

Annual School Report
2013 School Year

XAVIER CATHOLIC COLLEGE



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About this report

Xavier Catholic College is registered by the Board of Studies (NSW) and managed by the Lismore Catholic Schools Office (CSO), as the 'approved authority' for the Registration System formed under Section 39 of the NSW Education Act 1990.

The *Annual Report to the Parish School Community* for this year provides the parish school community with fair, reliable and objective information about school performance measures and policies, as determined by the Minister for Education.

The *Report* also outlines to the parish school community information about initiatives and developments of major interest and importance to the parish school community and the achievements arising from the implementation of the school's Strategic Management Plan and Annual Plan.

The *Report* demonstrates accountability to the Federal and State Government regulatory bodies, the parish and school community and the Catholic Schools Office. This *Report* has been approved by the CSO which monitors school processes to ensure compliance with all NSW Board of Studies requirements for Registration.

This *Report* complements and is supplementary to school newsletters, year books and other regular communications. The *Report* will be available on the school's website by 30 June 2014 following its submission to the Board of Studies.

The contents of this *Report* may be tabled for discussion at various parent forums and all information is public.

Further information about the school or this *Report* may be obtained by contacting the school on 02 66876484 or by visiting the website at www.xavierlism.catholic.edu.au

Principal's Message

The primary purpose of Xavier Catholic College secondary school is to support the members of the parish community in providing a faith formation for their children. The school fosters a commitment to the individual person and provides opportunities for academic, cultural and sporting achievement. Xavier Catholic College offers students a Catholic education based on the teaching of the Church and within the context of a strong faith community.

Our parish school continued to provide many opportunities for the faith and spiritual growth of the students as well as opportunities to excel in academic, cultural and sporting areas. All of these areas combine to ensure that our school's mission was lived out daily in the life of the school.

The students' achievements and accomplishments were showcased throughout 2013. Student work was proudly displayed in classrooms, on school noticeboards, in the school office and on class webpages. School achievement was highlighted and celebrated at many school assemblies. Our focus was to continue to build on the reputation that Xavier Catholic College has earned as an exemplary school. The following list provides an indication of the school's academic achievements:

- Xavier Catholic College once again achieved outstanding Higher School Certificate results with an excellent overall student performance that included 221 results over 80% in a variety of courses with 48 in the Merit List.
- The practical and performance-based courses were an area of high achievement with students nominated for the Board of Studies Showcase events of ArtExpress (Visual Arts), OnStage (Drama) and InTech (Industrial Technology).
- Congratulations to Abby Mitchell on her 97.4 Australian Tertiary Admission Rank (ATAR) and the 12 other students who achieved ATARs over 90.
- Abby Mitchell was also on the 'All Rounders List' for having results over 90 in her 10 best units.

There were many opportunities throughout the year for our school to be represented at community and cultural events. The following list provides an indication of the school's cultural program and community involvement:

- Our College musical, *'Beauty and the Beast'*, provided an excellent opportunity for our students and staff to showcase their skills. The five performances were favourably reviewed by the capacity audiences.
- The College music and tuition program continues to produce outstanding results in both the fields of musicianship and academic achievement.
- Once again our College marching band led the Schools' section of the ANZAC Day march in Ballina.
- The College band and choir performed at the Lennox Head Carols Evening, the Ballina Twilight Markets and for the children at St Anne's Long Day Care Centre.
- Our students have also been actively involved in the Ballina Junior Chamber of Commerce, Lions Youth of the Year, Blood Bank, Lismore eisteddfod, and debating and chess competitions.

Students performed well at various sporting events during the year. The following list provides some examples of sporting highlights:

- Once again our Swimming and Athletics Carnivals were a highlight for the College community. The strong sense of house spirit was demonstrated as students enjoyed participating in competitive and novelty events.
- Many of our students represented the College and the Diocese of Lismore in swimming, athletics, cross country, rugby union, rugby league, soccer, cricket, netball, surfing, equestrian and softball.
- Xavier Catholic College's best achievements were in swimming, track and field as well as hockey where several students represented at Combined Catholic Colleges level.
- Xavier Catholic College were Northern Rivers Catholic Colleges (NRCC) champions in Australian football (girls and boys), rugby league and soccer.
- It was also encouraging to see many of our students competing in weekend sports with great success, in particular, in cricket, rugby league, rugby union, netball, surfing, softball and baseball.

