

Annual School Report 2020 School Year

St Joseph's Primary School, West Tamworth



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West Tamworth NSW 2340

Phone 02 6765 4079
<https://stjosephstamworth.catholic.edu.au>

Principal
Katherine Hanes

About this report

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

The Annual Report 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 6765 4079 or by visiting the school's website <https://stjosephstamworth.catholic.edu.au>.



1.0 Messages

1.1 Principal's Message

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

St Joseph's Primary School is a professional learning community underpinned by a strong foundation in Catholic faith. Students attending St Joseph's come from a variety of backgrounds and we celebrate diversity and promote inclusion. During 2020, there were limited opportunities for students to participate in sporting and cultural events due to restrictions imposed during the pandemic. Throughout the year, the school and parish were able to celebrate sacramental programs and some masses, which fostered and developed the spiritual life of the school. St Joseph's is a school where strong ties with families have been forged to create a partnership in the ongoing growth and development of each and every student.

Katherine Hanes
Principal

1.2 A Parent Message

Both the School Advisory Council and the P & F Association are important and highly valued parent bodies within the St Joseph's Primary School community. Parents and Friends are usually engaged in the library, classrooms and volunteer to help with school social and fundraising occasions. The P & F Association and School Advisory Council were unable to meet regularly or hold fundraisers due to Covid-19 restrictions.

Bernadette Wood
President
P & F Association

2.0 This Catholic School

2.1 The School Community

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

Last year the school celebrated 102 years of Catholic education.

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

2.2 Catholic Life and Religious Education

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

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



In spite of COVID-19 restrictions, sacramental programs of reconciliation and first Eucharist were planned and taught during Religious Education lessons at key times throughout the year. Parent nights were offered, with the parish priest in attendance, for key information about each sacrament. Masses were restricted throughout the year due to the pandemic, however, the school community celebrated the start of 2020 with a Leadership Mass and the end of the year with a Year 6 Graduation Mass. Regular opportunities for prayer were available at school and staff participated in a spiritual retreat.

The school supports Caritas through Project Compassion during Lent, as well as Catholic Mission, raising money to support both Catholic charities.

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 | 21 |

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 | 14 | 17 | 15 | 8 | 15 | 15 | 14 | 98 | 98 |
| Female | 12 | 10 | 11 | 11 | 10 | 12 | 9 | 75 | 77 |
| Totals | 26 | 27 | 26 | 19 | 25 | 27 | 23 | 173 | 175 |

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 | 95.0% | 94.0% | 95.0% | 93.0% | 95.0% | 93.0% | 93.0% | 94.0% |

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. | 2 |
| 2. | Those teachers at the NESA Teacher Accreditation Proficient level. | 16 |
| 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. | 15 |
| 6. | Number of staff identifying as Indigenous employed at the school. | 1 |
| 7. | Total number of non-teaching staff employed at the school. | 0 |

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 student leaders, consisting of the School Captains, Vice Captains, Sports Captains and Student Representative Council were exemplary role models for younger students and accepted responsibility for tasks around the school and represented the school in the wider community.
- All school functions such as Parent and Friends meetings, school assemblies and School Advisory Council meetings began with an Acknowledgment of Country and prayer.
- The school was unable to contribute to the Tamworth community through participation in the ANZAC Day and Remembrance Day ceremonies due to COVID-19 restrictions.

2.7 Parent, Student and Teacher Satisfaction

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

Parent Satisfaction

The school is valued for the spirit of generosity and genuine love for the students. The family feeling of the close knit community permeates the school and is important to families. Parents report that their children are well supported in their learning through the wide range of strategies used to engage and motivate the children. The social atmosphere of the school, where all children interact in play, sporting opportunities and throughout their learning each day, is seen as a positive aspect of the school. The staff are seen as being professional, compassionate and fair and they are approachable to discuss children's progress and concerns. Children are encouraged in their individual pursuits and acknowledge on their individual improvements and achievements. The leadership skills shown by the older students and willingness of students to 'step up' and take pride in their school is noted.

Student Satisfaction

Students report they like the school because it is a good place to learn and the teachers care about them as individuals. The renovated classrooms and library facilities are valued as places for learning and fun. The availability of technological devices for learning and social interaction is noted as a plus by many students. They report appreciation of their teachers in the ongoing learning and teaching initiatives implemented in the school and the friendly, caring attitude of staff towards each other and the students. Staff are seen to be willing to listen and take time to help students in academic and



social situations. Student voice is sampled regularly and valued. The students appreciate the friendly, small school environment and the fact they can get to know everyone in the school, K-6. Opportunity for participation in sporting activities that allow for leadership skills to be developed are appreciated, with students organising events that include the whole student body.

Staff Satisfaction

Staff enjoy working with the children and work together to build a strong community with a positive atmosphere. Staff display a genuine concern for the welfare of their peers, the students in their care and the parents and families of the school. Staff reported they feel supported, valued and encouraged both personally and professionally. Staff believe the school is well resourced with whole staff consultation in purchase of resources and implementation of school initiatives.

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.

St Joseph's Primary School is committed to providing a quality education that meets the needs of all students. The staff at St Joseph's are well qualified and present learning opportunities to suit the various learning styles of the students. Staff are lifelong learners participating in professional development and further training in order to maintain proficient teacher standards as outlined in the Australian Professional Standards for Teachers. School improvements for student learning were implemented. The Leadership Team drive and support the implementation of specific programs and teaching strategies outlined in the school's Annual Improvement Plan. These initiatives enhanced teaching and learning for identified and targeted students. Staff formed collaborative teams to facilitate opportunities for planning effective co-teaching and learning opportunities and developing assessments for future learning programs. Data was a significant driver throughout the year, with steady growth of all students being monitored and challenged.

