



## Holy Cross Primary School, GLENDALE

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## About the Annual School Report

Holy Cross Primary School is registered by the Board of Studies Teaching and Educational Standards NSW (BOSTES) as a member of the Catholic system in the Diocese of Maitland - Newcastle.

The Annual School Report provides parents and the wider community with fair, accurate and objective information about various aspects of school performance and development. The Report describes achievement of school development in 2015 and gives information about 2016 priorities.

This Report is a legislative requirement under the Schools Assistance Act, 2008.

The information in this Report is complemented by the Catholic Schools Office website and school websites where other publications and newsletters can be viewed or obtained.

# Messages from Key School Bodies

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## Principal's Message

All stakeholders of Holy Cross Catholic School are proud of our community. School numbers continue to grow with an increase of 40% in enrolments the past 4 years. Central to all decisions made are the teachings of Jesus Christ. Holy Cross Pastoral Care policy contributes to a safe, friendly environment, supported by students, parents and staff. Students' development, be it academic, spiritual, social and psychological, is achieved through a partnership of home and school. At Holy Cross we are conscious to build this partnership at every opportunity.

During 2016, Holy Cross Catholic School continued its association with the State Action Plan (Literacy and Numeracy), focussing on the learning needs of students, in particular K-2.

Staff at Holy Cross, like students, are life-long learners, actively seeking opportunities through professional development to implement best practice into teaching and learning. 2016 saw the commencement of Professional Practice and Development (PP&D) whereby staff, in collaboration with school executive, devise learning goals to enhance their teaching. Senior students' learning has been enhanced by the use of *OneNote*, a digital notebook that is collaborative in nature and accessed at home and in school.

There are a number of highlights during the school year at Holy Cross Catholic School, Glendale, some of which are outlined in this report. A significant achievement was the revision and updating of the school mission and vision statement that reflects our school community values. It was a collaborative process involving parents, students, staff and parish members. We believe students and staff live out Holy Cross' motto being; Dare to walk with Jesus. As a Catholic community, part of the Sugarloaf Parish, we are people of action, a place of peace and nurture a future of inspired learners.

## Parent Body

2016 saw the re-formation of the Parents and Friend's Association at Holy Cross Glendale. It was an extremely successful year focusing on friend-raising and fundraising.

The P&F hosted a shopping bus trip to Sydney to connect parents and the wider community, as well as supporting and getting involved in school based activities such as sports carnivals, the annual concert, discos, liturgies and the Christmas celebration. In addition, the parent body came together to assist the staff in building a sensory garden for the playground. These events gave the parent body a chance to be active in the school community, give their time to help out and connect to other parents and teachers.

The P&F raised a considerable amount of money over the course of the year through Mother's and Fathers's Day stalls, raffles, 100 club, spice rub and sunscreen orders, a fun run among other events.

The wider parent body were very supportive and generous in these events which enabled the P&F to make a number of significant purchases. These included a new oven for the canteen, the refurbishment of picnic tables, soccer jerseys, folding tables and a fixed PA system.

The parent body came together to grieve the loss of our dear friend Pat Hamilton but now look forward to the new year ahead in an exciting new time of growth and change.

## Student Body

Although we have Portfolio Leaders, the whole of Year 6 are seen as student leaders. The four portfolios are; Environment, Communication, Community and Ministry. Each term two portfolio leaders co-ordinate each portfolio with staff members. Together with all Year 6 leaders the most responsible role is setting a good example for the younger students in our school. The Year 6 leadership pledge is;

*Yes I am prepared to be a leader*

*I will participate in and support school spirit, encourage the growth of Catholic values including social justice, love and tolerance and follow the example set for me by St Mary of the Cross, Catherine McAuley and especially the call from Pope Francis for The Year of Mercy.*

*I promise to show God's love by treating each student with care, justice and respect, to work with the Holy Cross staff in making our school a happy place to learn and to set good examples for other students to follow.*

*I promise to represent our school in the community with pride.*

It has been communicated that Holy Cross students find the transition to High School smooth because they have been exposed to so much as leaders in Primary School and easily adapt to change due to the responsibilities given at Holy Cross.

