manildra Public School with whom we combine for sporting events, cultural shows and community events such as the Annual Manildra Christmas Carols. Year 6 children attend the Annual Christian Living camp and the GRIP Leadership conference in Bathurst.

On completing Year Six the children further their education at local high schools in Orange at James Sheahan Catholic High School or Molong High School.

The school promotes and sustains a safe and supportive environment for students and staff where the inherent dignity and worth of each person is valued and protected.

The following effective structures, services and programs are in place to ensure the care, welfare and safety of students.

- Policies and procedures for staff and student support.
- Pastoral Care documents, Peer Support, Buddies and SRC.
- Sacraments, Special Masses.
- Communication – Newsletters.
- Differentiation of teaching and programs.
- Bullying policies and procedures.
- Parent education events.
- Open days for parents and community.
- Teacher involvement in the parish.
- Parent involvement in school liturgies.
- Programs to support parent education in RE.

### Student Enrolment

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

Girls	Boys	LBOTE*	Total Students
16	15	0	31

\* Language Background Other than English

### Enrolment Policy

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

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

### Student Attendance Rates

The average student attendance rate for 2014 was 92.25%. Attendance rates disaggregated by Year group are shown in the following table.

Attendance rates by Year group	
Kindergarten	94.01%
Year 1	93.47%
Year 2	95.88%
Year 3	93.92%
Year 4	79.38%
Year 5	93.69%
Year 6	95.40%

### Managing Student Non-Attendance

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

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

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

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

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

## SECTION FOUR: STAFFING PROFILE

The following information describes the staffing profile for 2014:

Total Teaching Staff*	Total Non-Teaching Staff	Combined Total
4	3	7

\* This number includes 2 full-time teachers and 2 part-time teachers.

Percentage of staff who are Indigenous	0%
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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:

<b>Term 1</b>	English Curriculum
<b>Term 2</b>	Grammar
<b>Term 3</b>	Staff Retreat/Reflection day, Professional Learning Communities
<b>Term 4</b>	Update of First Aid and Resuscitation certificates

Throughout the year staff were able to attend a number of Professional Development days and afternoons. These included the new English Curriculum with a cluster of Catholic Schools in the area, ICT, DIBELS training, Occupational Therapy, Christmas Art, Secretaries meeting, finance training, and retreats for self reflection.

### 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.	4
2	Those having graduate qualifications but not a formal teaching qualification from a recognised higher education institution or equivalent.	0

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## SECTION FIVE: CATHOLIC LIFE AND RELIGIOUS EDUCATION

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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.

St Joseph's School Manildra is a Catholic School, which forms part of the Molong Parish. It is a place of quality learning and teaching where young people are supported in developing their awareness and acceptance of their personal strengths in the Catholic tradition.

St Joseph's has a rich tradition of prayer and liturgy.

Faith formation for students and staff include; School Masses, Retreats, School Prayer; Christian Living Camp and events that encompass our whole school living our 'Mission Statement'. These events include Assembly, Singing for Seniors, Mission Appeals, St Joseph's Day, St Patrick's and Anzac Day.

Pastoral Care is the responsibility of everyone in the school community. Teachers, parents, support and ancillary staff and especially students are just some of the groups who contribute to Pastoral Care.

They are continually encouraged to act in accordance with Christian Values and be sensitive to the dignity of each person.

Students in Year Two are prepared for the Sacraments of Reconciliation and Eucharist while students in year 6 are prepared for Confirmation in collaboration with the parents. Year 6 children attend the Annual Christian Living Camp at Ridgecrest, in preparation for the Sacrament of Confirmation.

Years 3,4,5 and 6 participate in the Christmas Storytelling Art Competition.

Staff attended a retreat/day of reflection in Bathurst presented by Mr Chris Doyle.

Liturgies are held regularly to celebrate Sacramental Celebrations and the Liturgical Year of the Church. The Graduation Mass concludes the year and allows us to celebrate as a school community. During this Mass our new Kindergartens are welcomed and blessed.

Our School song entitled "All For the Heart of Jesus" is sung at Masses and school assemblies and flag raising ceremonies. This School song was written by Fr Kevin Bates and the children of St Joseph's Catholic Primary School in 2004.

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	37.00

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.

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## SECTION SIX: CURRICULUM

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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.

Support is provided for the delivery of high quality curriculum, with all staff knowledgeable about emerging national curriculum and the national statements of learning through Catholic Education Office inservice and learning programs.

Inservice this year was aimed at English. The use of Learning Technologies is embedded in classroom practice to enhance student outcomes.

Schools are supported by the Catholic Education Office and the Board of Studies with innovative and proactive approaches to curriculum provision, which responds to the diverse needs of learners. We strive to ensure the programs are effective, efficient and accountable.

