

Annual School Report 2017 School Year

Saint Joseph's Primary School



Tweed Heads

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About this report

Saint Joseph's Primary School is registered by the NSW Education Standards Authority (NESA) and managed by the Lismore Catholic Schools Office (CSO), as the 'approved authority' for the Registration System formed under Section 39 of the NSW Education Act 1990.

The *Annual Report to the Parish School Community* for this year provides the parish school community with fair, reliable and objective information about school performance measures and policies, as determined by the Minister for Education.

The *Report* also outlines to the parish school community information about initiatives and developments of major interest and importance to the parish school community and the achievements arising from the implementation of the school's Strategic Management Plan and Annual Plan.

The *Report* demonstrates accountability to the Federal and State Government regulatory bodies, the parish and school community and the Catholic Schools Office. This *Report* has been approved by the CSO which monitors school processes to ensure compliance with all NESA requirements for Registration.

This *Report* complements and is supplementary to school newsletters, year books and other regular communications. The *Report* must be available on the school's website by 30 June 2018 following its submission to NESA.

The contents of this *Report* may be tabled for discussion at various parent forums and all information is public.

Further information about the school or this *Report* may be obtained by contacting the school on 07 55362519 or by visiting the website at www.twdplism.catholic.edu.au



1.0 Messages

1.1 Principal's Message

The primary purpose of Saint Joseph's Catholic Primary School is to support the members of the parish community in providing a faith formation for their children. The school fosters a commitment to the individual person and provides opportunities for academic, cultural and sporting achievement. Saint Joseph's offers students a quality Catholic education based on the teaching of the Church and within the context of a strong faith community.

Our parish school continued to provide many opportunities for the students to excel in academic, cultural and sporting areas. All of these areas combined to ensure that our school's mission was lived out daily in the life of the school.

The students' achievements and accomplishments were showcased throughout 2017. Student work was proudly displayed in classrooms, on school noticeboards, in the school office and on class webpages. School achievement was highlighted and celebrated at many school assemblies. Our focus was to continue to build on the reputation that Saint Joseph's has earned as an exemplary school. The following list provides an indication of the school's academic achievements. In 2017 the school:

- Participated in the Year 6 Religious education test in which we achieved 7 Distinctions and 28 Credits.
- Achieved pleasing NAPLAN results, with consistent growth in both Grades 3 and 5 in line with state average.
- Competed in the Southern Cross University 'Sumo' robotics challenge with one team reaching the final.
- Participated at Credit and Distinction level in various state and national competitions with our best results in the ICAS Maths and English competition.
- Competed in the Regional Public Speaking finals winning 2 sections and coming runner up in the other 2 sections.

There were many opportunities throughout the year for our school to be represented at community and cultural events. The following list provides an indication of the school's cultural program and community involvement. In 2017 the school:

- Participated with success in the Tweed Valley Murwillumbah Eisteddfod winning both sections of the School Choir division.
- Participated in a variety of community events including ANZAC Day (performing the National Anthem at the community remembrance ceremony), Vietnam Veterans' Day, Legacy, etc.
- Once again, won first place in the Banora Point Garden Club school garden competition.
- Conducted a variety of community outreach programs at local, national and international levels.
- Choir performed at a variety of community Christmas events and at a local aged care facility.

Students performed well at various sporting events throughout the year. The following list provides some examples of sporting highlights. In 2017:

- The Senior Rugby League team was selected to compete in the NSW All Schools Challenge in Sydney.
- A number of children represented the school at Zone, Diocesan and Polding levels in a variety of sports including, swimming, and athletics, cross country, soccer, touch football and rugby league.
- Students in Years 4 – 6 participated in a surf skills program which raised their awareness of surf safety and introduced them to a variety of surfing techniques, while students in K – 3 participated in pool based water awareness programs.
- Both our Junior and Senior Rugby League teams participated in the O'Dwyer Shield at half time in the NRL match at CBUS Super Stadium.