## SCHOOL FEATURES

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### History of the school

Holy Cross Primary School, Glendale is a school of around 120 students and is part of the Sugarloaf Parish. The school was opened 59 years ago by the Sisters of Mercy. The spirit of the Sisters of Mercy is still evident in the school's commitment to justice for all people. As already mentioned, Holy Cross has experienced substantial growth in recent years. Holy Cross School is a rich community, very much a family school that provides its students with a supportive and high quality learning environment.

As an integral part of the Sugarloaf Parish, the school raises funds to support schools in Vietnam. The Vietnam connection is particularly strong at Holy Cross, whereby Parish Priest Father Peter's assistant, Father John was educated in Vietnam as are the Sisters who play an active role in Sugarloaf Parish.

### Location/Drawing Area

Holy Cross Primary School, Glendale is situated on Lake Road Glendale. Glendale is a suburb of Lake Macquarie and is located at the northern end of Lake Macquarie. Holy Cross School is one of eleven primary schools in the Lakes Region. Holy Cross Primary is a feeder school for St Paul's High School, Booragul.

Holy Cross enrolments draw upon the following areas; Glendale, Cameron Park, Elernmore Vale, Speers Point, Edgeworth, Wallsend, West Wallsend, Argenton, Cardiff, Macquarie Hills, Toronto, Fletcher & Barnsley.

## Catholic Identity and Mission

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### Catholic Imagination and Spirituality

Holy Cross Catholic Primary School offers students the opportunity to learn and develop in an atmosphere characterised by care. We aim to form students who are able to make an active, worthwhile contribution to the world in which they live.

The main spiritual focus of Holy Cross is to provide a variety of prayer and liturgical experiences that linked school, home and parish.

In 2016 we continued this commitment and proudly lived our Catholic identity through our mission and vision statements by the way we interacted, celebrated and showed loving kindness with others.

### Family, Parish and Diocesan evangelising and catechesis

Making Jesus Real is the foundational program that 'umbrellas' various school community initiatives. We provide many opportunities to celebrate the Catholic Identity of Holy Cross.

Holy Cross Catholic School is part of the Parish of Sugarloaf. As a school we attend the Thursday morning Parish Mass. It is an opportunity to join together for Eucharistic celebrations; school, parents and parish. Our commitment to support parish Eucharistic celebrations is also evident by our involvement in the Sacramental programs throughout the year; weekend Masses e.g. Kindergarten Welcome Mass; Year 6 Mass, our support of Sugarloaf Parish's commitment with Vietnam; attendance at diocesan events such as Catholic Schools Week and Project Compassion Masses; Connecting to our sister school St Benedict's Edgeworth and our feeder school St Paul's Booragul e.g. Leadership day with Year Five from both schools and Year 9 from St Paul's.

### Christian Discipleship

As a Catholic School we focus on faith formation. Our Year 5 students participated in a leadership retreat day with students from St Benedict's Edgeworth. A staff retreat was held over night in 2016. This was a time for reflection and prayer. The day centred around finding the Eucharist in our lives and reflecting on the road to Emmaus story.

### Religious Education and Curriculum

The Maitland-Newcastle Religious Education Syllabus forms the basis of our formal teaching. Monitoring of timetabling, frequent RE staff meeting to inform, programs take place once a term and many seasonal liturgical events are highlighted throughout by using the creativity of our students to deliver the Scripture, doctrine and history to the whole school community e.g. Easter Presentation. Praying each day has been the cornerstone of our faith formation and prayer spaces in the classes displayed the liturgical seasons.

### Initiatives Promoting Respect and Responsibility

Holy Cross and the wider community participated in Project Compassion, Mission Week and our main focus with the Sugarloaf Parish supporting Father Peter and his involvement in Vietnamese schools. The Mini Vinnies students ran a breakfast club for the students body once a week and they also organised and ran a Raid Your Wardrobe day that was connected to the local St Vincent De Paul. The Mini Vinnies group visited Mum's Cottage, Holmesville to meet Sr Helen-Anne and get an idea of the local needs of the community and what can be done to help.

## Student Profile

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The table below shows the number of students in each of the categories listed.

