

# 2023

## ANNUAL SCHOOL REPORT



### **St Joseph's Catholic Primary School**

95 Williwa Street, PORTLAND 2847

Principal: Mrs Simone Taylor

Web: <http://www.stjosephsportland.catholic.edu.au>

## About this report

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St Joseph's Catholic Primary School (the 'School') is registered by the NSW Education Standards Authority (NESA) and managed by Catholic Education Diocese of Bathurst (CEDB). CEDB as the 'approved authority' for the diocesan registration system formed under Section 39 of the NSW Education Act (1990), is responsible for monitoring the compliance of member schools in the manner that has been approved by the Minister of Education.

The Annual School Report (the 'Report') demonstrates accountability to regulatory bodies and CEDB. Additionally, the Report complements and is supplementary to other forms of regular communication to the School community regarding initiatives, activities and programs which support the faith formation, learning and wellbeing of its students.

The Report provides parents and the wider community with fair, reliable and objective information about educational and financial performance measures as well as School and system policies. This information includes summary contextual data, an overview of student performance in state and national assessments, a description of the achievement of priorities in the previous year and areas for improvement. Detailed information about the School's improvement journey is documented in the School Improvement Plan (SIP) which is developed, implemented and evaluated in consultation with key stakeholders.

Further information about the contents of this Report may be obtained by contacting the School directly or by visiting the School's website. Information can be also be obtained from the [My School website](#).

## Message from key groups in our community

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### Principal's Message

St Joseph's Primary School is the only small Catholic primary school at the eastern end of the Bathurst Diocese. In partnership with family, parish and community, the staff provide all students with opportunities to succeed and reach their full potential in a culture of high expectations and emotional well being. The mission of the school is to provide a quality learning environment which gives witness to the Gospel values of love, respect and justice.

New South Wales Education Standards Authority syllabuses including the agreed Australian curriculum content with Catholics perspectives for the Catholic Education Diocese of Bathurst are followed. Key Learning Areas include Religious Education, English, Mathematics, History, Geography, Science and Technology, Creative Arts and Personal Development, Health and Physical Education.

The Annual School Education and Financial Report provides the school community with reliable and objective information about school performance measures and policies. 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 school's Annual Improvement Plan.

### Parent Body Message

In 2023, St Joseph's Parents and Friends Association continued to function with a small cohesive group who continued to support St Joseph's School. Fundraising, the Parents and Friends Association's major role, saw a successful School Spring Fete in November which was enjoyed by the wider community.

Contributing to the well being of the school by playing a supportive role. In 2023, the Parents and Friends association assisted with a Taco Luncheon and IceCream bar as Wellbeing initiatives. These were enjoyed by all students K-6. The School Tuck Shop, held every Friday, continued to be run by volunteers. The students were pleased to be able to use this facility again this year. In 2023, the organisational structure for the Tuck Shop continued with a Tuck Shop Committee and a number of parents assisting with organisational roles.

Being a small school, the staff and students are always very appreciative of everything that the Parents and Friends Association provides and everyone is looking forward to a return to activities next year.

The Annual General Meeting is always held in February, and a new Executive elected. New members are encouraged to join at any time.

Courtney Pelling

### **Student Body Message**

We had a wonderful beginning to our year and were introduced in 2023 to our leadership class structured as Year 5/6. It was positive to see the many opportunities to use our student voice throughout the year which help to guide decisions made by the staff. Year Six once again enjoyed the GRIP Leadership day in 2023 and also had the opportunity to join with Chris Doyle for a faith formation experience. Our senior boys also attended The Boys from the Bush Engagement Day. Visits to LaSalle Academy Lithgow supported our transition into the high school environment in 2024.

Socially and emotionally we were again able to interact with our teachers and friends in a positive way alongside our Parish members. Our leadership in the school played an important role in assisting the other students and we were introduced to a new school Wellbeing Officer, weekly Vibe Surveys and Wellbeing Meetings during the later half of the year. The Crunch and Sip Program was also reintroduced after student feedback indicated we would like to again have this each day. With the help of our Parents & Friends we enjoyed our Wellbeing Taco Day and Ice-cream Bar. Our visit to The Adventure Playground in Bathurst and Wellbeing Pizza lunch was an experience everyone enjoyed.

We experienced learning in many different topics and in new and exciting ways. This allowed all students to learn their best. Our teachers in 2023 kept all students engaged in their learning and all staff were extremely good at their practice. Our teachers are very experienced and make sure that all students are happy and healthy. Our school has been very organised throughout 2023.

