

PARENT handbook



ST COLUMBA'S PRIMARY

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GENERAL INFORMATION

St Columba's Primary
24 Glen Huntly rd, Elwood
03 9531 6560
www.stcolumbaprimary.org
office@scelwood.catholic.edu.au

SCHOOL HOURS

8.30 - 8.45	gate opens
8.45 - 9.00	morning prayer & meditation
9.00 - 11.00	class time
11.00 - 11.30	recess
11.30 - 1.30	class time
1.30 - 2.20	lunch
2.30 - 3.25	class time
3.25 - 3.40	gate open for pick up

Families are welcome to stay in the playground for a play. Once the gate closes, you can exit the school via the front door.

TERM DATES 2023

Tue 31 Jan - Thu 6 Apr
Wed 26 Apr - Fri 23 Jun
Mon 10 Jul - Fri 15 Sep
Mon 2 Oct - Fri 15 Dec

SCHOOL CLOSURE DAYS

Mon 24 Apr
Fri 11 Aug
Mon 6 Nov
Fri 1 Dec

In 2023 students return on Tuesday 31 January for Y1-6 and Thursday 2 Feb for Prep

EVENTS 2023

- Friday 3 Feb
Indigenous smoking ritual to open the new year
- Friday 10 Feb
Whole school Welcome Mass
- Friday 17 March
3-6 Mass
- Sunday 2 April
Elwood Children's Marqz at our school grounds
- Friday 12 May
Mother's Day Assembly
- Friday 9 June
St Columba's Feast Day Mass
- Friday 1 Sep
Father's Day Breakfast with the children
- 6-8 Sep
School Musical
- Sunday 15 Oct
Art Walk & Pizza
- Friday 3 Nov
Grandparent's Assembly & Book Fair
- Thursday 9 Nov
Y6 PYP Exhibition Night
- Friday 24 Nov
P-2 Mass
- Wednesday 6 Dec
Christmas Carols
- Thursday 14 Dec
Whole school End of Year Mass & Y6 graduation

ABSENCE FROM SCHOOL

Parents should notify the office (school office 9531 6560, email office@scelwood.catholic.edu.au or via the Operoo app) by 8:30am on the day of absence if your child is unwell or will not be attending school.

If your child will be away for an extended time e.g. family holiday, parents are to notify the principal (principal@scelwood.catholic.edu.au) and then contact the classroom teachers by email (teachers emails can be found under Parents on the school website). If not, it is unauthorised absence. Classroom teachers will provide work for the period of time the child is on holiday.

Early Departure if a student needs to leave school early for an appointment or other reason, a parent **MUST** sign their child out at the office.

ALLERGIES/ANAPHYLAXIS

Sharing of food is not allowed to help protect children who suffer from allergies. We ask that **NO NUTS** or nut products be brought to school.

Children with asthma and anaphylaxis must have a current asthma management plan or anaphylaxis management plan signed by their GP **each year**. This must be provided to the school. Asthma medication and Epipens are kept in the sick bay. You will be notified when medication is out of date.

ASSEMBLIES

Assemblies are held on Friday mornings at 9.00am in the hall. Parents/carers are welcome to attend assembly. On some occasions, the time for assemblies will change, you will be notified of these changes in the school newsletter.

ANDY'S BEFORE & AFTER CARE

Operating Hours

Before School Care Session:

Open: 7.00 am / Close: 8.45am

After School Care Session:

Open: 3.00pm / Close: 6.30pm

School Closure Days 7.00am to 6.30pm

Last Day Of School Term 1.30pm to 6.30pm

The BASC Program fees are charged on a per session basis (please note fees are subject to change):

Before School Care Session:

Permanent - \$13.00 / Casual - \$15.00

After School Care Session:

Permanent - \$23.00 / Casual - \$28.00

Early School Finish - \$28.00

Daycare - \$75.00

Contact: andyaftercare@gmail.com

Andy's Before and After School Care program is dedicated to providing a safe, happy and fun environment for all students at our school grounds.