LBOTE*	SWD*	Indigenous
15	18	10

\*Language Backgrounds Other Than English (LBOTE); Students With Disabilities (SWD)

### Enrolment policy

Holy Cross Primary School follows the guidelines provided by the Catholic Schools Office *Enrolment Policy 2013*. This Enrolment Policy has been devised in order to accommodate the needs of families seeking a Catholic education. It aims to set direction for school procedures and practices for enrolling students into Catholic Primary and Secondary Schools within the Diocese of Maitland-Newcastle and to establish a common, consistent approach in enrolment practices and assist the system of Catholic schools to provide schooling, where possible, for all Catholic children who seek enrolment, cater for the individual needs of each child equitably within the constraints of the available teaching and material resources and to encourage parents enrolling their children in Catholic schools to give support to parish and school life, especially in education in faith.

Copies of the Policy are available from the school, or from the Catholic Schools Office website. Parents concerned about school fees should ensure they make contact with the school. Diocesan provisions (including standard discounts for those with a Health Card) exist to help in this area, and the Principal can also exercise discretion where genuine need exists.

### Actual Enrolments 2016

Scholastic Year	Number of Students
K	27
Year 1	9
Year 2	23
Year 3	20
Year 4	16
Year 5	10
Year 6	14
Total	119

### Student Attendance - K to 6 - PDF

Percentage of student attendance by Year level and school average for 2016

K	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	School Average
94	98.5	98.5	96.3	97	98.5	97.5	97

## Managing Student Non-attendance

Regular attendance at school is essential if students are to maximise their potential. Schools, in partnership with parents and guardians, are responsible for promoting the regular attendance of students. The compulsory years of schooling is age 6 to 17. Principals and school staff, in consultation with students and their parents, will usually be able to resolve issues relating to non-attendance. While parents should be reminded of their legal obligations under the Education Act, (1990), the welfare of the student must be the focus of this consultation. The most effective means of restoring and maintaining regular school attendance includes sound attendance monitoring practices and regular follow-up of unexplained absences by contacting parents promptly. Resolution of attendance difficulties may require a range of additional school based strategies including student and parent interviews, reviewing the appropriateness of the student's educational program, development of a school-based attendance improvement plan, referral to the school counsellor or outside agencies and support from school - based personnel. If a range of school-based interventions has been unsuccessful, support may be requested by referring individual cases of unsatisfactory attendance to the Catholic Schools Office.



## Pastoral Care and Wellbeing

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### Student Welfare Policy

The Staff of Holy Cross School work continuously to ensure that the welfare of our students is a priority in the daily working of the school. Our 'Stay Alert' recording system ensures that we are able to quickly recognise behaviour that may need a particular response to ensure that we are able to assist the child who may need assistance with behaviour or who may be experiencing some underlying issue that is causing certain behaviour. Teachers are kept up to date with current cases of children being assisted to this end. Time is allocated at staff meetings to debrief staff on such cases. Our school counsellor works with children who are in need of support and guidance.

### Discipline Policy

Holy Cross School follows disciplinary procedures based on positive behaviour. The school enforces this by explicitly teaching children the type of behaviour we expect to see around the school. In 2013 Holy Cross initiated the 'Friendly School Plus Resource' to strengthen this approach to discipline. In 2014 Holy Cross introduced the 'Making Jesus Real' program as a way of aligning our approach to Positive Behaviour with our Catholic identity.

Holy Cross Pastoral Care & Discipline Policy is an effective policy whereby students take ownership of their behaviour and realise the implications of anti-social behaviour. There is a detailed tracking system of student behaviour which is an invaluable source of explicitly identifying behavioural types and in doing so, suggesting strategies to adapt behaviour.

The full text of the School's Student Discipline Policy may be accessed on the School's website or at the administration office.

### Anti-Bullying Policy

Catholic schools have the responsibility to promote cultures of trust, cooperation and respect in the lived experience of the Catholic Christian setting. Bullying in a school mitigates such a culture and inhibits the development of positive relational outcomes for the common good of students, teachers and caregivers. *Holy Cross Primary School Anti-Bullying Policy* is reviewed regularly and is available on the school website.