Year 5/6 Leaders

## School Features

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St Joseph's Catholic Primary School, is a small school catering for children from Kindergarten to Year Six. Unique features of the school include its size, the positive attitude of all towards learning and the development of faith, resilience, responsibility, tolerance and self-confidence.

Founded by Saint Mary of the Cross MacKillop and started by the Sisters of St Joseph in 1908, our school is the face of the Catholic Church in the township of Portland. The parish church of St Vincent's is situated within the school grounds.

In 2023 the School Mass each week formed an important part of the school routine and special liturgies involved our school and parish families. Sacramental Programs and the Sacraments were celebrated in 2023.

Set on Convent Hill, St Joseph's has a generous-sized playground and playing field overlooking historic views of the town and surrounding landscape. The interaction of the children is of utmost importance to the staff who engage in effective strategies to develop mutual respect and a sense of fair play.

Education at St Joseph's School is aimed at the optimum development of each child. This aim is recognised and individual needs are catered for through differentiation in teacher planning and programming. Teachers plan and use a variety of assessment strategies which provide data on, of, and for student learning.

The Parents and Friends Association forms a critical part of the school with activities and events at the school supported and assisted with each year.

Events which contributed to the life of the school grew in number in 2023. We were excited to experience the following during the year:

"The Alphabet of Awesome Science" - (BMEC), Grip Leadership, Catholic Schools Week, Life Education Van, Responsible Pet Ownership, Diocesan Spelling Bee, Year 5/6 Art Workshop (Caitlin Graham), Book Week and Book Week Parade, Celebrating 150 Years of Sisters of St Joseph (Sr Alice Sullivan), Sacraments, Parent/Teacher Interviews, Emmanuel Worship - Praise and Worship Concert (Years 3 to 6).

2023 Whole School Musical "Kids In Space", Wellbeing Taco Day, Year 6 Canberra Excursion, Year 6 Retreat with Chris Doyle, World Teachers Day (including Support and Administration Staff), "Monkey Bar Acting Workshop" - Possum Magic, "Boys from The Bush" Year 5/6 boys Community Day, "Possum Magic" BMEC and Pizza Wellbeing Lunch at Adventure Park, Year 7 Transition Days, Police Liaison K-6 Cybersafety, Year 5/6 Drone Workshop, Bullying - No Way Day, Sydney Opera House Writing Workshop/ Intensive Water

Safety Program K to 6, Swimming Carnival, Cross Country, Coolah Cross Country, Athletics Carnival, Eastern Region Athletics, SJS Walkathon at the Foundations, Soccer Gala Day (Bathurst), Footy Colours Day, Netball with La Salle Academy, Real Talk (Personal; Development Program) - Years 4 to 6, Year 3 and Year 6 Retreat days, Wellbeing - VIBE Surveys / Crunch and Sip Program, Catch up Student Interview, Student Practicum - Charles Sturt University placements.

Grandparents Mass, Day For Daniel, Year 6 Taster Day - La Salle Academy, Harmony Day, Child Protection Week, School Fete, Whole School Excursion to Bathurst Goldfields, Kindergarten Transition Program, "Jump into Joeys" sessions, Mini Joey's experience, School Disco, Pool Picnic, Social Justice partnering with St Joseph's School, Eugowra. Year 5/6 successfully completed Social Justice Projects for Social Justice Week in conjunction with St Vincent's Parish. The topic for 2023 being the town of Eugowra following the devastating flood which caused much destruction and loss. The Year 5/6 school entry into the CWA International Day Competition was favourably sought by the local members following many successes in past years.

Community events included Portland Art Show, Clean Up Australia Day, Lithgow / Rydal Shows, CWA Luncheon and Project, Social Justice Projects and Presentations, Christmas Art Exhibition - Diocesan Launch, Paint and Sip - Year 6 Fundraiser,

Educational Programs included: Sacramental Programs, MultiLit and MiniLit Literacy Intervention, Jolly Phonics, Jolly Grammar and Spelling Mastery, Robotics, Intensive Water Safety Program, Covid Tutoring Program - Maths Mastery / CARS/STARS / PosiSchools Program / Second Step Program and Mathletics.

School Improvement Surveys, Parent/teacher Interviews, NAPLAN, ICAS Mathematics and English Competitions, Christmas Art (Year 5/6).

Having Tuck shop each week was wonderful after it had been closed over the past years and our highlight of the year was our whole school excursion to The Bathurst Gold Fields, BEMEC Shows - The Alphabet of Awesome Science & Possum Magic and the Yr 6 Excursion to Canberra. A Wellbeing Officer, employed by the CEDB in 2023, was a welcome addition to the staff and extracurricular activities and meetings with children have become a valued part of the school terms.