There were many people who assisted in the school's quest for excellence. In particular, special thanks are extended to the parent body and the school staff for all their generous efforts. Saint Joseph's is indeed blessed to have such dedicated and enthusiastic people supporting the school.

Tony Boyle
Principal



1.2 A Parent Message

In an attempt to open the School forum to more parents the decision was made to hold open forum meetings in 2017. The meetings were held after the regular Thursday morning school assembly on the first Thursday of each month. Whilst there were a number of new and different faces at each meeting the overall attendance was low. The forum will look to move back to a committee model in 2018.

A number of sub-committees continued to operate throughout 2017, including the library, banking and sports committees.

Throughout the year parents were actively involved in both fund-raising and social events, with the main focus on our Centenary celebrations in September.

Parents also met to assist in the organisation of our annual Christmas carnival which was once again a great success with a large number in attendance.

Sharon Smith
School Banking Committee
School Forum

2.0 This Catholic School

2.1 The School Community

Saint Joseph's is located in Tweed Heads and is part of the Saint Joseph's Parish which serves the communities of Tweed Heads and Coolangatta. School families are drawn from the towns and communities of Tweed Heads, Coolangatta, Bilambil, Cobaki, South and West Tweed Heads.

Last year the school celebrated its centenary, 100 years of Catholic education.

The parish priest Fr. Michael Brady is involved in the life of the school.

Saint Joseph's is a parish school with strong links to the parish family. The school aims to involve the children and their families in the life of the parish through activities such as:

- Participation in the monthly Saturday night Family Masses
- Involvement in the Parish Sacramental Programs :Reconciliation, Confirmation and Eucharist
- Masses and Liturgies as well as Grandparents' Day, Mother's Day and Father's Day
- Supporting Parish Social Justice Initiatives: Our Lady of the Rosary, Lunch with Friends, Care Packages for the Homeless and St Vincent de Paul
- Working with the Pastoral Associate who regularly visits the school to prepare school/ church choir.

The parish school uses the mandated Diocesan Religious Education Curriculum and the resource text "To Know, Worship & Love". Catholic life and culture permeate school life with 2.5 hours of religious education taught formally each week. The Diocesan Daily Prayer guidelines support the school's prayer life. The aims and direction of our parish school are guided by *Catholic Education in the Diocese of Lismore, Foundational Values for Catholic Identity and Mission*. This Framework underpins all policy, planning, roles and processes within the parish school. Our aim is to increasingly integrate the essence of this statement into all aspects of school life. Religious Education is given priority in our school and classroom curriculum and planning.

The parish school Mission Statement highlights the nature and calling of the school.



2.2 School Enrolment

Saint Joseph's caters for children from Kindergarten to Year 6. The following table indicates the student enrolment characteristics:

	K	1	2	3	4	5	6	TOTAL 2017	TOTAL 2016
Male	24	32	24	27	21	22	27	177	183
Female	15	26	25	24	19	25	27	161	161
Indigenous <i>count included in first two rows</i>	2	2	2	1	2	1	1	11	8
EALD (Language background other than English) <i>count included in first two rows</i>	1	8	0	6	3	1	2	21	8

2.3 Student Attendance

In order for students to reach their full potential it is important that they attend school regularly. Whilst it is the parents' legal duty to ensure their children attend school regularly, our staff as part of their duty of care monitor attendance each day. The Class Roll is marked every day and rolls are checked each week by the Principal. The school uses the attendance coding system adopted in all NSW schools. Unexplained absences are followed up promptly by staff. Parents are requested to provide a satisfactory explanation for an absence by means such as a written note, telephone call, SMS message or email to the school preferably on the first day of absence, and certainly within seven days. The Principal is made aware of sustained student absences or absences reflecting a pattern. In these situations, the Principal or delegated staff member contacts the parent/guardian. Parents are encouraged to arrange medical and other necessary appointments outside school hours. Prolonged periods of absence occur from time-to-time for various reasons. In these cases, students and their parents meet with the Principal to discuss the leave request.

