

# ST FINBAR'S PRIMARY SCHOOL



## PARENT PROSPECTUS for ENROLMENTS



*February 2023*

*Dear Prospective Parents,*

*Enquiries about St Finbar's School community are most welcome. The choice of school for your child's education is of great importance. It is my intention that we give you a clear 'picture' of the values and goals we strive for, so that you can decide if St Finbar's is the school for your child and your family.*

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

*Here at St Finbar's, our focus on community, our Catholic heritage and tradition, pastoral care and quality education makes us who we are. The partnerships within the school community - children, parents, staff and priest, are integrated into the understanding of what it means to be a human person created in God's image, aware of the interconnectedness of all life.*

*This occurs best when the family and school work together in partnership. If you choose to have your child / children attend St Finbar's, you can be assured that we will work with you to enable each child to reach their potential.*

*At St. Finbar's we pride ourselves on being a safeguarding school in accordance with the child safety standards.*

*Yours sincerely,*

*Mr Pat Berlingeri  
Principal*

## **VISION STATEMENT**

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

## **MISSION STATEMENT**

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 which 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.

***Reviewed by the School Advisory Board - 18th February, 2020.***

***Reviewed by St. Finbar's School Staff - 28th January, 2020.***

## HISTORY

St Finbar's Parish, Primary School is situated beside the historic St Finbar's Church on the corner of Centre Road and Nepean Highway, East Brighton.

Formally known as St Patrick's Parish of Little Brighton, the church was opened in a newly erected weatherboard building on April 30 1848, with Mass. The school shared this building with the church for three months and in June 1848, St Finbar's School was opened in another small, wooden building on the site.

With the development of plans for a Melbourne Cathedral, the Archbishop requested that the name Patrick be given to this project; hence St Patrick's Little Brighton took the name of St Finbar's - a truly Irish saint. The weatherboard church and school, 'the first Catholic Church erected in the suburban area of Melbourne' have long since disappeared and have been replaced by the present buildings. None of the original buildings remain as many of them were demolished during the 1970s with the widening of Nepean Highway.

The school was originally founded and staffed by lay teachers. Between 1906 and 1908, the Presentation Sisters taught in the school. They then returned to run the school in 1925 and remained until 1974. Due to decreasing numbers and a redefining of their mission, the Sisters handed on the tradition of quality education into the hands of lay administration and teachers and this legacy lives on today.

## PARISH PRIMARY SCHOOL

The school exists because of the Parish – it is a Parish Primary School. Families are encouraged to take an active part in the life of the Parish community. The school is a vital part of the total parish and as such, aims to be visible and active in the Parish community. Class Masses are held throughout the year and are noted on the St Finbar's Annual Calendar. While it is an expectation that all children attend that Mass, parents are encouraged to foster their child's faith development by attending Mass as a family as often as possible.



## SACRAMENTAL CELEBRATIONS

While the school instructs the children on the Sacraments, the celebrations occur within the Parish community. Acknowledging the importance of family at this sacred time, the Sacramental Program (listed below) includes an opportunity for parents and their child to develop a deeper understanding of the Sacrament.

Children are prepared for the Sacraments in the following Year levels –

Sacrament of Penance (Reconciliation)	Year 3
Sacrament of Eucharist (Communion)	Year 4
Sacrament of Confirmation	Year 6



## BUILDING PROGRAM

St Finbar's is committed to the planning and provision of high quality resources and facilities to support a range of curriculum programs

In January 2010, after four years of planning and fourteen months of building works, a major building program was completed. We believe that our learning areas provides our students with the best possible learning environment. Each classroom, Years Prep to 6, are spacious, up-to-date and have both heating and air-conditioning.

Other facilities at our school include;

- Well-equipped Library.
- The Arts Centre.
- Administration and staff facilities.
- Years 2-6 one to one Chromebook program
- 5 meeting rooms.
- Uniform shop.



- Increased playground spaces with a sustainable garden, and adventure garden and open playing spaces.
- Multiple water tanks.

The School Building Program was self-funded and has incurred a debt of \$3.2 million to be repaid over 25 years, the interest of which is paid by the Government. We believe that these facilities will meet the needs of students of today and into the future.

In 2009, as part of the Federal Government's 'Building the Educational Revolution Program' (BER), St Finbar's received a grant of \$2.5 million, which was used to construct a new hall and fencing.

