



ST FINBARR'S
SCHOOL
ASHGROVE
In Faith and Love

PARENT INFORMATION 2022

ABSENTEEISM - Parents are asked to notify the school (33661397 or pashgrove@bne.catholic.edu.au) if their child is away by 9am. This can also be done by accessing the Parent portal.

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

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

ASSEMBLY TIMES - Each **Thursday** the classes will gather in the Hall at 1.50pm. Assemblies this year will be on alternate weeks with Sacred Singing. The schedule for class assemblies can be found on the Parent Portal.

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

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

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

BELL TIMES

- 8.30am School begins
- 10.40am Morning Tea
- 11.15am Return to class
- 1.15pm Lunch
- 1.50pm Return to class
- 3.00pm Home Bell

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

CELEBRATING BIRTHDAYS AT SCHOOL -Celebrating your birthday with your school and class mates is for many students a highlight. At school we have children with a range of allergies and an intolerance to various foods. For this reason, we ask that should parents wish to send something in for their child to celebrate their birthday, we request that you send in water ice blocks to share with their friends and classmates.

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

COMPANION CORNER - Companion Corner is the name given to the school's garden. The garden is the 'back yard' of the house, which was originally the Presbytery.

The name *Companion Corner* is based on concept of companion planting as well as the religious connotation of companion. Mrs Enter is our Gardening Teacher.

COMPLAINTS MANAGEMENT: Brisbane Catholic Education is committed to a consistent approach to [managing student, parent and guardian complaints](#). Guidelines regarding how schools receive, manage and document complaints that are received are outlined in the policies and procedures developed by Brisbane Catholic Education.

DROP OFF/PICK UP ZONE - Please refer to the [Parent Portal](#) for these procedures. If you require a new "Family Name" car sign, please let Karen in the office know and one will be sent home with your child.

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

DDJ Productions Phone: 0424 249299/0424 362 450

Chess Mates Phone: 0415 256 452

Junior Engineers Phone: 3703 1007 admin@jnreengineers.com

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

FOOD ALLERGY POLICY - A reminder that the school is an "Allergy Aware School" so no peanuts, peanut paste, peanut butter (including "dippers"), nuts, "Nutella" spread or nutty muesli bars are permitted within the school. This policy can be found on the [Parent Portal](#) .

HOMEWORK - Below is the recommended time for homework in each year level.

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

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

Disease	Exclusion Period
Chicken Pox	Sufferers should be excluded for at least 7 days after the beginning of the illness and until the last lesion has healed.
Measles	Sufferers should be excluded for at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced. Contacts need not be excluded.
Mumps	Sufferers should be excluded for at least 14 days after the onset of symptoms. Contacts need not be excluded.
Rubella (German Measles)	Sufferers should be excluded for at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced. Contact need not be excluded.
Impetigo (School Sores)	Sufferers need not be excluded if lesions are covered. Impetigo is contagious. Lesions on any part of the body except the face must be covered. On the face, the lesions must be under treatment, and a layer of ointment or paint is accepted as a "cover" in this situation only.
Ringworm	Sufferers need not be excluded if lesions are covered. Ringworm is contagious. Except in the case of the scalp, a lesion under treatment with paint is accepted as being covered. If an ointment is being used, a dressing must be applied (except on the face, as in the case if Impetigo)
Head Lice	Sufferers are excluded until treated. With proper treatment the period of exclusion may be as brief as one day.
Conjunctivitis	Sufferers are to be excluded until discharge from eyes has ceased. Contacts need not be excluded.

LIBRARY – Class teachers will advise which day is ‘borrowing’ day, hence the day to bring library bag. Mrs Dominique Gardiner is the school’s Teacher Librarian.

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

MOBILE PHONES-Students’ mobile phones must be handed into the school office each morning and collected in the afternoon at bell time. This includes watches which are enabled to make and receive phone calls.

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

NEWSLETTERS: The school newsletter will be published weekly and the link will be sent via email.

OUTSIDE SCHOOL HOURS CARE: For more information, please phone 0448 803 233 to speak with the St Finbarr's OSHC Co-ordinator.

