

St Michael's Primary MANILLA  
Annual School Report to the Community

2015



**School Contact Details**

PO Box 160, MANILLA 2346

[principal@stmichaelsmanilla.catholic.edu.au](mailto:principal@stmichaelsmanilla.catholic.edu.au)

<http://www.stmichaelsmanilla.nsw.edu.au>

02 6785 1757

**Principal**

Mrs Karen Keys

---

## ABOUT THIS REPORT

---

St Michael's Primary is registered by the Board of Studies, Teaching and Educational Standards NSW. The Catholic Schools Office, Armidale the 'approved authority' for the Registration System formed under Section 39 of the Education Act 1990 (NSW).

The *Annual School Report to the Community* provides parents and the wider 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 information about initiatives and developments of major interest and importance during the year and the achievements arising from the implementation of the School's Annual Improvement Plan.

The *Report* demonstrates accountability to regulatory bodies, the School community and the Catholic Schools Office, Armidale. This *Report* has been approved by the Catholic Schools Office, Armidale in consultation with the Regional Consultant who monitors that the School has appropriate processes in place to ensure compliance with all Board of Studies, Teaching and Educational Standards, NSW requirements for Registration and Accreditation.

This *Report* complements and is supplementary to School newsletters and other regular communications. Further information about the School may be obtained by contacting the School or by visiting the School's website.

### **Principal's Message**

St Michael's Manilla has had another successful and exciting school year and this Annual Report provides us with the opportunity to outline some of the achievements and initiatives attained during 2015. St Michael's prides itself in being a small, vibrant and happy learning community where opportunities are created for all students to experience an enriching holistic education in a caring and safe environment. I have witnessed students, staff and families all embrace the school motto "Let your light shine" and use the many gifts God has given each of them to make the year a success. The school achieves its mission by engaging all members of our community in the education of our students. St Michael's Primary School continues to be a place where students and all members of the community experience Christ through each other and the daily life of the school.

### **Parent Body Message**

On behalf of the St Michael's School Board I would like to thank all who contributed to make the educational experience for our students such a success during 2015. There is a lot of thought and effort by many people in the running of the school, both academically and in the support services that provide the means to deliver it. The day to day tasks that allow the delivery of the curriculum and achieve the best outcome achievable for all the students requires good planning. To the support staff, special needs, administration and library services, grounds maintenance and cleaning services, thank you. To my fellow board members, I say thank you for your support in sharing wisdom and advice to keep the school level headed and confidently moving forward. To the P and F I say a special thank you for the financial and social support you provide. To Fr Melville a special thank you for your care and guidance of the students providing for their spiritual lives within the Church and providing the bond between the school and the parish. A special thank you to the parents who have chosen to have their children educated at St Michael's, for without your support the school could not function.

### **Student Body Message**

The year of 2015 was a very busy and productive year at St Michael's.

Students represented the school at many community and Diocesan events including the Opening Mass in Armidale, ANZAC assembly, ANZAC Day March, Remembrance Day Service, Born to Read, Eisteddfod, Diocesan Carnivals, weekly school masses, CWA competitions, community carols, netball, football, soccer gala days, chess and Brain Tournament in which our school compete in the final.

As some of us leave St Michael's we are able to thank Father Melville and the teachers and parents for the wonderful leadership and opportunities we have been given at St Michael's.

St Michael's school community spirit is very strong with each and every child and teacher letting their light shine.

---

## SECTION TWO: SCHOOL FEATURES

---

St Michael's Primary is a Catholic systemic Co-educational School located in MANILLA.

St Michael's is a Catholic Primary School located in rural Manilla NSW. The school caters for students in Kindergarten - Year 6, and has a current enrolment of 88 students. The school was originally opened in 1904 by the Sisters of St Joseph. Father Bernie Melville is the longest serving Parish Priest of this Diocese having come to St Michael's in May 1975.

In 2015 our school revisited the school Vision and Mission and created new school rules. We have begun to embed these rules into our school values and developed authentic ways to articulate them in word and action. Students at St Michael's continue to be warm, friendly and proud of their school.

St Michael's also underwent its Board of Studies Education Audit in 2015. Once again St Michael's demonstrated that it had excellent policies and procedures. Class programs and scope and sequences were in line with NSW Board of Studies requirements.

