

Annual School Report

2020 School Year

St Francis Xavier Primary School, Ballina



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About this report

St Francis Xavier Primary School is registered by the NSW Education Standards Authority (NESA) and managed by the Diocese of Lismore 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 Parish School Community* for this year provides the parish 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 parish 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, yearbooks and other regular communications. The *Report* must be available on the school's website by 30 June 2021 following its submission to NESA.

The contents of this *Report* may be tabled for discussion at various parent forums and all information is public.

Further information about the school or this *Report* may be obtained by contacting the school on 02 6686 3370 or by visiting the website at moodle.balplism.catholic.edu.au.



1.0 Messages

1.1 Principal's Message

The primary purpose of St Francis Xavier 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 Primary School offers students a quality Catholic education based on the teaching of the Church and within the context of a strong faith community.

Our parish school continued to provide many opportunities for the students to excel in academic, cultural and sporting areas. All of these areas combined to ensure that our school's mission was lived out daily in the life of the school.

The students' achievements and accomplishments were showcased throughout 2020. Student work was proudly displayed in classrooms, on school noticeboards and in the school office. School achievement was highlighted and celebrated at many school assemblies. Our focus was to continue to build on the reputation that St Francis Xavier Primary School has earned as an exemplary school. The following list provides an indication of the school's academic achievements. In 2020 the school:

- Entered 15 students in the "Man vs Child" Mathematics competition resulting in one of our students taking first place.

There were many opportunities throughout the year for our school to be represented at community and cultural events. The following list provides an indication of the school's cultural program and community involvement. In 2020 the school:

- Continued to support our Early Years' students to participate in the National Early Learning Languages Australia program.
- Participated in a number of fundraising and awareness campaigns to support those in need in our local and wider communities.

Students performed well at various sporting events throughout the year. The following list provides some examples of sporting highlights. In 2020:

- A number of students competed at the Diocesan Swimming Carnival.
- 14 of our students successfully qualified for the Diocesan teams in Hockey, Soccer, Rugby League, Touch Football, Tennis and AFL.

There were many people who assisted in the school's quest for excellence. In particular, special thanks are extended to the parent body and the school staff for all their generous efforts. St Francis Xavier Primary School is indeed blessed to have such dedicated and enthusiastic people supporting the school.

Daniel Gubby
Principal

1.2 A Parent Message

The official parent body is the Parent Forum which consists of school leaders and parent representatives. The forum's role is to:

- Enhance the partnership between the school and families.
- Provide feedback on the school's annual plan.
- Give parental advice and feedback on a range of issues to school leaders.
- Provide a link with parents.
- Represent parents of the school when required.
- Review school policies and procedures.
- Assist with parent education.

In 2020 the Forum operated remotely to discuss a range of issues. Prominent on the agenda for the group were issues pertinent to supporting families to manage with online learning expectations.

Amy Campbell
President
Parent Forum

2.0 This Catholic School

2.1 The School Community

St Francis Xavier Primary School is located in Ballina and is part of the St Francis Xavier Parish which serves the communities of Ballina, Lennox Head, Wardell, Alstonville, Wollongbar, Pimlico, Evans Head and Empire Vale., from which the school families are drawn.

Last year the school celebrated 128 years of Catholic education.

The parish priest Fr Peter Padsungay is involved in the life of the school.

St Francis Xavier Primary School is a parish school with strong links to the parish family. The school aims to involve the children and their families in the life of the parish through activities such as:

- Participation in Family Masses each Term.
- Involvement in visits to Crowley Village aged care facility when COVID restrictions were not in place.
- Engagement in regular whole school Mass when restrictions permitted.
- Participation in the parish Sacramental Program.
- Involvement in daily school prayer and Christian Meditation.
- Practice of Making Jesus Real throughout the school.

The parish school uses the mandated Diocesan Religious Education curriculum and the resource text "To Know, Worship & Love". Catholic life and culture permeate school life with two and a half hours of religious education taught formally each week. The Diocesan Daily Prayer guidelines support the school's prayer life. The aims and direction of our parish school are guided by *The Mission of Jesus Christ Foundational Values Catholic Education in the Diocese of Lismore*. This Framework underpins



all policy, planning, roles and processes within the parish school. Our aim is to increasingly integrate the essence of this statement into all aspects of school life. Religious Education is given priority in our school and classroom curriculum and planning.

