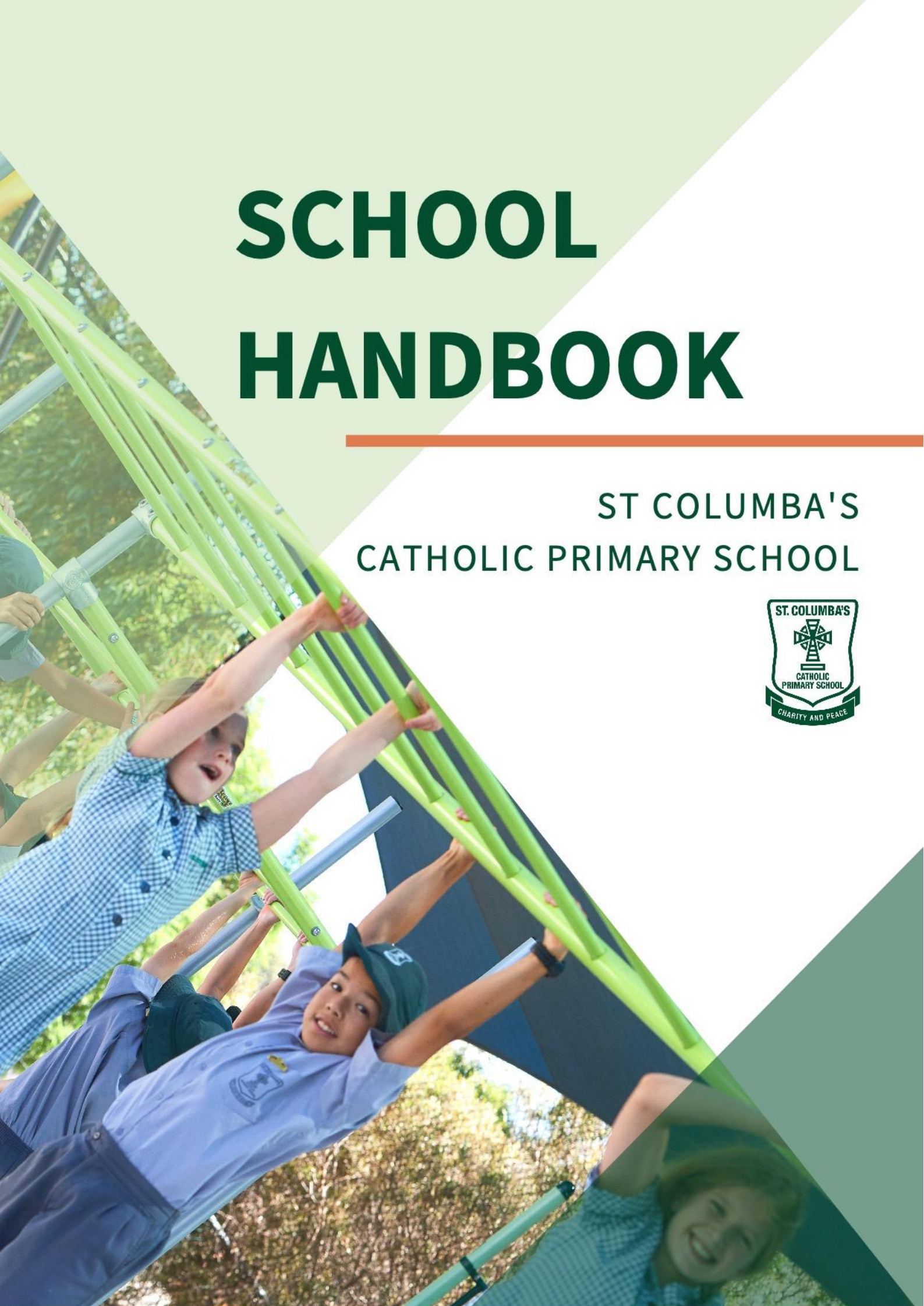


# SCHOOL HANDBOOK

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ST COLUMBA'S  
CATHOLIC PRIMARY SCHOOL





# SCHOOL HANDBOOK

## FROM THE PRINCIPAL

Welcome to St. Columba's Catholic Primary School.

St. Columba's Catholic Primary School is a co-educational school comprising of Three-Year-Old Program, Kindergarten, Pre-Primary and Years 1 to 6.

It serves the Parish communities of St. Columba in South Perth, Como and Kensington, and Holy Family in Como.

St. Columba's School has developed a strong sense of community between the school, parishes and families. Parents and carers actively work with the school and the staff to provide our children with an education that caters for the spiritual, academic, physical and mental wellbeing of our students. There is a strong sense of inclusivity, as a number of our students who have disabilities participate at all levels in our school life. It has a proud tradition of providing a challenging, diverse and enjoyable education, which incorporates a love of learning in a Catholic environment.

Our caring staff show a genuine interest in each individual student's development, encouraging them to strive for personal excellence. The school culture is friendly, supportive and disciplined, with an emphasis on Charity and Peace.

We have outstanding facilities that foster excellence in primary education. A great deal of effort has gone into creating attractive, well maintained grounds with a green area of sensory plants and fruit trees, vegetable gardens, paved courtyards and landscaped playing fields.

Allen McMahon

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## CATHOLIC SCHOOL ETHOS

The Catholic School is a community of faith whose values, policies and daily practices support the belief that each person is made in God's image and therefore possesses the dignity and ability to reflect God.

