



ST FINBARR'S

PRIMARY SCHOOL

# PARENT INFORMATION 2018

**ABSENTEEISM** - Parents are asked to notify the school if their child is away by 9am. This can also be done by accessing the Parent portal.

**AIR CONDITIONERS** – Below is an outline of our cooling procedures for classroom air conditioners:

TEMPERATURE OF DAY	COOLING DEVICE	OPERATING PARAMETERS
Less than 28 degrees C	<ul style="list-style-type: none"> <li>• Fans</li> <li>• Open Windows</li> </ul>	
Greater than or equal 28 degrees C	<ul style="list-style-type: none"> <li>• Air Conditioning Can Operate</li> </ul>	<ul style="list-style-type: none"> <li>• Units are programmed to operate between 22 degrees C &amp; 25 degrees C</li> <li>• 8am – 3.30pm</li> <li>• Monday to Friday</li> </ul>

**ASSEMBLY TIMES** - Each **Monday** the classes will gather in the Hall at 2.15pm. These assemblies will be on a two week cycle, first week will be a Prayer Assembly and the second week will be a class presenting and leading the assembly.

**ARRIVAL & DEPARTURE of STUDENTS:** A teacher is on duty from 8am each day. In the afternoons, a teacher is on duty until 3.20pm. Should your child either arrive late or need to leave school early, parents are required to sign the register in the office.

Please refrain from driving into the school grounds to drop off and pick up your children as this puts your children’s safety at risk.

**AWARDS** - Student awards are presented at Monday’s school assembly. In addition, Term Awards are presented at the end of each term.

**BELL TIMES**

- 8.30am School begins
- 10.15am Morning Tea
- 10.45am Return to class
- 12.05pm Lunch
- 12.30pm Return to class
- 1.50pm Afternoon Tea bell
- 2.15pm Return to class
- 3.00pm Home Bell

**CALENDAR** – Term events can be found on the school calendar on the parent portal. A reminder calendar will be in the newsletter each week with important dates to be noted.

**CHARITY PLACE** - This is the name of the deck and grotto area located near the grilled entrance to the school. It is named after the Sisters of Charity, founding order of the school.

**COMPANION CORNER** - Companion Corner is the name given to the school’s garden. The garden is the ‘back yard’ of the Bio Ethics Centre, which was originally the Presbytery. The name *Companion Corner* is based on concept of companion planting as well as the religious connotation of companion. Mrs Enter is our Gardening Teacher.

**DROP OFF/PICK UP ZONE** - Please refer to the parent portal for these procedures. If you require a new “Family Name” car sign, please let Karen in the office know and one will be sent home with your child.

**EXTRA CURRICULA ACTIVITIES** - Chess and music lessons are provided by the following companies. Please contact either Karen in the office or the companies direct for more information.

DDJ Productions Phone: 1300 335335

Chess Mates Phone: 0415 256 452

Junior Engineers Phone: 3703 1007 admin@jnrengineers.com

Speech & Drama: Phone: Louise Marshall 0418 790 807 – drama@loulabelleproductions.com.au

**FOOD ALLERGY POLICY** - A reminder that the school is an “Allergy Aware School” so no peanuts, peanut paste, peanut butter (including “dippers”), nuts, “Nutella” spread or nutty muesli bars are permitted within the school.

**HOMEWORK** - Below is the recommended time for homework in each year level. Homework will be discussed at the Parent Teacher evening on Tuesday 6 February 2018.

YEAR LEVEL	APPROXIMATE TIMEFRAME (PER NIGHT)
Prep	10 minutes including Shared reading & Morning talk preparation
Year 1	10 minutes + reading
Year 2	10 minutes + reading
Year 3	15 minutes + reading
Year 4	20 minutes + reading
Year 5	25 minutes + reading
Year 6	30 minutes + reading
Year 7	35 minutes + reading

**INFECTIOUS DISEASES/ EXCLUSION PERIOD** - Queensland Department of Health regulations are followed with regard to children with infectious illnesses or diseases. If any doubt exists in regard to a particular instance, it is the advice of a registered medical practitioner that is accepted.