We were able to acknowledge the work of all students at our Graduation Mass where we also farewelled Father Garry McKeown who retired from his role of Parish Priest. We finished off our wonderful year with a number of special events which proved to be wonderful experiences for all students.

## Student Profile

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### Student Enrolment

The School caters for students in Years K-6. Students attending this School come from a variety of backgrounds and nationalities. The following information describes the student profile for 2023:

| Girls | Boys | LBOTE* | Total Students |
|-------|------|--------|----------------|
| 22    | 25   | 2      | 47             |

\* Language Background Other than English

### Enrolment Policy

Catholic Education Diocese of Bathurst has an Enrolment Policy for Systemic Catholic Schools in the diocese. The policy has been developed in the context of government and system and parish requirements. Children from families who are prepared to support the ethos and values of the Catholic Church may be considered eligible for enrolment. Total fees are made up of a Single School Fee (which incorporates local costs), the Capital Works Levy and Subject Specific Costs. A pastoral approach is adopted for parents experiencing genuine difficulty with the payment of fees. Information about enrolling may be accessed through the [Diocesan website](#) under the About Us drop down menu - see Policies tab or by contacting your local Catholic School.

### Student Attendance Rates

The average student attendance rate for the School in 2023 was 88.94%. Attendance rates disaggregated by Year group are shown in the following table.

| Attendance rates by Year group |        |        |        |        |        |        |
|--------------------------------|--------|--------|--------|--------|--------|--------|
| Kindergarten                   | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 |
| 91.69                          | 90.42  | 90.45  | 92.63  | 89.75  | 83.80  | 83.83  |

### 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
- 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
- documented plans are developed to address the needs of students whose attendance is identified as being of concern
- the Executive Director of Schools and designated CEDB Safeguarding Officer are provided with regular information about students for whom chronic non-attendance is an issue and for whom the School's strategies have failed to restore regular attendance.

## Staffing Profile

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### Staffing Profile

The following information describes the staffing profile for 2023:

|                                    |    |
|------------------------------------|----|
| Total number of staff              | 11 |
| Number of full time teaching staff | 2  |
| Number of part time teaching staff | 3  |
| Number of non-teaching staff       | 6  |

### Total number of teaching staff by NESA category

Teachers at this School are accredited as conditional, provisional or proficient as defined by the NSW Teacher Accreditation Act 2004. Accreditation at the levels of Highly Accomplished and Lead Teacher are voluntary. The number of teachers within the Diocesan Schools System at these levels is as follows:

- 45 Conditional teachers
- 35 Provisional teachers
- 712 Proficient teachers
- 1 Highly Accomplished and Lead (HALT) Teacher
- 1 Lead Teacher
- 8 HALT Candidates

Additionally, there are 13 teachers who are currently actively engaged in the submission process at the higher levels of accreditation. Teacher status at individual schools can be sourced directly from the School.

### Professional Learning

The ongoing Professional Learning of each staff member is highly valued. Professional learning can take many forms including whole school staff days, subject specific professional learning, meetings and conferences, and a range of programs provided by CEDB. The School takes responsibility for planning, implementing, evaluating and tracking staff professional learning. Individual staff members take responsibility for their ongoing professional learning. All teachers have been involved in professional learning opportunities

during the year related to improving student outcomes. The following information provides specific details relating to the focus of these professional learning sessions.

### **Summary of professional learning at this school**

Staff Professional Learning plans focused around the new Curriculums of English and Mathematics as well as a continuation of MANSW Mathematics Education.

The faith development of staff focused on using the CEDB Faith Formation opportunities.

Professional Development for student safety and wellbeing were also planned as part of the yearly professional learning for all staff and the implementation of the Child Safe Standards.

Professional Learning undertaken:

#### Term 1:

- Quicksmart Training
- Guidelines for Professional Conduct
- Safe Guard Training - Child Safe Standards
- MANSW - Mathematics Education - Modelled Learning/ Differentiation/ Data Analysis/ Measuring the Journey
- REC Cluster Meeting
- English - New Curriculum
- Mathematics - New Curriculum
- Father Paul Devitt - Building A Hope For The Future
- Support Teachers Conference - Diverse Learning and Wellbeing Conference

#### Term 2:

- Christmas Art Workshop
- English - New Curriculum

#### Term 3:

- Administration Conference
- Social Justice Luncheon
- Police Forum

#### Term 4:

- Religious Education Symposium
- AECG Meeting
- Curriculum Implementation and Development K to 6
- CPR / Anaphylaxis

- First Aid Training

## Catholic Identity and Mission

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Catholic Schools have a unique role in the evangelising and educating mission of the Church. Catholic Schools encourage and support parents in their responsibility for the faith formation of their children. This formation is supported by prayer and opportunities to participate in the life, mission and liturgy of the broader Catholic community.