This year we purchased 30 Chrome books and all staff were trained in the Google Chrome suite. Technology is an integral part of the school, every child has their own email address and access to Ipads, laptops and Chrome Books.

Our continued focus on Literacy and Numeracy has once again seen improvements in 2015. Staff have continued to develop quality units of work in English, Maths and Science using the new NSW syllabus. Minilit has once again improved the reading levels of all students in the junior years of our school.

Our students were offered a range of activities including sporting activities and clinics, Catholic Schools Celebrate, Chess, Gardening Club, Science Club and Choir. Our strong Leadership Program was very successful with many events being organised by the students.

---

## SECTION THREE: STUDENT PROFILE

---

### Student Enrolment

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

Girls	Boys	LBOTE*	Total Students
45	45	3	90

\* Language Background Other than English

### Enrolment Policy

The Diocese of Armidale adheres to the policy as endorsed by the Bishops Commission for Catholic Schools 'Enrolment 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.

The full text of the 'Enrolment of Students in Catholic Systemic Schools of the Diocese of Armidale', along with any specific enrolment policy for the school, is printed at the end of this document.

### Student Attendance Rates

The average student attendance rate for 2015 was 93.96%. Attendance rates disaggregated by Year group are shown in the following table.

Attendance rates by Year group	
Kindergarten	96.06%
Year 1	91.68%
Year 2	95.42%
Year 3	92.11%
Year 4	96.61%
Year 5	92.34%
Year 6	93.51%

## **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;
- 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 School strategies have failed to restore regular attendance.

---

## SECTION FOUR: STAFFING PROFILE

---

The following information describes the staffing profile for 2015:

Total Teaching Staff*	Total Non-Teaching Staff	Combined Total
8	4	12

\* This number includes 3 full-time teachers and 5 part-time teachers.

Percentage of staff who are Indigenous	12%
--	-----

### 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 development days this year with areas of focus as follows:

<b>Term 1</b>	Spelling - Words Their Way/ Word Sorts
<b>Term 2</b>	Religion - Primacy of God
<b>Term 3</b>	Writing Continuum and Assessment
<b>Term 4</b>	Geography and History Curriculum

All staff have completed the following Professional Development courses as well:

- CSO Armidale Child Protection
- CSO Armidale Discrimination Harassment and Bullying
- CPR
- Anaphylaxis and Asthma Training
- WHS - Manual Handling
- Google Chrome

Other Professional Development include:

- REC conference and days

- Retreat and reflection afternoon
- Principal Conferences
- Additional Needs Support Meetings
- Story Telling Religious Education
- Autism Workshop
- Anita Chin Modules
- History and Geography Writing Days
- How to do Coding?
- Words their Way
- Let's Talk Dhawunda
- Non Violent Crisis Intervention
- Manilla Educational Audit

### **Teacher Standards**

The following table sets out the number of teachers who fall into each of the categories determined by the Board of Studies:

<b>Teacher Qualifications</b>		<b>Number of Teachers</b>
1	Those having formal qualifications from a recognised higher education institution or equivalent.	8
2	Those having graduate qualifications but not a formal teaching qualification from a recognised higher education institution or equivalent.	0

---

## SECTION FIVE: CATHOLIC LIFE AND RELIGIOUS EDUCATION

---

St Michael's Primary 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.

St Michael's is an authentically Catholic school where students are encouraged to live in a Christ-like manner through a variety of initiatives. We are committed to participating in the Sacramental life of the Church through our participation in the Parish masses and wider community. St Michael's is committed to celebrating its Catholic identity, nurturing a genuine faith development in its students and welcoming families on this journey. Our day begins and ends with whole school prayer at assemblies and at weekly assemblies we acknowledge the traditional owners of this land.

The school has organised prayers and liturgies for specific feast days and liturgical occasions to celebrate the presence and guidance of our loving God in our lives. These have included Catholic Schools Week, Remembrance Day, NAIDOC, Father's Day and Mother's Day. A class liturgy is held twice a year where parents are invited to attend. Students are actively involved in school prayers and Liturgies where we celebrate the joy of living a Christ centred life through song, dance and drama in these formative years.

In 2015 22 students celebrated their First Reconciliation and 20 their First Eucharist. The students and parents participated in a retreat evening which helped all families realise the importance and beauty of the sacraments.

