



ANNUAL REPORT TO THE SCHOOL COMMUNITY

**SS MICHAEL AND JOHN'S PRIMARY
SCHOOL**
HORSHAM

2018

REGISTERED SCHOOL NUMBER: 0486



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Minimum Standards Attestation

I, Andrea Cox attest that Ss Michael and John's Primary School is compliant with:

- All of the requirements for the minimum standards and other requirements for the registration of schools as specified in the *Education and Training Reform Act 2006 (Vic)* and the *Education and Training Reform Regulations 2017 (Vic)*, except where the school has been granted an exemption from any of these requirements by the VRQA
- Australian Government accountability requirements related to the 2018 school year under the *Australian Education Act 2013 (Cth)* and the *Australian Education Regulations 2013 (Cth)*

25th March 2019

Our School Vision

With Christ as our centre point and inspiration, our children will thrive and be empowered to positively contribute to the world.

Caring Learning Growing: Every Child; Every Day

In light of the Gospels, we commit to establishing authentic relationships and collaborative partnerships to maximise learning for ALL.



School Overview

Ss Michael and John's is a Foundation to Year 6 co-educational Catholic School in the Ss Michael and John's Parish Horsham, in the Diocese of Ballarat. The school, located in the CBD of Horsham attracts families and students from the city area and rural surrounds of Horsham. Due to the deterioration of the original convent, the decision was made to fully redevelop the site, which occurred throughout 2009 and 2010.

Ss Michael and John's acknowledges and supports the role of the family in the life of the growing child. We provide a supportive environment where all families are made to feel welcome and valued.

In offering a quality education in keeping with Catholic Tradition, we provide a safe and caring environment that nurtures the individual development of each child as they are encouraged and supported to reach their full potential.

We offer a modern educational facility that has been designed to support and enhance the learning environment for today's children. All staff continue to be supported by professionals from the Catholic Education Office, Ballarat and outside educational consultants to ensure that we provide the best possible learning environment for all students.

We have forged strong links with the Parish which we continue to nurture and accept the role that the school has in the life of the Parish by encouraging all staff and students to be actively involved.

Enrolments

The school year began with an enrolment of 253 students:

Boys: 133		
Girls: 118	Total 253	No. of Families: 150

Classes are organized in accordance with the school's policy which endorses a multi-age approach to teaching and learning. During 2018 the school operated with 11 classes.

Sherman Learning Community	Brigid Learning Community	Lynch Learning Community	Madden Learning Community
Two Home Groups: Foundation: 34 Students <i>2018 Average Class Size: 17</i>	Three Home groups: Years 1/2: 70 Students <i>2018 Average Class Size: 23.3</i>	Three Home groups: Years 3/4: 81 Students <i>2018 Average Class Size: 27</i>	Three Home groups: Years 5/6: 68 Students <i>2018 Average Class Size: 22.7</i>
Total Classes: 11		Overall Average Class Size: 23	

Principal's Report

Each year as I sit to write this report, I am astounded by how much time, energy and support the students, staff and families of Ss Michael, and John's have committed to ensuring our school is the best it can be. Thank you to every family, student and staff member for your support throughout the year. This year was especially busy for the staff due to the School Review that took place in third term.

What an outstanding year it has been with so many celebrations and events! At the end of 2017 staff were set the challenge to begin the year in such a way that the kids were keen to come to school each day, excited about what the day would bring. From that challenge emerged the 'Eight Days and Beyond', a concept designed by the staff to re-engage the children into the routines of school through cooperative and fun learning activities. The culmination of the time being a tabloid sports morning with 'Kaboom Sports'. This theme continued with each term beginning with a different idea. The aim always being fun, excitement and re-engaging the students into learning: what a success it has been!

As always, throughout the year, we celebrate the successes of so many of our students in their academic and sporting fields. This year Mrs Brennan and Mrs Wilson have combined their respective areas of Indonesian and Performing Arts to showcase the outstanding work that both they and the students do in these subject areas. We often overlook the importance of language learning and the arts in developing the 'whole child'.

It would be remiss of me not to mention Ella Officer and her outstanding achievement in being awarded a Fred Hollows Humanitarian Award this year. Ella, together with Isaac have been outstanding school leaders this year. They have led by example, and I congratulate them on the mature way they have approached their role.

