

Saint Joan Antide School

School Development Plan
for scholastic year 2011/12



Vision

Enhancing school life for pupils entrusted in our care

Mission statement

“To love Christ Jesus

To love and serve the poor

who are His members

To show them the love of the Father.

This is the charism and mission which
St. Vincent de Paul and St. Jeanne Antide
received from God.

Through education

We serve the weak and the powerless

in the Vincentian tradition

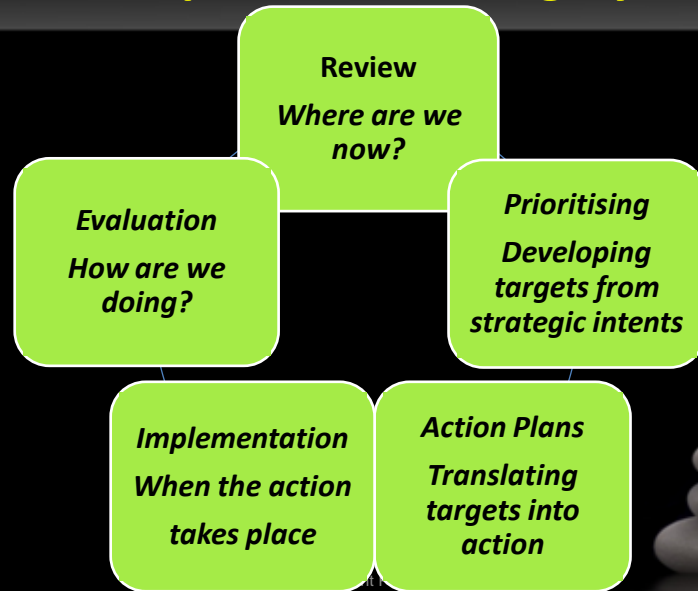
lived by St. Jeanne Antide.”

(Rule of life of the Sisters of Charity)

Our school motto is

At school we learn to love and love to learn

Development Planning Cycle



Key Areas

- I. School Ethos/Philosophy
- II. School Climate
- III. Curriculum and Organisation
- IV. Leadership, Management and Administration
- V. Teaching
- VI. Achievement/Learning
- VII. Professional Development
- VIII. Resources for Learning
- IX. Links with Parents and Agencies outside the school
- X. Assessment and Evaluation

School Development Planning

ST JEANNE ANTIDE COLLEGE

St Joan Antide Primary School Gudja

Holy Family School B' Bugia

School Development Plan 2011-12

Close View:

Learning and Teaching

Attainment

This SDP will see us through the end of the second cycle:

During scholastic year 2009-10 we took a close view at

School Ethos and Philosophy

Curriculum and organization

During scholastic year 2010-11 we took a close view at

Resources

Support for students

Where are we now (staff seminar Sept 2011)?

a) Evaluation of last year's SDP (close view - Resources, Support for students) was carried out by

1) Parents and pupils in May

2) Staff in June

See pg _____ for evaluation results

b) Prioritising was done in June during staff seminar

c) Now (Sept staff seminar) we have to develop targets and formulate action plans

New projects : St Jeanne Antide College, Student exchange, interactive whiteboards technology for learning, the new NMC (teaching the student vs teaching the syllabus), differentiated learning and teaching, HW and Language Policy, more specialized PE lessons, developing better crafts / art lessons, Pro Save to analyse bullying, more teaching aids in Kinder school, increasing the no of qualified first aiders in our school.

Reinforcing old projects: after school activities, spoken English, Health and Safety Policy, PE and ICT lessons by class teacher, cooking and swimming lessons.





Key Area	Learning and Teaching / Attainment
Aim	St Jeanne Antide College
Tasks	.To unite the Schools of the Sisters of Charity under one college name.
Success criteria	Print diaries with same artwork Have one common website Meetings held more often for staff from the three schools.
Time Scale	Diaries to be ready by 23 Sept 2011 First website mtg. to be held on 19 Sept 2011 with webmaster and SMTs
Person/s responsible	Ms Marion

Key Area	Learning and Teaching / Attainment
Aim	Student exchange to enhance spoken English
Tasks	.Bring 2 -3 foreign pupils in each class for a period of not more than one wk to improve fluency and diction.
Success criteria	Pupils feel more confident when speaking in English
Time Scale	First mtg. with foreign agent to be held on 19 th Sept and then proceed accordingly
Person/s responsible	Ms Marion to make contacts and all staff to implement project.

Key Area	Learning and Teaching / Attainment
Aim	Enhance teaching with the use of technology
Tasks	.2 interactive whiteboards to be in place by Sept 2011 in Yr1 and if effective, to be phased in over 3 years in all classes.
Success criteria	Pupils and teachers feel more confident learning and teaching using modern technology.
Time Scale	Sept 11 – 2 interactive whiteboards By Sept 15 all classes will have interactive whiteboard or large TFT
Person/s responsible	Ms Marion and Mr. Borg to buy. All staff to use in respective classes.