There were many people who assisted in the school's quest for excellence. In particular special thanks are extended to the parent body and the school staff for all their generosity. Xavier Catholic College is indeed blessed to have such dedicated and enthusiastic people supporting the school.

Michael Vella
Principal

A Parent Message

The Xavier Catholic College Parent Group was strongly supported from the start of 2013 by our new Principal, Mr Michael Vella and the staff of Xavier Catholic College.

Each meeting, a report is given by the Principal informing parents about what has been happening in the school. A report is also tabled by the Catholic Schools Parent Assembly (CSPA) representatives in order to keep parents informed of up-coming events. This group works in partnership with the Parent Group.

This year Mr Vella invited leaders from different curriculum areas to address the Parent Group to inform us about their roles in the school and plans for the future. We have met Mr Paul Milgate, Leader of Pedagogy; Mr Damian McManus, Leader of Student Welfare; Ms Leanne McFadden, Leader of Co-Curricular; Mr Matt Evans, Leader of Additional Needs; Mr David Eyles, Leader of Evangelisation and Mr Pat Kennedy, Leader of Sport. Mrs Leanne Robbins, the Cluster Organiser for CSPA, also attended meetings to inform the group about her role and the ways in which she can support the CSPA representatives, Mrs Joanne Wunsch and Ms Cathy Massey.

On Wednesday, 30th October, CSPA Xavier and the Parent Group hosted a seminar titled, ***Raising Healthy Teenagers***. Constable Kim Mewing, Schools Liaison Officer, also spoke to the parents about Cyber Safety with their teenagers. Many parents participated during the informative session and had the opportunity to ask questions.

The second half of the evening was about Anxiety and Depression in Teenagers. School Counsellor, Ms Lyn O'Neill, outlined the role of the school counsellors at Xavier and the ways in which they support the students. The evening was well attended and parents provided some excellent feedback about the night and topics they would like to see covered in the future. Parent Group meetings are a great way for parents to meet, ask relevant questions and be informed.

CSPA events are advertised in the school newsletter well in advance, inviting parents not only to events at Xavier but also to other schools and venues in the region. The four areas of focus are Faith Enrichment, Parenting Education, Networking and Support and Advocacy. Parent Resources are available for borrowing from the foyer of the College office on a range of Parenting/Teenage topics.

The Parent Group meets on the second Thursday of each month at 6:30pm in the Science room opposite the College office. There is no requirement to attend every meeting; parents are welcome to come when they choose.

Rosi Pilgrim
Xavier Catholic College
Parent Group

This Catholic School

Xavier Catholic College is located in Skennars Head and is part of the Ballina Parish which serves the communities of Ballina and Lennox Head. School families are drawn from the towns and communities of Ballina, Lennox Head, Byron Bay, Bangalow, Ocean Shores, Wollongbar, Woodburn and Evans Head.

Last year the school celebrated 14 years of Catholic education.

The Parish Priest Father Michael Nilon and Assistant Priest, Father Gabriel Ezenwa are involved in the life of the school.

Xavier Catholic College is a parish school with strong links to the parish family. The school aims to involve the children and their families in the life of the parish through activities such as:

- The school conference of St Vincent de Paul (SVdP) is active in fundraising for Caritas and supplying mentors for the SVdP Kids' Camps. This group of dedicated students provides a very strong and tangible link to the social justice work carried out by the Ballina and Lennox Head St Vincent de Paul conferences.
- The Annual Ballina Parish Catholic Schools Day is hosted by Xavier Catholic College and the students play a significant role in the organisation and running of the day. It is a wonderful opportunity for them to display leadership in their school, the other parish schools and to liaise with other parish organisations.
- The College participates in the various special parish liturgies throughout the year; for example, several youth masses, where senior students from the College host the vigil mass, and provide the music and the readers.
- The College band and choir have been involved in liturgical music in the parish. Classes attend the weekly parish Friday Eucharist and Benediction.
- The College band and choir visited St Anne's Long Day Care Centre and sang Christmas Carols with the children.

