



2015

# Annual Report

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*Holy Spirit Primary School, Lavington*

## CONTACT DETAILS:

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## **The School**

The community of Lavington dates back to the 1850's and is steeped in Gold Rush and Soldier Settlement history. Holy Spirit School was established in 1970.

Over the past 4-5 years we have embraced Contemporary Learning and become a research savvy and data informed school. Our Teaching & Learning practices and pedagogy reflect 21<sup>st</sup> Century Education.

During this time, our student population has grown from 267 to 370 (as of the end of the 2015 school year).

We pride ourselves on; the family atmosphere that is evident in and around our school, the strong link we enjoy with the parish, and the caring nature and professionalism of all staff.

I hope that in reading this annual report, you will gain greater insight, understanding and appreciation of Holy Spirit School.

## **Catholic Identity**

We are part of the teaching ministry of the Church and we work in partnership with parents and our Parish Priest, Fr Murphy.

Children begin preparations for their First Reconciliation in Year 2, First Holy Communion in Year 3, and the Sacrament of Confirmation is celebrated every second year, on Trinity Sunday, when the children are in their final Stage (Year 5 or 6) of Primary School. It is important to note that each Sacrament has an element of parent education attached enabling them to fully support the school and their child/children these times.

Prayer is an integral part of our daily school life. We commence and conclude each week with a whole school prayer at assembly- led by our Year 6 students who are members of our MJR (Making Jesus Real) leadership team. Formal and informal prayer is an important feature and much respected part of daily classroom practice, as well as staff meetings. Every learning space and the staffroom, has a special prayer table featuring; religious pictures, statues, a candle and prayer book(s). Our

Religious education Coordinator closely liaises with our Parish Priest in relation to whole school masses (enjoyed 2-3 times per term) and other faith related activities.

## **A Message from key School Bodies**

The 2015 year has been another outstanding year for Holy Spirit with school enrolments at full capacity. The school's open learning environment continues to attract attention with visits continually occurring throughout the year from other schools.

Visits to schools in China have seen the strengthening of international ties and plans for reciprocal visits being established.

The fundraising has seen another successful year with mothers and fathers day stalls and bingo in particular contributing a substantial amount of money to the school. These monies will be spent on outdoor playground equipment early in 2016.

The approval for the refurbishment and relocation of the administration section of the school has been received and will be finished in early-mid 2016. An additional shed for storing play equipment has also been approved.

This year also sees Mark MacLean (Principal), leaving and the School Council would like to thank Mark for his amazing contribution and dedication to the school over the past five years. We wish Mark all the best in his new role.

In addition, Carol Benstead who has worked in the Canteen for 20 years is retiring and we wish Carol all the best in her retirement and thank her for her contribution to the school over this period of time.

Tanya O'Halloran (Chairperson)

## **Student Outcomes in Standardised National Literacy and Numeracy Testing**

In 2015, 43 students in Year 3, and 56 students in Year 5 sat the National Assessment for Literacy and Numeracy (NAPLAN). Utilising and critically analysing data from this assessment tool over a number of Staff and Stage level meetings, priority

goals were identified and established for implementation in the 2016 school year. Throughout 2015, staff focussed on 'Reading', 'Spelling' and 'Writing', as a result of the 2014 NAPLAN results. Results are readily available on the Myschool website.

### Professional Learning

In line with our School Strategic and Annual Improvement Plans, throughout 2015, staff were engaged in a number of professional learning opportunities. These opportunities were supported by the work and research of: John Hattie, Alfie Kohn, Denise Pope, Kath Walker and notable others. A continued major focus area was on Assessment (Formative & Summative), on improving student achievement, strategic questioning, effective feedback and Pre & Post testing. The other major focus for the 2015 school year was 'Writing'. Staff attended 8-10 hours of Board of Studies approved workshops throughout the year on Writing.

### Teaching Staff

The NSW government requires that this report detail the number of teachers in each of the following categories:

- A) have teaching qualifications from a recognised higher education institution within Australia
- B) have qualifications from a recognised higher education institution within Australia but no formal teacher education qualifications
- C) have relevant successful teaching experience and appropriate knowledge but no formal teacher qualifications.

