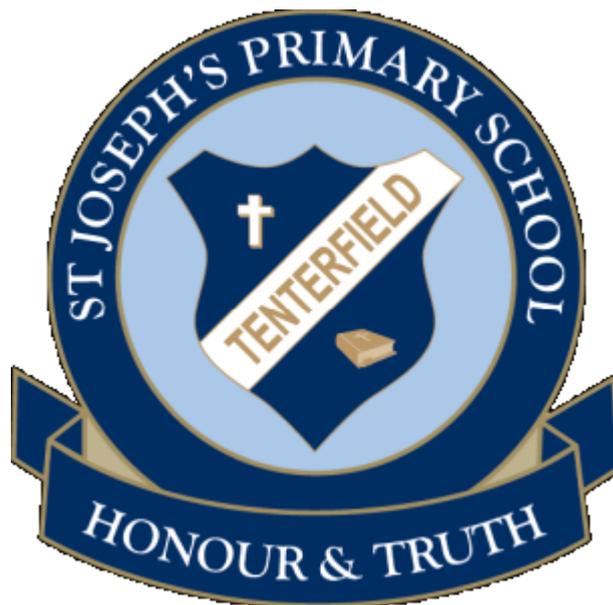


Annual School Report 2020 School Year

St Joseph's Primary School, Tenterfield



50 Scott Street
Tenterfield NSW 2372

Phone 02 6736 1786
<https://stjosephstenterfield.catholic.edu.au>

Principal
Cherie Yates

About this report

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

The Annual Report provides the school community with fair, reliable and objective information about school performance measures and policies, as determined by the Minister for Education.

The report also outlines to the school community information about initiatives and developments of major interest and importance and the achievements arising from the implementation of the school Annual Improvement Plan.

The report demonstrates accountability to the Federal and State Government regulatory bodies, the parish and school community and the CSO. This report, approved by the CSO, monitors school processes to ensure compliance with all NESA requirements for Registration.

This report complements and is supplementary to school newsletters and other regular communications. It is available on both school and CSO websites by 30 June 2021 following its submission to NESA.

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

Further information about the school or this report may be obtained by contacting the school on 02 6736 1786 or by visiting the school's website <https://stjosephstenterfield.catholic.edu.au>.



1.0 Messages

1.1 Principal's Message

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

St Joseph's Primary School is committed to the spiritual well being, as well as the academic, social relational and mental health of all students, working in partnership with parents. St Joseph's has a committed School Advisory Council and a hard working P&F Association who work tirelessly for the students.

Students at St Joseph's participate in a varied curriculum which marries the fundamental aspects of learning with technological innovation. All classrooms have interactive Promethean boards. All students from Years K to 6 have individual Chromebooks. Students work in Google Classroom to complete set tasks and assignments.

St Joseph's classrooms were purpose built in 2008 and boast state of the art facilities. Further building in 2011 saw a school hall erected, which is the meeting place for assemblies and performances. Teaching staff are committed educators and have a depth and breadth of experience which allows them to tailor learning experiences to the needs of the students. The staff are concerned for the wellbeing and success of all students.

St Joseph's Primary School values its place in the Tenterfield and wider community and in normal years, participates in a variety of local and diocesan cultural and sporting activities. Covid-19 restricted many activities during 2020.

Cherie Yates
Principal

1.2 A Parent Message

The P&F continued to contribute a substantial amount of money to the school to help purchase resources and provide equipment, such as Chromebooks, for all students. This was particularly relevant this year, as the students needed these for remote learning.

Although this year was difficult, with limited special events, we continued to chat remotely as a group and waited patiently to be able to meet again in a more formal gathering. Mother's and Father's Day stalls were safely and successfully organised and later in the year, teaming up with the local Junior Rugby League committee to host a Melbourne Cup Calcutta.

The P&F at St Joseph's is much more than a fundraising body. In a more normal year, the P&F would help the school with a welcome morning tea for new parents, morning tea for Grandparents' Day, Father's Day breakfast BBQ, a picnic lunch and flowers for mums for Mother's Day, a BBQ for Carols By Candlelight and catering for the end of year presentation day. These events help build the school community as a welcoming and friendly place. We wait with hope that these wonderful events will again occur in 2021.

Mrs Kieran Haakstad
Secretary
P&F Association

2.0 This Catholic School

2.1 The School Community



St Joseph's Primary School is located in Tenterfield and is part of the St Mary's Parish which serves the communities of Tenterfield, from which the school families are drawn.