The parish secondary school uses the approved Diocesan Religious Education curriculum and the resource text "To Know, Worship & Love". Catholic life and culture permeate school life with the mandated hours of religious education taught formally each year. These hours vary depending on the Stage level. The Diocesan Daily Prayer guidelines support the school's prayer life. The aims and direction of this parish school are guided by *Catholic Education in the Diocese of Lismore, the Foundational Beliefs and Practices – The Essential Framework*. This Framework underpins all policy, planning, roles and processes within the parish school. Our aim is to increasingly integrate the essence of this statement into all aspects of parish school life. Religious Education is always given priority in our school and classroom curriculum and planning.

The School Mission Statement highlights the nature and calling of the College.

Xavier Catholic College caters for students from Year 7 to Year 12. The following table indicates the student enrolment characteristics:

	7	8	9	10	11	12	TOTAL 2013	TOTAL 2012
Male	78	78	86	76	68	60	446	434
Female	76	77	72	77	72	54	428	400
Indigenous <i>count included in first two rows</i>	3	1	5	1	2	1	13	
LBOTE (Language background other than English) <i>count included in first two rows</i>	4	6	6	3	8	7	34	

School Curriculum

The school follows the Board of Studies syllabus for each course offered (as required for Registration and Accreditation under the Education Act 1990) and implements the curriculum requirements of the Catholic Schools Office. The curriculum and teaching and learning are shaped by the priorities and goals of the school and informed by directives from the Catholic Schools Office and relevant Federal and State statutory authorities. Staff members at the school are committed to continuous improvement of teaching and learning in all facets of the school curriculum.

Students study Board of Studies mandated and approved courses leading towards the Record of School Achievement (RoSA) Award. The school offers 36 of Higher School Certificate (HSC) courses and 5 HSC extension courses.

The parish secondary school's curriculum includes the following features:

- As well as meeting and exceeding ALL the requirements and study patterns stipulated by the Board of Studies, Xavier Catholic College offers a major innovation in its Year 7 curriculum. The College has designed and developed a course in Literacy and Technology Studies (LATS). Every student in Year 7 is required to study the Literacy and Technology Studies course. LATS is a course designed to instruct students in the College's computer network, the Microsoft Office Suite, basic touch typing and other applications of our computer system at school such as email, internet, intranet, etc. It also instructs students on how to access, collate and use information. It has components of study skills, project strategies, question attack strategies as well as literacy and numeracy components. This course provides a very effective way to ensure a good start to secondary education as it addresses many of the cross curricular issues that students encounter in the transition

from primary school into high school. It also inservices students on how to use our latest technology in the One-to-One netbook program.

- Xavier Catholic College places an emphasis on the core subjects of English, Mathematics and Science where it exceeds the stipulated time requirement by 50% in Years 7 to 10.
- In addition to the wide range of Vocational Education and Training (VET) courses that Xavier Catholic College offers including Construction, Hospitality, Metal & Engineering and Retail Services, the College has students undertaking school-based traineeships and apprenticeships and accesses a number of TVET-TAFE delivered courses such as Tourism & Events, Aviation (Flight Operations), and Beauty Therapy.
- Xavier Catholic College has since its foundation in 2000 been a leader in ICT and digital education with both an internal fibre cable network and a Wireless Local Area Network (WLAN). The WLAN supports the College's provision of a One-to-One student laptop computer program for all students from Year 7 to Year 12.
- The Learning Centre at Xavier Catholic College is a strong component of the total education package that the College delivers to its students. The Learning Centre under the coordination of a fully qualified Additional Needs teacher and with the support of up to eight teachers' aides at various times provides opportunities for in-class support, withdrawal, remediation, extension and various support programs.
- The Learning Centre, with the assistance of teachers and senior students who volunteer their time before school, provides a tutoring program targeting Literacy and Numeracy for students who request additional support in these areas.
- Many students at the College benefit from the specifically targeted enrichment activities and programs which the various departments include in their courses. Among these activities are visits from authors, drama groups and artists.