The program is primarily driven by the children's interests, with ideas such as "Masterchef", arts & crafts, sports, gardening... and the list goes on.

The children are provided with a healthy breakfast and afternoon tea every day with a 'no nuts' policy. Options for other dietary requirements are also available if notified in advance.

Day care is also available on school closure days (dependent on minimum numbers).

BIRTHDAYS

Children may bring in something to share with their class to celebrate their birthday eg: jelly lollies (snakes etc) or icy poles. Please note due to allergies, cakes will not be shared with children for birthdays. If your child is having a party and only a few are invited, please ask the teacher to assist handing out invitations or post them individually so as to not cause disappointment in other friends.

CALENDAR

Key dates and events can be found in the school newsletter and on the website. (under news & events)

CAMPS, SPORTS & EXCURSION FUNDING

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend activities like: school camps or trips, swimming and school-organized sport programs, outdoor education programs, excursions and incursions.

To be eligible the claimant must:

- a) hold a current Centrelink Pensioner Concession or Health Care Benefit Card or a Veteran Affairs (TPI) Pensioner Card
- b) submit their application to the school by the due date.

Should you require further information please contact the office 95316560 or office@scelwood.catholic.edu.au

CLASSROOM HELPERS

We invite all parents to participate as a classroom helper/ volunteer in classrooms. Usually parents help with the Literacy and Numeracy program but can also assist in other classroom learning experiences.

We welcome parents with particular skills in the Arts, ICT, Science, STEM or any other area to volunteer their expertise and run workshops or experiences for our students.

All parents and other helpers who assist in any capacity at the school must have a Working with Children Card, or be a registered teacher with the Victorian Institute of Teaching and provide a copy to the school.

A Child Safety Code of Conduct form **must also be signed and returned** to the office. These forms are to be completed annually in accordance with the Child Safety Standards and can be found on our website.

CLASS LITURGIES AND MASS

Throughout the year, each class will hold a class liturgy. Classes will send an invitation inviting family members to join them. The Y3-6 Mass will be held in Term 1 on Friday morning. The P-2 Mass will be held in term 4 on a Friday morning.

COMMUNICATION WITH PARENTS

We make every effort to communicate with parents about the many events and activities of the school. This can be done via special messages or our newsletter all via Operoo. The school website also has information such as uniforms, news and events, lunch orders etc. www.stcolumbasprimary.org

You will need the following apps:

- | | |
|--------|---|
| Operoo | for all class messages, messages and updates from the school and newsletter, all medical and personal details, and excursion forms. |
| Seesaw | for classroom learning (digital portfolio). |

COMMUNICATION WITH TEACHERS

You can communicate with your class teacher, via email (all addresses can be found on the website, under 'Parents' and take the form of the class teachers initial and surname e.g dmaddalena@scelwood.catholic.edu.au), or see them before or after school or request a meeting time that suits you both.

DEMOCRATIC PRINCIPLES

The school supports and promotes the principles and practice of Australian democracy, including the commitment to:

- Elected Government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance

DISCIPLINE

As a school, we follow a discipline procedure that has restoration of relationships as the focus. All classroom rules and expectations are developed at the beginning of the year as a class and children learn behaviour expectations which are reinforced during our SEL lessons. The School Student Behaviour policy can be found on the website, under 'Parents'.

FEES

Each year the School Business Manager advises the Principal and School Board on the fees for the coming year. The School Advisory Council review and ratify the decision to go ahead.

For each student, there is an annual curriculum levy that covers all books, stationary, excursions, incursions and much more.

All fees and levies can be paid monthly by Direct Debit, annually or by other arrangement. Statements will be sent out at the beginning of each term.

Should you need to discuss your fees for any reason please arrange a time to meet with the Principal.
principal@scelwood.catholic.edu.au

FIRST AID AND MEDICATION

Staff are trained in First Aid and will attend to ill + injured children. Should your child attend sickbay you will be notified via Operoo. If you require staff to give your child medication you will need to complete the Medication Authorisation Form. This is found on the website www.stcolumbasprimary.org/macs-policies.html

HOMEWORK

It is an expectation that all students have some homework on four nights of the week, which is set by the classroom teacher.