Last year the school celebrated 140 years of Catholic education.

The parish priest, Fr Barry Leech, is involved in the life of the school.

2.2 Catholic Life and Religious Education

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

St Joseph's Primary School is actively involved with St Mary's Parish, Tenterfield. The staff work closely with the parish priest. All classes attend parish masses and the year commenced celebrating together the Opening School Mass, induction of school leaders and St Joseph's feast day. Each week commenced with prayer led by the School Captains. A sacramental program of confirmation was officiated by the parish priest due to the Bishop's inability to travel during COVID-19 restrictions. Staff continued with structured prayer on a weekly basis, which was greatly supported.

Gospel values were lived in a practical way through the raising of money for Caritas and Children's Mission. The school continued a successful Mini Vinnies Chapter with 48 members from Years 4 to 6. Monies raised went to the local St Vincent de Paul Society for use with drought and bushfire relief.

Parish priest Father Barry Leech supports the pastoral role of the school. Fr Leech is involved in the School Advisory Board.

Students in Year 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 30)	
Year 6	27

2.3 School Enrolment

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

	Year K	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL 2020	TOTAL 2019
Male	11	13	10	11	6	9	9	69	70
Female	6	8	6	5	7	14	5	51	56
Totals	17	21	16	16	13	23	14	120	126

2.4 Student Attendance



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

The average student attendance rate for the school during 2020 is shown in the following table.

	Year K	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years
Average Student Attendance Rates	93.0%	93.0%	92.0%	89.0%	94.0%	92.0%	91.0%	92.0%

Managing Student non-attendance

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

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

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

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

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

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



2.5 Staff Profile and Teacher Standards

Teacher Qualifications / Staff Profile	Number of Teachers
1. Those teachers at the NESA Teacher Accreditation Provisional or Conditional level.	1
2. Those teachers at the NESA Teacher Accreditation Proficient level.	11
3. Those teachers at the NESA Teacher Accreditation Highly Accomplished level.	0
4. Those teachers at the NESA Teacher Accreditation Lead level.	0
5. Teachers with recognised qualifications to teach Religious Education.	6
6. Number of staff identifying as Indigenous employed at the school.	0
7. Total number of non-teaching staff employed at the school.	5

2.6 Initiatives Promoting Respect and Responsibility

The school ensures that at every available formal and informal opportunity the values of respect and responsibility are promoted. We want every student to understand and appreciate that they are part of both the school and the local community. The school models and teaches students about respect and responsibility in a number of ways:

- The values of respect and responsibility lie at the heart of Catholic schools and underpin all policies and procedures.
- Students, teachers and parents were regularly reminded of the school's commitment to these and other school values by newsletter items, assembly messages and by the nature of interpersonal relationships.
- Many of the awards presented to students throughout the year were indicative of these values.
- Respect and responsibility are fundamental to the school's restorative justice program.
- Students were involved in an outreach activity involving local nursing home residents during COVID-19 lockdown and subsequent restrictions. Stage 2 students were encouraged to develop a Pen Pal relationship with the residents. This led to Christmas card sharing and a bond was formed which will continue into the future.
- Students and staff contributed generously to social justice appeals, including St Vincent de Paul and Caritas. A large Easter raffle was very successful as a fundraiser for Caritas.

2.7 Parent, Student and Teacher Satisfaction

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



Parent Satisfaction

The parent satisfaction survey was undertaken in September 2020. The completion rate of 63% was considered excellent. All areas attained an agree or strongly agree response, with the highest recommendations being that parents would highly recommend St Joseph's Primary School to others. They highlighted the clear expectations and engagement of students and rated highly their satisfaction with the education their child/ren received at this school.

Student Satisfaction

The completion rate of 98% was considered excellent. All responses were in the agree and strongly agree range. Highest responses were that students would recommend St Joseph's to others and that teachers tell them what they are learning and why, which reflects the school's use of Learning Intentions and Success Criteria

Staff Satisfaction

The completion rate of 89% was considered excellent. All responses reflected an agree or highly agree response. Staff rated highly that they would recommend this school to others, that the school clearly reflects student outcomes. The core Catholic Principles and Values are evident in the school. Professional learning opportunities was rated highly and the conversations to which these lead. They are happy with the school facilities and resources.