Key Area	Learning and Teaching / Attainment
Aim	Implementing the new NMC
Tasks	.Teaching the student vs. teaching the syllabus), differentiated learning and teaching
Success criteria	Keep the current pass rate but reduce pupil stress.
Time Scale	Sept 11 staff mtg. ice breakers on differentiation and pupil empowerment for learning By the end of October, staff to fill in questionnaires with feedback on draft NMC Christmas holidays give first differentiated HW
Person/s responsible	All staff

Key Area	Learning and Teaching / Attainment
Aim	HW and Language Policy
Tasks	.Have clear guidelines on above.
Success criteria	All staff follow the same guidelines.
Time Scale	Draft policies presented to staff in Sept 11 mtg. Draft policies presented to parents and pupils in October mtgs. and website
Person/s responsible	Ms Marion and staff

Key Area	Learning and Teaching / Attainment
Aim	More specialized PE and craft lessons
Tasks	.Twinning with ballet and gymnastics schools. For craft present teachers with ready made lesson plans
Success criteria	Enhance the teaching of these lessons in the school
Time Scale	First term
Person/s responsible	Ms Marion and all staff

Key Area	Learning and Teaching / Attainment
Aim	ProSave – analyzing bullying in our school
Tasks	. Increase awareness on bullying
Success criteria	Reduce bullying and make sure pupils know what bullying is.
Time Scale	Questionnaire results to be presented during conference on 8 and 9 Sept 11
Person/s responsible	Ms Marion and staff

Key Area	Learning and Teaching / Attainment
Aim	Increasing teachings aids in Kinder School
Tasks	.Enhance teaching and learning by using more teaching aids
Success criteria	
Time Scale	Bring some teaching aids from St Julian's school by the beginning of the scholastic year.
Person/s responsible	Sr. Natalina, Ms Karen and Ms Charlene

Key Area	Learning and Teaching / Attainment
Aim	Increase the number of First Aiders in school
Tasks	Organise and in service course or pay half the fee for staff to attend St John's or Red Cross courses
Success criteria	More than 10 participants
Time Scale	In house in service before starting scholastic year 2011-12
Person/s responsible	Ms Marion and all staff

Key Area	Learning and Teaching / Attainment
Aim	
Tasks	.
Success criteria	
Time Scale	
Person/s responsible	

St Joan Antide School

Homework Policy

Homework policy in case of sickness

This is the procedure that will be followed:

-When pupils are sick homework will be given when these pupils return to school such that teachers may explain the HW. This also helps to prevent the spreading of bacteria.

-Pupils will be given a few days to complete their work but are expected to start from the last HW to catch up better with their classmates.

-When pupils miss exams because of sickness they will not be allowed to do the exam on a later date.

Sick children are not allowed to remain at school. Pupils with allergies are only accepted after presentation of a medical certificate.

Exceptions to the above may be made at the class teacher's discretion.

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Homework Policy f'kaz ta' mard

Din hija l-proċedura tal-iskola dwar il-homework f'każi ta' mard:

Meta t-tfal ikunu morda, l-homework jingħata biss wara li dawn jiġu lura l-iskola biex b'hekk l-għalliema jkunu jistgħu jispjegaw ix-xogħol sew. Dan jgħin ukoll biex innaqqsu t-tixrid tal-mikrobi permezz tal-pitazzi.

It-tfal jingħataw ftit ġranet ċans biex ilestu x-xogħol kollu għax nifhmu li jkun diffiċli biex jitlesta mil-lum għall-għada.

Meta jintilef ezami it-tifla ma tkunx tista' tagħmlu f'gurnata oħra.

It-tfal m'għandhomx jiġu l-iskola morda. L-iskola ma tistax iżżomm tfal morda għaliex dawn jgħaddu l-mard tagħhom lit-tfal l-oħra u anke lill-għalliema. It-tfal li jkollhom allergija jinżammu fil-klassi biss jekk ikollna ċertifikat mingħand it-tabib li jistgħu jattendu għaliex m'għandhomx mard li

jittiehed.

L-għalliema tal-klassi tista' tagħmel xi eċċezzjonijiet skont id-diskrezzjoni tagħha.



LANGUAGE POLICY

Kinder school

Pupils will learn to write letters in Maltese

Except during Maltese writing lesson ie for two whole mornings and for a few hours every day, teachers and pupils will speak in English.

Yr1

Pupils will start writing in Maltese and then proceed to English writing during the second term.

As from the first term lessons will be in English up to 11am and in Maltese thereafter.