### Complaints and Grievances

The school has formal written protocols in place to address complaints and grievances. These protocols are in line with the Complaints and Grievances Resolution Policy (2013), developed to provide a consistent approach for all Diocesan schools. This policy aims to address the concerns of Parents / Carers and the wider community. These concerns may include children's learning, behaviour and welfare, school organisation and management, student health and safety issues.

A copy of this policy and the informative parent brochure is available from the school office, school website or is available on the Catholic Schools Office website.

## School Improvement

### School Improvement Plan

A summation of the School Improvement plan 2016 is;

Use NAPLAN result analysis to target areas requiring attention in numeracy and literacy.

Refine the current professional development model to be more responsive to identified needs at Holy Cross.

Explore and provide opportunities for increased engagement with parents in the life of Holy Cross.

### School Academic Priorities

Key improvements achieved this year	Key improvements for next year
<p>Use NAPLAN result analysis to target areas requiring attention in numeracy and literacy.</p> <p><i>As a staff, using NAPLAN data and its analysis, a school goal was formed in relation to numeracy and improving student achievement in problem solving.</i></p> <p><i>From the explicit school goal, stage goals were generated and stage teachers worked collaboratively to develop quality learning activities for students. In consultation with stages, the Leader of Mathematics purchased resources to complement the teaching of problem solving which included the purchasing of the PAT Maths on-line assessment tool to assist teaching and learning based on authentic data and analysis of data.</i></p>	<p>As part of the State Action Plan, Holy Cross will employ a leading teacher to work collaboratively with teaching staff to identify the specific numeracy and literacy needs of students and implement sound teaching pedagogy to meet these needs. Staff will work collaboratively to formulate agreed practices for the daily literacy and numeracy blocks based on sound world-wide research.</p>
<p>Refine the current professional development model to be more responsive to identified needs at Holy Cross.</p> <p><i>During semester two, Holy Cross' teaching staff participated in a two day professional learning field trip, visiting selected schools in our Diocese to gain practical insights into the teaching and learning approaches of contemporary education. From the professional development opportunities, staff engaged in professional dialogue and began the process of formulating agreed practices K-6 for numeracy and literacy.</i></p>	<p>Staff will be involved in a three day professional development course, <i>Focus on Reading</i>, with the aim of implementing agreed practices K-6 to enhance the teaching of reading.</p>

<p>Explore and provide opportunities for increased engagement with parents in the life of Holy Cross.</p> <p><i>With data showing a trend of increased enrolments every year the past four years, there was a need for Holy Cross Parents and Friends Association to be reformed. With assistance from the Catholic Schools Office, the Parents &amp; Friends Association agreed on 2 main goals; promoting fundraising and promoting community involvement.</i></p> <p><i>The Parents &amp; Friends Association donated over \$13 000 to Holy Cross to complement teaching and learning requirements. Many successful community events were held including; BBQs, Mother's Day and Father's Day stall, end of year thank you night and a community shopping trip to Sydney.</i></p> <p>Holy Cross Catholic School is proud of its revised mission and vision statement, a process whereby consultation and collaboration involved students, parents, staff and parishoners.</p>	<p>In consultation with Catholic Schools Office Religious Education Consultants, embed Catholic principles in teachers' work programs across Key Learning Areas.</p>
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## Academic Achievements

As part of our school motto, Holy Cross School 'Dares to walk with Jesus'. This statement drives our expectations set for our students. We believe all students deserve to achieve at their individual capability. This goal sets us a challenge then to meet the needs of not only those students who experience difficulty in learning, but also those students who are able to achieve at a high level.

## Cultural achievements

The Performing Arts are an important part of the culture of Holy Cross School. This year saw a continuation of our annual performing arts concert entitled 'Nursery Rhymes with a Twist'. Primary students had the opportunity to participate in keyboard tuition, culminating in an end of year concert performance.

## Sporting achievements

Holy Cross School continues to participate in a number of sporting events throughout the year. These include the school athletics carnival, swimming carnival and cross-country event. Our school selects teams to compete at Regional level with students having the opportunity to progress to Diocesan level and state level. During our winter terms, Holy Cross School takes part in the Macquarie Cup (soccer) and the Macquarie Shield (netball).

