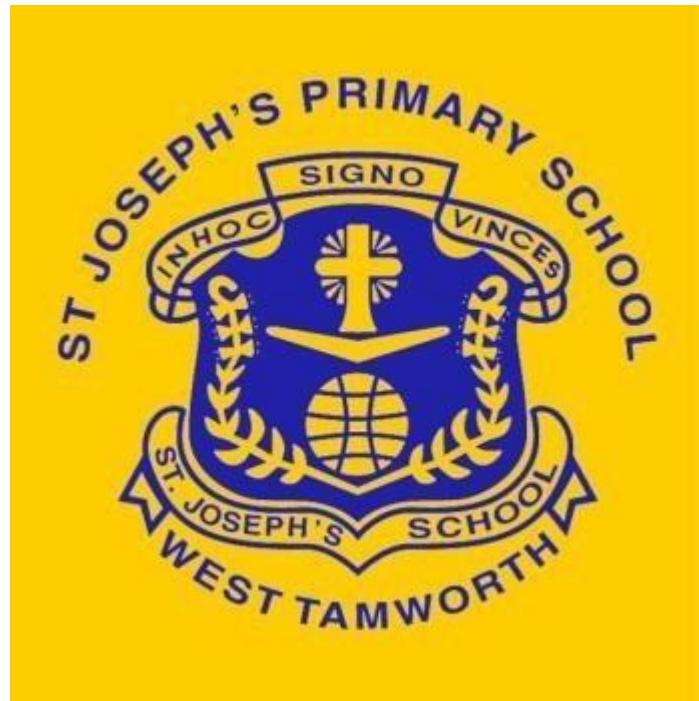


# **Annual School Report**

## **2018 School Year**

St Joseph's Primary School, West Tamworth



99 Bridge Street  
West Tamworth NSW 2340

Phone 02 6765 4079  
[stjosephstamworth.catholic.edu.au](http://stjosephstamworth.catholic.edu.au)

Principal  
Katie Hanes

## About this report

St Joseph's Primary School is registered by the NSW Education Standards Authority (NESA) and managed by the Diocese of Armidale 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 School Community* for this year provides the 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 school community information about initiatives and developments of major interest and importance and the achievements arising from the implementation of the school Improvement Plan.

The *Report* demonstrates accountability to the Federal and State Government regulatory bodies, the parish and school community and the Catholic Schools Office (CSO). 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, and other regular communications. The *Report* is available on the school's and CSO's website by 30 June 2019 following its submission to NESA.

The contents of this *Report* may be tabled for discussion at various parent forums, including the School Advisory Council meetings, and all information is public.

Further information about the school or this *Report* may be obtained by contacting the school on 02 6765 4079 or by visiting the website at [stjosephstamworth.catholic.edu.au](http://stjosephstamworth.catholic.edu.au).



## **1.0    Messages**

### **1.1    Principal's Message**

There were many people who assisted in the development of the school as a Catholic learning community. In particular, special thanks are extended to the parent body and the school staff for all their generous efforts. St Joseph's Primary School is indeed blessed to have such dedicated and enthusiastic people supporting the school.

The primary purpose of St Joseph's 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. St Joseph's Primary School offers students a quality Catholic education based on the teaching of the Church and within the context of a strong faith community.

St Joseph's School is a professional learning community underpinned by a strong foundation in Catholic faith. Students attending St Joseph's come from a variety of backgrounds and we celebrate diversity and promote inclusion. We have had many opportunities during the year where our students have had the chance to demonstrate their vast array of talents; academically, culturally or in the sporting arena. Throughout the year, our school and parish come together to celebrate Masses, sacramental programs and retreats which foster and develop the spiritual life of the school. St Joseph's is a family oriented school where strong ties with our families have been forged to create a partnership in the ongoing growth and development of each and every student.

Katie Hanes  
Principal

### **1.2    A Parent Message**

Both the School Advisory Council and the P & F Association are important and highly valued parent bodies within the St Joseph's School community. Parents and friends are engaged in the library, classrooms and canteen, volunteering for student banking and assisting with school social occasions. The P & F Association were involved in organising a variety of activities such as Book Week, NAIDOC Week, Easter Hat Parade, celebrating Mother's and Father's days as well as recognising the importance of the extended family through Grandparents' Day. These social events strengthen links with the wider community and are planned annually. Parents, staff and students work together as a team to continue the tradition of St Joseph's School providing excellent educational opportunities for all.