A	B	C	TOTAL
22			22

### Workforce Composition

In 2015, Holy Spirit School operated 13 homerooms (Kindy to Year 6). Fourteen teachers are full-time, eight are part-time and there are two general assistants. Six staff members are male, and we are very fortunate to have six teachers trained in Reading Recovery, one Physical Education teacher, and a Music teacher.

### Student Attendance

*Student attendance rates for each Year level and the whole school*

Year	Attendance %
Kinder	95%
Year 1	92%
Year 2	94%
Year 3	93%
Year 4	93%
Year 5	93%
Year 6	92%

### Student Non-Attendance

Attendance at school is compulsory and staff are aware that Class Rolls are legal documents and must be marked daily in accordance with specific codes representing reasons for student absence.

It is also school policy that chronic non-attendance is reported to the school office for further action/follow up from the Assistant Principal or Principal. Parents are required to supply a note to the classroom teacher explaining any and all absences from school upon a child's return.

### Enrolment Policy

Holy Spirit School adopts and uses the enrolment policy of the Catholic Schools Office, Wagga Wagga. This policy is available on the following websites:

[www.csoww.catholic.edu.au](http://www.csoww.catholic.edu.au)  
[www.hsww.catholic.edu.au](http://www.hsww.catholic.edu.au)

### Characteristics of the Student Body

Boys	Girls	Indig'	LOTE*	TOTAL
187	161	13	26	348

*\*Language background Other Than English*

In 2015, student numbers continued to rise throughout the school year. As of November the student population was 348 (145 in Infants, and 203 in Primary). The class structures were as follows:

- 2 x Kindergarten = 56 students
- 4 x Stage 1 (Year 1 & 2) = 89 students
- 4 x Stage 2 (Year 3 & 4) = 112 students
- 3 x Stage 3 (Year 5 & 6) = 91 students

### School Policies

#### Discipline

At Holy Spirit School, we believe Pastoral Care is a way of life. It is about creating a positive school climate through living out the Gospel.

We believe Pastoral Care is achieved through established relationships and the recognition of each person's sense of worth, belonging and overall well-being. Our Behavior Management policy is inspired by the philosophy of 'Restorative Justice'. It is a whole school commitment and approach to quality relationships. It provides us with strategies that promote inclusiveness and collaborative problem solving, while maintaining the respect and dignity of all parties concerned. At no times, under any

circumstances, is 'Corporal Punishment' acceptable or tolerated at our school.

### Student Welfare

The physical and emotional well-being and safety of all our children and staff are a priority at HSS. We embrace the models and practices of: 'buddies', peer support, and MJR (Making Jesus Real). Our Well-being committee (Counsellor, Principal, Religious Education Coordinator, and Learning Support Coordinator), was established 5 years ago and continues to meet on a weekly basis to discuss and prioritise parent and teacher identified 'needs'. Members of the committee are trained in 'Kismatter' and all staff have completed training components throughout 2013-2015.

Staff are familiar with the Diocesan initiative 'SWIMS'- an online information and referral program catering for students with additional needs.

HSS was successful in its application to introduce a 'Chaplaincy' program in 2016. This initiative will support existing programs that support student welfare.

### Complaints and Grievances

HSS acknowledges that at times a dispute or grievance may occur between a staff member and another party (staff member, parent...). To ensure all parties concerned are treated justly and to maintain professional and legal responsibilities and obligations, we adopt and use the procedures developed by the Catholic Schools Office, Wagga Wagga. Procedures for 'Harassment' are also adopted by the school. The objective is to provide a process for a speedy resolution when a dispute occurs, while maintaining the dignity of all parties involved.

### Changes to School Policies

All policies, curriculum documents, teacher programs and assessment plans are in line with current methodologies. To ensure they are kept up-to-date, staff meeting time is allocated to peruse, familiarise, share, discuss, and amend if necessary any and all policies. Due to the scope of policies, a 5 year cycle has been implemented to ensure within that time frame all policies are reviewed. The most recently amended policies can be viewed on the school's webpage, or a hard copy is available for perusal at the front office.

### **Improvement Targets**

These include to continue the practice of Pre & Post Testing, understanding the value, importance and difference of Formative & Summative assessment, and the ongoing necessity to professionally 'read' and keep up-to-date with the research of John Hattie, Alfie Kohn, and notable others.