## Student Achievements

### Performance in National Testing

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3, 5, 7 and 9. NAPLAN assessment results provide valuable information about student achievements in literacy and numeracy. An analysis of these results assists School planning and is used to support teaching and learning programs.

The tables below show the percentages of students who achieved particular skill bands in numeracy and the aspects of literacy. The School results shown are compared to students nationally. Literacy is reported in four content strands (aspects): Reading, Writing, Spelling, Grammar and Punctuation. Numeracy is reported as a single content strand.

NAPLAN RESULTS 2016		% of students in the top 3 bands		% of students in the bottom 2 bands	
		School	Australia	School	Australia
Year 3	Reading	47.37%	49.40%	5.26%	13.30%
	Writing	47.37%	48.80%	5.26%	8.10%
	Spelling	63.16%	46.40%	21.05%	14.20%
	Grammar	47.37%	52.50%	5.26%	11.40%
	Numeracy	22.22%	35.60%	16.67%	15.20%

NAPLAN RESULTS 2016		% of students in the top 3 bands		% of students in the bottom 2 bands	
		School	Australia	School	Australia
Year 5	Reading	27.27%	35.30%	18.18%	17.30%
	Writing	0.00%	17.20%	9.09%	19.90%
	Spelling	9.09%	29.80%	9.09%	19.00%
	Grammar	9.09%	36.30%	18.18%	16.80%
	Numeracy	9.09%	28.30%	18.18%	18.30%

## Staffing Profile

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### Staff Qualifications

Qualifications and Experience	Number of Staff
I. Teachers with teaching qualifications from a higher education institution within Australia or as recognised by National Office of Overseas Skills Recognition (NOOSR).	14
II. Teachers with qualifications from a higher education institution within Australia or as recognised by NOOSR but lacking formal teaching qualifications	0

### Workforce Composition

Number of Staff	
Total teaching staff	14
Total non-teaching staff	7
Grand total	21
Percentage of teachers who are indigenous	0

### Teacher Attendance

The average teacher attendance rate for Holy Cross Catholic School is 96%.

### Teacher Retention

The average teacher retention rate for Holy Cross Catholic School is 100%.

### Professional Learning Undertaken

Throughout 2016, staff participated in a range of professional development opportunities including a focus on the teaching of mathematics. All teaching staff spent two days visiting other Diocesan schools including Merriwa, Muswellbrook & Denman. The purpose of the inter-school visits was to give the teachers an opportunity to view and analyse evidence of best practice, especially in the Key Learning Area of Mathematics. Programs and initiatives that were running in the school were also observed, including *Professional Practice & Development*. The integral role of Agreed Practices and their implementation and maintenance were also key features of the visits.

## Parent, Student and Teacher Satisfaction

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The opinions and ideas of parents, students and staff are valued and sought. Their suggestions are incorporated into planning for and achieving improved outcomes for students. This year, the School has used a variety of processes to gain information about the level of satisfaction with the School from parents, students and staff.

### Parent Satisfaction

There is a high level of community satisfaction at Holy Cross. Retention of both students and staff is an indication that the school is a place children, staff and parents enjoy being. Community events such as our annual school concert, twilight athletics carnival and Christmas concert are well attended and supported by the parent community. The P&F Association re-formed for the first time in many years and was responsible for initiating sound fundraising and extra-curricula events. Enrolments across the school continued to grow, indicative of the excellent reputation the school upholds in the local community.

### Student Satisfaction

Children speak of their school as a safe place to learn and where the teachers care for them and support them in their learning. The following comments are attributed to our senior students when asked of their views of Holy Cross Catholic School Glendale;

- Everyone treats each other with respect.
- Everyone encourages each other.
- Teachers understand us.
- We treat each other the way we always like to be treated.
- It is a fair school.
- We feel safe, secure and loved.
- There is friendliness all around.
- Holy Cross is a very welcoming school.
- We can talk about our concerns and be helped and guided.
- It is about learning and having fun here, not judging.
- We are a very giving school community.
- School leaders are a great example.
- We represent the school well when on excursions.
- We are like a family here.
- We wear our uniform with pride.
- We look out for our friends.
- We have lots of opportunities to shine.
- We have lots of groups to be involved in like mini-Vinnies and choir.