Disease	Exclusion Period
Chicken Pox	Sufferers should be excluded for at least 7 days after the beginning of the illness and until the last lesion has healed.
Measles	Sufferers should be excluded for at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced. Contacts need not be excluded.
Mumps	Sufferers should be excluded for at least 14 days after the onset of symptoms. Contacts need not be excluded.
Rubella (German Measles)	Sufferers should be excluded for at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced. Contact need not be excluded.
Impetigo (School Sores)	Sufferers need not be excluded if lesions are covered. Impetigo is contagious. Lesions on any part of the body except the face must be covered. On the face, the lesions

	must be under treatment, and a layer of ointment or paint is accepted as a “cover” in this situation only.
Ringworm	Sufferers need not be excluded if lesions are covered. Ringworm is contagious. Except in the case of the scalp, a lesion under treatment with paint is accepted as being covered. If an ointment is being used, a dressing must be applied (except on the face, as in the case if Impetigo)
Head Lice	Sufferers are excluded until treated. With proper treatment the period of exclusion may be as brief as one day.
Conjunctivitis	Sufferers are to be excluded until discharge from eyes has ceased. Contacts need not be excluded.

**LIBRARY** – Class teachers will advise which day is ‘borrowing’ day, hence the day to bring library bag.

**MEDICATION** - Student Medication Request Form (which can be found on the parent portal) must be completed for medication to be administered to your child during school hours. This has been designed to ensure the safety of your child and to protect school staff who do not have medical training.

**MOBILE PHONES**-Students’ mobile phones must be handed into the school office each morning and collected in the afternoon at bell time.

**MONIES COLLECTED** - All money for events, excursions, raffles, etc, should be brought to school and handed to class teacher with the child’s name, class, amount of money and reason for the payment written on the envelope.

**NEWSLETTERS:** This year the school newsletter will be published on a fortnightly basis with a Weekly Update sent home on the alternate week. You will receive an email advising that the Newsletter can be accessed on the parent portal.

**OUTSIDE SCHOOL HOURS CARE:** For more information please phone 3366 8387, Vicky Elliot, Co-ordinator.

**PARENT INFORMATION EVENING:** On Tuesday 6 February commencing at 6.30pm, the Parent Information Evening for the 2018 school year will be held. More details to follow.

#### **PARENTS & FRIENDS ASSOCIATION**

The P&F Executive for 2018 is as follows:

President: Mark O’Neill (Parker Year 1 & Hudson Year 4)  
Vice president: Chris Murdoch (Jamie Prep & Matthew Year 4)  
Secretary: Peter Wells (Ava Year 2 & Zara Year 3)  
Treasurer: Jo-Anne Chapple (Carly Prep & Emily Year 2)

P & F Meetings are held on the 2<sup>nd</sup> Tuesday of every month during term time.

Last year St Finbarr’s School introduced the ‘**Just One Thing**’ program. This program is an initiative of the Queensland Parents and Friends Associations’ Federation which aims to get each parent involved in at least one activity at their child/ren’s school. Parents can volunteer in a variety of ways, and this

is a great way to meet staff and other families at the school. Parents are not limited to volunteering for just one thing!

The 2016 P&F Committee agreed to start a legacy by embracing the philosophy of **'Just One Thing'**. Each family is really encouraged to offer their time and commitment to **'Just One Thing'** which ultimately means that each and every family in the school will benefit.

For 2018 each year level has been allocated **'Just One Thing'**. It is our hope that each family will support this philosophy and be willing to get involved in the event allocated for their particular year level/s. The P&F Executive will be there to support each year level with the event.

**What we are really hoping to achieve** once again is that by the end of this school year, a volunteer or a group of parents will take on organising **'Just One Thing'** next year.

Below is the schedule of events.

