



2016 Annual Report

St Stephen's Catholic School, Pittsworth

A Catholic co-educational school of the Diocese of Toowoomba

"Strive for Success, Celebrate our Spirit"

Address	PO Box 285 22 Murray St Pittsworth QLD 4356	Phone	07 4693 1627
Year Levels	Prep – Year 6	Fax	07 4693 2156
Enrolment	136	Email	pittsworth@twb.catholic.edu.au
Principal	Mrs Janine Butlin	Boarders	No
Vacation Care	No	After School Care	No

Vision and Mission

Our Vision is:

Strive for Success, Celebrate our Spirit

and our Mission is to align all we do in our school in the academic, spiritual, social, cultural and physical to develop the potential of all our students.

St Stephen's Primary School was established in 1916. It is a systemic school within the Diocese of Toowoomba. It is staffed by a team of fully qualified, professional teachers, assisted by dedicated school officers including teacher aides, library and administration assistants. St Stephen's has an excellent record in curriculum development and implementation and this is reflected in the strong development of our student knowledge base.



Distinctive Curriculum Offerings

The scope of subjects includes Mathematics, English, Science, Geography, History, The Arts, Information Communication Technologies, Health & Physical Education and LOTE. St Stephen's Catholic School implements ACARA and QCAA documents and the Brisbane Religious Education Program as per Diocesan Guidelines and support.

Learning Area Programs are developed and teachers integrate where possible. Each unit of work is planned by the classroom teacher using the Diocesan Learning Profile tool with opportunities for collaborative planning through the Professional Learning Team meetings. Adjustments are made to cater for individual differences, preferences and needs.

The school uses a variety of tracking and assessment techniques including the NAPLAN tests for Years 3 & 5, whole-school testing using PAT R and PAT M, PM Benchmarking along with school based moderation of writing and reading using our Data Wall. Moderation occurs each term for writing samples and PM benchmarks through our Professional Learning Teams.

Student progress is reported to parents formally twice per year through report cards and informally across the year through meetings, open days and classroom displays. Parent/Teacher interviews are offered twice per year. Parents are encouraged to visit the school at any time to discuss the progress of their children or other matters they wish to have clarified.

Groupings of students

St Stephen's caters for students from the Preparatory Year to Year Six. Enrolment numbers allow for close interaction between staff, students and parents. Our staff nurtures a climate of meaningful learning, love, security and personal interest in each student. The school community has approximately 86 families who live both in the township and in surrounding districts – 24 students use bus transport.

Specialization among Teachers

St Stephen's Catholic School staff pride themselves in offering a curriculum based on sound teaching methods presented in a way that takes account of the individual learning styles and learning abilities. We have specialist teachers in subject areas such as Languages Other Than English (LOTE) and Indonesian is taught, Physical Education, Music, Dance and Drama. These teachers expand on classroom programs and focus on specific skill development.

St Stephen's Catholic School has a Special Needs Committee which operates on guidelines provided by the Toowoomba Catholic Schools Office. The Committee has developed a school-based referral process including forms and procedures to be followed. The school has clear procedures to cover the development of individual education plans and ways to modify tasks for students.

A Learning Support Teacher is provided for 18 hours per week. This teacher works in collaboration with staff on planning for assessment of needs, reviewing collected data and implementing a process to help students with their identified needs. The school offers opportunity for a high degree of parent involvement in the support process.



Use of Computers

At St Stephen's every classroom and building within the school has connectivity to the World Wide Web (as well as access to Wi-Fi). Each classroom has its own computers as well as access to over 40 laptops for whole class lessons, a bank of iPads and Microsoft tablets are used across the school.

The staff at St Stephen's School use technology as a teaching tool to engage students in classroom based learning activities and to guide them to:

- effectively use search engines to locate authors, topics, subject and/or titles for information for research purposes
- Use Microsoft Office suite including; Word, PowerPoint, Publisher and Excel (when the need arises).
- Use of iPad technology to create and publish digital media texts including; iMovie, Telegami and Pages
- Use digital technologies to plan, draft and publish text, research information and create digital media in a range of Key Learning Areas

All classroom teachers instruct students on cyber-safety and the appropriate use of digital resources.