- Prep – Daily reading of take-home books and high frequency words
- Year 1/2 – 20 minutes per night of reading, high frequency words and an assigned task for the week
- Year 3/4 – 20 minutes of reading including 5-10 minutes of reading aloud to encourage fluency and expression plus other assigned tasks to be completed over the week; in total approximately 45 minutes for the week
- Year 5/6 – 20 minutes of independent reading plus other assigned tasks to be completed over the week; in total approximately 60 minutes for the week

HOUSE TEAMS

Each student is a member of one of three houses – Phillip- BLUE, Elster- YELLOW, Ormond-RED. Siblings are all placed in the same house team. Each child is allocated to a house team on commencement of starting school. An Inter-house athletic competition and tabloids sports days for the whole school are held annually.

KISS N GO/ PARKING/ DROP OFF ZONES

St Columba's is a busy place, especially in the afternoon. To help the area directly in front of the gates flow smoothly a 'Kiss n Go' system is in place.

Parking **IS NOT** permitted directly outside the school between 8.30am and 9.00am & 3.30pm – 4.00pm this is a drop off/kiss n go zone.

If your child needs assistance getting into the playground/classroom and you need to assist them, please park your car. Good places to park include the side streets surrounding the school.

Please **DO NOT** leave your vehicle unattended or double park in the 'Kiss n Go' zone. To help make this area flow, move on quickly so others can also use it for its intended purpose.

When dropping off/ picking up children from BASC please park in the surrounding streets, not in the staff carpark.

LIBRARY

Students are encouraged to use the library regularly. Each week during library they will have the opportunity to borrow suitable 'good fit' books to take home as part of our literacy program. Each student needs a library bag.

LOST AND FOUND

Lost and found is located downstairs outside BASC. Items collected from the yard or that are left lying around will be placed in the tubs. Please ensure that your child's belongings are clearly labelled so they can be returned.

At the end of each term, uncollected items will be resold at the 2nd hand uniform shop or donated to charity.

LUNCH ORDERS

We offer lunch orders on Fridays only provided by the House of Bread in Tennyson Street, Elwood. In addition to your order, please clearly write the following on a paper bag:

Child's name

School name

Child's class

Payment amount

Allergies (if any)

Children will be instructed to place their order in the class lunch order basket.

The menu can be found on our website: www.stcolumbasprimary.org/parents

MOBILE PHONES AND APPLE WATCHES/ SMART WATCHES

If your child has a mobile phone the mobile phone must be handed into the office on arrival at school and can be collected at the end of the day. Should you need to contact your child during the day please call the office 95316560 and a message will be passed on. The same applies to Apple watches/ smart watches.

MUSIC TUITION- INSTRUMENTAL

Separate, individual music lessons are available through Creative Music. Lessons are conducted during school hours.

NAPLAN – NATIONAL ASSESSMENTS

Students in Years 3 and 5 undertake the National Literacy and Mathematics tests in March of each year online. A comprehensive report is sent home to each parent (in Term 3), which provides parents with further indication of how their students are progressing compared with children nationally.

NEW FAMILIES BUDDY PROGRAM

To support our new families to make the transition into the school community we have a Family Buddy Program. A Buddy Family is allocated to you to welcome you into the school community. They will introduce you to your Class Representatives, who are also representatives on our Parents and Friends Association (PFA). Your buddy family and Class Representatives are a contact point should you have questions about day to day concerns or queries. They will keep you informed of upcoming events within the school, family events, parent events and ensure you are receiving all communications.

NEWSLETTER

A newsletter is sent home via Operoo monthly and is posted on the school website.

