

St Joseph's School - Portland

Annual School Educational and Financial Report

2009



Address: 95 Williewa Street, PORTLAND, NSW 2847

Postal Address: PO Box 63, PORTLAND NSW 2847

Telephone: (02) 6355-5111

Facsimile: (02) 6355-5199

Website: www.stjosephs.nsw.edu.au

Annual Report to the Community Contents

About this Report

Principal's Message

Parish Priest's Message

Parents and Friends Association

School Leaders

Catholic Identity

School Features

Enrolment Policies and Profiles

Student Attendance and Retention

School Curriculum

Student Performance in National Assessment Program in Literacy and Numeracy (NAPLAN)

Professional Learning and Teacher Standards

Workforce Composition

Teacher Attendance Rate and Retention Rate

School Policies

School Determined Improvement Targets

Initiatives Promoting Respect and Responsibility

Parent, Student and Teacher Satisfaction

Summary Financial Information

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 2010 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 school website: www.stjosephs.nsw.edu.au.

Susan Kearns

PRINCIPAL

DATE 03 APRIL 2010

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 Its Environment, Science and Technology, Creative and Practical Arts and Personal Development, Health and Physical education.

With the provision of BER Funding by the Federal Government in 2009, the school saw major maintenance undertaken in the form of a new roof and painting of the main school building. The front fence was also restored, enhancing the appearance of St Joseph's considerably. The major building project, a new Library/ Multi-Purpose Hall was begun in November with completion set for June 2010.

Being selected as a National Partnerships School saw the staff undertaking the "Leadership for School Improvement" Strategy and "Reading to Learn" Professional Development to improve the academic performance of all students. These initiatives will continue during 2010 and beyond.

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

As I sit here reflecting on another great year at St Joseph's from last March, so much has happened.

What wonderful Naplan results, not that we think that's the be-all and end-all, but it is indicative of the great teaching that takes place each day at St Joey's. School and Principal Appraisals were an affirmation also, and gave us a few things to work on. The new process seemed to work well.

Sacramental Preparation has become more Parish based and complements what happens in our classrooms. I love my limited time at Portland - the children are very lucky to have such supportive parents, excellent teachers and the presence of our Josephites. Weekly Mass with the Parish community continues to be a strength for our school and I was lucky to be able to spend some time at the swimming carnival and our annual walkathon on St Joseph's Day, which appropriately fell in Catholic Schools' Week this year (2010). We are eagerly awaiting the completion of the new hall/ library and can only imagine how this will benefit the learning environment.

In conclusion I offer my sincere thanks and congratulations to the woman who provides such great leadership, by example, hard work and faith - thank you Sue.

Fr Greg Kennedy
St Vincent's Parish - Portland

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 buy additional products and services that benefit the children of the school, eg– help financing transport for school excursions, playground resources and equipment. Additional financial assistance has been also provided with Government-Funded Projects. In 2009, the installation of the new front entrance gate was completed. Major fundraising contributions are the School Canteen and Annual Mothers' Day Fete. All events eg raffles are coordinated and run in conjunction with the students, teachers and parents of St Joseph's.

The P&F also play a supportive role, providing assistance with the coordination and catering of many social events i.e. morning teas, dinners and other special events held by the school. St Joseph's P&F supports and contributes to the well being of the school.

Tami Stephenson

President Parents & Friends Association

School Leaders

Student leadership positions at St Joseph's School in 2009 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

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.

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 2009, our school farewelled visiting priest, Fr Gabby in July and joined St Patrick's School for the John Burland Concert in September. Sister Therese Patterson, St Vincent's Parish Administrator, initiated Parish-based Sacramental Preparation Programs for families from St Joseph's School and local state schools. Parish and school then worked together in the organisation of the three Sacraments

Fr Greg Kennedy, 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 2009, 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.

- MULTI-LIT LITERACY INTERVENTION PROGRAM
- ENGLISH ENRICHMENT
- MATHEMATICS ENRICHMENT
- SPEECH AND LANGUAGE PROGRAMS
- SCHOOL MUSICAL – 2009 - THE JAZZ NATIVITY
- INTENSIVE WATER SAFETY PROGRAM
- PERCEPTUAL MOTOR PROGRAM

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 2009 was 53 students, (31 boys and 22 girls) predominantly from the Portland area, including Wallerawang and Capertee.

The breakdown for students for 2009 was:

Kindergarten:	7 students	Year 1/2:	13 Students
Year 3/4:	17 Students	Year 5/6:	16 Students

The number of indigenous students was 2.

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

The following changes were made to this policy during the 2009 school year:

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

Student Attendance and Retention

Attendance Rates

The average student attendance rate during 2009 was 94%. Year 1 - 93%, Year 2 – 87.5%, Year 3 – 97.1%, Year 4 – 93.5%, Year 5 – 96.7% & Year 6 - 94%. The trend shows that student attendance was very satisfactory. The retention of students was 83%. This was due to a reduction in full-time staffing at St Joseph's School in 2009.

Non-Attendance Follow-up Procedures

It is essential that Non-attendance at school is explained in written form when the child returns to school after absence. A reminder notice to the parent /caregiver from the child's teacher is used for unexplained absences. When a child is absent from school for a long period of time without prior notification, communication with the parent/ caregiver via the school Principal will be made to confirm reasons for this absence.

