

# 2023

## ANNUAL SCHOOL REPORT

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*Together in Christ*



### St Joseph's Primary School

53 Denison Street, GLOUCESTER 2422

Principal: Ms Amy Maslen

Web: <http://www.gloucester.catholic.edu.au>

## About this report

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St Joseph's Primary School (the 'School') is registered by the NSW Education Standards Authority (NESA) and managed by the Catholic Schools Office (CSO), Maitland-Newcastle. The Annual School Report (the 'Report'), provides parents and the wider community with fair, accurate and objective information about various aspects of school performance and development. Additionally, the Report complements and is supplementary to other forms of regular communication to the School community regarding initiatives, activities and programs which support the learning and wellbeing of its students.

Detailed information about the School's improvement journey is documented in the Strategic Improvement Plan (SIP) which is developed, implemented and evaluated in consultation with key stakeholders. Further information about the contents of this Report may be obtained by contacting the School directly or by visiting the School's website. Information can be also be obtained from the My School website.

## Message from key groups in our community

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### Principal's Message

2023 was a year of growth, achievement and positive outcomes for learning and our school community at St. Joseph's Gloucester.

St. Joseph's Gloucester is dedicated to the education of each student and believe that all students can learn to reach their highest potential. St. Joseph's places emphasis on differentiation and support for each child to reach their goals. Staff work collaboratively in Professional Learning Teams (PLT) in order to collaborate and achieve the best outcomes for students.

Staff, parents and students work together to achieve success for our students. Pastoral care for our students, families and staff is an important fabric of our school community.

### Parent Body Message

St. Joseph's FACE (Family and Community Engagement) Group continue to be involved in the support of St. Joseph's Primary School Gloucester. High levels of satisfaction and positive responses to the shared partnerships established at St. Joseph's have been reported by parents anecdotally at parent teacher meetings and discussion with parents.

### Student Body Message

'St. Joseph's is a great school. We like the responsibilities of being school leaders. We are able to count on our friends and buddies to support us. We enjoy the moments we get together with friends and teachers. Year 6 Leaders.

## School Features

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St Joseph's Primary School Gloucester is a Parish school and has a proud history built on the tradition of the school's founders, the Sisters of St Joseph. The school was first opened in 1919 and classes were held in the Church building. The present building housing the classrooms was opened in 1969. In 1994 the Administration block was constructed, the covered outdoor learning area was added in 2000 and the BER in 2010-2011 saw the construction of a new library, hall and canteen facilities. In 2018, the school was approved for the construction of a new student toilet block and levelling of the school playground. The toilet block was built in 2019, but the playground works were put on hold due to the impact of the drought. In 2019, St Joseph's Primary School Gloucester celebrated its Centenary to mark 100 years since the arrival of the Sisters of St Joseph in the town. A wonderful day of celebrations was held on March 9, commencing with a Mass followed by a luncheon in the school hall. Many Parishioners, students and staff both past and present, as well as many of the Sisters of St Joseph's attended the day and delighted in looking at the memorabilia on display in the hall and recalling their time at the school. The Convent, which has since become a Parish rental property, was open for visitors to take a trip down memory lane.

### Location/Drawing Area

St Joseph's Primary School Gloucester is one of 44 Catholic Primary Schools within the Diocese of Maitland- Newcastle and is built on the land of the Biripi people. Gloucester is a rural community located in a fertile valley bordered by the Bucketts and Mograni Ranges. Gloucester township is surrounded by farmland, hills, forests, rivers and streams. Gloucester Shire is located in the north-eastern sector of the Hunter Region of New South Wales. Students graduate from St Joseph's Primary School Gloucester and transition to St Clare's High School in Taree or Gloucester High School.

## Student Profile

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### Student Enrolment

The School caters for students in Years K – 6. Students attending this School come from a variety of backgrounds and nationalities. The following information describes the student profile for 2023: Additional information can be found on My School website.

Girls	Boys	LBOTE*	Total Students
28	13	0	41

\* Language Background Other than English

### Enrolment Policy

The [Enrolment Policy](#) applies to all school enrolments within the Maitland-Newcastle Diocese. School authorities manage local enrolment processes and procedures in a manner consistent with the rationale and guiding principles articulated in this Enrolment Policy and accompanying [Enrolment Procedures](#). It aims to:

- Set direction for school procedures and practices for enrolling students into Catholic primary and secondary schools within the Diocese of Maitland-Newcastle.
- Establish a common, consistent approach in enrolment practices.
- Assist the system of Catholic schools to:
  - provide schooling, where possible, for children of Catholic families who seek enrolment
  - cater for the individual needs of each child equitably within the constraints of the available teaching and material resources
  - encourage parents enrolling their children in Catholic schools to give support to parish and school life, especially in education in faith.