The Catholic School seeks to promote the formation of the whole human person: spiritual, physical, emotional, intellectual and vocational. It seeks to educate in a way that frees the person from within, developing conscience and responsibility and enabling the person to effect an ever increasing integration of faith life and life and culture.

The Catholic School provides a community context and aims to develop values that reflect a faith relationship with Christ.

## HISTORY

In 1908 the Sisters of Mercy were asked to establish a school in South Perth, on land purchased by Bishop Gibney. The Sisters travelled to and from their convent in Victoria Park by horse and buggy each day and continued to provide an education to the local children until 1915.

In 1915 the Sisters of St. Joseph of the Sacred Heart took over the running of the 'church school', after they had established themselves in a convent in the former residence of the architect, Mr Dennehy, in York Street, South Perth. The 'church school' was now called Mount St. Joseph's and had an enrolment of 66 students.

In 1919 two additional wings were added to the original 'church school' and, on completion, were used as classrooms. This left the hall as a Kindergarten during the week and a Mass centre on Sundays.

In 1936 St. Columba Church was built and in 1938 the name of the school was changed to St. Columba's School. In January 1948, the foundations of a new school were laid, but the buildings were not completed until 1949 because of the post war shortages of building materials.

The new buildings comprised of three classrooms, a rest room for the Sisters and a cloakroom. The new school buildings were finally opened and blessed by the Archbishop of Perth, the Reverend Prendiville, on Sunday, 6 February 1949 and were soon filled to capacity. The school remained under the administration of the Sisters of St. Joseph of the Sacred Heart for seven decades. The first lay Principal was appointed in 1986.

In 2008 St. Columba's Primary School celebrated one hundred years of Catholic education. The Centenary Oval was developed to commemorate the school's one hundredth year of founding, which saw the final completion of the school and Parish land.

In 2010 a new library was built in the centre of the school grounds. The top oval was also developed to include a basketball court, markings for team games and new play equipment for the children.

2010 also marked the inclusion of St. Mary of the Cross (founder of the Sisters of St. Joseph of the Sacred Heart) to the Canon of Saints. We continue to remember the dedication of the founders of our present school. We praise and thank God for giving us these wonderful people who have contributed to the formation of our school.

## OUR SCHOOL PRAYER

Father, I offer you all my thoughts and all my words.  
All that I do, all that I enjoy, and all that I suffer today.  
I pray that I may serve you faithfully, and do your will in all things.  
For the love of you, and the love of my brothers and sisters,  
Through Christ our Lord.

AMEN

## SCHOOL VISION

St Columba's fosters a nurturing and supportive Catholic community. It empowers students to harness their full potential to become caring, confident and connected members of society. In the spirit of our history with the Sisters of Mercy, the Sisters of St Joseph and St Mary of the Cross, MacKillop, may our students live with courage, trust and openness.

## SCHOOL GOALS

In line with its strategic plan St. Columba's endeavours:

- To lead children to know and love Jesus so that they may follow his example in their own lives.
- To provide a loving and caring environment in which children can develop to their full potential spiritually, academically, physically, socially and emotionally.
- To affirm, respect and develop the individuality and God-given gifts of each child, staff member and school community member.

- To provide a sense of security and hope through encouragement of self and sound relationships with others and with God.
- To develop an informed awareness of Church teachings and prepare students for their life in a rapidly changing society.
- To develop the parents' role in their child's education.
- To develop a staff community in which each member is encouraged to grow and develop in Faith for the benefit of themselves, the whole staff, the children and the wider school community.

## SCHOOL TIMETABLE

Pre-Kindy Programme	8:50am to 2:50pm	Tuesday and / or Friday
Kindergarten Days	8.50am to 3.00pm	Group 1 - Monday, Wednesday and Thursday
		Group 2 – Tuesday, Wednesday and Friday
Pre-Primary to Year 6	8.50am to 3.05pm	Monday to Friday

Morning Recess	10.55am to 11.05am
Lunch	1.10pm to 1.50pm

The school cannot accept responsibility for children who arrive before 8.30am or have not been collected by 3.30pm. For supervisory and legal reasons, it is essential that children are not on the grounds outside of these times.

Students waiting to be collected are to be seated in the undercover area until 3.30pm.

All students not collected by 3.30pm will be taken to the front office. Parents must then collect them from this point.

The only exception to this is when students are participating in an approved supervised activity e.g. school choir, netball, tennis and Out of School Care.

ICT/Play equipment is only to be used within school hours i.e. 8.50am to 3.05pm.

## PARISH INFORMATION

Parish Priest	Monsignor O'Loughlin
Church	St. Columba's Church
Mass	6:00pm Saturday
	7:30am Sunday



	9:30am Sunday
Parish Office	9367 3950

I am pleased to have this opportunity to greet you all. Welcome to St. Columba's!

We are fortunate to have on the corner of Forrest and York Streets the original church school building. This red brick building speaks to us over the last hundred years of the relationship between Parish and School. St. Columba's School exists to impart socialisation and know-how to your child in a very caring, supportive environment. A Catholic School exists to impart the complementary value of know-why. Why did God make me? To what purpose? What is God asking of me now? To your child, the Catholic school is saying you belong to the wider family of the Church.

One of the visual aspects of our partnership between school and Parish is the beautiful church of St. Columba, a thing of beauty, inviting all who come to lift up minds and hearts to God. As Christians, we can be thankful that our God has made himself known in his Son, Jesus. In Baptism, Jesus calls us into his Church, the gathering of God's people and makes us members of his spiritual body. Jesus died to save us from sin, but he left us a great gift, the Eucharist, which nourishes us. Jesus was raised from the dead to give us new life, God's life, and he sends us his Spirit, so that we can live his life to the full.