The average student attendance rate for the school during 2017 is shown in the following table.

	Kindergarten	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years
Average Student Attendance rates	95.8	94.1	94	95.3	94.1	93.2	92.3	94

2.4 Teacher Standards and Professional Learning

Teacher Qualifications / Staff Profile		Number of Teachers
1.	Those having formal qualifications from a recognised higher education institution or equivalent.	22
2.	Those having graduate qualifications 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 having relevant successful teaching experience or appropriate relevant knowledge.	0
4.	Teachers with recognised qualifications to teach Religious Education.	21
5.	Number of staff identifying as Indigenous employed at the school.	0
6.	Total number of non-teaching staff employed at the school.	9

2.5 Teacher Attendance and Retention

The average teacher attendance figure is 96%. This figure is provided to the school by the CSO. There were no significant staffing changes last year.

2.6 Initiatives Promoting Respect and Responsibility

The school ensures that at every available formal and informal opportunity the values of respect and responsibility are promoted. We want every student to understand and appreciate that they are part of both the school and the local community.

The school models and teaches students about respect and responsibility in a number of ways:

During 2017 the students were involved in raising awareness for a number of social justice issues through the Mini Vinnies program. The Mini Vinnies program encourages the students to develop compassion and empathy for those in our local and global community who are marginalised and less fortunate. The Mini Vinnies program incorporates the school values of MJR (Making Jesus Real) and having respect for ourselves, each other and our community. The students attended fortnightly meetings to organise fundraising events, create newsletter items, assembly presentations and to listen to guest speakers. This year after the floods in the Northern Rivers area the students were asked to organise a collection of cleaning products and toiletries for those affected, demonstrating MJR in action. Again this year we have a record number of dedicated students involved in Mini Vinnies.

2.7 Parent, Student and Teacher Satisfaction

The school uses a variety of methods to gauge parental, student and teacher satisfaction with school operations. The school understands the importance of regularly reviewing approval and satisfaction levels. Last year the following formal and informal opportunities allowed the school to test reaction to decisions, policy and school procedures.

Once again the school participated in the Diocese of Lismore School Improvement Survey (DOLSIS), where 60 randomly selected families and all students in years 3-6 were surveyed about various aspects of the school.

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- Parents were invited for a weekly morning tea following the Thursday morning assembly where they could discuss current issues and concerns.
- Parents were invited to a monthly open school forum meeting.



3.0 Teaching and Learning

3.1 School Curriculum

The school provides a comprehensive educational program based on and taught in accordance with the NSW Education Standards Authority syllabuses for Primary Education. The Key Learning Areas (KLAs) are English, Mathematics, Science and Technology, Human Society and its Environment, Creative Arts and Personal Development, Health and Physical Education.

The school continues to work towards developing a 21c pedagogy. This pedagogy will underpin learning across the school, Kindergarten to Year 6.

Supporting students with additional needs continues to be a strong focus in the school. A full time Additional Needs Teacher is employed to coordinate an 'inclusive' style of education for children with a disability. The school continues to in-service all staff, ensuring teachers and teacher aides are skilled in curriculum differentiation and understanding the disability needs of students in their care.

This year 30 students with disabilities were integrated into K – 6 mainstream classes. These students presented with a range of disabilities including a mild or moderate cognitive disability, disorders on the Autistic Spectrum, mental health disorders, language disorders, and vision and hearing difficulties.

To complement the full time Additional Needs Coordinator, the school employs six teacher aides trained in working with children with a disability. These aides work with classroom teachers and the additional needs teacher to support students with disabilities or learning difficulties to access the curriculum.

3.2 Student Performance in National Testing Programs

The school participated in the National Assessment Program Literacy and Numeracy (NAPLAN) with students in Years 3 and 5 tested. In Year 3, 50 students presented for the tests while in Year 5 there were 48 students.

