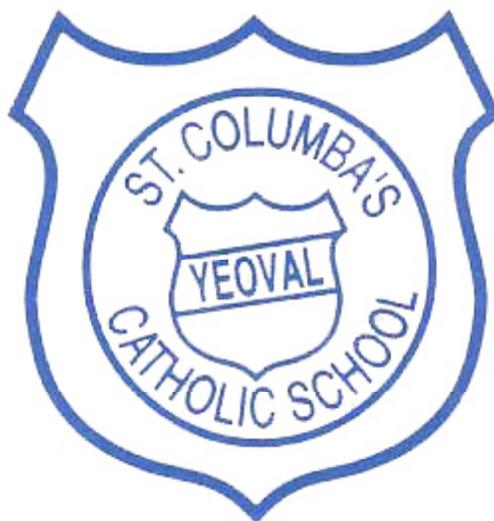


St Columba's Primary School
Yeoval
Annual School Educational and Financial Report
2013



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ABOUT THIS REPORT

St Columba's Yeoval 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 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 6846 4205.

PRINCIPAL'S MESSAGE

St Columba's School is a small K-6 Catholic school in the Bathurst Diocese. For 2013, the school had an enrolment of 26 students (K-6). The 2013 year was a very exciting and promising year for St Columba's. It experienced the greatest intake of students across K-6 (13 in total) since the year 1967. This of course was a major triumph for our community which was publicly announced at our End of Year Mass.

St Columba's is located in Yeoval, a small rural community with a population of 280 in the Central West of NSW.

The school was established in 1929 and was operated by the Good Samaritan Sisters. In 1943 the Sisters of St Joseph arrived to take up the operation of the school. In 1975 St Columba's Convent closed after half a century of dedicated teaching and the sisters were replaced with lay teaching staff.

The two multi-graded classes at St Columba's consist of a wide range of ability levels and interests that stem from a variety of backgrounds.

Almost all families have both parents working full-time and all families rely on the agricultural industry as their main source of income.

The school's Mission and Vision statement is taken from the Declaration on Christian Education Article V and clearly identifies the purpose of the school as being part of the mission of the church. This supports the school motto, "Faith, Friendship, Futures".

St Columba's is committed to providing a comprehensive Catholic education in a caring, family focused environment. 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 and inclusion. 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.

St Columba's 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, University of NSW competitions, Eisteddfod, CWA Public Speaking. The school values friendly competition, fair play, exercise and a healthy lifestyle. St Columba's students make use of a computer lab via specialist lessons each week to assist them to be technically competent. We value the

school library as an important learning environment. It supports the teaching of English and contributes to important skill development as well as an understanding of literature. Learning support at the school exists to help students to maximize their learning in the classroom.

St Columba's experiences success across all facets of school life. Whether it is on the sporting field, in the classroom or being involved in numerous community activities, the students continue to strive for improvement.

It has been a most rewarding year of learning and teaching with many highlights. Again it is has been a pleasure working with committed staff, supportive families and their enthusiastic children.

Glen Brown
Principal

CATHOLIC IDENTITY

St Columba's School is readily recognised as being distinctly Catholic. There are close relationships between the Catholic community of Yeoval and the school. Staff members are involved within the various ministries of the parish. The school's newsletter is used as an avenue of further identifying the school as part of the St Patrick's parish by carrying information relevant to the parishioners.

The school's Mission and Vision statement is taken from the Declaration on Christian Education Article V and clearly identifies the purpose of the school as being part of the mission of the church. This supports the school motto, "Faith, Friendship, Futures".

St Columba's celebrated all important feast days and has had on average two school Masses per term. Prayer is an important ritual in everyday school life with students having the opportunity to pray at the beginning and end of the day as well as before each meal break.

Regular class visits from the Parish Priest reinforce and support Catholic values being upheld at St Columba's. All teaching staff have a Graduate Certificate in Religious Education and all teaching staff follow the Religious Education Units from the Bathurst Catholic Education Office. All staff come together each fortnight for staff prayer.

Sacraments were celebrated throughout the year with parent meetings and home Masses celebrated. The End of Year Mass concludes the year and allows us to celebrate as a school community and thank God for our achievements throughout the year.

St Columba's School is part of the St Patrick's Parish Wellington.

Contact Details:

Rev. Fr. Tony Hennessy

St Patrick's Presbytery

Warne St. Wellington 2820

Ph: 68452061 Email: well10@tpg.com.au

SCHOOL FEATURES

St Columba's is made up of two classrooms, an Infants Classroom (K-2) and a Primary Classroom (3-6). Both classes have two teachers working in a job share capacity. This has been most beneficial as each teacher brings with them their own specialties and talents which they can share with their students. Both classes join together for daily PE, weekly sport, and daily buddy reading.