Monsignor Brian O'Loughlin

## SCHOOL BOARD

The School Board meets monthly. Each year the Annual General Meeting of the school community is held in November. At this meeting a report on Board activities and the election of members for the following year will take place. The Principal and Parish Priest are ex-officio members of the Board.

## PARENTS AND FRIENDS ASSOCIATION (P&F)

Much of the development of our teaching resources has been the direct result of the generous endeavours of the executive and members of our Parents and Friends Association. All parents are members of the P&F Association and are encouraged to take part in all social and fundraising functions.

The P&F Association meets each month. Time and dates of meetings are published at the commencement of each year.

Parent representatives from each room help to bring the school community together and provide a valuable network to welcome new families.

## SCHOOL BUILDING FUND DONATION

Parents contribute to the school's maintenance and development through a building levy included in school fees. In addition to this, the school also has a Building Fund to which voluntary donations can be made. These contributions are always welcome and are fully tax deductible.

## SCHOOL FEES

- Each year in November the Catholic Education Office sets the annual fees for the following year.
- In February an account is issued showing the total fees for the year.
- Fee Payment is via direct debit.
- The fee consists of a tuition charge, school building fund donation, amenities, technology, cultural and sports contributions and a voluntary P&F levy.
- Parents are also expected to purchase stationery and books as determined by each class teacher.
- School fees are charged per student, with discounts on the tuition fee for second and subsequent children attending the school.
- A discount for prompt payment of annual fees is offered. Direct Debit payments can be made, provided fees are paid in full by the end of September.
- A fee reduction is available for Health Care Card Holders.
- Any family experiencing difficulty or unable to pay fees is requested to make an appointment to see the Principal to discuss the matter.
- Parents are obliged to give a full term's notice in writing of their intention to remove a child from the school, otherwise a full term's fees may be charged.

## INSURANCE

The Catholic Education Office and Catholic Church Insurances Ltd have developed the School Care Children's Accident insurance programme.

St. Columba's offers the 'School's Activities Only' policy to all children who attend the school. Further information is available from the school office.

## ENROLMENT POLICY

Purpose of the Catholic School:

In seeking enrolment for their child/children, parents must understand the mission of the Catholic school within the context of the fully developed person of Faith - one who responds to God. Therefore, all parents must understand that the Catholic School's principle orientation is religious and its essential task is to provide an environment for the integration of Christian faith within culture and life. Parents who are not willing to support their children in the development of Faith by their own example, should seriously question their motives for enrolling their children at St. Columba's.

It is therefore expected that all parents be totally prepared to support the school in its endeavour to strengthen and deepen the faith commitment of each child and realise the importance of this to their child's total development.

## ENROLMENT GUIDELINES

After initial contact with the school, parents are required to complete an 'Application for Enrolment' form and submit it together with a copy of the Birth and Baptism Certificates. A completed 'Parish Priest Reference' form also needs to be submitted. However, an application for enrolment does not guarantee placement in a class at St. Columba's.

After the 'Application for Enrolment' form has been received by the school, an interview with the Principal will be required.

The School's enrolment policy gives preference in the following order:

- Catholic students from the Parishes of St. Columba's and Holy Family with a reference from the Parish Priest.
- Catholic students from outside the Parish with a reference from the Parish Priest.
- Other Catholic Students.
- Siblings of non-Catholic students.
- Non-Catholic students from other Christian denominations.
- Other Non-Catholic students.

The Principal may depart from the guidelines when he/she believes the interests of the child or family, or other unusual circumstances, require a different arrangement.

Enrolment in a Catholic school shall only be offered where the school has age-appropriate accommodation and the requisite resources to respond to any specific

needs of the student. (Please note we have a policy of enrolling children in age appropriate year levels as per Government regulations).

Enrolment in a Catholic school does not guarantee enrolment in any other Catholic school. All students are required to participate in the School's Religious Education Programme. Enrolment forms are to be completed and returned to:

The Principal

St. Columba's Catholic Primary School

PO Box 8307

South Perth WA 6951

Email: [admin@stcolumbassp.wa.edu.au](mailto:admin@stcolumbassp.wa.edu.au)

Parent interviews by the Principal will be arranged at a time that is mutually convenient. This is generally on the enrolment of your child.

## LEARNING AREAS

St. Columba's School offers a Catholic education, teaching Christian values and perspective. We aim to integrate faith and life in all areas of the curriculum. The Religious Education programme includes preparation for the Sacraments of Reconciliation, Eucharist and Confirmation.

At St. Columba's, learning is facilitated through a developmental approach that emphasises cooperative learning, inquiry and the use of technology. We provide a relevant, comprehensive and varied curriculum to suit a wide range of student needs, interests and abilities.

## RELIGIOUS EDUCATION

Religious Education is a vital part of the curriculum of St Columba's. Religious Education lessons are conducted daily in each class. Wherever possible, the ideals of our faith are integrated into other subject areas. The program enables children to participate in class and school Masses, Prayer Services, Reconciliation and Sacramental Programs.

Parents are encouraged to participate in the above celebrations.

Catholic children in Year 3 will be prepared for Reconciliation. Catholic children in Year 4 will be prepared for the Sacrament of Eucharist and Catholic children in Year 6 will be prepared for the Sacrament of Confirmation.

Parents are an important part of these preparations and are required to attend all meetings provided by the school and Parish. The purpose of these meetings is to assist parents in further developing their personal faith and enable them to prepare their child for the Sacrament within the context of family.