Mrs Allison Billinghamhurst  
Chairperson  
School Advisory Council

## **2.0    This Catholic School**

### **2.1    The School Community**

St Joseph's Primary School is located in West Tamworth and is part of the St Patrick's Parish which serves the communities of West Tamworth, from which the School families are drawn.

Last year the school celebrated 30 years of Catholic education.

The parish priest Fr Anthony Koppman is involved in the life of the school.



## **2.2 Catholic Life and Religious Education**

St Joseph's Primary School follows the Armidale Diocesan Religious Education Curriculum and uses the student text To Know, Worship and Love, as authorised by the Bishop of Armidale, Michael Kennedy.

The school week begins with a whole school assembly for prayer, the national anthem and student awards. Recognition of student's birthdays or events of special significance are an important part of each morning assembly. Daily prayer is part of the school routine. Staff meetings and other gatherings begin with an acknowledgement of our faith and a prayer.

Sacramental programmes of Reconciliation, First Holy Communion and Confirmation are planned and presented through daily RE lessons at key times during the year. Parent nights are offered with the Parish Priest for key information about each sacrament.

Each class prepares for Mass doing the Readings, Prayers of Intercession and Offertory. Classes also have the opportunity to attend Reconciliation each term.

The Altar Serving group is made up of student volunteers who are rostered to serve at school Masses and on weekends.

Staff attend twilight retreat and prayer opportunities and have one Pupil Free Day designated to RE per year. A Lenten Programme is offered for all staff and parents to attend in the parish.

The staff are regular attendees at weekend Mass participating in the liturgical life of the parish through reading and assisting at parish events.

The Catholic Schools Office provides opportunity for all staff to attend Religious Education professional development for curriculum and personal prayer life. These are well attended by all staff. The school follows the Diocesan Charitable Works Policy with the students fundraising for events through the year. The various seasons of the church year are acknowledged and celebrated with students actively participating in fundraising for CARITAS and the Children's Mission.

Students in Years 6 in Catholic schools in the Diocese of Armidale undertake the Diocesan Religious Education (RE) Test annually. The test consists of fifty multiple-choice questions. Results of the test are analysed by teachers and are used to inform teaching and learning in Religious Education. Our students performed well above the diocesan average with a significant number of students awarded a High Distinction or Distinction.

Students in Years 6 in Catholic schools in the Diocese of Armidale undertake the Diocesan Religious Education (RE) Test annually. The test consists of fifty multiple-choice questions.

Results of the test are analysed by teachers and are used to inform teaching and learning in Religious Education.

Our School's average result (as a mark out of 50)	
Year 6	28



## 2.3 School Enrolment

St Joseph's Primary School caters for children from Years K to 6. The following table indicates the student enrolment characteristics:

	Year K	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL 2018	TOTAL 2017
Male	13	9	16	15	13	9	14	89	91
Female	13	7	12	13	9	14	13	81	71

## 2.4 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 or their delegate. 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 2018 is shown in the following table.

	Year K	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years
Average Student Attendance Rates	94.0%	93.0%	94.0%	93.0%	92.0%	93.0%	92.0%	93.0%

### Managing Student non-attendance

Regular attendance at school is essential if students are to maximise their potential. The School, in partnership with parents, is responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, School staff, as part of their duty of care, monitor part or whole day absences.

School staff, under the Principal's leadership, support the regular attendance of students by:

- providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the school community;
- monitoring engagement of individual students in their learning and identifying strategies to enhance engagement;
- maintaining accurate records of student attendance;
- recognising and rewarding excellent and improved student attendance;
- implementing programs and practices to address attendance issues when they arise.



The Principal is responsible for supporting the regular attendance of students by ensuring that:

- parents and students are regularly informed of attendance requirements and the consequences of unsatisfactory attendance;
- all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented;
- intervention strategies for students with unsatisfactory attendance may include academic case management, social case management, referral to counselling and parent/carer involvement;
- the Director of Catholic Schools or designated Catholic Schools Office Armidale officer is provided with regular information about students for whom chronic non-attendance is an issue and for whom previous strategies have failed to restore regular attendance.