OFFICE CONTACT DETAILS

To contact the office please call 95316560 or email office@scelwood.catholic.edu.au

The office is open from 8:00am-4PM, Monday – Friday

OPEN LEARNING MORNING

Throughout each term we will host open learning mornings or afternoons. On these days, you are invited to visit classrooms, meet teachers and actively participate in the learning experiences with your child. Each of the open learning days will have a specific focus either literacy or numeracy and will provide you with tips for helping at home.

OPEROO

Parents are required to update annually: contact details, emergency contact information, medical conditions and excursion permissions using the Operoo application. If you require assistance with this please contact the office.

PARENT CURRENT RESIDENTIAL INFORMATION AND CONTACT DETAILS

In order to maintain up to date and current information we require you to update your contact details with the office as soon as they change. office@scelwood.catholic.edu.au

PARENTS & FRIENDS ASSOCIATION

St Columba's has a very friendly and hardworking Parents & Friends Association. Updates on what the PFA is doing in regards to fundraising/social activities and meetings are in the newsletter or on Operoo

PASTORAL SUPPORT

St Columba's has been a recipient of funding for a Chaplaincy Program since 2007. Bern Bradley is our Chaplain, which complements her role as Student Wellbeing Leader and Child Safety Team Leader. Bern can be contacted in school hours on 9531 6560 or bernb@scelwood.catholic.edu.au.

SAFETY AND WELLBEING

St Columba's is committed to providing a safe and secure environment for all to thrive. The school complies with all child safety regulations and works with students to ensure that they are empowered to understand their rights and to speak up when they feel uncomfortable or afraid. From Prep they are encouraged and explicitly taught to identify and to seek out an adult who they can go to (a trusted adult/ teacher or the appointed Child Safety Leader) if they feel insecure in any way. In her role as Deputy, Student Wellbeing and Chaplain, Bern Bradley is the designated Child Safety Leader supported by members of the leadership team and Daniella Maddalena (Principal).

The wellbeing of each student is important to us. In the event that parents become aware of an issue that is affecting the health and wellbeing of their child they should contact the classroom teacher first, often through working together these issues can be resolved. Bern Bradley is our Student Wellbeing Leader and can be contacted by email bernb@scelwood.catholic.edu.au for further support with an issue.

Where there has been no change, or the issue is of an ongoing or deeply confidential nature, parents should phone the school or email to make an appointment to speak with the Principal, Daniella Maddalena. Daniella's email is principal@scelwood.catholic.edu.au

Wellbeing is an integral to our 'Little school with a big heart'. The physical and mental health of our students, our staff and our extended St Columba's family is at the heart of the school's programming and extends to the PFAs social agenda.

SATCHELS

Prep – Year 2 children are required to have a school satchel, (purchased through Spartan). The satchels are for notices, homework, diaries, library and readers.

SCHOOL ADVISORY COUNCIL

The School Advisory Council is an advisory body to the Parish Priest and Principal. Parents are nominated to the Board for a term of two years with the option of a second term. The School Advisory Council meets seven to eight times a year – usually twice a term. There is an AGM at the end of each year. When positions become available parents are called upon to nominate.

SCHOOL UNIFORM

St Columba's school uniform is valued by the school community and it is therefore an expectation on enrolment at the school that all students will wear the uniform proudly.

SUMMER BOYS

navy shorts
light blue short-sleeve shirt
maroon jumper (for colder days)
navy socks
black leather shoes
sun hat*

SUMMER GIRLS

maroon check dress
white socks
black leather shoes
sun hat*

optional: navy shorts + light blue girls' short sleeve blouse with peter pan collar (*not the boys shirt*)

WINTER BOYS

navy pants
light blue long-sleeve shirt
maroon jumper
navy socks
black leather shoes

WINTER GIRLS

check skirt
light blue long sleeve blouse with peter pan collar
maroon jumper
navy tights or knee high school socks
black leather shoes

optional: navy pants

SPORTS BOYS

navy shorts or track pants
light blue short sleeve polo
school rugby top
white socks
sneakers

SPORTS GIRLS

navy shorts/skort or legging/track pants
light blue short sleeve polo
school rugby top
white socks
sneakers

* The school approved hat is to be worn between Sept-April

SCHOOL UNIFORM SHOP INFORMATION

All orders for school items are available via Spartan Hampton.