## **ENGLISH**

The West Australian Curriculum underpins the English programme. English is seen as holistic; each mode of English – writing and creating, reading and viewing, listening and speaking - supports and enhances overall language development in all subject areas. English learning takes place through interaction in meaningful events.

## **MATHEMATICS**

In Mathematics, students learn to use ideas about number and algebra, measurement and geometry and statistics and probability. Mathematics assists learning across the curriculum. Students manipulate concrete materials in order to develop understandings. Stepping Stones Maths is used to provide continuity across classes.

## **SCIENCE**

In the Science programme students learn to investigate, understand and describe the physical, biological and technological world. A science programme called 'Primary Connections' has been introduced into the school. This programme provides for a hands-on and literacy approach to science learning.

## **HUMANITIES AND SOCIAL SCIENCES**

The Humanities and Social Sciences subjects provide students with the knowledge and skills they need to develop a broad understanding of the world in which we live and how people can participate as active and informed citizens in the 21st century. Humanities and Social Sciences has a historical and contemporary focus, from personal to global contexts, and considers opportunities and challenges for the future. By studying Humanities and Social Sciences, students will develop the ability to question; think critically; make decisions based on evidence; devise proposals for actions; and communicate effectively.

## **HEALTH AND PHYSICAL EDUCATION**

The Health and Physical education learning area focuses on the physical, mental, emotional and social development of the student. A range of sporting opportunities and programmes are offered. All students are involved in an athletics carnival, and students in Years 3 to 6 participate in a swimming carnival. Selected students participate in Interschool carnivals.

## **THE ARTS**

The Arts curriculum includes dance, drama, media, music and visual arts which may be integrated across other curriculum areas. The Arts are a vital part of our communication and so we provide the students with many opportunities to express themselves and to have their work appreciated both within and outside our school community.

## **TECHNOLOGIES**

In an increasingly technological and complex world, it is important for our students to develop knowledge and skills to analyse and creatively respond to design and digital challenges. The Technologies curriculum provides students with authentic challenges that foster confidence, persistence, innovation, creativity and co-operation. Technologies helps students to be capable of actively and ethically communicating and collaborating.

## **EXTRA-CURRICULAR ACTIVITIES**

To enhance and consolidate learning, students participate in camps, excursions and incursions.

## **LIBRARY**

Our well resourced school Library operates in order to provide for the literacy needs of students. All students require a library bag before they are allowed to borrow a book. They are given the opportunity to borrow books on a weekly basis. The library is also open some lunchtimes.

## **TECHNOLOGY**

In keeping with the ongoing developments in technology the School has made a significant financial investment in the provision of 'state of the art' equipment. The school provides student technology from Kindy through to Year 3. There is a 1:1 parent

supplied iPad programme from Year 4 to 6. Our staff deliver a highly effective Technologies program in the school.

We use the system wide Microsoft 365. Each student is issued with their own logon username and password to enable them to access the web and the school portal. Students are also given a Catholic Education Western Australia (CEWA) email address. All email is filtered and any students found to be abusing their internet privileges are removed from the system for a period of time.

To ensure that our students understand their responsibility to use the technology available to them appropriately, we have introduced written agreements between the parents, students and the school. These agreements are circulated to parents at the commencement of each year.

## **SUPPORT AND ENRICHMENT**

St. Columba's has a number of Early Intervention Programmes that improve student learning. During Kindergarten the students will be screened by an Occupational and Speech Pathologist. St. Columba's School has a dedicated teacher in the Intervention and Support role. It is their role, in consultation with classroom teachers to identify the students from Year 1 to 6 who will need extra support with Literacy and Numeracy. That person will withdraw students from classes and have students work in a 1-1 situation or in a small group. They may also co teach alongside a classroom teacher if it is considered a better alternative to withdrawing a student or students.

## **ASSESSMENT AND REPORTING**

Children are continually assessed and evaluated in all subject areas. Ongoing assessment assists teachers' planning and programming and specifies any necessary remediation. Standardised Tests in Reading, Spelling and Mathematics are given annually.

Throughout a learning unit, a student may be assessed via one or more of these methods, depending on the type of skill, knowledge or attitude being evaluated.

- observation
- teacher prepared oral or written tests
- criterion reference test
- work samples
- individual / group presentation

- self-evaluation by student
- anecdotal observations by teacher
- profiling

## FORMAL REPORT

A formal report is issued at the end of Term 2 and at the end of Term 4. The Term 4 report includes the teacher's evaluation of the child's achievements and development over the whole year. A report is designed to confirm the information that may have been relayed to parents through parent/teacher meetings and teacher/pupil discussions and ensures the school meets its obligations with Federal Government Regulations. Reports are accessed by parents online. A username and password will be emailed.

## PARENT INTERVIEWS

There are formal opportunities for parent / teacher discussions on student progress in Term 1. The exchange of information in these discussions allows the school and home to confer and to determine, "How is the student progressing?", "How can they improve?" so that individual student goals can be continually adjusted.

## TEST BOOKS

Test Books are sent home twice a term with each student from Year 1 to Year 6, for parents to review with their child.

## HOMEWORK

All teachers are free to use homework as a valuable tool in training children to complete set work independently. However, there are many ways in which you can help.

Homework suggestions:

- Help schedule a time to do homework, showing that it is an important priority and that you value its worth.
- If possible, provide a conducive atmosphere in which to work.
- Help set up an area where there is good lighting, and material to work with (pencils, ruler, dictionary).
- Let your child work on their own, but let them know you are available for help and to discuss homework requirements.