The parish school Mission Statement highlights the nature and calling of the school.

2.2 School Enrolment

St Francis Xavier Primary School caters for children from Years K to 6. The following table indicates the student enrolment characteristics:

	Year K	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL 2020	TOTAL 2019
Male	21	27	27	19	22	26	31	173	174
Female	20	22	27	24	33	32	19	177	186
Indigenous *	2	2	1	2	3	7	3	20	21
EALD *	2	2	1	0	1	1	0	7	8

** count included in first two rows*

NB: EALD refers to students who have English as an Additional Language or Dialect.

2.3 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, staff monitor attendance each day as a part of their duty of care. The Class Roll is marked every day and rolls are checked each week by the principal or their delegate. The school uses the attendance coding system adopted in all NSW schools. Unexplained absences are followed up promptly by staff. Parents are requested to provide a satisfactory explanation for an absence by means such as a written note, telephone call, SMS message or email to the school preferably on the first day of absence, and certainly within seven days. The principal is made aware of sustained student absences or absences reflecting a pattern. In these situations, the principal or delegated staff member contacts the parent/guardian. Parents are encouraged to arrange medical and other necessary appointments outside school hours. Prolonged periods of absence occur from time-to-time for various reasons. In these cases, students and their parents meet with the principal to discuss the leave request.

The average student attendance rate for the school during 2020 is shown in the following table.

Year K	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	All Years
95.2%	92.6%	93.2%	93.1%	93.7%	93.8%	92.5%	93.0%

2.4 Teacher Standards and Professional Learning

All teachers employed by the School are qualified to teach in NSW. Additionally, all teachers at this School who are responsible for delivering the curriculum are accredited with NESAs. Effective from October 2007, the minimum qualification for a teacher in a systemic school in the Diocese of Lismore is a four year teaching degree. 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 Diocese at these levels is as follows: Conditional 82 teacher(s); Provisional 93 teacher(s); Proficient 946 teacher(s); Highly Accomplished 1 teacher(s); Lead 2 teacher(s). Teacher status at individual schools can be sourced directly from the School.

At this school there are 29 teacher(s) accredited with NESAs, 29 teacher(s) with recognised qualifications to teach Religious Education, 1 Indigenous staff and 15 non-teaching staff.

2.5 Teacher Attendance and Retention

The average teacher attendance figure is 95.0%. This figure is provided to the school by the CSO.

There were no significant staffing changes last year.

2.6 Initiatives Promoting Respect and Responsibility

The school ensures that at every available formal and informal opportunity the values of respect and responsibility are promoted. We want every student to understand and appreciate that they are part of both the school and the local community.

The school models and teaches students about respect and responsibility in a number of ways:

- During 2020 students and staff contributed generously to social justice appeals, including St Vincent de Paul, Caritas and Catholic Mission.
- Specific measures were taken to support our school families who suffered financially from the pandemic.
- Christian Leadership awards were presented at our weekly whole school assemblies to acknowledge the efforts of students in promoting respect within our school.

2.7 Parent, Student and Teacher Satisfaction

The school uses a variety of methods to gauge parental, student and teacher satisfaction with school operations. The school understands the importance of regularly reviewing approval and satisfaction levels. Last year the following formal and informal opportunities allowed the school to test reaction to decisions, policy and school procedures.

In 2020 the school participated in a cyclical review process to formulate a School Improvement Plan. Parents, Students and Staff participated in the Diocese of Lismore School Improvement Survey through the Lismore Catholic Schools Office. This survey provides feedback on all aspects of school life, enabling us to make improvements where necessary. The survey enables us to gauge the opinion of all members of the school community.

Student Representative Council meetings were held throughout each term where ideas from the students about school improvement were tabled and often actioned.

3.0 Teaching and Learning

3.1 School Curriculum

The school provides a comprehensive 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.

Additionally, all students engage in formal Languages (Japanese) lessons each week.

We strategically plan a low ratio of students to teachers in our Kindergarten room through the placement of additional staff in this area. This provides a greater ability to assess our students' academic and social development. Specific intervention programs support academic development throughout the years, with a strong focus in our infant years.