Spartan School World Retail Shop, 914 Nepean Highway Service Road, Hampton East

Online: <https://spartanss.com.au/collections/st-columbas-primary-school>

Weekly delivery to school Free of Charge

Home/Private address delivery - \$9.95 flat rate per order

Click and Collect from Spartan School World Free of Charge

Customer Service: 1800 815 557

Normal Trading Hours:

Monday/Wednesday: 12.00 pm - 5.00 pm

1st Saturday of each month 9.00am - 12.00 pm

Visit our website to find out the uniform requirements: <https://www.stcolumbasprimary.org/parents>

To purchase second hand uniforms, please contact our office.

SEESAW

All classrooms use Seesaw. The app creates a powerful learning loop between students, families and teachers. It provides you with a window into your child's learning, enabling you to engage and support. It gives students a place to document their learning, be creative and learn how to use technology. When there are new posts for your child you will be notified via the app, email or SMS. It is a great way to stay in touch and be engaged with your child's learning.

Classroom teachers will have their class newsletter available at the beginning of each term. This will be sent home via Operoo. The class newsletter provides you with an overview of the learning content for the term and important dates and information for the year level.

SOCIAL MEDIA

Our school is active on Instagram and Facebook. It gives parents a good idea what we do in school. We never mention a child's name. If you wish for your child not to be in any photo or video, please ensure you have completed the photography + recording permission form. You will be asked at the beginning of the year to confirm again via Operoo.

Instagram: <https://www.instagram.com/stcolumbaselwood/>

Facebook: <https://www.facebook.com/stcolumbasprimaryschool>

SPORTS AND PHYSICAL EDUCATION

All students participate in Physical Education twice a week. The sports uniform is to be worn on these days with the school rugby top. Classroom teachers will inform you of these days via the term class newsletter.

Annually St Columba's holds a House Sports Day (siblings are allocated to the same house colour and first time enrolments will be allocated their house team) event at Sandringham Athletics Track for all children in the school.

Interschool swimming is held in Term 1 for student Years 3-6. Cross Country running competitions are held for Years 3 – 6 in Term 2. Interschool Athletics are held in Term 3 for Years 3- 6 and students try out for the school team. Successful athletes at the Districts go on to represent the school at Zones.

Years 5 & 6 students participate in the HOLT interschool sports program participating in Netball and Football during Term 2. Children from Years 3-6 participate in Soccer, T20 Cricket and Basketball throughout the year.

Our participation in sporting schools means our students are exposed to a wide variety of sporting activities.

STUDENT DIARIES

Prep – Year 2 have a reading diary that is required to be filled out nightly and signed weekly.

Years 3 – 6 have a student diary that records their nightly reading and homework completed. It is to be signed weekly by a parent/guardian.

SWIMMING PROGRAM

Students from Prep – Year 2 participate in a short swimming program of 5 lessons in May, term 2. By the end of Year 6, all students in Year 6 need to have completed their Water Safety Certificate, as such children in Year 6 during 2023 will also participate in swimming lessons during Term 2. All students from Year 3-6 will participate in a Life Saving Victoria Beach Program at Elwood Beach in Term 4. This program complements the Water Safety Certificate requirements.

TIMETABLES

Each class teacher develops a weekly timetable. The teachers include the timetable in their Term Class newsletter to parents outlining the curriculum and special events happening that term.

VISITORS AND VOLUNTEERS

All visitors and volunteers (including parents carrying out tasks around the school) need to sign in and out via Pass Tab and wear the visitor lanyard whilst on the premises at all times. All visitors and volunteers are required to have a WWCC and to sign the School Volunteer Code of Conduct.

WEBSITE

Our school website is a great source of information about school programs and events. Please visit the site for information regarding special events, forms, ANDY'S BASC, blogs and newsletters
www.stcolumbasprimary.org