The parish secondary school offers a strong co-curricular program which includes student participation in:

- whole school and Year masses and liturgies, including our Easter and Christmas liturgies;
- an active retreat program for students in Years 10, 11 and 12 which is a distinct feature of the College. At Diocesan level students also have the opportunity to participate in a number of faith-based activities throughout the year such as 'Festa Christi' for Year 9, 'Flame' for Year 10, 'Street Retreat' for Year 11 and 'Ignite' for Years 10 to 12;
- the College marching band which once again received a positive response from the public for leading the schools' section of the Ballina ANZAC Day march;
- the College musical, 'Beauty and the Beast' which showcased the many talents of the staff and students and strengthened links with the wider community;
- St Vincent de Paul, 'Relay For Life', Blood Bank, Lions Youth of the Year and fund raising for the Westpac Helicopter;

- a variety of social justice programs such as, Project Compassion, Catholic Missions, the Year 11 Street Retreat and visiting a nearby aged care facility;
- various sporting activities at school, local, regional and state levels;
- the national competitions in English, Mathematics and Science.

Student Performance in National Testing Programs

NAPLAN

The school participated in the 2013 National Assessment Program Literacy and Numeracy (NAPLAN) with students in Years 7 and 9 tested. In Year 7, 150 students presented for the tests while in Year 9 there were 147 students.

In Literacy there were four elements tested. These were reading, writing, spelling, grammar and punctuation. In Numeracy, students were tested in number, patterns and algebra, measurement, data, and space and geometry. In both Year 7 and Year 9 there are 6 achievement bands with Band 9 being the highest level of attainment in Year 7 and Band 10 the highest in Year 9.

The Commonwealth Government has set minimum acceptable standards for reading, writing and numeracy at particular grades. In Year 7, students who achieve Band 6 or higher have achieved above the minimum standard. In Year 9, those students who achieve at Band 7 and higher have achieved above the minimum standard set by government.

At Xavier Catholic College school and student performance is closely monitored. These tests are one means of gathering data on individual student and school achievement. School staff have participated in Catholic Schools Office led information sessions on NAPLAN and SMART 2 Data Analysis workshops.

The following data indicates the percentage of Xavier Catholic College students in each band compared to the state percentage.

Year 7 NAPLAN Results in Literacy and Numeracy

Year 7 NAPLAN Results in Literacy and Numeracy	Percentage of students in Bands 4 to 9											
	BAND											
	9		8		7		6		5		4	
	State	School	State	School	State	School	State	School	State	School	State	School
Reading	11.4	13.3	20.1	24.7	25.2	34.0	24.6	26.0	14.1	6.7	4.7	4.0
Writing	6.0	8.6	14.8	21.9	22.0	24.5	27.5	20.5	21.1	17.2	8.7	7.3
Spelling	13.1	11.3	24.4	24.5	29.9	35.8	19.0	17.9	8.3	5.3	5.4	5.3
Grammar and Punctuation	15.1	9.3	19.4	24.5	22.3	28.5	19.5	24.5	13.4	6.6	10.2	6.6
Number, Patterns and Algebra	14.9	8.2	13.8	14.3	25.8	39.5	28.9	29.3	13.6	8.2	2.9	0.7
Measurement, Data, Space and Geometry	16.8	10.9	15.4	19.0	22.1	34.7	24.5	25.9	16.9	9.5	4.2	0.0
Numeracy	14.6	10.9	16.3	17.0	24.8	38.1	25.4	23.1	16.2	10.9	2.8	0.0

Year 9 NAPLAN results in Literacy and Numeracy

Year 9 NAPLAN Results in Literacy and Numeracy	Percentage of students in Bands 5 to10											
	BAND											
	10		9		8		7		6		5	
	State	School	State	School	State	School	State	School	State	School	State	School
Reading	5.9	5.4	18.9	25.9	26.6	31.3	26.9	25.9	16.9	10.9	4.8	0.7
Writing	7.9	10.0	10.7	14.7	22.8	22.0	21.3	30.7	19.1	15.3	18.2	7.3
Spelling	9.8	0.7	14.8	14.7	31.5	36.7	26.8	34.7	11.0	11.3	6.1	2.0
Grammar and Punctuation	10.3	6.0	12.3	15.3	22.7	33.3	28.8	31.3	14.5	10.7	11.4	3.3
Number, Patterns and Algebra	16.6	10.9	13.0	18.4	19.8	32.7	22.7	19.7	20.3	17.7	7.4	0.7
Measurement, Data, Space and Geometry	15.5	10.9	13.6	17.0	19.8	26.5	24.9	31.3	17.3	12.9	8.9	1.4
Numeracy	16.3	10.2	13.6	17.7	20.4	30.6	24.4	27.2	17.4	12.9	7.9	1.4

The results show that students have performed well in 2013. This is largely due to the effectiveness of the school's targeted intervention programs. NAPLAN results have been analysed and discussed at staff meetings and are used to guide future areas of focus. The introduction of Professional Learning Teams and the ongoing work of the Literacy/Numeracy Coordinator should lead to further improvements in student achievement.