Within the large sports-gym hall, additional facilities were constructed - a canteen (4 days per week) and Outside School Hours Care, which provides care each morning and evening, on pupil free days and holidays



**Web Site – [www.sfbrightoneast.catholic.edu.au](http://www.sfbrightoneast.catholic.edu.au)**

St Finbar's web site includes much information about the school. Links on the web site include information on:

- Our School
- Learning & Teaching
- Student Wellbeing
- Enrolment
- School Community
- News & Events
- Location & Contacts
- The Annual Report to the Community

## **CURRICULUM**

The principal and staff at St Finbar's School seek to create a learning environment where the children are encouraged to realise their own potential and accept responsibility for their own learning. We believe in the provision of excellence in education, through a love of learning. This is supported by a challenging educational program which meets the needs of the individual student. We aim to support the development of each child's spiritual, intellectual, emotional, physical, social and creative growth. The staff is responsible for providing a planned and sequential curriculum, which will enable each child to develop his/her capabilities. It is recognised that continual evaluation of the curriculum must be carried out in order to meet ongoing educational aims.

The Victorian Curriculum is the Prep to Year 10 curriculum, that provides a comprehensive set of prescribed content and common achievement standards, which all Victorian schools use to plan student learning programs, assess student progress and report to parents.

### **Religious Education**

Religious Education is the Key Learning area unique to Catholic schools. The course content is outlined in documents produced by the Religious Education Department of the Catholic Education Office (Melbourne) and further developed by staff.

While students learn the doctrine and traditions of the Catholic faith, they are also provided with many opportunities to participate in its practice. Liturgies are planned and celebrated to mark major Church seasons and events. All grades share in a prayer night, which involves the students, parents and teachers.





## **Inquiry Based Curriculum**

An inquiry-based classroom is a place where students are encouraged to search for answers to questions, to use technologies beyond the classroom and develop deep understandings of the ideas embedded within the curriculum. St Finbar's School has adopted a faith-life inquiry approach to organising the curriculum. The teachers plan and implement Inquiry units around broad concepts and understandings, thus enabling students to develop higher order thinking, knowledge, skills, values and attitudes across the range of key learning areas including Religious Education. Within each year level, topics are selected in a way that ensures a balanced curriculum is provided including values education and a strong sense of social justice.

## **Literacy and Numeracy**

At St Finbar's School we value the importance of Literacy and Numeracy skills. In all year levels, Years P – 6, each child's progress in Literacy and Numeracy is closely monitored. This helps 'track' students' development and provides teachers with information that enables them to teach at the point of need.

The English curriculum is organised into three main areas or strands:

- Listening and Speaking
- Reading
- Writing

In Years Prep – 2 the focus is on learning 'about' Literacy and in Years 3 – 6 the focus is using 'Literacy to Learn'.

Mathematics has application in all human activities, crossing cultural and linguistic boundaries to provide a universal way of solving problems in areas such as science, engineering, technology, art and many every day activities. There is a strong emphasis on the use of concrete materials to support the teaching of Numeracy for all year levels.



## Information & Communication Technology

The emphasis on ICT changes as the students' progress through the year levels. In Prep to Year 2, the emphasis is on 'learning how to use the technology' while in Years 3 to 6, it becomes 'using technology in learning'. Students in Years 2 - 6 have their own 1:1 dedicated device called a Chromebook. The Chromebook facilitates our move across to the google platform.

Each student in Years 2 to 6 has an e-mail address and is able to access the Internet via the school's use of Z-Scaler, an educational 'net nanny' used by all Catholic schools in Victoria. Before having access, each student and parent signs an 'Internet Usage Agreement' highlighting the responsibilities that come with such access.



## Physical Education and Sport

All students attend one 60-minute PE lesson per week with a specialist teacher. In addition all students also participate in one sport lesson with the class teacher. Part of the sport programs include a swimming skills program for Prep – Year 6.

Years 3 to 6 students participate in the Swimming Carnival, Track & Field Carnival and Cross Country at interschool level and have the opportunity to further compete at District, Division (Regional) and State levels.

## **Specialist Lessons**

In 2023, St Finbar's offers specialist lessons for all year levels:

- Physical Education – one hour per week, all year.
- Visual Arts – one hour per week, all year.
- Performing Arts – one hour per week, all year.
- L.O.T.E ~ Italian – one hour per week, all year.

## **STUDENT WELLBEING**

### **PASTORAL CARE / DISCIPLINE POLICY and PROCEDURES**

At St Finbar's Primary School, we believe that children need guidance in developing attitudes and skills that enable them to effectively *contribute to our changing world*. These attitudes and skills are taught as well as expected of the children. Parents are informed of what is expected and receive consistent feedback on their child's behaviour.