At the beginning of the year, we welcomed Miss Walker, Miss Roll and Mr Hatcher to our school community. How fortunate we were to find such enthusiastic and keen young teachers, each of whom has shared their many talents and gifts with us throughout the year. Unfortunately for us, at the end of this year, we farewell Mr Hatcher (such a short stay!) as he moves to Abergowrie in Queensland. It is with much sadness and after nine years at Ss Michael and John's we also farewell Miss Ginter as she leaves us to take up a position at St Robert's Primary School Newtown. In her time here at Ss Michael and John's, Eliza has taught across all year levels. Both Eliza and Chris will be missed for the contribution that they have made to the school, and from all of us, we wish them well.

Andrea Cox

Principal

Parish Priest's Report

As our Parish approaches the centenary of Brigidine education and presence in 2020, Ss Michael and John School can be proud it has provided Catholic education for generations of students.

Our Parish community recognises the parents and family as primary educators, and our Parish has supported them in providing an excellent Catholic school to assist them in forming their children in an environment of living faith and excellence in education.

In the present society in which we live, our school is needed more than ever before, to teach basic moral values and to ensure that the deposit of faith, given to us by Jesus Christ, is transmitted to our children in its entirety. These values can only be found and taught in our homes and in our Catholic Schools.

Our school as a PLC School engages in an ongoing process of evaluation, certification, and accreditation of both teachers and programs. Their accountability guarantees the continuation of our tradition of high education and Gospel values.

Through the School Review this year, our School is committed to the development of the whole student. Extra-curricular activities are regarded as an important part of the total learning experience. A variety of choices are offered to reflect the uniqueness of each student, to generate a healthy sense of competition, to create a spirit of cooperation, and to foster leadership and creativity; yet our school is different because it is truly "Catholic".

I thank all families and Staff for your continued support of Ss Michael and John School as the Brigidine charisms will continue to provide a solid faith and education for the generations to come.

I thank Andrea Cox, the School Advisory Council and Community 4 for your part in helping advance the educational mission of our School within our parish and of the entire Church, and for all the protocols that help make our School child safe.

Thank you to our Year 6 for their leadership of our School in 2018, in particular I acknowledge the superb efforts of Ella Officer for her fundraising efforts.

The School has provided wonderful initiatives to encourage student involvement, for example Wheelie Wednesday's.

As Anna Robertson concludes her Religious Education Leadership role this year, I thank Anna for her caring, professional and organisational spirit towards making religion alive and engaging for our students.

As we end another school year, and enter into the 99th year of Brigidine presence among us in 2019, I pray for God's blessing on our School, and for the blessings of a safe, blessed, happy and peace filled holidays and Christmas season. May all of us come closer to the Lord in our journey of Faith.

Fr. Peter Hudson

Canonical Administrator

School Advisory Council Report

2018 saw four new members, Brad Elliott, Babu Joseph, Dave Dickinson and Simon McKinnon, join the incumbent members, Luisa Boddi, Narelle Ezard, Robert Plazzer, Heath Martin and myself, on the School Advisory Council (SAC) following the completion of terms by Mel Murray and Michelle Kinsman at the end of 2017

The school and school community are very fortunate to have dedicated parents willing to step up and represent them in this capacity.

The purpose of the SAC is to provide advice, leadership and support to Father Peter and Andrea regarding the school's activities and the direction the school takes in achieving the school's vision and mission and meeting the needs of the school community.

In 2018 discussions have centred on:

- Review and feedback on school policies including but not limited to child safety and welfare policies, workplace policies, technology policies, privacy policies and enrolment policies.
- Involvement in and consideration of the results of the school review process conducted in 2018
- Review and comment on the school's budget and annual financial performance
- Review of the auditor's report of school finances
- Consideration of the school's marketing strategy
- Planning and organisation of Community 4 (C4) activities
- Consideration of the utilisation of funds raised through the C4 program
- Receipt of the principals report including enrolments, staffing, catholic school culture, learning & teaching achievements, leadership & stewardship, wellbeing and pastoral activities

Each of the C4 divisions were well represented in 2018 with each division involved in significant activities throughout the year.