- Be aware that there is a difference between being a resource and consultant and hovering over a child with constant advice.
- Be available to check work if needed and to check whether the assignment has been completed.
- If possible, help your child see how this particular assignment or skill relates to everyday life and life skills.
- Remember, nothing can help like a hug, smile and a word of approval. Be encouraging and supportive. Your attitudes are contagious.

If you find your child is unable to cope with the amount of homework set, do not hesitate to speak with the teacher concerned.

Parents are asked to sign homework diaries where requested.

## **MUSIC PROGRAMME**

The school has a music programme which includes ensemble groups and school choirs. This is facilitated by the specialist music teacher. The school choirs perform at a variety of school and community events.

Private music instrumental tuition is available for students from Years 4 to 6. Fees are paid and arrangements made directly with these tutors.

## **TENNIS LESSONS**

Tennis lessons are provided by Marshall's Tennis Academy and fees should be paid directly to the instructor. Tennis lessons are available for all students Year 3 and upwards. There will be one 45 minute lesson a week over an eight week period. Please note, lessons are held at lunchtime.

## **NETBALL**

Students from Years 3 to 6 have the opportunity to participate in a netball team, which competes in an after school competition during the winter season. This requires parent support and involvement.

## **MOBILE PHONES**

Children bringing mobile phones to school are required to leave them in their school bag during school hours. Phones need to be labeled with student's name and Year group. iPods, MP3 players and other similar devices are not permitted at school.

## HOUSE ORGANISATION

All children in the school are placed into one of three factions. Children of the same family are placed together in the same faction.

The factions have been named after figures significant to the life of the school.

McMahon House (Red) is named after Monsignor John McMahon, Priest of St. Columba's for many years.

MacKillop House (Gold) commemorates the role the Sisters of St. Joseph of the Sacred Heart have played in our school.

Casey House (Green) acknowledges the 32 year commitment to the school of past Parish Priest, Father Michael Casey.

## SCHOOL DISCIPLINE / BULLYING POLICY

Please see the school website for policies.

## PRINCIPLES

At St Columba's School:

- All children have the right to learn, work and play in a friendly, safe and helpful school.
- Each child is to be respected as an individual and made to feel valued.
- By working together through a school wide approach to discipline/bullying we can increase the probability that students will learn responsibility and respect from one another.
- We share our Christian values in the way we relate with others.

## SELF-DISCIPLINE

Children will be encouraged to develop self-discipline. They will be asked to realise they have responsibilities and they should be aware of their rights and the rights of others.

Self-discipline will be promoted by:

- The development of self-esteem.
- The administration of observable justice and by reconciliation.

- Children need guidance directed to their age and level of ability to develop self-control and the capacity for cooperation.

## **PROCEDURES**

We are committed to a partnership with the home, therefore contact will be made with the home when a child's behaviour is seriously inappropriate. Every effort is made to focus on positive responses to the rules and to celebrate such behaviour in a variety of ways.

In the case of inappropriate behaviour, students are asked to reflect on what they have done and what will be expected in the future. A warning would usually be issued first. Where possible the student is asked to fix or make-up for any damage or hurt that has been caused as a result of their actions. Attempts are made to have clear and logical consequences for misbehaviour. Where necessary individual contracts will be formulated.

The general school rules are displayed in the classroom. Individual class discipline policies are explained to families at the beginning of the year during the parent/teacher nights.

The key emphasis in the playground is a duty of care that supports student behaviour in ways that enhance safety, enjoyment, health and fair treatment.

In all instances staff endeavour to be consistent in identifying students behaving inappropriately and will insist on the correct behaviour.

## **PUPIL FREE DAYS**

Pupil free days are allocated for staff development each year. Two are always taken prior to school commencing in Term 1 and the others are organised with the assistance of staff from the Catholic Education Office to best suit the needs of the school and staff. Parents will be notified of the dates for pupil free days well in advance.

## **PERMISSION SLIPS**

The school requires parental permission for various activities such as:

- Internet use
- Photographing of students
- Excursions

- Any other off site school activities

## **STUDENT ABSENCES**

The school office must be advised before 9am each day your child/ren is absent.

Whenever a student is absent, a written confirmation from the parent must be presented to the teacher on the day of return to school. An email is also acceptable. A phone call to the office is not sufficient.

Students arriving late for school or leaving early from the school grounds, must be signed in or out at the school office. The classroom teacher must also be informed.

Families of students absent for an extended period e.g. holidays must notify the Principal in writing.

## **SCHOOL OFFICE**

The school office is open each day (Monday to Friday) between the hours of 8:30am and 3:30pm. It is essential that for communication purposes, the school has up-to-date information and a definite emergency contact number. Parents are asked to notify the school regarding change of address, phone numbers, emergency number etc.

## **COMMUNICATION**

### **PARENT INFORMATION MEETINGS**

Parent information meetings are conducted at the beginning of each year by the classroom teacher. These meetings provide detailed information about the yearly programme and expectations of each class. It is recommended that each family is represented at the meetings relevant to their child/children.

### **CONTACT WITH THE TEACHER**

Teachers welcome parents to make appointments at a mutually convenient time to discuss their child's progress at any stage in the year.

### **CONTACT WITH THE PRINCIPAL**

Parents are encouraged to contact the Principal on any matter of concern. However, if you wish to discuss any aspect of your child's progress, please speak with the classroom teacher before contacting the Principal. Appointments will be necessary.

