

# ST FINBARR'S BYRON BAY

## PARENT INFORMATION

2020



Postal address:  
1 Arakwal Court  
Byron Bay NSW 2481

Telephone: 02 6685 6342 Fax: 02 6685 8284  
Email: [bbp@lism.catholic.edu.au](mailto:bbp@lism.catholic.edu.au)  
Website: <http://www.bbplism.catholic.edu.au>

Dear Parents,

Thank you for choosing St Finbarr's for your child's education. We have a proud history of over 100 years of providing quality and caring education for boys and girls from Kindergarten to Year 6. St Finbarr's School is a Catholic systemic parish primary school founded by the dedicated work of the Sisters of St Joseph. The Bangalow/Byron Parish is part of the Diocese of Lismore and the school is administered by the Catholic Education Office at Lismore. The school and the parish have a close partnership. Our Parish Priest is Father David Gilbey whose availability for children's liturgies and class masses and involvement in Sacramental programs and class visits, is greatly appreciated. We look forward to working in partnership with you to provide the very best learning environment for your child.

Tim Bleakley

Principal

January 2020

## Mission Statement

At St Finbarr's we celebrate God's presence in all we do.

We are a vital community within the Holy Spirit parish and we empower our students to always give their best and to transform their world by **loving like Jesus**.

**Growing together as friends**, by modelling and teaching about respectful relationships, we strive to nurture and care for our community and for our land every day.

We focus on the needs of each child and aim to engage our students actively and cooperatively in the process of **learning for life**.

**Parish Priest**

Fr David Gilbey

**Principal**

Mr Tim Bleakley

**Assistant Principal / Leader of Pedagogy**

Mrs Carolyn Wade

**Leader of Evangelisation /**

Miss Sheryl Hurley

**Leader of Catechesis**

Mrs Sonya Piccoli

**School Staff**

**Kindergarten Teacher**

Mrs Lisa Conte

Miss Rebecca Neagle

**Year 1 Teachers**

Mrs Harriet Hayhoe

Mrs Courtney Hunnibell

**Year 2 Teachers**

Mrs Sonya Piccoli

Miss Sheryl Hurley

**Year 3/4 Teachers**

Mrs Sharon Boggis / Mrs Lisa Clark

Mr Nick Houghton

Mrs Donna Clark

**Year 5/6 Teachers**

Mrs Nikki Cronan

Mrs Mary McEvelly-Butler

Mrs Chantelle Cotes

**Support teachers**

Miss Shelley Clark

Mr Tom O'Dywer

**Additional Needs Teacher**

Mrs Sharon Boggis

**Teachers Assistants**

Mrs Maureen Bracken

Mrs Jen Evans

Mrs Michelle Lyons

Mrs Deb Gray

Mrs Elizabeth Jones

**Administration**

Mrs Rita Vella

Mrs Alison Mason

**ICT Coordinator**

Mr Marc

**General Assistant**

Mr Matthew Cronan

**SCHOOL TIMES**

Supervision of Playground	8:30am
Morning Bell/Assembly	8:52 am
Lunch	10:55 am to 11:45am
REcess	1:45 pm to 2:10 pm
The school day concludes at	3:10 pm

**SUPERVISION OF PLAYGROUND**

Supervision of playground will begin at 8:30 am. Parents are encouraged not to send your child to school before this time.

The playground is supervised by teachers during all recess periods, as are bus lines and parent pick up lines each afternoon.

## **VEHICLES**

Parents are requested to exercise great caution when dropping off and collecting children from the school. The Drop-off/Pick-up Zone at the end of the cul-de-sac is the safest place to deliver and collect students, we also offer a park and collect option on the sports field for those parents wanting to park and enter the school to collect their children.

Vehicles should remain clear of the bus zone before and after school.

The regulations as quoted state, “no person shall cause or permit any motor vehicle upon a public street to stand within 18 metres of the approach side and 9 metres of the departure side of a ‘bus stop’.”

