

St Joseph's School Portland
Annual School Educational and Financial Report
2013



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ABOUT THIS REPORT

St Joseph's School Portland, 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 Development 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 2013 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) 6355 5111 or by visiting the website at www.stjosephs.nsw.edu.au.

PRINCIPAL'S MESSAGE

St Joseph's School Portland is the only small Catholic Primary School at the south eastern end of the Bathurst Diocese. We, at St Joseph's, are committed to providing a quality learning environment which gives witness to the Gospel values of love, respect and justice. Religious Education is the core from which the curriculum radiates, in order to nurture and study our faith. At the same time, planned instruction and learning occurs in six Key Learning Areas – English, Mathematics, Human Society and It's Environment, Science and Technology, Creative and Practical Arts and Personal Development, Health and Physical Education.

In 2013, St Joseph's School staff focused on the development of workplace professionalism. Characterised by a culture of mutual respect and pedagogical dialogue a shared vision of learning improvement has begun to take shape. The support of National Partnerships funding enabled collaborative decision-making, which was appropriate to the context and also transparent. Staff were also able to undertake more professional development opportunities throughout the process. Support of the parent body was paramount and encouraged throughout the year.

This Educational and Financial Report is provided to you in accordance with the NSW Board of Studies Guidelines. This report is specific to St Joseph's School, Portland. Please feel free to make comment to me about any element of the report.

Susan Kearns

Principal

PARISH PRIEST'S MESSAGE

I am very happy to reflect back on the last three years of faith and life at St Joseph's School. The school community at St Joseph's continues to give great witness to faith and life. The children and staff of our school are friendly, thoughtful and celebrate their faith with enthusiasm. Together we look forward to continuing to learn and to grow in wisdom and knowledge, together as a school, celebrating our faith, hope and love as followers of Jesus.

Fr Owen Gibbons

Fr Owen Gibbons Parish Priest

MESSAGE FROM PARENTS and FRIENDS ASSOCIATION OR PARENT REPRESENTATIVE BODY

St Joseph's Parents and Friends Association meets on the fourth Tuesday of every month. The AGM is held every February, in which new members/representatives can be elected.

Fundraising is the P&F's major role—Fundraising helps to buy additional products and services that benefit the children of the school, eg– financing transport for school excursions, playground resources and equipment. Additional financial assistance has also been provided with Government-funded projects. Bus travel to Taronga Zoo, the 2013 whole school excursion, as well as contributions towards parental costs have lightened the financial load for both school and home.

St Joseph's P&F Association also contributes to the well-being of the school by playing a supportive role. Assistance with the coordination and organisation of many social events i.e. morning teas, dinners and other special events held by the school are catered for.

Katrina McCulkin

President Parents & Friends Association

STUDENT LEADERSHIP

Student leadership positions at St Joseph's School in 2013 consisted of:

Girl School Captain

Boy School Captain

Girl Vice Captain

Boy Vice Captain

Farrell House Captain – Named after the last Religious Principal, Sr Joan Farrell

Leonard House captain – Named after the first Lay Principal, Miss Patricia Leonard

Mackillop House Captain – Named after Saint Mary Mackillop, founder of the Sisters of St Joseph

Being a small school with limited staff, we rely heavily on the support of the school leaders to contribute to the life of the school. Opportunities are provided for the students to develop self-esteem, leadership and a sense of social and environmental responsibility. At school assemblies, liturgies and important ceremonies the school leaders play a vital role.

In 2013, the student leaders attended the 'Impact Leadership Conference' in Bathurst. The 'Impact Leadership' programs involve practical sessions dealing with student leaders who can make an impact.

CATHOLIC IDENTITY

We believe that a faith-filled caring environment where the child is encouraged to develop as an integrated person, striving for excellence, growing in relationship with God and having respect for self and others, is the vision that we have for our school. As Catholic educators, we work in partnership with parents and the St Vincent's Parish community. All children are valued, active, members of this spirit-filled faith community, which encompasses the Sacraments, Liturgical experiences and prayer.

At St Joseph's we nurture the well-being of all: students, staff and families. Students are encouraged to realise their full potential and the need to grow as valued members of our school and the wider world. Fostering self-esteem is essential in our small school situation where individual growth occurs in an environment which encourages self-direction. Opportunities arise from pastoral care and social justice activities for the development of feelings, goals and ideas in a spirit of cooperation with peers.

Families are welcomed and involved in school liturgies, the Sacraments and special feast day celebrations. Religious Education programs and activities are provided for staff and students. Professional development and retreats are made available for staff both during school time and as extra-curricular sessions. The Year Six Retreat is an annual occurrence with students joining St Patrick's Lithgow students for this. Sister Therese Patterson, St Vincent's Parish Administrator, once again, organised the Parish-based Sacramental preparation programs for families from St Joseph's School and local state schools. Fr Owen Gibbons has continued to support the school spiritually in providing the weekly School Mass.