Furthermore, teachers at the school believe that motivation levels have improved through the increased use of laptops and other technology in classes. Students appear to be more engaged with the lesson content and are willing to practise their skills using this technology. The percentage of students achieving minimum standards has followed previous years' achievements and is indicative of the focus placed on individualised student learning programs and intervention strategies adopted at the school in the areas of literacy and numeracy.

Higher School Certificate

The results of the school's Higher School Certificate candidature are reported below. The table provided shows the percentage of students who achieved in the top three bands and shows a comparison with results from previous years.

Higher School Certificate: % of students in bands 4, 5, 6						
	2011		2012		2013	
	School	State	School	State	School	State
Studies of Religion 1	50%	78%	51%	72%	64%	77%
English Standard	58%	39%	71%	52%	62%	34%
English Advanced	98%	88%	100%	89%	83%	86%
General Mathematics	63%	50%	73%	51%	69%	42%
Mathematics	83%	79%	96%	79%	75%	77%
Legal Studies	100%	88%	100%	90%	92%	70%
Music	100%	88%	100%	90%	100%	89%

The 2013 HSC results maintained our tradition of pleasing achievements by our students, examples of which follow:

- 114 students presented in 36 courses.
- The College was above the state average in 18 of the 36 courses.
- The College dux achieved an ATAR of 97.4.
- One student was recognised in the 'All Rounders List' gaining five Band 6 results (over 90 in all courses).
- 221 results were over 80% with 48 results in the Merit List.
- One student was nominated for ArtExpress.
- One student's individual performance and the group performance in Drama were nominated for OnStage.
- One student was nominated for InTech for Industrial Technology (Timber).
- One student was nominated for InTech for Industrial Technology (Multimedia).
- In addition to those listed in the table above, excellent results were also achieved in English Extension 2, Senior Science, Drama, Industrial Technology, Textiles and Design, Visual Arts and Retail Services.

Teacher Standards and Professional Learning

Teacher Qualifications / Staff Profile		Number of Teachers
1.	Those having formal qualifications from a recognised higher education institution or equivalent.	68
2.	Those having graduate qualifications but not a formal teaching qualification from a recognised higher education institution or equivalent.	Nil
3.	Those not having qualifications described in 1 or 2 above but having relevant successful teaching experience or appropriate relevant knowledge.	Nil
4.	Teachers with recognised qualifications to teach Religious Education.	45
5.	Number of staff identifying as indigenous employed at the school.	3
6.	Total number of non-teaching staff employed in the school.	26

All teachers have been involved in professional development activities during the year. These activities are designed to develop the skills and understandings of staff so as to improve student outcomes. Professional development can take many forms including whole-staff development days, subject specific in-services, meetings and conferences.

Whole-staff development day professional learning activities in 2013 were:

Staff Development Days	Term	Presenter
School Review & Development	2	Tony Hunter (CSO) & Damian McManus (Staff)
Staff Retreat	2	College Executive Team
Australian Curriculum	3	Paul Milgate (Staff)
Australian Curriculum	4	Leaders of Learning

Additionally staff attended either singly or in groups a range of professional development opportunities including:

- Staff participated in curriculum specific professional development in Religious Education, PDHPE, IT, English, Science, Mathematics, Creative Arts, LOTE and HSIE
- KLA Coordinators took part in a three day Leadership Formation Program facilitated by Emeritus Professor, Patrick Duignan.

- Several members of staff took part in a NAPLAN Data Analysis workshop.
- Seven staff members took part in HSC marking in their respective teaching areas.
- Each Key Learning Area (KLA) Leader of Learning attended Diocesan network meetings which addressed current issues pertaining to their courses.
- Staff also attended Indigenous Education Gathering, Catholic Secondary Schools Association (CSSA) Forums Careers Days at various universities and Counselling and Coaching workshops.

The professional learning expenditure has been calculated at \$7,069 per staff member. This figure has been calculated by CSO and reflects expenditure on casual release days and professional development activities in particular categories.