In addition to the teaching and learning experiences conducted within the classroom, the school offers a variety of specialised initiatives, these include: Seasons for Growth, Student Leadership Team and Peer Buddy Kinder Support.

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	33.80

---

## SECTION SIX: CURRICULUM

---

The school provides an educational program based on, and taught in accordance with the Board of Studies, Teacher 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.

St Michael's is a school where we value academic excellence and accept the task of providing the best possible education for our students, giving emphasis to the literacy and numeracy skills required for both learning and life. In 2015 the schools' academic program was enhanced by a number of activities such as Minilit, Brain Olympiad, NSW University Assessments in Maths, English, Science & Technology and Computers, Public Speaking, Born to Read, Coding Hour, Science Club and Book Week. A comprehensive development of the Guided Reading resources has provided significant support in literacy for all students. This has been supported by ongoing professional development for all teaching staffing.

St Michael's values and has a long tradition of participation, effort and achievements in a wide range of sporting activities. Parents support these programs by providing coaching and acting as officials at carnivals. Many of our students were able to successfully benefit from the pathways sports at school, regional and diocesan level.

Students competed in swimming, athletics, cross country, and the summer and winter sports.

A focus in the school is the acquisition of a wide range of skills, appropriate to age and development, through opportunities for daily physical activity and weekly sport. At the Athletics Carnival, all students participated in age races, long jump, shot put and ball games.

ICT has played a big part of the curriculum in 2015. All students in Year 2 - 6 have become efficient in using Google suite applications. Teachers use Google Classrooms to provide instant feedback with tasks set allowing students to work at their own level and rate.

Students once again excelled in their participation at the Tamworth City Eisteddfod winning many sections. Our Primary school choir grew from strength to strength this year and performed at many school events.

Assessment in all key learning areas was used to formulate further teaching and learning programmes. Year 3 and Year 5 students participated in the NAPLAN and Year 6 students completed the Year 6 Religious Education test. All Year 2 - 6 students complete the PAT Maths and Comprehension which is used to identify student skills and knowledge with data

being used for whole school planning. The BestStart program was used in Kinder to assess and formulate the teaching program.

St Michael's has under the NSW Literacy and Numeracy Action Plan (LNAP), received an proportionate allocation of teacher time to support and monitor the implementation of the K-2 Diocesan Learning Enhancement Strategy.

---

**SECTION SEVEN: STUDENT PERFORMANCE IN STATE-WIDE TESTS AND EXAMINATIONS**

---

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9. 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.

The tables below show the percentages of students who achieved particular skill bands in numeracy and the aspects of literacy. The School results shown are compared to students nationally. Literacy is reported in four content strands (aspects): Reading, Writing, Spelling, Grammar and Punctuation. Numeracy is reported as a single content strand.

NAPLAN RESULTS 2015		% of students in the top 2 bands		% of students in the bottom 2 bands	
		School	Australia	School	Australia
<b>Year 3</b>	<b>Reading</b>	33.00%	48.20%	22.00%	11.00%
	<b>Writing</b>	41.00%	46.80%	6.00%	7.40%
	<b>Spelling</b>	47.00%	41.10%	6.00%	14.50%
	<b>Grammar</b>	53.00%	51.80%	12.00%	10.70%
	<b>Numeracy</b>	35.00%	33.60%	12.00%	15.20%

NAPLAN RESULTS 2015		% of students in the top 2 bands		% of students in the bottom 2 bands	
		School	Australia	School	Australia
<b>Year 5</b>	<b>Reading</b>	25.00%	33.40%	13.00%	18.20%
	<b>Writing</b>	0.00%	19.10%	0.00%	17.50%
	<b>Spelling</b>	25.00%	32.60%	13.00%	15.30%
	<b>Grammar</b>	50.00%	36.20%	25.00%	16.20%
	<b>Numeracy</b>	25.00%	27.50%	25.00%	15.80%

### **Student Welfare Policy**

St Michael's aims to establish an atmosphere of mutual respect and support. It encourages all members of the community to develop self-discipline and a sense of worth, respect the rights of others and to be responsible for their own actions. These are reflected in our school rules of - We are Learners, We show respect, We are Responsible. We have a proactive and positive approach to pastoral care and allow for restorative practices to support relationships.

