

2024

ANNUAL SCHOOL REPORT



St Joseph's Catholic Primary School

65 Loftus Street, MANILDRA 2865

Principal: Mrs Jacky Parmeter

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

About this report

St Joseph's Catholic Primary School (the 'School') is registered by the NSW Education Standards Authority (NESA) and managed by Catholic Education Diocese of Bathurst (CEDB). CEDB as the 'approved authority' for the diocesan registration system formed under Section 39 of the NSW Education Act (1990), is responsible for monitoring the compliance of member schools in the manner that has been approved by the Minister of Education.

The Annual School Report (the 'Report') demonstrates accountability to regulatory bodies and CEDB. 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 faith formation, learning and wellbeing of its students.

The Report provides parents and the wider community with fair, reliable and objective information about educational and financial performance measures as well as School and system policies. This information includes summary contextual data, an overview of student performance in state and national assessments, a description of the achievement of priorities in the previous year and areas for improvement. Detailed information about the School's improvement journey is documented in the School 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

Principal's Message

We warmly welcome your interest in the engaging, supportive, caring community that is St Joseph's Catholic Primary School, situated within the country town of Manildra in regional NSW.

St Joseph's is a co-educational, Kindergarten to Year 6 Catholic school within the Bathurst Diocese. Since 1928 our school has proudly existed and supported the people of Manildra, educating many generations of local families.

Upon initial engagement with our school community, it is clear we value relationships with others. It is the very nature of Catholic education; infused with values of hope, justice and the inherent dignity of each person, that provides the framework for our students to develop respect for others, whilst being encouraged and challenged to live out our Gospel values.

Our excellent and committed staff, engaging environment that energises learners, and personalised learning programs for all students, sit within the unique culture our small school can offer. We continue to be proud of the quality teaching and learning experiences we provide to fulfil the academic potential of every student.

Parent Body Message

2024 has been a busy year for the Parents and Friends Association.

We hosted a Father's Day breakfast, ran the canteen for the school's Athletics Carnival and raised money for the installation of a bus shelter. We also again coordinated a very successful Christmas Street Stall.

The P and F also held raffles throughout the year and were asked to cater for several community functions.

There were several opportunities throughout the year for social barbeques, including after the opening and end of school Masses. There were combined school and parish BBQ's after the Sacrament of Holy Communion and Sacrament of Confirmation. These were well attended and provided all in our school community a chance to catch up with one another.

The Parent and Friends Committee are ready for another productive year in 2025.

Student Body Message

As St Joseph's is a small school it's a great chance for us to know each other and grow closer in one group. We have great opportunities for one on one teaching because we have fantastic teachers that are able to spend so much time with us.

We keep our school bright and lively, both inside the classroom and out in the grounds. We pray for everyone.

We also learnt to play and perform with our new musical instruments, including xylophones and marimbas.

We are trying to focus on our recycling, compost and growing vegetables in our vegetable garden.

We are represented by our Year 5 and Year 6 students on the SRC Committee, who meet with our Principal once a term to discuss our ideas for improving our school community.

School Features

St Joseph's Primary School is a Catholic systemic Co-Educational School located in Manildra. St Joseph's was established in 1928 by the Perthville Sisters of St Joseph to provide Catholic education for the growing community.

Staffing allocation from the Catholic Diocese Education Bathurst enables us to have the students in three composite classes. This allows for an extra focus on Literacy and Numeracy in small groups, whilst providing effective intervention and enrichment when necessary.

At St Joseph's all of our students are encouraged and supported to utilise and build their unique gifts and talents. In the fields of creative arts, agriculture, speech, music and drama, sport, technology and specific academic interests; all our students receive the unique opportunity to attend workshops and learning experiences to further their interests and talents.

Our relationship with 'Sporting Schools Australia' enables us to provide professional coaching and experts for our students within our usual sport program. This specialised learning provides a unique opportunity for students to be exposed to sporting opportunities and professional coaching at no cost to families.

We are also fortunate to have a dance program delivered by Dance Fuse from Orange in Term 4. The students performed a dance routine at the end of year Presentation Night.

The children are involved in excursions in and around Manildra, for example visiting the Amusu Theatre and the Recreation ground for sporting events. St Joseph's has a strong link to community groups and a good relationship with Manildra Public School with whom we combine for sporting events, cultural shows and community events such as the Annual Manildra Christmas Carols.

Our parents enthusiastically support our school at any time. They show a keen interest in their child's learning by regular attendances at parent teacher meetings, school assemblies and other significant events. They are also very keen to assist with special events, including the end of year barbeque and Masses, held in St Michael's Church.

St Joseph's Manildra is a feeder school to James Sheahan Catholic High School (JSCHS) in Orange.

Student Profile

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 2024:

Girls	Boys	LBOTE*	Total Students
20	17	0	37

* Language Background Other than English

Enrolment Policy

Catholic Education Diocese of Bathurst has an Enrolment Policy for Systemic Catholic Schools in the diocese. The policy has been developed in the context of government and system and parish requirements. Children from families who are prepared to support the ethos and values of the Catholic Church may be considered eligible for enrolment. Total fees are made up of a Single School Fee (which incorporates local costs), the Capital Works Levy and Subject Specific Costs. A pastoral approach is adopted for parents experiencing genuine difficulty with the payment of fees. Information about enrolling may be accessed through the [Diocesan website](#) under the About Us drop down menu - see Policies tab or by contacting your local Catholic School.