Teacher Attendance and Retention

The average teacher attendance figure is 95.09%. This figure is provided to the school by the CSO.

The staff retention at Xavier Catholic College is very stable with one permanent staff member resigning, two staff members taking maternity leave, and one teacher participating in an exchange program returning mid-year.

Student Attendance

School attendance is always high. The Class Roll is marked every day and rolls are checked each term. Unexplained absences are followed up promptly by classroom teachers. Parents are requested to provide a note to the teacher immediately the child returns to school. The Principal and other key staff are made aware of sustained student absences or absences reflecting a pattern. In these situations the Principal or delegated staff member contacts the parent/guardian. Parents are encouraged to arrange medical and other necessary appointments outside school hours. Prolonged periods of absence occur from time-to-time for various reasons. In these cases students and their parents meet with the principal to discuss their leave request.

The average student attendance rate for the school during 2013 was 95%. School attendance rates disaggregated by Year group are shown in the following table.

Attendance rates by Year group	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
	96.54%	94.66%	93.21%	93.75%	96.17%	96.46%

Senior Secondary School Outcomes

The table below sets out the percentage of students undertaking vocational education training in their senior years as well as those attaining the award of Higher School Certificate (or equivalent vocational education and training qualification).

Senior Secondary Outcomes Year 12, 2013	% of students undertaking vocational training or training in a trade during the senior years of schooling.	33%
	% of students attaining the award of <i>Higher School Certificate</i> or equivalent vocational education and training qualification.	99%

Post School Destinations

Each year the school collects destination data relating to the Year 12 student cohort. The table below sets out the percentage of students for the various categories shown.

Destination Data Year 12, 2013 Graduating Class	University	TAFE / Other institutions	Workforce entry	Destination not reported
	71%	4%	13%	12%

School Policies

School policies are reviewed regularly. In 2013 Xavier Catholic College underwent a major compliance audit and as part of this process all policies were reviewed and updated.

Enrolment Policy

Every new enrolment at Xavier Catholic College requires parents to attend an enrolment interview. The interview provides an opportunity to learn more about the educational experience provided by the school, specific school procedural policies and current school expectations.

Preference for enrolment is given to children of baptised Catholics. It is a condition of enrolment that all children will participate in religion lessons and activities, as well as prayer celebrations and school masses.

A copy of the enrolment policy is located in the school office or it can be accessed on the school's website. The School Enrolment Policy explains the Parish enrolment guidelines.

Student Welfare Policy, Pastoral Care Policy

The school's Pastoral Care Policy is concerned with the fostering of students' self-discipline. It aims to develop persons who are responsible and inner-directed, and capable of choosing freely in accordance with their conscience. It sets out to help students recognise that their fundamental freedoms and rights are reciprocated by responsibilities.

Schools are incredibly complex places, and in the new century education has been increasingly tied, not only to academic achievement and career paths but also to the personal development of young people in our society. The school which recognises and faces this challenge is the school which provides the best environment and education for your son/daughter.

Part of the secret of success lies in the ability of students, part lies in the qualifications and dedication of the teachers, part lies the connection and collaboration between parents and the school and finally the vital ingredient lies in the type of environment that the school creates because your son/daughter will be spending years in that environment it will have an impact on their personality and maturation.

An environment of acknowledgement and acceptance of both success and failure is very important. Achievement that is based on excessive competition, denies a student the opportunity to develop personally and as a full human being.

At Xavier Catholic College we not only encourage a positive attitude to learning and a sense of satisfaction at having achieved to the best of one's ability but we also value respect for people – the staff and the students.

Therefore we have a transition into high school program whereby Year 7 have a homeroom teacher who teaches a Year 7 class at least two and usually three subjects so they see them every day for homeroom and teach them every day at least twice. This allows the teachers to monitor students' progress in the transition into high school more closely. It also allows parents to have a direct and readily identifiable point of relevant contact with the school.

In addition to our specific policies, such as bullying, Xavier Catholic College has a comprehensive Pastoral Care program running throughout the College that encompasses retreats, reflection days, targeted groups, lunchtime competitions for the various Year groups such as volleyball and table tennis as well as whole school activities and days such as Justice Days, Parish Schools Day and others.

This whole school program is complemented by specific programs that are implemented individually and for groups such as the 'Seasons' program. These in turn are supported by a school counsellor who works four days a week and by homeroom teachers, Year coordinators, welfare coordinator and advisors for careers and academic areas.