Fr Owen Gibbons, as St Vincent's Parish Priest, may be contacted on 02 6351 3092 and Sr Therese Patterson, St Vincent's Parish Administrator on 02 6355 5236 for further information.

SCHOOL FEATURES

In 2013, St Joseph's School was structured in the following way:

KINDERGARTEN, YEAR ONE

YEAR TWO AND YEAR THREE

YEAR FOUR, FIVE AND SIX

Education at St Joseph's School is aimed at the optimum development of each child. This aim is recognised by catering for individual needs in the Curriculum and in the social environment of the school.

Programs available in 2013 were:

- MULTI-LIT LITERACY INTERVENTION PROGRAM
- MINILIT AND PRELIT
- ENGLISH ENRICHMENT
- SPEECH AND LANGUAGE PROGRAMS
- INTENSIVE WATER SAFETY PROGRAM
- PERCEPTUAL MOTOR PROGRAM
- LIFE EDUCATION VAN
- RUSSELL RICHARDSON/ DAVE PEACHEY RUGBY LEAGUE
- WALK SAFELY TO SCHOOL
- CLEAN UP AUSTRALIA
- IPAD INTRODUCTION
- NAIDOC WEEK
- RESPONSIBLE PET EDUCATION

- SCHOOL MUSICAL – KIDS IN PARADISE
- WHOLE SCHOOL EXCURSION - TARONGA ZOO
- BOOK WEEK ACTIVITIES
- RUGBY LEAGUE GALA DAY AND KNOCKOUT
- MICHAEL MANGAN CONCERT
- PD/H/PE – ANTFITNESS P.E.
- “ACTING OUT” – ANTI-BULYING PROGRAM
- HARMONY DAY – MUSIC OF THE WORLD

Programs and initiatives were also available to cater for special needs and pastoral care within the school.

- BEHAVIOURAL PROGRAM – WHOLE SCHOOL
- KINDERGARTEN / YEAR 4/5/6 PARTNERS
- INDIVIDUAL BEHAVIOUR PLANS

Within the Catholic Education framework, we have available support personnel who are located at Bathurst and Dubbo to assist school staff with specialised programs.

ENROLMENT POLICIES AND PROFILES

ENROLMENT POLICY

The essential requirement for enrolment at St Joseph’s is adherence to school policies and participation in the Catholic practices of the school.

Parents of children beginning school in Kindergarten are required to:

- Ensure that the child turns 5 by 30th June on the year of enrolment
- Allow the sighting of or provide a copy of the child’s Birth Certificate and Baptismal Certificate (if applicable)
- Provide a copy of the Immunisation Certificate from the NSW Department to verify the child’s complete Immunisation
- Allow the child to attend the four Kindergarten Orientation mornings at the end of the year prior to school commencement
- Attend a Parent Information morning to be informed of the school policies and procedures
- Complete an Enrolment Form providing personal information regarding the child

Parents of children intending to enrol from other schools are required to:

- Attend an interview with the Principal whereby the school’s policies and procedures will be discussed, preferably with the child present
- Complete an Enrolment Form providing personal information regarding the child

ENROLMENT PROFILE

St Joseph’s School is a Catholic Primary School situated in a semi-rural/ industrial area of the Central Tablelands, 26 kilometres from Lithgow and 50 kilometres from Bathurst, these being the nearest cities. St Joseph’s School was founded by the Sisters of St Joseph and opened in 1908. The school caters for children from Kindergarten to Year Six.

The enrolment for 2013 was 47 students, (24 boys and 23 girls) predominantly from the Portland area, including Wallerawang and Capertee.

The breakdown for students for 2013 was:

K/1: 19 Students
Year 2/3: 15 Students
Year 4/5/6: 13 Students

The number of indigenous students was 4.

The full text of school enrolment policies may be accessed via: www.stjosephs.nsw.edu.au

STUDENT ATTENDANCE AND RETENTION

Attendance Rates

Average student attendance rate during 2013 was 96%. The trend shows that student attendance was very satisfactory. The retention of students was 96.5%.

<i>Year Group</i>	<i>Attendance Rate</i>
<i>1</i>	<i>96.36%</i>
<i>2</i>	<i>94.74%</i>
<i>3</i>	<i>98.07%</i>
<i>4</i>	<i>96.14%</i>
<i>5</i>	<i>95.00%</i>
<i>6</i>	<i>95.18%</i>
<i>Whole School</i>	<i>95.92%</i>

Non-Attendance

Classroom teachers will seek written advice promptly from parents regarding full or part day absences. These are required within seven days and reminder notices will be sent to resolve attendance issues involving children. The Principal may request a medical certificate or other documentation when absences due to sickness are frequent and prolonged.