Highlights of the year include:

- The school community's involvement in Sunday masses including those celebrating Palm Sunday, Mother's Day and Father's Day lead by Anna Robertson and the "blue" faith team
- The School disco's lead by the "green" fun team
- The Movie Night and Father's Day BBQ lead by the "yellow" family team
- The Trivia Night lead by the "red" fundraising team

There were also several "joint" events where families across all the C4 groups contributed which included meals on wheels and catering ably co-ordinated by Bridie Curran and Julie Coutts respectively.

I would also like to acknowledge the four years' service that Luisa Boddi has provided to the SAC as she too completes her second term at the AGM. Luisa has been very actively involved in many activities over the 4 years including being one of the key organisers of the 2017 Spring Festival, being a regular volunteer for catering duty and being heavily involved in many other activities that were not directly under the umbrella of the C4 group that she was allocated to at the given time. I'm sure she will be sadly missed as a member of the SAC.

As I step aside, I wish the School Advisory Council every success in providing meaningful and effective guidance and leadership for SMJ.

It is easy to have pride in our school given the excellent facilities and the outstanding job performed by the committed staff. I would like to sincerely congratulate them on a job well done and thank them for the excellent job they do in both providing teaching and guidance to our children in such a nurturing environment.

Anthony Dowling

SAC Chair

Catholic School Culture

Goals & Intended Outcomes

- To deepen and strengthen the student's experience and understanding of Catholic teachings and traditions

Achievements

Our Mini Vinnies group continued their good work throughout the year, developing a better understanding of the needs of families in the Horsham region.

VALUE ADDED

- Sunday student and family masses
- Regular attendance by the REL at cluster meetings
- Student presentation of the Stations of the Cross
- Annual Pancake Breakfast on Shrove Tuesday
- Regular school/learning community and class Masses and liturgies
- Students and families volunteering for Meals on Wheels
- Mini Vinnies for year 5 & 6 students
- Mission Day Fete
- Giving Mass
- Celebrating Catholic Education Week with St Brigid's College, Our Lady Help of Christians, Murtoa and St Patrick's , Nhill
- Grandparents Mass
- Sacrament Masses
- Christmas Concert~ retelling the Christmas story
- Continued support from Jim Waight, Catholic Education Office in the the planning of Religious Education



Learning & Teaching

Goals & Intended Outcomes

- Develop agreed essential core beliefs about the teaching of writing and the instructional practices that support those beliefs.
- Continue to develop teacher capacity in the planning and teaching of writing.

Achievements

- Pre and Post Assessment P-6 for English and Math
- Continue the journey to become a Professional Learning Community
- Began the development of a Guaranteed and Viable Mathematics Curriculum F-6
- Continued to development and refine writing proficiency scales F-6
- Time provided for Literacy and Numeracy Leaders
- Analysis of data to inform planning that catered for the learning needs of all children
- Individual Learning Plans for all children identified as being 'at risk'.
- Provision of Learning and Teaching coaches to support teachers to develop teaching practices and skills when working as a Learning Community.
- Full time Student Wellbeing Leader to oversee the implementation of support programs for students with special learning needs.
- Continued outsourcing of education consultants to facilitate the up skilling of staff in the areas of writing, contemporary learning practices and personalized learning.
- Continued support in timetabling teacher non-contact time to allow for collaborative planning in learning communities.
- Weekly staff and Professional Learning Team meetings
- Graduate teacher mentor program and participation in Beginning Teacher Professional Learning through Ballarat CEO.
- Opportunity for all students to participate in the school camps program
- Grade 6 students participated in the RACV Energy Breakthrough Challenge in Maryborough.
- Student participation in extra-curricular sporting activities.
- Two written student reports per year and the opportunity for parents to attend two Parent/Teacher interviews.
- Staff attendance at relevant professional development to support the direction of the school.

