

Annual School Report 2018 School Year

St Francis Xavier's Primary School, Narrabri



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Principal
Michael Ball

About this report

St Francis Xavier'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 to the School Community* for this year 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 Improvement Plan.

The *Report* demonstrates accountability to the Federal and State Government regulatory bodies, the parish and school community and the Catholic Schools Office (CSO). This *Report* has been approved by the CSO which 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. The *Report* is available on the school's and CSO's website by 30 June 2019 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 6792 1796 or by visiting the website at sfxnarrabri.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 Francis Xavier's Primary School is indeed blessed to have such dedicated and enthusiastic people supporting the school.

The primary purpose of St Francis Xavier's Primary School is to support the members of the parish community in providing a faith formation for their children. The school fosters a commitment to the individual person and provides opportunities for academic, cultural and sporting achievement. St Francis Xavier's Primary School offers students a quality Catholic education based on the teaching of the Church and within the context of a strong faith community.

I was extremely impressed to see the level of success and productivity in my first year at St Francis Xavier's. Parents, students and staff worked cooperatively to continue to build a professional learning community underpinned by a strong foundation in Catholic faith. Our talents, dedication and spirit were on display in all facets of school life including academically, creative arts and sporting arenas. Throughout the year, our school and parish has come together to celebrate Masses, sacramental programs and retreats which foster and develop the spiritual life of the school.

2018 saw the continuation of collaborative teaching and learning strategies in staged classes across K-6. Students in Years 3 and 5 performed consistently in NAPLAN and opportunities to compete in National assessments through ICAS yielded excellent results. Quality teaching and learning occurs within our classrooms where students are supported in their learning by professional, dedicated staff supported by a strong parent community.

Michael Ball
Principal

1.2 A Parent Message

Both the School Advisory Council and the P & F Association are important and highly valued parent bodies within St Francis Xavier's School community. The School Advisory Council is responsible for assisting with the budget each year, overseeing changes in policies and continuing maintenance of the school. In 2018, the parent support via the P & F Association was invaluable. Volunteers helped in a variety of social activities and fundraisers such as the Mother's Day stall, Curry Drive and highly successful Art Auction Night. This was a testament to their work as the town was dealing with drought through most of 2018.

Parent volunteers are greatly appreciated in areas such as classrooms, canteen, sporting and cultural events and on excursions. Parents, staff and students work together as a team to continue the tradition of St Francis Xavier's School providing excellent educational opportunities for all.

Mr Tim Capp
Chairperson
School Advisory Council



2.0 This Catholic School

2.1 The School Community

St Francis Xavier's Primary School is located in Narrabri and is part of the St Francis Xavier's Parish which serves the communities of Narrabri, from which the School families are drawn.

Last year the school celebrated 136 years of Catholic education.

The parish priest Fr James Poovathinkal MS is involved in the life of the school.

2.2 Catholic Life and Religious Education

St Francis Xavier'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.

As a Catholic School, we exist to ensure the Faith development of the children in our care. Our parish clergy, staff, parents and parishioners work together to support the religious development of the children. The Religious Education curriculum supports the catechetical and evangelising mission of the Church while supporting children in their lifelong journey in faith.

St Francis Xavier's takes pride in nurturing the prayer life and faith formation of the students in our school. In 2018 children were involved in the different Sacramental Programs run in conjunction with the Parish. Whole school liturgies were celebrated throughout the year including the student leader investiture Mass, Ash Wednesday, St Mary MacKillop, All Saints Day, Feast of St Francis Xavier, Feast of LaSalette and liturgies for NAIDOC Week, Mothers' Day and Grandparents Day among others. Along with these, we celebrated Catholic Schools Week, Ash Wednesday and the Feast Day of the La Salle Order. The 8am Parish Mass on the 4th Sunday of the month is organised by the staff and students of the school. Parents and members of the wider Catholic community are invited to join in the whole school Eucharistic celebrations.