In Literacy there were four elements tested. These were reading, writing, spelling and grammar and punctuation. In Numeracy, students were tested in number, patterns and algebra, measurement, data and space and geometry.

In both Year 3 and Year 5 there are six achievement bands with Band 6 being the highest level of attainment in Year 3 and Band 8 the highest in Year 5.

The Commonwealth Government has set minimum acceptable standards for reading, writing and numeracy at particular ages.

In Year 3, students who achieve Band 3 or higher have achieved above the minimum standard. In Year 5 those students who achieve at Band 5 and higher have achieved above the minimum standard set by government.

At Saint Joseph's school, student performance is closely monitored. These tests are one means of gathering data on individual student and school achievement. School staff have participated in Catholic Schools Office information sessions on NAPLAN and SMART 2 Data Analysis workshops.

The following data indicates the percentage of Saint Joseph's students in each band compared to the State percentage.

Year 3 NAPLAN Results in Literacy and Numeracy

Percentage of students in Bands 1 to 6

BAND	6		5		4		3		2		1	
	State	School										
Reading	29.2	26	21.8	18	22.7	22	15.7	28	6.5	0	4.0	6
Writing	14.5	18	38.7	30	23.1	34	17.7	14	4.3	2	1.6	2
Spelling	28.3	34	24.4	28	21.1	20	14.1	14	9.1	2	3.1	2
Grammar and Punctuation	35.8	34	26.5	30	14.4	12	10.7	14	6.9	6	6.0	4
Numeracy	23.0	20.4	20.3	28.6	27.3	28.6	17.0	14.3	9.6	6.1	2.9	2

Year 5 NAPLAN Results in Literacy and Numeracy

Percentage of students in Bands 3 to 8

BAND	8		7		6		5		4		3	
	State	School										
Reading	18.4	10.4	21.3	35.4	26.1	16.7	17.0	10.4	12.7	18.8	4.5	8.3
Writing	5.3	2.1	12.8	12.5	30.0	31.3	36.0	29.2	9.3	14.6	6.5	10.4
Spelling	17.4	25	20.8	25	29.5	14.6	19.3	25	8.1	6.3	5.0	4.2
Grammar and Punctuation	21.8	25	14.4	14.6	25.7	31.3	16.0	10.4	15.6	10.4	6.4	8.3
Numeracy	13.4	6.3	19.1	18.8	29.3	31.3	23.6	31.3	11.6	8.3	3.0	4.2

The results show that students have performed well in 2017, especially in Spelling. This is largely due to the effectiveness of the whole school approach to spelling and a targeted intervention program. The percentages of students in the top three bands across other areas of literacy and numeracy are above or close to State figures and trend growth data from 2014-2017 further reflects consistent and effective teaching and learning across the school. NAPLAN results will be further analysed to inform and guide future improvements in Writing, which will become part of the school's 2018 Annual School Plan. Targeted intervention will continue to support students achieving minimum standards in Reading and Numeracy. This will consist of in-class and small group support using Macquarie Lit and Extending Mathematical Understanding (EMU) interventions respectively.



3.3 Teacher Professional Learning

All teachers have been involved in professional learning activities during the year. These activities are designed to develop the professional skills and understandings of staff so as to improve student outcomes. Professional development can take many forms including whole-staff development days, subject specific in-services, meetings and conferences.

Whole staff development day professional learning activities in 2017 were:

Staff Professional Learning Activity	Date	Presenter
EMU Strategies	24/02/17	Ann Gervasoni
Parish School Retreat	24/04/17	School Leadership
Catholic Worldview Permeation and Pedagogy	30/06/17	Helen Day / Sam Donoghue
Building Cultural Capacity	20/10/2017	School Improvement Team.

