



Annual Report 2008

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‘Caring, Learning and Maintain Links between Staff, Parents and the Community’ symbolises the culture and spirit of Secret Harbour Primary School and this annual report reflects these characteristics as it outlines our achievements during 2008. The purpose of the annual report is to report the progress of the school as we measure ourselves against Department of Education and Training initiatives, our own School Development Plan and student performance information.

SCHOOL ETHOS AND PURPOSE

Secret Harbour Primary School’s shared ethos helps us to work as a team to achieve the possible outcomes for our students and their families. We have worked hard to develop an understanding that all children at our school are of equal value and all staff members are responsible for contributing to every child as they move through the years from K-7. The effectiveness and impact of our ethos is monitored via our measurement of key areas of school organisation and business. Details of this are outlined further in this annual report and are described in the following three key areas.

Caring

Secret Harbour Primary School aims to provide a caring environment where:

- The individuality of students, staff and parents is recognised and valued;
- Students develop initiative, self-discipline, respect and concern for others;
- Self-esteem, self-reliance and responsibility is fostered;
- A sense of belonging and pride is engendered;
- Students develop an ability to work co-operatively with others, communicating in a socially acceptable manner.

Learning and Teaching

Secret Harbour Primary School aims to provide a learning environment where:

- Students have a commitment to excellence;
- The diversity of student’s individual talents, interest and needs are recognised and catered for;
- Students achieve their full potential;
- Students are encouraged and assisted to accept responsibility for their own learning;
- Students are encouraged to make a positive contribution to the school and the wider community;
- Students develop a respect for the rights of others;
- Learning is seen as part of a life long process.

Community Links

Secret Harbour Primary School aims to establish and maintain links between staff, parents and members of the broader community through:

- The free flow of communication;
- A commitment to seek out and encourage those who can enrich the school programme thus enhancing the development of our students;
- Keeping parents advised of educational programmes and their child’s progress;
- The provision of opportunities for involvement and initiative in shared decision-making.

ENROLMENT PATTERNS

Following the opening of our neighbouring school Comet Bay Primary, enrolments at Secret Harbour Primary have remained steady. At the start of 2008 Secret Harbour Primary's student numbers was 595 and the year ended much the same. At the start of 2009 student numbers was 598.

COMMUNITY INVOLVEMENT

Secret Harbour Primary School is supported by a well organised and productive School Council and P&C Association. Major achievements of the P&C Association included,

School Council

During 2008 the Council dealt with a number of issues related to the general direction of the school:

- Reviewing the 2008 School Fees and Charges structure in accordance with the Education Act 1999.
- Establishing our position on the sponsorship of resources within the school, specifically related to sponsorship of the school's newsletter
- Implementation of new Dress Code
- Analysing NAPLAN and providing suggestions to address deficiencies
- Assisting in the implementation of the 'Traffic Light System' and developing policies to support government directives.

Parents and Citizens Association

The major achievements of the P&C were all punctuated by the work of a very dedicated and supportive group of parents. The Association made a significant financial donation to the school in excess of \$40 000 during the 2008 school year. This welcome support went towards items such as shade shelters, book prizes, science resources, physed equipment, puzzles for early childhood, computer software while \$30 000 went towards air-conditioning block three.

FEEDBACK

Feedback from all stakeholders is a highly valued source of data for our school self assessment process. As it had been a number of years since the school sought community feedback and student numbers had become more stable it was timely to conduct a survey of all stakeholders. Therefore students, parents and teachers were surveyed in a number of areas including school organisation, curriculum, student well-being, values, parent communication, accountability, leadership and behaviour management. Parents, staff and students responded positively in all areas – most notably in leadership, school culture, communication and catering for family expectations. Very few concerns were mentioned but those that were have since been addressed including student safety and behaviour. The biggest concern from staff and parents is the omission of a school fence. We are hopeful that this will be addressed through the Federal Funding for schools (BER).

FEATURES OF OUR CURRICULUM DURING 2007

Physical Education: Secret Harbour's physical education program continues to be highly valued in the school community. 2008 involved full implementation of the new Comet Bay Cluster involving seven local schools. The Comet Bay Cluster consists of six primary schools and Comet Bay College. A close network has evolved and 2008 saw the schools working together and competing at an interschool level throughout the school year.



