Annual Report
HOLY TRINITY SCHOOL

CONTACT DETAILS:

PRINCIPAL: Mr Nicholas Clarke,
ADDRESS: 13 Bardia St Wagga Wagga
P.O BOX 4001 Ashmont
PHONE: 02 69 313704
FAX: 02 69 314239
EMAIL: info@ht.wagga.catholic.edu.au
Introduction
Thank you for your interest in our school. This Annual Report informs you of the events that have been significant to our community in 2006. This report also documents the educational performance of our school during the year. As these events are recorded it is clear we have much to celebrate!

1. The School

The School
This is our first year under our new school name, Holy Trinity West Wagga. As we detailed in the 2005 report this was a significant change that now truly reflects our mission as a Parish School and is inclusive of all the communities we serve in the West Wagga District.

Religious Education
The school has continued to progressively implement the new RE Syllabus that the Diocese adopted from the Parramatta Diocese in 2004.

As a further enrichment of the Parish based sacramental program the school decided to trial a stage based program. Our plan was to keep Reconciliation as part of the Year 2 program and in alternate years offer the sacraments of Eucharist in Stage 2 and Confirmation in Stage 3. As a consequence the school this year prepared our Year 5 and 6 students for Confirmation and celebrated this Sacrament on Sunday 26th November.

The Arts
The Arts are a very important part of the Primary curriculum that provides the children with the opportunity to create and perform. The teaching staff has continued to develop their learning and teaching plans in line with the new Creative Arts Syllabus. Holy Trinity School will in 2007 have their Creative Arts Policy and learning and teaching practices reviewed by a visiting educational review team.

Sport
As a systemic school in the Wagga Wagga Diocese, Holy Trinity fully participates in a range of sports at a representative level. Our three main sports carnivals are swimming, athletics and cross-country.

This is the second year in which Holy Trinity has employed a specialist Physical Education teacher. The children are continuing to develop their fitness skills and knowledge in this area of the curriculum.

School Initiatives
During the 2006 school year Holy Trinity School was successful in gaining a $40,000 grant to further meet the needs of our Indigenous students in transition. As children progress from pre school to school through to Stage 2 and into Secondary school they face many challenges. During these times they need the support of their families and their school community. Therefore it was decided that to better meet the needs of Indigenous students it would be advantageous if our school was able to have a designated Aboriginal Education Worker with the specific responsibility of working with students in transition. This Appointment was made late in 2006 for the start of the 2007 school year.

For many years the families and teachers of Holy Trinity School have been concerned at the swimming ability of many of our children and therefore it was decided to initiate a comprehensive and intensive swimming program for all children. As a consequence in December 2006 for 2 weeks the children of Holy Trinity School participated in a swimming program at the Oasis Swimming Centre. It is anticipated that this initiative will result in greater levels of skill and participation in aquatic activities.

A further initiative of Holy Trinity School in 2006 was to fully implement the requirements of the Commonwealth Governments “Reporting to Parents” legislation; this resulted in a significant increase in the workload of all educators at Holy Trinity. These reports were developed by our Catholic Schools Office and required each teacher to report to parents about their child's progress using the A-E Grading Scale.

School Policies
The most significant policy development at Holy Trinity School was the renewal of our Pastoral Care Policy. This amended and renamed policy is more congruent with the school’s deep commitment to ensuring that Holy Trinity West Wagga is a safe, inclusive school where each child has opportunities to achieve.
This new policy details the schools practices that minimise bullying and maximise inclusion. This policy responds to the challenge of the following documents:
- Diocesan Vision and Mission
- Diocesan Strategic Plan
- School Vision and Mission
- National Safe Schools Framework
- School Norms

This policy defines the right relationships that are the goals of this document. In addition, this policy clearly states our procedures that respond to cases of behaviour that are unacceptable to our school community. This includes procedures for the suspension and in rare cases the expulsion of students from the school.

The essence of the policy is summarised by the following statement.
“Pastoral Responsibility reflects the obligation and commitment of each person to protect and promote the uniqueness, dignity and well being of all members of the school community”
[Priority 6 Diocesan Strategic Plan 2005-2010].

All of our school policies and procedures are available from the school office. This document includes the following policies: Enrolment, Pastoral Responsibility, and Complaints and Grievances Procedures.

The school has adopted an approach to resolving complaints and grievances that is based on procedural fairness. It recognises that families and students have access to procedures that allow them to resolve concerns in a supportive and conciliatory manner.

Families with a complaint are encouraged in the first instance to contact their child’s teacher. If the need then arises, contact with the Principal and the Catholic Schools Office may be appropriate.

**School Council**

Once again in 2006, the school council was very active in working in partnership with the School Leadership team and the Parish to ensure the school offers our children and families the best available facilities and resources.

The most significant element of the school council’s work in 2006 was our successful application for a grant to build an all weather shelter for the top courtyard. Children will use this shelter during playtimes, and the school will use it for community events such as the fete.

