

2024 PARENT HANDBOOK



03 95924479

www.sfbrightoneast.catholic.edu.au

90 Centre Road, Brighton East. 3187.



Table of contents

Principal Welcome Message	01
St Finbar's Today	02
Important Information	03
Vision and Mission	04
Democratic Principles and Child Safety	05
Our Nine Values	06
Teachers: How they work	07
Parent Involvement	08
School Uniform	10
Medical Information	12
Child Centred Curriculum	13
Faith Based Learning	13
Curriculum Learning Areas	14
A-Z of Information	15
Accounts 20	Head Lice 21
Assembly 20	Homework 22
Attendance 20	Immunisation 22
Behaviour Management 20	Lost Property 22
Birthdays 20	Lunches 22
Buddies 20	Mandatory Reporting 22
Concerns 21	Newsletters 22
Dogs 21	Operoo 22
Drive Thru 21	Reports 23
Excursions & Incursions 21	School Crossing 23
	Seesaw 23
	Smoking 23
	Sport Houses 23
	Staff Development 23
	Student Leadership 23
	Sunsmart 24
	Supervision 24
	Toys and Games 24
	Uniform 24
	Visitor's 24
Secondary Schools	26
Extra Curricular Activities	27



Principal's Welcome Message

Hello and welcome to St Finbar's. This booklet contains information that you may find helpful in understanding the philosophy and organisation of our school.

St Finbar's is committed to the teachings of the Catholic Faith and to the provision of quality programs which foster the full and balanced development of each child. At St Finbar's, we view the education of your child as a partnership – a joint responsibility between school and home, bound by common beliefs and values in a spirit of mutual support and encouragement.

Our staff are highly skilled and dedicated to the ethos of Catholic Education. Co-operation, respect and shared responsibility are fostered throughout the school.

Our programs are linked to each child's personal ability and not merely age expectations. The curriculum is broad and varied, recognising the individuality of each student's readiness, talents and special needs.

I hope that your involvement at St Finbar's will be rewarding, enjoyable and enriching. We invite active participation in the many educational, social and fundraising activities throughout the year.

Finally, for those of you who are new to the school, on behalf of the school community, I extend a warm welcome and hope that your association with St Finbar's will be happy and productive.

Ms Michelle Hill
Acting Principal

Our School

Our current enrolment is 350 students from Prep to Year 6. Our classes are arranged in 14 classes with two straight classes per year level. Currently, there are 40 staff members including specialist and support staff.

2024 Staff Structure

Leadership Team

Acting Principal – Ms Michelle Hill	Maths Leader – Mrs Jo Fraser
Deputy Principal & Religious Education – Mr Steele Anderson	Literacy Leader – Miss Nonie Kay
Acting Deputy & Learning Diversity – Mrs Peggy McDonald	eLearning Leader – Mrs Amanda Norton
Teaching & Learning Leader – Mr Callum Mills	Community/Sustainability/Indigenous Leader – Ms Lisa Douglas
Wellbeing Curriculum Leader – Miss Laura Zeeng	Graduate Mentor Leader – Miss Sigrid Happell

Administration Officers

Libby Thomas: Office Manager
Amanda Johnson: Office Administrator

Classroom Teachers

Miss Bianca Antonio	Miss Carlie Cochrane	Mrs Jo Howell	Mrs Tania Thompson
Miss Shannon Bourke	Miss Caroline Farrelly	Miss Nonie Kay	Mr Peter Tyndall
Mrs Fiona Byrne	Miss Annalisa Gourley	Mr Callum Mills	Miss Laura Zeeng
Mrs Jemima Christie	Miss Sigrid Happell	Mrs Louise Pickering	

Specialist Teachers

Italian	Mrs Lena Sirianni	P-4 PE	Mrs Jenny Allen
Visual Art	Mrs Lisa Douglas	5-6 PE	Mrs Tania Thompson
Performing Arts	Mrs Susan Williams	Literacy Intervention	Mrs Di Ward
Maths Leader/Intervention	Mrs Jo Fraser	Library technician	Mrs Narelle Connell

Learning Support Officers

Ann Barber	Cath Davis-Gray	Anthea Conroy	Alessia Colletti
Sally Hill	Emma Cristiano	Ania Von Oxenberg	Liesl Willcocks
Sonia Blakey	Sue Humble		

Important Information

03

School Office Contact Details

The school office is open between the hours of 8:30am–4:00pm
Monday to Friday

Phone: (03) 9592 4479

Principal Email: principal@sfbrihtoneast.catholic.edu.au

Office Email: office@sfbrihtoneast.catholic.edu.au



School Times

8:50am: Students line up to head into classrooms

11:10–11:50am: Lunch break (11–11.10am eat lunch inside)

11:50am–1:50pm: Class time

1:50pm–2:30pm: Snack

2:30–3:30pm: Class time

3:30pm: Dismissal time

Term dates

2024

Term 1 ~ 9 weeks

Friday 30th January – Thursday 28th March

Term 2 ~ 11 weeks

Monday 15th April - Friday 28th June

Term 3 ~ 10 weeks

Monday 15th July - Friday 20th September

Term 4 ~ 11 weeks

Monday 7th October – Wednesday 18th
December

2025

Term 1 ~ 10 weeks

Tuesday 28th January – Friday 4th April

Term 2 ~ 11 weeks

Tuesday 22nd April - Friday 4th July

Term 3 ~ 9 weeks

Monday 21st July - Friday 19th September

Term 4 ~ 11 weeks

Monday 6th October – Friday 19th
December

Tuck Shop Days

School lunches are available to order online using the CDF portal every day except
Wednesdays.

