



St Finn Barr's

CATHOLIC PRIMARY SCHOOL

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1 June, 2017

Dear Parents and Carers,

**Communication and
Late Pass/Early Departure Pass/Visitor Pass**

Open communication from school to home is essential to ensure the smooth running of our school and to ensure that everyone knows what is going on. As a school, our preferred method of communication is through TEAM APP. Our School Newsletter is published on TEAM APP each Monday afternoon. You can sign up for TEAM APP and then search for St Finn Barr's Catholic School. The School also has a Facebook Page (St Finn Barr's Catholic Primary School) ; Instagram Account (stfinnbarrs) and Twitter Account (@stfblton).

Our newsletter contains the important information that is going on in our school and we use the social media for some reminders and really important information. TEAM APP is our most preferred method of distributing the newsletter and other news each week. TEAM APP is a FREE App and can be downloaded from the App Store. If you are unable to access TEAM APP and require a paper newsletter each week, collect from the school office.

Secondly the safety of our students is extremely important to us all at St Finn Barr's as we know it is too all of you. If students arrive at school after the bell at 8:45 it is important that they enter through the office and obtain a **Late Pass**. The Late Pass needs to be given to the child's teacher. This ensures our records for each day are accurate.

Parents and carers, if you are coming to school during the day and need to take your child from school early, please go to the office and sign your child out. You will be given an **Early Departure Pass**. Please take this to your child's teacher as you collect your child. This is a new way of operating for us all but we appreciate your cooperation here.

All parents and carers, if you are visiting the school during the day, please come to the office and sign in and obtain a **Visitor Pass**. This is important for all people who visit our school.

We thank you for helping us in these matters.

Liz Illingworth
Principal