The School follows the Diocesan Religious Education Curriculum and uses the student resources *To Know, Worship and Love*, and *Understanding Faith*, as authorised by the Bishop of Bathurst.

Students in Years 6 and 8 in Catholic schools in the Bathurst Diocese undertake the Diocesan Religious Education Test annually. The test consists of multiple-choice questions with the results analysed by CEDB to inform diocesan teaching and learning in Religious Education.

The Catholic faith is authentically at the heart of the St Joseph's school community. Faith, learning and pastoral care are integral to our school's culture and lived each day as all students thrive in the small school setting. We believe that we can provide a faith-filled, caring environment where each child is given the best opportunities to grow and develop, striving for excellence in all areas of learning and building meaningful relationships with Jesus Christ and each other. As Catholic educators, we work in partnership with parents and St Vincent's Parish. All children are valued, active members of this spirit-filled community, which encompasses the Sacraments, liturgical experiences and prayer.

At St Joseph's we nurture the well being of all: students, staff and families. 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 school 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. Social emotional learning is an important feature for each child as they participate in the Second Step program as well as daily meditation experiences.

The staff of St Joseph's aim to help students develop:

- growth of knowledge and a love of Jesus Christ.
- contemplative dimensions of prayer.
- values of tolerance, respect and honesty.
- positive attitudes towards learning.
- the use of their talents.

- interactions with other children displaying mutual respect and care.
- respect for the rights and property of others.
- good manners and consideration for others.
- an attitude towards competition that applauds the honest efforts of others.

In 2023, staff continued to be supportive to families in their role as first educators of their children in the faith. Engagement in events, celebrations and experiences to enhance the vision and mission of the school were taken on board. This partnership strengthened as, working together to provide for all students, the school took a personalised role in monitoring the wellbeing of the whole school community.

Support to the school from the CEDB via the Understanding Faith and Liturgy / Ritual / Prayer websites were a shared and very appropriate resource for teachers, students and parents and were successfully embedded into the students remote learning timetables.

In 2023 Father Garry McKeown, as Parish Priest of Lithgow and Portland, continued to support the school spiritually and celebrated the Sacraments after the period of preparation by families and school.

The contact number for Father Garry at the Catholic Presbytery, Lett Street, Lithgow is (02) 63513092.

## Curriculum, Learning and Teaching

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The School provides an educational program based on, and taught in accordance with the NSW Education Standards Authority (NESA) syllabuses for primary education. The Key Learning Areas (KLAs) are English, Mathematics, Science and Technology (S&T), Human Society and its Environment (HSIE), Creative Arts (CA) and Personal Development, Health and Physical Education (PDHPE). In addition to this, the School implements the Diocesan Religious Education syllabus. Staff members are committed to continuous improvement of teaching and learning in all facets of the curriculum.

The School provides an educational program based on, and taught in accordance with the NSW Education Standards Authority (NESA) syllabuses for primary education. The Key Learning Areas (KLAs) are English, Mathematics, Science and Technology (S&T), Human Society and its Environment (HSIE), Creative Arts (CA) and Personal Development, Health and Physical Education (PDHPE). In addition to this, the School implements the Diocesan Religious Education Syllabus. Staff members are committed to continuous improvement of teaching and learning in all facets of the curriculum.

In 2023 the class groupings were arranged in stages as outlined:

- Kindergarten / Year 1/ Year 2- Early Stage One and Stage One
- Year 2 / Year 3 / Year 4 - Stage One and Two
- Year 5 / Year 6 - Stage Three

The following initiatives continued in 2023

- Requirements for new English and Mathematics Curriculums and implementation processes
- Shared school vision for teaching and learning in all Key Learning Areas
- National Consistent Collection of Data - identification of specific students, which involved classroom observation and systematic testing to establish special needs and differentiation in teacher planning and student learning
- Analysis and discussion of data, specifically DIBELS data, Pat Maths and Pat Reading
- Assessment of student learning and collaboration by staff to determine teaching and student learning goals through work as a PLC (Professional Learning Community)