Out of School Care

Before and Aftercare and holiday programs are run
through Team Kids Bookings can be made online
www.teamkids.com.au

Contact Person: Sarah Ryan

Phone: 0421 220 118

or use the QR code to check it out and sign up



Vision & Mission

04



Vision

St Finbar's is a Catholic Primary School Community that aims to provide a safe, supportive and dynamic learning environment in which each member is respected and nurtured.

Mission

St. Finbar's is a school where:

- all members are nurtured to grow in their Catholic Faith and Spirituality with a focus on our Catholic Social Teachings and Social Justice.
- students are encouraged and supported to participate fully in an ever changing global community, supported by a curriculum that meets their individual learning needs.
- we value each member as an individual whilst nurturing their social and emotional wellbeing.
- structures and practices are put in place to ensure that all members of the community have the opportunity to grow.
- positive partnerships between school, home and parish are fostered to strengthen our relationships and promote active community involvement.
- The school enacts its philosophy in its deeds and actions and through the curriculum.



Democratic Principles Statement

05

St Finbar's Primary School adheres to and promotes the Democratic Principles of Australian Democracy.

- We acknowledge the right of our elected Governments, their departments and officers to require certain conditions relating to the programs and teaching practices in our school.
- We acknowledge that all persons are entitled to be treated equally before the law and, as far as it is within our capacity to do so, we endeavor to treat all members of our community with equity and fairness.
- We believe not only in the freedom of religion, but also the need to practice tolerance and understanding of others' beliefs.
- We believe in the values of openness, tolerance, value and respect all members of the school community regardless of background.

Child Safe Standards

St Finbar's is mandated to uphold the Child Safe Standards, introduced by the Victorian Government in 2022. We strive to ensure that we follow best practice in each of the following Standards.

1. Organisations make sure that Aboriginal children feel culturally safe. They respect and value the identity and experiences of each child.
2. Organisation's leaders focus on keeping children safe and well. Organisations have processes to find, avoid, and stop risks of child abuse or harm.
3. Children know about their rights, are taken seriously and take part in decisions that affect them.
4. Organisations tell families and communities about how they keep children safe from abuse and harm. They encourage them to be involved in keeping children safe from abuse and harm.
5. Organisations understand that every child is different. They consider the individual needs of each child to give them the care and support they need.
6. Organisations make sure that people working with children are suitable. Staff are supported and know what to do to keep children safe from abuse and harm.
7. Processes for complaints and concerns are child focused.
8. Organisations provide education and training to staff to keep children safe from abuse and harm.
9. Organisations make sure children are safe when they use their services, settings, and activities. This includes when children are online.
10. Organisations check and improve the ways they keep children safe from abuse and harm.
11. Organisations have written documents about how they keep children safe from abuse and harm.

Scan for our
Child Safety
Policy



Our Nine School Values

06

- 1 Everyone deserves a fair go at our school
- 2 We work hard and try to achieve our best.
- 3 We greet each other in a friendly way.
- 4 We care for our school and the environment
- 5 We value honesty.
- 6 We all have the right to feel safe and happy at school.
- 7 We care for our friends by including others.
- 8 We try to understand how others feel.
- 9 We celebrate difference.



Promote
Behaviours

INDEPENDENCE
NEGOTIATION
RESILIENCE
EMPATHETIC
PERSEVERANCE
COOPERATION
TAKING RESPONSIBILITY
RESPECT

Teachers: How They Work

07

Our teachers perform many tasks to reach the best possible outcomes for our students, including:

- Observing the children. Skilled observation helps them determine what children already know and can do, identify their needs, and monitor their progress.
- Responding to children's needs. Teachers focus on individuals and groups as well as the whole class. Some children need extra challenges, while others may need a slower pace.
- Creating a comfortable yet stimulating classroom environment. Warm and supportive relationships with children, positive feedback, and an inviting, well-organized classroom all contribute to this.
- Establishing routines and predictable patterns. Teachers negotiate rules and routines with their classes, enforce them, periodically review them, and address specific problems as they arise.
- Promoting high expectations and self-discipline. Teachers seek to motivate children by stimulating their imagination and curiosity. They understand that strong motivation is the key to learning self-discipline.

Shared Beliefs About Learning

Beliefs about how children learn will determine, more than anything else, how teachers teach and what parents expect from the school.

- Learning is a meaning-making process. Children are natural meaning-makers whose curiosity leads them to explore their surroundings, solve problems, and make sense of things.
- When children experience success, their self-confidence rises, and they learn more effectively.
- Children tend to learn well when they feel safe yet challenged.
- Children learn in different ways and at different rates. Their level of maturity has a significant influence on whether they can learn a particular skill or concept at a given time.
- Children learn by observing, participating, and imitating people. They learn from both peers and adults, deepening their understanding when they explain their thinking or demonstrate a skill to others.
- Children learn through play, by handling materials, and by solving real-life puzzles.
- Talking helps children learn. They learn when they ask questions, explain things, hear different points of view, or think aloud.

Strategies We Use

- Explicit teaching
- Use of hands on and multisensory experiences wherever possible.
- Children working together in small groups.
- Peer tutoring (children from the same class matched to assist each other in practicing newly acquired or developing skills).
- Conferences (the teacher reviewing work in progress with individuals or small groups).
- Learning centres (areas with resources linked to a particular curriculum area or topic, where children can undertake activities independently of the teacher).