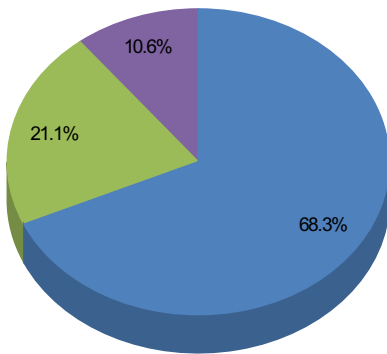
It is a loving community and our parent helpers are great.

### Staff Satisfaction

Staff at Holy Cross present as a collegial and professional group of educators. Some of the highlights of the school as expressed by staff include:

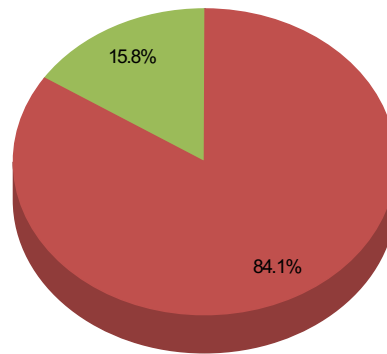
- Contemporary learning environment meeting the needs of all students
- Caring community
- Great team work, support and collaboration amongst staff
- Excellent relationship with parish
- Quality of the buildings and grounds

Income



- Commonwealth Recurrent Grants (68.3%)
- Government Capital Grants (0%)
- State Recurrent Grants (21.1%)
- Fees and Private Income (10.6%)
- Other Capital Income (0%)

Expenditure



- Capital Expenditure (0.1%)
- Salaries and Related Expenses (84.1%)
- Non-Salary Expenses (15.8%)

This School Financial Information is based on the detailed information provided to the Commonwealth Government in the Commonwealth Financial Questionnaire. School Financial Information for the 2016 year is detailed below:

RECURRENT and CAPITAL INCOME	
Commonwealth Recurrent Grants <sup>1</sup>	\$1,311,561
Government Capital Grants <sup>2</sup>	\$0
State Recurrent Grants <sup>3</sup>	\$404,512
Fees and Private Income <sup>4</sup>	\$204,108
Other Capital Income <sup>5</sup>	\$0
<b>Total Income</b>	<b>\$1,920,181</b>

RECURRENT and CAPITAL EXPENDITURE	
Capital Expenditure <sup>6</sup>	\$1,011
Salaries and Related Expenses <sup>7</sup>	\$1,532,512
Non-Salary Expenses <sup>8</sup>	\$287,681
<b>Total Expenditure</b>	<b>\$1,821,204</b>

**Notes**

1. Commonwealth Recurrent Grants includes recurrent per capita grants and special purpose grants.
2. Government Capital Grants includes all capital grants received from the Commonwealth and State Governments.
3. State Recurrent Grants includes recurrent grants per capita, special purpose grants and interest subsidy grants.
4. Fees and Private Income include Archdiocesan and school based fees, excursions and other private

income.

5. Other Capital Income includes building levy fees and capital donations used to fund Capital Expenditure.
6. Capital Expenditure includes expenditure on School Buildings, and Furniture and Equipment.
7. Salaries and Related Expenditure includes all salaries, allowances and related expenses such as superannuation and workers compensation insurance.
8. Non-Salary Expenses include all other Non-Salary Recurrent Expenditure covering resources, administration, operational expenses, utilities, repairs and maintenance.



## Report Access and Publication

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This report is available to members of the school and wider communities. Copies will be supplied to the Catholic Schools Office, The Board of Studies Teaching and Educational Standards NSW, The Parents and Friends Association, the Parish Priest and to all parents.

Copies of this school's Annual School Report are available to the general public. Persons wishing to access a copy of the report should contact:

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**GLENDALE**

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For further information relating to the Diocesan Policy please refer to: <http://mn.catholic.edu.au>