The key intervention programs used in our school are:

- STAR reading intervention;
- Extending Mathematical Understanding (EMU) Numeracy intervention;
- Support-a-talker;
- Macqlit literacy intervention.

Additionally, students requiring specific learning aids make use of such equipment as FM audio amplifiers, talking pens and modified furniture.

Extension programs are offered for students excelling in Literacy and Numeracy.

The school has embedded 21st Century pedagogies. These pedagogies underpin learning throughout the school. A balanced approach to learning ensures we cater for all learning needs.

Teachers engage in regular Professional Learning Team meetings to ensure each child is supported through targeted learning experiences.

The school's arts and languages programs provide specialist instruction to support cultural education and appreciation.

Opportunities are provided for students to access our environmental projects through a well-resourced and thorough School Environment Management Plan.

Students have access to state of the art technology as needed to support a rich and relevant curriculum. This is exemplified in our allocation of a personal chromebook to each child throughout the school.

The parish primary school offers a strong co-curricular program including student participation in:

- The Lismore Eisteddfod.
- Spirituality retreats with students from other Diocesan schools.
- Japanese cultural evenings and enrichment days.
- The local ANZAC Day March where our school captains present a wreath to respect the sacrifices made by servicemen and women for our freedom.
- Various sporting gala events with other local schools.



3.2 Student Performance in National Testing Programs

3.2.1 NAPLAN

There are no NAPLAN results to report in 2020 as a result of the decision by the Australian Government for students not to participate in the NAPLAN Assessments due to the circumstances of the Covid-19 Pandemic.

3.3 Teacher Professional Learning

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

Whole staff development day professional learning activities in 2020 were:

Staff Professional Learning Activity	Date	Presenter
School Review and Improvement	12/10/2020	SFX School Improvement Team
RE Curriculum	24/09/2020	Kerrily Jelfs, Dan Gubby, Matt Ritchie
Student Well-Being	25/09/2020	Danielle Kinkead, Dan Gubby, Lyn O'Neill

Additionally, staff attended either singly or in groups a range of professional development opportunities including:

Activity	Staff numbers	Presenter
Provide First Aid	39	Surf Life Saving NSW
Seven Steps To Writing Success	2	Seven Steps
MacqLit Training	2	Macquarie University

The professional learning expenditure has been calculated at \$2297 per staff member. This figure has been calculated by the CSO and reflects expenditure on casual release days and professional development activities in particular categories.

4.0 School Policies

4.1 Enrolment Policy

Parish schools were established as places of educational excellence and places that transmit the faith, in the mission entrusted to the Church by our Lord Jesus Christ. They form part of a tradition of Catholic education provided by religious and lay teachers in the Diocese of Lismore for over 150 years. They also fulfil parents' rights to choose the schooling for their children which reflects their own faith, values, beliefs and hopes. Catholic schools have a particular responsibility to provide a Catholic religious



education to children baptised in the Catholic faith and to support parents in honouring the commitments that they made on behalf of their children at baptism. The Catholic school is also "open to all who want to share its educational and faith goals inspired by Christian principles" (Congregatio de Institutione Catholica 2009). Most importantly, there is a special place in parish schools for those with the greatest need, especially in areas of lesser educational options or lower socio economic circumstances, and efforts should be made to encourage such enrolments, within the vision of the Bishop of Lismore for the poor. Every new enrolment at St Francis Xavier Primary School requires parents to attend an enrolment interview. The interview provides an opportunity to learn more about the educational experience provided by the school, specific school procedural policies and current school expectations. The School [Enrolment Policy](#) explains the Parish enrolment guidelines. A copy of the enrolment policy is located in the school office or it can be accessed on the school's website. There have been no changes to this policy this year.

4.2 Pastoral Care Policy

The school's [Pastoral Care Policy](#) is based on the principles of restorative justice and procedural fairness. The policy reflects the vision and mission of the Catholic Church and is characterised by safety, trust and mutual respect. To live out this policy the school has adopted various programs aimed at helping students value themselves and experience wellbeing. These include programs focussing on self-esteem, social relationships, moral development, vocational awareness, sexuality, anti-bullying, drug awareness, health and personal safety. The school's pastoral care program has been developed in consultation with staff, parents and students and is available on the school's website. There have been no changes to this policy this year.