The Deputy Principal also has the role of Student Wellbeing Leader to support children who are experiencing difficulties in their social-emotional development.

### **Behaviour Management**

Our philosophy is based on setting expectations which are consistent across the school, with consequences for inappropriate behavioural choices. Behaviour Management at the school is based on the philosophy of Restorative Justice, which focusses on repairing the harm done and rebuilding the relationship that has been broken. It aims to restore a sense of wellbeing and connection.

School guidelines/expectations have been set out for the school community so that there is consistency across the school.

### **SCHOOL RULES**

Rules are set to ensure the safety of everyone and that the rights of all are respected.

There are 5 school rules.

1. Follow directions
2. Keep hands, feet and objects to yourself
3. Listen to the speaker - do not interrupt
4. Walk inside the building
5. Always asks permission before leaving an area.
6. Play Safely

As well as Restorative Justice Practices, and utilising the material from Kid Matters, part of our Wellbeing Program is 'Bounce Back'. Bounce Back is a classroom resiliency program which is taught in all classes and integrated into other curriculum areas.

It aims to teach young people strategies and personal skills that underpin resilience, that is, the capacity to bounce back after encountering problems, difficulties and down times.

### **'NO TOLERANCE' OF BULLIES**

"Bullying is a behaviour which can be defined as a repeated action – physical, verbal, psychological or social, by those in a position of power on those who are powerless to resist, with the intention of causing distress for their own gratification. It is the wilful desire to hurt, threaten or frighten someone." (Besag, 1989)

Hence, there are three factors implicit in bullying:

1. It can be physical, psychological, verbal or social in nature.
2. It involves an imbalance of power.
3. It occurs over a period of time.

*Bullying behaviour is not tolerated at St Finbar's Primary School  
and will be directly addressed whenever identified.*

### **LEARNING DIVERSITY**

Our Learning Diversity Leader coordinates additional support that some students may require for teaching and learning. This may relate to extension for 'able' students or added support for those with learning difficulties. It may require referrals for further assessment, the implementation of support programs, liaising with other professionals (Speech Therapists, psychologists, etc), and/or organising Program Support Group meetings, which involve all concerned, including the parents.





## PARENTAL INVOLVEMENT

The staff at St Finbar's School aim to develop a partnership between parents, teachers and the child while all working together. You are invited to participate in your child's education through a wide range of activities. These include the following:

- ◆ Perceptual Motor Program (Prep and Year 1)
- ◆ Literacy block and/or Numeracy block parent helpers
- ◆ Excursions
- ◆ Social events
- ◆ Parent nights – sacramental, information and purely social
- ◆ Other curriculum programs
- ◆ Assemblies
- ◆ School Sports
- ◆ Education Board
- ◆ Parents and Friend's Association

### Benefits for you

While St Finbar's School appreciates and needs your support, by working within the school, those parents who are able to participate, gain a deeper understanding of our educational setting. They learn more about everyday activities in the classroom and enjoy increased communication and interaction with teaching staff. They also have the satisfaction of helping children during each stage of their educational development.

**Parents wanting to be involved with classroom activities, e.g. excursions, sporting events, Literacy & Numeracy, etc. are required to have a "Working with Children Check." These forms are now available online.**





## COMMUNICATION WITH PARENTS

Parent participation is welcomed in all classes throughout the school year, in educational programs and social activities. Parents' expertise in different areas becomes a vital part of the curriculum at St Finbar's School.

The school fosters communication with parents through email, regular Newsletters, Parent / Teacher meetings (formal and informal) written reports and is always conscious of the continuing involvement of parents in the life of the school. Reports are now accessed via the online Parent Portal at the end of Term Two and at the end of year. Parent / Teacher interviews are held twice a year – early Term One and end of Term Two.



## ENROLMENT PROCEDURE

The application process for St Finbar's school is:

- Applications are open from the start of Term 1 for the following year.
- Application forms are available from the school office or the website.
- Application forms are required to be handed to the office by Friday 24<sup>th</sup> March, 2023.
- In Term 2, all new families will be offered the opportunity of an interview with the Principal or Deputy Principals. Sibling parents will meet with the Principal / Deputy Principals in Term 1.
- In April/May, positions will be offered according to the criteria outlined in St. Finbar's Enrolment Policy.
- Parents are requested to complete an Acceptance Form, include the \$600 as a deposit and return both to the school office, by the date indicated. This payment is then credited to your Term 1 Account.
- Prep orientations will occur in October & November
- A Prep Parent Information night will be held in November.

