St. Finn Barr’s Catholic Primary School

Information Booklet for Parents

St Finn Barr’s Catholic Primary School
247 Invermay Road, Invermay 7248
P.O. Box 318, Mowbray Heights 7248

Telephone: 03 6326 3082 Facsimile: 03 6326 1989
Email: stfinnbarrs@catholic.tas.edu.au
Web Site: www.stfinnbarrs.tas.edu.au
Welcome to St Finn Barr’s Catholic Primary School

St. Finn Barr’s School was established in 1894 by the Presentation Sisters as a Parish School. The Sisters established a proud tradition of excellence in education and service to members of the community, in a spirit of love, respect and compassion based on the Gospel values. This tradition is actively carried on today.

The Sisters maintained a presence in the school until the first lay Principal was appointed in 1993. The current Principal, Mr Anthony Healey, was appointed in 2007.

In 2004 and 2010 St Finn Barr’s underwent significant building programs which have transformed the buildings, learning environments and grounds. Children attending St Finn Barr’s now have access to excellent teaching and learning facilities and playgrounds within our school.

St Finn Barr’s is a Catholic Education Office Systemic School and provides education for Kindergarten to Grade 6 students. We focus on developing the whole person with clear values, problem solving skills, the ability to work in a group and effective communication skills. The School is working with the Australian Curriculum Documents to shape the learning experiences we provide students. The teaching staff are committed to improving the educational outcomes achieved by all children at our school. Spiritual and Faith Development is stimulated through explicit and implicit experiences. The Good News Curriculum document is used in developing children’s understanding of the Catholic Faith. This includes parental support in the preparation for the Sacraments of Reconciliation, Eucharist and Confirmation.

We provide specialist programs in Music, Japanese and P.E. with a daily fitness program, an annual 8-day swimming program and peer support and resilience programs. Information Computer Technology is an important tool that allows children to fully explore the Australian Curriculum and develop the skills and understanding to function as in a computer literate world. Currently most Grades have one laptop per two students and we are about to trial Ipads which will be used in class and at home by a targeted class. This will be an exciting pilot for this group of students.

We are a School Wide Positive Behaviour School with the mantra:
“We are a community of Safe, Respectful, Resilient Learners.”
Our focus is developing a culture where all members of our community are respected, valued and allowed to fully develop in a behaviourally supportive environment which has the foundation of positive relationships at its core.
**Contact Information**

The School Office is opened from 8.30 a.m. to 3.30 p.m. daily.

Mailing Address: P.O. Box 318
Mowbray Heights, 7248

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stfinnbarrs.principal@catholic.tas.edu.au

**School Board of Management**

The School Board is an advisory board made up of members of the School Community, Fr Mark Freeman (Parish Priest) and the Principal. The Board's main function is to advise and support the Principal:

• in the financial management of the school,
• to contribute to the planning and management of maintenance of buildings, equipment and grounds.
• to contribute where possible in matters regarded and major initiatives and/or changes
• to co-operate and support the principal in maintaining the School as an institute of Catholic Education

**Parents & Friends Association**

The Parents & Friends raise essential funds for the school, contribute ideas and suggestions and arrange speakers for meetings. Funds raised have contributed to projects such as the construction of all playgrounds at our school, the on-going purchasing of books for the library, purchase of TV's mounted in each classroom and equipment for classrooms.

One of the P&F's important roles is building the school community through social, educational and financial events. The Rock & Roll Night, Bi-annual School Fair and other socially focused events are examples of this important function. It is important that new parents commit to support the continuing the work being done by the P & F.
School Hours

Monday to Friday 8.45 a.m. to 2.55 p.m.

Children should not arrive at school before 8.30 a.m. If it is necessary for your child to arrive prior to 8.30 a.m. a note needs to be sent to the school stating the reason.

At 8.30 a.m. classrooms will be open and supervised by their classroom teacher. Our groundsman, Mr Soule, assists in monitoring the Pedestrian Lights as children arrive and leave the school. Parents are asked to use the crossing and to reinforce the correct crossing behaviour with their children.

8.45 a.m.  **Daily fitness**  (skipping, run, dancing etc.)
9.00 a.m.  Classes
11.00 a.m. **Recess**
11.30 a.m. Classes
1.00 p.m.  **Lunch**
1.50 p.m.  Classes
2.55 p.m.  **School concludes**

With the exception of bus children, all children must be collected punctually at 3.00 p.m. If parents are going to be late, the school should be notified.

Children being collected by parents or carers are to be collected from the classroom vicinity or from the assembly area at the rear of the school.