Catholic values permeate all aspects of pastoral care in our school. Our focus on pastoral care ensures acceptance, justice, peace, hope, respect and celebration for all members of our community. We believe good pastoral care is exemplified by:

- * creating a community in which all students feel happy and safe;
- * high-quality teaching and learning which recognises individual differences and meets the learning needs of our students;
- * high expectations of students' performance, encouraging confidence and positive self-image;
- * recognition of the dignity, self-esteem and integrity of each person.

During 2018, the staff were encouraged to attend special retreat days for teachers organised through the Catholic Schools Office which provided an opportunity for personal prayer and reflection. The school also held a Twilight Retreat led by the Diocesan Spiritual Renewal Team which were available to staff, parents and parishioners to attend. Teachers also attended a professional development day on core Catholic Principles and Values.

St Francis Xavier's has promoted a variety of social justice causes. A regular feature of each term is not only fundraising but raising awareness of social justice issues. The Student Representative Council was responsible for many of the fundraising ventures during the year. Over the year, the school raised significant funds for Caritas, Children's Mission and St Vincent de Paul. Each fundraising event enabled the children to reflect on how fortunate they are compared with many of their peers worldwide.



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	20

2.3 School Enrolment

St Francis Xavier'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 2018	TOTAL 2017
Male	16	20	9	18	13	11	18	105	101
Female	11	18	14	11	12	7	11	84	87

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, our 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 2018 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	94.0%	94.0%	96.0%	91.0%	94.0%	91.0%	92.0%	93.1%



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 nonattendance 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.	13
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.	13
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.

St Francis Xavier's School takes every opportunity to promote respect and responsibility within the school community. Students, teachers and parents are regularly reminded of the school commitment to respecting each other by using good manners at all times. The school has high expectations for behaviour, work ethic and uniform.

The recognition of all students in Year 6 as being Leaders of the school enables all members of the class an equal opportunity to become positive role models to the younger students.

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

Parent satisfaction with the school overall is very high particularly in the areas of the Catholic ethos, school leadership, teaching and learning and resource management. Through both formal and informal means, parents have indicated a very high level of satisfaction with the education of their children and the additional opportunities afforded them to participate in the life of the school.

Student Satisfaction

Throughout the year, students have an opportunity to provide feedback both formally and informally. Students indicate that they are proud of the school and enjoy the opportunities offered to them. They feel that staff care about their education and welfare. Generally, the students understand and appreciate that their teachers work hard to provide a range of opportunities for them both inside and outside the classroom.

Staff Satisfaction

Teachers indicate that they are given a range of opportunities to express their thoughts and opinions using both formal and informal means. Consultation through surveys and discussions at staff meetings, stage meetings and professional learning team meetings is valued. Teachers indicate a high level of satisfaction in key areas such as leadership, Catholic ethos, resources, improvement processes and staff engagement.

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.

As a Catholic School, Religious Education is a mandatory key learning included in the curriculum for students in each grade. St Francis Xavier's Primary School is committed to providing a quality education that meets the needs of all students.



The school is committed to continuous improvement of teaching and student learning outcomes, in all facets of the school curriculum. The Annual Improvement Goals included faith formation, improving literacy and numeracy outcomes, building capacity of teachers and developing effective pedagogical practice. Teachers participated in professional development which has provided them with knowledge and understanding of the curriculum and assessment, pedagogical practice and the Professional Standards for teachers. All teachers participated in child protection and work, health, safety online learning modules. Another major emphasis was to develop norms and practices which are essential for professional learning communities in a Catholic context.

Contemporary learning is supported by a range of digital technologies which form an ever-increasing part of classroom practice enabling students to access a broad range of tools and resources to suit their learning style and needs. The ongoing purchase of individual Chromebooks for students across Years 3-6 provided an excellent tool to support learning.

Students in Years 3-6 were given the opportunity to participate in the International Competitions and Assessments for Schools with excellent results. Students identified with Additional Needs were assisted through differentiation of the curriculum and support via Education Assistants in the classroom.

Additional to the provision of teaching and learning in the Key Learning Areas, the school provides students with opportunities to be involved in a range of extra-curricular activities including but not limited to music, dance, sporting teams, games clubs and excursions. Music is taught by a specialist music teacher and she also leads the school band. Students competed in the Narrabri Eisteddfod in Music and Speech and Drama with outstanding results. Sport is an important component of the curriculum, with students given opportunities to participate in a range of sports including those organised locally amongst other schools. Several students were selected to compete in sport at Diocesan, Polding and State levels with outstanding results.