Parent Involvement

At St Finbar's we recommend that you become involved as much as time permits. Parents who make the effort to participate in school activities support and encourage their children's attitude to learning throughout their time at school.

There are many opportunities for parents to become involved:

- helping out in the classroom
- reading to a small group or hearing a child read
- sharing a skill or hobby
- assisting with writing programs
- attending parent teacher meetings
- attending special school celebrations: prayer nights, Sacraments, Book Week parades, assembly, sporting events, class Masses and more.
- helping in the library
- helping with excursions
- connecting with parents of children newly enrolled at the school.
- volunteering for school committees
- participating in surveys that are a part of the development of school policies
- becoming an active member of the Parents & Friends Association.
- helping with fund-raising events



School Advisory Council

09

Purpose

St Finbar's School Advisory Council acts as a forum for discussion on matters relating to Education in the Parish School. It brings together, in a spirit of cooperation, Parish Priest, Principal, Deputy Principals and representatives of parents, so that responsible, informed advice can be given to the Parish Priest and Principal. The School Advisory Council meets approximately six times per year.

Function

- assisting in the formulation of school policy in conjunction with the Parish Priest, school staff and the parents.
- supporting the parish school in practical ways, such as ensuring that the school facilities and equipment are maintained.
- planning for the future and ensuring that the parish school can accommodate future school enrolments.
- developing school/community relationships, and encouraging home/school interaction.
- working in collaboration with the Parents and Friends.
- developing strategies for local promotion of Catholic Education.



Parents & Friends

Purpose

At St Finbar's the Parents and Friends work to support the life of the school. All parents, guardians and carers of children attending St Finbar's School are "members" of the Parents and Friends. The P&F depends on parental involvement and aim to provide activities that are diverse thereby recognising each person's individuality of interests and skills. Meetings are held approximately seven times per year and everyone is welcome. The Executive Committee comprises of President, Vice President, Secretary, Treasurer and Class Representatives (2 per Grade). Involvement on any scale is satisfying and rewarding for you and your child and benefits the entire school community.

Function

- provide a social network for all parents.
- provide funds for the school through fund raising.
- provide support for the school through participation in different activities (e.g. uniform shop, Open Days, breakfasts, social gatherings, etc.).
- liaise with other Parish groups (e.g. School Advisory Council).



School Uniform

10

St Finbar's uniform consists of summer and winter uniform as well as a sports uniform. You can order and purchase uniforms via online ordering or through the opening hours as advertised in the newsletter. The Uniform shop also operate the second- hand uniform sales. It is expected that all students will wear correct uniform at all times, unless otherwise stated.

Uniform shop

The uniform shop is open daily from 8:30am – 8:50am. Feel free to come and try on any clothes for sizing.

Order Online using the QR Code



Create a New Parent Account on CDF. This account is also used for our Tuck Shop.

Summer: Term 1 and 4

Girls

- St Finbar's tartan dress (Navy, green and yellow check) or Unisex Navy Shorts and Blue Short Sleeved shirt with logo
- St Finbar's school jumper (Navy V neck with yellow and green stripes at neck and cuffs)
- Black, polishable, school shoes and navy socks
- School Hat (legionnaire style)

Boys

- Navy Shorts
- Blue Short Sleeved shirt with logo
- St Finbar's School Jumper
- Black, polishable, school shoes and navy socks
- School Hat (legionnaire style)



Winter: Term 2 and 3

Girls

- St Finbar's Navy Tunic or Navy Trousers
- Girls Blue long sleeve Peter Pan collar shirt with Bow Tie
- St Finbar's school Jumper
- Black, polishable, school shoes and navy socks or tights

Boys

- Navy Trousers
- Boys Blue Long sleeved shirt with Tie
- St Finbar's School Jumper
- Black, polishable, school shoes and navy socks

Sports Uniform: All year

- Blue/Green polo shirt with St Finbar's Logo (short or long sleeved)
- Navy sports shorts or skorts
- Navy track pants
- Navy track top with St Finbar's Logo
- Sport runners (no high-tops or Vans) with white socks

Accessories

- Ribbons/ scrunchies/ headbands – Navy
- Jewellery: a watch, sleepers (or studs) only are to be worn to school. A cross on a chain may also be worn. Hair colours and finger nail polish are not part of school life.
- Scarves and Beanies: may be worn in winter as an optional extra but they are to be navy in colour and are not to be worn in the classroom. These can be purchased from the uniform shop.
- Year 6 rugby jumper may be worn by Year 6 students.
- School hats: These are compulsory for all students in accordance with the Sun Smart Policy.
- School Bag with St Finbar's Logo
- Library Bag



Emergency Information

At St Finbar's we take the health and safety of our students very seriously. Operoo is a digital platform we use to store medical information. It provides parent's the opportunity to update medical information promptly and accurately while providing the school with instant access to the emergency information provided.

Parents can use any electronic device including smart phones to enter the details including:

- emergency and medical contacts
- medical plans including asthma, allergies, seizures, diabetes
- medication information
- health and ambulance insurance details



Accidents at school

Minor Incident: When a student becomes mildly unwell or suffers a minor accident appropriate first aid will be given. Parents will be notified by phone if it is head related. In the case of an injury to another part of the body, the child will be attended to in sick bay for no longer than 20 minutes without parent notification.