Our grant for $46 000 is from the Commonwealth Government as part of the Investing In Our Schools Program. The construction of this shelter will commence in the middle of 2007.

### 2. Information on Key School Programs

**Curriculum Focus**

The major curriculum focus for the education staff of Holy Trinity School in 2006 was the implementation of our new school reports.

The teachers were inserviced by our Catholic Schools Office on the structure of the new reports and were given the opportunity to discuss new and refined collaborative structures that would ensure the required common assessment practices necessary to complete these new reports.

Fortunately, the staff at Holy Trinity has always worked in collaborative teams both within and across stages.

**Programs to Support Learning**

As a multi-age /staged learning community, Holy Trinity School has the structure that delivers the primary curriculum flexibly and appropriately. Our teachers differentiate the syllabus to meet the learning needs of each student.

Our learning community at Holy Trinity was enriched in 2006 by the following additional programs:
- Life Education Program
- Gymnastics
- International Competitions [ICAS]
- Peers Support
- Naidoc Week Celebrations
- Musica Viva
- Swimming Programs
**Equity Programs**

Holy Trinity is a school community that is striving to contribute to the goals of National Reconciliation. Our school has an Indigenous population of 19 students. Our contribution to Reconciliation is highlighted during NAIDOC week. The highlight of this year’s celebrations was the performances of visiting indigenous singers and storytellers as well as the local ‘bush tucker man’ Dick Green.

At Holy Trinity we have been making a humble contribution to Reconciliation for many years and this will continue for many years to come. Our greatest contribution to Reconciliation is our daily commitment to the values of the Gospel, that define our purpose as a Catholic School, building of a community based on hope, tolerance, justice, respect, forgiveness and peace.

**Programs to Support Students**

Our school community is committed to creating the opportunities needed for each child to achieve their full potential. Programs that we have established to support our students learning include Reading Recovery and the implementation of Individualised Education Plans so that each of our students requiring learning support can achieve.

In 2006 our school had up to 8 funded students with Special needs. All of these students received extra learning support through the provision of additional resources or access to a teacher’s assistant. Teacher Assistants works in partnership with the classroom teachers to deliver a modified learning program. This partnership with the teacher assistants and classroom teachers continues to deliver significant learning outcomes for our Special Needs Students.

**Respect and Responsibility**

The Holy Trinity School Norms have as their key focus the development of self responsibility and a deep respect for faith, learning, self and others.

The development of our Pastoral Responsibility Policy is reflective of our Vision and Mission as well as the current Commonwealth guidelines on Safer Schools and Values Education.

**Student Achievement**

**Statewide Tests and Examinations**

Our school has participated in BST Literacy and Numeracy since 1998 and the BST Writing since 2001. The school monitors the BST Trend Data each year and uses that information to inform its learning and teaching practices for the upcoming year.

The table below indicates the percentage of students who have achieved national literacy and numeracy benchmarks in Years 3 and 5 at Holy Trinity School.

<table>
<thead>
<tr>
<th>Year</th>
<th>Reading</th>
<th>Writing</th>
<th>Numeracy</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>92</td>
<td>96</td>
<td>100</td>
</tr>
<tr>
<td>5</td>
<td>97</td>
<td>100</td>
<td>97</td>
</tr>
</tbody>
</table>

**3. School Renewal**

**Progress of the School Renewal Framework**

Each year our school works collaboratively to develop a School Renewal Framework [SRF]. This framework guides our school community through the implementation of programs, policies and procedures that have as their purpose the renewal and development of the Holy Trinity learning community.

Our renewal processes in 2006 resulted in the following achievements for our school:

- Development of an Anti Bullying Policy
- Development of a new Pastoral Responsibility Policy
- Implementing a whole school Swimming Program
- Completing major drainage works on the top courtyard
- Installing 2 new gas heaters
- Leasing 18 new computers
- Purchased new infants furniture
- Installed a new flagpole.
4. School Overview

School Enrolment
Enrolment Policy
Holy Trinity School has as its core purpose the support of Catholic families and the Parish of West Wagga in the teaching of the Catholic faith to our children. To support our mission as a Catholic school our enrolment policy prioritises the applications of Catholic children living in the West Wagga Parish.

However the school welcomes families and children of other faiths that are willing to support the beliefs and traditions of the school and are willing to fully participate in the life of the school.

Holy Trinity School West Wagga as a Diocesan school in our diocese fully implements Diocesan policies The Diocesan policy on Enrolments and other aspects of school governance and administration are available at www.cso.wagga.catholic.edu.au

During 2006 our school population ranged from 228-231.

Student Enrolment Profile: [as at August 2006]

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
<th>Indig*</th>
<th>LOTE*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>113</td>
<td>116</td>
<td>19</td>
<td>1</td>
<td>229</td>
</tr>
</tbody>
</table>

*Language background Other Than English

Structure of Classes
Holy Trinity West Wagga in 2006 structured its classes into each of the stages of Primary education. These staged learning units give class teachers the opportunity to develop a dynamic learning community that can deliver educational outcomes in a flexible and purposeful way.