Primary school

Throughout primary schooling, lessons delivered in the Maltese language (Maltese, Religion and Social Studies) will be held after 11pm.

During all other times teachers and pupils speak in English.

FEEDBACK GIVEN TO PARENTS AFTER ANALYSING QUESTIONNAIRE RESULTS

Dear parents,

After a quick look at the evaluation sheets and questionnaires I thought of giving you some overall feedback. All the suggestions you wrote make a lot of sense however please understand that for various reasons we cannot implement them all. For example:

- some have suggested 2 parents day besides the evening meetings in October. This means less lessons for the pupils which given already existing activities, will put more pressure on the pupils and teachers. Teachers have also expressed the feeling that most of the time the issues discussed are always the same. Both parents and teachers know perfectly well what the pupils' weak points are and there is no need to repeat twice. However they do send for some parents a second time during the year (often during break) when the need is felt.

- the same applies for non academic lessons (cooking, craft, art, dancing, computer etc.) during school hours; given the great amount of academic work that needs to be covered, we strive to strike the right balance but I do admit that we give priority to (and succeed mostly in) academic subjects.

- 50% of parents prefer concerts / sports days etc to be held during the evening but 50% prefer them in the morning for various reasons, so we will continue organising some of them after school hours and others during school hours to try and please everyone.

- parents also want to attend outings, sports days etc however when parents are present it is more difficult for the staff to control pupils because the latter keep asking to speak to their parents and parents keep asking to

take pupils home early which causes a lot of confusion. So again, for some activities, parents and guests will be invited but for other activities we feel it is safer if we take pupils only

- professional class photos cost a lot of money and leave little profit so we have opted for less professional ones which cost less and are more profitable. However occasionally we will bring a professional photographer.

- after school activities cost a lot of money which very few people are willing to pay, so it is not possible to organise them more often. It is impossible to organise transport for these activities because only a small number of pupils attend from villages all over Malta and the fee would be astronomical.

- when pupils are sick, it is difficult for class teachers to repeat missed lessons but as from next year we will offer parents the possibility to leave their daughters after school for 1 or 2 days and the HW club teachers will explain the topics that have been missed.

- I have already approached those parents who wrote about specific problems concerning their child. However, unfortunately, I couldn't speak to them all because understandably, most of you preferred to remain anonymous.

Following your feedback, we are also seriously considering:

- allowing the distribution of Holy Communion party invitations to all pupils at school, which so far has been prohibited

- giving out milk more often

- reducing the number of exams pupils have in Yr6
- selling only new things in bazaars organised by the Pupils' Council
- allowing parents to wait in the shade at 1pm near convent door
- giving pupils who attend Gymstars / Sports Club an attendance certificate and inviting parents for the last session.

I also wish to point out, that at all times pupils are in the presence of a warranted teacher and during lunch break pupils are supervised at an adult/pupil ratio of 1:40. The number of qualified first aiders at our school is 8. However this applies only during the school's official opening hours ie 7.40am-1.15pm.

During the summer holidays, I will analyse the questionnaires better with the help of clerical and technical staff. The results will then be discussed during the first staff meeting in September and with the help of both teaching and non teaching staff, we will strive to continue improving the level of education we give at St Joan Antide School - an education which from your feedback results to be already above average but we humbly admit that there is always room for improvement.

The Pro-Save questionnaires haven't been analysed yet and I strongly urge those parents who still haven't sent the SDP / Pro Save questionnaires to school, to do so before the scholastic year is over. Your contribution is imperative to help us enhance your child's experience at our school.

Happy summer holidays and best regards to all,

Ms Marion Cutajar

Staff List

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Ms. Marion Cutajar Head of School