In line with current research, in 2015, we continued 'peer' mentoring and the tracking of student 'growth' in their learning, skills and understanding. A data wall was established that was a visual representation of individual student learning, with year level targets identified and monitored. Students who were not reaching identified levels of achievement were given 'extra' teacher assistance throughout the school year in what were called 'Targeting Tutorials'.

This year we also engaged in the concept of being a Professional learning Community. We observed one another, provided feedback, met regularly and shared 'best' practice.

We continue working closely with Xavier High School, and have successfully introduced and continue to build upon, exciting enrichment/accelerated opportunities for many children in Year 6.

### **Initiatives Promoting Respect and Responsibility**

Holy Spirit School embraces a number of initiatives that promote respect and responsibility:

- A Counsellor from Centacare visits the school every Thursday, talking/working with the children referred to her by the Wellbeing Committee. The Counsellor also facilitates whole class/stage friendship programs. Other programs introduced since 2011 include; Drum Beat, Restorative Practices, Friendship Circles, ...
- All of our Year 6 students are actively involved in leadership teams and/or committees. They also display leadership in our Peer Support and 'Buddies' programs.
- Our Year 5 children participate in a 6-8 week pre-school program. Local providers enjoy groups of 2-4 children visiting for one hour a week for this period. Our students work, play, socialise with the 4-5 year olds. This initiative has been well received by 10 local centres and it helps with a smoother transition into Primary School.

- MJR (Making Jesus Real) is an initiative adopted throughout the whole school. The children are encouraged to identify other children in their learning space or in the playground who are; welcoming, inclusive, resilient, well-mannered and behaved, and do on. The children displaying these attributes are 'real life' role models and are acknowledged and celebrated accordingly.

## **Financial Statement Summary**

See next page.

