



Catholic Education Diocese of Cairns

Learning with Faith and Vision

St Francis Xavier's School, Manunda

Motto	Know, Love, Serve
Address	5 Atkinson Street, MANUNDA QLD 4870
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Phone Number	(07) 4037 9900
Email Address	secretary.manunda@cns.catholic.edu.au
Website	www.xaviercairns.qld.edu.au
MySchool Profile	https://www.myschool.edu.au/school/47839
Total Enrolments	455.6
Year Levels Offered	P-6
Student Population	Co-Educational
Principal	Ms Narelle Harney
Parish Priest	Fr Frank Gordon
Parish Number	(07) 4053 1383



About our School

St Francis Xavier's School is an inner-city school in the unique tropical north region of Cairns. Our school community gathers from all parts of the Cairns area. Our student enrolment encompasses a diverse range of nationalities from many parts of the world. It also includes First Nations students from Aboriginal and Torres Strait Islands cultures.

St Francis Xavier's School has a multicultural diversity of children and time is taken to encompass the language, religion, economy, government and other cultural phenomena from the children's background which then connects to the children's real world.

St Francis Xavier's was founded by the Sisters of Saint Joseph in 1961. The School continues the traditions and charism of the Sisters of St Joseph and celebrates the major feast days of Mary MacKillop 'Never see a need without doing something about it! www.marymackillopplace.org.au, St Joseph and St Francis Xavier.

Geographically, St Francis Xavier's is located within the Cairns West Parish, with Father Frank Gordon as Parish Priest. Providing a distinctive Catholic education with a real-life and inclusive approach to Religious Education and Spiritual Formation, St Francis Xavier's strives to live out the motto – Know, Love and Serve, God and each other.

The Mission Statement at Saint Francis Xavier's School highlights the importance of the religious faith of staff and their commitment to Gospel values in their daily lives, the development of genuine relationships in the school community in an environment that teaches the values of trust, respect, responsibility, empathy, trust, compassion, forgiveness, equity, integrity and community. St Francis Xavier's School cultivates a culture of respect, caring and inclusion amongst the whole school community supporting the wellbeing of all our students.

Characteristics of Student Body

Male	Female	Unspecified	ESL	% Catholic	% First Nations	% NCCD	ICSEA
240.6	215		34	37.8%	19.4%	13.6%	989

Enrolment Trend:

2017	2018	2019	2020	2021	2022
543	530	489.6	471	465	455.6

School Annual Improvement

PRIORITY AREA 1:

Smart Goal:

- In 2022, staff teams will collaboratively plan data-informed cycles of learning in Mathematics, evidenced in planning documentation.
- Every student will show improvement in Mathematics, evidenced through PAT-M and/or Essential Assessment.

Strategies:

- Leadership Team attend PL with Lyn Sharratt (Feb 12-14)
- Introduce 14 Parameters from Lyn Sharratt to staff
- Targeted focus on Parameter 6 - Case Management approach
- Effective planning, teaching and assessing of Maths
- Maths planning template
- Differentiation
- Daily reviews
- Effective and deliberate use of resources
- Essential Assessment as a tool
- Use of data walls
- Problem solving strategies
- Professional Learning - QCAA PL Week 0, Essential Assessment Week 0 (Investigate how this can lend to data walls.)
- PLT cycles each term
- Use a coaching model to support teachers

Measures:

- Maths planning shows formative and summative assessment, differentiation, adjustments, reflections
- Monitor and track student growth through Essential Assessment, PAT Maths, Naplan

PRIORITY AREA 2:

Smart Goal: In 2022, we develop a multi-tiered support plan for St Francis Xavier's School

Strategies:

Introduce evidence based way of working that support and respond to need of all students – MTSS

- Link to Whole School Plan and further develop this during the year
- Embedding practices, systems and data for Tier 1
- Link Zones of Regulation to support MTSS
- Professional Learning - 2 days of PD per year (for 3 years) and one staff meeting per term
- Regular use of ENGAGE to record incidents
- High impact engagement strategies

Measures:

- Develop school plan
- Team work with staff to increase understanding and processes
- Consistent entry of data and understanding of minor/major behaviours

PRIORITY AREA 3:

Smart Goal: In 2022, staff will work collaboratively on further developing Catholic Identity and the RE curriculum at St Francis Xavier's School.

