SCHOOL CONTACT INFORMATION

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This report was prepared by:

Kim Crannis
Principal

PRINCIPAL
MESSAGE FROM OUR SCHOOL COMMUNITY

Principal’s Message
As we celebrate the end of another year, we use this Annual Report to share our accomplishments with both our school and the wider community. Our mission at St Joseph’s Primary School, Bombala is to learn together and to achieve our personal best in a united, just and challenging Christ centred environment. St Joseph’s has had a very productive and busy year with a number of initiatives such as a healthy mid-morning snack, design and technology, team building activities, photography lessons and a school band. Our students have also impressed both at a school level and in the wider community. 2012 has been an exciting year of professional development and growth for staff members.

School Community Council Message
2012 has seen the whole of the St Joseph’s School Community proudly reap many achievements for our small primary school. The School Community Council and its sub committees continue to work in partnership with the whole school community to effectively manage specific tasks, including strategic planning, maintenance, canteen, cleaning, enrolment, uniform, policy review, social activities and fundraising. Parental input through regular Open Meetings, ongoing consultation and family surveys shows a high level of parent satisfaction in all aspects of our school; this along with ongoing positive promotion of St Josephs has ensured continuity in increasing enrolments for 2013 and beyond.

SCHOOL FEATURES
St Joseph’s Primary School is a Catholic Primary School located in Bombala. The school caters for students in Kindergarten - Year 6, and has a current enrolment of 28 students.

Students attending this school come from a variety of backgrounds and nationalities consisting of 46% male and 54% female students; 11% indigenous students; and 4% Language Background other than English (LBOTE).
The school employs five staff comprising three teachers and two non-teaching staff, the latter being employed in a variety of capacities including learning support assistants, clerical and bursar.

The school has shown a steady increase in enrolments this year. The intake of ten students this year is the largest that the school has experienced for some time. It is anticipated that this steady growth will continue into the future.

This year the school has been able to provide a number of activities and excursions for the students. Our Year 6 school leaders attended the Young Leaders’ Day in Sydney. The aim of the day is to inspire students to begin a life-long journey of leading themselves and others according to good leadership values. The conference acknowledges that children can make a positive difference in the world both now and in the future.
The school’s prowess on the sporting field continued and we had a record number of students participating in all the Southern Region and local PSSA carnivals with the school again winning the
Small Schools’ trophy in athletics, cross country and swimming. Four of the senior students went on to compete at the State Athletics carnival in the Small Schools Relay where they have set a new MackKillop record along the way. Another one of our senior students also went on to compete at the State Athletics carnival.

St Joseph’s students participated in the biannual Art Show and received high praise for their wonderful pieces of artwork.

The school’s website can be found at www.stjbombala.nsw.edu.au

**RELIGIOUS EDUCATION**

St Joseph’s Primary School follows the Archdiocesan Religious Education Curriculum, *Treasures New and Old*.

The school, founded by St Mary of the Cross MacKillop, works to continue the ethos of St Mary, and students are frequently engaged in activities that help those less fortunate in the community. This year the students have worked hard for charities such as Wrap with Love and Sydney Children’s Hospital, Randwick. They see this as a way to be the face of Jesus for others. They see a need and try to do something about it. They nurture and care for each other as a direct result of their understanding of the way they must respond to God’s call.

The school is also fortunate to have a weekly Mass that they share with some of the local parishioners. Each week the students take the opportunity to prepare the Mass, including the readings, developing the Prayer of the Faithful and organising the hymns. Having such a regular interaction with the both the Liturgy of the Word and the Liturgy of the Eucharist ensures their understanding of and reverence for the Mass.

**STUDENT ACHIEVEMENT - NAPLAN**

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. St Joseph’s were once again very pleased with the results obtained by the students in NAPLAN in 2012. The students all achieved individual results that very pleasing. In 2012 the numbers of students in each class were below 5 and therefore, their results cannot be published due to privacy concerns. However, the school looks carefully at the results of each student and is able to adjust the school programs accordingly to meet the needs as determined by the testing.

**SCHOOL POLICIES**

**Enrolment Policy**

In enrolling students we are directed by the Archdiocesan Enrolment Policy which can be found on the Annual Report page of the school’s website or on the Catholic Education Office website at [http://www.ceocg.catholic.edu.au/parents/Pages/GeneralPolicies.aspx](http://www.ceocg.catholic.edu.au/parents/Pages/GeneralPolicies.aspx)

Parents who wish to enrol their children at St Joseph’s are asked to have a family interview with the Principal before the enrolment can be finalised. This interview gives the parents and the student an
opportunity to take a tour of the school, get to know the Principal and allows the students to become more familiar with their new surroundings.

The interview also allows the Principal to assess the educational and social needs of the student to ensure that the school is focused on those needs from the early stages of Kindergarten.

The school also offers an Orientation Program where prospective students come to the school for three sessions with the other students. The length of time for these sessions varies from two hours to half days towards the end of the program. Students who are unable to come to the set session are also invited to come along individually to the school for a 'make up' session if the parent wishes.

**Attendance Policy**

St Joseph’s Primary School Attendance Policy is aligned to the Canberra Goulburn Catholic Education Office Policy “Attendance at Schools (NSW)” Jan 2013.