Serious Incident: The school will enact the medical emergency procedure. Parents will be contacted immediately.

Anaphylaxis

It is compulsory that parents inform the school if their child suffers from Anaphylaxis and require an EpiPen. An Action Plan for Anaphylaxis must be filled in by your doctor and handed to the office. It is the responsibility of the parents to provide any medication and equipment.

There are several students within our school that have extreme allergies. The school aspires to be nut free due to this. Parents are advised to not pack anything that contains nuts in school lunches.

Medication

St Finbar's acknowledges that some students may require prescribed medication during the day. It is a legal requirement that a medical consent form is provided which has been signed by a medical professional. This applies to all medication whether it be prescribed or over the counter. You can find the medical consent form on our website. This needs to be uploaded to Operoo or a hard copy can be given to the school office.

The school will not make changes to the dosage or the time for administering medication, without written permission from the doctor. If medication is to be on-going the Principal must be advised.

Students are not permitted to be responsible for their own medication, nor are medicines to be kept in the child's possession. The exception to this is Asthma medication.

Asthma

For any child who has been diagnosed with asthma or who requires a Ventolin inhaler, a School Asthma Medication Plan must be provided. It is the responsibility of the parents to provide:

- Medication and equipment.
- Information as to the frequency of use, documented on the Asthma Plan and signed off by a medical professional.

Child Centred Curriculum

13

St Finbar's School is committed to providing a curriculum, which will ensure the intellectual, social, physical, aesthetic and spiritual development of all students. Through a wide range of learning experiences in eight key learning areas and Religious Education, we expect that all students develop breadth of knowledge, skills, understandings and values.

Faith Based Education

Our Faith Life program aims to lead each child to faith in God, by encouraging a personal growing relationship with Jesus Christ and an openness to the Holy Spirit, within a context of the Catholic tradition and a contemporary world. The program takes into account the dignity of each child by ensuring a developmental program from Prep to Year 6.

Actively promoting and living the gospel values is central to encountering God in all our lives at St Finbar's. The Parish and school work in close partnership with our parents as they are the first and foremost educators of their child's faith. This is done through Family Faith Nights, the Sacramental Program and a vibrant liturgical prayer life.

Sacramental Program

At the heart of the Catholic community is the celebration of the Sacraments. All learning and preparation for Sacraments are school-based and is run with the full support of the Parish. Families are invited and expected to attend Family Faith Nights that prepare the family for the completion of the Sacraments.

The Sacraments are completed in the following years:

- Year 3 Sacrament of Reconciliation
- Year 4 Sacrament of First Eucharist
- Year 6 Sacrament of Confirmation



Student Wellbeing

14

Wellbeing is at the heart of everything we do at St Finbar's. A positive sense of wellbeing supports a base for rich learning, enabling young people to flourish (Horizons of Hope, 2016).

The focus of wellbeing is covered in many domains at St Finbar's including:

- The teaching of Social and Emotional Learning
- Staff Student Wellbeing Team
- Year 6 Student Wellbeing Leadership Positions

Social and Emotional Learning (SEL)

This is a sequentially planned whole school approach. Each year level from Prep to Year 6 participates in SEL every Monday afternoon. In 2024 we are using the Resilience, Rights and Respectful Relationships as the basis for our SEL program.

The main focus in these sessions are developing:

- emotional literacy
- personal strengths
- problem solving skills
- positive coping



Student Wellbeing Team

The school Wellbeing Team consists of the Principal, Deputies, Learning Diversity Leader, junior, middle and Senior Classroom Teachers and an LSO. This team led by the Wellbeing Leader meets regularly throughout the term to support vulnerable students, analyse wellbeing data and the effectiveness of our current approaches. Together with staff, professional development, professional readings and guest speakers we continue to build the wellbeing knowledge of our whole community.

Year 6 Student Wellbeing Leaders

Our Year 6 Student Wellbeing Leaders introduce special days to our community with an emphasis on building awareness and knowledge in regards to healthy wellbeing, both physical and mental. To date they have led the community on Are You OK Day, Don't Worry Be Happy Day and Day for Daniel (Child Safety) to name a few. These days are always dynamic and enthusiastically received by all.



Curriculum Learning Areas

15

Literacy

At St Finbar's, we take great pride in nurturing a love for literacy that spans from the foundational years of Prep through the exciting journey to Year 6. Our literacy program, meticulously crafted in alignment with the Victorian Curriculum, is designed to inspire, challenge, and empower students in the areas of phonics, writing, reading comprehension, spelling, and handwriting.

Our teachers utilise evidence based practice and carefully selected materials that foster critical thinking skills, allowing students to analyse, question, and draw meaningful connections from what they read. From the earliest stages in Prep, children are immersed in engaging activities that build a solid phonetic understanding, setting the stage for confident and expressive readers and writers.

We encourage you to actively participate in your child's literacy journey by fostering a reading-rich environment at home and engaging in conversations about their writing and reading experiences.

Mathematics

Using the Victorian Curriculum F-10, we explicitly teach the knowledge and skills that form the foundation of numeracy within the Mathematics strands of Number and Algebra, Measurement and Geometry and Statistics and Probability. Our focus revolves around the four proficiencies: Understanding, Fluency, Problem Solving, and Reasoning.