Core curriculum subjects are in line with the Board of Studies requirements include:

- \* English
- \* Science & Technology
- \* HSIE
- \* Mathematics
- \* Creative Arts
- \* PDHPE
- \* Religious Education

Learning Support Programs

- \* DIBELS
- \* MULTILIT and MINILIT
- \* Read Live/Read Naturally (online reading program focusing on fluency and understanding)

Co-curricular Programs

- \* Sporting Schools sports program-Australian Sports Commission
- \* Life Education Van

Extra Curricular Activities

- Christian Living Camp
- GRIP Leadership
- Excursion to Manildra Group Flour Mill
- Excursion to the Bee Keepers Inn

Community Service

- \* Lions Club Units – Bin collections (weekly)
- \* ANZAC - Commemoration Service
- \* Lions Christmas Carols
- \* Clean-up Australia Day
- \* Altar Service
- \* Manildra Agricultural Show – Display & entries

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

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

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

NAPLAN RESULTS 2014		% of students in the top 2 bands		% of students in the bottom 2 bands	
		School	Australia	School	Australia
Year 3	Grammar and Punctuation	75.00%	50.00%	0.00%	12.00%
	Reading	63.00%	46.00%	0.00%	13.00%
	Writing	63.00%	39.00%	0.00%	11.00%
	Spelling	63.00%	44.00%	13.00%	15.00%
	Numeracy	50.00%	36.00%	0.00%	14.00%

NAPLAN RESULTS 2014		% of students in the top 2 bands		% of students in the bottom 2 bands	
		School	Australia	School	Australia
Year 5	Grammar and Punctuation	83.00%	37.00%	0.00%	16.00%
	Reading	67.00%	34.00%	0.00%	16.00%
	Writing	17.00%	16.00%	0.00%	21.00%
	Spelling	83.00%	33.00%	0.00%	16.00%
	Numeracy	100.00%	26.00%	0.00%	18.00%



### Student Welfare Policy

St Joseph's School has developed a comprehensive Pastoral Care and Discipline Policy based on the Gospel values of justice and respect for the individual. This policy deals with bullying, classroom behaviour, the merit system, rewards, respect for others and overall attitude and conduct. The staff continually monitors this policy throughout the school year and is always ready to discuss the application of the policy with all who are affected by it.

No changes were made this policy this year

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

### Discipline Policy

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

### Discipline Policy

Students have the responsibility to respect the authority of teachers, parents and community members in and out of school. The school monitors behaviour on a daily basis in and out of the classrooms.

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

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

### Anti-Bullying Policy

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

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

### Complaints and Grievances Resolution Policy

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

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

### Initiatives Promoting Respect and Responsibility

Students are taught the importance of treating others with consideration and regard and respecting another person's point of view. The following initiatives are used to promote respect for others: Merit awards, SRC awards, Weekly Newsletters, Catholic Schools Week, Inter-schools Relations-Sporting Events, Cultural experiences with CEMMY Catholic schools group, St Joseph's Day celebrations, St Patrick's Day Celebrations, Catholic Schools Week, Combined Schools Activities with the local Public School.

Students are taught to be accountable for their own actions, resolve differences in constructive, non-violent and peaceful ways, to contribute to society and civic life and to take care of the environment. Strategies include: Clean up Australia Day, Anti-Bullying Program, Class/School errands/responsibilities, student presented assemblies, Community events and deeds, attending the GRIP Leadership Conference and the Student Representative Council.

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## SECTION NINE: QUALITY CATHOLIC EDUCATION

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

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

### **Key Improvements Achieved in 2014**

During 2014 St Joseph's was able to formalise prayer. This included prayer across our classrooms and the continuation of the Angelus where the year 6 children ring the bell daily. The primary children were part of the Cathkids program which allowed us to incorporate scripture into our daily classroom prayer. Budgeting for resources in Religious Education was carried out. Staff was able to create new resources and props for the Godly Play element of the Religious Education Program, To Know, Love and Worship.

Through State Action Plan we were able to focus more intensely on Literacy and Numeracy by using special groups four days a week in three classroom settings.

We also reviewed and developed an ICT policy. We were able to look at what we needed to focus on in ICT and to begin a roll over of our ICT resources. The school purchased a set of MAC book Airs for use in the classrooms.

Our support programs have been improved this year through hard work. The children have been able to access more consistent and continual support through our support team. This allowed us to empower the children with skills needed for success. This success is evident through our NAPLAN results.

### **Priority Key Improvements for 2015**

During 2015 St Joseph's will look at continuing to revise our Assessment Policy and practices across the school. We will complete an assessment plan and the way we record assessment results.

St Joseph's will continue to use State Action Plan funding to focus on Literacy and Numeracy. Next year three classrooms will once again be used for three days a week. While the Literacy and Numeracy will remain our main, the funding will also allow us to focus on other parts of the curriculum.