In March 2007 Secret Harbour PS held their first ever 'Beach Carnival'. The highly successful carnival involved all students in years 1-7 participating in beach related activities individually and in teams. We were fortunate to have the full support of the Surf Life Saving Club who assisted with all water activities. All of the positive feedback about the 'Beach Carnival' encouraged us to run it again in 2008 and as a result of another successful event the 'Beach Carnival' occurred again in 2009.



A golfing programme was also trialled for year four students. Secret Harbour has a world class golf course that presents our children with an opportunity to learn and play golf within a supervised environment. About 35 students attended golfing lessons with a professional during fourth term.

LOTE: The LOTE programme at Secret Harbour includes the teaching of Indonesian. In order for children to better connect with this challenge we are constantly providing them with relevant learning experiences. In 2006 our school became associated with a sister school in Bali. This association has provided our students with the opportunity to communicate directly not only with children at the school but also a number of Balinese teachers who have subsequently visited Secret Harbour and interacted with our children. This immersion in Indonesian culture is proving to have very positive effects. Our student body now commits itself to fundraising to support the school. In addition to this students at our school, when on holiday with their families have visited the school in Bali.

The Arts: At Secret Harbour Primary we are lucky to have both an art and a music specialist. All students in years 1-7 engage in weekly lessons with the art and music specialists. Students also have the option of being a member of the School Choir which performs at various school and community events throughout the year.

Solar Energy: In 2007 our school became a Solar School! Due to the committed work of Ms Patti Lewis and her keen interest in environmental issues we were successful in winning a State Government grant to install a Solar Electrical Unit on the roof of the school's library. This collection of solar panels produces enough electricity to power lighting for up five classrooms for a whole day. Power produced when the school is not open is fed back into the state-wide electrical grid which in turn results in electricity credits to our school. Accompanying the power cells is a fully integrated computer programme that allows the children to access a monitoring programme that indicates exactly how much power is being produced by the unit and how much being used by the school at any one time. The purpose is to teach the students the importance of renewable energy as a major power producer in today's society. Ms Lewis is working on expanding the solar electrical unit and is planning for Secret Harbour PS to become a 'Sustainable School'. In 2009 more solar panels will be installed on the roof of teaching block three.

Values Education: Values education continues to be a focus in 2007. Staff address the values through all curriculum areas both in and out of the classroom. Secret Harbour Primary uses the *Friendly Schools and Families'* resources to specifically address bullying and promote a cohesive school with strong values. Two Parent Forums were held early in 2008 to inform parents of the types of activities undertaken to address Values in the school.

Roadwise: The sheer volume of students coming and going from our school during the day has meant road safety is of vital importance to us. We have been fortunate enough to have a very dedicated parent support group who have implemented a successful Roadwise programme that has educated parents to the importance of safe pick up and drop off for children as well as safe driving around the schools boundary. An education programme designed to teach the children safe cycling skills has also been very successful during the year. Many other schools have contacted Secret Harbour Primary for advice on how to start a kiss-n-drive.



PROFESSIONAL ENGAGEMENT

Staff Attendance

The average attendance rate or average number of days attended per staff member

	2005	2006	2007	2008
Teaching Staff	95%	95%	95%	98.3%
School Support Staff	93%	93%	91%	92.0%
All School Staff	95%	95%	94%	96.3%

Staff Retention - Reports changeover in staff from 2007 to 2008

The proportion of teaching staff retained in a programme year from the previous year

Total teaching staff - 2008	36
Teaching staff retained from previous year	28
Staff Retention Rate	77.8%

Staff Qualifications: All teaching staff meet the professional requirements to teach in Western Australian schools and are registered with the Western Australian College of teaching.

Teacher Participation in Professional Learning: In order for our staff to engage in a culture of 'Life Long Learning' individuals, small groups and the whole staff participate in a wide range of professional learning programmes. Many are related to our school priorities outlined in our strategic plans and others are directly related to individual performance management agreements.

All teaching and non-teaching staff participated in professional learning activities. The average amount spent per teacher is \$1607 which was possible due to additional funds from AGQTP for teacher development.

The following table outlines the variety of courses staff attended during the 2008 school year.