## **ABSENTEES**

If your child has been absent from school, you must notify the school and provide a reason for your child’s absence. This can be explained through: a note to the classroom teacher, an email or phone call to the front office, replying back to the SMS text sent by school administration, or you can use the Skoolbag app.

Students arriving after 8.55am are required to be signed in at the front office, likewise, Parents wishing to take children during school hours must notify the class teacher and sign their child out at the front office.

Absences of more than 10 days will need to complete the ‘Application for Leave Form’ which is available from the office and this leave will require Principal approval.

## **BOOK CLUB**

St Finbarr’s participates in the Scholastic Australia Book Club. A catalogue and order form is sent home with children at various times throughout the year. Orders are to be completed online.

## **BUS TRAVEL**

Bus travel to and from the school is subsidised for all children in Infants classes and also for Primary children who reside outside a radius distance of 1.6km from the school. To download an application form and to update student details please visit [Transport NSW](#).

## **COMMUNICATION**

If you have any concerns about your child, we are only too happy to discuss the matter with you. It is important to liaise with the classroom teacher as the first point of call. To arrange for an appointment please telephone the school on **6685 6342**.

Parents are asked to ensure that any change in address or phone number is made known to the school, including work telephone numbers, emergency numbers and email contact details.

### ***How to stay connected:***

- The school newsletter is sent to parents via email every fortnight on a Tuesday. It can also be accessed through the school website <http://www.bbplism.catholic.edu.au> and on the Skoolbag App.
- **Notes** will be sent home at different times regarding specific matters and most of these will require parent permission to attend excursion or participate in various activities. Please return these notes to the classroom teacher promptly.
- **School Website** is a valuable source of information for parents and is directly linked to the school calendar which has all the upcoming dates for school events.
- **Skoolbag App** Parents are encouraged to download our free skoolbag app from either the [App Store](#) or [Google Play](#). This app provides instant alerts regarding school events, provides a link to our school newsletter, displays our school calendar, can be used to notify admin staff about student absences and much more.

- **Facebook** [St Finbarr's has its own Facebook site](#) which keeps parents updated on events happening at school. It has been a great tool for sharing updates and photos during class excursions and sporting events. This site is strictly controlled by a school administrator for the safety of our school community.
- **Instagram** The St Finbarr's Instagram account is an initiative of the Parent Forum an aims to engage parents in school, social and fundraising activities.

## **PARENT/TEACHER INTERVIEWS AND REPORTS**

Parent/teacher Information Meetings are held early in Term One.

Parent /teacher interviews are held in June after reports are sent home. The opportunity for a further interview is offered after reports go home in Term 4.

Individual pupil progress reports are sent home twice each year in June and December.

Reports are based on continuous assessment and observation.

While individual tests are carried out at St Finbarr's, they are regarded as one strategy used to gain information, however, teachers rely on a range of strategies to assess a child's progress and to create an educational programme suitable for the development of the child.

We encourage the development of a supportive relationship between the school and home so that parents and teachers act as partners in the education of the child.

Therefore parents should feel welcome to meet with teaching staff concerning the progress of their children outside the formal times of meeting.

## **ENROLMENTS**

### **ENROLMENT POLICY**

St Finbarr's Catholic Primary School was established in 1916 by the Sisters of St Joseph to provide high quality education for children of the local community within a loving, nurturing environment. The school belongs to Holy Spirit Parish and continues this important mission for the families of our local community.

Children from all families who are prepared to support Catholic ideals and principles may be considered eligible for enrolment in St Finbarr's Catholic Primary School. At times the number of enrolment applications received by the school is greater than available places.

When this occurs the following order of priority takes effect.

Priority for enrolment is given in the following order:

- Siblings of children already enrolled in the school,
- Baptised Catholic children within Holy Spirit Parish,
- Baptised Catholic children residing in other parishes,
- Children whose parents are Catholic,
- Children of other faiths whose parents adhere to and support the school's Catholic identity and mission,
- Date of application.

Enrolment forms and information are available from the school office and the [school website](#)

In order to finalise the process please forward the following documentation with the enrolment form and contact the school to make an appointment with the Principal.