# **ST FINBAR'S PRIMARY SCHOOL**

## **ENROLMENT POLICY**



### **1.0 RATIONALE**

Catholic education is intrinsic to the mission of the Church. St Finbar's Parish Primary School's Enrolment Policy establishes that the first priority of our Catholic school is the provision of a Catholic education for Catholic children.

St Finbar's School has been established primarily for Catholic children. We strive to be open and welcoming to all Catholic students, regardless of their background and needs, and do everything possible to accommodate a student's individual needs. If enrolment numbers permit we also welcome children of other Christian traditions and other faiths who seek what Catholic education has to offer, with a priority given to children from non-Catholic Eastern Churches.

Parents, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education, in particular their education in faith. While the school promotes access to a Catholic education through the local school enrolment policy, parents should also assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their children.

### **2.0 ENROLMENT PRIORITIES**

The following list provides an agreed order of priority for enrolment at St Finbar's Parish Primary School. The order of priority is:

1. Siblings
2. Catholic children who are residents of the parish.
3. Catholic children who do not reside in the parish but are recognised as parishioners by the Parish Priest.
4. Catholic children from other parishes (for pastoral reasons).
5. Children from non-Catholic Eastern churches who reside in the parish.
6. Children from non-Catholic Eastern churches who reside outside the parish.
7. Other Christian children who reside in the parish.
8. Other Christian children who reside outside the parish.
9. Non-Christian children who reside in the parish.
10. Non-Christian children who reside outside the parish.

For the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Catholic Baptism.

The Parish Priest has an important role in the decision-making with regard to enrolment in a Catholic school.

Therefore, while bearing in mind that the first priority is to Catholic parents, parish priests and principals of Catholic schools are able to exercise some flexibility with respect to enrolment decisions where pastoral discretion may be deemed necessary.

### **3.0 PARENTAL RESPONSIBILITIES**

At St Finbar's School, at the time of enrolment, parents are expected to understand their responsibilities in providing ongoing support for their child's Catholic education. In particular, parents/guardians are asked to make an explicit commitment to the following responsibilities:

1. Parents/guardians enrolling their children in a Catholic school are to complete St Finbar's School Application for Enrolment form and return it by the due date. This does not guarantee enrolment in the school.
2. The Health Immunisation Certificate, Birth Certificate and Baptismal Certificate (if applicable) are to be attached to the Enrolment Application form.
3. Parents/guardians are expected to be prepared to support the school in the Catholic education of their children and involve themselves as much as possible.
4. Parents/guardians are asked to recognise and be prepared to meet their financial responsibilities for the ongoing enrolment of the child. (Any difficulties in this regard should be discussed with the Parish Priest or Principal.)
5. The Principal is to be informed of any Court Order(s) that may exist in regard to the child, or any changes to such Court Order(s) and provide a copy of the Court Order(s) and any subsequent changes for the child's school file.

### **4.0 MINIMUM SCHOOL AGE ENTRY** **Enrolment under minimum school entry age**

The minimum starting age for a child to be enrolled in a Victorian school is four years and eight months, i.e. a child must turn five by 30 April in the year of starting school. The enrolment of students under the minimum starting age is not recommended and approval from the Director of Catholic Education is required before enrolment can be accepted. Approval for early age enrolment will only be granted in exceptional circumstances.

### **5.0 ENROLMENT OF STUDENTS WITH ADDITIONAL LEARNING NEEDS**

At St Finbar's School we welcome parents who wish to enrol a child with additional learning needs and do everything possible to accommodate the child's needs. The process for enrolling students with special needs is the same as that for enrolling any student.

## 6.0 PROCESS OF ENROLMENT AT ST FINBAR'S SCHOOL

1. Parents are to obtain an enrolment form from the school office or St Finbar's website during Term one of the year preceding school entry.
2. During the latter part of Term One and Early Term Two preceding school entry, every family who has submitted an application form will be interviewed by the Principal and/or Deputy Principal.
3. Letters of Acceptance will be sent in May of the year preceding enrolment.
4. Transition Programs begin in Term Four of the year preceding enrolment.

Every effort will be made to support families who are not accepted at St Finbar's School into other local Catholic schools.