3.2 Student Performance in National Testing Programs

3.2.1 NAPLAN

The school participated in the National Assessment Program Literacy and Numeracy (NAPLAN) with students in Years 3 and 5 tested. In Year 3, 27 students presented for the tests while in Year 5 there were 14 students.

In Literacy there were four elements tested. These were reading, writing, spelling and grammar and punctuation. In Numeracy, students were tested in number, patterns and algebra, measurement, data and space and geometry.

In both Year 3 and Year 5 there are six achievement bands with Band 6 being the highest level of attainment in Year 3 and Band 8 the highest in Year 5.

The Commonwealth Government has set minimum acceptable standards for reading, writing and numeracy at particular ages.

At St Francis Xavier's Primary School, school and student performance is closely monitored. These tests are one means of gathering data on individual student and school achievement. School staff have participated in Catholic Schools Office information sessions on NAPLAN and Data Analysis workshops.

The following data indicates the percentage of St Francis Xavier's Primary School students in each band compared to the State percentage.



Year 3 NAPLAN Results in Literacy and Numeracy												
Percentage of students in Bands 1 to 6												
BAND	6		5		4		3		2		1	
	State	School	State	School	State	School	State	School	State	School	State	School
Reading	30.3	11.1	23.9	33.3	22.5	11.1	13.8	18.5	5.9	14.8	2.0	0.0
Writing	15.2	7.4	30.0	29.6	29.5	44.4	15.6	18.5	5.4	0.0	2.9	0.0
Spelling	27.2	18.5	23.6	11.1	21.9	33.3	14.8	22.2	7.6	3.7	3.2	3.7
Grammar and Punctuation	32.1	18.5	24.4	14.8	18.2	22.2	13.2	14.8	7.4	14.8	3.0	0.0
Numeracy	18.4	18.5	23.7	33.3	26.6	18.5	18.8	25.9	8.6	3.7	2.3	0.0

Year 5 NAPLAN Results in Literacy and Numeracy												
Percentage of students in Bands 3 to 8												
BAND	8		7		6		5		4		3	
	State	School	State	School	State	School	State	School	State	School	State	School
Reading	16.7	14.3	22.4	21.4	26.6	42.9	20.0	14.3	9.5	7.1	3.3	0.0
Writing	4.0	0.0	12.3	7.1	30.4	35.7	30.3	35.7	14.5	7.1	7.3	14.3
Spelling	15.2	0.0	23.4	28.6	28.2	42.9	19.2	21.4	8.8	0.0	3.6	7.1
Grammar and Punctuation	15.7	0.0	22.3	42.9	28.1	28.6	18.5	21.4	9.3	7.1	0.0	0.0
Numeracy	11.6	0.0	19.2	30.8	29.0	61.5	25.0	0.0	11.1	7.7	2.6	0.0

NOTE: Where a year level has five or less students the information is withheld to protect the privacy of the students



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.

The School held the equivalent of five staff development days this year with the areas of focus as follows:

Term 1	Using Learning Intentions and Success Criteria
Term 2	Core Catholic Principles and Values
Term 3	Word Study and Words Their Way
Term 4	Correct use of Phonemes and Spelling Strategies

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 Bishop's Commission for Catholic Schools 'Enrolment Policy' for schools in the Diocese of Armidale. This policy is available on the *School's website* [sfxnarrabri.catholic.edu.au](https://www.sfxnarrabri.catholic.edu.au) and the Armidale Catholic Schools Office website at <https://www.arm.catholic.edu.au>

4.2 Pastoral Care Policy

Jesus Christ and his teachings are the basis of all we do at St Francis Xavier's Primary School Christ's teachings therefore should relate to how our staff develop student self-discipline. We believe 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. We aim to bring this about in our 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 Francis Xavier'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 sfxnarrabri.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 sfxnarrabri.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 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 '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 sfxnarrabri.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 our 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 our contemporary world. The Catholic Schools Office monitors the implementation of these policies.