Student Attendance Rates

The average student attendance rate for the School in 2024 was 94.55%. 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
95.10	92.87	94.24	95.85	95.36	92.38	96.02

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 Executive Director of Schools and designated CEDB Safeguarding Officer are 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

Staffing Profile

The following information describes the staffing profile for 2024:

Total number of staff	8
Number of full time teaching staff	2
Number of part time teaching staff	4
Number of non-teaching staff	2

Total number of teaching staff by NESA category

Teachers at this School are 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 at these levels is as follows:

- 39 Conditional teachers
- 28 Provisional teachers
- 920 Proficient teachers
- 1 Highly Accomplished and Lead (HALT) Teacher
- 1 Lead Teacher
- 8 HALT Candidates

Additionally, there are 14 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.

Catholic Identity and Mission

Catholic Schools have a unique role in the evangelising and educating mission of the Church. Catholic Schools encourage and support parents in their responsibility for the faith formation of their children. This formation is supported by prayer and opportunities to participate in the life, mission and liturgy of the broader Catholic community.

The School follows the Diocesan Religious Education Curriculum and uses the student resources *To Know, Worship and Love*, and *Understanding Faith*, as authorised by the Bishop of Bathurst.

Students in Years 6 and 8 in Catholic schools in the Bathurst Diocese undertake the Diocesan Religious Education Test annually. The test consists of multiple-choice questions with the results analysed by CEDB to inform diocesan teaching and learning in Religious Education.

St Joseph's Primary school is built upon the Josephite traditions and values that have stood the test of time and traditionally remain within the fabric of our school. Our values of hope for the future, justice for all, respect of one another and the dignity of each person further enhance the experiences encountered within our school.

Our staff embrace the Catholic values and traditions that our school is built upon. We aim to model for our students what it means to be a good Christian person so that, when they leave our school for secondary education, they are firmly grounded in the values of hope, justice, respect and the dignity of the human person.

By taking an active role in school Masses and liturgies, students develop a deeper understanding of the Catholic church and the parish community of St Michael's Manildra. Retreats and reflection days provide students with an experience of community and relationship, as they grow their faith and spirituality. St Joseph's has a rich tradition of prayer and liturgy.

Pastoral Care is the responsibility of everyone in the school community. teachers, parents, support and ancillary staff, and especially students, are just some of the groups who contribute to Pastoral Care in the school.

Curriculum, Learning and Teaching

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 (S&T), Human Society and its Environment (HSIE), Creative Arts (CA) and Personal Development, Health and Physical Education (PDHPE). In addition to this, the School implements the Diocesan Religious Education syllabus. Staff members are committed to continuous improvement of teaching and learning in all facets of the curriculum.

St Joseph's Primary School is a Professional Learning Community (PLC). This drives our commitment to developing a recurring cycle of collective enquiry and research into the learning of our students. This is designed to ensure all actions taken in the learning environment are collaborative, based on best practice and the analysis of student assessment data. It is this model of professional practice, where our staff take collective action to ensure all students achieve, that ensures they are given the most effective learning environment possible.

Our academic program and school learning environment at St Joseph's ensures that students will benefit from:

- Student centred learning experiences that promote personalised learning for each child;
- Highly competent teachers who work collaboratively to deliver rich learning experiences;
- Small class sizes that maximise the learning environment for each student;
- Innovation in technology- all students experience the benefits of learning in a technology rich environment, as well as the use of video conferencing facilities, fibre optic connection and robotics equipment integrated into learning;
- A highly professional learning support team who work closely with students to ensure high levels of learning for all.

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 Catholic Primary School for 2024 is reported in the table below.

NAPLAN RESULTS 2024		Percentage of students in the top 2 proficiency standards	
		School	Australia
Year 3	Grammar and Punctuation	17%	54%
	Reading	67%	66%
	Writing	50%	77%
	Spelling	33%	61%
	Numeracy	50%	64%

NAPLAN RESULTS 2024		Percentage of students in the top 2 proficiency standards	
		School	Australia
Year 5	Grammar and Punctuation	43%	65%
	Reading	43%	71%
	Writing	57%	67%
	Spelling	43%	68%
	Numeracy	43%	68%

Pastoral Care and Student Wellbeing

Pastoral Care Policy

The School's Pastoral Care and Student Wellbeing policies, guidelines and procedures are underpinned by the guiding principles from The Australian Student Wellbeing Framework (ASWF) that represent fundamental beliefs about safe, supportive and respectful school communities. These guiding principles emphasise the importance of student safety and wellbeing as a pre-requisite for effective learning in all Catholic school settings.