## **ADDITIONAL SCHOOL PROGRAMS**

Additional programs that support the students of St Finbar's in striving for their potential include –

- ◆ Student Representative Council, Social Justice Representatives and Sustainability Representatives in Years Prep – 5.
- ◆ All students in Year 6 are involved as Student Leaders across many different leadership areas: Sport House Captains, Sustainability, Social Justice, 'iSea, iCare Ambassadors, Technology, Student Representative Council, Italian, Performing Arts, Visual Arts and Wellbeing Captains.
- ◆ Excursions & Incursions
- ◆ Sacramental Programs
- ◆ Outdoor Education Program (Camps) for Years 3-6
- ◆ Sustainable Environmental Education programs
- ◆ Sporting involvement at Inter-house, Inter-school & District level.

## **FACILITIES AND SERVICES**

St Finbar's is committed to the planning and provision of high quality resources and facilities, which support a range of the Curriculum Programs. Some of these are:

- ◆ Parish Church and school grounds
- ◆ Before and After School Care – each morning and afternoon, on pupil free days and holidays
- ◆ Canteen facilities – 4 days per week
- ◆ Information Technology Classroom based program
- ◆ Arts Centre
- ◆ Library / Music Centre
- ◆ School Hall
- ◆ Sustainable Gardens
- ◆ Water tanks
- ◆ Spacious classrooms with heating and cooling
- ◆ Meeting Rooms
- ◆ Adventure Playgrounds
- ◆ Uniform Shop
- ◆ Access to local facilities – library, parks



## “EXTRA CURRICULA” ACTIVITIES ON OFFER

- ❖ Tennis Coaching for students – during school. Also after school coaching, Saturday mornings and holiday clinics. *Contact: Ray Kent (coach)*  
*ph no: 0402 075 351*
  
- ❖ Chess Club: 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. Contact Phil Hooton on 0421 901 530 or [phil@chessforkids.com.au](mailto:phil@chessforkids.com.au)
  
- ❖ Kids on Key - Music Lessons:  
Please contact Kath Dowling  
M: 0402 466 870  
E: [admin@kidsonkey.com.au](mailto:admin@kidsonkey.com.au)  
W: [www.kidsonkey.com.au](http://www.kidsonkey.com.au)
  
- ❖ St Finbar's Netball Club:
  - Contact: Bridget Cooper (Secretary)
  - Phone: 0417 310 134
  
- ❖ Taekwondo:  
Please contact Sophia Heares  
M. 0419 876 187  
E. [Fx.Fitness@internode.on.net](mailto:Fx.Fitness@internode.on.net)
  
- ❖ Drama Time  
Please contact Lara Wiser  
M. 0438 610 310
  
- ❖ St Finbar's Basketball Club:
  - Contact: Michael Verberne
  - Phone: 0407 545 919

21st November, 2022

Dear Parents,

This letter is to inform you of the School Fees and Levies for 2023. We have had to make some minor increases for 2023, to keep in line with the Consumer Price Index (CPI) of around 3%.

The school business manager has explained that in administering the government grants provided to Catholic schools (both Primary and Secondary), the Catholic Education Office applies a predetermined grants allocation formula, and one component of that formula is the school families' "Capacity to Contribute."

The "Capacity to Contribute" figure is primarily comprised of family school fees and a smaller proportion is attributed to other income that the school receives through commissions, rents and bank interest. The "Capacity to Contribute" is set at a higher level and at higher increments from one year to the next, for schools with a higher socio economic index and this impacts directly on the grants funding that the school receives.

### **FAMILY SCHOOL FEE**

In 2023 the Family School Fee for a one child family will be **\$2,522 per year** (\$630.50 per term) and for **2 or more children \$2,945 per year** (\$736 per term). The school's socio economic index (calculated from the national census data collected every 5 years) dictates the level of grant funding that the school is entitled to receive from the government. Schools with a higher socio economic index receive less government grant funding than schools with a lower socio economic index.

### **BUILDING LEVY**

The building project undertaken throughout 2008 cost \$2.7 million, on an interest free loan for 20 years from Catholic Development Fund. The loan repayments must always be up to date to retain the interest subsidy. The compulsory levy was introduced in 2007. In 2023 it will be **\$711 per year**. This is a one-off payment generated on your term one account. As this is compulsory, it is not tax deductible, however if you wish to make an additional contribution to the School Building Fund, this voluntary amount attracts tax deductibility.

### **MAINTENANCE LEVY**

At the end of 2010, the School Board approved a **\$64 Maintenance** (Working Bee) Levy. This levy is paid per family, per year and is shown on the term one account.

### **RESOURCES LEVY**

The Resources Levy of **\$96 per year**, (\$24 per term) will be used directly by the school for ongoing re-sourcing and maintaining of school equipment. The levy alleviates the need for ongoing P & F fund raising.