The Primary Class at St Columba's is a member of the Bathurst Junior Josephite Association. They meet once per month to learn about the teachings of Mary MacKillop, pray for the needs of others and practice the works began by the Josephite Order. In 2013 the Junior Josephites raised almost \$500 for the Brett Lee Music Foundation in India. They also played fortnightly bingo with the local residents of the aged hostel and sent cards (Easter, Christmas, Feast Days) to all sisters of the Josephite Order in the Bathurst Diocese.

The whole school performed in the choir and recorder sections of the Wellington Eisteddfod where they were awarded 1st place in both sections.

ENROLMENT POLICIES AND PROFILES

School Enrolment Details 2013:

Class	Year Levels	No of Students
Infants	Kinder, Yr 1, Yr 2	7, 1, 3
Primary	Yr 3, Yr 4, Yr 5, Yr 6	5, 4, 4, 2
Total:		26

St Columba's School is in the Parish of St Patrick's, Wellington, and operates under the supervision of the School Principal, who is appointed by the Catholic Education Office, with the approval of the Bishop of the Bathurst Diocese and the Parish Priest. The School has been established with the primary aim of spreading the word of the Gospels.

ENROLMENT FORMS.

Enrolments are taken by the Principal of the school. Enrolment Forms are available from the school office. It is expected that all children who are enrolled in St Columba's School will participate fully in all school programs and activities. Parents must be willing to be supportive of these programs and activities. (If there are special circumstances, which would prevent participation, the Principal must be informed.)

Before enrolment is accepted, parents must be prepared:

- To be supportive of the Religious Education Program and the Liturgical Programs and Celebrations.
- To support the School's Pastoral Care and Discipline Policies.
- To accept the Uniform Policy of the school.
- To pay School Fees and associated charges.

The following criterion will be applied to all new enrolments:

St Columba's School's primary role is to provide a Catholic Education to Catholic families and therefore gives enrolment priority to parents who are members of the Parish Community. Non-Catholic students are welcomed if places are available.

If the enrolment applicant is a member of another Christian Church, the views held by the parents and the child must not be contradictory to the values being taught at St Columba's School.

Before an enrolment is accepted it is essential that the Principal seeks approval from the Parish Priest.

It is preferable that the enrolment applicant has turned 5 years of age by 30 April, the cut off date is the 30 June.

Consideration for Enrolment will be dependent upon current numbers.

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

STUDENT ATTENDANCE AND RETENTION

Attendance Rates

Attendance Rates for each year level:

Kindergarten – N/A

Year 1 – 97.44%

Year 2 – 97.51%

Year 3 – 96.79%

Year 4 – 97.75%

Year 5 – 96.28%

Year 6 – 98.40%

The whole school student attendance rate during 2013 was 97.20%.

In order for students to reach their full potential it is of paramount importance that they attend school regularly. Teachers are required to monitor non-attendance diligently. Parents / guardians are required

to provide a written explanation of any student absence. Unexplained absences are followed up by a generic note sent home to parents. This note is then returned to school and placed in the back of the roll. If no attempt by parent is made to explain an absence a letter is sent to parents. If no contact is then made, parents are asked to come to the school for an interview. The School Roll contains information regarding student absences including reasons for absence and documentation to substantiate reasons for absences.

All absences, both full and partial, will be recorded on class rolls. St Columba's ensures that it also complies with the Diocesan Attendance Policy. All information regarding the School's Attendance Policy can be obtained by contacting the school and the Diocesan Policy is available on its website.

SCHOOL CURRICULUM

The school curriculum offered by St Columba's is determined by the requirements of the NSW Board of Studies and the Catholic Education Office Bathurst. Teachers are then able to modify their teaching programmes in order to meet these requirements and the needs of the students in their class. Teaching programmes and student work samples are collected by the principal each term in order to make sure that all requirements are being met. A learning support program exists at the school to assist students needing extra help with literacy and numeracy and class teachers facilitate extension and enrichment activities for students.

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 NAPLAN Tests in May 2013. Individual student reports were provided in September 2013. Because of the small cohorts at St Columba's, overall statistics are not available.

PROFESSIONAL LEARNING AND TEACHER STANDARDS

Professional learning

The total number of days in professional learning activities for 2013 was 15

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

Reading to Learn, New Maths Syllabus, Jolly Phonics, NAPLAN Analysis, Dibels Analysis, Pre-lit Training, New English Syllabus Inservice, Contemporary Learning in the 21st Century, WH&S eLearning Courses.

