St Stephen’s School, Pittsworth
Catholic co-educational primary school
Diocese of Toowoomba
Annual report 2017

| Address           | PO Box 285  
|                  | 22 Murray Street  
|                  | Pittsworth QLD 4356 | Phone number | 07 4693 1627  
| email            | pittsworth@twb.catholic.edu.au | Principal | Janine Butlin  
| Year levels      | Prep-Year 6 | Enrolment | 141  
| Co-educational or single sex | co-educational  
| Boarders         | no  
| Outside hours school care | no  
| Vacation care    | no  
| Contact person for information about the school and school policies | Janine Butlin

The school’s 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 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
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 and 5, whole-school testing using PAT R and PAT M, PM Benchmarking, SWST (Single Word Spelling Test), Probe, Phonological awareness screener in prep, sound and letter knowledge assessment and high frequency word assessment along with school based moderation of writing and reading using our Data Wall. Moderation occurs each term for writing samples and PM benchmarks and Probe data 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.

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

- ICAS testing
- Under 6’s day
- learn to swim programs at local pool complex
- class excursions – Prep to Year 6
- Book Week “Dress Up”
- sporting opportunities which include cross country, the athletics carnival, the Gore Highway Carnival and interschool sport for Years 4-6
- Catholic Education Week – Touch and Netball Carnival
- Leadership Day (Year 6)
- Read With Me – Pittsworth Early Year’s Street Parade
- Beauaraba Lodge visits – interaction with residents and mass
- MacKillop Club
- Tee Ball gala day
- Bongo Brothers performance
- World of Maths
- Art workshops with Peter Mulcahy
- Year 5 camp – Emu Gully
- Year 6 camp – Burleigh Heads CYC
- instrumental music lessons
- choir – performing for volunteers
- 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 Year 6 students lead whole school celebrations, speak at official functions, meet and guide visitors around the school during Open Day
• participation in the local show

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 recognise 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 Beauaraba Living Aged Care Facility
• Mass attendance at Beauaraba Living Aged Care facility
• 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
• End of year Christmas concert
• Patronal celebrations

Social climate (including pastoral care and student behaviour support)
St Stephen's School has an open and welcoming atmosphere. The Parents and Friends Association(P&F) has a Social Events Committee which organises 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 Behaviour Support Plan and procedures. This procedure sits underneath the Toowoomba Catholic Schools Office Student behaviour support policy and Formal student behaviour sanctions procedure. Other domains include values and expectations at St Stephen’s, School Behaviour Matrix, Zones of Regulation, Learning Ladder, Consequences of Intervention, Flowchart for repeated behaviours, bullying and cyberbullying and Behaviour management strategies.

At St Stephen’s School we have the expectation that everyone is treated with respect and dignity. We will not tolerate bullying. Everyone has the right to feel safe and valued and it is everyone’s responsibility to ensure that this happens.

The aim of the School behaviour support plan is to ensure that pupils at St Stephen’s School learn in a supportive, caring and safe environment without fear of being bullied.

A copy of the School behaviour support plan and processes is available on the school website.

Characteristics of the student body
St Stephen’s caters for students from Prep 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 91 families who live both in the township and in the surrounding districts – 36 students use bus transport.
Parent/carer 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 tuckshop and working at school functions by organising 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. Volunteer help is vital for our reading and literacy groups, numeracy activities, Prep helpers, liturgical celebrations, assemblies and major sports events.

School income by funding source
School income reported by the financial year accounting cycle using standardised national methodologies and broken down by funding source is available via the MySchool website at www.myschool.edu.au.