Course	Purpose
Literacy Net	To enable staff to develop individual student monitoring systems
SIS Curriculum Manager	Developing expertise in manipulating systemic student monitoring tool
Guided Reading	How to teach children reading strategies
Beginning and Returning Teachers	Seminar to inform teachers of WA system, pedagogy and requirements
Information Technology	Assisting teachers to integrate ICT into the classroom
The Internet in the Curriculum	Assisting teachers to integrate ICT into the classroom
Drug Education	Assisting teachers to implement this into the classroom
Goal Setting	Related to assisting students to become independent learners
Writing IEP's	Providing for children with learning difficulties
Graduate Teacher Modules 1-4	PLI modules to assist graduate teachers and incorporates action learning
Thinking Skills	To enable leadership team to lead staff in developing thinking skills
Clicker PD	To support special needs students using computer program
Behaviour Management	Revision of our school behaviour management procedures
Water-wise	In-servicing new staff – We are a Water-wise school
Students with Learning Difficulties	Strategies to identify and provided for individuals with learning difficulties
Severe allergies and use of Epipens	How to administer treatment for anaphylactic shock
Fundamental Movement Skills	Physical Education professional development
System Report Format	Developing expertise in manipulating systemic student monitoring tool
Overcoming Maths Difficulties	Up skilling teachers to cater for students experiencing difficulties
Level 3 teacher	To motivate and support teachers to apply for level 3
TEACH (Autism)	Catering for students with learning difficulties
Peer Mediation	Assisting teachers in training of peer mediators
SDERA	Strategies for teaching drug education
AGQTP Facilitators Day	Supporting facilitators to lead learning area action learning
Cooperative Learning	Based on Bennett and Monet's works to give teachers knowledge, skills and strategies to use cooperative learning.
Resilient Kids	Strategies to assist children to develop resiliency
Sustainability	Incorporating all environmental programs
Listening Program	Supporting staff to become accredited trainers
Move to Learn	Occupational Therapy Strategies
CMS	Training staff to be Classroom Management Coaches
Interactive Whiteboards	Assisting teachers to use SMARTboards to support their implementation of the curriculum.

KEY STUDENT OUTCOMES

Student Attendance

Secret Harbour Primary School

Student Participation – Attendance - By Year Level

Attendance % - Primary Year Levels

	Y01	Y02	Y03	Y04	Y05	Y06	Y07
2006	96%	99%	97%	95%	94%	95%	94%
2007	94%	95%	96%	96%	96%	94%	96%
2008	93%	94%	92%	95%	95%	93%	93%
State 2008	92%	93%	93%	93%	93%	93%	93%

While Secret Harbour attendance remains at or above the State average the gradual decline in attendance was highlighted as a concern. On further interrogation of attendance data it became evident that the majority of absences were due to families taking holidays. With increasing numbers of immigrants enrolling at Secret Harbour Primary more and more families were taking time to return to their country of origin to holiday, see family or care for sick and dying relatives.

Individual year level targets have been set as;

Year	Level	Attendance Range
1		93% to 95%
2		94% to 96%
3		92% to 95%
4		95% to 98%
5		95% to 95%
6		93% to 95%
7		93% to 95%

Benchmark Achievement

The percentages of students in Years 3, 5 and 7 achieving the national literacy and numeracy minimum standards for their year.

Year/Task	Numeracy	Reading	Writing	Spelling
Year 3	96.2%	92.5%	98.7%	90.0%
Year 5	94.5%	95.9%	94.5%	98.6%
Year 7	100.0%	93.7%	89.0%	95.3%

As there is a notable improvement in the percentage of students achieving National Benchmarks targets for improvement have been based on WAGSATs (Western Australian Government Schools Achievement Targets).

Value Added

In 2006 Secret Harbour Primary identified Numeracy as an area of concern. Over the past three years staff have participated in First Steps Number professional learning and as a result staff are more knowledgeable of how children learn mathematical concepts and the common misconceptions children have in maths.

The school's continual focus on mathematics and up skilling of teachers in this area has led to some noticeable value-adding.

In 2006 only 88.5% of year three students achieved the National Minimum Standard in Mathematics. In 2008, the same students were tested as year fives and 94.5% of students achieved the National Minimum Standard.

In 2006 91% of year five students achieved the Minimum Standard and the same students tested as year sevens in 2008 showed **100%** achieved the minimum standard.

ACHIEVEMENT OF NATIONAL MINIMUM STANDARD IN MATHEMATICS

	2006 Achievement	2007 Achievement	2008 Achievement
Year 3	88.5%	98.5%	96.2%
Year 5	91%	89.7%	94.5%
Year 7	98.6%	89%	100%

COMMUNICATION

Communication with our school community is of vital importance to us in our efforts to report student progress as well as to inform parents of the planned and current school activities. Our school's web site, the fortnightly newsletter and the process of preparing formal written reports on student progress are three areas in which we continued to make improvements in 2008.