PARENTS & FRIENDS ASSOCIATION

The P & F Executive for 2022 is as follows:

President:	Peter Wells (Ava Year 6)
Vice president:	TBA
Secretary:	Shannan Quain (Matilda Year 1 and Poppy Year 3)
Treasurer:	Ian O'Keefe (Rory Year 1)

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

St Finbarr's School P & F has introduced "Year Level Events" for 2022.

Parents can volunteer in a variety of ways, and this is a great way to meet staff and other families at the school.

Below is the schedule of events.

Year 1: Mother's Day Breakfast
Year 2: Mother's Day/Father's Day Stall
Year 3: Trivia Night
Year 4: Father's Day Breakfast
Year 5: Movie Night/Christmas Raffle
Year 6: Welcome Back BBQ

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

RELIGIOUS EDUCATION

Masses – Jubilee Parish – Father Gerry Kalinowski - Office Phone No: 33243985

Please refer to calendar on parent portal for class mass schedule.

Family masses are held once a term on a Sunday. These dates can be found on calendar on parent portal.

School Masses

Throughout the year, the school will gather to celebrate Eucharist.

Class Prayer

Classes come together to pray in the morning and afternoon. Grace before meals is also prayed before each meal.

Church Seasons

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

Lent and Easter are the focus of Term 1.

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

Sacramental Program

St Finbarr's is part of the Jubilee Catholic Parish. The Jubilee Catholic Parish follows the *Sacraments of Initiation for Children Policy of the Archdiocese of Brisbane*. Click on link for further information brisbanecatholic.org.au/

The Sacramental Program at St Finbarr's is parish based. In the year when the children turn eight (Year 3), they are sealed with the gift of the Holy Spirit in the Sacrament of Confirmation administered by the Bishop or his delegate.

In the year when the children turn nine (Year 4), they are welcomed to the Lord's Table to receive Holy Communion for the first time.

Introducing children to the Sacrament of Penance is a two-step process. A simple celebration of the second rite of the Sacrament of Penance is included as part of the preparation for First Communion.

In the year when the children turn ten (Year 5), they are prepared to celebrate more fully the Sacrament of Penance with individual confession and absolution (the first rite). This builds on the work of the previous year as they take the second step and learn in greater detail, what it means to examine their conscience.

The co-ordinator of the Children's Sacramental Program is Emma Ferguson, who can be contacted through the parish office on 33243985.

Information about the 2022 Sacramental Program will be included in school newsletters.

POLICIES and PROCEDURES: Brisbane Catholic Education

As a system school under the administration of Brisbane Catholic Education, the following Brisbane Catholic Education Policies and processes are implemented by the school and are found on the school's website:

[Student Protection Processes](#)

[Complaints about Non-compliance with BCE Student Protection Processes](#)

[Complaint Form for reporting non-compliance with Student Protection Processes](#)

[Student, Parent and Guardian Complaints Management process.](#)

[Student Protection and Code of Conduct Training for Volunteers and Other Personnel](#)

[Acceptable Use Policy](#)

[Privacy](#)

[Student, Parent and Guardian Complaints Management](#)

[Student Attendance Policy](#)

Student Protection

Student Protection Contacts

If you have a student protection concern, please contact one of the Student Protection Contact Officers listed below who can assist you. You may reach them by calling the school office 33661397 or email pashgrove@bne.catholic.edu.au.

- Ann Hall (Principal)
- Marie-Louise Stolberg (Assistant Principal of Religious Education)
- Kim Wilson (Guidance Counsellor)

Student Safeguarding Resources

Student Protection processes are available under the BCE Policies tab on the school's

[Family and Child Connect](#)

[Student Behaviour Support Plan 2021 St Finbarrs.pdf](#)

[School Child and Youth Risk Management Strategy.pdf](#)

POLICIES and PROCEDURES: St Finbarr's Ashgrove

In addition to the above BCE Policies and Procedures, the below policies and procedures are in place at a school level and can be found on the school's website.

- [Food and Nut Allergy Policy](#)
- [Procedure for Flexible Schooling Arrangements](#)

REPORTING

Term 1:

- Parent/Teacher Information Evening held in the first few weeks of Term 1 to inform parents of class curriculum, procedures and routines.
- Parent/Teacher Interviews will take place in Week 8.

