



**St Joseph's Catholic School, Takapuna  
Annual Report  
2020**

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**Supporting Documentation**

- 2020 Charter
  - 2020 Analysis of Variance
  - 2020 Annual Financial Report
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**Cover Note**

This report is written at the end of a school year in what is now commonly referred to as 'an unprecedented year'. On 28 January 2020 "Novel Coronavirus Update # 1" was posted on the school website. This was to be the first of many posts throughout the year on "COVID-19" and the resulting impact on school life. All posts were based on information provided by the Ministry of Education and the Ministry of Health. The school year's significant dates were:

Term 1

- 28/01 Day 1 Term 1  
Novel Coronavirus Update #1
- 27/02 BOT approved 2020 Charter / Annual Plan
- 23/03 Prime Minister announces that NZ is entering Alert Levels 3 & 4
- 24/03 Alert Level 3 - Only students of essential workers at school  
Online Programme of Learning went live
- 26/03 Alert Level 4 - No students/staff permitted at school  
All teaching and learning via Online Programme of Learning
- 27/03 End of Term 1 (new date - two weeks earlier than gazetted)  
Online Programme of Learning available to students for the break

### Term 2

- 15/04 Day 1 Term 2 (new date - two weeks earlier than gazetted)  
Alert Level 4 - No students/staff permitted at school
- 28/04 Alert Level 3 - Only students of essential workers at school
- 18/05 Alert Level 2 - Students can return to school  
Online programme of Learning continues  
School split in two - two timetables  
Early opening, early finish
- 09/06 Alert Level 1 - All students expected to be at school
- 03/07 End of Term 2

### Term 3

- 20/07 Day 1 Term 3
- 12/08 Alert Level 3 - Only students of essential workers at school  
Online Programme of Learning went live
- 31/08 Alert Level 2 - Students can return to school  
Online programme of Learning continues  
School split in two - two timetables  
Early opening, early finish
- 04/09 End of term 3

### Term 4

- 12/10 Day 1 Term 4  
Alert Level 1 - All students expected to be at school
- 15/12 End of Term 4

### 2020 Overview

- 7 school weeks at the beginning of the year saw the school year beginning as per normal
- 17 school weeks were spent in *Alert Levels 2 - 4* in which students were participating in the Programme of Learning at home or at school and the school was running two timetables and early finishes
- 16 school weeks were spent in *Alert Level 1*, 9 of which were spread over Terms 2 and 3, interspersed between Alert Levels 2 - 4

### Comment

Through this 'unprecedented year' the key focus areas have been;

- health and welfare of all members of our school community - students, staff and their families
- A programme of learning that can be achieved at school and at home and is available in either environment depending on Alert Level
- Clear communication to staff and parents in order that they are fully informed in what was a fast-changing scenario

## 2020 Annual Implementation Plan

Strategic Goal	Encountering Jesus and living our Mercy values are central to our learning and our interactions within our community
Annual Goal	Outcomes
Students through their Religious Education and Inquiry Learning programmes participate in service and outreach activities to the wider community based on the Gospel message	<p>Each team completed an outreach activity</p> <ul style="list-style-type: none"> <li>● Kakariki - Market Day - Charities chosen by students</li> <li>● Kakapo - Sisters of Mercy - Letters / Starship - Basket</li> <li>● Kea - 3 Rest homes - Cards and paper flower posies</li> <li>● Kiwi - Foodbank - Luxury gifts</li> </ul> <p>Term 4 has seen a schoolwide focus on food and financial donations to our Takapuna St Vincent de Paul Society food bank, to support the many families in the area affected by the COVID-19 lockdowns, loss of jobs, etc</p>
	<b>2021</b>
	<i>Continue developing this annual goal in order that there are stronger connections and a better understanding by students around service and outreach activities</i>
Annual Goal	Outcomes
Strengthen the faith, cultural and social community for families, and the welcome of new families to our community	<p>The following actions were taken through the year;</p> <ul style="list-style-type: none"> <li>● Specific procedures for welcoming new students through the various Alert Levels were developed. They were specific to the Alert Level and allowed parents several options to choose from in order that they and their child were able to have a positive experience on their arrival at school for the first time.</li> <li>● Students and new families were able to be welcomed at School Prayers in Alert Level 1 even though they started and arrived in Alert levels 3 and 4.</li> <li>● Parents continue to be offered the opportunity to meet with the Principal after the child has been welcomed at school prayers.</li> <li>● School Prayers / Welcome moved to Friday's to see if it better supports the programme learning and determine if more parents are able to attend. This move does better support the programme of learning. There has not been an increase in the number of parents attending.</li> <li>● Parents of students who began their schooling were surveyed re their welcome to the school. There was one response. A further survey will be developed and sent to all parents welcomed in 2020.</li> <li>● Enrolment procedures are being reviewed in order that they reflect the expectations of the CEO and MOE. Central to this is the grant of a raise in the roll cap from 445 to 558 over a period of three years and the introduction of a zone.</li> </ul>
	<b>2021</b>
	<i>Continue developing this annual goal in order to enhance ways in which families are welcomed to our school community</i>

