

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

2011



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ANNUAL REPORT TO THE COMMUNITY

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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 2012 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.

Susan Kearns

PRINCIPAL

DATE 9 MARCH 2012

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 2011, St Joseph's School, made full use of the new facilities with the new school Library being of benefit to all students and teachers. The multi-purpose Hall provided an excellent venue for assemblies, special events and Parish/School Celebrations.

Through the "Quality Catholic Education" initiative, the staff focused on Teaching and Learning as "National Partnerships" continued to support the development of Quality Teaching.

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 twelve months of faith and life at St Joseph's School. I have settled into a school community at St Joseph's that has given great witness to faith and life. The children and staff of our school are friendly, thoughtful and celebrate their faith with enthusiasm. I look forward to the next twelve months where we, together as a school, celebrate our faith, hope and love as followers of Jesus.

Fr Owen Gibbons

Fr Owen Gibbons Parish Priest

MESSAGE FROM PARENTS and FRIENDS ASSOCIATION

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 been also provided with Government-Funded Projects. In 2011 bus travel for excursions to Featherdale and Scenic World as well as contributions towards parental costs have lightened the financial load for both school and home. All events eg raffles are coordinated and run in conjunction with the students, teachers and parents of St Joseph's.

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 McEulkin

President Parents & Friends Association

STUDENT REPRESENTATIVE'S MESSAGE

Student leadership positions at St Joseph's School in 2011 consisted of:

Girl School Captain

Boy School 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 Mary Mackillop, founder of the Sisters of St Joseph

The Student Leaders at St Joseph's School Portland consists of School Captains and House Captains. These students, elected by all students and staff, contribute greatly to the life of the school. Fortnightly assemblies are organised and led by the captains, who invite the teachers to present the classroom awards. Opportunities are given for the school captains to choose students to receive Captains Awards for looking after our school and caring for others. The House Captains also present awards for sporting achievement and being fair in games.

The school leaders are called upon to thank visitors and performers on behalf of the staff and students to welcome people who come to the school and to assist with the K/1/2 class.

Fundraising activities undertaken by these students occur during Lent and, at other times, to raise money for Cancer Research and Catholic Mission.

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.

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.

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. In 2011, students from Year Six, attended BLAST a Diocesan Youth gathering. 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. The school community welcomed Fr Owen Gibbons who has continued the work of past priests in supporting the school spiritually and 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 2011, St Joseph's School was structured in the following way:

KINDERGARTEN, YEAR ONE AND TWO

YEAR THREE AND FOUR

YEAR 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 2010 were:

- MULTI-LIT LITERACY INTERVENTION PROGRAM
- ENGLISH ENRICHMENT
- MATHEMATICS ENRICHMENT
- SPEECH AND LANGUAGE PROGRAMS
- INTENSIVE WATER SAFETY PROGRAM
- PERCEPTUAL MOTOR PROGRAM
- OPERATION ART
- MUSICA VIVA

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

- BEHAVIOURAL PROGRAM – WHOLE SCHOOL
- KINDERGARTEN / YEAR 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 2011 was 57 students, (36 boys and 21 girls) predominantly from the Portland area, including Wallerawang and Capertee.

The breakdown for students for 2011 was:

K/1/2:	27 Students
Year 3/4:	11 Students
Year 5/6:	19 Students

The number of indigenous students was 4.

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

A generic enrolment form is provided by the Catholic Education Office Bathurst. This may be accessed via: www.stjosephs.nsw.edu.au

STUDENT ATTENDANCE

Attendance Rates

Average student attendance per grade was as follows: Yr1 90%, Yr2 97%, Yr3 96%, Yr4 91%, Yr5 90% & Yr6 93%. The average student attendance rate during 2011 was 93%. The trend shows that student attendance was very satisfactory.

Non-Attendance

Parents are responsible for ensuring that their children attend school regularly. Absences must be explained in written form promptly and within seven days. Reminder notices will be sent to parents to resolve attendance issues involving their children.