### **CHROMEBOOK LEVY**

A Chromebook levy of **\$138 per year** has been applied to all Year 3 – 6 students who will have a Chromebook for their own classroom use.

## **STUDENT LEVIES**

Levies are paid per child and include the following:

- The Curriculum & Sport Levy includes Catholic Church Insurance, technology, excursions, swimming program and beach programs, Interhouse/Interschool Sport Program & buses, Year 5/6 Bayside Cluster program, Year 5 Speaking with Power, Year 5 Leadership day, the Resilience Project, F - 6 Swimming Carnival, Hoop Time, Life Ed Van.
- Sacramental Levy for Sacraments in Years 3, 4 and 6.
- Camp Levy for students in Years 3 – 6.
- Book Levy for Prep – Year 6.
- Chromebook Levy for Years 3 – 6 students.

## **2022 FEE SCHEDULE:**

<b>FAMILY FEE</b>	
Per Family ( <i>One child</i> )	\$2522
Per Family ( <i>Two or more children</i> )	\$2945
<b>BUILDING LEVY</b>	
Per Family	\$711
<b>MAINTENANCE LEVY</b>	
Per Family	\$64
<b>RESOURCES LEVY</b>	
Per Family	\$96
<b>TOTAL FAMILY FEES</b>	
	<b>\$3393 (one child)</b> <b>\$3816 (two or more children)</b>
<b>YEAR LEVEL</b>	
<b>STUDENT LEVY ~ Per Student</b>	
<b>Please add relevant levy per students in family.</b>	
Prep	\$804
Year 1	\$804
Year 2	\$822
Year 3	\$1368
Year 4	\$1606
Year 5	\$1683
Year 6	\$2436

## **CAMP, SPORT & EXCURSION FUNDING (CSEF previously known as the EMA payment).**

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year is paid for eligible primary school students. Payments are made directly to the school and are tied to the student.

## **PAYMENT DATES**

We are continuing with the payment structure of recent years, that invoices will be payable over each of the first three terms, usually within the first three weeks of the new term. No accounts will be sent in term four. This aids our accounting processes and eases the end of year cash flow. Parents may choose to pay:

- **Full fees paid by 10th March 2023.**
- **Full fees paid per Term, (Term 1 – 17th February, Term 2 – 12th May and Term 3 – 27th July).**
- **Full fees paid monthly in ten (10) equal instalments, (Feb – Nov, either 15<sup>th</sup> or 28<sup>th</sup> month).**

## **INABILITY TO PAY SCHOOL FEES**

If you are experiencing financial difficulties, you are asked to contact Mr Pat Berlingeri ~ Principal to discuss the matter. **Please note that the Levies are NOT negotiable.**

Under the guidance of the Parish Finance Committee and the advice of our MACS school Business Manager, we believe that with the cooperation of parents in the payment of fees, we will provide the quality of education that you expect from St Finbar's school.

Yours Sincerely

  
Mr. Pat Berlingeri  
Principal



## St. Finbar's Primary School Privacy Notice

St. Finbar's School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.

Some information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection Laws. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. You may be asked to provide medical reports about pupils from time to time.

St. Finbar's from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, Government Departments, Catholic Education Office, the Catholic Education Commission, medical practitioners and people providing services to the school, including specialist visiting teachers, sport coaches, volunteers and counsellors.

If the information referred to above is not obtained, St. Finbar's may not be able to enrol or continue the enrolment of your son/daughter.

Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in school newsletters, magazines and other publications.

Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.

St. Finbar's from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. Personal information to third parties will not be disclosed for their own marketing purposes without your consent.

Parent contact details may be included in a class list or school directory. If you do not wish your contact details to be given out, please let the school know.

If you provide the school with the personal information of others, such as doctors or emergency contacts, St. Finbar's encourages you to inform them that you are disclosing information to the school and why, so that they can access that information if they wish. The school does not usually disclose the information to third parties.

### Photographs

St. Finbar's School celebrates the efforts of students by mentioning their participation in school events and their achievements in our school newsletter. Sometimes photographs of students are included. Photographs of students are on the school intranet site. Traditionally the circulation of these materials has been limited to the local community. However, changes in modes of recording and delivery means that access to student images has increased and, when on school website, become worldwide.

On the school website are images of students but group photographs are only ever used and students are not identified by name, only class or year level. If an individual photograph and full name is required, this will only be published on the website with the consent of the parent and child. If you have any concerns about how photos of your child may be used, please let us know.

