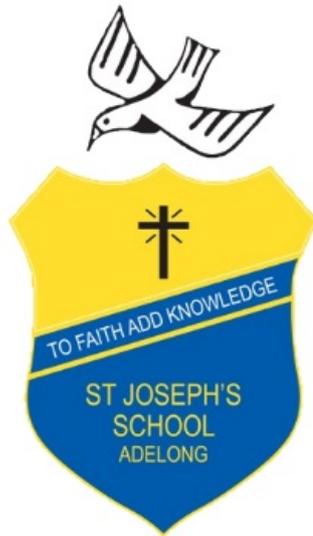




CATHOLIC EDUCATION  
Archdiocese of Canberra & Goulburn

# Annual School Report to the Community 2015



## St Joseph's School Adelong

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### Principal

Mr Mark Birks

## Section One: Message from Key Groups in our Community

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### Principal's Message

St Joseph's Adelong prides itself on being a school that welcomes all. All members of the St Joseph's school community actively seek to be the hands of St Joseph at home, at school and in our world. Our mission statement has very much been a driving force for all that we have done throughout the 2015 school year. Our school is small, which allows staff, students and parents to work closely together as well as be a part of our local community. Literacy has been a major focus for St Joseph's. Special emphasis was placed on our Literacy blocks, to ensure that we devote the whole morning session to literacy without any interruptions. In 2015 St Joseph's went through the Registration process and were delighted to receive positive feedback about the school strengths, and to also get some direction on where to focus more time and energy. The school continued to grow in 2015.

### Parent Body Message

2015 was another busy year for the Community Council with lots of fundraising events. We were unlucky with the weather for our main fundraiser - Movies By Moonlight, which meant our overall funds were down. But this was made up for with the high rate of family participation in the Community Council events.

The Community Council was able to assist the school in the purchase of a new series of readers for the Infants room, which will be added to the class room in 2016. During 2015 the school was able to give a much needed facelift to the small school canteen and the Community Council was able to purchase a new fridge/freezer for the space and also provided the man-power to remove the old cupboards and install the refurbishments. Additionally we continued to support the class room teachers with a small fund to enable them to purchase additional resources.

We look forward to another successful year in 2016 and pray that the enthusiastic attitude of our school parents towards improving the school environment and creating a beautiful space for our children to learn and grow continues.

### Student Body Message

St Joseph's School is a wonderful and nice school to go to. I enjoy being leader because there are lots of responsibilities like running the canteen on Fridays, going to places to represent the school and caring for other students. It is so nice in our classroom because there are only eighteen children and it's not as noisy as being in a bigger school. We have a huge playground to run around in and plenty of space to play. St Joseph's School is a great place where everyone is happy and kind!

## Section Two: School Features

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St Joseph's School is a Catholic systemic Co-educational School located in Adelong.

St Joseph's is a Co-educational, Catholic Primary school located in Adelong, NSW. The school caters for students from Kindergarten to Year Six, and has a current enrolment of 33 students. This number is an increase from the last few years where the school numbers were consistently in the mid 20's. We are delighted with the increase in numbers and put this down to our community creating a welcoming and vibrant school where all families and students feel comfortable and students are engaged in challenging but supportive classrooms.

In Literacy and Numeracy, the staff have continued to work with the most up-to-date teaching techniques and research-based strategies to provide a modern education focussing on Literacy and Numeracy. Throughout 2015 we have developed Literacy and Numeracy programs that challenge students through Inquiry Learning, the use of Conferencing and feedback, Rich Mathematical Tasks and Problem Solving. We are delighted with the manner in which students have accepted these challenges and showing wonderful development in Literacy and Numeracy.

The school purchased more i-pads throughout the year to allow the children to access technology more readily. Technology is another learning tool that is integrated into all Key Learning areas, with a big focus on enhancing literacy and numeracy skills. The school introduced a Facebook page to keep parents, families and the wider community informed of the many activities that the school participates in such as school assemblies and special events.

St Joseph's school was opened in 1884 by the sisters of St Joseph - the first school opened by the Sisters outside the Mother House in Goulburn. The school catered to the large number of children of the miners in the area during the height of the Adelong gold rush. Over the years the school has added classrooms and office areas to cater to the changing nature of education in Australia. We are proud to continue the traditions of the Sisters of St Joseph in our rural setting.

The school's website can be found at [www.sjadelong.nsw.edu.au](http://www.sjadelong.nsw.edu.au)

## Section Three: Catholic Identity and Faith Formation

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Our school follows the Archdiocesan Religious Education Curriculum, *Treasures New and Old*.

### Religious Life & Religious Education

St Joseph's Adelong is guided by our school vision and mission statement that has our patron saint St Joseph at the centre. Being the hands of St Joseph at home, school and in our world means that all of the students are doing the work of Jesus with their hands - spreading the Good News, being the best that they can be in all areas of school life - academically, socially, spiritually, emotionally and physically. St Joseph, and the way he lived his life, is an exemplary role model for all students. His many positive attributes such as patience, guidance and tolerance are qualities that are present and encouraged in all students. The school is part of the St James parish Adelong,

In 2015 the staff participated in staff spirituality that focused on God's holy family - with Mary and Joseph being focal points.