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 teaching qualifications from a higher education institution within Australia or as recognised within the National Office of Overseas Skills Recognition (AEI-NOOSR) guidelines	4
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

WORKFORCE COMPOSITION

St Columba's has the following staff employed: 1 Principal/Primary Class Teacher (male), 2 Infants Teachers (females) in a job share position, 1 Support/Executive Release Teacher (female), 2 Teacher Assistants (female), 1 Clerical Assistant & 1 Cleaner (females).

Teacher Attendance and Retention Rates

Teacher Attendance	99%
Teacher Retention	100%

SCHOOL POLICIES: STUDENT WELFARE, DISCIPLINE, ANTI-BULLYING, COMPLAINTS and GRIEVANCES

Discipline/ Student Welfare Policy

St Columba'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.

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 policy can be accessed through the parent handbook or by contacting the school secretary.

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

Complaints and Grievances Policy

St Columba's Primary School, in line with the Catholic Education Office of Bathurst, is committed to providing a pleasant, safe and effective working environment for all students. When problems arise, these concerns are dealt with promptly and effectively to address the issue and to prevent issues developing into major problems. Parents are encouraged to contact the school and arrange an interview if necessary.

The School's Complaints and Grievances Policy is adapted from the Complaints and Grievances Policy produced by the Bathurst Catholic Education Office. Parents can contact the school Principal or secretary to access the policy.

Under normal circumstances complaints and grievances can be directed to:

- The School Principal (first & foremost)
- Any other staff member
- The school's Parish Priest or Chaplain
- The Catholic Education Office in Bathurst or Dubbo

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

Anti-Bullying Policy

At St Columba's we want all pupils to feel secure and valued as members of a caring community, to develop academically and socially with confidence and without fear. The aim of this policy is to help us deal with incidents of bullying quickly, effectively, consistently and with sensitivity to the needs of the individual. When dealing with incidents of bullying the following cannot be emphasised too strongly:-

- the necessity to involve parents as soon as possible
- the necessity for a real partnership between pupil, school and home
- that subsequent action should be driven by the need of the individual

We aim to “nip bullying in the bud” and develop sensitivity from the moment the young person comes into our care. We want pupils to be sensitive to the feelings of others and to ensure that their words or actions do not hurt. We also like them to talk to a parent or teacher if they are being made unhappy. We hope that parents will inform us at an early stage if their child is being bullied or they suspect that it is happening. We need to be informed if the strategies we subsequently employ are not working so that others can be tried. We also like parents to work with us, if necessary, to educate their child into being sensitive to the feeling of others.

Each incident of bullying is dealt with on an individual basis taking into account the age and stage of development of the pupils involved and to seek parental support at the earliest possible opportunity. If pupils have reached an age and stage in their development when they clearly understand what is meant by the term bullying, it may be necessary to apply sanctions immediately.

This policy is reviewed annually and the full policy can be accessed by contacting the secretary or principal.

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

SCHOOL DETERMINED IMPROVEMENT AND TARGETS

During 2013, St Columba’s adhered to its 4-Year Plan to address the areas of Catholic Life & RE, Learning & Teaching, Leadership for School Improvement & Strategic Resourcing to ensure school improvement and quality education.

Catholic Life and RE

- Celebrating the events on the liturgical calendar and Sacraments
- Christian Living Camp and Year 6 Religion Test
- Cross-referencing Compliance in RE with the QCE framework
- Formalising class prayer into a document
- Develop Scope and Sequence for charitable organisation fund-raising eg Red Nose Day
- Review Pastoral Care Policy
- Review Discipline, Behaviour Management & Anti-Bullying Policies

Learning and teaching targets

- Establish a cycle of review for each of the KLAs as part of the school plan to be evidenced in updated KLA Implementation Statements: English-2013/2014
- NAPLAN Analysis and focus areas.
- Supervision of Teachers’ Programs, embedding ICT and differentiation into planning. Programming and evaluation.
- Whole school approach to assessment planning and review of the policy. Development of differentiation techniques in assessment.

INITIATIVES PROMOTING RESPECT AND RESPONSIBILITY

It is clearly stated in the Discipline Policy and School Handbook that we all have the right and responsibility to treat others with respect as members of St Columba's School. The promotion of respect and responsibility is permeated throughout the school in everyday teaching as well as a number of community events. These include; ANZAC and Remembrance Day Services, weekly visits to the aged hostel, National Tree Day, fundraising for Project Compassion & Catholic Missions and of course the students' work as Junior Josephites.

PARENT, TEACHER AND STUDENT SATISFACTION

During Term Four all parents completed school satisfaction surveys giving them the opportunity to comment on four main elements of the school; Catholic Identity, Curriculum, Organisation/Management and Resources/Facilities. All surveys returned indicated that they were most satisfied with these elements.

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.