SCHOOL CURRICULUM

Core Subjects

The following core subjects were taught in 2013;

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

Other than RE all subjects follow Board of Studies K-6 Syllabus and Support Documents.

Learning support programs included:

- **MULTILIT Reading Program**
- **MINILIT and PRELIT**
- **Integration Programs - CEO Special Education Support Team**
- **Behaviour management—CEO Behaviour Team**

Special programs used at St Joseph's in 2013 also included Spelling Mastery, Jolly Phonics, Jolly Grammar, Perceptual Motor Program, Water Safety Program and Life Education Van.

Community Service activities involved Parish / School events, visits to the local Aged Care facility, St Vincent de Paul rooms, participation in ANZAC Day March, CWA International Day, National Ride to School Day, Clean Up Australia and other combined St Joseph's/ Portland Central School events.

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".

YEAR 3 Band Distribution

	Band	1	2	3	4	5	6	%at/above National Minimum
Reading	School	0	17	17	33	0	50	100
	Diocese	2	7	17	25	21	27	98
	State	3	10	16	25	19	28	97
Writing	School	0	0	17	50	33	0	100
	Diocese	1	5	16	27	39	12	99
	State	2	6	15	23	37	17	98
Spelling	School	0	0	0	33	0	67	100
	Diocese	3	6	20	27	24	21	97
	State	4	6	18	23	24	25	96
Grammar & Punctuation	School	0	0	33	0	17	50	100
	Diocese	2	7	14	22	27	28	98
	State	3	8	14	21	24	31	97
Numeracy	School	0	0	0	50	17	33	100
	Diocese	1	6	19	33	31	10	99
	State	3	8	22	29	25	14	97

YEAR 5 Band Distribution

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

GROWTH

- 50% of students in Year 5 showed significant growth from Year 3 to Year 5 in Reading, Spelling and 50% showed significant growth from Year 3 to Year 5 in Numeracy including Data, Measurement, Space and Geometry as well as Number, Patterns and Algebra.
- There was a movement of students in both classes to higher bands with no students from St Joseph's falling below minimum standards.
- School Means in Year 3 show substantial growth from 2012 to 2013 in Reading, Writing and Numeracy.

National Minimum Standards

In 2008 the Commonwealth Government set minimum acceptable standards for Reading, Writing Spelling, Grammar and Punctuation and Numeracy for each grade tested through NAPLAN. These are referred to as 'national minimum standards' and replace the 'national benchmarks'.

The percentages of students in this school achieving the national minimum standard are reported below.

	Reading	Writing	Spelling	Grammar & Punctuation	Numeracy
Year 3	100%	100%	100%	100%	100%
Year 5	100%	100%	100%	100%	100%

No students from St Joseph's School were exempted from NAPLAN Testing. The above percentages show the students achieving above the National Minimum standard. The small cohort of students in Years 3 and 5 has affected this report.

PROFESSIONAL LEARNING AND TEACHER STANDARDS

Professional learning

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

- Child Protection Code of Professional Standards
- First Aid and CPR Courses
- School-Based ICT support Boot Camps
- Support Teacher In-Service
- R.E.C. Assembly
- Contemporary Learning Conference
- English Curriculum
- PETAA In-Service
- Professional Learning Communities
- ACSP Conference
- ART Workshops
- Numeracy Days
- Curriculum Hub
- Mathematics Conference
- Live Life Well PD/H/PE Conference
- School Compliance
- Staff Retreat/ Principals Retreat
- Work, Health & Safety Workshop
- Indigenous Education Conference
- Renewal, Retention, Reconciliation
- Professional Development Investigation Training

The total number of days in professional learning activities for 2013 was 50

Teacher Standards

The following table sets out the number of teachers on this staff 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.	6
2. Those having graduate qualifications (eg Bachelor degree) but not a formal teaching qualification from a recognised higher education institution or equivalent.	0
3. Those not having qualifications described in 1 or 2 above but have relevant successful teaching experience or appropriate relevant knowledge. Such teachers must have been employed to teach in NSW before October 2004 and as a teacher in the last 5 years.	0

Teacher Attendance	98%
Teacher Retention	100%

WORKFORCE COMPOSITION

1 PRINCIPAL

2 FULL TIME TEACHERS

3 PART-TIME TEACHERS

3 TEACHER ASSISTANTS

SCHOOL POLICIES: STUDENT WELFARE, DISCIPLINE, COMPLAINTS and GRIEVANCES

Student Welfare Policy

St Joseph's School Portland is committed to providing a safe and caring environment that fostering respect for others. The Student Welfare Policy deals with classroom and playground behaviours, bullying, the points system, awards and overall attitude and conduct. The staff continually monitor the policy throughout the year in Staff Meetings and is always ready to discuss the application of the policy with all who are affected by it.