Parents are allowed to record school performances as this creates a memento that can be shared with other family members; an example of this is the Cross Arts performance.

The local press is invited to school events and they are expected to follow school policy on the publication of photographs of students. If a feature is about an individual student's achievement (a group less than three) parental consent will be sought before passing information or photographs to the press for publication.



## Staff 2023

Parish Priest:	Fr. Ian Ranson
Principal:	Mr Pat Berlingeri
Deputy Principal/Literacy/Wellbeing:	Ms Michelle Hill
Deputy Principal/REL/eLearning:	Mr Steele Anderson
Learning Diversity/Tutoring:	Mrs Peggy McDonald
Administration Manager (M/Tu/Th/F):	Mrs Libby Thomas
Administration Assistant (M/Tu/W/Th):	Mrs Amanda Johnson

### Classroom Teachers

Prep:	Mrs Fiona Byrne ~ Prep B and Miss Tilly Ferrari ~ Prep F
Year 1	Mrs Amanda Norton ~ 1N and Miss Kim Davis ~ 1D
Year 2	Miss Laura Zeeng ~ 2Z and Ms Caroline Farrelly ~ 2F
Year 3:	Miss Annalisa Gourley ~ 3G and Ms Louise Pickering ~ 3P
Year 4:	Mr Callum Mills ~ 4M and Miss Bianca Antonio ~ 4A
Year 5:	Miss Sigrid Happell ~ 5H and Mr Peter Tyndall ~ 5T
Year 6:	Mrs Jo Howell ~ 6H and Miss Nonie Kay ~ 6K

### Leaders:

Teaching & Learning:	Mr Callum Mills
Literacy Leader:	Ms Nonie Kay
Literacy Leader:	Miss Kim Davis
Maths Leader:	Mrs Jo Fraser
eLearning:	Mrs Amanda Norton
Sustainability/ Indigenous Perspectives/ Community Leader:	Mrs Lisa Douglas
Graduate Teachers and Induction Leader:	Miss Laura Zeeng

### Specialists Teachers

PE (Prep - Yr 4):	Mrs Jenny Allen
PE (Yr 5 & 6) & Sports:	Mrs Tania Thompson
Performing Arts:	Mrs Susan Williams
LOTE (Italian):	Mrs Lena Sirianni
Visual Arts:	Mrs Lisa Douglas
Reading Recovery:	Mrs Dianne Ward
Intervention:	Mrs Jo Fraser
Classroom Support:	Mr Steele Anderson Ms Michelle Hill Mrs Jenny Allen Mrs Tania Thompson

### Other Staff

Library Admin:	Mrs Narelle Connell
Learning Support Officers:	Mrs Sally Hill, Mrs Sue Humble, Mrs Anthea Conroy, Mrs Sonia Blake, Mrs Liesl Willcocks, Mrs Ania Von Oxenberg, Mrs Narelle Connell, Mrs Catherine Davies-Gray,
Occupational Therapist:	Miss Andrea La Fontaine
Groundsman:	Mr Dino Tornese

## APPENDIX 1: TeamKids Outside School Hours Care (OSHC) Program

# FAMILY HANDBOOK

### ENRICHING CHILDREN'S LIVES

TeamKids is a **premium OSHC provider** enriching children's lives before school, after school and throughout the school holidays.

Our **child-centred approach** provides you with the comfort of knowing your child(ren) are in safe hands and being enriched at every opportunity.





**REGISTER TODAY**  
**1300 035 000**

#### INNOVATIVE TEAMKIDS CLUBS

Each day is a new adventure! We extend and enrich each child's passions and interests through our TeamKids Clubs. Children nominate to join clubs at no extra cost.

#### FUN EXPERIENCES

TeamKids run educational play-based programs that are child-centred, fun and maximise opportunities for enriching and extending each child's learning and development.

#### REMARKABLE EDUCATORS

When attending TeamKids, your children are cared for by our passionate, highly experienced & trained educators.

#### INVOLVED IN THE COMMUNITY

TeamKids builds and maintains respectful, collaborative relationships with families and schools.

#### HEALTHY & NUTRITIOUS

We provide healthy, nutritious and delicious food each morning and afternoon.

#### GENUINE RELATIONSHIPS

From the moment you walk through the door, TeamKids provides an atmosphere that is welcoming, safe, relaxed and inclusive.

#### REMARKABLE PROGRAM MANAGEMENT

We work closely with our services to ensure they have all the support and resources to deliver a remarkable program.