3.0 Teaching and Learning

3.1 School Curriculum

The school provides an educational program based on and taught in accordance with the NESA syllabuses for Primary Education. The Key Learning Areas (KLAs) are English, Mathematics, Science and Technology, Human Society and its Environment, Creative Arts and Personal Development, Health and Physical Education. In addition, the school implements the curriculum requirements of the Catholic Schools Office Armidale.

Religious Education in Catholic schools is a mandatory KLA included in the curriculum for students in each year group. St Joseph's Primary School is committed to providing a quality education that meets the needs of all students.

Staff at St Joseph's Primary School continued their commitment to cater for the varying academic range and needs of all students through differentiation and adjustment. Scope and Sequence plans for all KLAs were continually revised and updated. Experienced educational assistants support teachers and students within the classroom. The school strives to continually update technology with the acquisition of interactive Promethean boards and new Chromebooks for all students in Years K-6.

In a normal year, a comprehensive sporting program exists. Due to COVID-19, this program was severely curtailed.

The Crunch and Sip program continued throughout 2020.

During NAIDOC Week, the school purchased a variety of Indigenous artworks on mats for student use.

St Joseph's Primary School has developed the Guaranteed and Viable Curriculum approach to the students learning, which allows students to know the Learning Intention of a lesson or unit and the Success Criteria needed to ensure students take responsibility for the success of their learning. The timely feedback provided to students allows them to further develop their skills. Collaborative



teaching, case management of students and Professional Learning Teams ensure that the best possible outcomes are achieved by students.

3.2 Student Performance in National Testing Programs

3.2.1 NAPLAN

There are no NAPLAN results to report in 2020 as a result of the decision by the Australian Government for students not to participate in the NAPLAN Assessments due to the circumstances of the Covid-19 Pandemic.

3.3 Teacher Professional Learning

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

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

Whole staff development day professional learning activities in 2020 were:

Staff Professional Learning Activity	Date	Presenter
Data Collection — Agreed Practices	26/02/2020	Mrs Jacqueline Wait
Guaranteed and Viable RE Curriculum	05/02/2020	Mrs Cathy Donnelly
Strategic School Improvement Plan	13/02/2020	Nadene Kennedy
Mathematics	19/02/2020	Tracey Hughes-Butters
Data Literacy	04/03/2020	Mrs Jacqueline Wait
Mathematic Unit Construction	18/03/2020	Mrs Tracey Hughes-Butters
Mathematics	02/04/2020	Miss Emily Smith
Co Teaching Reflection Tool	08/04/2020	Mrs Jacqueline Wait
NCCD Compliance and Moderation	06/05/2020	Kristy Curry
Wellbeing	24/06/2020	Mrs Cherie Yates
Living Well Learning Well	09/12/2020	Mr Rod Whelan
PDHPE	09/09/2020	Jacqueline Wait
Whole school English template	16/09/2020	Claire Ryan
Maths Assessment and Integration	12/10/2020	Mrs Tracey Hughes-Butters
Child Protection / Code of Professional Conduct	28/01/2020	CSO

4.0 School Policies

4.1 Enrolment Policy



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

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

4.2 Pastoral Care Policy

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

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

- justly
- respectfully
- fairly

No changes were made to the 'Pastoral Care Policy' this year.

The full text of the school's 'Pastoral Care Policy' may be accessed on the school's website <https://stjosephstenterfield.catholic.edu.au> or at the administration office.

4.3 Student Discipline Policy

Corporal punishment is expressly prohibited in this school. The school does not sanction administration of corporal punishment by school persons and non-school persons, including parents, to enforce discipline in the school.

No changes were made to the 'Student Discipline Policy' this year.

The full text of the school's 'Student Discipline Policy' may be accessed on the school's website <https://stjosephstenterfield.catholic.edu.au> or at the administration office.

4.4 Bullying Prevention and Intervention Policy

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

No changes were made to the 'Bullying Prevention and Intervention Policy' this year.

The full text of the school's 'Bullying Prevention and Intervention Policy' may be accessed on the school's website <https://stjosephstenterfield.catholic.edu.au>, the administration office or on the CSO website.



4.5 Complaints Handling Policy and Guide

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

No changes were made to the 'Complaints Handling Policy and Guide' this year.

The full text of the school's 'Complaints Handling Policy and Guide' may be accessed on the school's website <https://stjosephstenterfield.catholic.edu.au> or the administration office.