**Procedures**

- Class teachers record daily absences in a class roll according to guidelines at the commencement of each school day.
- Parents are encouraged to provide a written explanation of a student’s absence.
- If a written explanation is not forthcoming within two weeks of the student’s return to school, the class teacher issues a formal reminder.
- The Principal will contact parents or guardians if records indicate a non-compliance with Compulsory School Attendance Legislation.
- The Principal and school staff will endeavour to assist families who may be experiencing difficulty with complying to regulations.

**Absence**

Any absence is to be explained in writing, upon the child’s return. No child is allowed to leave the school grounds without written notification. Parents are required to sign a register located in the front office before taking the student during school hours.

**Exemptions for Student Attendance**

When parents plan to exclude their children from school for reasons other than sickness or unforeseen events i.e. funerals, the parent or caregiver is required to complete an Application for Student Exemption form. A certificate of exemption will then be issued. Forms are available from the school office.

**Behaviour**

Behaviour management at St Joseph’s is coupled with the Pastoral Care Policy. It is based on a principle of rights and responsibilities so that students understand that the two go hand-in-hand. Each classroom has a list of rules set in positive terms developed by both the teacher and the students.

When a problem occurs we encourage the students to go through a process that helps the students learn to take responsibility for their actions as well as taking them through a process of making restitution to the victim. This empowers both students and begins to develop important life skills. 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 Behaviour Management and Pastoral Care Policy is available on the school website or from the Front Office.

Complaints and Grievances Resolution Policy

The school policy is based on procedural fairness and recognises that parents and caregivers must have access to processes that allow them to resolve concerns in a supportive and conciliatory environment. Any concerns raised are responded to promptly and fairly and confidentiality is always maintained. A full text of the school policy is available on the school website or from the Front Office.

PROFESSIONAL LEARNING AND TEACHER QUALIFICATIONS

Professional Learning

All teachers have been involved in professional development activities during the year. These activities are designed to develop the skills and understandings of staff to improve student outcomes. Professional development can take many forms including whole staff days, subject specific inservices, meetings and conferences.

The school held six whole staff days in 2012. The content of these days was as follows: RE Accreditation-Level A, First Aid/CPR, Study Skills, Administration, First Steps, and Gradual Release of Responsibility.

Teacher Qualifications

All teachers are qualified as required by the relevant State and Territory bodies.

TEACHER ATTENDANCE AND RETENTION

The average teacher attendance rate during 2012 was 96%.
The teacher retention rate from 2011 to 2012 was 98%.

STUDENT ATTENDANCE

The average student attendance for the school during 2012 was 93%.

School attendance rates disaggregated by Year group are shown in the following table.

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<th>Attendance rates by Year group</th>
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PARENT, TEACHER AND STUDENT SATISFACTION

St Joseph’s Primary School used a confidential survey to seek the opinions of parents, students and staff on a range of aspects of school life. Parents have expressed the opinion that the school is committed and enthusiastic in its approach to teaching. They have also reported that the staff are approachable and listen to their concerns. Parents agreed that a stimulating environment is provided here at St Joseph’s and that the school reports are informative. Students have expressed the opinion that their school provides a caring environment, that the school is adequately resourced and expectations and rules are clearly explained. Students also feel that a lot of energy and preparation is put in by their teachers into teaching the class and that the teachers help the students with their work when students are having difficulties. The staff is of the opinion that St Joseph’s has a positive ethos which allows them to feel like a valued and professional member in the workplace. They also believe that they work in a supportive environment that allows them to be committed to their job. The staff set good examples to the students and the school encourages student responsibility.

PRIORITIES AND TARGETS

In 2013, St Joseph’s will have a number of set targets and priorities. St Joseph’s will continue to devote significant energy to raising standards of literacy and numeracy in a way that meets the needs of every student in our school, whatever their academic ability.

We will continue to strengthen and build on strategies implemented in Maths throughout the year such as providing rich mathematical experiences, numeracy warm ups and explicit teaching. Literacy will continue to be a priority with the First Steps Reading and Writing strategies being implemented K-6, and a major focus on the implementation of the Gradual Release of Responsibility model being targeted in all stages. A major focus in literacy will be to develop students ability to develop higher order thinking skills. Enquiry learning will also be further developed in the areas of HSIE and Science and Technology which will allow staff to develop more creative and challenging programs that engage students and see them work towards their best potential. IT programs such as Reading Eggs, Reading Eggspress and Mathletics will be utilised to strengthen classroom programs. Laptops will continue to be used in the classrooms as well as IPADS which will be updated with the latest resources and used for small group activities in the classroom.

The Country Areas Program (CAP) will be utilised to provide the students with the best possible opportunities to integrate IT and creative skills into classroom programs. The students will continue to be included in local CAP initiatives and experience opportunities that would otherwise be unavailable in remote country areas CAP funding also assists with costs towards excursions and other cultural and sporting experiences.

Above all, as a Catholic school, we will endeavour, in unison with parents, a child’s first educators, to nurture a spirit of personal and social spirituality, in line with the stated aims of Catholic education.

Finally we will continue to develop our Pastoral Care and Behavioural Management policies and programs to best meet the needs of the students.
FINANCIAL INFORMATION

St Joseph’s Bombala - Income

- Commonwealth Recurrent Grants: 75%
- State Recurrent Grants: 18%
- Fees and Private Income: 7%
- Other Capital: 0%
- Government Capital Grants: 0%

St Joseph’s Bombala - Expenditure

- Salaries: 80%
- Capital Expenditure: 0%
- Non-Salary Expenses: 20%