## ASSEMBLIES

- Class based assemblies are held on Friday mornings according to the school calendar.
- Additional special assemblies e.g. Performing Arts, are held from time to time.

## SCHOOL WEBSITE

For all information on the School, including latest School news, current events, policies etc. please visit the School Website [www.stcolumbassp.wa.edu.au](http://www.stcolumbassp.wa.edu.au)

## SCHOOL NEWSLETTER

A school newsletter is issued on THURSDAY of every week. This is the major means of communication to parents. The newsletter is sent electronically to your nominated email address.

The newsletter will contain information from other members of the school community. It is used by the School Board, Parents & Friends Association, and Canteen to communicate with parents. It is essential that parents read the newsletter to be informed of what is happening at school.

Additional notices and emails may be issued at other times.

## SCHOOL NOTICEBOARD

The School noticeboard will display information of relevance to students and parents. Parents are welcome to use the noticeboard to promote events of interest to parents or children. Each notice however, needs to be approved by the Principal before being displayed.

## TERM CALENDAR

A term calendar is sent out at the beginning of each school term.

This calendar highlights any important events, including assemblies, Masses, liturgies and excursions scheduled for the term. The term calendar can also be found on our website. Please check the weekly newsletter and website regularly for any amendments.

## SEE-SAW

Is a digital portfolio that gives families an immediate and personalised window into their child's school day and makes communication with teachers seamless.

## HEALTH

### MEDICAL

On enrolment at St. Columba's School parents are requested to provide information on any known medical condition which may affect their child at school, e.g. asthma, diabetes, epilepsy, heart conditions, physical disabilities etc.

St. Columba's is a SunSmart School and operates under these guidelines.

Each year parents are asked to review and/or update this medical information and as a matter of course inform the class teacher of any changes to such information should the need arise.

### ADMINISTRATION OF MEDICATION

Parents are requested to administer any medications required by their child/children before or after school. Where medication needs to be given during a school day, parents are asked to keep their child at home or come to the school and administer the medication personally.

In circumstances where neither of these options is possible, the class teacher may administer the medication. However, this will only be done if a school medication request form is completed. Alternatively, a signed formal letter of permission stating the name of the medication, the amount to be administered and the time the medication is to be administered should accompany the child. The teachers, along with the administration team, reserve the right to refuse to administer medication where they agree it is beyond their expertise or duty of care.

### ACCIDENTS

Should your child be involved in an accident at school which warrants medical attention, parents or the nominated emergency contact person will be contacted at home or work. In the event that immediate attention is required, a staff member will access the

appropriate medical support and have the parent or guardian contacted as soon as possible.

It is school policy that a parent/guardian is contacted if children receive a knock to the head, even if no apparent injury has been sustained.

## ILLNESS AT SCHOOL

- Families are asked **not to** send their children to school if ill.
- The procedures to be followed by teachers for contacting parents in case of children's illnesses are noted on enrolment cards. Parents are requested to collect their child promptly if notified.
- Parents must supply full written instructions for treatment of children with chronic conditions and significant allergies.
- Parents must advise the office and class teacher in writing if children are taking any medicines.
- Parents are required to keep the above information current and must provide an update whenever there is any change.
- Teachers can take no responsibility for the administering of medicine at school.

## ALLERGIES

- Any relevant information regarding allergies or conditions should be directed to the school office.
- St. Columba's is an 'Allergy and Anaphylactic Aware School' and parents are encouraged NOT to send food products containing nuts with their children to school.

To view the School Policy please access the school website.

## CONTAGIOUS DISEASES

- In the interest of the health of all children, there are some diseases which require affected children are excluded from school.
- It is not necessary for contacts (e.g. brothers, sisters, playmates, etc) to be excluded from school unless they show signs of the disease.
- Any doubt should be referred to the School Principal.
- As a simple rule, if your child is unwell the best place for them is to be at home with and not at school.

Common diseases or conditions which require exclusion from classes are as follows:

- Chicken Pox
- Conjunctivitis
- Gastroenteritis
- Hand, foot and mouth
- Head lice
- Impetigo
- Measles
- Mumps
- Parvo virus
- Pertussis (whooping cough)
- Ringworm
- Rubella (German Measles)
- Scabies

Conscientious objectors to the Immunisation Programme are required by law to withdraw their children from school should there be an outbreak of a disease as specified by the Health Department.

## **SCHOOL NURSE**

A School Health Services nurse visits the school throughout the year. Health checks are given to the children on request.

## **DENTAL CLINIC**

Children have the opportunity to access free dental service at Mt Henry Dental Therapy Centre. It is a parent's responsibility to transport their child to the appointment.

## **SOCIAL WORKER**

The Social Worker visits the school one day per week, currently Monday.

This role involves:

- Working with classes and teachers in specific programmes.
- Providing individual sessions for students. Referral is generally by the Teacher or School with parental permission.



## SCHOOL PSYCHOLOGIST

A School Psychologist is available to assist students, teachers, parents and the school community with a range of educational and psychological problems. The Non-Government Schools Psychology service is managed by the Catholic Education Office on behalf of all Non-Government Schools. Referrals are via the School.

## SCHOOL UNIFORM

The school uniform is compulsory. All items other than shoes are available through the school uniform shop. The school uniform shop is outsourced to Nell Gray in Willetton. Families are able to visit their shop or order online. Their phone number is 1300 640 446 and the website is [www.nellgray.com.au](http://www.nellgray.com.au)

Given that a 'no hat, no play' policy is implemented, a school hat is compulsory for all outdoor activities.