1. Birth Certificate
2. Immunisation Certificate
3. Baptismal Certificate (if Catholic)
4. Current Family Court Orders (if applicable)
5. Relevant medical and/or special needs information
6. Report of assessment for speech, hearing, cognitive, O/T (if applicable)
7. Latest School Report

St Finbarr's runs a program called **Minifins**. It is a transition program which assists children to settle into the school routine and foster the much needed socialisation skills required for school. Minifins is held on Monday mornings between 8:50am to 11am, this is a free service. Please note that attendance at minifins, does not guarantee your child a place in Kindergarten at St Finbarr's as normal application procedures apply.

## **FEES**

School fees are compulsory and are set by the Parish Finance Committee. Parents will be notified of current fees at the commencement of each year. School Fees accounts

are emailed to families in each of the four terms throughout the year. Payments can be made in full, or by regular payments either weekly, fortnightly or monthly. The School secretary can assist by preparing a repayment budget plan for families, if required.

Funds collected from fees are used in the following ways:

- To purchase textbooks and stationery which are supplied to the children.
- To cover printing costs associated with pupil worksheets, reports, notices etc.
- To maintain curriculum materials and equipment
- To cover the costs of employing – Secretary, Cleaner.
- To cover costs of loans, building & grounds maintenance.
- To cover small excursions and school presentations.

A schedule of school fees is available from the School Financial Secretary.

## **HEALTH**

Parents are asked to keep the school informed of any serious medical conditions suffered by students.

Children who suffer serious asthma problems are advised to keep a spare inhaler in the Office. Children who have anaphylaxis will need to have a management plan of action. Please notify administration staff at time of enrolment.

## **HEAD LICE CONTROL**

If children have head lice it is suggested that parents:

- Check all other members of the family.
- Shampoo with one of the preparations from the chemist.
- Notify the school.
- Keep the child/ren home until all the eggs have been removed.
- Wash all clothing in hot water with a little of the shampoo.
- Keep long hair tied back.
- Impress on children not to play with, or comb, each others hair.

## NOTE:

1. It is requested not to shampoo as a precautionary measure as overuse may be dangerous and often renders treatment (with same medication) ineffective. Rotational use of different medications is recommended.
2. Regular checking of children's hair is the responsibility of the parents.
3. Children will be sent home if head lice are detected at school.

## **HOMEWORK**

Homework is considered valuable when it is undertaken in partnership between home and school and when it provides parents with an opportunity to be part of their child's formal learning. Homework is part of the learning process at St Finbarr's and it is expected that all students will take part. Practices will aim to accommodate a variety of family circumstances and the range of parent beliefs about homework.

### Practices at St Finbarr's:

Teachers will set clear, meaningful and purposeful tasks each week that aim to support students' classroom learning and provide parents with an opportunity to learn a little about their child's learning. Tasks will be kept to age appropriate time frames and will encourage parent involvement where parents are willing and able.

Students will be provided with clear feedback on their home learning each week by their teacher. It is an expectation that all students will complete homework tasks. Opportunities may be provided by the school for homework to be completed at school. There will be no negative consequences enacted if a child does not complete homework tasks.

### Procedures:

1. Homework tasks will be connected to the learning in the classroom for that week, will be meaningful for the student and aim to contribute to student learning.
2. The use of student diaries or planners will begin in Stage 3.
3. Time guidelines will be adhered to for each student, considering his or her own learning needs.
4. Alternatives will be provided for students who are without particular resources at home e.g. internet access or a computer.

5. Opportunities may be provided for students who are unable to complete homework effectively at home.
6. Specific family circumstances will always be considered and homework seen as a means of including parents in the learning process.
7. Homework tasks will be clearly outlined, concise and unambiguous.
8. 'Projects' or assignments will not be completed at home as a homework task or as an assessable task.
9. Homework tasks will be well prepared by teachers
10. Students will be given feedback on their learning as well as being given an opportunity to provide feedback to the teacher regarding their homework.

## **Age-specific Guidelines**

### Homework for Kindergarten and Stage 1

In general, students are not expected to complete formal homework in Kindergarten. Students will be given books to read at home, as appropriate, and for a period of time may practice some sight words.