### Student Attendance Rates

The average student attendance rate for 2023 was 89.18%. Attendance rates disaggregated by Year group are shown in the following table.

Attendance rates by Year group						
Kindergarten	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
85.99	91.03	92.55	87.99	91.26	89.06	86.38

## Managing Student Non-Attendance

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

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

- providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the School community
- maintaining accurate records of student attendance
- recognising and rewarding excellent and improved student attendance
- implementing programs and practices to address attendance issues when they arise.

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

- parents and students are regularly informed of attendance requirements and the consequences of unsatisfactory attendance
- all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and that appropriate intervention strategies are implemented
- documented plans are developed to address the needs of students whose attendance is identified as being of concern
- the designated CSO officer is provided with regular information about students for whom chronic non-attendance is an issue and for whom the School's strategies have failed to restore regular attendance.

## Staffing Profile

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### Staffing Profile

The following information describes the staffing profile for 2023:

Total number of staff	10
Number of full time teaching staff	4
Number of part time teaching staff	2
Number of non-teaching staff	4

### Total number of teaching staff by NESA category

Teachers at this School are either accredited as conditional, provisional or proficient as defined by the NSW Teacher Accreditation Act 2004. Accreditation at the levels of Highly Accomplished and Lead teacher are voluntary. The number of teachers within the Diocesan Schools System (systemic schools) at these levels is as follows:

- Conditional 107 teachers
- Provisional 69 teachers
- Proficient 1887 teachers
- 4 Highly Accomplished teacher
- 1 Lead teacher

Additionally, there are approximately 10 teachers who are currently actively engaged in the submission process at the higher levels of accreditation. Teacher status at individual schools can be sourced directly from the School.

### 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 (CSO). 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.

## Summary of professional learning at this school

Throughout the year our school's professional learning has centred around improving outcomes in a number of areas including writing growth.

Staff have attended Professional Learning Days with Professor. Beverley Derewianka and Michael McDowell Ed.D to support the focus area of writing.

Throughout our weekly professional learning team meetings our teachers have begun analysing student data to plan for future learning and to measure levels of growth. Staff now collaborate as a team to determine how they can provide at each students' point of need throughout the school year.

Staff development days for 2023 included:

- Rediscovering Joy. Rediscovering Joy – Finding Joy and Wonder in the Word of God - Monday 11th September.
- Vision & Mission of St. Josephs Gloucester - Friday 20th October.



## Catholic Identity and Mission

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Catholic Schools in the Diocese of Maitland-Newcastle participate, under the leadership of the Bishop and in partnership with parents and parishes, in the mission of the Church to provide quality education in the context of a living Catholic Christian tradition. Within this context, Catholic schools in the Diocese of Maitland-Newcastle educate from and for vibrant, welcoming and diverse communities with a particular commitment to the poor; for justice, integrity and peace; and with hope for the future.:

At the heart of everything there is always Jesus Christ.

Catholic schools educate:

- From and for the community of faith
- From and for excellence in learning
- In a rigorous, creative and critical pursuit of truth

(Adapted from: The Catholic School's Office Diocesan Vision Statement, 2016)

### **Catholic Culture**

Our school community gathers each morning to pray the School Prayer written by the students of St Joseph's. During this time the school acknowledges the land on which the school is built - the land of the Biripi people. All staff and students participate in the faith life of the school and are given regular and meaningful opportunities to do so. Our school foyer welcomes visitors into our school with a visible presence of St Mary of the Cross MacKillop and a beautiful statue of the Patron Saint of our school - St Joseph. This statue was donated by the Sisters of St Joseph at Lochinvar. Each classroom, the Library and the staffroom has a prayer space and Religious icons are evident throughout the school. The school's Catholic identity is acknowledged and celebrated through various Parish and School events. In 2020 this was limited due to COVID-19 but included; classes attended the Parish Mass in Church each Tuesday and an end of Year Graduation Mass.

### **Faith Life**

The parents are aware of the importance of Religious Education within the school and are very supportive of the distinctively Catholic identity of St Joseph's Parish and School. Liturgy, "the work of the people", is the ritual prayer of the Church. Our liturgies bring the community together in active participation and worship to experience and acknowledge the presence of

Annual School Report to the Community 2022 Page 10 of 18 God who is with us. We

recognise the Eucharist as our source and summit and aspire to continue to celebrate this in the context of the universal Catholic Church.