In 2006 Holy Trinity operated 9 classes; K,K,1-2,1-2,1-2,3-4,3-4,5-6,5-6..

Staff
Teacher Standards
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
B) have qualifications from a recognised higher education institution but no formal teacher education qualifications
C) have relevant successful teaching experience and appropriate knowledge but no formal teacher qualifications.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>0</td>
<td>0</td>
<td>16</td>
</tr>
</tbody>
</table>

Professional Learning
As a collaborative learning community that is commitment to maximising student achieve we are always focused on the development of the professional learning of our learning and teaching staff.

During 2006 teaching staff had the opportunity to participate in the following professional development.
- Leading Australia's Schools-national leadership program for Principals
- The journey program.
- Reporting to Parents
- SINA Administrator Training

In addition to these formal professional learning opportunities each staff member is fully engaged in continual dialogue regarding learning and teaching practices.

Teacher Attendance and Retention
The federal Schools Assistance Act 2005 requires that each school report on the average attendance rate of staff members in a given school. The end figure is determined by calculations including certain periods of absence due to sickness, personal carers leave, leave without pay, special leave and accident/workers compensation leave. An attendance rate of 96.8% was achieved in 2006 by staff at Holy Trinity Primary School, Wagga Wagga.

Parent Involvement and Participation
Our school community values and honours the role of parents and families as prime educators and nurturers of their children. We are privileged to be granted their trust to educate their child. Each year we provide opportunities for our families and staff to build relationships and true partnerships, these include
- Kinder Orientation
- Welcome to new families
- Meet the Teacher Interviews
- School Council
- Parents and Friends Association
• Sacramental Programs
• Working Bees

We honour the role of our families and welcome every opportunity to build effective home/school partnerships with the Holy Trinity School Vision as our foundation and guide.

The Parents and Friends Association led by its energetic executive re-established, during 2006 the school fete as an annual event. This was a great success that raised much-needed funds for the school.

The P&F had such a successful year that they were able to purchase and install new playground equipment for the children of our school.

The school community remains enormously grateful to all our parents that work so hard for the good of the whole school.

In 2007 the Parents and Friends Association are to raise funds for the establishment of a Technology Centre at the school.

**Community Use of School Facilities**

During 2006 for the 4th consecutive year, Holy Trinity School had the pleasure of hosting the NSW Board of Studies Marking Centre. For four weeks in October and November the Marking Centre for the 2006 operated in our Library and A/V Room. A number of local sporting teams also used our grounds for training purposes.

**Community Satisfaction**

The following information has been provided to the school/college. It has been a valuable gauge for determining the level of satisfaction our community has with Holy Trinity Catholic School West Wagga.

At the end of 2006 each family with students at Holy Trinity School had the opportunity to respond to a survey. The feedback from this survey provided the school with invaluable feedback.

As the data below indicates the overwhelming majority of children are happy at school.

In addition to gaining this information on our children families also some provided the school with some wonderfully constructive feedback on school procedures and schedule.

As a consequence the school has amended some of its school procedures to better serve our families.

**Parents**

My child is usually happy at Holy Trinity West Wagga

<table>
<thead>
<tr>
<th>Agree</th>
<th>Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>93%</td>
<td>7%</td>
</tr>
</tbody>
</table>

In addition to this survey each Holy Trinity newsletter contains a feedback section where community members are invited to express any concerns or comments.

In 2007 the above survey will be extended to include students and staff members. This will provide even more extensive data that will assist the school in meeting the needs of the community.

**Financial Statement Summary**

The main source of income for our school comes from the generosity of families through the payment of school fees and levies. Without this support our school could not operate. This income is supplemented by the fund raising activities of the P&F. In addition to this the West Wagga Parish continue to service the loans that were necessary to complete the school buildings. This generous support is gratefully acknowledged. The key areas of expenditure for Holy Trinity during 2006 were:

- Pupil Levy
- Educational Resources
- Furniture and Equipment
- Maintenance
- Capital Works
- Insurance
- Administration
- Utilities
- Maintenance

The total income and expenditure of the school that is included in the above report are shown below.

**About This Report**

This report is a summary of the achievements of the Holy Trinity school community during the 2006 school year.

A report such as this cannot accurately portray the daily endeavours of our families, children and all the staff as they strive to create every opportunity for our students to grow and learn.
We continue to work as a whole community for the good of all the students and families of Holy Trinity.

This Annual Report has been written by the school executive in consultation with members of our wider school community.
APPENDIX A

This data shown below is a summary of Diocese of Wagga School System income and expense and includes income and expense of all system schools.

**System Income 2007**

- Capital Income: 3%
- Commonwealth Government Recurrent Grants: 57%
- Other Fee Income: 5%
- State Government Recurrent Grants: 21%
- School Fees: 14%

**System Expenses 2007**

- Salary and Related Expenses: 73%
- Non Salary Expenses: 20%
- Capital Expenditure: 7%
The total income and expense of the school, that is included in the above, is shown below.