Extra-Curricular Activities

Students enjoy a wide number of extra-curricular activities, which include:

- Schools 100 years Centenary program and weekend celebration
- ICAS testing
- Under 6's Day
- Choirs participated in the Toowoomba Eisteddfod
- Learn to Swim Programs at local pool complex
- Class excursions – Prep – Yr 6 and Year 5/6
- Reader's Cup
- Book Week "Dress Up as a Character Day"
- Sporting opportunities which include Cross Country, the Athletics Carnival, the Gore Highway Carnival and Interschool Sport for Grades 4-6
- Just Leadership Day (Year 6)
- Read With Me
- Early Years Art Show
- Biggest Morning Tea
- Beauaraba Lodge visits
- MacKillop Club
- Tee Ball Gala Day
- Kids Connect
- Sing Out
- Andrew Chinn Workshops & Concert
- Arts council "Chores" performance
- Instrumental Music Lessons



- Celebrations such as the Leader's Mass at the beginning of the year, Family Masses with the Parish each school term, Catholic Education Week and the Mary MacKillop Mass
- Buddy Classes where Year 6 students take on the role with Preps and each have a buddy. Students interact on the playground and various times throughout the year.
- Year 6 Leadership Program in which Yr 6 students lead whole school celebrations, speak at official function, meet and guide visitors around the school during Open Day
- Participation in the local show
- Facilitators of Kids Connect

The emphasis at St Stephen's is about participating and 'having a go' - to strive for success and celebrate our spirit. Our purpose is to enable each and every student to recognize and reach his or her own potential and to develop spiritually, emotionally, academically, physically, socially and culturally. Individual achievements have been acknowledged on assemblies, at thanksgivings and through the school Newsletter.

Other learning and participation opportunities include:

- Lenten and Holy Week Liturgies
- Mission Week activities and liturgy
- Celebration of Mary MacKillop - school founder
- Local ANZAC Day march
- Visits to senior citizens' home
- Mass attendance at the senior citizens' home
- Class liturgies
- Visits by representatives of various sporting groups to work with students
- Visits by performing artists for class and group teaching/learning sessions and performance at whole school concert
- School concert (whole school)
- Patronal Celebrations

Social Climate

St Stephen's Catholic School has an open and welcoming atmosphere. The Parents and Friends Association(P&F) has a Social Events Committee which organizes barbecues, farewell celebrations and celebrations within the school and wider community. It also has a group of parents who take care of the school and parish grounds.

St Stephen's has a Student Behaviour and Anti-Bullying Policy and accompanying procedures. The aim of this anti-bullying policy is to ensure that pupils at St Stephen's School learn in a supportive, caring and safe environment without fear of being bullied. It states that "Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated".

This policy communicates our values and beliefs about the dignity, worth, rights and responsibilities of individuals within the school community. This policy is relevant in times when the children are under the care and responsibility of the school. The Policy defines Bullying as deliberately hurtful behaviour, repeated over a period, where it is difficult for those being bullied to defend themselves.



The four main types of bullying identified in the Policy are:

- physical (hitting, kicking, theft)
- verbal (name calling, racist remarks)
- indirect (spreading rumours, excluding someone from social groups)
- cyber bullying (Bullying which is carried out through an internet service such as email, chat room, discussion group or instant messaging. It can also include bullying through mobile phone technologies such as short message services - SMS).

Parents reminders of the implementation of this policy are sent out through newsletter notices.

Parental Involvement

The P&F is a vibrant and active group of willing and dedicated parents who play an active part in the life of the school through raising valuable funds, providing important physical support in the form of working bees, assistance in classes, working in the library, operating the school tuck-shop and working at school functions by organizing and catering. The P&F Levy has meant that the group has developed a strong social basis for most of its activities.

The School Board supports the school in decision-making processes and policy development. The P&F, the School Board and the staff work closely together for the overall betterment of the school.

St Stephen's is noted for parent support and has a significant level of parent involvement within the school community. Parent volunteer help is vital for our reading and literacy groups, Support-A-Reader, Support-A-Talker, numeracy activities, prep helpers, liturgical celebrations, assemblies and major sports events. Parents have further opportunities for involvement at decision making levels through the Parents and Friends Association and the School Board.