When the Catholic Schools Office Armidale is notified of a student for whom chronic nonattendance is an issue and previous strategies have failed the Principal and the School Consultant will convene a meeting with the family, the student, and other agencies, if required, to develop a Return to School Plan.

## 2.5 Staff Profile and Teacher Standards

Teacher Qualifications / Staff Profile	Number of Teachers
1. Those teachers at the NESA Teacher Accreditation Provisional or Conditional level.	2
2. Those teachers at the NESA Teacher Accreditation Proficient level.	13
3. Those teachers at the NESA Teacher Accreditation Highly Accomplished level.	0
4. Those teachers at the NESA Teacher Accreditation Lead level.	0
5. Teachers with recognised qualifications to teach Religious Education.	13
6. Number of staff identifying as Indigenous employed at the school.	0
7. Total number of non-teaching staff employed at the school.	6

## 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.

St Joseph's School takes every opportunity to promote respect and responsibility within the school community. Students, teachers and parents are regularly reminded of the school commitment to respecting each other by using good manners at all times.

The Annual School Plan for 2018 provided for specific initiatives to be embedded into the culture of the school and with a shared and collaborative leadership approach was central to all improvements in the school.



A clear focus on learning for teachers and students was foremost in our plan. Results based on specific data and collaboration of teaching staff created an excellent learning environment for students and professional learning for teachers.

## **2.7 Parent, Student and Teacher Satisfaction**

The opinions and ideas of parents, students and teachers are valued and sought. Their suggestions are incorporated into planning for and achieving improved outcomes for students. This year, the School has used a variety of processes to gain information about the level of satisfaction with the School from parents, students and teachers.

### **Parent Satisfaction**

The school is valued for the spirit of generosity and genuine love for the students. The intimate family feeling of our close knit community permeates the school and is important to our families. Parents report that their children are well supported in their learning through the wide range of strategies used to engage and motivate the children.

The social atmosphere of the school where all children interact in play, sporting opportunities and throughout their learning each day is seen as a positive aspect of the school.

The staff are seen as being professional, compassionate and fair; they are approachable to discuss children's progress and concerns. Children are encouraged in their individual pursuits and acknowledge on their individual improvements and achievements

The leadership skills shown by the older students and willingness of students to 'step up' and take pride in their school is noted. The paraprofessionals in the school are acknowledged by parents for their dedication. We are excited with the announcement of a grant for further developing the school site to encompass modern, collaborative learning spaces

### **Student Satisfaction**

Students report they like the school because it is a good place to learn and the teachers care about them as individuals. The classrooms and Library facilities are valued as places for learning and fun. The availability of technological devices for learning and social interaction is noted as a plus by many students.

They report appreciation of their teachers in the ongoing learning and teaching initiatives implemented in the school and the friendly, caring attitude of staff towards each other and the students. Staff are seen to be willing to listen and take time to help students in academic and social situations. They listen to what the students think.

The students appreciate the friendly, small school environment and the fact that they can get to know everyone in the school K-6. Opportunity for participation in sporting activities that allow for leadership skills to be developed are appreciated with students organising events that include the whole student body and often the parents also.

The school teaching structure and routines provide opportunity to interact with others allowing students to work at their own pace with guidance from many teachers and support staff.

### **Staff Satisfaction**

Staff enjoy working with the children and work together to build a strong community with a positive atmosphere. Staff display a genuine concern for the welfare of their peers, the students in their care and the parents and families of the school.

Staff reported they feel supported, valued and encouraged both personally and professionally. Staff believe the school is well resourced with whole staff consultation in purchase of resources and implementation of school initiatives.

Staff are dedicated to ongoing professional development sharing their skills, knowledge and expertise willingly. Many staff engage in ongoing professional development and university studies to enhance their professional skill set.



Staff work effectively through collaborative groups implementing exciting teaching and learning programs to meet the needs of students.

The staff are committed to learning continually looking for ways to improve student learning.

### **3.0 Teaching and Learning**

#### **3.1 School Curriculum**

The school provides an educational program based on, and taught in accordance with the NESA 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. In addition, the school implements the curriculum requirements of the Catholic Schools Office Armidale.

