

St Joseph's Primary School Molong



Annual School Educational and Financial Report 2013



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ABOUT THIS REPORT

St Joseph's School Molong 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 6366 8306 or by visiting the website at www.stjosephsmolong.catholic.edu.au.

PRINCIPAL'S MESSAGE

I am pleased to present the 2013 Annual School Report which provides members of the school and wider community with an overview of the year's range of developments and achievements.

There were a number of celebratory events during the year including the celebration of Catholic Schools Week, hosting St Joseph's Day and also hosting a Mangan Concert. The school and parish community welcomed Fr Augustine Mathew and we value his contributions to St. Joseph's School.

Preparation for the implementation of the English Syllabus for the Australian Curriculum was a major focus for the year with staff undertaking professional development in this area. We have also been fortunate to be involved in the State Action Plan for Literacy and Numeracy. This has provided additional staff to focus on literacy and numeracy in the early years. Staff training and implementation of the QuickSmart Mathematics program was another achievement.

The school was successfully involved in two new diocesan initiatives, namely the Religious Education Christmas Art Competition and the Spelling Bee.

I take this opportunity to sincerely thank the students, staff and parents for their hard work and on-going commitment to the school. I also thank the Sisters of St. Joseph for their support and guidance. Working together in a spirit of partnership and cooperation has enabled us to strengthen the quality of the relationships and to sustain the harmonious school environment.

Mrs Barbara Howell

PRINCIPAL

PARISH PRIEST'S MESSAGE

The schools of Saint Joseph, at Molong and Manildra, are a very important part of the parish of Molong, Manildra and Cumnock; they are points where so much of the parish life converges and from which much good flows into parish life. We pay a ready compliment to the Principals, teachers and staff who give of themselves so willingly in the service of the children and their parents. We are thankful that they provide so many services dedicated to the *whole* development of the persons within their care.

We are especially mindful of the role the schools play in the preparation of the students for the reception of the various sacraments, by the careful presentation of the lessons in that regard, as also by the practices in the Church and the preparations for the day itself. This is expressed both through their care with regard to the liturgy as also for the usual hospitality event which closes the occasion. Finally it is our prayer that the schools may look forward to continued support as they encourage and manifest their commitment to the values of Catholic education.

Fr Paul Devitt

MESSAGE FROM PARENTS and FRIENDS ASSOCIATION OR PARENT REPRESENTATIVE BODY

The P&F Association set the goal to improve our visibility and transparency for the support we give to the school and the broader community. Activities included; selling chicken kebabs at the local community markets, running a street stall, serving at the 100 Mile Dinner which is advertised Australia wide, catering for the Molong Player's and the local Rugby Presentation dinner, cooking kebabs at the Balloon Glow event and raffling a helicopter joy ride.

Increasing our visibility within our school and the community had a twofold effect. Firstly, we were seen and easily recognised by others but we also raised more money for our efforts. This year we raised just over \$17,000.00.

Our flourishing fundraising kitty allowed us to buy 5 new laptop computers, improving the technology available and increasing the access to educational programs for our children. We also purchased many books for our school library that are on the Premiers Reading Challenge list or the CBC Short List.

Our Yearbook is in its 3rd year of publication. As it captures our school's year in a highly colourful pictorial format it becomes a valuable promotion asset. Copies are donated to the doctors' surgery, dentist surgery and town library.

We also proudly compiled and published a School Cookbook, which was available to the general public to purchase. It was a huge success. We sold the first edition within 3 weeks of release and gladly reprinted our limited edition book again.

We also increased our transparency by contributing to the school newsletter information about our purchases. We also added our general meeting minutes to the school website. The statistics showed an increase in the number of "hits" on the website the moment we added and updated this information to our site.

To build school unity, involvement and enjoyment we organised events for parents as well as children. The Welcome BBQ gathered together new and existing families. We personally invited new parents to our general meetings and AGM. For the children we held an Easter egg guessing competition, a movie night and an end of year disco.

The members of our P&F Association and our parent supporters have once again demonstrated that commitment, energy and a belief in being involved helps build a wonderful Catholic school. Thank you everyone.