- Different needs of students addressed with parent feedback including during the remote learning period
- Follow up after remote learning- student works and wellbeing
- Engagement and conversations regarding the use of technology in the classroom with a focus on the correctness of online interactions
- Literacy Block
- Writing as a school focus for monitoring
- Mathematics as a whole school focus
- Stars Comprehension Program to ensure success for all students at their own level and further, to promote reading success
- Continued use of Jolly Grammar in all classrooms to support Writing and Spelling
- Use of resources to promote number sense
- Continuation of Second Step Program for student social and emotional learning
- Core Subjects
- Covid Intensive Tutor Program delivered focusing on Mathematics (Years 2-5) and Literacy (Year 1) and student behaviour & wellbeing (Year 1)
- Engagement and learning processes introduced as part of the MANSW Project - Mathematics a Whole School Approach
- PosiSchool's Program - Wellbeing and Mindset 21 Day Program K-6

Learning support programs continued and included:

- MULTILIT Reading Tutor / MINILIT Reading Tutor
- Reading Our Way Program
- STARS Comprehension Support Program
- Covid Tutor Program - learning support
- Maths Mastery
- Cybersafety webinars
- Real Talk Years 4-6 - Personal Development

Curriculum programs used at St Joseph's in 2023 also included:

- Spelling Mastery
- Jolly Phonics / Jolly Grammar
- STARS and CARS Comprehension Program
- Signpost Mathematics Program
- Second Step Program
- Maths Mastery
- "Compose Yourself" - Arts Live Education

A number of sporting clinics complimented the lessons taught each week in Physical Education and visiting Police Liaison Officer assisted in supporting safe practices for students in regards to online usage.

Teachers used a range of digital technologies. The device per student policy saw Chromebooks, MacBooks and iPads used effectively. Some examples of programs were:

- Mathletics
- Reading Eggs
- Understanding Faith
- STEM
- Fitzroy Readers
- Spelling Bug
- Sight Words
- Sora
- Number Line
- Muse Score
- We Do Lego

- EV3 Mindstorms
- Bugs and Buttons
- Google Docs
- Word Art
- Poster My Wall
- Inquisitive
- ICT Games
- ABCYA Maths
- Top Marks

## Student Performance in Tests and Examinations

### NAPLAN

Students in Years 3, 5, 7 and 9 across Australia participated in the National Assessment Program Literacy and Numeracy (NAPLAN). The purpose of NAPLAN is to provide information to parents and teachers about the achievements of students in literacy and numeracy. The test provides a measure of the student's performance against established standards and against other students in Australia. Each year the results are analysed by the school to inform teaching with a view to improving student performance.

From 2023, NAPLAN results are reported against proficiency standards with 4 levels of achievement to give teachers, parents and carers clearer information on how students are performing:

- **Exceeding:** The student's result exceeds expectations at the time of testing.
- **Strong:** The student's result meets challenging but reasonable expectations at the time of testing.
- **Developing:** The student's result indicates that they are working towards expectations at the time of testing.
- **Needs additional support:** The student's result indicates that they are not achieving the learning outcomes expected at the time of testing. They are likely to need additional support to progress satisfactorily.

The percentage of student achieving at Exceeding and Strong proficiency standards in NAPLAN at St Joseph's Catholic Primary School for 2023 is reported in the table below.

| NAPLAN RESULTS 2023 |                         | Percentage of students in the top 2 proficiency standards |           |
|---------------------|-------------------------|-----------------------------------------------------------|-----------|
|                     |                         | School                                                    | Australia |
| Year 3              | Grammar and Punctuation | 75%                                                       | 54%       |
|                     | Reading                 | 100%                                                      | 67%       |
|                     | Writing                 | 100%                                                      | 76%       |
|                     | Spelling                | 75%                                                       | 61%       |
|                     | Numeracy                | 100%                                                      | 65%       |

| NAPLAN RESULTS 2023 |                         | Percentage of students in the top 2 proficiency standards |           |
|---------------------|-------------------------|-----------------------------------------------------------|-----------|
|                     |                         | School                                                    | Australia |
| Year 5              | Grammar and Punctuation | 100%                                                      | 64%       |
|                     | Reading                 | 100%                                                      | 74%       |
|                     | Writing                 | 100%                                                      | 66%       |
|                     | Spelling                | 80%                                                       | 69%       |
|                     | Numeracy                | 100%                                                      | 68%       |

## Pastoral Care and Student Wellbeing

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### Pastoral Care Policy

The School's Pastoral Care and Student Wellbeing policies, guidelines and procedures are underpinned by the guiding principles from The Australian Student Wellbeing Framework (ASWF) that represent fundamental beliefs about safe, supportive and respectful school communities. These guiding principles emphasise the importance of student safety and wellbeing as a pre-requisite for effective learning in all Catholic school settings.