The sacramental program is parish based and supported by the school through the *Treasures New and Old* units. There is parental involvement in school masses and liturgies as well as weekly Parish masses. The children are active participants in all school masses. The children pray on a daily basis, with morning assembly being a time when the whole school participates in the school prayer. Staff have weekly prayer that is lead by a different staff member each week.

The children donated money to Caritas through the sale of ice blocks at the canteen. The school participates in a Christmas mass where students generously donate to St Vincent de Paul, giving much needed food and gifts for those less fortunate at Christmas time. The Year 6 leaders chose two charities that they would like to donate monies to. In 2015 the charities were the Aime St Clair Melanoma trust and the Make a wish foundation.

The end of 2015 saw our Parish priest retire and big changes to the Adelong, Gundagai, Batlow and Tumut parishes. There is one priest who shares the responsibility of all of the parishes. St James parish Adelong has a Parish Co-ordinator who is responsible for the day to day running of the church, leading the sacramental programs and liaising with the Adelong community and the school.

## Section Four: Student Profile

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### Student Enrolment

The School caters for students in Kindergarten to Year 6. Students attending this School come from a variety of backgrounds and nationalities. The following information describes the student profile for 2015:

Girls	Boys	LBOTE*	Total Students
13	20	0	33

\* Language Background Other than English

### Enrolment Policy

The Archdiocese of Canberra and Goulburn has established an *Enrolment Policy for Catholic Schools*. The Catholic Education Office monitors the implementation of this policy. The policy has been developed in the context of government and system requirements.

Information about enrolling in a Catholic school in the Archdiocese of Canberra and Goulburn may be accessed at the [Catholic Education Office](#) website.

### Student Attendance Rates

The average student attendance rate for 2015 was 92.48%. Attendance rates disaggregated by Year group are shown in the following table.

Attendance rates by Year group	
Kindergarten	93%
Year 1	91%
Year 2	94%
Year 3	92%
Year 4	95%
Year 5	95%
Year 6	88%

### 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 Catholic Education Office designated School Services Officer is provided with regular information about students for whom chronic non-attendance is an issue and for whom School strategies have failed to restore regular attendance.

## Section Five: Staffing Profile

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The following information describes the staffing profile for 2015:

Total Teaching Staff*	Total Non-Teaching Staff	Combined Total
5	3	8

\* This number includes 2 full-time teachers and 3 part-time teachers.

Percentage of staff who are Indigenous	0%
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### Professional Learning

In 2015 St Joseph's staff participated in Professional learning that included:

- An introductory session on the new electronic roll
- Literacy blocks which includes free reading and writing.
- Understanding by design (UBD) for Literacy
- Student Data collection
- A Spirituality day - *The Holy family; Called to Respond to God's Call*
- Individual staff also participated in Literacy, Numeracy and Learning support contact days, Numeracy Intervention Program Professional Learning and Religious Education accreditation sessions .
- Two staff members are currently studying for their Masters in Education.

### Teacher Qualifications

All teachers are qualified as required by the relevant authorities.

## Section Six: Academic Profile

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Students in Years 3 and 5 sat the National Assessment Program - Literacy and Numeracy (NAPLAN) in May this year. NAPLAN assessment results provide valuable information about student achievements in Literacy and Numeracy. An analysis of these results assists school planning and is used to support teaching and learning programs. NAPLAN assessment results provide valuable information about student achievements in Literacy and Numeracy. As we have a small cohort in Year 3 and Year 5, the results cannot be published due to privacy reasons. The school looks carefully at the results of each student and is able to adjust the school teaching programs accordingly once the NAPLAN results are analysed. All Year five students experienced growth from Year 3 in at least two areas which was pleasing.

## Section Seven: School Review and Improvement

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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 Plan and informed by the Internal School Review process. The School engages in an annual evidence-based evaluation of its effectiveness against these external standards in collaboration with the Regional Consultant.

### Key Improvements Achieved in 2015

In 2015 some key improvements that were achieved were relating to our professional goals and plans. Staff implemented the Religious education programs using Understanding by Design principles. A School wide agreed practice for the use and collection of data was evaluated. Staff developed a scope and sequence for Maths using the Diocesan framework and adapted it to suit our school. Through the Collaborating on Student Assessment (COSA) project the staff devised a class program proforma in line with the Understanding by Design (UbD) framework for literacy. St Joseph's held Literacy and Numeracy Parent Information nights. Dr Kaye Lowe was involved in the Literacy evening for parents as well as conducting Professional Learning for the staff.