Web Site Development: The school's web site (<http://www.secretharbourps.det.wa.edu.au/>) is the school's major channel for communicating with not only the immediate school community but also the wider world wide community. To this extent we continually receive enquiries via email from parents in Britain, South Africa and interstate in regards to enrolling at Secret Harbour. Our already well develop site has been improved to provide access for archived newsletters, current classroom notices, school boundary information and the school's yearly planner. Anecdotal feedback indicates that these improvements have been well received and provided timely/up to date information on school activities. Further improvements undertaken in 2008 include a children's link, photos of events, school performance data linked to the school profile site at the Department of Education and Training .



Newsletter: Our school newsletter has always been a popular publication that is keenly read by the community on a fortnightly basis. During 2008 our School Council sought sponsorship of this publication and have since moved into an arrangement with a local business owner. This has enabled us to produce a full colour newsletter with updated graphics that is easy to read. Sponsorship of our newsletter will again be sought when the current arrangement expires later in 2010.



Reporting to Parents: Staff at Secret Harbour Primary School produced the summative student report at the completion of semesters one and two 2008 by completing the Curriculum Manager Reporting Template associated with DET policy, in particular the Curriculum Assessment and Reporting Policy. This process is being reviewed by DET in 2009 with changes to be

implemented by 2010.

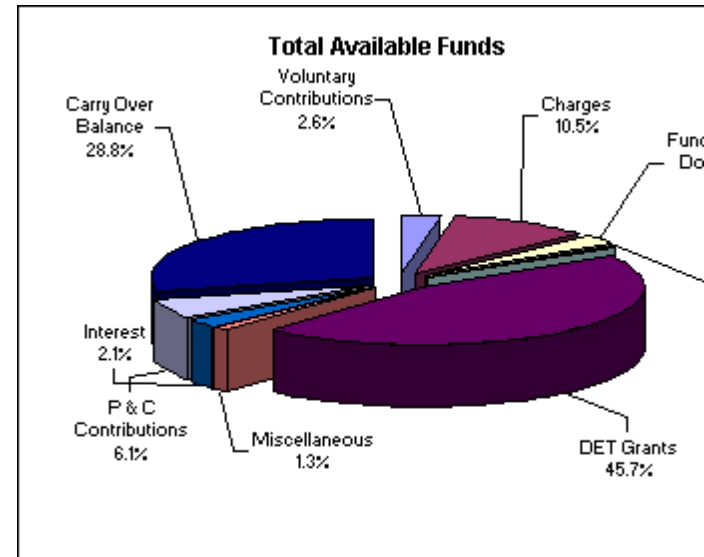
FINANCE

In 2008 Secret Harbour Primary School had an operating budget of \$501 609 This was a combination of the following sources:

SCHOOL BUDGET AND ANNUAL ACCOUNTS

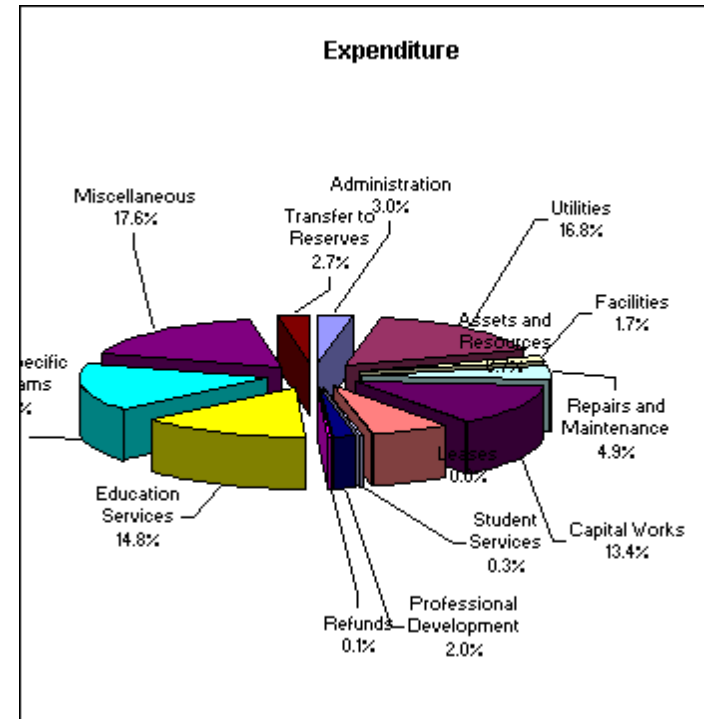
Income

	Budget	Actual
1 Voluntary Contributions	\$13,280	\$13,280
2 Charges	\$52,674	\$52,710
3 Fundraising & Donations	\$12,670	\$12,670
4 Hire of Facilities	\$1,588	\$1,588
5 DET Grants	\$229,482	\$229,482
6 Miscellaneous	\$6,453	\$6,453
7 Interest	\$10,271	\$10,656
8 P & C Contributions	\$30,533	\$30,533
9 Carry Over Balance	\$144,237	\$144,237
Total Available Funds	\$501,188	\$501,609