Year 1: Mother's Day Breakfast

Year 2: Mother's Day/Father's Day Stall

Year 3: Trivia Night

Year 4: Father's Day Breakfast

Year 5:

Year 6: Welcome Back BBQ

**PARENT PORTAL** – All information will now be accessed through the parent portal. Instructions on how to log on is found on the St. Finbarr's web page under 'parent portal' or alternatively please email the office and a copy of the instructions will be emailed to you.

## **RELIGIOUS EDUCATION**

Masses – Jubilee Parish – Father Gerry Kalinowski - Office Phone No: 3369 5351

**Class Masses** are held every Thursday at 9.00am. Dates are per the term calendar.

### **School Masses**

Throughout the year the school will gather to celebrate Eucharist.

### **Class Prayer**

Classes come together to pray in the morning and afternoon. Grace before meals is either said or sung.

### **Church Seasons**

The meaning and significance of the Church Seasons are included in the religious education program of the class/school.

Lent and Easter are the focus of Term 1.

Similarly, Advent and Christmas are the focus for Term 4.

**Prayer Gatherings:** alternate Monday afternoons with Assemblies. Respective classes will lead this prayer time as per timetable.

### **Sacramental Program**

Jubilee Parish Based program - Reconciliation celebrated in Year 3 and Confirmation/Eucharist celebrated in Year 4.

Thursday 1 February – Sacramental Enrolment Night at 7pm at Sacred Heart Church, Rosalie

Thursday 8 March – Confirmation Retreat Day

Confirmation Night at St Brigid's at 6pm  
Friday 9 March – Confirmation at St Brigid's at 5pm or 7pm  
Saturday 10/Sunday 11 March – First Communion

## **REPORTING**

**Term 1** - Parent/Teacher Information night held in the first weeks of Term 1 to inform parents of class procedures, routines and curriculum.

Parent/Teacher Interviews will take place in Week 8.

**Term 2** - Term letters sent home at the end of the first week of Term 2, 3 and 4 to inform parents of class curriculum for that term and any special events occurring within the term.

Formal Written report sent home the second last week of Term.

Parent/teacher interview - late term 2. (Optional)

**Term 3** - Term letter will be sent home outlining the curriculum content.

**Term 4** - Term letter will be sent home outlining the curriculum content.

## **RESOLUTION PROCEDURE: PARENTS**

If a parent has a particular problem or complaint, the following steps are recognised as being appropriate in bringing the grievance to attention and in working constructively towards having the problem resolved.

### **Communication Procedures**

Should a parent wish to raise a concern or problem then . . .

1. If the matter is of a general nature in regard to school policy or practice, an appointment should be made with the Principal.
2. If the matter is concerned with the parents' child, an appointment should be made to see the child's teacher at a time most convenient to both parties to discuss the problem and resolve the matter.
3. If the issue has been unable to be resolved in step two, an appointment-should then be made with the Principal to further explore the matter and to seek a resolution.
4. If a resolution cannot be found by the above steps, or if the problem or complaint is in regard to the Principal, then contact should be made with the Brisbane Catholic Education and an appointment made with the Supervisor of Schools – Northern Region to facilitate a resolution.

### **Resolution Process**

It is important that a sense of mutual respect, honesty and a willingness to search for an equitable resolution be uppermost in the minds of all who engage in seeking solutions to a problem. The following guidelines should be used when meeting to discuss a problem or complaint:

Establish the facts of the matter and isolate the problem.

Focus on the facts and offer solutions to the problem.

Listen to answers and don't jump to conclusions. Remain calm and work to resolve the problem.

Decide on a solution.

Agree on the implementation and fix a review date.

**SAFETY:** Parents are requested to **always report** to the office should they need to drop off forgotten lunches, hats, homework and library books. This procedure is to ensure that the office is always aware of people who are on site in case of an emergency.

**SCHOOL BEHAVIOUR SUPPORT PLAN:** Each Brisbane Catholic Education school is responsible for implementing the Brisbane Catholic Behaviour Support Policy by developing a Whole School Student Behaviour Support Plan. This process was undertaken in 2014. The following four rules underpin the School's Behaviour Support Plan.