Strategies:

- Incorporate Catholic identity into Strategic Plan through dedicated staff meetings, leadership meetings and support from CES personnel.
- Develop a Staff Formation Plan.
- Maintain staff spirituality through professional learning. (Fr Frank and Fr Richard Leonard Week 0.)
- Build Catholic Social Teachings, with a focus of Social Action and Justice, into school practices.

- Continue to review S&S and RE Units. PL to support RE Curriculum and development of rigorous assessments (CES support and school based). One hour of PLT time each term. One staff meeting per term.

Measures:

- Audit of RE planning
- Formation Plan by end of T1, 2022 (I & O Team, Principal, APRE)
- Incorporate RE focus into PLT's each term
- Staff meeting each term (RE planning, S & S, Spirituality)
- SFX Catholic Identity Team to be redeveloped in T1 and meet regularly throughout the year

Distinctive Curriculum Offerings

St Francis Xavier's is a P – 6 school and offers three classes in each year level. Curriculum development is an ongoing process at St Francis Xavier's. Our school learning framework is informed by the CES System Framework. We also use the documents developed by ACARA of which QCEC (Queensland Catholic Education Commission) is an active member and the Queensland Curriculum and Assessment Authority (QCAA). Our school curriculum framework is designed to support the wellbeing and learning for all students in our Catholic community. Our curriculum is underpinned by the General Capabilities in the Australian Curriculum.

The School offers students a sound academic education in all key learning areas including Religious Education. High Potential Learners are able to access extension activities that are cater for their needs in class. Students from Prep to Year 6 have specialist lessons in Health, Physical Education, Japanese and The Arts where they learn Music, Dance & Drama.

Our curriculum across the School focuses on literacy and numeracy, particularly in our P – 2 classes. Intervention programs are provided for all students in particular our First Nations, EALD and students with particular needs.

Social and Emotional Learning (SEL) is an important part of daily class lessons. SEL is integrated throughout the whole curriculum. The 'Second Step' Programme aims to increase students' academic achievement, self-awareness, empathy skills and emotional regulation and overall well-being. We are heavily committed to student and staff emotional well-being and intelligence.

Prep to Yr 6 are also involved in school excursions and incursions. These are an important and effective means of motivating students and engaging them in active learning experiences. Our Year 6 students attend a school camp which is a valuable aspect of a fully rounded program of development for students.

We offer a BYOD program from Years 4 - 6. The iPad program allows the use of specific apps to better support and to meet individual needs. The program supports and encourages independent learning by offering an environment that can be self-paced and can encourage more opportunities for self-directed learning.

The School engages a Teacher Librarian who also leads eLearning in the School. They work with both staff and students in teaching digital technologies as well as introducing students to a wide range of fiction and non-fiction literature.

A number of our students participate in the Instrumental Music Program through St Mary's College and others have private piano tuition based at the School. Instrumental group lessons are held during school time, usually using a rotational timetable for students. Group tuition is available for strings, woodwind, brass and percussion. Individual tuition is recommended for piano, drums and some orchestral instruments.

Swimming lessons on water survival and an introduction to swimming are offered to students in Year 3 and Year 4. This program has been created in collaboration with the qualified staff of Tobruk Pool.

Our Sacramental program is parish-based. Catechesis and sacramental preparation are related through distinct activities. Catechesis is the continuing process of faith education and development. Its goal is growth in maturity of faith. Sacramental preparation is the specific pastoral activity, involving family and parish community that precedes and accompanies celebration of the sacraments. St Francis Xavier's School has a healthy relationship with our Parish Priest and parish staff.

There are various activities that our students can become involved in which include at different times: Robotics, Granfriends, School Choir, School Band, Math Olympiads, Readers Cup, Spelling Bee, and Sport activities before and after school.

Extra Curricular Activities

These include:

- Wellbeing Committee
- Faith & Justice Committee

- ACT Committee
- Granfriends
- Athletics and Cross Country teams
- Under 8s Day
- NAIDOC
- Optiminds Teams & Maths Olympiads
- Instrumental Music Program
- Robotics, Coding
- School Band
- School Choir
- Student Interest Clubs
- Readers Cup
- Calanna Speaking Competition
- Various sporting activities before school and after school
- District & Peninsula sporting opportunities - such as rugby league, AFL, hockey, athletics, basketball, cross country, netball, golf, tennis swimming, soccer, baseball, rugby union, etc.
- Cultural exchange experiences as a host school
- OSHC Facilities – Before school and after school are available to all parents

Social Climate

St Francis Xavier's School has begun a school wide focus on Positive Education. We believe that student wellbeing is of utmost importance. Students explore positive psychology concepts, related to their wellbeing, to assist students to know and understand themselves and others. Students will be given opportunities to develop and practise skills relevant to their wellbeing assisting each student to flourish. Students will develop an understanding of one's character strengths, about self-talk, gratitude, resilience, growth mindset, how to deal with adversity and learn how to tune into their thinking. Staff use positive teaching practices in and outside the classroom to enable students to flourish. They focus on each individual's emotions, engagement, relationships, accomplishments, purpose, and health. Each student's individual goal is to flourish. Students are provided many opportunities to develop their leadership skills through different opportunities provided within the School but also by applying for leadership positions within the School.