Mellissa Livermore P&F President

STUDENT REPRESENTATIVE'S MESSAGE

2013 has been a great year at St Joseph's Primary School. Throughout the year there were many celebrations, exciting events and opportunities for us to meet students from other schools and enjoy challenging, fun experiences.

It was our turn to host St Joseph's Day this year where we gather to celebrate the patron saint of schools with the EMMY cluster. We commenced with Mass then enjoyed games, activities and dancing together. The P&F cooked a yummy BBQ for us.

Four of our school leaders attended Young Leaders Day in Sydney in March with over six thousand young leaders from around the state. It was incredible. The speakers were all amazing and inspirational. We all agreed that the main thing we learnt from the experience was that we are all capable of achieving anything we want, as long as we apply ourselves and believe anything is possible.

Yr 6 attended the Christian Living Camp with five other diocesan schools in May. During the camp we met Chris Doyle who facilitated our retreat sessions. He is COOL. Not only can he sing, play the electric guitar and tell funny jokes he taught us about the importance of respect in our lives and to be optimistic. He says that we live on a beautiful planet and we need to respect the people on it as well as the planet itself. He had us doing all sorts of team building activities as well as activities for our self-esteem.

Our school proudly marched as part of Molong's ANZAC Day celebrations on April 25th. A wreath was laid and Molly presented a speech, 'What ANZAC Day Means to Me.'

We are so proud of Abbie Glynn and Aaliyah Wright who did so well in the RE Christmas Art Competition. We are also proud of Abby Crouch and Amy Wright who represented our school at the Spelling Bee.

A highlight for Yr 5/6 was when we went to Canberra for three days with St. Joseph's Manildra. There we learnt about Parliament, about voting systems and the significance of the War Memorial. We also had fun at the AIS.

The P&F produced a third edition of the Year Book and we are so proud of it. There are so many great photos of all the activities we do and the fun we have at school. Of course we do lots of learning too!

The P&F also published a Cook Book this year. All the students contributed a recipe. It is awesome to have our name and recipe in a book.

During our years at St Joseph's we had many opportunities for public speaking and representing our school. This gave us confidence to be school leaders; to welcome and thank school visitors, run school assemblies fortnightly, read at Mass and to make a speech at Presentation Night.

Being school captains has given us courage, confidence and responsibility and we would like to thank our teachers for the opportunities and support given to us.

Molly Hoswell and Aaliyah Wright School Captains

CATHOLIC IDENTITY

St. Joseph's School is a school community in the Catholic tradition, founded in faith, challenged by Gospel values, striving for a standard of academic excellence. Our Vision, in partnership with parents, aims to impart a holistic education that caters for the spiritual, moral, intellectual, social, cultural and physical dimensions of the human person. All endeavour to practise the virtues of justice, truth and love in everyday life. St. Joseph's is distinguished by a great sense of belonging, where each person is valued and where learning is enjoyable.

Religious Education forms an integral part of the total curriculum of St. Joseph's school both explicitly and implicitly. The programme used is the Diocese of Bathurst Religious Education Curriculum and employs the language and framework of outcome learning. It promotes the knowledge, skills, attitudes and values that enable students to participate as active and informed members of the Church and society. It is broader than the classroom teaching of religion and is directed towards the personal and religious development of students.

As a community we have the opportunity to celebrate through Mass and liturgy. Mass is celebrated for feast days, significant events in the Church year and special school occasions. Our school year commenced with Mass where the school leaders were presented with their leadership badges. The new Kindergarten children were presented to the school community and received a school candle as a welcoming gift. Similarly the year ended with Mass celebrating the graduation of Year 6 and giving thanks for the year.

This year our school hosted the inter school visit to celebrate the feast of the school's patron saint, St. Joseph. The day commenced with Mass followed by a day of activity together. The Sisters of St Joseph attend and enjoy the day with us.

The children are prepared for the Sacraments of Reconciliation, First Eucharist and Confirmation within a school- based program but join with other children from the Parish for the Sacraments. An Enrolment Mass for all children receiving the Sacraments was celebrated on May 19th .

As part of Confirmation preparation Year 6 attended a Christian Living Camp at Ridgecrest with other diocesan schools. Mr Chris Doyle facilitated the retreat and the children learn about themselves and their faith.