Term 2:

- Curriculum Outline Letters sent home at the end of the first week of Term 2, 3 and 4 to inform parents of class curriculum for that term and any special events occurring within the term.
- Formal written report available on the parent portal in the last week of term.
- Parent/Teacher Interviews will take place late in Term 2 (optional).

Term 3:

- Curriculum Outline Letter will be sent home indicating curriculum content for the term.

Term 4:

- Curriculum Outline Letter will be sent home indicating curriculum content for the term.
- Formal written report available on the parent portal in the last week of term.

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

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

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

SPORTS' UNIFORM DAYS: Students wear their Sports' Uniform on the day of their PE lesson. Class teachers will advise the students of these days. This information is also included in the school's newsletter.

SPORTS

HPE Teacher – Miss Maria Miocevic.

Intra School Carnivals: Swimming Term 1 & Athletics Term 3

The three student houses

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

Inter School Carnivals

Zone 4 sports: Swimming Term 1 & Athletics Term 3

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

District, Regional & State carnivals

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

Zone 4 Gala days

The major focus of these days is:

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

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

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

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

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

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

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

ST FINBARR’S SCHOOL HISTORY

1925

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

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

SCHOOL PRAYER:

St Finbarr’s School Prayer

God of Faith, Love and Charity,
May we learn to live as Jesus taught us,
To act justly, to love tenderly, to walk humbly with God.
God of Faith hear our prayer.
May we be the best learners we can be,
As we seek to understand ourselves, each other and the world in which we live.
God of Love hear our prayer.
May we make it our mission to reach out with confidence, courage and compassion.
God of Charity hear our prayer.
St Finbarr pray for us.
Mary Aitkenhead pray for us.
The Sisters of Charity pray for us.
May we always pray for each other.
Amen.

SCHOOL SONG

In Faith In Love In Charity. *L. Thomsen*

Welcome to one welcome to all
Here at St Finbarr’s School
Jesus leads us forward.
We love to learn new things
each day
And try our best in work and play
Let’s stand and sing together
Jesus is the way!

Celebrate (Celebrate)
Living good lives

In His name (In His name)
People come alive
Celebrate (Celebrate)
Living good lives
In His name (In His name)
We all come alive

In Faith, In Love, In Charity
In Faith, In Love, In Charity
We are proud to be St Finbarr’s Family

We live our lives to know you more
Jesus you show us how

to love and serve the poor
With the Sisters of Charity
Who led the way for us to see
Christ is in everything and
everyone we meet

Celebrate (Celebrate)
Living good lives
In His name (In His name)
People come alive
Celebrate (Celebrate)
Living good lives
In His name (In His name)
We all come alive

In Faith, In Love, In Charity
In Faith, In Love, In Charity
We are proud to be St Finbarr's Family

St Finbarr walked the River Lee with Jesus
To pray for people to believe in His love
Remembered for his faith and generous heart
From County Cork to Ashgrove here we stand
to walk in his ways!

Celebrate (Celebrate)
Living good lives
In His name (In His name)
People come alive
Celebrate (Celebrate)
Living good lives
In His name (In His name)
We all come alive

In Faith, In Love, In Charity
In Faith, In Love, In Charity
We are proud to be St Finbarr's Family

SCHOOL VISION AND MISSION

St Finbarr's is a Brisbane Catholic Education school respecting the traditions and charisms of
our founders, the Sisters of Charity.

Our Vision is to be a community living and learning ***in Faith and Love.***

Our Mission as a Catholic School is to:

- celebrate and know the person, vision and teachings of Jesus;
- provide excellence in education that encourages life-long learners;
- meet challenges and reach out with confidence, courage and compassion'
- promote respect for ourselves and others and the world around us;
- strive to be the best that we can be,

in a safe, welcoming environment.