The full text of the school Student Welfare Policy may be accessed via the school office.

The decision was made to review the Points System during 2013.

Discipline Policy

Our aim is for the students to develop self-discipline so that they will be able to take the initiative in developing a sense of responsibility for their own actions and an appreciation that good example is a strong force in influencing others. It is hoped through such discipline, the children will learn to distinguish between acceptable and non-acceptable behaviour in various situations and accept the consequences of their actions. By learning to appreciate the need for discipline they will come to respect themselves and others.

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

The full text of the school Discipline Policy may be accessed via the school office.

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

Complaints and Grievances Policy

In general parents should address the problem with the staff member most closely concerned, as soon as possible after the incident. Contact regarding this should first be made with the Principal who will arrange an appointment with the relevant staff member.

If an informal approach is not successful in resolving the problem, a formal complaint may be lodged with the school through the Principal. This should be submitted in writing if possible, outlining the problem and the concerns about the initial handling of the problem.

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

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

Anti-Bullying Policy

Bullying is defined as repeatedly hurting another person either physically or psychologically and this can take many forms.

At St Joseph's School we believe that each member of the school community:

- Should feel safe
- Is a unique and worthy individual created and loved by God
- Is committed to a safe and caring environment where personal growth and positive self-esteem can occur
- Has the responsibility not to take part in bullying
- Has the responsibility (including parents) to inform the school of any bullying situations of which they are aware

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

ACHIEVEMENTS OF PRIORITIES 2013

Catholic Life and R.E.

- Catholic School Week Success
- Class Masses
- Revisiting School Discipline System

Learning and Teaching

- Literacy Block
- Effective use of new resources
- Organisation of ICT Resources and Introduction of iPads
- Work on Scope and Sequence of Learning

Leadership for School Improvement

- Greater shared responsibility
- Professional Relationships
- Child-centred focus

Strategic Resourcing

- Effective and efficient use of new buildings
- Supplementing existing resources
- Operation of NSSP

TARGETS FOR 2014

1. Targets:

- **CATHOLIC LIFE AND RE**
 - Religious Education
- **LEARNING AND TEACHING**
 - Planning, Programming and Evaluation
- **LEADERSHIP FOR SCHOOL IMPROVEMENT**
 - Strategic Leadership and Management
- **STRATEGIC RESOURCING**
 - Use of Resources, Facilities and Spaces for Learning

2. Work in Partnership with the Parish and Parents by:

- Continuing Weekly School/Parish Mass in class groups
- Greater involvement in Sacraments and weekend Liturgies
- Greater school/parent interaction on all levels

3. Improve teaching practice by:

- Using professional learning to change and develop school improvement
- Facilitating innovative and contemporary learning and teaching
- Building a culture where teachers systematically focus on data to inform their teaching practice

4. To ensure management and financial planning are integrated and aligned with learning priorities

5. To complete ongoing school maintenance as finances allow.

INITIATIVES PROMOTING RESPECT AND RESPONSIBILITY

St Joseph's School is an integral part of the St Vincent's Parish community and contributes to the Portland community as a whole. In 2013 the following events were initiatives promoting respect and responsibility for students at St Joseph's School.

- Catholic Schools Week in Portland
- Anzac Day
- Easter Liturgy
- Way of the Cross
- Morning Tea for Elderly
- Altar Servers for Parish Masses
- Formal School Assemblies
- Outdoor Education - Leadership
- Peer Partnering of Senior Students with Kindergarten Students
- Impact Leadership Conference
- School Liturgies and Sacraments
- Confirmation Supper
- Parish/ School Interaction
- Matthew Sharp Memorial Scholarship
- National Ride to School Day
- Clean Up Australia Day

PARENT, TEACHER AND STUDENT SATISFACTION

To provide adequate communication within the school and opportunities for feedback and information sharing, the following regularly occur:

- Monthly Parents and Friends Association Meetings

- Fortnightly Staff Meetings
- Formal Parent/ Teacher interviews at the end of Term Two
- Student reports at the end of Terms Two and Four
- Parent/Teacher meetings arranged when necessary

Parents, teachers and students displayed a positive attitude towards St Joseph's School during 2013 and all activities were well supported throughout the year.

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