### **Community Satisfaction**

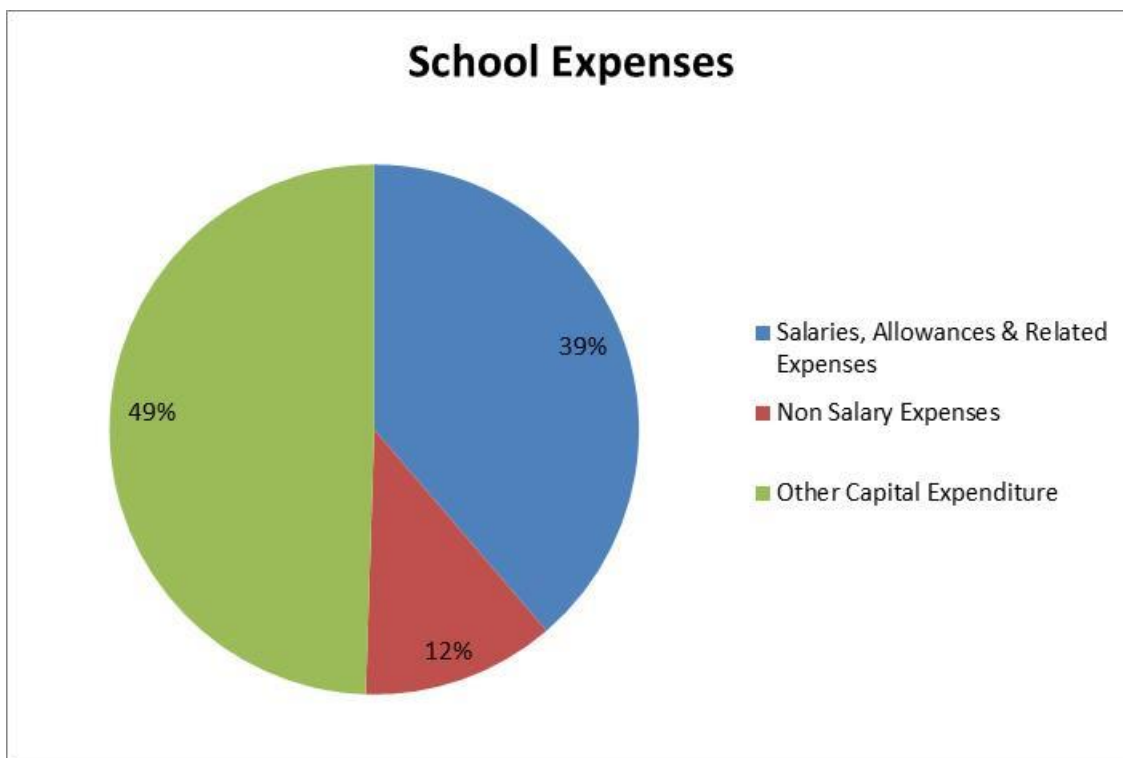
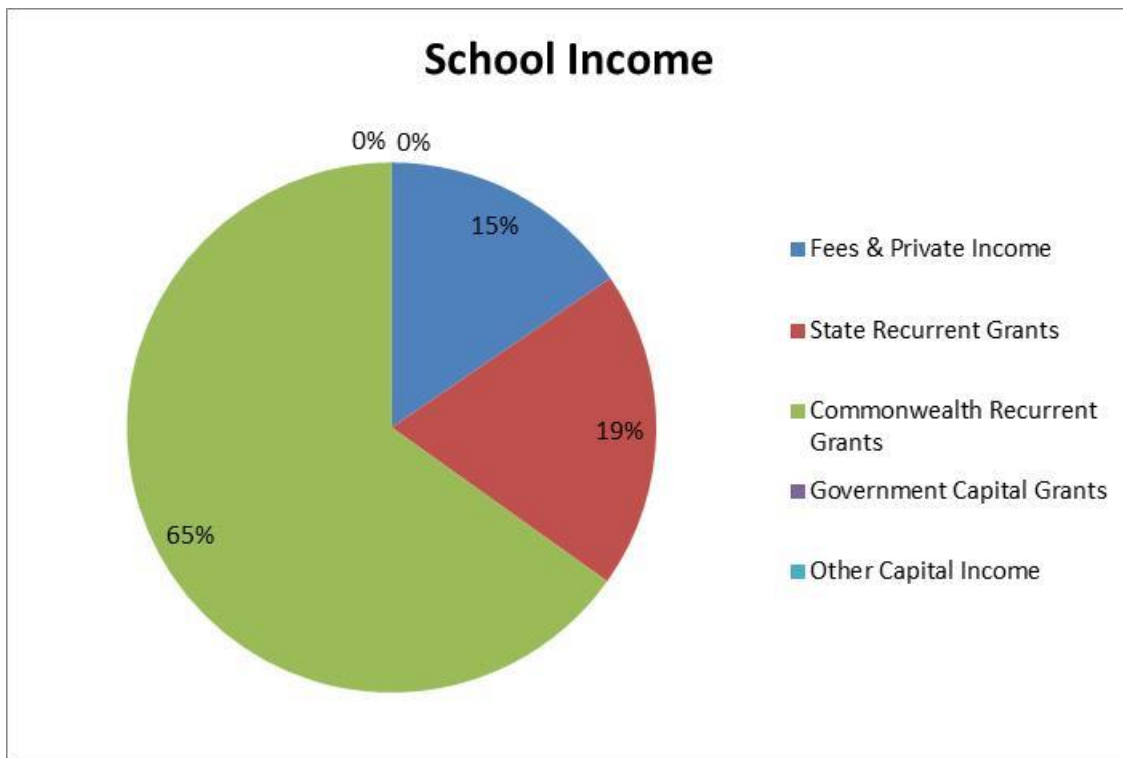
The following information has been provided to the school. It has been a valuable gauge for determining the level of satisfaction the community has with our school.

In a survey parents responded:

1. 92% agreed that their child is well supported at school.
2. 99% stated that their children like coming to school.
3. 98% agreed that their child has access to pastoral care and wellbeing programs.
4. 100% stated that their child enjoys learning.
5. 100% agreed/strongly agreed that Holy Spirit School is a safe place to be.
6. 99% agreed teachers were readily accessible and available to meet with them.
7. 96% stated that their children thought learning was fun & enjoyable.

In a recent survey staff responded:

1. 87.5% agreed that our 'new' timetable enhances student learning.
2. 100% of teachers support and have implemented the whole school spelling & phonics program.
3. 100% of staff are now moderating assessment tasks.
4. 100% of staff are pre & post testing and understand the importance of collecting and utilizing data to support learning and achievement.



#### About this Report

This report was written to satisfy the requirements of the Federal and State Governments as well as the Catholic Schools Office, Wagga Wagga. The information contained within should be of interest to parents of the school, parishioners and the general public. In the main it was written by the Principal, Mr Mark MacLean, and the School Council Chair, Ms Tanya O'Halloran.