Annual Goal	Outcomes
<p>Strengthen the knowledge and understanding of our school motto, Mercy Values and Life-Long Learners for our students, teachers and parents</p>	<ul style="list-style-type: none"> <li>● The Mercy Values and School Motto have been central in ensuring that students have arrived back at school after each lockdown in a consistent caring environment. The 'live' school programme of learning and the 'Online Programme of Learning' have continued to have a strong focus on the Mercy Values and school motto.</li> <li>● The lockdowns and resulting Online Programme of Learning have provided parents with the opportunity to be more fully involved in their child's learning and their understanding of the Mercy Values and the school motto within the school's programme of learning.</li> <li>● The use of YouTube Principal Channel was a new way in which to share the Mercy Values and the school motto with the students while they were in lockdown.</li> <li>● Kakariki Team painted murals to reflect the Mercy Values and these will be displayed on the side of the Admin/Library block.</li> <li>● Kakapo team painted tiles to reflect the School Motto and these will be placed on the fence beside the junior playground.</li> </ul>
	<p><b>2021</b></p>
	<p><i>Continue developing this annual goal in order to enhance the knowledge and understanding of our school motto, Mercy Values and Life-Long Learners for our students, teachers and parents.</i></p>

Strategic Goal	Our students become self-directed learners through teaching and learning programmes that enable them to achieve their full potential
Annual Goals	Outcomes
<p>The focus for 2020 is on enhancing equity and excellence in our programmes of learning. In particular, we will:</p> <ul style="list-style-type: none"> <li>• (1) Develop Our Local Curriculum in accordance with MOE guidelines</li> <li>• (2) Further develop the delivery of the Mathematics programme</li> <li>• (3) Implement the Digital Technologies curriculum</li> <li>• (4) Review reporting and and celebration of achievements in relation to Ministry of education expectations, Self Directed Learning, and parent expectations</li> <li>• (5) Review channels of communication with parents/whanau about student learning and school events</li> <li>• (6) Take initial steps to implement 'Real Time Reporting' and enhance the 'Student Profile'</li> <li>• (7) Improve integration of Te Reo Maori and Tikanga across programmes of learning including providing training and support for staff to improve their confidence in using Te Reo</li> <li>• (8) Strengthen the arts programme which includes music, visual arts, dance and drama</li> <li>• (9) Review and trial ways in which students can give feedback on teaching practices</li> </ul>	<p><u>Programme of Learning</u>  Central to the 2020 programme of learning has been providing one that can be delivered both at school and online. The Leadership Team and teachers developed and maintained an Online Programme of Learning (Distance Learning) website for each team. When developing how the school would develop a Distance Learning programme the following points were considered important:</p> <ul style="list-style-type: none"> <li>• A range of activities at a range of levels, for each team, that reflect the school curriculum - updated weekly</li> <li>• Not replicating the school day</li> <li>• Providing parents and teachers clear guidelines as to the expectations of students, teachers and parents</li> <li>• Students to be able to communicate with teachers, submitting work, asking questions through email and apps</li> <li>• Teachers able to provide the necessary support and feedback to both students and parents</li> <li>• Accessibility by students and their parents - layout the same for each team - content appropriate to team students are in</li> <li>• A flexible programme without set times for things to be done/completed so that families can work online at times that suit them</li> <li>• Works for students/families that have a limited number of devices between a number of students in the family</li> <li>• Does not require all students in one homegroup to be online at the same time which will not work for all families</li> <li>• Equity - ensuring all students have equal access to the programme of learning and their teachers without having to have their privacy intruded on</li> <li>• Student/teacher/family well being - not to put additional pressures on families - clear messaging that they do what they can/want and no more</li> <li>• Student/teacher/family privacy confidentiality &amp; safety - Ensure no communications breach privacy/confidentiality/safety</li> <li>• No knowledge of what's happening for students/teachers in their bubbles so want to ensure distance learning is not adding additional stress</li> <li>• Team google sites were available to be accessed within hours of entering Alert Level 3 or 4</li> <li>• Team google sites available through the breaks and weekends</li> <li>• Future proof - able to be used when teachers working with students both in school and at home as students transition back to school in a safe manner</li> <li>• MOE Government Distance Learning Package - internet access, supplying devices, school learning packs, and home learning via TV. The internet access, devices and school learning packs are for students, and their families, in decile 1 – 3 schools, who do not have internet access and/or devices. All our families have internet access and at least one device per family to access our Online Programme of Learning. We are a decile 9 school.</li> </ul>