Classroom prayer is a daily ritual and children are provided with a variety of prayer experiences. Each classroom has a visible prayer focus prepared by students and teachers. The school prayer focus centres around the liturgical year and special events. Our school prayer is prayed each Wednesday morning at a whole school assembly. There have been times when we come together to pray for special needs. Staff prayer is held each Wednesday morning.

Each year the school plans and promotes social justice by supporting charitable initiatives. This year included Project Compassion, Caritas Australia, St Vincent de Paul and the Bathurst Diocesan Christmas Appeal.

SCHOOL FEATURES

St. Joseph's School is a co-educational primary school catering for students from Kindergarten to Year 6. It is situated in the rural town of Molong in the Catholic parish of Molong, Manildra and Cumnock and is part of the Diocese of Bathurst.

St. Joseph's is a small, country school offering a relevant and varied curriculum, a dedicated staff and a caring, positive environment. There are four classes and the structure is K, Yr 1/2, Yr 3 and Yr 4/5/6. The building facilities are a mix of old and new and playground space is large. A school hall provides a wonderful space for whole school gatherings and celebrations. The school is well resourced and there is an interactive whiteboard in each classroom. A number of visiting programs and community events are scheduled each year and these complement work undertaken in curriculum areas in class.

Pastoral care is a feature of the school and is the responsibility of everyone in the school community. Teachers, parents, support staff, secretaries and students all contribute to pastoral care.

The school has an active Parent and Friends Association, which support the school with fundraising, working bees and social occasions. The parent community also actively supports the school through involvement in various curricula activities.

ENROLMENT POLICIES AND PROFILES

St Joseph's is a Catholic Primary School situated in the rural town of Molong, located between Orange and Wellington on the Mitchell Highway in central western New South Wales. Molong has a population of 1 600 people and the town supports a diverse range of agriculture and several small businesses. Molong is one of eight villages of Cabonne Council. 'Molong' is derived from the Wiradjurri word meaning 'place of many rocks'.

St Joseph's School was established in 1881 with the arrival of the Sisters of St. Joseph, a congregation founded by St Mary of the Cross MacKillop and Fr Tennison Woods to provide education, particularly education in faith, for the children in remote areas of the Australian colonies.

The school has a current enrolment of 48 students: 31 girls and 17 boys.

The school's enrolment policy follows the requirements of the Bathurst Diocesan Enrolment Policy and is developed locally by the Parish Priest and Principal. Children from all families who are prepared to support Catholic ideals and principles may be considered eligible for enrolment. Priority for enrolment is given in a specified order as outlined in the full policy document. Parents are provided with an enrolment package by request.

Key elements of the school's enrolment policy are

- Children entering Kindergarten must turn 5 years of age by 30th June of their first year of school
- The principal will interview each parent, for whose child application is made
- A copy of Birth Certificate, Baptismal Certificate and Immunisation records to accompany application
- If enrolment is accepted parents must read and sign the components of the Acceptance of Enrolment form.

ENROLMENT POLICY Revised Term 2 2006

The Parish Priest and the Principal develop the Enrolment Policy of the school jointly.

The Catholic School finds its true justification in the mission of the Church; it is based on an educational philosophy in which faith, culture and life are brought into harmony. Through it, the local Church evangelises, educates and contributes to the formation of a healthy and morally sound lifestyle among its members.

The school provides for the children of practising Catholic parents, a Catholic education. It may also offer this education to practising parents of other Christian denominations.

The essential requirement at St. Joseph's, Molong is that a student and his / her family are prepared to support these principles in practice.

MANDATORY PROVISIONS

- Children entering Kindergarten must turn 5 years of age by 30th June of their first year of school.
- The principal will interview each parent, for whose child application is made.
- A copy of the Baptismal Certificate, Birth Certificate and Immunisation records must accompany the application.
- If enrolment is accepted, both parents must read and sign the components of the Acceptance of Enrolment form.

PRIORITY OF ENROLMENT

1. Catholic children
2. Non – Catholic children whose brothers and/or sisters are presently enrolled in the school.
3. Non-Catholic children whose brothers and/or sisters once attended the school.
4. Non-Catholic children who were enrolled at a Catholic school in another parish.
5. Non-Catholic children of practising Christian families who are prepared to allow their children to take part in all religious activities at the school.