As a Catholic School, Religious Education is a mandatory key learning included in the curriculum for students in each grade. St Joseph's Primary School is committed to providing a quality education that meets the needs of all students.

The school provides an educational program based on and taught in accordance with the Board of Studies, Teaching and Educational Standards, NSW 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. In addition, the school implements the curriculum requirements of the Catholic Schools Office Armidale.

The staff at St Joseph's are well qualified and present learning opportunities to suit the various learning styles of the students. Staff are lifelong learners participating in professional development and further training to maintain proficient teacher standards as outlined in the Australian Professional Standards for Teachers. School improvements for student learning have been trialled and implemented.

A Leader of Pedagogy is engaged to drive implementation of specific programmes and teaching strategies outlined in the Annual School Plan. These initiatives enhanced teaching and learning for identified and targeted students. Staff have formed collaborative teams to facilitate opportunities for planning effective teaching-learning opportunities and developing assessments for future learning programmes. Data has been a significant driver throughout the year with a steady growth of all students being monitored and challenged.

A System Coach worked in collaboration with the School Leader of Pedagogy and leadership team as well as teaching and learning staff to assist with planning for effective teaching, identifying areas for further growth and supporting the school in the implementation of the Annual Improvement Plan. The Best Start programme for Kindergarten to Year 2 students informs learning practices. The MiniLit programme targets specific students in Literacy and has been a successful addition to student learning activities.

Significant student data collected and analysed by all staff was used to plan and implement specific learning targets across all stages. Extra Teaching staff were engaged to allow for smaller learning and teaching groups and to allow for specialist targeted teaching opportunities.

Year 3 and Year 5 students participated in the NAPLAN and Year 6 students completed the Year 6 Religious Education test. Further whole school assessments and ACER online assessments were utilised to identify student skills and knowledge with data being used for future whole school planning. Professionals from the education arena as well as Catholic Schools Office staff collaborate with school personnel to assist in planning and implementing teaching programmes. Professional Development continued throughout the year to reinforce the key messages and content of the curriculum.



Extra teaching staff and Paraprofessionals provide ongoing support to students and assist teachers in curriculum access for all students.

Social programmes are implemented to assist students in their school life, to promote independent learning and to maximise opportunities for learning. ICT is used K-6 to support student learning.

### **3.2 Student Performance in National Testing Programs**

#### **3.2.1 NAPLAN**

The school participated in the National Assessment Program Literacy and Numeracy (NAPLAN) with students in Years 3 and 5 tested. In Year 3, 28 students presented for the tests while in Year 5 there were 24 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.

At St Joseph's Primary School, school and 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 Data Analysis workshops.

The following data indicates the percentage of St Joseph's Primary School 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	State	School	State	School	State	School	State	School	State	School
Reading	30.3	7.1	23.9	17.9	22.5	25.0	13.8	7.1	5.9	28.6	2.0	7.1
Writing	15.2	0.0	30.0	7.4	29.5	11.1	15.6	44.4	5.4	33.3	2.9	3.7
Spelling	27.2	10.7	23.6	10.7	21.9	14.3	14.8	28.6	7.6	25.0	3.2	10.7
Grammar and Punctuation	32.1	17.9	24.4	7.1	18.2	14.3	13.2	28.6	7.4	14.3	3.0	10.7
Numeracy	18.4	7.1	23.7	17.9	26.6	28.6	18.8	17.9	8.6	21.4	2.3	7.1

	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	State	School	State	School	State	School	State	School	State	School
Reading	16.7	4.2	22.4	29.2	26.6	33.3	20.0	16.7	9.5	12.5	3.3	4.2
Writing	4.0	0.0	12.3	0.0	30.4	25.0	30.3	54.2	14.5	20.8	7.3	0.0
Spelling	15.2	4.2	23.4	25.0	28.2	12.5	19.2	25.0	8.8	25.0	3.6	8.3
Grammar and Punctuation	15.7	12.5	22.3	16.7	28.1	12.5	18.5	16.7	9.3	37.5	0.0	0.0
Numeracy	11.6	0.0	19.2	12.5	29.0	29.2	25.0	45.8	11.1	12.5	2.6	0.0

NOTE: Where a year level has five or less students the information is withheld to protect the privacy of the students



### **3.3 Teacher Professional Learning**

The ongoing professional development of each staff member is highly valued. Professional learning can take many forms including whole school staff days, subject specific in services, meetings and conferences and a range of professional learning programs provided by the Catholic Schools Office Armidale. The School takes responsibility for planning, implementing, evaluating and tracking of its staff professional learning and individual staff members take responsibility for their ongoing professional development.