### **Spiritual Formation**

St Joseph's School has a strong Mini Vinnies Team coordinated by our Pastoral Care Worker. The Mini Vinnies Team frequently involves themselves in Servant Leadership activities and 2023 was another very successful year. Activities included:

Pancake Day to support families in need within our school and Caritas Catholic Mission Fund Raising Activities

### **Religious Education and Curriculum**

All teachers follow the Scope and Sequence of the Maitland-Newcastle Diocesan Religion Curriculum. Religious Education is a formal subject given high priority in our delivery of curriculum outcomes and is taught for thirty minutes per day in each classroom. Year 6 students completed the Diocesan Religious Literacy Test.

The Pastoral Care Policy forms the basis for teacher and student wellbeing. The values that we encourage and promote include respect, responsibility, honesty and learning. These values encourage students to do their best, treat others fairly, be responsible for their actions, follow principles of moral and ethical conduct and stand up for the rights of others.

## Curriculum, Learning and Teaching

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The School provides an educational program based on and taught in accordance with the NSW Education Standards Authority (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.

The Curriculum is structured around the outcomes and content for each learning area and general capabilities for learning across the curriculum including literacy, numeracy, information and communication technology, critical and creative thinking, ethical behaviour, personal and social competence and intercultural understanding.

The child is the centre of all learning at St Joseph's, including in the teaching of Religion. The children are encouraged to ask and explore Religious questions. They experience opportunities to make connections between Scripture and their own life experiences. The children gain an appreciation of Catholic worldview and are offered many opportunities to contribute to the common good.

The School's Religious Education Curriculum, and Pastoral Care Policy forms the basis for student and staff well-being. The values that we encourage, promote and reward include: respect, responsibility, honesty and learning. These values encourage students to do their best at all times, treat others fairly, be responsible for their actions, follow principles of moral and ethical conduct and stand up for the rights of others.

## Student Performance in Tests and Examinations

### NAPLAN

Students in Years 3, 5, 7 and 9 across Australia participated in the National Assessment Program Literacy and Numeracy (NAPLAN). The purpose of NAPLAN is to provide information to parents and teachers about the achievements of students in literacy and numeracy. The test provides a measure of the student's performance against established standards and against other students in Australia. Each year the results are analysed by the school to inform teaching with a view to improving student performance.

From 2023, NAPLAN results are reported against proficiency standards with 4 levels of achievement to give teachers, parents and carers clearer information on how students are performing:

- Exceeding: The student's result exceeds expectations at the time of testing.
- Strong: The student's result meets challenging but reasonable expectations at the time of testing.
- Developing: The student's result indicates that they are working towards expectations at the time of testing.
- Needs additional support: The student's result indicates that they are not achieving the learning outcomes expected at the time of testing. They are likely to need additional support to progress satisfactorily.

The percentage of student achieving at Exceeding and Strong proficiency standards in NAPLAN at St Joseph's Primary School for 2023 is reported in the table below.

NAPLAN RESULTS 2023		Percentage of students in the top 2 proficiency standards	
		School	Australia
Year 3	Grammar and Punctuation	100%	54%
	Reading	75%	67%
	Writing	100%	76%
	Spelling	75%	61%
	Numeracy	50%	65%

NAPLAN RESULTS 2023		Percentage of students in the top 2 proficiency standards	
		School	Australia
Year 5	Grammar and Punctuation	33%	64%
	Reading	50%	74%
	Writing	17%	66%
	Spelling	17%	69%
	Numeracy	67%	68%

## Pastoral Care and Student Wellbeing

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### Pastoral Care Policy

The School's pastoral care and student wellbeing policies guidelines and procedures are informed by the [Student Wellbeing and Pastoral Care Policy](#).

The Student Wellbeing and Pastoral Care Policy 2022 aims to provide a framework for the policies, programs, resources and practices implemented at system and school level with the purpose of supporting and enhancing the wellbeing of students, and all within its school community. It refers to the overall climate of care that exists within a Catholic school.

The environment is designed to be safe and inclusive, one that promotes academic rigour. A high priority is given to building and maintaining positive and caring relationships between staff, students and parents, and the wellbeing of all.

### Behaviour Management and Student Discipline Policy

The School's policies and procedures for the management of student behaviour are aligned the CSO [Student Wellbeing and Pastoral Care Policy](#) and to the [Suspension, Exclusion and Expulsion Procedure](#). The dignity and responsibility of each person is promoted at all times along with positive student behaviours whilst ensuring respect for the rights of all students and staff. 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. Further information about this and other related policies may be obtained from the School's website.

### Anti-Bullying Policy

The Catholic Schools Office has established an [Anti-Bullying Policy](#) which is implemented by our school and all 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 CSO monitors the implementation of this policy.