In Kindergarten homework will not exceed 5 to 10 minutes per night. This will include reading and sight words.

In Stage 1 some formal homework will be set. For example, students might be asked to read and write, learn words for spelling and complete some mathematical activities.

In Years 1 and 2, homework will not exceed 5 minutes per night plus 10 minutes reading.

Homework in Stages 2 and 3 may be varied and students may be expected to work more independently. Students will be encouraged to read, practice spelling and practise mathematical concepts learnt at school. Occasionally they may be set small tasks from other areas of the curriculum.

In Stage 2 homework will not exceed 10 minutes per night plus 15 minutes reading.

In Stage 3 homework will not exceed 10 minutes per night plus 20 minutes reading.

From Years 1 to 6, homework may be flexibly undertaken across the week.

### Religious Education

Please note that within the above time guidelines children will regularly bring home an RE resource book (To Know, Worship and Love) to read a short section with you, related to the unit being studied at the time in their class. A short written response on the activity is usually encouraged.

## **LEARNING PROGRAMME**

The school's learning program is based on the needs of the children and on the requirements indicated by both the NSW Board of Studies and the Catholic Education Office.

- The school employs Teachers Assistants to assist children with Learning Support
- Students participate in extension and enrichment programs both within and outside the school.
- Students participate in both the NSW Board of Studies and the Catholic Education Office required assessment tasks including NAPLAN.

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## **LIBRARY**

Each class is timetabled to visit the school library. The children have opportunities to use the library to develop library and research skills and for borrowing purposes. Each child is asked to bring a cloth LIBRARY BAG to take to the library to protect the books. The books are expected to be kept in this bag all the time except when in use.

## **EXTRA CURRICULAR ACTIVITIES**

At St Finbarr's we foster students interests and passions. Some of the activities provided for your Child/ren to be involved in at school are: Garden Club, Lego Club, School band, Art Club and Robotics.

## **MANDATORY REPORTING**

Staff in Catholic Schools in the Diocese of Lismore have significant obligations as Mandatory Reporters, for the safety, welfare and well-being of children and young people. A Mandatory Reporter is a person who, due to the nature of their employment must report any concern regarding the safety, welfare or well-being of a child. This means that they must report any issue that they suspect, on reasonable grounds, that a child is at risk of significant harm to the school Principal who will take the required action. More detailed information can be found on the school website in the Child Protection Policy and Procedures document.

Who are mandatory reporters?

Mandatory reporters are people who deliver the following services, wholly or partly, to children as part of their paid or professional work:

- Health care (e.g. registered medical practitioners, specialists, general practice nurses, midwives, occupational therapists, speech therapists, psychologists, dentists and other allied health professionals working in sole practice or in public or private health practices)
- Welfare (e.g. psychologists, social workers, caseworkers and youth workers)
- Education (e.g. teachers, counsellors, principals)
- Children's services (e.g. child care workers, family day carers and home-based carers)
- Residential services (e.g. refuge workers)
- Law enforcement (e.g. police)

### NSW Reporting System

Eligibility for a statutory child protection service in NSW is assessed by two 'Structured Decision Making' (SDM) tools - the Mandatory Reporter Guide (MRG) and the Screening and Response Priority Tool (SCRPT).

1. The MRG assists mandatory reporters to decide whether to report their concerns of possible abuse or neglect of a child or young person (or class of children and young people) to the Child Protection Helpline. Where the MRG indicates that the level of risk does not warrant a report, it assists mandatory reporters to respond appropriately to children and young people (for example, referral to an appropriate service).
2. The SCRPT is used by Child Protection Helpline staff to help assess whether reported concerns meet the ROSH threshold for a statutory child protection intervention. If they do, the response priority tool is applied to determine how quickly the investigation/assessment or other response should commence. The Helpline determines ROSH by applying the SCRPT along with knowledge about statutory child protection history. If the information reported is already known, the report will be considered as non-ROSH.