We aim to provide a caring, learning environment, permeated by core values of faith, inclusion, compassion and reconciliation. At St Michael's we support the family as the prime educator of the child and encourage and maintain mutual respect between family and school. Our school motto of 'Let Your Light Shine' nurtures self esteem and resilience in each individual and demonstrate empathy for and an understanding and appreciation of others.

No changes were made to our Pastoral Care Policy.

The full text of the School's Pastoral Care Policy may be accessed on the School's website or at the administration office.

### **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.

This year our new school rules were embedded across all areas of St Michael's school life. Posters and specific lessons were taught to ensure all students understand the school rules and know what the rules look, sound and feel like if followed. We aim to provide an accepting, affirming, safe and just environment for our students. Our Discipline Policy has its foundation in our School Vision Statement. It is the respect for, and valuing of, all members of our school community which is vital to maintaining and developing positive relationships. Everyone is appreciated and valued for their uniqueness.

BART - an online behaviour reporting and monitoring system has been used to identify areas of concern and students who require further assistance.

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

### **Anti-Bullying Policy**

The Catholic Schools Office, Armidale has established a *Student Anti-Bullying 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 policy this year.

The full text of the *Anti-Bullying Policy* may be accessed on the School's website, the administration office or at the CSO website.

### **Complaints and Grievances Resolution Policy**

The Diocese of Armidale has established a *Staff Grievance Policy* which is implemented by our school in the Diocese. Each school also has an individual Grievance Policy and Procedure for dealing with matters at a school level. The rationale for these policies 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 policy. No changes were made to the policy this year.

The full text of the individual policies may be accessed on the School's website, the administration office or at the CSO website.

### **Initiatives Promoting Respect and Responsibility**

We have an open door policy where parents and the broader community are invited to share in our learning. We have a peer support program where senior students 'buddy' Kindergarten or new to other grade students to aid in their transition into primary school. This has been a very effective program with parents of new students. We promote a zero tolerance towards bullying and harassment and our Behaviour Management Policy reflects restorative justice strategies with a 'three step strategy' implemented within the school. St Michael's has a Merit System of four levels - Bronze, Silver, Gold and Platinum - which rewards excellence in behaviour. The Pastoral Care of families in crisis is strong at St Michael's. Close liaison with the Parish enables tremendous support for families in need.

All classes use Class Dojo to track and reward positive behaviours. Our Year 6 student leadership team is a strong and active group. This year our Student Council became more involved organising various fundraising events and receiving feedback from the whole school community on what is required to enhance St Michael's. .

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 2015**

Key Improvements for 2015 included :

Proactive approach to raising student levels of achievement in Literacy through:

- 'Focus on Spelling' training for all teachers
- Continue to use six comprehension strategies.
- Use the Literacy continuum to guide quality differentiation to meet the needs of all students.
- NAPLAN analysis
- Additional Professional Development for teachers
- Purchase of additional Literacy resources

Resourcing of the school specifically the ICT department through purchase of new Chrome Books, laptops, iPads and technical support

Implementation of a new Scope and Sequence for English and tracking system.

Unpacking and developing scope and sequence History and Geography

### **Priority Key Improvements for 2016**

Key Improvements for 2016 include:

Develop PLC framework within school, i.e. shared responsibility for student learning; culture of trust; continuous process of building skill and teacher development for the success of all learners.

Focus on Improving Numeracy - basic facts

Read On - Literacy Cafe

Embedding ICT into our teaching and learning

---

## SECTION TEN: 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**

This year, as they have done for the past few years, the Catholic Schools Office commissioned a Queensland based company, MYP Corporation to conduct parent, staff and student surveys of the St Michael's School community. The 5 areas surveyed were: Leadership, Resources, Catholic Ethos, Teaching/Learning, Improvement Process.

The results are based on a 5 point scale:

4-5 An excellent outcome /3-4 A fair to good score /2-3 A poor result /1-2 There are significant issues /0-1 Very poor result.

Parents rated the school :

- 4.59 on Leadership,
- 4.49 on Resources,
- 4.01 on Catholic Ethos,
- 4.44 on Teaching and Learning,
- 4.27 Improvement Processes.

The results and comments made in the survey help inform the School's Annual Development Plan.

### **Student Satisfaction**

Students rated the school :

- 4.56 on Leadership,

- 4.30 on Resources,
- 4.52 on Catholic Ethos,
- 4.47 on Teaching and Learning
- 4.40 Improvement Processes.