Prior to entering Alert Level 3 for a second time a review of the Online Programme of Learning was carried out. The addition of a 'live' daily prayers via the YouTube Principal's Channel was made and was well received by the student.

A key aspect of the Online Programme of Learning for the Year 3 - 6 students was the use of the SeeSaw platform. This sees students being able to submit work and receive feedback from their teacher via this online platform. When reviewing our reporting procedure this development was incorporated in the trial reporting procedure.

#### Communication

Central to this 'unprecedented year' has been effective communication. Throughout the year communication has been consistently under review in order to ensure that all members of the school community; students, staff, parents, Board, parish, have been fully informed. Strategies developed included;

- Ensuring all messages received from the MOE/MOH were immediately conveyed to the staff/parent communities
- Introduction of a COVID-19 tab for the website/email communication
- Development and communication of school procedures for each Alert Level specific to the workings of St Joseph's
- Regular review and communication of procedures for each Alert Level specific to the workings of St Joseph's
- Communication between teachers and students through Alert Levels 3 & 4 via Google Docs, email, SeeSaw and by phone if appropriate following a review of the first lockdown communications
- Consultation and communication with staff through email and google meets through lockdown
- The reduction of meetings held for staff and the introduction of the ability to carry out meetings via 'google meets'
- Board 'catch-ups' / meetings via 'google meets'
- Individual communication with parents of new students to school in order to ensure an appropriate safe supportive first day.

In addition, the following outcomes were achieved;

- (2) Teachers worked with the Mathematics facilitator for two of the four planned PLD sessions. Outcome: Term 1 - Introduction of facilitator, sharing of the overview of what Maths is, teachers sharing where they are with Maths, observation of teachers in action, feedback as to the next steps. The facilitator provided support to teams for the maths activities that were provided in the school's Online Programme of Learning during the lockdown. The facilitator is providing advice on student assessment and reporting. Term 3 - The Maths facilitator worked alongside teachers individually, met with teams, and carried out a staff meeting.
- (3) Teachers continue to integrate the Digital Technologies Curriculum in their programme of learning, including the Online Programme of Learning. A plan has been developed to provide teachers with opportunities to carry out professional development on the Digital Technologies Curriculum. Teachers are beginning to upskill themselves to further develop their understanding of the

	<p>Digital Technology Curriculum using online courses.</p> <ul style="list-style-type: none"> <li>• (4) A digital screen is being trialled to celebrate student achievements. This allows all students and parents to witness student achievements. This is in conjunction with the school newsletters</li> <li>• (5) Two platforms are used for communicating to the parent/whanau community - school website and Etap.</li> </ul> <p>The school website communicates schoolwide information under the following titles;</p> <ul style="list-style-type: none"> <li>• School Newsletters (6 pm parent email notification)</li> <li>• School Notices (6 pm parent email notification)</li> <li>• COVID-19 (6 pm parent email notification)</li> <li>• Community/General Notices</li> <li>• Alerts (Not visible but available to push out information to parents in an Emergency)</li> </ul> <p>Developments have included;</p> <ul style="list-style-type: none"> <li>• School Notices with a 6pm notification</li> <li>• Merger of Community and General Notices</li> <li>• Introduction of COVID-19 tab</li> <li>• Newsletter format has been replaced by 'Principal's Message' - more concise</li> </ul> <p>Etap (directly to parent email) communicates;</p> <ul style="list-style-type: none"> <li>• Teachers notices specific to their class or team</li> <li>• Sports notices</li> <li>• School notices parents need prior to 6 pm</li> </ul> <ul style="list-style-type: none"> <li>• (6) The Reporting Programme is being developed to incorporate aspects of real-time reporting. SeeSaw was incorporated in the progress and achievement reports this year. Parents have been surveyed on the Progress Report format and this will be analysed. An investigation has been carried out by the Leadership Team as to the Student Management Systems that would best support the Realtime Report format being developed. Etap has been chosen.</li> <li>• (7) A draft programme with attached resources specific to St Joseph's is being developed</li> <li>• (8) The music programme is being developed in discussion with the PTA who raised funds through the 2019 Christmas Concert</li> </ul>
	<b>2021</b>
	<ul style="list-style-type: none"> <li>• <i>Review the curriculum deliver programme of learning in relation to the addition of the following curriculum areas over the next few years: Te Reo Maori/Tikanga, Digital Technologies, Languages, Music, History (2022)</i></li> </ul> <p><i>Continue with the 2020 Goals ...</i></p> <ul style="list-style-type: none"> <li>• (1) <i>Develop Our Local Curriculum in accordance with MOE guidelines</i></li> <li>• (2) <i>2021 Maths PD Plan</i></li> </ul>