All teachers have been involved in professional learning opportunities during the year related to improving student outcomes.

The School held the equivalent of five staff developments days this year with the areas of focus as follows:

Term 1	Annual Improvement Planning
Term 2	Literacy Development Day
Term 3	Core Catholic Principles and Values
Term 4	Big Write and VCOP Professional Development

## **4.0 School Policies**

### **4.1 Enrolment Policy**

The Diocese of Armidale adheres to the policy as endorsed by the Bishops Commission for Catholic Schools 'Enrolment Policy' of Students in the Catholic Systemic Schools of the Diocese of Armidale. The Catholic Schools Office Armidale monitors the implementation of this policy. The policy has been developed in the context of government and system requirements. Children from families who are prepared to support the ethos and values of the Catholic Church may be considered eligible for enrolment. A pastoral approach is adopted for parents experiencing genuine difficulty with the payment of fees.

This school does not have any enrolment policies or support documents in addition to the Bishop's Commission for Catholic Schools 'Enrolment Policy' for schools in the Diocese of Armidale. This policy is available on the [School's website stjosephstamworth.catholic.edu.au](http://stjosephstamworth.catholic.edu.au) and the Armidale Catholic Schools Office website at <https://www.arm.catholic.edu.au>

### **4.2 Pastoral Care Policy**

Jesus Christ and his teachings are the basis of all we do at St Joseph's Primary School. Christ's teachings therefore should relate to how our staff develop student self-discipline. We believe in a holistic approach to individual development. Such an approach aims to develop the intellectual, physical, emotional, social, aesthetic, moral and spiritual dimensions of a child. We aim to bring this about in our school by promoting self-worth and by encouraging each individual to answer to one's self for one's own actions.

All people attending St Joseph's Primary School have the right to be treated:

- justly
- respectfully
- fairly



*No changes were made to the ‘Pastoral Care Policy’ this year.*

*The full text of the School’s ‘Pastoral Care Policy’ may be accessed on the School’s website [stjosephstamworth.catholic.edu.au](http://stjosephstamworth.catholic.edu.au) or at the administration office.*

#### **4.3 Student Discipline Policy**

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.

*No changes were made to the ‘Student Discipline Policy’ this year.*

*The full text of the School’s ‘Student Discipline Policy’ may be accessed on the School’s website [stjosephstamworth.catholic.edu.au](http://stjosephstamworth.catholic.edu.au) or at the administration office.*

#### **4.4 Bullying Prevention and Intervention Policy**

The Catholic Schools Office, Armidale has established a ‘Bullying Prevention and Intervention Policy’ which is implemented by our school and all systemic schools in the Diocese. It provides a framework for school communities to work together to prevent and address issues of student bullying, in order to build respectful relationships that respond effectively and sensitively to the needs of each person. The Catholic Schools Office (CSO) monitors the implementation of this policy.

*No changes were made to the ‘Bullying Prevention and Intervention Policy’ this year.*

*The full text of the School’s ‘Bullying Prevention and Intervention Policy’ may be accessed on the School’s website [stjosephstamworth.catholic.edu.au](http://stjosephstamworth.catholic.edu.au), the administration office or on the CSO website.*

#### **4.5 Complaints Handling Policy and Guide**

The Diocese of Armidale has established a ‘Complaints Handling Policy and Guide’ which is implemented by our school. The rationale for this policy is that within the reality of the schooling experience, it is recognised that, from time to time, misunderstandings and differences of opinion will occur, and that these need to be resolved satisfactorily. Addressing such matters within a framework of dignity, respect and truth can provide powerful opportunities to model the love of Christ in the reality of our contemporary world. The Catholic Schools Office monitors the implementation of these policies.