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 Handling Policy**

The Diocese of Maitland-Newcastle has established a [Complaints Resolution Policy](#) which is implemented by our school and all systemic schools in the diocese. The rationale for the policy is that within the reality of the schooling experience, it is recognised that, from time to time, misunderstandings and differences of opinion will occur, and that these need to be resolved satisfactorily. Addressing such matters within a framework of dignity, respect and truth can provide powerful opportunities to model the love of Christ in the reality of our contemporary world. CSO monitors the implementation of this policy.

The full text of the [Complaints Resolution Policy](#) may be accessed on the School's website, the administration office or at the CSO website.

## **Initiatives promoting respect and responsibility**

St Joseph's acknowledges the traditional owners of the land that the School and Church are built upon, at morning assembly and school community gatherings. Student leaders involve themselves in the day to day running of the school, leading assembly and prayer. St Joseph's has a very successful peer/buddy support program involving all students K-6. Stage 3 Students are involved in Mini Vinnies, displaying servant leadership in the school, Parish and wider community. The school supports Caritas and Catholic Missions. Supported by parents and carers, children wear their school uniform with pride and represent the school at wider community events in an exemplary fashion.

## School Improvement

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The School implements the system's review cycle of improvement which outlines the processes and benchmarks for creating the culture and practice of continuous improvement with students as the focus. Strategic Improvement Plans are future focused documents that map the School's directions, aimed specifically at improving educational and wellbeing outcomes for all students through the following areas:

- Catholic Identity and Catholic Curriculum
- Learning and Wellbeing

Each year, the School develops a Strategic Improvement Plan indicating the intended key improvements for student learning outcomes. A copy of the school's Strategic Improvement Plan may be obtained from the School administrative office.

### Key Improvements Achieved

- Focus on Writing
- PLT's focussed on Writing
- Collaborative analysis of PAT and NAPLAN analysis to build teacher capacity.
- Case Management Meetings to support student growth.

### Priority Key Improvements for Next Year

- Focus on Writing
- Collaborative analysis of data collected during PAT and NAPLAN.
- Develop teaching and learning strategies based to promote student growth in writing.
- Create Learning Intentions and Success Criteria in Writing.
- Achieve 80% growth in student writing improvement.



## Community Satisfaction

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Consultation with parents, students and teachers is valued and sought. Their feedback contributes to the planning and the achievement of 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. The school undertakes extensive surveying of all stakeholder groups annually. This data is shared with the school community and contributes to the priorities for future planning.

### Parent satisfaction

Parents and community continue to be involved with the school with the number of parents attending Parent Engagement Group Meetings when these have been able to run. High levels of satisfaction and positive responses to the shared partnerships established at St. Joseph's Gloucester have been reported by parents anecdotally at parent teacher meetings and discussions with parents. During an external review in 2023, parents reported that St. Joseph's 'exceeded expectations'.

### Student satisfaction

During the year students reported general wellbeing and satisfaction with school and activities.

### Teacher satisfaction

Staff view St Joseph's as being an authentic Catholic Community, with the Catholicity of the school being evident to the wider community. They believe that the school nurtures the spiritual and religious well-being of both students and staff. Staff and students engage in regular and meaningful Prayer, Liturgical and Eucharistic celebrations. Staff acknowledge that the school provides a quality learning environment and caters for the needs of all students. There are effective assessment policies and practices in place which provide relevant and timely feedback to students and parents regarding learning. Staff members are proud of the variety of extra-curricula activities that are provided for students, as well as the high level of quality pastoral care. The school offers a safe environment for all its members and student behaviour is well managed in a consistent manner. The school encourages parent participation and staff meetings and Professional Learning Community activities occur weekly at St. Joseph's

# 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 2023 year is detailed below:

Recurrent and Capital Income 2023	
Commonwealth Recurrent Grants <sup>1</sup>	\$906,457
Government Capital Grants <sup>2</sup>	\$0
State Recurrent Grants <sup>3</sup>	\$262,004
Fees and Private Income <sup>4</sup>	\$48,497
Interest Subsidy Grants	\$0
Other Capital Income <sup>5</sup>	\$0
<b>Total Income</b>	<b>\$1,216,958</b>

Recurrent and Capital Expenditure 2023	
Capital Expenditure <sup>6</sup>	\$178
Salaries and Related Expenses <sup>7</sup>	\$1,022,741
Non-Salary Expenses <sup>8</sup>	\$268,376
<b>Total Expenditure</b>	<b>\$1,291,295</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.

END OF 2023 REPORT