School Curriculum

Core Subjects

The following core subjects were taught in 2009;

- **Religious Education**—follows “The Christ We Proclaim K-6” from the Bathurst Catholic Education Office.
- **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:

- **Intensive Reading Program from CEO Special Education Support Team**
- **Speech—CEO Special Education support team**
- **Behaviour management—CEO Behaviour Team**

Special programs used at St Joseph's in 2009 also included Spelling Mastery, Jolly Phonics, Jolly Grammar, Perceptual Motor Program and Water Safety Program. Community Service activities involved Parish / School events, visits to the local Aged Care facility, St Vincent de Paul rooms, participation in ANZAC Day March, Spread the Word 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 and 5 around Australia sat the NAPLAN Tests in May 2009. Individual student reports were provided to parents in September 2009.

The test results provide information about student achievements in Literacy and Numeracy.

YEAR 3

Overall Literacy	State Mean	Diocese Mean	School Mean
2007	424.0	426.1	448.7
2008	419.5	428.5	407.6
2009	424.6	431.9	424.1

Numeracy	State Mean	Diocese Mean	School Mean
2007	407.0	411.5	436.1
2008	409.6	418.5	437.7
2009	406.0	408.0	368.8

YEAR 5

Overall Literacy	State Mean	Diocese Mean	School Mean
2007	501.0	507.0	485.3
2008	497.4	502.4	478.8
2009	500.4	503.9	528.7

Numeracy	State Mean	Diocese Mean	School Mean
2007	495.0	499.6	460.3
2008	489.1	495.4	475.8
2009	502.8	499.9	506.4

Overall, school results were very pleasing with more students moving into higher bands. Reading proved to be stronger than Writing in Year 3 and Year 5 and Spelling was stronger in Year 5 than Year 3. Number, Patterns and Algebra and Measurement, Data, Space and Geometry were evenly balanced in Year 5. However, Number, Patterns and Algebra was slightly stronger than Measurement, Data, Space and Geometry 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 above the national minimum standard are reported below.

	Reading	Writing	Spelling	Grammar & Punctuation	Numeracy
Year 3	100.0%	100.0%	100.0%	100.0%	100.0%
Year 5	100.0%	100.0%	100.0%	100.0%	100.0%

In 2009 there were no students from St Joseph's in the lower bands of Year 3 and Year 5 NAPLAN achievement scales. Therefore, our percentages of students below minimum standards was 0.0% in all areas of NAPLAN. No students were exempted from the testing.

Professional Learning and Teaching Standards

Professional learning

As a National Partnerships School, two full-time teachers trained in “Leadership for School Improvement” in September and complete Phase One with other staff during Term Four.

With Literacy as our focus, “Reading to Learn” was undertaken and Module One was completed also in Term Four by the three full-time teachers. Other Professional Development included:

- Executive Leadership Course (Principal)
- Musica Viva Workshop
- Father Richard Leonard – Re
- Father Elio Capra – RE
- Acknowledgement of Country – Aboriginal Education
- Values/Resilience Workshop
- The Roman Missal
- Behaviour Team
- I.T. Powered up for Participation
- Boys & Literacy

The total number of days in professional learning activities in 2009 was eighteen. The average expenditure per teacher (costs included casual relief, registration costs, facilitator fees, travel) in 2009 was \$1,200.00

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/ REC**
- 2 FULL-TIME TEACHERS**
- 3 PART-TIME TEACHERS**
- 2 TEACHER ASSISTANTS**
- 1 TEACHER LIBRARIAN**

Teacher attendance rate for 2009 was 98.85%.

Teacher retention rate for 2009 was 88.89%.

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 fosters 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 Student Welfare and Discipline Policies 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.

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 2009 school 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.

There were no changes made to the Complaints and Grievances Policy during the 2009 school year. 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 Targets

ACHIEVEMENTS OF 2009

- Parish-based Sacramental Program
- Catholic Schools' Week
- Successful completion of School Appraisal
- Completion of refurbishment of Primary classrooms
- Commencement of new Library & School Hall facility
- Team Leadership for School Improvement
- New roof on Main building
- Commencement of National Partnerships Reading To Learn Literacy Program
- Commencement of MultiLit Program
- Involvement of students in Parish Youth Masses
- Painting of school building inside and out
- School Maintenance
- Restoration of front fence
- Update of existing policies

TARGETS FOR 2010

- Use of new Religious Education Resources
- Greater partnership with Parish in Sacramental Programs
- Completion of new Library & School Hall facility
- Completion of National Partnerships Reading 2 Learn Literacy Program
- Full integration of Reading To Learn Program into Teaching Practices
- Set Up of new Library
- Quality Teaching

- Use of new and effective resources
- Integration of Information and Communication Technology in all Key Learning Areas
- Purchase of Interactive Whiteboards for class room use
- Professional Development for Teachers in Information Technology

INITIATIVES PROMOTING RESPECT AND RESPONSIBILITY

St Joseph's School is an integral part of the St Vincent's Parish community and also contributes to the Portland community as a whole. In 2009 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
- School Leaders' Responsibilities – Workshop
- Peer Partnering of Senior Students with Kindergarten Students.
- School Liturgies and Sacraments
- Confirmation Supper
- Parish/ School Interaction
- Matthew Sharp Memorial Scholarship
- Ecumenical Advent Pageant
- National Ride to School Day

Parent, Students and Teacher 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
- Weekly Staff Meetings held each Thursday afternoon
- 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

Most parents displayed a positive attitude towards St Joseph's School in 2009 even though the K/1/2 class made many parents apprehensive. Confidence grew as the year progressed. Activities held were well supported and parents were encouraged to approach staff with any concerns. Student feedback was positive with all aspects of school life being enjoyed. Great enthusiasm was displayed at the Musical "The Jazz Nativity" held at the end of 2009. The education of the children and their future

success was given top priority by the teachers who worked very hard to build confidence in the school once again.

Financial Statement 2009

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.