## PRE-KINDY

Bottle green shirt (optional)

## KINDY

- New school sports shirt with faction identification
- New school hat with faction identification
- You will be notified of your child's faction early in Term 4

## PRE-PRIMARY TO YEAR 2

Sports uniform every day:

- New school sports shirt with faction identification
- New unisex microfibre sports shorts
- New school tracksuit top and bottom
- New school hat with faction identification
- Sports shoes
- White ankle socks (not necessarily purchased from Nell Gray)

## **YEARS 3 TO 6 GIRLS - FORMAL UNIFORM**

One uniform all year:

- Green and white check school dress (old style without pocket remains acceptable)

OR

- White shirt with grey school shorts or grey winter trousers

Shoes, socks and tights:

- White ankle socks (not necessarily purchased from Nell Gray)
- Black tights in winter are acceptable, but must not be worn with socks (it's one or the other)
- Black school shoes

Summer Terms 1 and 4: brown sandals are permitted instead of black school shoes

Cooler days:

- New school tracksuit top with all uniform
- Green school jumpers (while stocks last)

## **YEARS 3 TO 6 BOYS - FORMAL UNIFORM**

One uniform all year:

- Grey short sleeved shirt with school crest
- Grey school shorts
- Grey winter trousers (optional in Terms 2 and 3)

Shoes and socks:

- Short grey school sock with green bands
- Black school shoes

Summer Terms 1 and 4: brown sandals are permitted instead of black school shoes

Cooler days:

- New school tracksuit top with all uniform
- Green school jumpers (while stocks last)

### YEARS 3 TO 6 - GIRLS AND BOYS' SPORTS UNIFORM

- New school sports shirt with faction identification
- New unisex microfibre sports shorts
- New school tracksuit top and bottom
- New school hat with faction identification
- Sports shoes
- White ankle socks (not necessarily purchased from Nell Gray)

On average, sports uniform is only worn one day a week on your child's sport day.

### DRESS CODE

Hairstyles for both boys and girls should be neat and tidy and reflect accepted standards. Girls with shoulder length hair must have it tied back with a thin black, green or white ribbon. Thin white ribbons are acceptable when wearing the sports uniform.

Boys' hair length should not be longer than the shirt collar or shorter than a Number 3. The Principal reserves the right to decide the acceptability of hairstyles.

Hair dye (tints, tips and steaks etc) and nail polish are no acceptable.

Jewellery, a holy medallion may be worn but should not be visible. Earrings (studs or small sleepers and one in each ear) are acceptable. Watches may be worn at the owner's risk.

No black sneakers to be worn as a substitute for black school shoes.

Only black scarves and gloves may be worn in winter.

If a problem prevents a child wearing the full school uniform, parents must write a note of explanation to the class teacher.

Parents will be contacted if incorrect uniform is consistently worn and/or inappropriate markings (tattoos etc) are displayed.

The Principal reserves the right to determine the suitability of an individual's grooming.

## **LOST PROPERTY**

There is a lost property container in the undercover area, outside of the canteen. Items may be claimed by parents or children by checking this lost property container.

We will endeavour to ensure that labelled items are returned to owners.

At the end of each term, unclaimed, unnamed lost property will be donated to the uniform shop or the St Vincent de Paul Society – whichever is the most appropriate.

## **SUN PROTECTION POLICY**

The School has adopted SunSmart practices and encourages students, staff and parents to be 'sun aware'.

Remember to: SLIP on clothing, SLOP on sunscreen, SLAP on a hat, SEEK shade and SLIDE on sunnies!

## **CHILDREN'S BELONGINGS**

Please make sure all articles of clothing, books, bags, lunch boxes and all equipment owned by your child is labelled so that losses may be avoided and owners easily found.

Valuables and large sums of money are best left at home. Toys are to be brought to school other than on special occasions.

We ask that parents check glue, pencils, stationery etc every term to ensure all articles are replenished for the commencement of each term.

## **CANTEEN**

The school operates an onsite canteen. This is open three days a week, currently Wednesday, Thursday and Friday, for students to order lunches and purchase recess. Orders may be placed online at [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au) or in person at the canteen by 9:00am on each day. Children need to bring their lunch to school on any day they do not wish to purchase for the canteen.

Canteen operation requires parent volunteers to assist the Canteen Manager.

## **STUDENT BANKING**

Our school participates in the School Banking Program offered by the Commonwealth Bank (CBA). It helps children develop good saving habits and gives them the confidence

and independence to make sound financial decisions. With hands-on learning experiences, we can help children grow into financially educated adults, one of the curriculum outcomes of our education system. If you're keen for your child to be involved in the Rewards Program, please contact the School Banking Co-ordinator.

Student banking currently is held every Thursday morning in the school library from 8.15am to 8.50am.

## GETTING TO AND FROM SCHOOL

### PARKING

The following parking information is provided to ensure the safety of students.

Please note the 40km speed limit within the area and the 'no standing' signs.

Parents are requested to park their vehicles in York and Alexandra Streets where designated parking bays exist. Please be courteous of the neighbours when parking and be careful not to obstruct driveways and footpaths. The Council regularly patrols the parking around the school.

Please do not park in Forrest Street, as the narrow street creates poor visibility of south bound traffic and congestion at 3:05pm.