### Priority Key Improvements for 2016

St Joseph's will continue to have literacy as our COSA focus in 2016. This will involve working with Dr Kaye Lowe and our COSA officer from Catholic Education throughout the year. With the support of the Community Council we hope to purchase some more quality literature to have in our library and classrooms, as well as the new books which have been purchased by Catholic Education for our classrooms. Staff will focus on plotting their students on the literacy and numeracy continuums twice a term in order to gain valuable insight into the progress that their students are making. This data will drive the focus of teaching programs. Whole school Data walls can be used to develop strategies in moving children onto the next level of learning. Staff will continue to engage in St Joseph's Professional Learning Community which offers great strategies to all teachers.

## Section Eight: School Policies

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### Student Welfare Policy

St Joseph's has a positive reward system that is based on our school's vision and mission statement - being the Hands of St Joseph. The children are rewarded for their positive relationships with others, their learning, their connections with the world and their God. In the classroom teachers use positive reinforcement and each class has their own positive reward system. St Joseph's has their own Pastoral Care and Discipline policy which sets out the guidelines for the school. It is based on: every child has the right to a safe and secure environment, every child has the right to feel valued and respected, every child has the right to learn.

St Joseph's child protection policy follows the Catholic Education Office's guidelines for Mandatory reporting.

Corporal punishment is expressly prohibited in this school. In addition we do not sanction the administering of corporal punishment by non-school persons to enforce discipline at our school.

The full text of the School's Student Welfare Policy may be accessed on the School's website or at the Administration office.

### Complaints and Grievances Resolution Policy

The Archdiocese of Canberra & Goulburn Catholic Education Office has established a *Complaints Policy* which is implemented by our school and all systemic schools in the Archdiocese. The rationale for the 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 Education Office (CEO) monitors the implementation of this policy.

The full text of the *Complaints Policy* may be accessed on the Catholic Education website at <https://cg.catholic.edu.au>.

St Joseph's follows the Catholic Education Complaints and Grievances Resolution policy as listed on the Catholic Education website and the St Joseph's policy is available from the front office.

These policies allow any party to resolve any concerns in a supportive and conciliatory environment. All concerns are encouraged to be dealt with in a timely manner and to be fair and confidential.

St Joseph's School encourages any parent who has a complaint to firstly go to their child's teacher to discuss the issue. If needed the complaint may be directed to the Principal.

## Section Nine: 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, 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

Parents at St Joseph's are comfortable to come and see staff if they have any issues or concerns. Most parents are happy to contribute to our school community through things such as street stalls, cattle sales, Movies by moonlight and many other fundraising events that happened throughout 2015. Due to our size parents are actively involved in most school and community events, and parents have a good relationship with their child's classroom teachers.

We have a pro-active community council, that although small, have provided great support to the school in 2015. Their fundraising efforts provided the school with new readers for the infants class. The Primary classroom received new cabinetry which has allowed for extra storage for classroom resources. Parents gain great enjoyment from seeing their positive contributions to St Joseph's.

### Student Satisfaction

Students at St Joseph's are happy and accepting of all of our school community. Children have stated that they enjoy being on our playground where they have an amazing amount of space for them to play and run around. St Joseph's students play with students from different grades and they have the opportunity to buddy up with other students for activities such as sporting afternoons, masses and school excursions. Students follow the school's vision and mission statement of being God's hands in our homes, school and our world. The children show this through their positive relationships with each other, the effort they put into their learning and the respect that they show towards their environment.

### Teacher Satisfaction

Staff at St Joseph's go above and beyond their job descriptions or what is expected of them on a daily basis. As the staff is small teachers have a much heavier work load than our colleagues in larger schools. Staff take on many extra curricula activities such as organising Book Week, Orientation days, Aspirations, Mother's Day morning teas and do so without hesitation. Staff actively seek any professional learning which is available to them, and in their own time travel huge distances to attend these.

Staff enjoy teaching in a small and friendly environment and maintain a positive relationship with the parent and local community.

## Section Ten: Financial Statement

### Income

### Expenditure

- Commonwealth Recurrent Grants (70.9%)
- Government Capital Grants (0%)
- State Recurrent Grants (20.7%)
- Fees and Private Income (7.4%)
- Other Capital Income (1%)

- Capital Expenditure (1%)
- Salaries and Related Expenses (84.1%)
- Non-Salary Expenses (14.9%)

RECURRENT and CAPITAL INCOME	
Commonwealth Recurrent Grants <sup>1</sup>	\$444,171
Government Capital Grants <sup>2</sup>	\$0
State Recurrent Grants <sup>3</sup>	\$129,367
Fees and Private Income <sup>4</sup>	\$46,313
Other Capital Income <sup>5</sup>	\$6,339
<b>Total Income</b>	<b>\$626,190</b>

RECURRENT and CAPITAL EXPENDITURE	
Capital Expenditure <sup>6</sup>	\$6,339
Salaries and Related Expenses <sup>7</sup>	\$544,348
Non-Salary Expenses <sup>8</sup>	\$96,458
<b>Total Expenditure</b>	<b>\$647,145</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.