The results and comments made in the survey help inform the School's Annual Development Plan.

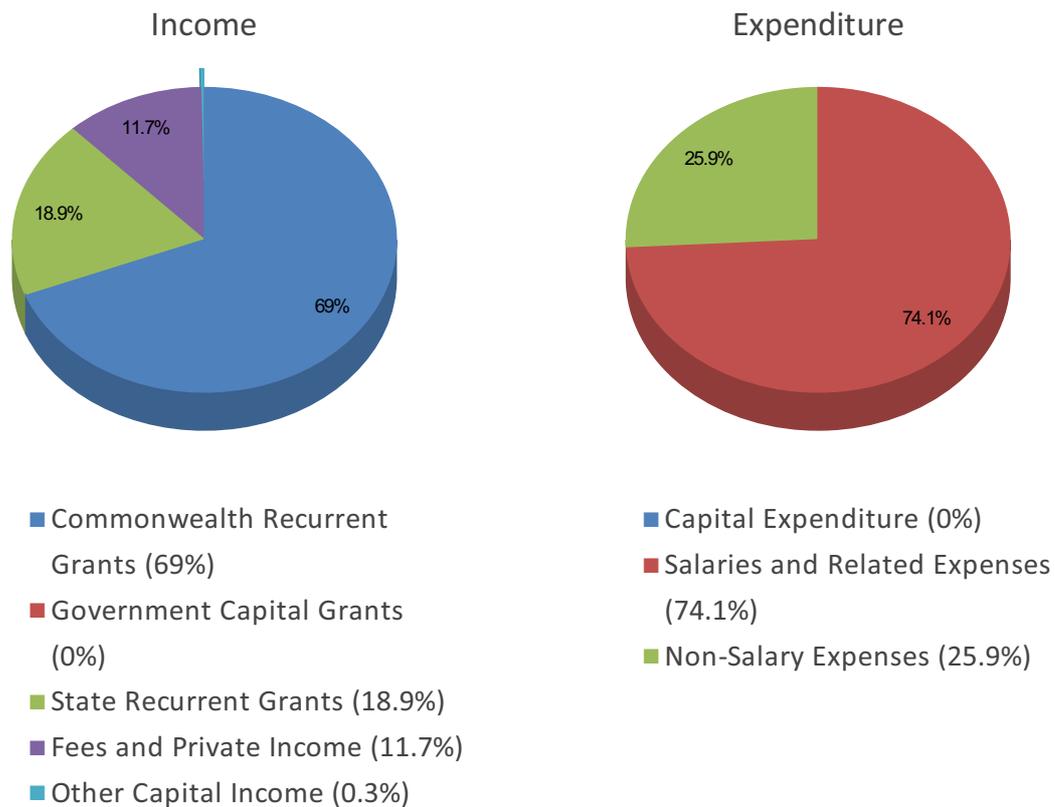
### **Teacher Satisfaction**

Teachers rated the school :

- 4.53 on Leadership,
- 4.65 on Resources,
- 4.83 on Catholic Ethos,
- 4.72 on Staff Engagement
- 4.80 Improvement Processes.

The results and comments made in the survey help inform the School's Annual Development Plan.

**SECTION ELEVEN: FINANCIAL STATEMENT**



This School Financial Information is based on the detailed information provided to the Commonwealth Government in the Commonwealth Financial Questionnaire. School Financial Information for the 2015 year is detailed below:

RECURRENT and CAPITAL INCOME	
Commonwealth Recurrent Grants <sup>1</sup>	\$797,649
Government Capital Grants <sup>2</sup>	\$0
State Recurrent Grants <sup>3</sup>	\$218,519
Fees and Private Income <sup>4</sup>	\$135,648
Other Capital Income <sup>5</sup>	\$3,720
<b>Total Income</b>	<b>\$1,155,536</b>

RECURRENT and CAPITAL EXPENDITURE	
Capital Expenditure <sup>6</sup>	\$143
Salaries and Related Expenses <sup>7</sup>	\$820,489
Non-Salary Expenses <sup>8</sup>	\$286,136
<b>Total Expenditure</b>	<b>\$1,106,768</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.

**Enrolment Policy**

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 Armidale Catholic Schools Office website at; <http://www.arm.catholic.edu.au> .