STAFF 2022

Ann Hall	Principal
Marie-Louise Stolberg	APRE/Acting Primary Learning Leader
Rachael Blaney	Primary Learning Leader (on Maternity Leave)
Donna Fiechtner	Prep Love
Dani Bergstrum/Matthew Ryan	Year 1 Love
Julie Wolton/Belinda Grey/Emily Olsen	Year 2 Faith
Claire McGahan	Year 3 Love
Georgia Laird	Year 4 Faith
Hayley Duff	Year 4 Love
Cathy Rule and Maria Miocevic	Year 5/6 Love
Emily Olsen	eLearning & Marketing
Jenny Rolph	STIE
Carlie Daly	The Arts
Maria Miocevic	HPE
Dominique Gardiner	Teacher Librarian
Moya Frisby	Targeting Learning Teacher
Yvonne Enter	Gardening /Sustainability
Lauren Hunter	Japanese
Kim Wilson	Guidance Counsellor
Karen Griffin	Secretary
Julia Churchman	Finance Secretary
Thea Clifford	WHSO, Prep & library
Gina Nothard	School officer –SWD & library
Louise Brown	School officer –SWD & library
Kerri Jensen	School officer -Prep

STAFF MEETINGS: This year staff meetings will be held on Wednesday

SWIMMING: Swimming commences for Year 1-6 on a Wednesday in Term 1. Our Prep students will commence swimming in Term 4 on a Wednesday. We have been advised by Brisbane Catholic Education for healthy and safety reasons all children must wear a cap.

TERM DATES 2022

2022	
Term 1	Tuesday 25 January – Friday 1 April
Term 2	Monday 19 April – Friday 24 June
Term 3	Monday 11 July – Friday 16 September
Term 4	Tuesday 4 October – Friday 2 December

TUCKSHOP: Friday is tuckshop day. More information about the tuckshop including volunteers will be sent home shortly. [Smart Choices](#) is the guidelines for the running of the 2021 tuckshop.

UNIFORM

PREP UNIFORM

Formal uniform: Girls: Navy blue Skort & Navy blue & yellow sports polo shirt
Boys: Navy blue shorts & Navy blue & yellow sports polo shirt
Navy unisex long pants – winter option

Sports uniform: Navy blue and yellow polo shirt with navy blue rugby knit shorts
Navy track pants (optional)

Jumper: Navy fleecy jumper with School Emblem

Hat: School hat

Socks: Short navy blue socks.

Shoes: Black shoes

Hair ties: Scrunchie/Hair ribbons/clips - Navy blue, uniform check, white or tortoise shell in colour

Inter House Sports

Carnival: Collared house colour polo shirt and navy rugby knit shorts

GIRLS UNIFORM

Formal uniform: School dress, navy blue and white check with sleeves or
Skort with Unisex navy blue and white check shirt

Navy unisex long pants – winter option

Sports uniform: Navy blue and yellow polo shirt with navy blue rugby knit shorts
Navy track pants (optional)

Hat: School hat

Socks: Short blue socks. Winter option: Navy pantyhose may be worn.

Jumper: Navy fleecy jumper with School Emblem

Footwear: Black shoes.

Hair ties: Scrunchie/Hair ribbons/clips - Navy blue, uniform check, white or tortoise shell in colour

Inter House Sports

Carnival: Collared house colour polo shirt and navy rugby knit shorts

BOYS UNIFORM

Formal uniform: Navy blue checked shirt with navy blue shorts
Navy unisex long pants – winter option

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

Inter House Sports

Carnival: Collared house colour polo shirt and navy rugby knit shorts

- **Black Shoes** - Normally, we recommend that children wear black leather shoes with the dress uniform and black joggers with the sports uniform. However, bearing in mind uniform costs, parents may prefer the option to buy just one quality pair of plain black joggers.
- **Hats –Have SCHOOL HAT, Will Play!**
- **Hair** - Children are not permitted to have extreme hairstyles. Hair colours are not permitted. In an effort to ensure student comfort and to promote neat grooming, all students with shoulder-length hair or longer are required to have it tied up.
- **Nail Polish** – Not permitted.
- **Jewellery** - The selective range of jewellery that children may choose to wear is limited to: single set of plain studs or sleeper earrings, a watch and a religious symbol on a chain worn around the neck.

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

VOLUNTEERS - PARENTS

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

From 2008:

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

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

The [Volunteer Training](#) course is to be completed prior to commencing any volunteer work at school or outside school activities involving the children of St. Finbarr's. This includes assisting at tuckshop, in the classroom and sports carnivals

From 2022 there are additional WHS courses which must be completed prior to volunteering. Details of these will be forwarded home and/or are available by contacting the school office.