Parents need to park in the rear car park and walk up to collect their children. Children must be under parent or carer supervision when they are in the car park area. The car park at the front of the school is for staff and visitors only.
Bus Supervision

Children catching a bus home are to assemble at the front of the school ready to move through the gate to the bus stop when directed by the duty teacher. All children catching the bus are marked off on the Bus List by the supervising teacher who is on duty until all buses have departed.

Parents are requested not to park in this area or in the Church Grounds at any time.

STEPPING STONES CHILD CARE CENTRE

A Stepping Stones Child Centre operates in our school hall. Stepping Stones offers Outside School Hours Care to school aged children (4-12 years of age) in the times when school does not operate. Outside School Hours Care is made up of Before School Care (7.30 – 9.00 am), After School Care (2.55 – 6.00 pm) and Vacation Care (8.00 am – 6.00 pm, Monday – Friday).

Child Care Benefit is available for all services. Costs will vary as per the Family Assistance Office means tests.

If you would like to know further information contact Stepping Stones on 0439 570 334 or for bookings contact Head Office on 1300 665 699.
General Information

Entering School Grounds
All persons visiting the school must report to the school office to register and receive a visitors pass.

Leaving School Grounds
No student is permitted to leave the school grounds during the day unless accompanied by a parent/carer and permission has been granted by the Class Teacher or Principal. The Parent/Carer needs to sign the student out in the School Office.

Personal Items
- All personal items and clothing should be clearly named.
- Valuable items should not be brought to school.
- All mobile phones are to be handed to the class teacher at the beginning of the day and returned at the end of the day.
- No responsibility can be taken by the school for personal property.
- Jewellery is not encouraged but minimum functional jewellery can be worn.
- Long hair must be tied back with a school-coloured ribbon.

Lost Property
Clearly labelled garments minimise the possibility of loss. Lost property is sent to the school office where it can be claimed. At the end of each year, lost clothing is sold through the School Clothing Pool or donated to needy families.
Communication

Early in First Term Parent/Teacher interviews are held to set goals for your child and address any questions, which parents may have.

At the beginning of each year a list of the main events for the year will be provided to parents in the School Newsletter which is issued weekly to communicate the main school news items and includes a calendar of approaching events.

Our School Week begins with a Liturgy in the Church from 8.45-9.00 a.m. which is led by a class each week. Our School Assembly follows from 9.00-9.25 a.m. Parents are very welcome to attend either or both events.

The School requests that parents use/check students diaries for communication.

Student Record Form

It is essential that all information on the Student Record Form is kept up to date. The school must be notified immediately if there are any changes to the details contained in the form.

A copy of a child's Birth Certificate and Immunisation Records must be provided to the school at the time of enrolment. When immunisations are updated a medical certificate should be forwarded to the school. If your child has not been part of the immunisation program then an immunisation declaration statement, signed by a parent must be provided to the school.

If a child is baptised a copy of the Baptismal Certificate must be provided to the school at the time of enrolment.
Uniform

It is the expectation of the school that all students from Prep to Grade 6 wear the correct school uniform. This includes wearing Sports Uniform on P.E. days as per school timetable. Kindergarten students wear Sports Uniform.

Uniform Shop

We have a Uniform Shop located in the upper level of our main building on Invermay Road. We have made a commitment to support families by setting uniform prices at affordable prices.
Opening Hours are:-

Wednesday 8:30 am – 9:30 am & 2:30 – 3:30 pm

Sun Awareness

We are a Sun Smart School. Each child is required to wear a green school hat. Sunscreen is provided in each classroom.

Uniform Policy

Winter Uniform

Girls

Green and gold plaid skirt
Long sleeve 'Fairmark' lemon blouse with 'Peter Pan' collar
Bottle green V-neck jumper
Pantyhose (beige or brown)
Black lace up shoes
Only dark green scarves, beanies and gloves

Boys

Long grey trousers or winter shorts with long SFB grey socks
Long sleeve grey shirt with tie
Bottle green V-neck jumper
Grey socks
Black leather shoes
Only dark green scarves, beanies and gloves

Wet Weather Gear

Bottle green coat
SUMMER UNIFORM

Girls
Green and fawn check frock (same as St. Patrick’s College)
Bottle green V-neck jumper
Short lemon socks
Black lace up shoes

Boys
Grey shorts
Short sleeve grey shirt
Bottle green V-neck jumper
Grey socks
Black leather shoes