The School has a 'Buddy Bench' which proudly sits in the playground, established by our Year 6s students of 2017. Students come to the bench if they're feeling lonely and have no-one to play with. It's a great way for kids to meet, greet and come together in friendship.

Our school runs a buddy program where all our children spend special time with their buddy. They meet each other throughout the term for carefully planned, fun activities designed to help the children get to know each other.

There are four Houses at the school used for House sports, Social Service and School activities.

Blue - MacDonald

Green - Penola

Gold - Mackillop

Red - Tenison

St Francis Xavier's encourages students and staff to develop an awareness of those in need and to actively participate to alleviate injustice and suffering. This begins first and foremost here at the School with our treatment of each other. We then look further afield to the needs of the local community, the broader Australian community, and to those who live in other countries. Our efforts contribute to the work of the local Church in bringing about the Kingdom of God and maintaining the dignity of people. It is expected that each year level works together, once over the school year, to fundraise and/or increase awareness for social justice initiatives.

Pastoral Care is the responsibility of all staff at St Francis Xavier's School and as a school we are able to carry out our charism, 'Never see a need without doing something about it' (Saint Mary of the Cross MacKillop) each and every day. As staff in a Catholic School, we are especially called to show care and respect for others and to assist others where possible. This care is what makes our school distinctively Christian and in keeping with the Josephite charism.

Should students require extra assistance due to circumstances they may find themselves in, the School is there to support them. The School can provide a school counsellor to help students through social and emotional issues and when student learning is impacted. The School also has a Leader of Diversity, Leader of Learning and Teaching, Diversity Teachers and School Officers who support integration, classroom and diverse needs programs.

Learning is fostered in an environment that promotes success and is concerned with the welfare of every student. Students develop a positive attitude to learning and a feeling of self worth, as they are encouraged to view themselves as being competent and responsible. It is their happiness, development and acceptance of themselves as people of worth, together with the acquisition of understandings and skills that will assist them to take part in their wider community.

Parent Engagement

Parents are encouraged to take part in a range of activities relating to our school programs. Each term teachers distribute a class newsletter describing curriculum programs.

On Thursday afternoon the whole school is involved in an assembly held in the multi-purpose court. This includes the National Anthem as well as announcements, awards and news items. This is an opportunity for our community to remain informed of events happening in our school.

There is an open invitation to participate in all activities and to visit the school. Interviews with classroom teachers are available and can be organised at a mutually convenient time.

The Parents & Friends Association (P&F) is made up of mums, dads & carers who volunteer a couple of times a term (or attend & assist when they are able to). Parents and Friends (P&F) Associations work in a productive partnership with their school principal and the community to promote the interests of the school, and facilitate its development and further improvement, to achieve the best possible outcomes for students. P& F meetings are held on Monday nights of week one each term. Events include: Mother’s & Father’s Day, Family Night, Disco, World Teachers Day, Under 8s day and various other activities that the P & F support the school with. The P & F also run a second hand store for the school community. This is a valuable resource within the school and assists our families throughout the school year. Volunteers are always welcome to assist as this is operated purely on a volunteer basis.

The School Board plays an active role as well, developing policies, overseeing major construction projects and monitoring the school budget. The Board enables a spirit of partnership to be developed within the school community and is constituted in a way that allows the various bodies within the School to be represented and to participate in the development of the school and its management in an advisory manner.

An Out of School Hours Childcare Service is available in the afternoon until 6.00pm. Vacation Care is also available on site. OSHC is run by Centacare.

Other community involvement includes: Curriculum Information Sessions, Parent Workshops, Parental involvement in classrooms, Excursions and Camps, Book Fair, Character Day, Crazy Hair Day, Dance Concert, Family Day, Music Under the Stars evening and Parent/Teacher meetings.