Catholic Education Diocese of Bathurst Pastoral Care and Wellbeing Framework provides a vision and guiding principles that assist school communities to develop positive school cultures that promote student wellbeing and develop respectful relationships. It assists schools to identify priority areas and measure progress in the development of safe school communities. The diocesan Pastoral Care and Wellbeing Framework assists schools in:

- planning, implementing and maintaining a safe, supportive and protective learning community that promotes student safety, pastoral care and wellbeing
- creating teaching and learning communities where all members of the School community are safe from harassment, aggression, violence and bullying
- responding to new and emerging pastoral care and student wellbeing challenges.

The Diocese of Bathurst Pastoral Care and Wellbeing Framework revision began in 2021 and will continue into 2024. The Framework can be accessed at the [Pastoral Care and Wellbeing Framework](#).

The full text of the School's Pastoral Care and Wellbeing Policy and procedures may be accessed on the School's website. Changes made to the policy are notified to the community via the School's newsletter.

### Behaviour Management and Student Discipline Policy

The School's Behaviour Management and Student Discipline policies and procedures are aligned to the diocesan Pastoral Care and Wellbeing Framework. The School's policy operates within a context that all members of the school community share responsibility to foster, encourage and promote positive behaviour and respectful relationships. The policy aims to promote a safe and supportive learning environment to maximise teaching and learning for all students. It supports the development of positive social behaviour based on respectful relationships and clear behavioural expectations. The dignity and responsibility of

each person is promoted at all times along with positive student behaviours while ensuring respect for the rights of all students and staff.

The full text of the School's Behaviour Management and Discipline policies and procedures may be accessed on the School's website. Changes made to the policy are notified to the community via the School's newsletter.

### **Anti-Bullying Policy**

The School's Anti-Bullying Policy and procedures are based on and informed by Catholic Education Diocese of Bathurst policies for Diocesan Schools and are aligned to the Pastoral Care Policy and Wellbeing Framework. All students, their families and employees within Catholic education have a right to a learning and work environment free from intimidation, humiliation and hurt. Anti-Bullying policies support school communities to prevent, reduce and respond to bullying.

The full text of the School's Anti-Bullying Policy and procedures may be accessed on the School's website. Changes made to the policy are notified to the community via the School's newsletter.

### **Complaints Handling Policy**

Catholic Education Diocese of Bathurst has a Complaints Management Policy which is implemented across the diocese. The policy recognises that at times misunderstandings, differences of opinion, and complaints and grievances will occur, and that these need to be resolved. 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 Policy and procedures reflect the legislative responsibilities and demonstrate our diocesan commitment to protect the safety and wellbeing of students while supporting our employees and volunteers working with children and young people in our educational context.

The full text of the Complaints Management Policy may be accessed on the [CEDB website](#) or by contacting Catholic Education Diocese of Bathurst.

The full text of the Complaints Management Policy may be accessed on the school website also.

In addition to this policy, there are also policies and procedures related to Child Protection, Code of Conduct and Whistle Blowers. All of these are available through the CEDB website and the school website.

## **Initiatives promoting respect and responsibility**

Staff at St Joseph's Catholic Primary School undertake initiatives and actions to promote respect and responsibility. The school strives to affirm and acknowledge the efforts of students to encourage them to make positive choices and help develop healthy self esteem.

The school's Discipline Policy is based on these values of respect and responsibility. High expectations of behaviour is a feature of the school with students responding well to set routines.

Following the Points System students are awarded the following awards for positive behavioural choices and attaining the appropriate number of points per fortnight. These points are used in the classroom and on the playground. Awards are given at the fortnightly whole school Assembly:

- Week 2 - Merit Award
- Week 4 - Principal Merit Award
- Week 6 - Bronze Award
- Week 8 - Silver Award
- Week 10 - Gold Award

Gold Awards recipients are acknowledged in the final newsletter for each term.

The following initiatives are designed to promote respect and responsibility. These affirm and acknowledge positive choices and develop a sense of self worth to make students more tolerant and accepting of others. They underpin the development of the school spirit and create the bond between students, staff and parents. It is an expression of the philosophy and vision of St Joseph's School, reflected in the quality of daily relationships. These initiatives are carried out as a whole school, by the Year 6 school leadership team and by staff. In 2023 the following events were completed:

- Catholic Schools Week activities - School website and social media promotions.
- Father Grannall Memorial Sports
- School representation at the Portland ANZAC Day Service
- Laying of memorial crosses at the cenotaph in Portland
- Weekly School Masses and special Easter Liturgy
- Celebration of the Sacraments
- Clean Up Australia Day
- Reconciliation and Harmony Week
- NAIDOC Week
- Jump into Joey's - Parent Information and Introduction session to welcome prospective students and families to St Joseph's for new Kindergarten students 2024 - to encourage new enrolments.