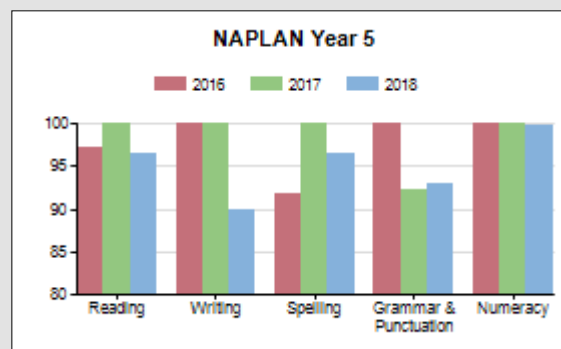
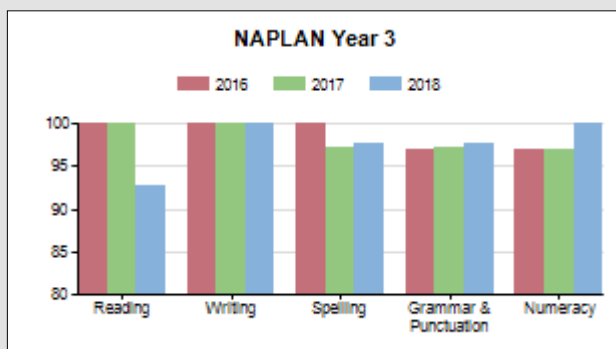
Felicity Lane, Education Officer from the Catholic Education Office, provided support with a focus on Literacy and Numeracy.

Continued support from Sarah Macdonald, Speech Pathologist CEO, for children with language learning difficulties.

STUDENT LEARNING OUTCOMES

PROPORTION OF STUDENTS MEETING THE MINIMUM STANDARDS

NAPLAN TESTS	2016 %	2017 %	2016 - 2017 Changes %	2018 %	2017 - 2018 Changes %
YR 03 Grammar & Punctuation	96.9	97.1	0.2	97.6	0.5
YR 03 Numeracy	96.9	97.0	0.1	100.0	3.0
YR 03 Reading	100.0	100.0	0.0	92.7	-7.3
YR 03 Spelling	100.0	97.1	-2.9	97.6	0.5
YR 03 Writing	100.0	100.0	0.0	100.0	0.0
YR 05 Grammar & Punctuation	100.0	92.3	-7.7	93.1	0.8
YR 05 Numeracy	100.0	100.0	0.0	100.0	0.0
YR 05 Reading	97.2	100.0	2.8	96.6	-3.4
YR 05 Spelling	91.7	100.0	8.3	96.6	-3.4
YR 05 Writing	100.0	100.0	0.0	90.0	-10.0



Wellbeing

Goals & Intended Outcomes

Build student resilience, empathy and leadership in the school community.

Enrich student engagement by building positive and effective learning relationships.

- The school will develop multiple forms of evidence to monitor and respond to student engagement and wellbeing
- Set specific annual targets in the school's annual action plans Student Engagement Index. Target score 72: currently 59

Achievements

VALUE ADDED

- Full-time student Wellbeing Leader
- Employment of a part-time Pastoral Care person
- Continued use of the Bounce Back! Social and Emotional program
- All students undertook the Social Emotional Wellbeing assessment from ACER
- All staff undertook online training in the Disability Discrimination Act
- Better Buddies program through the Alannah and Madelaine Foundation
- Senior students puberty nights
- Seasons, Loss and Grief, peer support program
- All staff completed online modules for Mandatory Reporting
- Introduction of Nationally Consistent Collection of Data for Students with Disabilities
- Grade 6 students participated in the KIP (Knowledge is Power) program

STUDENT SATISFACTION

Student satisfaction was demonstrated by student participation in:

- Active After School Communities
- Interschool Sport
- Student Representative Council
- Participation in Extra-curricular activities, e.g. RACV Energy Breakthrough
- Involvement in incursions and excursions
- High participation rate for school camp program
- Active Involvement in the school mission day
- Student Leader development program
- Student engagement in learning was demonstrated through their involvement and presentation of Educational Research Projects
- Effective transition programs~ Kinder to school and Year 6 to Year 7

STUDENT ATTENDANCE

AVERAGE STUDENT ATTENDANCE RATE BY YEAR LEVEL	%
Y01	95.6
Y02	93.7
Y03	93.7
Y04	94.5
Y05	94.5
Y06	92.8
Overall average attendance	94.2

- Attendance and absence records form part of each child's half-year and end of year progress report to parents.
- Parents of absent students are required to provide a written note or verbal explanation detailing the reason/s for absence. Options include using email, the Skoolbag App, or CareMonkey.
- A SMS is sent to the parent/s of all unexplained absences on the day of the absence.
- In the case of ongoing absence:
 - Initial telephone contact with the parent/s.
 - Counselling sessions for parents and student
 - Home Visits
 - Formation of a support group
 - School attendance as a prerequisite to extra-curricular activities
 - Attendance rewards

The Principal reports ongoing truancy issues to the appropriate welfare and government agencies.