Staff

Workforce composition

<table>
<thead>
<tr>
<th></th>
<th>Total teaching staff</th>
<th>Total non-teaching staff</th>
<th>Indigenous staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headcount</td>
<td>13</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Full-time equivalents</td>
<td>8.9</td>
<td>2.3</td>
<td>0</td>
</tr>
</tbody>
</table>

Teacher qualifications

<table>
<thead>
<tr>
<th>Qualification</th>
<th>% of teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctoral / Post-Doctoral</td>
<td>0%</td>
</tr>
<tr>
<td>Masters</td>
<td>31%</td>
</tr>
<tr>
<td>Bachelor Degree</td>
<td>61%</td>
</tr>
<tr>
<td>Diploma</td>
<td>8%</td>
</tr>
<tr>
<td>Certificate</td>
<td>0%</td>
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Average staff attendance
96%

Staff retention
85%
Professional Development (participation and expenditure)
2017 School Budget Allocation: $2,975

The following information is an overview of staff participation in professional development at St Stephen’s for 2017.
- Reading improvement Strategy P-3
- Reading coach
- Consistency of teacher judgement sessions
- Teach like a champion PD
- QELi PD
- Myers/Briggs twilight
- Difficult conversations twilight
- Judaism

Student attendance
Average whole of school student attendance rate (expressed as %)
94%

Student attendance for each year level (expressed as %)

<table>
<thead>
<tr>
<th>Year</th>
<th>Prep</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Average student attendance rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>87.86</td>
<td>91.57</td>
<td>91.89</td>
<td>92.08</td>
<td>94.44</td>
<td>93.15</td>
<td>91.97</td>
<td>91.78</td>
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</tbody>
</table>

Description of how non-attendance of students is managed by the school
Student rolls are 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 contacts 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 and Numeracy (NAPLAN) results

<table>
<thead>
<tr>
<th>Year 3 test results</th>
<th>Our school average</th>
<th>State average</th>
<th>National average</th>
<th>Percentage of students at or above the national benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>407</td>
<td>425</td>
<td>431</td>
<td>95%</td>
</tr>
<tr>
<td>Writing</td>
<td>384</td>
<td>402</td>
<td>413</td>
<td>100%</td>
</tr>
<tr>
<td>Spelling</td>
<td>362</td>
<td>408</td>
<td>416</td>
<td>95%</td>
</tr>
<tr>
<td>Grammar and Punctuation</td>
<td>392</td>
<td>437</td>
<td>439</td>
<td>82%</td>
</tr>
<tr>
<td>Numeracy</td>
<td>381</td>
<td>402</td>
<td>409</td>
<td>95%</td>
</tr>
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</table>
School renewal and improvement

Overview of procedures

St Stephen’s engaged in the Excellence in Catholic Education (EiCE) school improvement process that has been in place in Diocese of Toowoomba Catholic schools since 2012.

EiCE involves the school reflecting on its effectiveness, making plans for improved teaching and learning and acting upon those. EiCE envisages the school taking five years to work its way through 24 components in the four areas of Catholic Life and Religious Education; Learning and Teaching; Leadership for School Improvement; Strategic Resourcing.

In 2017, the EiCE components on which our school focused were Vision and Mission, Cultural Diversity and Stewardship.

Parent, staff and student satisfaction

Each year St Stephen’s engages in data gathering from parents, staff and students to assist it in evaluating the effectiveness of its educational program.

Materials provided by Research Australia Development & Innovation Institute (RADII) are used. Part of the RADII process is the collection of data regarding the overall satisfaction of parents, staff and students. Overall satisfaction responses for 2017 are shown below.

Parents
92% of parents satisfied with children’s educational progress at the school.
100% of parents satisfied that school’s educational program enable children to learn.

Staff
100% of staff satisfied overall with educational progress of students.
100% of staff satisfied that school’s educational programs enable students to learn.

Students
87% of Years 5 - 6 students satisfied with their learning at this school.

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<table>
<thead>
<tr>
<th>Year 5 test results</th>
<th>Our school average</th>
<th>State average</th>
<th>National average</th>
<th>Percentage of students at or above the national benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>507</td>
<td>502</td>
<td>505</td>
<td>100%</td>
</tr>
<tr>
<td>Writing</td>
<td>462</td>
<td>461</td>
<td>472</td>
<td>87%</td>
</tr>
<tr>
<td>Spelling</td>
<td>503</td>
<td>496</td>
<td>500</td>
<td>87%</td>
</tr>
<tr>
<td>Grammar and Punctuation</td>
<td>511</td>
<td>496</td>
<td>499</td>
<td>87%</td>
</tr>
<tr>
<td>Numeracy</td>
<td>490</td>
<td>490</td>
<td>493</td>
<td>94%</td>
</tr>
</tbody>
</table>