We are committed to delivering high-quality, differentiated instruction that caters to the diverse needs of all our students, offering both challenges and support based on individual learning requirements. Encouraging a growth mindset, we motivate students to embrace risks and view mistakes as valuable learning opportunities.

Our teachers encourage dynamic mathematical discussions, creating an environment where students can reflect on their learning through shared experiences. To enhance exploration and consolidation of mathematical concepts, students have access to a diverse range of engaging resources. We provide ample opportunities for students to develop conceptual understanding by establishing explicit connections between concrete materials, visual representations, and symbolic elements, enabling them to successfully navigate abstract concepts.

At St Finbar's, we emphasise the importance of making mathematics relevant and tangible for our students, empowering them to take an active role in their learning.



Intervention Support

Literacy and Numeracy Intervention is provided for those children Prep to Year 6 who are experiencing difficulty in the area of literacy or numeracy. This intervention is offered in various ways depending on the point of need with the child. Regular communication between the school and family takes place, outlining the type of intervention, how often it will take place and reviewing as a team student growth.

Faith Life Inquiry

St Finbar's uses a Faith Life Inquiry approach to teaching key learning areas of the Victorian Curriculum. Each term's learning will have a different focus from the Humanities (History, Geography, Economics & Business, Civics & Citizenship), Science, Design and Technology or Digital Technologies.

The Victorian Curriculum has four capabilities that are interwoven into all aspects of school life, but also feature heavily in our Faith Life Inquiry topics. These capabilities are:

- Critical and Creative Thinking
- Ethical Capabilities
- Intercultural Capabilities
- Personal and Social Capabilities

This process develops knowledge, skills, and attitudes across a range of key learning areas. These topics are carefully mapped out to ensure that all learning areas are covered over a two-year period.

Science

At St Finbar's the Science curriculum aims to develop children's understanding of the natural and physical world, as well as encouraging their scientific inquiry skills. The Victorian Science curriculum has four strands:

- Biological Sciences,
- Chemical Sciences
- Earth and Space Sciences
- Physical Sciences

Italian – LOTE

LOTE is used to refer to all Languages Other Than English. At St Finbar's the students learn Italian for one hour a week from Prep to Year 6. By learning a LOTE we hope to foster a deeper understanding and appreciation of our multicultural and multilingual society.



e-learning

Technology, including eLearning strategies, plays a vital role in supporting students' daily learning activities. Our students have 1:1 Chromebooks across the school, as well as class sets of iPads in the Junior School and Specialist Classes. St Finbar's runs a coding program, including exposure to Scratch and Scratch Jnr block coding, sphero robots and other coding devices.

At St. Finbar's, the internet serves for educational purposes exclusively. We encourage its use to access information that enriches teaching and learning programs, aligning with our school's vision and values. To ensure a safe online environment and prevent access to inappropriate content, we have established a comprehensive policy and contract.

Cyber-safety

At St Finbar's, we prioritise the safety and well-being of our students in every aspect of their education, including their digital experiences. In our dynamic and ever-evolving world, we understand the importance of fostering responsible and safe online behavior from an early age.

From Prep to Year 6, we have implemented a comprehensive Cyber Safety Program designed to equip students with the knowledge and skills needed to navigate the digital landscape securely. Our curriculum is regularly updated to address the latest online platforms, games and trends, ensuring that your child is well-informed and prepared for the challenges and opportunities presented by the internet.

As part of our commitment to creating a safe online environment, each student agrees to a Cyber Citizenship Contract, a pledge to uphold the values of responsible and respectful digital citizenship.

We strongly encourage parents to actively engage in their child's digital journey. Regular check-ins at home allow you to stay informed about the platforms and games your child is using, fostering open communication about responsible online behavior. By working together, we can reinforce the importance of making positive choices in the digital realm.

Design and Technology

In Design and Technologies students explore and investigate technologies, including their purpose and how they meet personal and social needs. Students follow the steps of the design process (investigating, generating, producing and evaluating) to produce products using various mediums and for different purposes.



Visual Art

Visual art is offered through a specialist lesson, Prep to Year 6, for one hour per week. Students cover a variety of art mediums covered in the Victorian Curriculum. The school holds an Art Show every second year where the school community are invited to come and enjoy the many artistic talents our children have to offer.

Performing Arts

Performing arts is offered through our specialist program, Prep to Year 6, for one hour per week. During these lessons the students cover a variety of areas within performing arts including drama, music, animation, puppetry, film making as well as multimedia presentations. Every alternate year to the Art Show, the school puts on a major musical production involving all students.

Perceptual Motor Program (PMP)

Our Perceptual Motor Program is more than just physical exercise; it's a comprehensive approach to your child's overall development. Specific language is planned into every activity, building a on their awareness of body mechanics and spatial orientation. The PMP program places a special emphasis on eye-tracking skills, promoting the development of visual coordination and focus. It also aims at developing fine and gross motor skills that help our students engage in learning. The Program relies on the on-going support of parents to assist with the intensively supervised sequence of physical activities.

Swimming Program

The school swimming program is an important component of the Health and Physical Education curriculum. It is compulsory for the children from Years Prep to Six to participate in the swimming programs. The program is held at local swimming pools and the cost is included in your school fees.



Physical Education contributes to students becoming self – confident, independent, disciplined, healthy, happy and fit. In Physical Education and Sport we aim to develop skills, fitness and sportsmanship.