Child Safe Standards

Ss Michael and John's Primary School continues to hold the care, safety and wellbeing of students as a central and fundamental responsibility of our school. Our commitment is drawn from an inherent belief in the teaching and the mission of the gospel. We acknowledge that creating a child-safe environment is a dynamic process that involves active participation and a shared responsibility from all within the school community.

Throughout 2018-2019, our school has sought to further embed its child safety strategies through the ongoing review and implementation of policies and practices. Professional boundaries have been reinforced with all staff members and volunteers, as has obligations regarding the protection and reporting of allegations or disclosures of abuse.

Achievements

Standard 1. Strategies to embed an organisational culture of child safety including through effective leadership arrangements.

- Child Safety Standards remains a regular agenda item at School Advisory Council meetings where the school's child safety strategy, risk management processes and their effectiveness are reviewed.
- Staff participate in regular briefings and presentations on the school's Child Safety Strategy with a focus on classroom and students management, duty of care, and reporting requirements.

Standard 2. A child Safe Policy or Statement to Child Safety.

- Devised a Child Safe Policy that outlines the schools commitment to child safety. This policy applies to all staff members and volunteers.
- The policy outlines the processes for reporting concerns and allegations.
- The school induction process ensures that all new staff are taken through our Child Safe Policy
- The policy will be reviewed on an annual basis.

Standard 3. A Code of Conduct that establishes clear expectations for appropriate behaviour with children.

- All teaching & nonteaching staff members participate in annual Child Safety Standards 'refresher training' and are required to read and sign the school's Child Safety Code of Conduct annually.
- Volunteers are provided with regular briefings on acceptable behaviours and are required to read and sign the school's Child Safety Code of Conduct every time they enter the school site.
- Staff members have completed the Victorian Department of Education and Training's on-line Mandatory Reporting module.

Standard 4. Screening, supervision, training and other human resource practices that reduce the risk of child abuse by new and existing personnel.

- School Name continues to implement robust Human Resource practices to ensure the suitability of any staff member or volunteer permitted to participate in 'Child Connected Works'.
- To achieve this the school implements rigorous screening processes which have a child safety focus and include:
 - Position advertisements
 - Position descriptions
 - Referee Checks
 - Key Performance Indicators have a Child Safety focus
 - Victorian Institute of Teaching Registration (VIT)
 - Working With Children Checks & National Criminal Record Checks

- Screening of Casual Relief Teachers, Contractors and Volunteers.

Standard 5: Processes for responding to and reporting suspected child abuse.

- The school has a Child Protection and Mandatory reporting Policy that outlines the procedures for responding to allegations of suspected child abuse in accordance with the ministerial Order and other legal obligations, including criminal offences regarding grooming, failure to disclose and failure to report.
- The school has a designated Child Protection Officer who is able to support staff members in making a report.
- Staff members have completed the Victorian Department of Education and Training's on-line Mandatory Reporting module.

Standard 6: Strategies to identify and reduce or remove risks of child abuse.

- Ss Michael and John's Primary School continues to actively engage the school community in all aspects of Child Safety. Briefing sessions have been held with members of the school community to further disseminate requirements of Child Safety Standards, the school's Code of Conduct and its expectations of those who intend to participate in 'Child Connected Work'.
- The school's Child Safety Strategy is communicated to new members of the school community at enrolment, with ongoing briefings facilitated via parent information nights, the school newsletter and website.

Standard 7: Strategies to promote the participation and empowerment of children.