We encourage open communication and involve parents in a range of processes to include them in a conversation about improving outcomes for their children. Along with regular parent/teacher interviews, semester reports and support meetings we use a variety of tools to contact and communicate with parents and the community. Any way families support their children with their learning, attendance, and engagement makes a huge, positive impact on the whole school experience.

Parent Satisfaction

MYP Corporation conducted a School Results Survey with parents of St Francis Xavier’s School (Manunda) commencing 11 July 2022 and concluding 5 August 2022. Survey responses were received from 132 out of a total of 327 eligible respondents. This equates to a response rate of 40.4%. St Francis Xavier’s School (Manunda) recorded an overall satisfaction score of 82% (4.09 out of 5).

- Best practice areas include: General, First Nations, Leadership, Resources, Catholic Identity + Religious Education, Learning + Teaching, Improvement Processes, Bullying + Behaviour Management.
- Fair to good areas include: Safeguarding Children.

Staff Reporting

Qualification Highest level of attainment	Doctoral / Post-doctoral	Masters	Bachelor degree	Diploma	Certificate
Number of staff with this qualification		7	39	9	6

Workforce composition	Headcount	FTE (Full-time equivalent)
Teaching Staff	39	35.7

Non-Teaching Staff	20	12.78948
Indigenous	1	0.47368

Professional Development	
Funds expended	\$8311.95
Staff Involved	100%

Major Professional Development Initiatives

The teachers have been involved in professional learning in the following areas:

- NCCD
- Religious Education – Scripture series through ACU
- Essential Assessment
- Multi Tiered Systems of Support
- CLARITY
- De-escalation Strategies
- Differentiation
- Essential Classroom Management Strategies
- RE and Wellbeing Formation
- Literacy Strategies
- Zones of Regulation
- Data
- First Nations Pedagogy
- Integrated planning
- Professional Learning Teams with a focus on improved reading and writing outcomes
- School improvement and school effectiveness
- v9 Mathematics

Attendance and Retention	
Average staff attendance rate for the school year, based on unplanned absences of sick and emergency leave for periods of up to 5 days	95.65%
Percentage of teaching staff retained from the previous year	72.97%

Staff Satisfaction

MYP Corporation conducted a School Results Survey with staff of St Francis Xavier's School (Manunda) commencing 11 July 2022 and concluding 5 August 2022. Survey responses were received from 37 out of a total of 45 eligible respondents. This equates to a response rate of 82.2%. St Francis Xavier's School (Manunda) recorded an overall satisfaction score of 72% (3.58 out of 5).

- Best practice areas include: Safeguarding Children, First Nations.
- Fair to good areas include: Resources, Catholic Identity + Religious Education, Staff Engagement, Leadership, Improvement Processes, General.
- Areas requiring attention include: Bullying + Behaviour Management.

Student Reporting Data

Average student attendance rates

Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Total
83.40%	87.62%	86.68%	85.66%	86.50%	85.20%	87.94%	86.10%

How non-attendance is managed by the School

Parental contact is expected whether or not the child is absent for the whole day or part of the day.

- Parents are required to notify the School via the absentee phone message bank before 8:30am if their child will be absent or late. They may also advise via the Parent Portal.
- If a student is absent without explanation, the child is marked an unexplained absence. Students arriving late will be signed in by student services staff and given a late slip to present to their teacher.
- If a student is away and no notification has been received (i.e.: a written note or a phone call), student services will send an SMS to parents advising of their child's absence.
- If a student is absent for two consecutive days with an unexplained absence an email is to be sent to the parents/carers by the class teacher to enquire about the student's unexplained absence. If no reply is received, then a member of the Senior Leadership team must be advised. Ongoing absences are followed up by leadership in accordance with the CES policies regarding attendance.
- If a student is taking leave in term time, the parents must apply to the Principal for approval.

Student Satisfaction

MYP Corporation conducted a School Results Survey with students of St Francis Xavier's School (Manunda) commencing 11 July 2022 and concluding 5 August 2022. Survey responses were received from 119 out of a total of 185 eligible respondents. This equates to a response rate of 64.3%. St Francis Xavier's School (Manunda) recorded an overall satisfaction score of 79% (3.97 out of 5).

- Best practice areas include: First Nations, General, Safeguarding Children, Learning + Teaching.
- Fair to good areas include: Improvement Processes, Resources, Leadership, Catholic Identity + Religious Education.

NAPLAN

NAPLAN results are available from My School Website:

<https://www.myschool.edu.au/school/47839>

Funding Reporting Data

School funding breakdown is available from My School Website:

<https://www.myschool.edu.au/school/47839>