We strive to provide quality physical education and sporting experiences, which are non-threatening, enjoyable and rewarding for each child. We aim to develop both, non-competitive attitudes and skills, which include team spirit and recognition of individual achievements and the aspects of winning and losing with participation seen as the achievement.

Each year level participates in one skill based Physical Education lesson per week and one session of Sport.

Inter-school Sports

Students in Years 5 and 6 play football or netball against other local schools. This takes place on Fridays during Term 2 and 3. Students in Years 3 to 6 have the opportunity to participate in competitions such as Lightning Premierships and Hoop Time at various times throughout the year.

Outdoor Education and Camps

School camps are more than just a break from routine; they're immersive experiences where students develop lasting friendships, learn essential life skills, and create cherished memories. Our carefully designed program offers a blend of fun activities, teamwork challenges, and moments of self-discovery. Whether it's a one night adventure for the younger ones or an extended four night experience for the older students, they all have the opportunity to build resilience, teamwork and a deep appreciation for nature.

Students from Years 3 to 6 are involved in the camp program at St Finbar's:

- Year 3 camp is one night experience based in Victoria.
- Year 4 camp is a two night camp focusing on outdoor education with a particular focus on bike riding skills.
- Year 5 camp is a two night camp where students have the opportunity to learn surfing.
- Year 6 camp is a four night camp located in the Nation's Capital, Canberra. Students have the opportunity to learn about the history of Australia and our Government.



A to Z of Information

20

A

Accounts

Whole school accounts are generated at the commencement of each school year and are divided over three terms – terms one, two and three. The School account can be paid with cash, credit card or Internet transfer. Credit Card payments can be paid over the phone if you are unable to come to the school office. Payment plans are also offered to families.

Families have an obligation to maintain regular payments of their School Account. Failure to keep your account up to date may result in the account being forwarded to Waterman Receivables Management Pty Ltd to settle the outstanding debt.

If you are experiencing financial difficulty or your account falls into arrears you should book an appointment with the Principal to discuss a payment plan.

Please use the QR code to access the Fee Schedule for the current year.



Assembly

The students assemble as a whole school each Friday morning at 8:50am in the school hall to pray together, share events of interest and celebrate notable achievements. Assembly provides a regular means of contact between grades and with the Principal. Items include birthday recognitions, sports awards, etc. Assemblies are hosted by our Year 6 leaders and parents are always welcome to attend. A coffee van is on site at the school from 8am.

Attendance

Please advise the school office before 9:15am if your child is to be absent. If you wish to take your child from school early, please sign out your child via the iPad at the office. It is preferable to pick up students before or after lunch and snack times. Students are not permitted to leave the school with unauthorised persons or by themselves, during school hours.

Aim for punctuality and regular attendance. Students who arrive after 8:50am need to come to the office to sign in late via the iPad at the office with a parent. If your child is away from school for longer than 2 days, please notify the class teacher via an email of the reason.

B

Behaviour Management

Our discipline policy is based on Restorative Practices and the Assertive Discipline model. We believe that the most profound learning occurs when there is a healthy relationship between the teacher and the student. Our behaviour management approach aims to enable students to self-regulate behaviour and contribute to the improvement of learning outcomes. Our model is based on rewards and encouragement, but clearly defines clear consequences for unacceptable behavior. Our students are well behaved. In the rare instances of on-going behaviour we will contact you, as parents, to discuss how to best manage the situation.

Birthdays

At St Finbar's we acknowledge students' birthdays at assembly each week. If you wish to send food to celebrate your child's birthday, please do so by providing lemonade icy poles or a fruit platter.

Flavored icy poles and cakes are not permitted due to allergies. (These will be returned to you if inadvertently they are sent to school). Please do not hand out party invitations at school as this is difficult for those students who are not invited. You will be provided with a friendship list at the start of the year with family contact details of your child's year level.



Buddy System

Each Prep child is paired with a student from Year 5, allowing the buddy 'friendship' to continue for two years. We also operate a "Buddy family" system to help parents have a point of contact regarding any queries about the operation of the school.

C

Concerns

The first 'port of call' is always your child's classroom teacher. If your concerns continue, please do not hesitate to contact the Principal/Deputy Principal. It is always better to discuss concerns at a beginning stage than to wait until matters grow into a major concern.

D

Dogs

Dogs are not allowed on the school grounds at any time. Exceptions are made only to approved therapy dogs.

Drive Thru

For the first few weeks you may choose to come in and collect your child from the classroom. At all times, and of paramount importance is the safety of all.

Parents are not permitted to get out of the car with the drive-thru system.

GRASSY STEPS DRIVE THRU: Parents drive into the school site via the staff car park, do a loop to the grassed steps parallel to the school hall and drop off or pick up their child at this point. Please be aware there is NO RIGHT-HAND TURN onto Centre Road, as per the traffic sign, during the displayed hours.

WALLEN STREET DRIVE THRU: Again, parents are not permitted to get out of their car. Parents drive to the 'Loading Zone' signs and the teacher on duty will assist your child into / out of the car. Do not park on the school side of Wallen Street, as Traffic Officers are always vigilant. Limited parking is available on the far side of Wallen Street.

PARKING: is available along Centre Road and the far side of Wallen Street.

E

Excursions & Incursions

Excursions and Incursions aim to provide support for areas of learning within the school curriculum. They enable students to be involved in experiences, which extend and enrich the school program.

Operoo excursion requests will be emailed out for each excursion outside the school premises and it is essential that parents read these carefully and acknowledge and sign them electronically.