- I Am Safe
- I Am Responsible
- I Am Respectful
- I Am A Learner

This can be found on the parent portal under forms and documents, then policies.

**SCHOOL FEES:** School Fee statements will be emailed each term to the email address that was provided to the school.

**SCHOOL OFFICE:** The School Office is open 8.00am – 4.00pm.

**SPORTS' UNIFORM DAYS: Term 1** – Monday and Tuesday are Sports' Uniform Days for all classes. These are the days that Miss Maria Miocevic is teaching Health and Physical Education.

## **SPORTS**

**HPE Teacher – Miss Maria Miocevic.**

**Intra School Carnivals:** Swimming Term 1 & Athletics Term 3

The three student houses

- Stark (red) – named after the first lay principal of St Finbarr's Ashgrove,
- Turrbal (gold) – named after the aboriginal people who were the original inhabitants of Ashgrove
- Lalor (blue) – named after the first Parish Priest of St Finbarr's Ashgrove.

## **Inter School Carnivals**

*Zone 4 sports:* Swimming Term 1 & Athletics Term 3

These carnivals consist of the ten local Catholic primary schools, with Division A and B schools. Division A schools are signified by their larger population of students. St Finbarr's competes in Division B.

*District, Regional & State carnivals*

Children from St Finbarr's are eligible to compete in these carnivals. Minimum qualifying times and standards are set which dictate that only accomplished athletes may participate.

*Zone 4 Gala days*

The major focus of these days is:

- learning through sporting activity, and
- social rather than competitive interaction.

Zone 4 schools (year 3 – 6) gather at different venues (according to year levels) on a number of Fridays during Term 3.

Year 3: AFL; Year 4: soccer; Year 5: netball; Year 7: touch football;

**ST FINBARR** - Saint Finbarr (c.550–c.620) Bishop of Cork in the 6th century and patron saint for the city and diocese of Cork. His feast day is the 25<sup>th</sup> September.

The name “Cork” means “a marsh”. Finbarr chose for his abode an island in that marsh and there he founded a monastic school. At least a dozen of the first alumni of the Cork school themselves also became the founders of monasteries and schools, hence the fame of the place. Finbarr also established the Episcopal See of Cork, of which he was the first bishop.

Finbarr dedicated himself to his priesthood. He founded at least twelve other minor churches and schools before leading up to the great work of his life in Cork.

He died in Cloyne but his remains were brought home to Cork and buried in his own church on the site now occupied by the Protestant Cathedral of St Finbarr.

### **St Finbarr’s School History**

1925

May 31- The Sisters of Charity commenced of Catechism after the 9am mass in the parish church

June 1 -St Finbarr’s School opened with 28 pupils.

**STAFF MEETINGS:** This year staff meetings will be held on a Thursday afternoon.

**STUDENT DETAILS:** All families are requested to complete the following forms, which can be found on the parent portal under “Forms and Documents”. These forms include Internet and Electronic Mail, Authority and Consent, Media Consent, Student Medication and Medical Alert. Please complete any change to students’ details via the parent portal.

**SWIMMING:** Swimming commences for Year 1-6 next Wednesday. We have been advised by Brisbane Catholic Education for healthy and safety reasons all children must wear a cap.

### **TERM DATES 2018**

<b>Term 1:</b>	Tuesday 23 January – Thursday 29 March
<b>Term 2:</b>	Tuesday 17 April - Friday 29 June
<b>Term 3:</b>	Monday 16 July - Friday 21 September
<b>Term 4:</b>	Tuesday 8 October - Friday 7 December

**TUCKSHOP:** Friday is tuckshop day. This year Kate Van Coevordan (Caleb Year 3 Charity and Darcy Prep Love) and Thea Clifford (staff member) will be the co-ordinators. More information about the tuckshop including volunteers will be sent home shortly. Smart Choices will be the guidelines for the running of the 2018 tuckshop. Please refer to link for these guidelines: <http://education.qld.gov.au/schools/healthy/food-drink-strategy.html>