Additionally staff attended either singly or in groups a range of professional development opportunities including:

Activity	Staff numbers	Presenter
PBS Conference, Brisbane	4	Qld Dept. Ed.
7 Steps to successful writing	11	7 Steps consultants
Specialist EMU Teacher training	2	CSO
K-6 Mathematics Block training	4	CSO

The professional learning expenditure has been calculated at \$7,560 per staff member. This figure has been calculated by the CSO and reflects expenditure on casual release days and professional development activities in particular categories.

4.0 School Policies

4.1 Policy Review

School policies are reviewed regularly. The table below lists the school policies and notes any additions, changes or upgrades made during 2017.

Policy name	Status in 2017 (No change, new policy, changes made)	Access to this policy at:
Additional Needs Policy	Changes made	moodle.twdplism.edu.au
Animals in School	No Changes made	moodle.twdplism.edu.au
Anti-Bullying	No changes made	moodle.twdplism.edu.au
Assessment and Reporting	No changes made	moodle.twdplism.edu.au
Bookwork	No changes made	moodle.twdplism.edu.au
Bus Duty	No changes made	moodle.twdplism.edu.au
Bus Travel	No changes made	moodle.twdplism.edu.au
Canteen	Changes made	moodle.twdplism.edu.au
Cash Handling	No changes made	moodle.twdplism.edu.au
Copyright	No changes made	moodle.twdplism.edu.au
Critical Incidents/Accidents	No changes made	moodle.twdplism.edu.au
Discipline	No changes made	moodle.twdplism.edu.au
Dispensing Medication	Changes made	moodle.twdplism.edu.au
Electrical Safety	Changes made	moodle.twdplism.edu.au
Enrolment & Procedures	Changes made	moodle.twdplism.edu.au
Excursion	No changes made	moodle.twdplism.edu.au
Fire Drill – Evacuation	Changes made	moodle.twdplism.edu.au
Health Professionals Onsite	No changes made	moodle.twdplism.edu.au

Homework	No changes made	moodle.twdplism.edu.au
Illicit Drug	No changes made	moodle.twdplism.edu.au
Indigenous Education	No changes made	moodle.twdplism.edu.au
Kindergarten Orientation	No changes made	moodle.twdplism.edu.au
Lockdown	No changes made	moodle.twdplism.edu.au
Maintenance & Repairs	No changes made	moodle.twdplism.edu.au
Manual Handling	No changes made	moodle.twdplism.edu.au
Media	No changes made	moodle.twdplism.edu.au
New Staff Orientation	No changes made	moodle.twdplism.edu.au
Parent Participation	No changes made	moodle.twdplism.edu.au
Pastoral Care	No changes made	moodle.twdplism.edu.au
Playground/Supervision	No changes made	moodle.twdplism.edu.au
Privacy	No changes made	moodle.twdplism.edu.au
Programming Guidelines	No changes made	moodle.twdplism.edu.au
Representative Subsidy	No changes made	moodle.twdplism.edu.au
Risk Management / Emergency Planning	No changes made	moodle.twdplism.edu.au
Road Safety Management	No Changes made	moodle.twdplism.edu.au
Student Attendance	No changes made	moodle.twdplism.edu.au
Staff & Student Roles & Responsibilities	No changes made	moodle.twdplism.edu.au
Staff, Parental or Guardian Grievance	No changes made	moodle.twdplism.edu.au
Student Records	No changes made	moodle.twdplism.edu.au
Student Wellbeing	No changes made	moodle.twdplism.edu.au
Sun smart	No changes made	moodle.twdplism.edu.au
Uniform	No changes made	moodle.twdplism.edu.au
Work, Health and Safety	No changes made	moodle.twdplism.edu.au
Worksite Safety	No changes made	moodle.twdplism.edu.au
Accreditation Procedures for Career Stage: Proficient	No changes made	moodle.twdplism.edu.au
Career Change	No change made	moodle.twdplism.edu.au
Child Protection	No changes made	moodle.twdplism.edu.au
Counselling Expectations	No changes made	moodle.twdplism.edu.au
Curriculum & Pedagogy	No changes made	moodle.twdplism.edu.au
K – 12 Mathematics	No changes made	moodle.twdplism.edu.au
Digital Technologies (& Social Media)	No changes made	moodle.twdplism.edu.au
Anti-Bullying D8	No changes made	moodle.twdplism.edu.au
Flexible Working Arrangements	No changes made	moodle.twdplism.edu.au
Harassment & Bullying Standard Operating Procedures	No Changes made	moodle.twdplism.edu.au
Prevention & Management of Allegations of Discrimination, Harassment and Bullying in the Workplace	No changes made	moodle.twdplism.edu.au
Overnight Excursions D6	No changes made	moodle.twdplism.edu.au
Overseas & Long Distance Excursions D8	No changes made	moodle.twdplism.edu.au
Parent & Caregiver Concerns & Complaints	No changes made	moodle.twdplism.edu.au
Procedures for Addressing Employee Performance & Disciplinary Matters	No changes made	moodle.twdplism.edu.au
Reporting Student Achievement K – 12	No changes made	moodle.twdplism.edu.au
Student Retention (Repeating a Year Level)	No changes made	moodle.twdplism.edu.au
Substance Management D8	No changes made	moodle.twdplism.edu.au
Suspension & Expulsion of Students	No changes made	moodle.twdplism.edu.au
WHS	As Legislation Occurs	moodle.twdplism.edu.au
Weapons At School	No changes made	moodle.twdplism.edu.au
Working With Children Check	No changes made	moodle.twdplism.edu.au