No child is permitted to go on an excursion without permission from a parent. An excursion levy is included in your school accounts.

H

Head lice

These insects are up to 2 mm long and lay their eggs (nits) on hair close to the scalp, primarily at the back of the neck and behind the ears. Eggs are up to 1 mm in length, oval in shape, off-white in colour and cemented to the hair. Egg cases that remain once the lice are hatched are dull white and generally found on shafts of hair further than 1 cm from the scalp.

In an effort to minimise the occurrence of head lice infestation, it is asked that you regularly check your child's hair and if necessary, treat hair with a recommended treatment from your local chemist.

Please note that it is a Department of Health requirement that any child with head lice be excluded from school until such treatment is begun and excluded from school until the day after approved treatment has commenced and all eggs are removed from the hair.

Homework

Teachers set homework expectations for each year level at the beginning of each year. We encourage a home/school partnership and homework should not interfere with this, so please see the classroom teacher if there are any issues regarding homework.

I Immunisation Policy

Children beginning at St. Finbar's in Prep are required to have a complete immunisation form before commencing school. These are available from Medicare online through the MyGov website. This form indicates whether or not your child has received the appropriate immunisation given to pre-schoolers. Information can be obtained from the Health Department.

L Lost Property

All uniform that can be removed: i.e. jumpers, jackets etc, must be labeled so that they can be returned to the owner. Likewise, we ask that drink bottles and lunch boxes be clearly named. There is a lost property area in the main/office block. Unnamed garments are recycled for sale at the uniform shop each fortnight.

Lunches

You are asked to provide your child with lunch in a NAMED lunch box. As part of our Sustainability Program, we ask that you send your child's lunch rubbish free. Parents are also advised to not pack anything containing nuts.

Lunch orders are available from the Healthy Hut on Monday, Tuesday, Thursday and Friday. All lunch orders are now completed on an online ordering system. If your child is ordering a cold lunch e.g. a sandwich we encourage parents to use their regular lunch box as this cuts down on unnecessary packaging.

M

Mandatory Reporting

From July 1994 all teachers and principals are under a legal obligation to contact Child Protection Services if they believe a student at the school is harmed as a result of physical or emotional child abuse or is at risk of harm. Child Protection Services is part of the Department of Health and Human Services (DHHS) and is responsible for investigating reports of child abuse.

N

Newsletters

Each Thursday the St Finbar's School newsletter is sent to parents via email from the iNewsletter website. Newsletter can also be accessed via the school website. It is most important that parents read the newsletter as it contains all information about the school and related organisations. e.g. Parish News, School Advisory Council and P & F.

O

Operoo

As a parent you will receive an email from the Operoo system inviting you to enter the details for your child in the electronic medical form. This information is for school use only and will only be accessible by the relevant teacher(s) for your child.

Excursion, swimming and camp information will be emailed to parents and online authorisation will be required by the DUE DATE. We will also utilise an SMS network to alert parents via text messages any important information such as early / late bus arrival times after excursions and camps, and other circumstances that arise at short notice.

Please feel free to contact the office if you have any questions. You can also visit the Operoo website for more information: www.operoo.com

R

Reports

Teachers have three formal processes of reporting on their student's development:

- Early term one – 'Meet the Teacher' Discussions
- At the end of Term Two – School reports are accessed electronically via an emailed link followed by Student/Parent/teacher interviews.
- At the end of term four – School reports are accessed electronically via an emailed link.

If, at any time you have concerns regarding your child's progress, please make an appointment time with your child's class teacher.

IMPORTANT: When accessing your child's report online we strongly recommend that you download each report into a folder onto your computer for future access or print them out to keep in a file.

S

School Crossing

Nepean Highway crossings are supervised by paid Crossing Supervisors through Bayside Council. Please make sure that you and your child use them. The hours of crossing supervision are:

Before School: 8:10am – 9:10am
After School: 3:00pm – 4:00pm

Seesaw

Parents are encouraged to download the seesaw app on their phones so they are able to connect with their child's learning at school. Both students and teachers will post updates here throughout the year. Parents are also able to share these details with other family members that may be located far away.

Smoking

St. Finbar's is a SMOKE FREE SCHOOL which means cigarette (pipe or cigar) smoking or e-cigarette usage is not permitted in any of the classrooms, offices or school grounds. We do ask all parents to abide by this rule, especially on the grounds or at school functions.

Sport Houses

At St Finbar's there are four sport houses:

Xavier Red
Nagle Blue
Marian Yellow
Finbar Green

Siblings will be placed in the same team as their brother and/or sister while children new to the school will be placed in a team to balance numbers.

Staff Development

Staff meetings are held weekly on a Tuesdays from 3.45pm to 5pm. Parents are reminded that teachers are not available for interviews after school on these days. It is necessary for the ongoing professional growth of teachers that provision be made for them to constantly update their teaching ideas and methods. As primary school teachers are engaged in face-to-face teaching each day at school, much planning, in-service and personal study is done outside school hours.

To complement this 4 – 5 days each year are made available for teachers to work on curriculum on a school level. These days teachers attend school but students do not. Notice of school closure days is given to parents well in advance via the school calendar and in the school newsletter.

Student Leadership

At St Finbar's we strongly encourage student leadership. A particular focus is given to students in Year 6 who have the opportunity to participate in many varied aspects of Leadership. In addition, there are 3 leadership roles per class in Prep – Year 5 – Student Representative Council (SRC), Sustainability Representative and Social Justice Representative.