*See you soon!*

 Find out more about your TeamKids service.  
**teamkids.com.au | 1300 035 000**





## ADDITIONAL INFORMATION

### HOW TO ENROL

It's easy to set up your TeamKids account! To do so head to our website: [teamkids.com.au](http://teamkids.com.au). You'll be required to set up an account by clicking the register button. We can only accept children that are fully registered with TeamKids and have provided any required additional documents.

### CHILD CARE SUBSIDY

All our programs are Child Care Subsidy (CCS) approved and may apply to your TeamKids bookings. Centrelink uses your family's annual adjusted taxable income and working hours to determine the percentage of subsidy you are eligible for. For further information about CCS, please visit our website or speak with our Customer Service Team on 1 300 035 000.

### DELICIOUS MORNING & AFTERNOON TEA

We provide healthy, nutritious and delicious food each morning and afternoon. Our healthy menus cater for food allergies, intolerances, cultural diversity and promote healthy eating. Seasonal fruit and vegetables are served throughout the session with daily specials. During the school holidays - Bring your own lunch!

### FAMILY FINANCIAL SUPPORT

We appreciate the relationships which we create with families and local communities. Hence, we encourage parents always to let us know if they are going through any financial troubles. Where possible, we will work with families to find a reasonable solution. For a confidential conversation call our Customer Service on 1300 035 000.



## HOURS OF OPERATION - ST FINBAR'S PRIMARY SCHOOL

SERVICE	TIMES	COST TO PARENTS	AFTER MAX CCS*
Before School Care	7:00 AM - 8:45 AM	\$17.50	\$2.63
After School Care	3:30 PM - 6:00 PM	\$21.00	\$3.15
Curriculum Days	7:00 AM - 6:00 PM	\$55.00	\$8.25
Vacation Care	7:00 AM - 6:00 PM	\$55.00†	\$8.25‡

\*Child Care Subsidy can provide up to 85% off your fees. \*\*Fees & Hours of operation may be subject to change. †Experience/Activity fees will apply.



## BEFORE & AFTER CARE

### NO ENROLMENT FEE

We encourage all families to register with TeamKids, so we do not charge an enrolment fee for our Before & After Care service.

### BOOKINGS & CANCELLATIONS

You can make bookings and cancellations online up until 9am the day of the session. For any bookings or cancellations after this time, please contact the service directly on their designated mobile phone which can be found on our website.

Cancellations made within 48 hours of the session commencing will incur the normal fee as an allowable absence and will be charged accordingly.

In the event of a medical illness, please email a medical certificate to [info@teamkids.com.au](mailto:info@teamkids.com.au) WITHIN 48 HOURS of the absence to receive a credit for the booking.

There are no charges for cancellations made before the deadline.

### LATE BOOKING FEE

For any bookings made within 24 hours of the session commencing an additional \$5 late booking fee will be charged. This will be included in the attendance sessions total fee. To avoid late surges in bookings, we encourage families to book earlier so that we can staff, plan experiences and resource accordingly.

### STATEMENTS & PAYMENTS

For Before & After Care, you will be charged every 2 weeks in arrears via EziDebit. A statement will be emailed to your nominated email address on Monday and payment will be processed the Wednesday following.



## VACATION CARE

### ADMINISTRATION FEE

For Holiday Programs there is a \$5 administration fee per family for each holiday period.

### BOOKINGS & CANCELLATIONS

You can make bookings and cancellations online up until 11.59 the day before the session. For any 'on the day' bookings or cancellations, please contact Head Office directly on 1300 035 000. Cancellations made within 48 hours of the session commencing will incur the normal fee as an allowable absence and will be charged accordingly. Cancellations made with more than 48 hours' notice will not be charged. In the event of a medical illness, please email a medical certificate to [info@teamkids.com.au](mailto:info@teamkids.com.au) WITHIN 48 HOURS of the absence to avoid being charged for the booking.

### LATE BOOKING FEE

For any bookings made within 7 days of the session commencing an additional \$5 late booking fee will be charged per session. This will be included in the attendance sessions total fee. To avoid late surges in bookings, we encourage families to book earlier so that we can staff, plan experiences and resource accordingly.

### STATEMENTS & PAYMENTS

Please note that TeamKids will process payment weekly in arrears on a Thursday via EziDebit. A statement will be emailed to your nominated email address on Monday and payments will be processed the Thursday following.

1300 035 000 | [info@teamkids.com.au](mailto:info@teamkids.com.au) | [teamkids.com.au](http://teamkids.com.au)