4.2 Enrolment Policy

Every new enrolment at Saint Joseph's requires parents to attend an enrolment interview. The interview provides an opportunity to learn more about the educational experience provided by the school, specific school procedural policies and current school expectations.

Preference for enrolment is given to children of baptised Catholics. It is a condition of enrolment that all children will participate in class religion lessons and activities, as well as prayer celebrations and school and class Masses.

Children who turn five by 30 June are eligible to apply for enrolment in Kindergarten. Enrolments for Kindergarten children are called for in the year before commencement. Other enrolments are accepted throughout the year if there are vacancies in the classes concerned.

A copy of the enrolment policy is located in the school office or it can be accessed on the school's website. The School Enrolment Policy explains the Parish enrolment guidelines.

4.3 Pastoral Care Policy

The school's Pastoral Care Policy is concerned with the fostering of students' self-discipline. Our Pastoral care policy is complemented by the philosophy and ideals of the Making Jesus Real Program. It aims to develop respectful persons who are responsible and caring of others. It sets out to help students recognise that their fundamental freedoms and rights are balanced by responsibilities.

Anti-Bullying Policy

At Saint Joseph's the dignity of the human person is central to the anti-bullying policy. The policy identifies the interconnectedness of the characteristics of quality Catholic learning and is intended to value, respect and promote the self-esteem and dignity of each student. The school actively promotes anti-bullying and the need for both staff and students to be vigilant. The entire anti-bullying policy can be found on the school moodle site.

4.4 Discipline Policy

The school does not sanction corporal punishment or allow parents to administer corporal punishment in the school. The school policy is based on procedural fairness and ensures that school practices respect the dignity, rights and fundamental freedoms of individual students. Students are required to abide by the school rules and to follow the directions of teachers and other people with delegated authority. Where disciplinary action is required any penalty imposed will vary according to the nature of the breach and/or the student's prior behaviour. The policy is discussed with students, staff and parents on a regular basis. Reminders about the policy are regularly included in school newsletters.

4.5 Complaints and Grievance Policy

The school policy is based on procedural fairness and recognises that parents and caregivers must have access to processes that allow them to resolve concerns in a supportive and conciliatory environment. Any concerns raised are responded to promptly and fairly, and confidentiality is always maintained. The policy is available at the front office or from the school's moodle site.

5.0 School Determined Improvement Targets

Each year the school develops an Annual Plan drawn from the five-year Strategic Plan. 2017 was a very rewarding year.