Expenditure

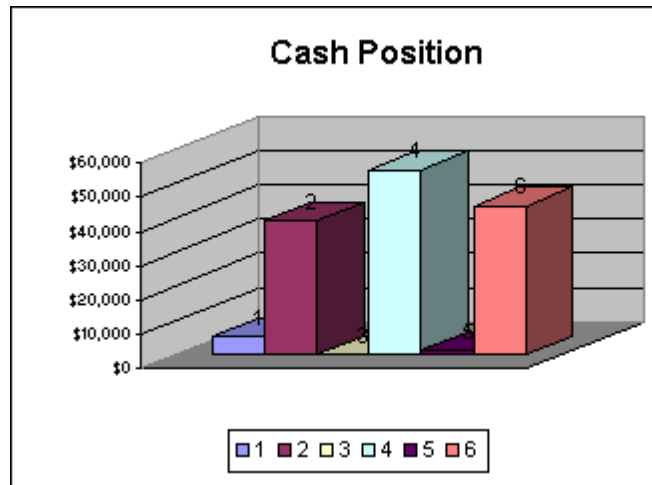
	Budget	Actual
1 Administration	\$12,928	\$12,521
2 Utilities	\$77,746	\$69,376
3 Facilities	\$7,013	\$6,928
4 Repairs and Maintenance	\$23,238	\$20,354
5 Capital Works	\$55,414	\$55,414
6 Assets and Resources	\$30,155	\$27,821
7 Leases	\$0	\$0
8 Student Services	\$1,383	\$1,398
9 Professional Development	\$9,600	\$8,180
10 Refunds	\$251	\$251
11 Education Services	\$68,395	\$60,867
12 Other Specific Programs	\$70,949	\$65,798



13	Miscellaneous	\$76,522	\$72,384
14	Transfer to Reserves	\$11,091	\$11,091
Total Expenditure		<u>\$444,685</u>	<u>\$412,383</u>
Total Funds Carry Forward		<u><u>\$56,503</u></u>	<u><u>\$89,226</u></u>

Cash Position as at: (insert date)

Bank Balance	\$142,777
Made up of:	
1 Carry Over Grants (committed)	\$5,153
2 Committed Funds (Other)	\$39,001
3 Trust Funds	\$0
4 Asset Replacement Reserves	\$53,943
5 Suspense Accounts	\$1,168
6 Uncommitted Funds	\$43,512
Total Bank Balance	<u><u>\$142,777</u></u>



Other financial information

Voluntary contributions collection rate	63%	Total creditors as at: 31st December 2008	9084
Total bad debts written off for the year	0	Total Debtors as at: 31st December 2008	240
Total assets/resources written off for the year	1200	Total value of new leases for the year	0

IMPROVEMENT INTENT FOR 2009

After an extensive self assessment process staff at Secret Harbour have agreed to implement the following strategies in our endeavour to continue to improve the quality of educational experiences to the students who attend Secret Harbour Primary School. A number of these strategies will be reflected in our strategic plans associated with the School Development Plan.

- 1) NAPLAN deficiencies have been analysed in detail and plans to address areas of concern have been developed in Literacy and Numeracy.
- 2) ICT will continue to be a focus with more interactive whiteboards purchased. Professional development and support will be provided through SMARTboards. Teachers proficient in using interactive whiteboards to enhance their learning programs will act as mentors and models for other teachers.
- 3) Behaviour Management Policy will be reviewed in line with new DET policy and school actions undertaken for improvement.
- 4) There will be a strong focus on 'goal setting' with students setting personal and academic goals. Every child from pre-primary to year seven setting and reviewing writing goals.
- 5) CAR policy review and implementation. Staff at Secret Harbour are very practised at moderating and making consistent judgements. In 2009 we intend to strengthen this practise by moderating with other schools.
- 6) Working with staff to ensure moderation and validity of attitude, behaviour and values section on reports.