Ms. Carmen Farrugia Assistant Head

Ms. Antonella Grech Assistant Head

Sr Natalina Mamo Co ordinator B Bugia

Ms. Josette Galea Year 1 Teacher

Ms. Claudette Cassar Year 1 Teacher

Ms. Maria Sammut Year 2 Teacher

Ms. Louise Fenech Year 2 Teacher

Ms. Lillian Farrugia Year 3 Teacher

Ms. Rita Caruana Year 3 Teacher

Ms. Rita Aquilina Borg Bonaci Year 4 Teacher

Ms. Margaret Camilleri Year 4 Teacher

Ms. Mary Magro Year 5 Teacher

Ms. Ritchie Dalli Year 5 Teacher

Ms. Amanda Formosa Year 6 Teacher

Ms. Lara Ann Bonnici Year 6 Teacher

Ms. Patricia Farrugia Complimentary Teacher

Ms. Beatrice Brockdorff Music Teacher

Ms. Sephora Azzopardi Computer & P.E. Teacher

Ms. Karen Farell Kindergarten Assistant

Ms. Charlene Cacciattolo Kindergarten Assistant

Ms. Erika Farrugia L.S.A.
Ms. Diane Galea L.S.A.
Ms Leanne Buttigieg L.S.A.
Ms. Debbie Renaud L.S.A.
Ms. Ann Marie Bartolo L.S.A.
Ms. Gillian Borg L.S.A.
Ms. Ruth Theuma L.S.A.
Ms. Isabelle Debono L.S.A.
Ms Julia Cilia Magro L.S.A.
Ms Rebecca Dalli L.S.A.
Ms. Amanda L.S.A
Ms. Ingrid L.S.A.
Mr. Francios Borg Computer Technician
Ms. Carmen Darmanin Clerk
Ms. Joanne Borg Maid
Ms. Diane Farrugia Maid
Ms. Josette Sant Maid
Ms. Rosanne Camilleri Maid
Mr. Martin Calleja Handy Man
Mr. Alan Spiteri Handy Man

Ex staff

Sr Teresa

Sr Giovanna

Sr Doris

Sr Pia

Ms AnnMarie Schembri (nee Scerri) Mobile

Mrs Spiteri

Mrs Ellul

Mrs Edith Gatt

Ms Dorianne

Ms Doris

Mrs Marica Fenech

Ms Christina

Ms Margaret De Marco

Ms Fiona

Ms Gianella

Ms Diane (LSA with Lynn)

Ms Karen (PE teacher)

Ms Maria (Computer teacher)

Ms Aguis

Ms Roberta Camilleri

Ms Demanuele

Ms Mary Grace

Ms Cynthia

Ms Bernice

Ms Peresso

Ms Attard

Ms Vicky

Ms Francesca

RESPONSIBILITY LIST

Name	Special responsibility	New target for this year	Time frame
Ms Marion	<ul style="list-style-type: none"> -Fundraising committee -Summer school -Monitoring new initiatives -Teacher meetings -Website - after schl activities 	<ul style="list-style-type: none"> -Meet monthly -Art appreciation course -3 P.E lessons per week, talkabout, choosing time, fruit break, spoken English, ICT to be taught by class tchrs., differentiated hw -weekly information mtgs. -Staff development -Staff meeting Drama and swimming 	<ul style="list-style-type: none"> Two activities/month To be implemented in all classes before mid-term holidays 15min every Wed 2 hrs every term after school 1 hr every term After mid-term

Ms Carmen	<ul style="list-style-type: none"> -Students' council -Pastoral care -Special needs -LSAs -Assembly/mass -Door supervision at 1pm 	<ul style="list-style-type: none"> - monthly mtgs. -Prayer sessions/music ministry -map sessions -weekly mtgs. 	<p>First term</p> <p>More frequent</p> <p>After mid-term holidays</p>
Ms Antonella	<ul style="list-style-type: none"> -Schemes of work and programme -Registers -Library - Outings -fruit scheme -Early morning supervision 	<ul style="list-style-type: none"> -Collect every week -ensure they are educational 	Beginning of the scholastic year
Ms Amanda	Subject co-ordinator-Maths	Review revision papers and exam papers and textbooks	Before half-yearly exams
Ms Maria	Subject co-ordinator-Maltese	Review exam papers and textbooks	Before half yearly exams

Ms Josette	Pupils' Notice board	Upgrade constantly	
Ms Claudette	PR	Write reports for Sunday Times	After every major event at school—at least 1 article/term
Ms Louise	Ekoskola Council School blog	Bronze award Start working for green flag	Awarded during first term Start working with pupils to achieve award next year
Ms Dalli	Ekoskola council	To help Ms Louise	
Ms Caruana	Senior teacher		
Ms Lillian	-Formalities (presents, cards, greeting guests) -Health and Safety rep		
Ms Magro	Org committee	Monthly mtg	
Ms Patricia	HW club after school	-Spot more pupils who would benefit from this club especially those prone to social exclusion	

Ms Sefora	Computer Studies After school activities	E-twinning Staff exchange visit Ballet ,gymnastics, sports club	By the end of this year After mid-term hols.
Ms Brockdorff	Concerts	Invite 1 class per concert	Every term
Ms Debbie	-Registers -French/Italian lessons	Introduce to Yr6	Last day of month After annual Exams??
Ms Diane	-Mentor -Netball league	-Mentor new staff -During break Yr4-6	
Ms A Marie	Resource room	Equip and maintain	
Ms Ruth	Martial Arts	Introduce self-defense to Yr4-6	
Ms Gillian	Library	Keep in order	
Ms Erika	Students' council	To help Ms Carmen	
Ms Julia	Help with pc problems	As the need arises	
Ms Rebecca	Help by the convent door at 1pm	To keep pupil in double file before going to convent door	
Ms Leanne	Early morning supervision	Help by the door	