Mini Joey's experience (3-4 year old children) - for future enrolments.

Kindergarten Transition Program for enrolled students entering Kindergarten in 2024.

- Formal Assemblies - Award presentations each fortnight organised by Year 6 school leaders
- Informal School Assemblies - held at the end of lunchtime outside for students to receive awards
- Peer Partnering of Senior Students with Kindergarten students to assist with settling into school
- Sacraments - welcoming families and students as more complete members of our church
- Captains' speeches at events - respect for visitors
- Project Compassion, Catholic Mission and Eugowra fundraising for those in need.
- St Vincent De Paul Christmas Appeal hamper

## School Improvement

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Catholic Education Diocese of Bathurst has collaboratively revised and implemented Quality Catholic Education (QCE) in all schools. The QCE framework supports the continuing focus on school improvement and transformation. Cyclical processes in CEDB and schools underpin the framework ensuring alignment and coherence.

Strategic Improvement Plans (SIP) are future focused documents that map the Diocesan and School's directions, focused specifically at improving outcomes for all students and staff through the areas of:

- Faith
- Learning
- Stewardship

Each year, the CEDB and School develops an Annual Improvement Plan (AIP) indicating the intended key strategic intent across these areas for the coming year.

A copy of the school's Strategic Improvement Plan and the Annual Improvement Plan may be viewed on the school website or obtained from the School office.

### Key Improvements Achieved

From the St Joseph's School 2023 Annual Improvement Plan the following key improvements were noted:

- Spiritual Formation given high priority through planning and resourcing.
- Implementation of Wellbeing Policy based on the CEDB Pastoral Care Framework and Child Safety Standards.
- Tiered intervention strategies applied appropriately and consistently to meet the individual needs of all students.
- Recognition of Aboriginal history and culture were embedded into teacher programs
- Student management, engagement and academic growth.
- Positive relationships embedding the Child Safety Standards.
- Pastoral Care / Anti Bullying Policies, Procedures and Practices reviewed.

- New Curriculums - Introduction of new Mathematics and English, to inform teaching within the

school and assist with high levels of learning for all.

- Importance of more formal structures for student voice undertaken.
- Employment of a Wellbeing Officer for growth in student wellbeing.
- Upgrade of Infants playground structure - removal of trees creating a safer and more aesthetic play area.
- Updated and new signage in all areas of St Joseph's School.
- Update of St Joseph's School website.

### **Priority Key Improvements for Next Year**

The following Key Improvements from the Annual Improvement Plan 2023 are as follows:

- Continued implementation and embedding of Wellbeing Policy and Child Safety Plan..
- Roll out of new curriculums - Mathematics and English - to inform teaching within the school and assist with high levels of learning for all.
- Give priority to networking and professional development aimed at building teacher capacity and practice
- Wellbeing Initiatives and student extra curricular activities to support social/emotional growth.
- High level of student engagement and improved learning.
- Focus on curriculum delivery, teacher pedagogy and student engagement.
- Preparation for St Joseph's School Review 2024 by CEDB Bathurst.
- Continued development of opportunities for student voice and feedback to build empowerment and school pride.
- Work towards playground upgrades - All playground areas and continuation of signage.

- Yarning Circle and Bush Tucker Garden planning.

## Community Satisfaction

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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 2023, the School has used a variety of processes to gain information about the level of satisfaction with the School from parents, students and teachers.

Additionally CEDB undertakes extensive surveying of all stakeholder groups through annual School Improvement Surveys. This data is used to further inform school improvement.

Both Data and Comments from these School Improvement Surveys are summarised here.

### Parent satisfaction

The main feedback from parents during 2023 came via the School Improvement Survey as well as Compass, email and telephone calls. Parents and teachers as valued partners in student learning worked together in mutually supportive ways to achieve the best possible outcomes for the children. Notable features from the School Improvement Survey:

- St Joseph's is an amazing small school dedicated to the children and their families I am looking forward to welcoming yet another of my children into the school next year
- An amazing school with a supportive and caring staff and a strong, cohesive and positive parent body. School shows a strong commitment to effective communication between school and parents. I feel confident my child will be able to achieve her best while at St Joseph's.
- I don't have anything bad to say about the school. We love the extra attention our kids get when they need extra assistance, the teachers are doing an amazing job with our kids and we thank them for everything they do- not just teachers, all the staff.
- My child loves attending school and is very willing to go

Areas for development included engagement with extracurricular activities suitable for the small school structure.