	<ul style="list-style-type: none"><li>● (3) <i>Implement the Digital Technologies curriculum</i></li><li>● (4) <i>Review reporting and and celebration of achievements in relation to Ministry of education expectations, Self Directed Learning, and parent expectations</i></li><li>● (5) <i>Review channels of communication with parents/whanau about student learning and school events</i></li><li>● (6) <i>Take initial steps to implement 'Real Time Reporting' and enhance the 'Student Profile'</i></li><li>● (7) <i>Improve integration of Te Reo Maori and Tikanga across programmes of learning including providing training and support for staff to improve their confidence in using Te Reo</i></li><li>● (8) <i>Strengthen the arts programme which includes music, visual arts, dance and drama</i></li><li>● (9) <i>Review and trial ways in which students can give feedback on teaching practices</i></li></ul>
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<b>Strategic Goal</b>	<b>Our school is a safe and joyful innovative learning environment that reflects our special Catholic character and supports students to become self-directed learners</b>
<b>Annual Goals</b>	<b>Outcomes</b>
Enhance resourcing that supports the introduction of the Digital technologies	A review of resources needed to support the Digital Technologies Curriculum has been carried out and a programme is being developed for purchasing them. Quotes received for potential plan. The Leadership Team is to review in relation to plan against budget along with availability of the digital technologies required.
	<b>2021</b>
	<i>Continue developing this annual goal in order to enhance resourcing that supports the introduction of the Digital technologies</i>
Continue to develop the outdoor learning environment to enhance the learning opportunities for the akonga including akonga designing and producing art works	<b>Outcomes</b>
	Programmes of learning included opportunities for the akonga to design and producing art works The Mercy Value Murals will be completed before the end of the year and will be placed on the side of the Admin/Library block The Motto tiles have been completed by Kakapo and will be placed along the fence beside the junior adventure playground A Slide manufacturer has developed a plan for an open slide that reflects the contours of the bank. We are awaiting the details and graphics
	<b>2021</b>
<i>Continue to develop the outdoor learning environment to enhance the learning opportunities for the akonga including akonga designing and producing art works</i>	

<b>Strategic Goal</b>	<b>To provide high quality kaitiakitanga (stewardship) to protect our legacy and ensure continuous improvement and sustainable success</b>
<b>Annual Goals</b>	<b>Outcomes</b>
<p>The Board develops a knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• The Declaration</li> <li>• The Catholic Education of School Aged Children</li> <li>• The Handbook for BOTs of Catholic Schools</li> </ul>	<p style="text-align: center;"><b>2021</b></p> <p><i>The Board develops a knowledge and understanding of:</i></p> <ul style="list-style-type: none"> <li>• <i>The Declaration</i></li> <li>• <i>The Catholic Education of School Aged Children</i></li> <li>• <i>The Handbook for BOTs of Catholic School</i></li> </ul>
<p>Identify achievements and next steps from School Evaluation Indicators - Domain 1: Stewardship</p>	<p style="text-align: center;"><b>Outcomes</b></p> <p style="text-align: center;"><b>2021</b></p> <p><i>Identify achievements and next steps from School Evaluation Indicators - Domain 1: Stewardship</i></p>
<p>The Board will continue to effectively engage with stakeholders in order to achieve the best outcomes for our school</p>	<p style="text-align: center;"><b>Outcomes</b></p> <p>The Board have communicated with the stakeholders about the 2020 annual plan  The Board has communicated with the community and staff during Alert Levels 3/4  A Communication Channels document has been produced  The 2020 Engagement Survey has been carried out</p> <p style="text-align: center;"><b>2021</b></p> <p><i>The Board will continue to effectively engage with stakeholders in order to achieve the best outcomes for our school</i></p>