School Financial Information

The information on net recurrent income including:

- Federal Government recurrent funding
- Queensland Government recurrent funding
- Fee, charges and parent contributions
- Other private resources

Is available from: www.myschool.edu.au

Staff Composition

Workforce Composition	Total Teaching Staff	Total Non-teaching Staff	Indigenous Staff
Headcounts	12	5	0
Full-time equivalents	8.9	2.3	0



Teacher Qualifications

Qualification	% of Teaching Staff
Doctoral / Post Doctoral	0%
Masters	25%
Bachelor Degree	50%
Diploma	25%

Professional Development

2016 School PD Budget Allocation	\$3200
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Teachers participate in professional learning activities which include:

- curriculum planning and assessment
- writing report cards and reporting to parents
- Ongoing in-service of staff in the teaching of Religious Education Modules and implementation of new Religious Education units
- In-service in ACARA documents, including Maths, Science, HASS, Digital Technologies, Design Technologies, The Arts, Health and Physical Education and English
- Consistency of teacher judgement sessions
- Literacy Coach
- Attendance at Hawker Brownlow conference

Average Staff Attendance

97.25%

Staff Retention

70.00%

Average Student Attendance Rates

93.29%

Student Attendance for Each Year Level (expressed as %)

Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
92.39	94.77	93.54	93.97	93.39	92.12	92.12



Description of How Non-Attendance is managed by the School

Student Rolls are to be marked electronically each morning and afternoon by teachers. Parents ring on the morning a student is going to be away and the administration staff enter the date straight into the system. Student absences are marked as “Unexplained” until a parent contact the school or sends a note. The Administration Officer rings the parent if there are any unexplained absences. If regular unexplained absences occur the parents are contacted and a meeting with the Principal is arranged.

National Assessment Program Literacy & Numeracy (NAPLAN) Results

Year 3 Test Results				
	OUR SCHOOL AVERAGE	NATIONAL AVERAGE	STATE AVERAGE	Percentage of Students at or above the
Reading	415	426	419.8	97
Writing	431	421	409.8	99
Spelling	422	420	410.3	97
Grammar & Punctuation	445	436	433.1	96
Numeracy	383	402	396.3	94
Year 5 Results				
	OUR SCHOOL AVERAGE	NATIONAL AVERAGE	STATE AVERAGE	Percentage of Students at or above the
Reading	495	502	500.1	94
Writing	479	476	466.3	92
Spelling	497	493	485.8	95
Grammar & Punctuation	509	505	505.2	95
Numeracy	482	493	488.3	98

Value Added

St Stephen’s Catholic School teachers continually monitor and evaluate the academic performance of all students. The students’ individual educational needs are identified and strategies applied. This has seen individual student academic results improve over several years.

St Stephen’s Catholic School also has strong links with the Arts and Sporting Development. This is achieved in the Arts through our Choral program and a comprehensive Music program supported by extensive resources. Sporting development focuses on the individual and provides students with a range of sporting experiences to assist in developing skills and fitness. St Stephen’s is always well represented in local and wider community athletics and swimming events. The development of quality learning programs, ensures student academic progress is always our priority.



Parent Satisfaction

Parent satisfaction was gauged by a school improvement parent survey administered by Toowoomba Catholic Schools Office in 2016. This survey was conducted by Research Australia Development and Innovation Institute (RADII). The results were compiled under the following headings: Catholic Life, Learning and Teaching, Leadership for School Improvement and Strategic Resourcing. 2016 results showed:

- 98% of parents were satisfied with the Catholic Life of the school
- 92.6% were satisfied with the learning and teaching
- 97% were satisfied with Leadership for School Improvement and
- 100% were satisfied with the strategic resourcing of the school.

The overall satisfaction of parents with the school was 98.6%

School Renewal and Improvement Process

School Renewal and Improvement is an on-going process of self-evaluation measured against a commonly agreed set of criteria known as Excellence In Catholic Education (EiCE). It informs action planning at the school level to identify areas of strength and areas for improvement. Above all, Catholic schools must be good schools with a strong learning orientation and a strong sense of purpose. This process provides an opportunity for each school to reflect on 4 Domains, namely Catholic Life and Religious Education; Learning and Teaching; Leadership for School Improvement and Strategic Resourcing. Each of these Domains has components (24 in total) which are reviewed on a cyclical basis and plans for improvement developed if necessary. In 2016, the school reviewed the following components, Social Action & Justice, Pastoral Care & Student Well Being, Professional Learning, Students with Additional Learning Needs and ICT Resourcing. Areas identified for improvement are included in the Annual Action Plan of the school.

A hardcopy of this report is available by request from the Principal.