The College has trained Work Health and Safety officers who ensure the safety of staff, students and visitors to the school. Regular inspections and reviews of policies and procedures ensure that best practice is occurring. This is a very important part of the Pastoral Policy of the College.

Similarly, in accordance with Child Protection Legislation the College has implemented policies to ensure the welfare of students and appreciates the cooperation of all parents in following these policies and complying with the requests as set out in the legislation.

Discipline Policy

Xavier Catholic College's policy is based on procedural fairness and ensures that school practices respect the dignity, rights and fundamental freedoms of individual students. The policy is discussed with students, staff and parents on a regular basis. Reminders about the policy are regularly included in school newsletters. Relevant sections of the policy are also published in the student diary.

Student welfare within the College is always approached from a positive perspective with the emphasis on changing behaviour **NOT** punishing or implementing sanctions. However, sanctions are an integral part of any welfare policy not only for the welfare of the student themselves but for the community as well.

The College has, as a condition of enrolment, an acknowledgement that 'out of hours' detentions may be given to students and that it is an expectation that students attend this detention which may be after school and/or Saturday mornings and/or during school vacation periods. A more detailed explanation of this policy is available from the College office.

The College employs a variety of strategies for student welfare and management from individual contracts through to the detentions mentioned above but it is important to state that along with ALL other schools in NSW – corporal punishment is **NOT** used at Xavier Catholic College.

Complaints and Grievance Policy

The Xavier Catholic College policy is based on procedural fairness and recognises that parents and caregivers must have access to processes that allow them to resolve concerns in a supportive and conciliatory environment. Any concerns raised are responded to promptly and fairly and confidentiality is always maintained. With these elements as the guiding principles if a parent or student has a complaint or issue in relation to the College they have a number of avenues that they can pursue:

- If the concern relates to an academic issue then they should follow the procedures outlined in the relevant information booklets distributed to all students and families and also placed on our school intranet at the beginning of each year.
- If the issue is of a more general nature then contacting the relevant teacher or coordinator should resolve the issue before contacting the Principal. All parents have a right to be heard by the Principal. In the first instance contacting the relevant coordinator should generally resolve the issue.
- The policy is available from the school office.

School Determined Improvement Targets

Each year the school develops an Annual Plan drawn from the five-year Strategic Plan. 2013 was a very rewarding year. Listed below are a number of goals and priorities that the school focused on during the year. The parish secondary school's main goals and priorities were to:

- undergo a School Review and Development process;
- review the horizontal house system, timetable and pastoral care program. A Strategic Planning Committee was formed to research these areas.
- continue the on-going review of student results in external testing to assist and inform teachers in the preparation and presentation of lessons to enhance student learning;
- continue to strengthen student leadership through the re-introduced Student Representative Council (SRC);
- ensure that a vibrant prayer life is a feature of the College through the continued use of prayer at assembly, through class prayer and the staff prayer at the beginning of every meeting;
- provide staff with the opportunity to participate in the Ignatian Spirituality day offered each year;
- ensure staff are maintaining expertise and pedagogical control of the learning environment, including being up-to-date with a wide variety of technical developments;
- provide opportunities for selected staff to visit schools within our diocese, and in other dioceses that have introduced effective pedagogy and other initiatives in ICT;
- introduce of the concept of Professional Learning Communities as “a way of doing things” at Xavier Catholic College;
- continue to embrace the diocesan-wide initiative of the Contemporary Learning Framework.

Initiatives Promoting Respect and Responsibility

The school ensures that at every available formal and informal opportunity the values of respect and responsibility are promoted. The school models and teaches students about respect and responsibility in a number of ways.

- The school invites various community groups, from Legacy through to the local helicopter rescue service, to address our regular fortnightly assemblies.
- The school participates in ceremonies to commemorate ANZAC Day, Remembrance Day and National Aboriginal and Islander Day Observance Committee (NAIDOC) week.
- The College social justice group and the inclusive nature of the College's Learning Centre gives living witness to the College's teachings on equality, respect and responsibility.
- The Swimming and Athletics Carnivals have events for students with disabilities and we celebrate the champions of these events equally. All students are given respect and the enjoyment of rights is balanced with the responsibilities that go with them. The College's pastoral care program is aimed at student development in all areas – spiritual, social, emotional as well as intellectual and the student leadership teams are an extension of this program.