4.3 Discipline Policy

The school does not sanction corporal punishment or allow parents to administer corporal punishment in the school.

The school [Behaviour Management Policy](#) is based on procedural fairness and ensures that school practices respect the dignity, rights and fundamental freedoms of individual students. Students are required to abide by the school rules and to follow the directions of teachers and other people with delegated authority. Where disciplinary action is required any penalty imposed will vary according to the nature of the breach and/or the student's prior behaviour. The policy is discussed with students, staff and parents on a regular basis. Reminders about the policy are regularly included in school newsletters. Relevant sections of the policy are also published in the student diary and it is available on the school's website. There have been no changes to this policy this year.

4.4 Anti-Bullying Policy

The school's [Bullying Prevention Policy](#) fosters a cohesive approach to the issue of bullying and includes specific initiatives that are designed to promote pastoral care, well-being and safe school communities. This policy covers the bullying of students with disabilities. Disabled children and young people need to know they have the right to be safe from bullying, what bullying is, how to keep safe and what to do if adults do not do enough to stop the bullying. The dignity of the human person is the foundation of all Catholic social teaching and intrinsic to our education ministry. There have been no changes to this policy this year and it is available on the school website.

4.5 Complaints and Grievance Policy



The school [Grievance Procedure 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. There have been no changes to this policy this year and it is available on the school website.

5.0 School Determined Improvement Targets

Each year the school implements the School Improvement Plan. 2020 was a very rewarding year.

Key improvements achieved this year	Key Improvements for 2021
<p>Mission of Jesus Christ</p> <ul style="list-style-type: none"> Enhanced the students' adoption of the Presentation charism and that of St Francis Xavier to deepen relationships within our school community. Improved student learning and engagement in Religious Education through inquiry-based learning and Worlds of the Text. 	<p>Mission of Jesus Christ</p> <ul style="list-style-type: none"> For our school community to further build Christ-like behaviours through developing a greater understanding of the Presentation charism. Improve student engagement and learning in Religious Education.
<p>Learning and Teaching</p> <ul style="list-style-type: none"> Ensured growth for all students in writing by embedding our whole school approach and agreed practices in particular, guided writing and student feedback. Improved student growth in Multiplication & Division (with a focus on the middle years). 	<p>Learning and Teaching</p> <ul style="list-style-type: none"> To improve learning outcomes in writing by embedding timely, consistent and concise feedback. To improve learning outcomes in Numeracy by embedding timely, consistent and concise feedback.
	<p>Leadership</p> <ul style="list-style-type: none"> Create a culture where staff are trusted to give and receive feedback and where giving and receiving feedback is a common practice amongst staff.

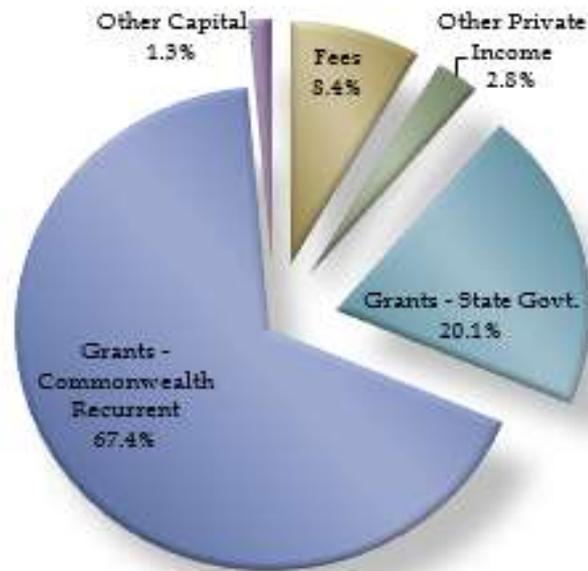
6.0 Financial Information

Catholic schools are accountable for all monies received. Each year, the Lismore Catholic Schools Office submits to the Commonwealth Government a financial statement on behalf of the parish primary schools and secondary colleges. This statement details the income and expenditure of each school. In addition, the financial accounts for each school and for the Catholic Schools Office are audited annually.

A visual summary of the income and expenditure reported to the Commonwealth Government for 2020 is presented below:



2020 INCOME - St Francis Xavier's Primary School BALLINA



2020 EXPENSE - St Francis Xavier's Primary School BALLINA