5.0 School Review and Improvement

Each year, the school develops an Annual Improvement Plan indicating the intended key improvements for student learning outcomes. The plan is drawn from the school's Strategic Improvement Plan and informed by the Catholic Schools 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 Goals Achieved and Implemented in 2020	Key Goals for 2021
<ul style="list-style-type: none">• Nurturing our Catholic Identity — Embed Catholic principles and values in KLA programs and embed quality teaching and learning in Religious Education using the Guaranteed and Viable model• Improving Learning — Agreed whole school programming in Mathematics to raise student achievement and to transfer VCOP writing skills across other KLAs• Develop an Expert Teaching Team — implementation of structures to foster collaboration across the school using structures and processes	<ul style="list-style-type: none">• An Authentic Catholic Community — Living Well Learning Well implementation throughout the school. Depth in knowledge of staff through Faith Formation and use of planning and programming cycle to ensure the development of rich units of work in RE• Great Learning and Teaching — Expansion of data collection in Mathematics, use of Bloom's Taxonomy Verb Charts in Success Criteria and assessment to ensure rich learning and assessment tasks• Strong Teams — Collaborative professionalism in shared beliefs and understandings through agreed practices and ongoing PD and implementation of the co-teaching approach• National School Improvement Tool No.3 — A culture that promotes learning

6.0 Financial Information

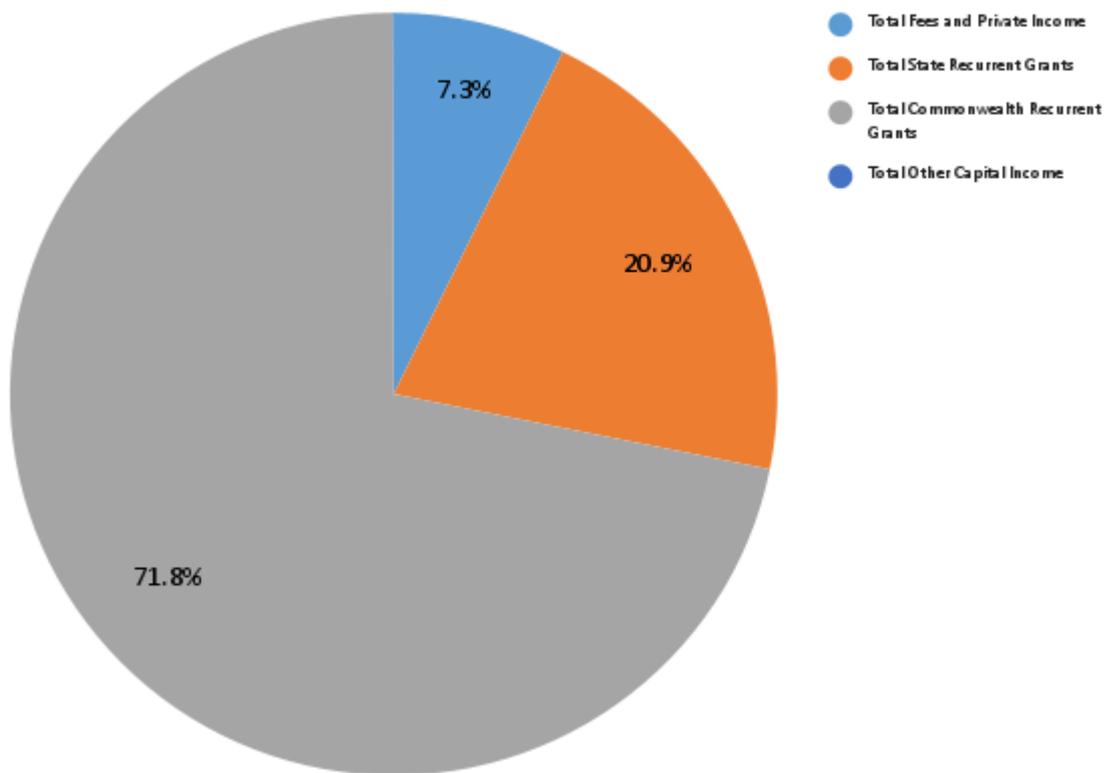
Catholic schools are accountable for all monies received. Each year, the Diocese of Armidale Catholic Schools Office submits to the Commonwealth Government a financial statement on behalf of the parish primary schools, K-10 schools and secondary colleges. This statement details the income and expenditure of each school. In addition, the financial accounts for each school and for the Catholic Schools Office are audited annually.



A visual summary of the income and expenditure reported to the Commonwealth Government for 2020 is presented below:



2020 Income - St Joseph's Primary School, Tenterfield



2020 Expenditure - St Joseph's Primary School, Tenterfield