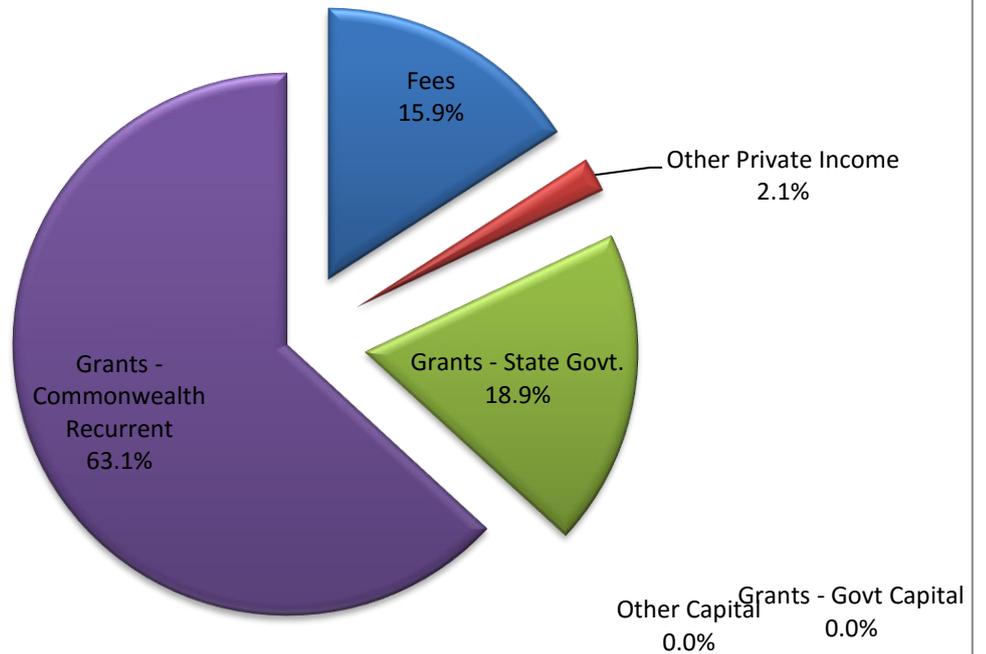
Key improvements achieved this year	Key Improvements for next year
Catholic Identity and Mission <ul style="list-style-type: none"> - Improved School / Parish relations - Embedding of Catholic Worldview in all KLA'S 	Catholic Identity and Mission <ul style="list-style-type: none"> - Continue to embed CWV across all KLAs through focussing on School Evangelisation and building a deeper understanding of catholic Social teachings for staff, parents and students.
Organisation and Co Leadership <ul style="list-style-type: none"> - Staff goal setting using Col & AITSL standards 	Organisation and Co Leadership <ul style="list-style-type: none"> - Continue to build our cultural capacity through the formation of active action teams to embrace the voice of all.
Teaching and Learning <ul style="list-style-type: none"> - Introduction of Coding across all grades - Use of Technology across all curriculum areas 	Teaching and Learning <ul style="list-style-type: none"> - Improve student achievement through enhancing teacher pedagogical content knowledge and aligning practice.
Community and Relationships <ul style="list-style-type: none"> - Enhances student well-being and resilience through PBS program. 	Community and Relationships <ul style="list-style-type: none"> - Reinvigorate parent participation in the life of the school.

Financial Information

Catholic schools are accountable for all monies received. Each year, the Lismore Catholic Schools Office submits to the Commonwealth Government a financial statement on behalf of the parish primary schools and secondary colleges. This statement details the income and expenditure of each school. In addition, the financial accounts for each school and for the Catholic Schools Office are audited annually.

A visual summary of the income and expenditure reported to the Commonwealth Government for 2017 is presented below:

2017 INCOME - St Joseph's Primary School TWEED HEADS



2017 EXPENSE - St Joseph's Primary School TWEED HEADS