Staff roles and responsibilities will be reviewed documenting leadership responsibilities staff undertake as part of a small team and include these in role descriptions.

The use of Indigenous funding has been reviewed. We will use this funding to give the children more support through the use of a teacher's assistant.

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

The staff has been acknowledged and commended by the parents for the professional and pastorally caring manner in which they have supported each other, students and wider community in coping with the death of their previous Principal, the long-serving and much-loved Mrs Jocelyn Farr. The staff models and conveys a strong personal faith that permeates all aspects of St Joseph's. This school is known for being deeply and truly Catholic. St Joseph's has a strong identity in the community.

Parent involvement in the school is excellent. We have an open door policy which is welcoming to parents and other community members.

### Student Satisfaction

Feedback from the students at St Joseph's:

St Joseph's teachers and children are all very friendly and welcoming. We all look after each other at St Joseph's. We feel safe and trust all the students and teachers.

We have many opportunities to represent St Joseph's on the sporting field and in other areas such as the Spelling Bee, CWA speeches and at Leadership Conferences.

The children spoke about the opportunities to experience the wider community and attend excursions in and around Manildra. They enjoy their experiences with the Manildra Public School students with whom we share a strong relationship. They also enjoy meeting with schools from Eugowra and Yeoval in the EMY(Eugowra, Manildra, Yeoval) group, when we join for Athletics carnivals and musical productions.

The children have shown great appreciation for the purchases of ICT hardware and how we have been able to incorporate ICT into everyday learning. They have responded well to the use of their Google Accounts.

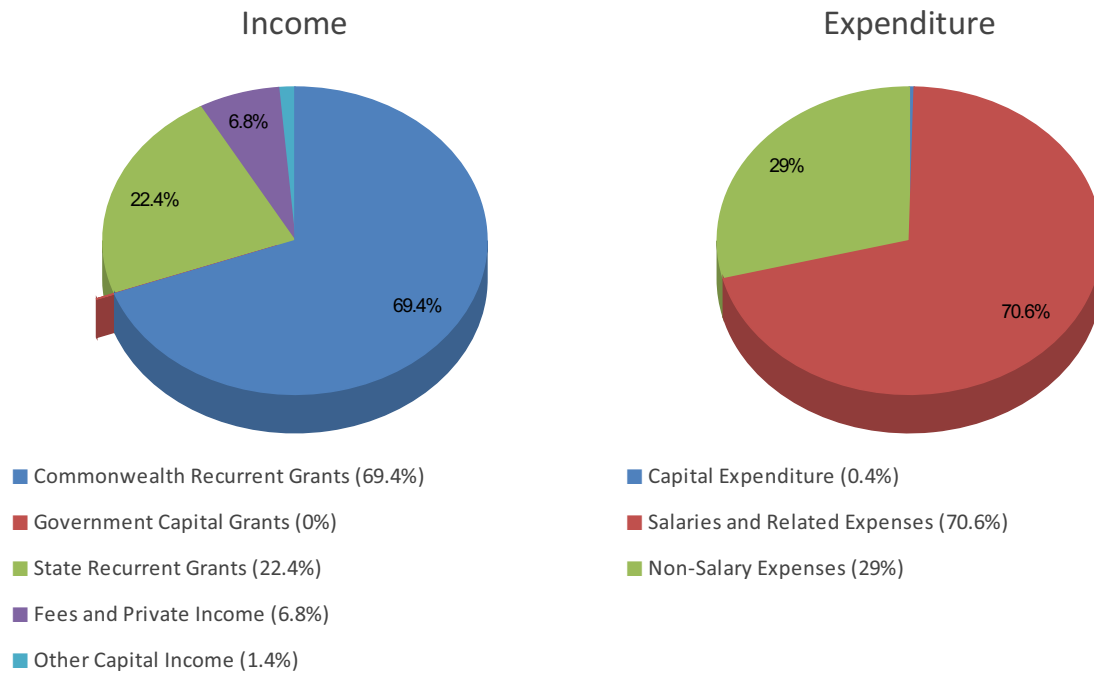
The Student Representative Council enjoy fund raising for the school and the opportunity to take on a leadership role.

### Teacher Satisfaction

The staff have many opportunities for Professional Development at St Joseph's due to the small number of staff.

The staff environment is very welcoming and caring. Staff in leadership roles are very willing to listen to staff concerns and ideas and act upon these issues. Staff are given opportunities to take on extra roles and responsibilities. This enables further development and ownership of these roles.

As St Joseph's is a small school with a small staff, all staff play a major role in the decision making process. This allows a feeling of belonging and belief that we are part of the school and it belongs to us. We feel that we are all major factors in our school. All staff have a voice and our opinions are respected and valued.



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.