SCHOOL FEES AND DIOCESAN CAPITAL WORKS LEVY

As St. Joseph's is a non-government school, it relies on financial support from parents. School fees are set by the Catholic Education Office and are collected in three instalments in the first three terms of the year.

A Diocesan Capital Works Levy is paid in conjunction with school fees. This money is collected by the Diocese to service school debts.

ENROLMENT PROCEDURE

1. Each June the school advertises for enrolment applications for the following year.
2. An Enrolment Package is given to interested parents.
3. Applications are forwarded to the school.
4. In consultation with the Parish priest, applications are listed in order of priority.
5. Parents interviewed by the principal.
6. Parents informed of enrolment decision

Consideration is given to each application but the school reserves the right to make the final decision regarding enrolment.

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>
1	94.53%
2	93.26%
3	95.07%
4	95.57%
5	96.54%
6	95.18%
Whole School	95.18%

Teachers mark the roll daily. Parents are requested to write a note explaining their child's absence and this is kept with the class roll. Teachers are requested to report regular absenteeism to the principal. The principal contacts parents or guardian to ascertain the reason for the pupil's absences. If a satisfactory response is not received the matter is referred to the Department of Community Services and the Department of Education and Training Schools Liaison Officer.

SCHOOL CURRICULUM

St. Joseph's School is committed to providing quality education that strives to meet the needs of every child. Catholic values and the school's Mission Statement underpin the curriculum.

Classroom teachers follow the Board of Studies syllabus for each of the six Key Learning Areas: English, Mathematics, Science & Technology, Human Society and Its Environment, Creative Arts, and Personal Development, Health and Physical Education. Learning is often integrated across key learning areas. Primacy is given to literacy and numeracy.

Religious Education is also a key learning area and this year the implementation of the Diocese of Bathurst Religious Education Curriculum continued. Each class has the texts To Know, Worship and Love to support teaching and learning.

Learning Supports Programs are available to students with needs. The Support Teacher in conjunction with classroom teachers and Literacy/Numeracy aide implements the diocesan Reading Intervention program, MULTILIT as well as QUICKSMART for numeracy. An integration aide worked with particular students assisting with literacy and numeracy.

This year the implementation of the State Action Plan was implemented. The plan supports students and teachers with early years literacy and numeracy.

Primary students have the opportunity to participate in the University of NSW International Competitions for Assessments for Schools in English, Writing, Mathematics and Science. Results ranged from Credits to High Distinctions.

Public Speaking was promoted with primary students involved in a Public Speaking Workshop. This proved to be fun and productive. All students participated in the class competition with a student chosen to participate in the regional CWA Public Speaking Contest held in Bathurst.

Other extra curricula activities that students participated in included the Diocesan Spelling Bee, RE Christmas Art Competition, Life Education, Musica Viva, Anti Bullying programme and the Premiers Reading Challenge. All students in the school successfully completed the Premiers Reading Challenge.

The school held successful swimming, athletics and cross country carnivals. Summer and winter sport trials were held for students in Year 5 and Year 6. A number of students were selected to represent their school at Diocesan and Polding carnivals. All students participated in a Rugby League clinic.

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
Reading	School	18	27	27	9	9	9	82
	Diocese	2	7	17	25	21	27	98
	State	3	10	16	25	19	28	97
Writing	School	0	55	27	9	9	0	100
	Diocese	1	5	16	27	39	12	99
	State	2	6	15	23	37	17	98
Spelling	School	18	18	46	18	0	0	82
	Diocese	3	6	20	27	24	21	97
	State	4	6	18	23	24	25	96
Grammar & Punctuation	School	18	27	27	18	9	0.0	82

	Diocese	2	7	14	22	27	28	98
	State	3	8	14	21	24	31	97
Numeracy	School	0	46	36	18	0	0	100
	Diocese	1	6	19	33	31	10	99
	State	3	8	22	29	25	14	97

Band Distribution (%) - YEAR 5

	Band	3	4	5	6	7	8	%at/above National Minimum
Reading	School	0	0	0	50	25	25	100
	Diocese	1	8	23	32	25	13	99
	State	2	9	23	29	22	15	98
Writing	School	0	25	50	25	0	0	100
	Diocese	3	7	23	23	25	19	97
	State	5	9	22	22	23	19	95
Spelling	School	0	0	50	25	25	0	100
	Diocese	4	7	25	33	23	8	96
	State	5	8	21	27	25	13	95
Grammar & Punctuation	School	0	25	25	25	25	0	100
	Diocese	3	7	23	23	25	19	97
	State	5	9	22	22	23	19	95
Numeracy	School	0	50	50	0	0	0	100
	Diocese	2	12	30	32	15	9	98
	State	5	15	26	26	13	15	95

The number of students in our school is too small to draw any reliable analysis.