### Student satisfaction

The 2023 School Improvement Survey provided the following information from the students regarding satisfaction with the school:

Strengths:

- taking care of the school grounds, not leaving rubbish on the playground.
- looking after the environment.
- the large variety of learning resources in our classroom.
- lots of open area/space to learn and enjoy.
- helpful staff who teach students and helping others

Future Areas for Development:

Provide more opportunities for students on the playground and more equipment.

### **Teacher satisfaction**

From the 2023 School Improvement Survey the teachers all displayed satisfaction with St Joseph's School in the following ways:

- As a professional learning community all staff are centered around the successful education and wellbeing of all students. Staff work very hard to ensure that all students succeed at their individual levels and go well beyond their roles within the school. Teaching staff have set goals that will allow them to grow, support student growth and are achievable in 2023. Within all classrooms students are engaged in learning in all KLA's with the classroom teachers providing effectively planned lessons as evidenced in programs including assessments and evaluations. These ensure for student and professional growth. Staff reflective practices are evident each day through professional relationships and discussions. This forms part of the daily practice in our school. All staff communicate effectively and respect and value the opinions of others. Staff talents are used to provide experiences for students as well as some extra curricular opportunities for students. Attendance at the weekly parish Mass strengthens the parish / school connections and relationships with parish members is always encouraged.
- Our very successful Fete in 2023 was a wonderful day for the whole community and it has been lovely to celebrate Catholic Schools week events and the St Joseph's Day Walkathon again in 2023 with a large number of families and friends joining us for the day. An active P & F in 2022/2023 allows for familiar parents to up-skill and teach new families/ parents about the events held by the P & F and allow for positive parent voice and engagement.

- The teachers and Admin staff are to be commended on their contributions to the School Newsletters which forms a major part of parent and community engagement. In 2023 the Senior Leadership team worked to lead successfully the school community and took the time to understand and model the correct use and impact of 'student voice' in our school. Around the school some improvements to the playground and facilities were evident which has had a positive impact for all in providing a safer, well presented school.
- The school has a very friendly and happy feel about it.
- The staff all work extremely well together and support each other.
- Strong collaboration between staff addressing students academic and welfare needs. Strong links with the community and involvement with community events. Data drives teaching and learning School is well resourced and supported by CEDB. Appropriate level of parent engagement and student voice School grounds and facilities very well maintained.
- The production of a more formal School Prospectus has assisted with marketing of our small school in our area for future enrolments.

#### Future Areas for Development:

- Future updating of the Infants playground equipment to complete the upgrade of the playground. Promoting our school in the wider community.

## Financial Statement

School Financial Information is based on the detailed information provided to the Commonwealth Government in the Commonwealth Financial Questionnaire.

School Financial Information for the 2023 year is detailed here:

| Recurrent and Capital Income 2023          |                    |
|--------------------------------------------|--------------------|
| Commonwealth Recurrent Grants <sup>1</sup> | \$998,369          |
| Government Capital Grants <sup>2</sup>     | \$0                |
| State Recurrent Grants <sup>3</sup>        | \$272,071          |
| Fees and Private Income <sup>4</sup>       | \$98,370           |
| Interest Subsidy Grants                    | \$0                |
| Other Capital Income <sup>5</sup>          | \$15,350           |
| <b>Total Income</b>                        | <b>\$1,384,160</b> |

| Recurrent and Capital Expenditure 2023     |                    |
|--------------------------------------------|--------------------|
| Capital Expenditure <sup>6</sup>           | \$18,606           |
| Salaries and Related Expenses <sup>7</sup> | \$984,348          |
| Non-Salary Expenses <sup>8</sup>           | \$352,521          |
| <b>Total Expenditure</b>                   | <b>\$1,355,475</b> |

### Notes

1. Commonwealth Recurrent Grants includes recurrent per capita grants and special purpose grants.
2. Government Capital Grants includes all capital grants received from the Commonwealth and State Governments.
3. State Recurrent Grants includes recurrent grants per capita, special purpose grants and interest subsidy grants.
4. Fees and Private Income include Archdiocesan and school based fees, excursions and other private income.
5. Other Capital Income includes building levy fees and capital donations used to fund Capital Expenditure.
6. Capital Expenditure includes expenditure on School Buildings, and Furniture and Equipment.
7. Salaries and Related Expenditure includes all salaries, allowances and related expenses such as superannuation and workers compensation insurance.
8. Non-Salary Expenses include all other Non-Salary Recurrent Expenditure covering resources, administration, operational expenses, utilities, repairs and maintenance.

END OF 2023 REPORT