- The school's Child Safety Action Plan focused primarily on the promotion and participation of student empowerment. Providing students with a voice is critical in ensuring their well-being and safety. Education about healthy and respectful relationships and the development of resilience through participation in the Bounce Back and Paths programs played a fundamental role in achieving this outcome.

Ss Michael and John's Primary School remains committed to ensuring the well-being and safety of all students under its care by actively implementing, reviewing and improving its child safety strategy.



Leading & Stewardship

Goals & Intended Outcomes

Build shared vision, leadership and professional responsibility at all levels, creating conditions where individuals and teams feel empowered and are confident that they can and do make a positive impact on the life of the school.

Achievements

- Staff participation in the Catholic Education Ballarat Leading for Learning Program
- Developmental Curriculum continued throughout the school
- Engagement of Literacy consultant (Julie Shepherd) to work across the school
- Professional Learning Community whole school focus
- Staff undertook tertiary studies in the area of The Arts and Indonesian
- Regular Professional Learning Team, staff meetings and executive leadership meetings.
- Introduction of a Response to Intervention team
- Professional Learning day with Tom Hierck
- Annual Review Meetings with all staff
- Staff Professional Learning Plans
- Continued support for staff to be able to plan in Learning Community teams
- Provision of a report writing day for each Homegroup and specialist teachers
- All staff have appropriate qualifications and are registered with the Victorian Institute of Teaching
- Mentor provided for Graduate teachers.

EXPENDITURE AND TEACHER PARTICIPATION IN PROFESSIONAL LEARNING

DESCRIPTION OF PL UNDERTAKEN IN 2018

- New staff participated in OLSEL and Introduction to Awakenings
- Leading for Learning
- OLSEL Conference with Misty Adoniou
- Two staff members attended EduTech in Sydney
- Six + One Traits of Writing with Julie Shepherd
- Graduated Teacher Days
- Bridges out of Poverty
- Diocesan Leaders days and cluster meetings
- School Visits to Melbourne PLC schools
- Visits to exemplary schools in Melbourne
- Behaviour Management Training for Graduate Teachers
- Training in various Literacy Intervention Programs

NUMBER OF TEACHERS WHO PARTICIPATED IN PL in 2018	20
AVERAGE EXPENDITURE PER TEACHER FOR PL	\$ 2 290

TEACHER SATISFACTION

TEACHING STAFF ATTENDANCE RATE	
Teaching Staff Attendance Rate	80.9%

STAFF RETENTION RATE	
Staff Retention Rate	79.0%

TEACHER QUALIFICATIONS	
Doctorate	0.0%
Masters	7.7%
Graduate	15.4%
Graduate Certificate	7.7%
Bachelor Degree	92.3%
Advanced Diploma	30.8%
No Qualifications Listed	0.0%

STAFF COMPOSITION	
Principal Class (Headcount)	2
Teaching Staff (Headcount)	22
Teaching Staff (FTE)	19.8
Non-Teaching Staff (Headcount)	19
Non-Teaching Staff (FTE)	19.0
Indigenous Teaching Staff (Headcount)	0

Community Engagement

Goals & Intended Outcomes

Strengthen community connectedness as a dimension of all school programs and activities that focus on children's learning and wellbeing, faith development and practice.

Achievements

- Participation in the Sunday Masses
- Meals on Wheels
- Support for the local secondary schools work experience programs
- Local school performances~ St Brigid's College
- School Leaders representing the school at Anzac Day Dawn Service
- Whole school reflection on Remembrance Day
- End of year concert
- Giving Mass
- Student-led Conferences
- Trivia Night
- Parental involvement and support for the school sports day
- Close link with St Brigid's College for work experience, VCAL and VET students and assistance at sports and other significant events.
- Classroom Helpers
- Student and Family participation in the Energy Breakthrough
- Students attending performances organised by the Horsham Town Hall.

PARENT SATISFACTION

- Excellent parent attendance at Parent-Teacher Interviews and Get To Know You evenings.
- High level of support for social and fundraising events
- Broad cross section of parent representation on the School Advisory Council
- Parent Helpers in the classrooms
- High level of involvement in excursions and at sporting events
- High level of attendance at school assemblies, school masses, class liturgies and sporting events
- Attendance at information evenings
- Attendance at PSG's