Programs continue to be refined to address learning needs of students to increase their achievement against national standards.

PROFESSIONAL LEARNING AND TEACHER STANDARDS

Professional learning

The teachers and support staff are committed to personal and professional development. There were many opportunities provided by the CEO and the school for professional development this year as well as staff meeting opportunities. Our school's Annual Development Plan included supporting teachers for the implementation of the NSW Syllabus for Australian Curriculum: English and Mathematics and the continued review of the Student Welfare and Discipline Policy. Professional Development in these areas was a priority.

The total number of days in professional learning activities for 2012 was forty eight.

Teachers were involved in the following professional learning activities in 2012:

Contemporary Learning, Reading to Learn, DIBELS, ICT, NSW Syllabus for the Australian Curriculum: English and Mathematics, QuickSmart, Child Protection, Code of Conduct, Religious Education, Behaviour Management, Annual School Development Plan.

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	6
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	96%
Teacher Retention	100%

WORKFORCE COMPOSITION

	Male	Female	Male Indigenous	Female Indigenous
Principal		1		
Assistant Principal		0		
Teachers/Coordinator		5		
Teacher Assistants		2		
Librarians		0		
Ancillary Staff		3		

SCHOOL POLICIES: STUDENT WELFARE, DISCIPLINE, COMPLAINTS and GRIEVANCES

Student Welfare Policy

St. Joseph's School has developed a comprehensive Pastoral Care and Student Welfare Policy based on the Gospel values of justice and respect for the individual. In this document, the dimensions and features of pastoral care are described. Through our Pastoral care Policy, the way in which we seek to care for and nurture all members of this community, we continually strive to promote respect and responsibility in all aspects of school life. At one level there are explicit programs such as student leadership, peer support, peer tutoring, self esteem programs, orientation programs, assemblies, merit awards, inter-class activities, excursions and school jobs. However much of what happens is implicit, such as the way the community interacts together. Related documents include Anti-Bullying, Harassment and Bullying, Child Protection, Merit Awards, Student Leadership, The full text of the school Student Welfare Policy may be accessed via

- School Administration Office

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

Discipline Policy

St. Joseph's School strives to provide a Catholic educational environment that nurtures, encourages and challenges children to develop their potential as a unique person. In order to do this it is necessary to provide a safe and secure environment for each person, where they can satisfy their needs in a way that respects the rights of others, where they can learn to take responsibility for their actions, and where they can feel a sense of belonging. We believe that pastoral care and discipline are interrelated. Discipline is leading, guiding, encouraging and instructing children within a framework of rights, rules, responsibilities, routines and consequences. Children receive regular reminders of expectations, rules and consequences. The principles of Restorative Justice are implemented to help

manage student behaviour. These principles include: acknowledging the inevitability of conflict and hurt in relationships, working towards healing and repairing the relationship, learning and growing from the experience. The staff continually monitors this policy throughout the year.

The school also has an Anti-Bullying Policy and procedures to address these incidents when they occur.

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:

- School Administration Office

The following changes were made to the Discipline Policy during the 2013 school year: the review and implementation of discipline levels.

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.

Complaints and Grievances Policy

The school adopts the Bathurst Diocesan guidelines for resolving concerns and complaints from parents and care-givers. The policy is based on procedural fairness and recognises that parents and care-givers must have access to processes that allow them to resolve concerns in a supportive and conciliatory environment. Any parent or care-giver has the right to raise a concern and have it responded to promptly, fairly, impartially and confidentially. In general, parents should first address the problem with the staff member most closely as soon as possible after the incident. If however, an informal approach is not successful in resolving the problem, a formal complaint may be lodged with the school through the Principal. Concerns may also be raised with the Catholic Education Office.