The MRG and SCRPT assess for current risks to children and young people at a specific point in time, and the difference between the tools reflects the different purposes of the

tools, particularly the MRG and SCRPT's role in assessing FACS' ability to use statutory involuntary interventions.

## **SACRAMENTAL PROGRAMMES**

St Finbarr's school follows the diocesan policy for the reception of the Sacraments.

**Confirmation** will be celebrated in Year 2 for those children who have been baptised into the Catholic Church.

**First Reconciliation** will be celebrated in the Season of Lent in Year 3 for those children who have been baptised into the Catholic Church.

**First Holy Communion** will be celebrated in Year 3 for those students who have celebrated their First Reconciliation.

NB Students from other dioceses or parishes who may have received the sacraments in a different order need to contact the Leader of Evangelisation at the school if interested in enrolling in the Sacramental Programmes.

Parents who are interested in having their children baptised need to contact the Parish Priest at the Parish office.

Work related to the sacraments is covered at each grade level in accordance with the Diocese of Lismore Religious Education Guidelines.

## **Mini Vinnies**

Our school has a Mini Vinnies group with members from Year 5 and Year 6. Mini Vinnies coordinates fundraising events throughout the year, including; Socktober, The Winter Appeal and Project Compassion. The money raised goes towards Catholic Mission, CARITAS and St Vincent de Paul.

Mini Vinnies is primarily concerned with Social Justice issues. Part of our mission as Christians is reaching out to other people in need.

## **PARENT INVOLVEMENT**

- As educators, we recognize the parents' right and ultimate responsibility for the education of their children. This school moves to assist them in every way

possible in this education. At St Finbarr's we believe the education of each child is greatly enhanced by forming a close partnership, with maximum cooperation of all involved. Thus, we endeavour to foster a meaningful and helpful liaison with parents by providing many points of contact between the school and home.

- From time to time special information evenings are provided to explain various school policies, curriculum and other programmes operating in the school. Parents are very welcome to make an appointment at other times, to discuss their child's progress with the teacher outside class time.
- Children are able to do their best when there is mutual trust and cooperation between parents and teachers. Thus, parent attendance at the above mentioned occasions, attendance at school Masses, liturgies and assemblies, participation in parent organisations, school socials and activities are seen to be positive ways of being involved in their child's education.

## **ST FINBARR'S PARENT FORUM**

### ***Do you want to be more involved in School life?***

You're invited to join the Parent Forum

### ***Who can be in the Forum?***

Any School Parent or Parishioner from the Parish.

### ***When do we meet?***

We meet twice a term on Monday evening at 5.30pm for about an hour.

### ***What do we do?***

Help in the decision making at a school level by providing feedback in discussions around school life.

### ***What requirements do I need?***

Have our students as our priority, be willing to join in discussions, be a good listener and have a sense of humour!

### ***What are some groups I can be involved with?***

Parents have offered to be involved in groups such as Social and Fundraising, Landscape and Gardening, Library and more.

## PRAYER

Classes prepare Mass on a rostered basis and school Masses are held on special occasions and Holy Days of obligation.

Each stage will celebrate a Mass each term. All parents and friends are invited to attend these celebrations.

The Feast of St. Mary of the Cross MacKillop is a special celebration in our school community as St Finbarr's was founded by the Sisters of St. Joseph.

Parish-School-Family Masses are celebrated once per term. These Masses are a special opportunity for families of St Finbarr's school to join our worshipping community of Holy Spirit Parish.

Students participate in prayer experiences throughout the school day and across the school year:

Monday morning assembly prayer	
School and special assemblies	Assemblies commence with prayer read by Year 6 leaders
Special days and feast days	Morning assembly begins with prayer and singing
Daily class prayer	Classes pray at the beginning of the day and before recess, lunch and hometime
Christian Meditation	Classes pray straight after lunch every day. Phones are taken off the hook and a sign is displayed on the door.
Sacramental Meetings	Every Sacramental meeting begins with an appropriate prayer.
KWL Prayer	Parents are invited to pray with their children from the KWL when they are sent home.