P.E. Uniform – Boys & Girls
Bottle green shorts
St Finn Barr’s Sports 'polo' top (Not St Patrick’s)
St Finn Barr’s Sports 'Rugby' top (Not St Patrick’s)
Bottle green track pants with gold and white stripe
Short white sport socks. Ankle socks are permitted.
Sandshoes

HAIRBANDS AND JEWELLERY
• No jewellery on wrists except for watches and/or a single gold/silver bangle
• One simple gold or silver signature rings only,
• Simple sleeper ear rings or studs only (gold or silver). Maximum of two per ear.
• Green or gold coloured hair bands & ribbons.
• Only clear nail polish, not coloured.
• No makeup or lip gloss

All clothes must be clearly marked with the child’s name

Other items:
• Dark green bag or back pack with school logo. (can be purchased at school)
• Green folder with school logo for reading books, homework, & newsletter.

All shoulder length hair must be tied or pulled up.
**Music Band/Strings Program**

Our school along with all other Catholic Primary Schools in Launceston offer a Band and Strings Program.

Tutors work with students during school hours who would like to learn an instrument for band (clarinet, percussion, saxophone etc) or an instrument for Strings Program (violin, cello). There is a cost if your child is part of the program, which compared to outside school hour private tuition is fantastic value. Please contact the School Office for further information.

**School Camps**

Grade 5/6 take part in Camp each year.

**Art**

Each child is required to have an art smock or similar to protect his or her school uniform. Please place your child's name on the art smock.

**Library**

The students use the library each week and each child is required to have a library bag for protecting library books when carrying them.  
It is important that books are returned on time.  
Lost library books must be replaced or the replacement cost paid.

**Banking**

Catholic Development Fund (CDF) Student Banking is provided. Each Monday students take their bankbook and deposit to the School Office

**Notification of Absence of Child**

The school must be contacted by the child's parent on the morning of the child's absence. Where it is known in advance that a child will be absent, the school should be informed by the parent in advance, in writing.  
Where after school arrangements change, the school is to be notified.
Religious Education

The Good News Curriculum Documents guide our school program. We provide a program that is faithful to the Gospel, and to the human person, by providing learning experiences and Liturgical Celebrations that are relevant to the child and develop the foundation for a Christian way of life.

Each Monday we begin the School Week with a class led liturgy. Each Thursday a class will celebrate with our Parish Priest a liturgy in their classroom while two other classes on a rotational basis also attend the Parish Mass at 12.00 o’clock. In addition the whole school attends Mass on four/five occasions during the school year.

Specific Sacramental preparation occurs at Parish level supported by the School.

• Sacrament of Reconciliation
• Sacrament of Eucharist
• Sacrament of Confirmation

An integral part of Our Mission and Statement of Policy is the pastoral care of students, staff and parents and families. It is faith in action. Peer Support and Buddy Classes form the basis of our pastoral care of students and social skills development.

Buddy Classes and Grade 6 Leadership through Peer Support also contribute to the development of –

• self-esteem
• decision making skills
• assertiveness
• leadership skills
• support for each other
• appropriate social skills
**Behaviour Management Structure**

St Finn Barr's is a School Wide Positive Behaviour Support School with the mantra: “We are a community of Safe, Respectful, Resilient Learners.”

The focus is on positive relationships between teachers, students and parents. Our Practices are regularly reviewed and refined, data is continually collected and systems have been developed to address the needs of children so that members of SFB are productive, safe and responsible members of our school community.

Our Behaviour Support Policy and Procedures Document outlines clearly the expectations and processes with which all behavioural matters are dealt with parents kept informed of any unacceptable behaviours.

Central to our Behaviour Management are the values and beliefs listed below.

- We do not justify, tolerate, accept or ignore violence: verbally or physically: nor do we soften our stance.
- We treat all people, their rights and property with genuine Respect.
- We do whatever we need to do to create a genuine relationship with Christ each day through our interactions with others.
- Support every member in our school learning community, to make our school a better place.

**Medication**

Medical Plans for students are developed as required. If children are required to take medication it is preferred that the parent will administer the medication. If this is not possible, a letter clearly detailing the medication, dosage and procedure must be provided to the School Office in advance.

Any changes to established medication must also be clearly documented in a letter to the School Office. Medication must be given to the School Office and not left in the child’s school bag, (unless it is an Asthma Puffer).

Epi Pens are stored at the Office and individual medical plans developed.

**The School cannot accept any responsibility for administering medication.**

**Fee Structure**

The St Finn Barr's School Board has produced a brochure that provides clear information on fees and the process of remissions.