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

- School Administration Office
- CEO website

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

Anti-Bullying Policy

At St Joseph's School we believe that all members of the community have the right to a learning and work environment free from intimidation, humiliation and hurt. We all share a responsibility to create a culture of caring which will not tolerate bullying. This policy builds on the school's pastoral care policy to provide clear and agreed procedures and strategies for combating bullying in the school, responding to bullying behaviours and protecting and supporting all parties involved.

Bullying Behaviours are about an imbalance of power where there is a deliberate intent to cause harm or distress. These behaviours can be verbal, social, psychological or physical. They impact on the lives of the person/people being bullied, those doing the bullying and those looking on. Bullying incidents can be isolated or repeated.

Ultimately, strategies to prevent bullying will only be effective when placed within the context of a culture in which *respect for others* is consistently taught and demonstrated across all facets of school life. The Christian values, which represent the antithesis of bullying, must be continually affirmed in words and actions.

Bullying is viewed as a breach of the school's behaviour code. Any reports of bullying will be investigated and appropriate action will be taken. The response to bullying will provide:

- guidance and other support for the victim.
- appropriate and consistent sanctions and support for the bully.

Staff will be encouraged to report suspected incidents of bullying to the class teacher of both the victim and the bully. If they encounter an incident of bullying, they should first take steps to protect the victim. All staff is expected to pass on information about any bullying to the Principal.

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

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

SCHOOL DETERMINED IMPROVEMENT AND TARGETS

As part of the 2013 Annual School Development Plan the following areas were addressed.

Catholic Life and RE

- Host the celebration of St Joseph's Day with neighbouring small Catholic schools
- Host a Michael Mangan concert for the CEMMY cluster schools.
- Participate in the Religious Education Christmas Art Competition

Learning and Teaching

- Attended Contemporary Learning Professional Development
- Attended Professional Development in English – Syllabus implementation, DIBELS, Reading to Learn
- Attended Professional Development in Mathematics – QuickSmart
- Appointment of a Focus Teacher for Literacy and Numeracy
- Participate in Diocesan Spelling Bee

Leadership for School Improvement

- Review of Student Welfare and Discipline Policy
- Develop and implement a standard school Scope and Sequence for all KLAs
- Completed WHS online courses on anaphylaxis and emergency procedures

Strategic Resourcing

- Purchased five laptops for use with students
- Review the role of Ground/maintenance person
- Purchased a new ride on lawn mower and gardening tools

INITIATIVES PROMOTING RESPECT AND RESPONSIBILITY

The values of respect and responsibility lie at the heart of Catholic schools and underpin all policies and procedures. Students, teachers and parents are regularly reminded of our commitment to these and other school values by newsletter items, assembly messages and by the nature of our interpersonal relationships. Many of the awards presented to students are indicative of these values e.g Christian Living, Citizenship and Mini Merits.

Throughout 2013 students were involved in a range of activities that promote respect and responsibility:

- Weekly singing of the National Anthem
- Flying the Australian Flag daily
- ANZAC Day March
- Remembrance Day commemoration
- Welcome to Country
- Involvement in local events – Molong Show, CWA Public Speaking, St Vincent de Paul
- Young Leaders Day
- Peer Support program
- RSL Returned Servicemen and Servicewomen Art Competition

Students, parents and staff contribute generously to social justice appeals and charitable organizations.

PARENT, TEACHER AND STUDENT SATISFACTION

Parents work in partnership with the school community and their high involvement in a variety of school activities is evidence of their satisfaction and commitment to the school. Parents also express their satisfaction through open communication with the Principal, teachers and other parents and promote the school positively in the wider community.

Students have a sense of pride in their school and feel that they belong. They enjoy coming to school and contribute positively to the harmonious, caring atmosphere. They are happy with what the school has to offer and also believe that their teachers help and listen to them.

Teachers of St. Joseph's School are dedicated professionals. They work collaboratively and are committed to carrying on the tradition of providing a quality teaching and learning environment that caters for the individual needs of students. Their high levels of satisfaction are demonstrated in their support and pastoral care shown towards each other, their willing participation in professional learning and their extensive lengths of employment at the school.

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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.