## **SCHOOL ASSEMBLIES**

The whole school (K – 6) assembles once a fortnight in the hall, for presentations and to receive awards. Parents are invited to attend the assembly and to join in affirming our students in their progress. Names of students who receive awards are published in the school newsletter on the Tuesday before the assembly.

## **SPORT**

There are 4 Houses for Sport as follows:

**Chisolm** - Green

**Penola** - Red

**Mackillop** - Blue

**Tenison** - Yellow

At St Finbarr's we encourage enjoyment and full participation in sport and physical activities regardless of skill levels. We foster good sportsmanship and we aim to provide opportunities for children to develop further their particular sporting skills.

Students wear colour house T shirts on days allocated for Sport .

The Sports Coordinator will keep parents informed of sporting news through the school newsletter or special note.

Throughout the year a varied sporting programme is provided:

- Tennis, Gymnastics, AFL, football, soccer, hockey.
- School Swimming Carnival
- School Cross Country Carnival
- School Athletics Carnival
- School Intensive Swimming Programme–Water Safety/Surf Awareness

Throughout the year opportunities are available for children from this school to represent at Zone, Diocesan and State Levels in a wide range of Sports.

In addition to Sporting Carnivals, classes also hold P.E./Sports Lessons to cater for Dance, Game Skills Training and Gymnastics.

## **MEDICAL SERVICES**

Preschool testing of your child's vision and hearing is encouraged at the Family and Community Health Centre, prior to their enrolment in school.

Dental nurses from Community Health visit the school each year to examine children in Yrs K, 2, 4 & 6. This is not compulsory, however you may find this helpful.

## **SCHOOL UNIFORM**

School Uniforms are purchased and ordered from The School Locker at Ballina

The wearing of correct school uniform is compulsory. A note is required if your child is not in correct uniform.

## **GIRLS**

- Everyday: School dress OR  
Navy culottes OR navy shorts WITH  
EITHER  
Overblouse OR royal blue polo shirt with logo,  
Navy socks,  
School hat with reversible team colour.
- Sport: Royal blue polo shirt with logo or Sports Team Coloured Shirt  
WITH EITHER  
Navy shorts or navy culottes
- Shoes: Black leather school shoes or Black leather joggers.  
Sport shoes on sports day are to be predominantly white or black (not coloured).
- Optional: Navy fleece jacket OR Navy pullover with logo  
Navy track pants/gabardine pants to be worn WITH  
Royal blue polo shirt OR  
Navy wet weather jacket.  
Navy tights.

## **BOYS**

- Everyday: Navy shorts (Long-leg style, gaberdine or taslon) WITH  
Royal blue polo shirt with logo,

- Black shoes (School shoes, boots or plain black – no trim – joggers)  
Navy socks,  
School hat with reversible team colours .
- Shoes: Black leather school shoes or Black leather joggers.  
Sport shoes on sports day are to be predominantly white or black (not coloured).
- Sport: Royal blue polo shirt or Sports Team Coloured Shirt and navy shorts,  
Black joggers (plain – no trim) and navy socks, blue school hat.
- Optional: Navy fleece jacket OR pullover with logo  
Navy track pants/gabardine pants WITH EITHER Royal blue polo shirt or Navy wet weather Jacket.

**Jewellery:**

Watch, one pair of studs or sleepers in their ears is permitted. Chains and Bracelets are not permitted for safety reasons.

**Hair:**

Children's hair must be kept neat and tidy at all times. Hair below the shoulders or covering student's eyes should be tied back.

**PLEASE LABEL ALL CLOTHES**

Please ensure that children wear correct school uniform at all times.

**SCHOOL CANTEEN**

**Canteen Coordinator**

Cyra Fisher

The school canteen operates on Tuesday and Friday for recess and lunch orders. Recess orders will be taken for Kinder only (on a separate bag to lunch order).

All items on the St Finbarr's [Canteen Menu](#) proudly fall within the green or Amber categories in line with the School's Healthy Eating Strategy.

ANY help during Canteen hours, especially morning preparation (8.50am -12.00pm) is greatly appreciated. To advise times/dates available please call or text Cyra on 0418 250 585.