No changes were made to the policy this year.

The full text of the policy may be accessed on the School's website sfxnarrabri.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 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 2018

In 2018 there were a number of improvements including:

- *the continued implementation of Catholic Principles and Values in the new NSW Syllabuses to support student faith formation.
- *improved literacy and numeracy outcomes for students K-6 with a particular focus on Reading and Word Study
- * improved leadership capacity of all staff
- * improved teacher collaboration in the context of a Catholic Professional Learning Community both locally and within the system
- * improved data analysis literacy of all teachers

Priority Key Improvements for 2019

School improvement priorities for 2019 include:

- * to further support spiritual and faith formation of students, staff and parents.
- * to improve student achievement in Religious Education using the explicit teaching of RE content.
- * to further improve literacy and numeracy outcomes for students K-6, focusing on growth between Years 3 and 5.
- * to support effective pedagogy via support from the leadership team with a particular focus on writing.
- * to embed collaborative teaching practices across all stages.
- * to further improve the leadership capacity of all staff
- * to further develop teacher collaboration in the context of a Catholic Professional Learning Community
- * to further improve data literacy of all teachers

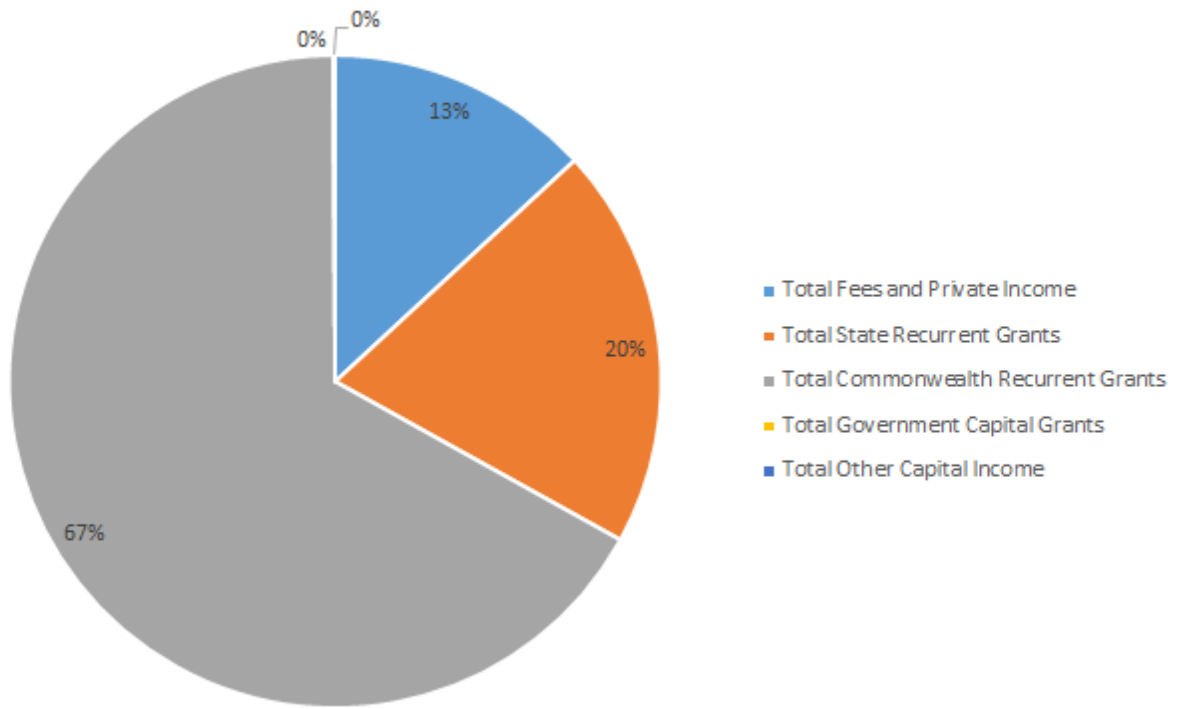
6.0 Financial Information

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 2018 is presented below:



2018 Income - St Francis Xavier's Primary School, Narrabri



2018 Expenditure - St Francis Xavier's Primary School, Narrabri