## **UNIFORM**

### *PREP UNIFORM*

Formal uniform:	Girls: Navy blue Skort & Navy blue & yellow sports polo shirt Boys: Navy blue shorts & Navy blue & yellow sports polo shirt Navy unisex long pants – winter option
Sports uniform:	Navy blue and yellow polo shirt with navy blue rugby knit shorts Navy track pants (optional)
Jumper:	Navy fleecy jumper with School Emblem
Hat:	School hat
Socks:	Short navy blue socks.
Shoes:	Black shoes
Hair ties:	Scrunchie/Hair ribbons/clips - Navy blue, uniform check, white or tortoise shell in colour

### *Inter House Sports*

<i>Carnival:</i>	Collared house colour polo shirt and navy rugby knit shorts
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### *GIRLS UNIFORM*

Formal uniform:	School dress, navy blue and white check with sleeves or Skort with Unisex navy blue and white check shirt Navy unisex long pants – winter option
Sports uniform:	Navy blue and yellow polo shirt with navy blue rugby knit shorts Navy track pants (optional)
Hat:	School hat
Socks:	Short blue socks. Winter option: Navy pantyhose may be worn.
Jumper:	Navy fleecy jumper with School Emblem
Footwear:	Black shoes.
Hair ties:	Scrunchie/Hair ribbons/clips - Navy blue, uniform check, white or tortoise shell in colour

### *Inter House Sports*

<i>Carnival:</i>	Collared house colour polo shirt and navy rugby knit shorts
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### *BOYS UNIFORM*

Formal uniform:	Navy blue checked shirt with navy blue shorts Navy unisex long pants – winter option
Sports uniform:	Navy blue and yellow polo shirt with navy blue rugby knit shorts Navy track pants (optional)
Hat:	School hat
Socks:	Navy blue socks
Jumper:	Navy fleecy jumper with School Emblem
Shoes:	Black shoes

### *Inter House Sports*

<i>Carnival:</i>	Collared house colour polo shirt and navy rugby knit shorts
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- **Black Shoes** - Normally, we recommend that children wear black leather shoes with the dress uniform and black joggers with the sports uniform. However, bearing in mind uniform costs, parents may prefer the option to buy just one quality pair of plain black joggers.
- **Hats –Have SCHOOL HAT, Will Play!**
- **Hair** - Children are not permitted to have extreme hairstyles. Hair colours are not permitted. In an effort to ensure student comfort and to promote neat grooming, girls with shoulder-length hair or longer are required to have it tied up.

- **Nail Polish** – Not permitted.
- **Jewellery** - The selective range of jewellery that children may choose to wear is limited to: single set of studs or sleeper earrings, a watch and a religious symbol on a chain worn around the neck.

Uniforms can be purchased through Ashgrove West Drapery, 467 Waterworks Road, Ashgrove Ph: 33661659 or online shop is available at [www.schoolthreads.com.au](http://www.schoolthreads.com.au)

### **VOLUNTEERS - PARENTS**

As from 2007, The Commission for Children and Young People and Child Guardian have new guidelines for Volunteers in Schools.

From 2008:

- Only Volunteers who do not have children currently attending school will need a Blue card
- All Volunteers MUST complete a Student Protection Inservice
- All Volunteers will sign a *Volunteer Code of Conduct*
- All Volunteers will sign a *Volunteer Suitability Declaration*
- All Volunteers will be provided with a *Volunteer Register Sheet* to be completed and signed

In 2017, BCE have consolidated the previous separate training resources and Codes of Conduct for Volunteers and Other Personnel into a single training module and Code of Conduct applicable for both groups.

The Parent Volunteer training course can be found at:

<http://www.bne.catholic.edu.au/students-parents/student-protection/Pages/Code-of-Conduct-Training.aspx>