The Best Start program for Kindergarten students informs learning practices. The MiniLit program targets specific students in Literacy and remains a successful addition to student learning activities. Significant student data collected and analysed by all staff was used to plan and implement specific learning targets across all stages. Extra teaching staff were engaged to allow for smaller learning and teaching groups and to allow for specialist targeted teaching opportunities. Years 3 and 5 students did not participate in NAPLAN in 2020 due to COVID-19, however, students in Year 6 completed the diocesan Religious Education test. Further whole school assessments and ACER online assessments were utilised to identify student skills and knowledge with data being used for future whole school planning. Professionals from the Catholic Schools Office collaborated with school personnel to assist in planning and implementing teaching programs. Professional development continued throughout the year to reinforce the key messages and content of the curriculum. Extra teaching staff and education assistants provided ongoing support to students and assisted teachers in curriculum access for all students. ICT is incorporated into teaching and learning.



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 |
|---|------------|--|
| Effective Pedagogy - Co-Teaching Model | 29/01/0020 | Katie Hanes Maree Holland Pete Flynn |
| Compass Training | 15/09/0020 | Kim Kleindiest |
| Staff Spiritual Retreat | 25/09/0020 | CSO Renewal Team |
| School and System Registration and Compliance | 28/01/0020 | Catholic Schools Office and Katie Hanes |
| Mission Statement and Curriculum Review | 26/10/0020 | Dominica Bearman, Maree Holland, Katie Hanes, Pete Flynn |
| Learning Walks and Talks | 10/11/0020 | Katie Hanes, Maree Holland, Pete Flynn |

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://stjosephstamworth.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://stjosephstamworth.catholic.edu.au> or at the administration office.

4.3 Student Discipline Policy

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

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

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

4.4 Bullying Prevention and Intervention Policy

The Catholic Schools Office, Armidale has established a 'Bullying Prevention and Intervention Policy' which is implemented by 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://stjosephstamworth.catholic.edu.au>, the administration office or on the CSO website.

4.5 Complaints Handling Policy and Guide

The Diocese of Armidale has established a 'Complaints Handling Policy and Guide' which is implemented by 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://stjosephstamworth.catholic.edu.au> or the administration office.



5.0 School Review and Improvement

Each year, the school develops an Annual Improvement Plan indicating the intended key improvements for student learning outcomes. The plan is drawn from the school's Strategic Improvement Plan and informed by the Catholic 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">• To ensure Catholic identity is embedded in school culture.• To continue to embed effective pedagogical practices.• To improve student outcomes in Number.• To implement improved assessment strategies. | <ul style="list-style-type: none">• To introduce the "Living Well, Learning Well" Framework aligned to Catholic Principles and Values.• To continue to embed a school-wide, self-reflective culture focused on improving pedagogy.• To continue to build strong, effective leadership and teaching teams. |

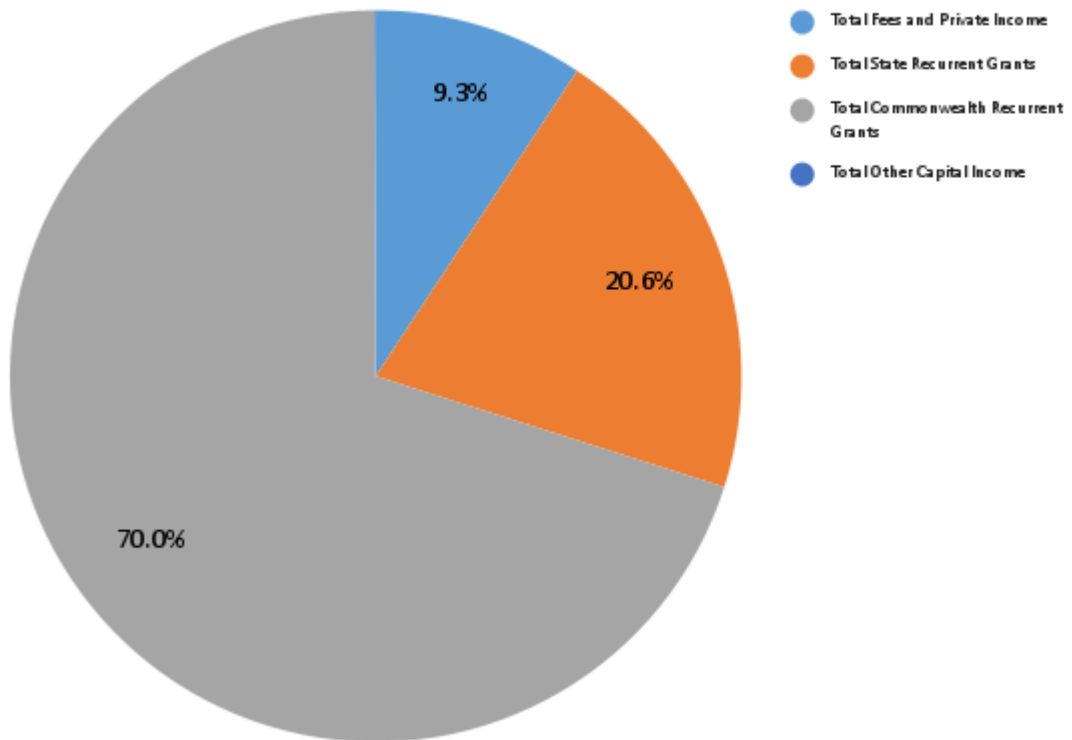
6.0 Financial Information

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, West Tamworth



2020 Expenditure - St Joseph's Primary School, West Tamworth