Student Leadership cont.

Each role has 2 leaders per semester, this gives a total of 12 children per year the opportunity to lead various activities throughout the school.

Sunsmart Policy

It is a school requirement that every student and teacher wear a hat from September 1st until April 30th, whenever they are outside. Any child without a school hat will be required to remain in the shaded areas. It is recommended that you apply sunscreen on your child before they come to school. Students are encouraged to reapply their personal sunscreen brought from home. Parents need to be aware that the school / teachers are not permitted to supply and / or apply sunscreen to students.

Supervision

Children will be supervised from 8:35am onwards. Please do not drop children off earlier, unless prior arrangements have been made with the office. If for some unexpected reason your child needs to be at school prior to 8:35am they are to wait in the front foyer until the teacher goes on playground duty. If a child is consistently at school prior to 8.35am, the child will be asked to go to Outside School Hours Care run by TeamKids at the expense of the parents.

Children are supervised until 3.45pm. If you are going to be late please contact the office so that arrangements can be made to ensure adult supervision is available. Any child still at the office at 4pm will be sent to Outside School Hours Care at the expense of the parent.

T

Toys and Games

Students are asked NOT to bring any toys or games to school as they are too easily lost or damaged. The exceptions to this are items for 'show and tell' that are to be left on the teacher's desk during recess.

U

Uniform

It is expected that all students will wear the correct uniform at all times unless otherwise stated. St Finbar's uniform consists of a summer and winter uniform as well as a sports uniform. You can order and purchase uniforms via online ordering or through the opening hours as advertised in the newsletter. The Uniform shop also operates second-hand uniform sales.

Please refer to page 10 for detailed descriptions and photos.

V

Visitor's Sign In

All school gates are locked from 9:00am to 3:20pm. This is to ensure that all visitors coming into the school sign in and out via an iPad at the front office. All visitors will be issued with a visitor's pass. This is in keeping with Worksafe requirements, ensuring that in times of emergency evacuations; administration staff know exactly who is on the premises.

All visitors on site while children are present, must hold a current Working With Children Card. Please have this ready for the school office when signing in.



St Finbar's school aims to support students in their transition from Year 6 into Secondary Schools. Communication with the Transition Coordinators of the Secondary Schools ensures that each student is supported through any difficulties that may be encountered.

An application for Secondary Schools occurs during Year Five. Notification of Open Days and Enrolment cut-off days is advised through the school newsletter, but parents should contact their preferred school from Year 4 onwards for enrolment forms and important dates.

Main Feeder Catholic Schools

Catholic Secondary Colleges include:

- Our Lady of the Sacred Heart - Bentleigh
- Star of the Sea - Gardenvale
- De La Salle - Malvern
- St. Bedes - Bentleigh East and Mentone campus

While these are the main feeders for Catholic schools in our area, we fully support transitions to any high school and will liaise with them where necessary to ensure a smooth transition for your child.

Please note that it is essential that applications for the Catholic Boy's Secondary Colleges be sought in the years prior. The Director of Schools Education Secondary School also provides a list of Secondary Colleges available.



Extra Curricula Activities on offer

26

Tennis

Tennis Lessons: Have your child coached at school. Youngsters Tennis is available for Prep – Year 2 students and tennis coaching for Years 3 – 6 is available each week. After-school coaching, Saturday mornings and holiday clinics are also on offer.

Contact: Ray Kent (coach) on: 0402 075 351 or PO Box 39, Hampton 3188.

Music

Kids on Key: St. Finbar's will continue to offer out of hours music lessons on site at school. Sessions being offered will be keyboard, guitar, ukulele, violin, drums and vocals.

Chess

Chess Club: St Finbar's Primary is in a position to offer chess lessons from 'Chess for Kids'. Each week different lessons are taught such as tactics, strategies, special moves, traps and openings that will help players improve their game. Kids are then paired up in a fun tournament play off where they can put into practice their new skills & knowledge. Chess club is on a Wednesday lunchtime.

For more information contact: Phil Hooton on 0421 901 530 or phil@chessforkids.com.au (times and cost are correct at publishing)

School Based Lunch Clubs

St Finbar's offers a variety of lunchtime clubs that students from Prep to Year 6 are invited to attend. These may include activities such as Lego Club, Coding Club, Drawing Club, Band Club and Choir.

Taekwando

Taekwondo: Sophia Heares with FX Fitness Tuesday and Thursday after school and Saturday mornings in the Fr Lou Herriot Hall.

For more information contact: Sophia Heares on

Email: Fx.Fitness@internode.on.net

Web: www.fx-fitness.squarespace.com

Ph: 0419 876 187

Drama Time

Drama Time: The Drama Time program is structured to achieve results in three main areas:

Nurture and enhance creativity through imagination, resourcefulness and self-confidence

Develop and encourage group awareness, and an ability to adapt and work in a group

Gain life skills in the areas of presentation, communication, voice production and public speaking.

Contact Drama Time on 9525 9977

website: www.dramatime.com.au and click "enrolments".

Netball

St Finbar's Netball Club

Contact: Bridget Cooper (President)

ph no: 0417 310 134

Basketball

St Finbar's Basketball Club

Contact: Michael Verberne (President)

ph no: 0407 545 919

**Access to digital copies of this handbook and
school policies can be found on our website**

<https://www.sfbrightoneast.catholic.edu.au>