Catholic Education Diocese of Bathurst Pastoral Care and Wellbeing Framework provides a vision and guiding principles that assist school communities to develop positive school cultures that promote student wellbeing and develop respectful relationships. It assists schools to identify priority areas and measure progress in the development of safe school communities. The diocesan Pastoral Care and Wellbeing Framework assists schools in:

- planning, implementing and maintaining a safe, supportive and protective learning community that promotes student safety, pastoral care and wellbeing
- creating teaching and learning communities where all members of the School community are safe from harassment, aggression, violence and bullying
- responding to new and emerging pastoral care and student wellbeing challenges.

The Diocese of Bathurst Pastoral Care and Wellbeing Framework was revised in 2024 and is now titled Student Wellbeing Framework. The Framework can be accessed at [Student Wellbeing Framework](#).

The full text of the School's Pastoral Care and Wellbeing Policy and procedures may be accessed on the School's website. Changes made to the policy are notified to the community via the School's newsletter.

Behaviour Management and Student Discipline Policy

The School's Behaviour Management and Student Discipline policies and procedures are aligned to the diocesan Student Wellbeing Framework. The School's policy operates within a context that all members of the school community share responsibility to foster, encourage and promote positive behaviour and respectful relationships. The policy aims to promote a safe and supportive learning environment to maximise teaching and learning for all students. It supports the development of positive social behaviour based on respectful relationships and clear behavioural expectations. The dignity and responsibility of each person is

promoted at all times along with positive student behaviours while ensuring respect for the rights of all students and staff.

The full text of the School's Behaviour Management and Discipline policies and procedures may be accessed on the School's website. Changes made to the policy are notified to the community via the School's newsletter.

Anti-Bullying Policy

The School's Anti-Bullying Policy and procedures are based on and informed by Catholic Education Diocese of Bathurst policies for Diocesan Schools and are aligned to the Student Wellbeing Framework. All students, their families and employees within Catholic education have a right to a learning and work environment free from intimidation, humiliation and hurt. Anti-Bullying policies support school communities to prevent, reduce and respond to bullying.

The full text of the School's Anti-Bullying Policy and procedures may be accessed on the School's website. Changes made to the policy are notified to the community via the School's newsletter.

Complaints Handling Policy

Catholic Education Diocese of Bathurst has a Complaints Management Policy which is implemented across the diocese. The policy recognises that at times misunderstandings, differences of opinion, and complaints and grievances will occur, and that these need to be resolved. 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 Policy and procedures reflect the legislative responsibilities and demonstrate our diocesan commitment to protect the safety and wellbeing of students while supporting our employees and volunteers working with children and young people in our educational context.

The full text of the Complaints Management Policy may be accessed on the school website or by contacting Catholic Education Diocese of Bathurst.

The full text of the Complaints Management Policy may be accessed on the school website also.

In addition to this policy, there are also policies and procedures related to Child Protection, Code of Conduct and Whistle Blowers. All of these are available through the CEDB website and the school website.

Community 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 2024, the School has used a variety of processes to gain information about the level of satisfaction with the School from parents, students and teachers.

Additionally CEDB undertakes extensive surveying of all stakeholder groups through annual School Improvement Surveys. This data is used to further inform school improvement.

Both Data and Comments from these School Improvement Surveys are summarised here.

Parent satisfaction

Samples of Parent Satisfaction:

- I am a proud parent of St Josephs's Manildra. I cannot speak more highly of the school and the exposure that my child has to different learning activities
- The school has a strong sense of community and makes everyone feel welcome and safe
- I often recommend our small school to others families and talk about the benefits that our school has to offer.

Student satisfaction

Samples of Student satisfaction:

- 'I receive a good education at my school. We welcome people to our school for assemblies, liturgy and Mass'
- 'Our school gives everyone an opportunity to learn. Parents are welcome at our school. Students are encouraged to represent the school in different sports'
- 'The school supports the learning of students of all abilities and has a friendly atmosphere'
- 'Students play fairly. There are different games played each day in the playground'
- 'The teachers make sure you are on track with your own learning and we set goals that help extend our learning.'

Teacher satisfaction

Samples of Teacher Satisfaction:

- 'Our school has an inclusive and safe environment. Opportunities are provided for students to develop in all areas- socially, academically, spiritually and emotionally'

- 'A variety of learning experiences, both inside and outside of the classroom, including enriching leadership days and wellbeing activities'
- 'Staff are caring and supportive and we have well maintained buildings and grounds'
- 'Being a small school, staff, students and parents are like an extended family.'

Financial Statement

School Financial Information is based on the detailed information provided to the Commonwealth Government in the Commonwealth Financial Questionnaire.

School Financial Information for the 2024 year is detailed here:

Recurrent and Capital Income 2024	
Commonwealth Recurrent Grants ¹	\$848,945
Government Capital Grants ²	\$0
State Recurrent Grants ³	\$225,247
Fees and Private Income ⁴	\$84,924
Interest Subsidy Grants	\$0
Other Capital Income ⁵	\$10,576
Total Income	\$1,169,692

Recurrent and Capital Expenditure 2024	
Capital Expenditure ⁶	\$15,653
Salaries and Related Expenses ⁷	\$879,363
Non-Salary Expenses ⁸	\$293,628
Total Expenditure	\$1,188,644

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 2024 REPORT