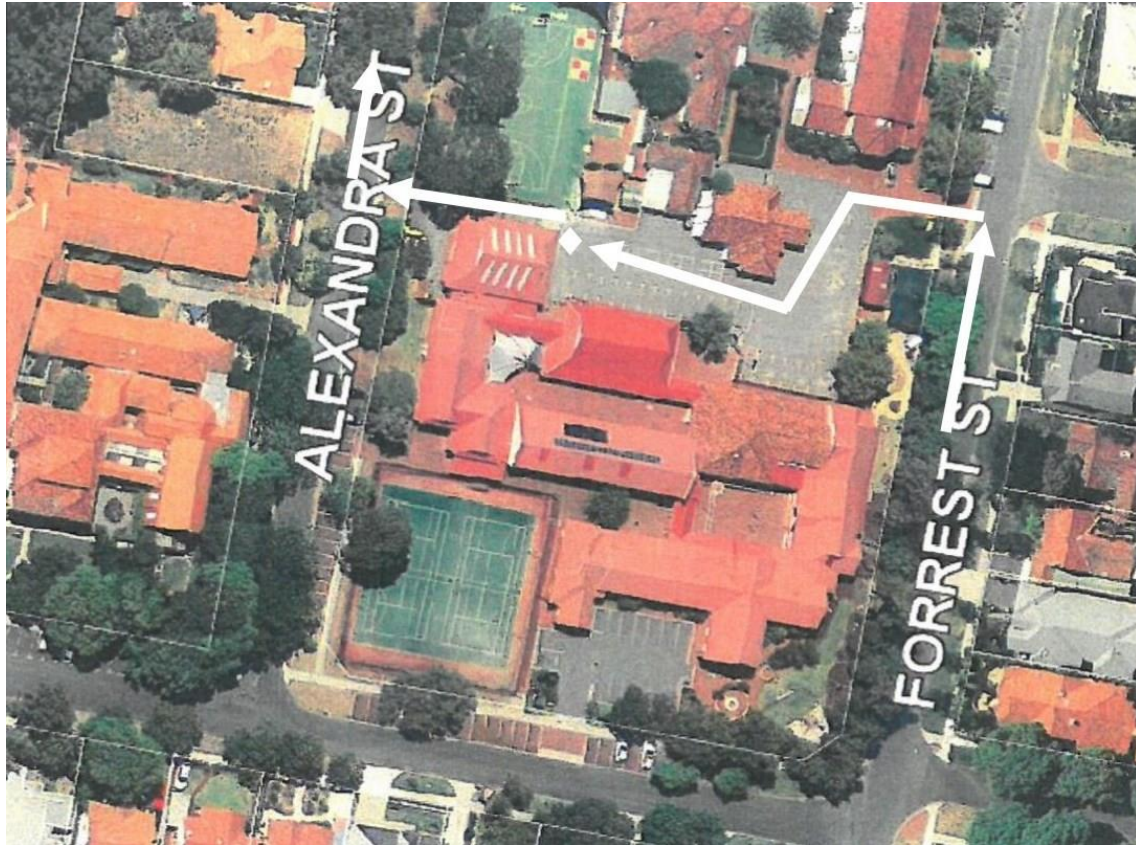
A 'Kiss and Drive' is in operation at the school for students from Kindergarten to Year 6.

Please do not park in the 'Visitor's Car Bay' or Staff car parking area. Parents are not to park in the Parish Carpark at any time.

'Kiss and Drive' Rules and Map:

- 'Kiss and Drive' times are 8:30am to 8:50am and 3:05pm to 3:30pm
- The entry to 'Kiss and Drive' is by LEFT turn only from Forrest Street.
- Cars exiting 'Kiss and Drive', exit RIGHT only onto Alexandra Drive.
- Parents are to remain in vehicles at all times. Staff will open doors if necessary.
- Mobiles may not be used in 'Kiss and Drive'.
- Students are to exit the vehicle on the left-hand side
- Student bags are to be placed in the vehicle and not in the boot. This will prevent children from having to pass between two vehicles.
- Driving speed through 'Kiss and Drive' is at walking pace.

- Please ensure that you stop your vehicle at a safe distance from the car in front of you.
- At Pick Up, only parents with children in Kindergarten or Pre-Primary and with no siblings in other grades, may enter 'Kiss and Drive' before 3:05pm.



## OUT OF SCHOOL CARE

Parents who require out of school care for their children may consider:

Camp Australia (conducted on school premises)

Phone: 1300 105 343 or via the School Website.

## HELPFUL HINTS FOR PARENTS

- See that all belongings are clearly labelled.
- Buy a school bag from the uniform shop as a small one may be inadequate for the amount of work taken home.
- Do not linger around the classroom when leaving children in the morning. Let children carry their own belongings each day and encourage them to walk by themselves from the front of the school. This fosters in them a sense of independence.
- Always send money in a sealed, labelled envelope. Name, year and teacher are essential.
- If you have any questions or queries, ask the class teacher.
- Provide your child with a Library bag (Pre-Primary to Year 6) and two family size boxes of tissues (Kindergarten to Year 6).
- Remember that your child is special and unique and will progress at their own pace. Please do not compare them with others.
- Try not to make too much fuss about actually starting school, particularly with those children who are first in the family. The children naturally get excited and sometimes after the 'big build up' they suffer an anti-climax reaction.
- As agreed at the time of enrolment, the wearing of correct school uniform is an important aspect of your child's education. Please ensure that your child has correct uniform at all times. If your child is out of uniform for any reason a note should be sent to the class teacher.
- Be well informed of events and requirements that affect your child. You can support these activities by being present and/or ensuring that your child has the required equipment.
- Have your child at school sufficiently early to prepare for the day in a leisurely manner. Classrooms are open for students to prepare for the day at 8:30am and teaching commences at 8:50am.