SCHOOL CURRICULUM

Core Subjects

The following core subjects were taught in 2011;

- **Religious Education**—New R.E Units
- **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**
- **Integration Programs - CEO Special Education Support Team**
- **Behaviour management—CEO Behaviour Team**

Special programs used at St Joseph's in 2011 also included Spelling Mastery, Jolly Phonics, Jolly Grammar, Perceptual Motor Program, Water Safety Program, Life Education Van and Musica Viva. 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)

A focus by teachers on explicit Literacy and Numeracy skills has accounted for better results. Using these skills to extend and group students in the future should see this upward trend continue.

Literacy and Numeracy

Students in Years 3, 5, 7 and 9 around Australia sat the NAPLAN Tests in May 2011. Individual student reports were provided in September 2011.

The test results provide information about student achievements in literacy and numeracy. The use of N/A indicates results were not available.

YEAR 3

Reading	State Mean	Diocese Mean	School Mean
2009	423.7	437.7	439
2010	422.6	426.3	395
2011	423.7	429.3	438.7

Writing	State Mean	Diocese Mean	School Mean
2009	423.6	428.7	414
2010	429.4	433.9	436
2011	429.2	437.5	425.3

Numeracy	State Mean	Diocese Mean	School Mean
2009	405.9	407.9	369
2010	402.3	406.6	390
2011	406.6	408.0	461.0

YEAR 5

Reading	State Mean	Diocese Mean	School Mean
2009	503.2	513.2	556
2010	496.9	507.0	501
2011	496.0	505.6	488.7

Writing	State Mean	Diocese Mean	School Mean
2009	491.8	493.1	494
2010	494.8	501.5	460
2011	492.7	495.8	466.6

Numeracy	State Mean	Diocese Mean	School Mean
2009	502.9	499.9	506
2010	499.5	503.5	484
2011	500.6	497.7	452.6

Year 3 results showed a move into the higher bands in Reading, Writing and Numeracy. In Year 5 student results ranged from Band 3 to Band 6 in Numeracy and from Band 3 to Band 7 in Reading and Writing. Reading and Numeracy were above the Diocesan and State mean in Year 3.

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%	87%	100%	87%	87%

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 2011:

- Child Protection Code of Professional Standards
- Musica Viva Workshop
- Integrating ICT in R.E
- DIBELS
- R.E.C. Assembly
- Smartboard Professional Development and ICT
- Behaviour In-service
- Cyber Safety
- ICT/ Educational Websites

The total number of days in professional learning activities for 2011 was 23.

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 teacher education qualifications from a higher education institution within Australia 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.	
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.	

WORKFORCE COMPOSITION

1 PRINCIPAL

2 FULL TIME TEACHERS

3 PART-TIME TEACHERS

2 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.

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

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.

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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.

SCHOOL DETERMINED IMPROVEMENT AND TARGETS

ACHIEVEMENTS OF PRIORITIES 2011

Catholic Life and R.E.

- Catholic School Week Success
- Professional Development in new R.E. Units
- Trialling of New R.E Units
- Parish Sacramental Program

Learning and Teaching

- Integrating National Partnerships Reading 2 Learn into existing Literacy Framework
- Effective use of new resources
- Completion of successful Creative Arts production of "The Billabong Prank"
- Organisation of ICT Resources

Leadership for School Improvement

- Greater shared responsibility
- Child centred planning

Strategic Resourcing

- Effective and efficient use of new buildings

TARGETS FOR 2012

1. To complete from QCE Framework the following components:

- **CATHOLIC LIFE AND RE**
 - Pastoral Care and community building
 - School, Parish and Parents in Partnership
- **LEARNING AND TEACHING**
 - Planning, Programming and Evaluation

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 communication

3. Improve teaching practice by:

- Targeting effective Professional Development
- Making Numeracy and ICT a focus
- Establishing a Literacy Block

4. To Update Curriculum by:

- Re-visiting Assessment Framework
- Re-visiting Policy Documents

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 2011 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.
- 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 2011 and with the school building in use the interest grew as the year progressed. Parents, Parish and Community members were very appreciative of the addition to the school's facilities. Activities held throughout the year were well supported and parent/ teacher interaction for improvement of student outcomes was a major focus.

FINANCIAL STATEMENT (2011)

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 34 primary, central and secondary schools. In addition, the financial accounts for each school and for the Catholic Education Office are audited annually.