- The values of respect and responsibility lie at the heart of Catholic schools and underpin all policies and procedures. Students, teachers and parents are regularly reminded of the school's commitment to these and other school values through newsletter items, assembly messages and by the nature of our interpersonal relationships.
- Students and staff contribute generously to social justice appeals, including St Vincent de Paul and Caritas.
- Outstanding citizenship is acknowledged annually through perpetual awards at the Year 12 Graduation and Awards Ceremony and the College Presentation Day.
- Year 11 students were involved in a "Street Retreat" whereby several students joined other students from the Lismore Diocese and took part in charitable work with underprivileged people in Brisbane.

Parent, Student and Teacher Satisfaction

The school uses a variety of methods to gauge parental, student and teacher satisfaction with school operations. The school understands the importance of regularly reviewing approval and satisfaction levels. Last year the following formal and informal opportunities allowed the school to test reaction to decisions, policy and school procedures:

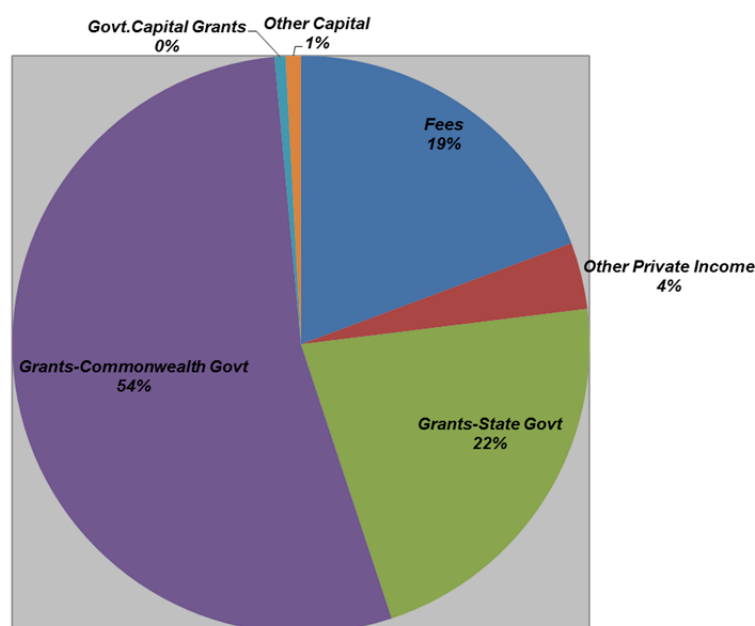
- Staff evaluation forms from professional development days and information from various meetings provide constructive feedback.
- Discussions at the regular Parent Group meetings and all parent information evenings and Parent-Teacher Meetings are a valuable source of feedback.
- At all Parent/Teacher interview nights conducted by the College during 2013, many parents expressed their satisfaction with the way the school goes about its core business of educating their children. Many expressed their admiration and gratitude to the teaching staff.
- During formal interviews with the Principal, the Assistant Principal and other members of staff, many parents expressed their satisfaction with the way in which specific issues were dealt with.
- All teachers were surveyed and interviewed by the Principal in order to ascertain their intentions for the following year, discuss their situation in the current year, and to set goals. During these interviews teachers are questioned on what is working well and what areas could be improved. Teachers indicated that they are satisfied with the direction the College is heading.
- All students were surveyed in relation to bullying. Whilst some students indicated that there were instances of bullying, over 97% of them stated that they felt very safe at Xavier Catholic College.
- Through the school's review and development process, parents, students and teachers were surveyed. Data gathered from these surveys affirmed the many positive features of the school, as well as suggesting areas for improvement.

Financial Information

Catholic schools are accountable for all monies received. Each year, the Lismore Catholic Schools Office submits to the Commonwealth Government a financial statement on behalf of the parish primary schools and secondary colleges. This statement details the income and expenditure of each school. In addition, the financial accounts for each school and for the Catholic Schools Office are audited annually.

A graphic summary of the income and expenditure reported to the Commonwealth Government for 2013 is as follows:

2013 INCOME - Xavier Catholic College Ballina - SKENNARS HEAD



2013 EXPENSE - Xavier Catholic College Ballina - SKENNARS HEAD