*No changes were made to the policy this year.*

*The full text of the policy may be accessed on the School’s website [stjosephstamworth.catholic.edu.au](http://stjosephstamworth.catholic.edu.au) or the administration office.*

#### **5.0 School Review and Improvement**

Each year, the School develops an Annual Improvement Plan indicating the intended key improvements for student learning outcomes. The plan is drawn from the School’s Strategic Improvement Plan and informed by the Catholic School’s Office Annual Improvement Plan. The School engages in an annual evidence-based evaluation of its effectiveness against these external standards in collaboration with the Schools Consultant.



## **Key improvements Achieved in 2018**

In 2018 there was a consolidation of established processes and routines in Literacy and Numeracy groups.

Parent engagement and deeper understanding and development of curriculum differentiation in all key learning areas helped to support every student in their learning.

Staff collaboration opportunities for planning and evaluation have been timetabled on a weekly basis for professional dialogue and sharing of expertise which will build capacity in teaching strategies and teaching pedagogy. Extra teaching staff have been engaged to ensure small group rotations provide maximum impact for student learning.

The partnerships created in Professional Learning Teams will allow for a strong collaborative framework. Clear assessment, reasonable data collection and depth in analysis of data for future planning and the implementation of future projects is planned.

## **Priority Key Improvements for 2019**

Further develop teacher pedagogy through implementation of the non negotiables of a Catholic Professional Learning Community.

Improve RE pedagogy and improve student outcomes.

Catholic Principles and Values will be embedded across all Key Learning Areas.

Introduce instructional coaching model across K-6 and build teacher capacity to improve student outcomes.

Manage a successful, effective building project providing contemporary learning facilities.

To build and sustain staff relationships.

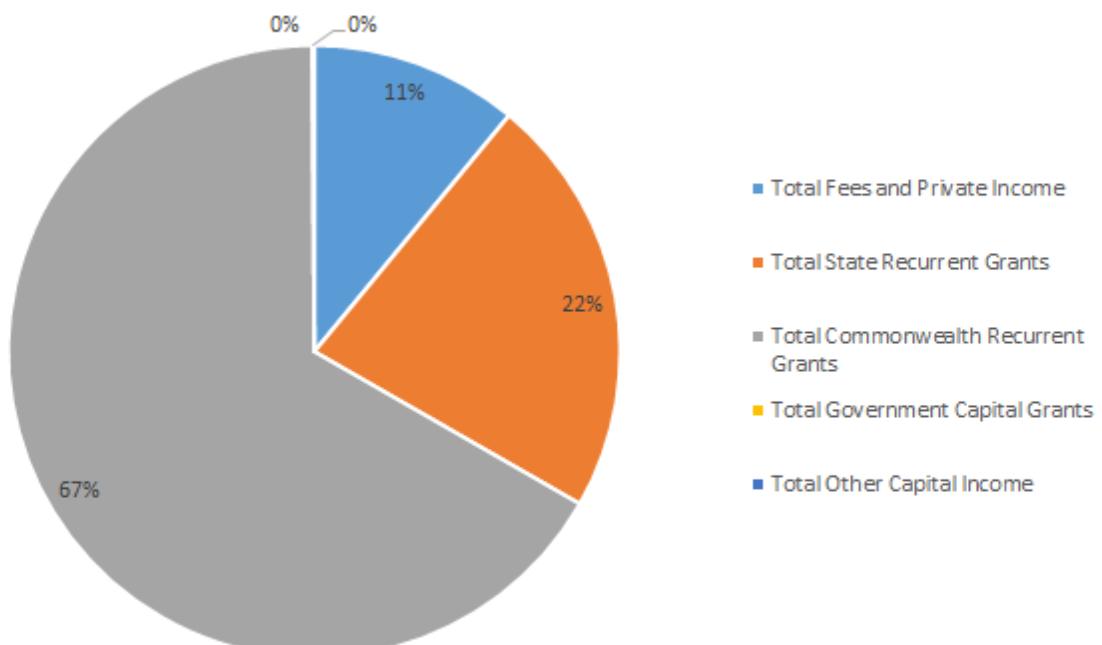
## **6.0 Financial Information**

Catholic schools are accountable for all monies received. Each year, the Diocese of Armidale Catholic Schools Office submits to the Commonwealth Government a financial statement on behalf of the parish primary schools, K-10 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 2018 is presented below:



### 2018 Income - St Joseph's Primary School, West Tamworth



### 2018 Expenditure - St Joseph's Primary School, West Tamworth

