

## ST COLUMBA'S ELWOOD

# FAQs

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## 2020

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## **FROM THE PRINCIPAL**

On behalf of Father John Petrus, the staff, parents and students I warmly welcome you to St Columba's School. St. Columba's is a Catholic school, which holds Jesus' teachings as central to our lives. The school aims to inspire the hearts and minds of our students so that they can truly flourish and be the best people they can be, academically, socially and emotionally, physically and spiritually. We look forward to working with you in our supportive community, sharing our beliefs, love of learning, expertise, skills, and our friendship.

***This school community is committed to the safety, wellbeing and protection of all children in our care.***

## **STAFF**

**Administration:** ..... Mrs Paula Ryan and Mrs Julie Roberts

**Class Teachers:** ..... Miss Stephanie Young (Prep Y) Ms Sophie Champion (Prep C), Miss Gemma Canalini (1/2C), Miss Lauren Doran (1/2D), Mrs Angela Saliba (Yr ½), Mrs Carla Howard (Yr ½), Miss Rachael Bulcock (3/4R), Miss Liane Pimenta (3/4P), Mr Stuart Andreau-Mill (5/6AM), Mis Tara Wilkes (5/6W)

**Deputy Principal, Student Wellbeing & Inclusion:** ..... Mrs Bern Bradley

**Differentiation Support Teachers:** ..... Ms Kath Davies (Prep – Year 6 Maths Support), Mrs Bern Bradley (Prep – 6) , Mrs Natalie Cromie (Prep - 6), Mrs Brooke Dobric ( Prep – 6)

**Innovation & Learning, RE , ICT, NCCD & Intervention Leader:** ..... Mrs Natalie Cromie

**Library Technician:** ..... Mrs Lorraine Everitt

**P-6 Literacy Leader:** ..... Mrs Brooke Dobric

**Mandarin Teacher:** ..... Mrs Sarah Huang

**Maths Leader P-6:** ..... Mr Stuart Andreau-Mill

**PE Teacher:** ..... Mrs Sharelle Braithwaite

**Principal:** ..... Ms Daniella Maddalena

**Sustainability Leader:** ..... Miss Stephanie Young

**Visual Arts Teacher:** ..... Mrs Bec Long

**Educations Support Staff:** ..... Mrs Norma Pullen, Mrs Andy Szkibik, Mrs Julie Watson, Mrs Freda Minas, Mrs Lorraine Everitt, , Mrs Suzie Hansen, Mrs Justine Seymour, Miss Laura Harris, Mrs Kylie Marshall

## **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.

## **ABSENCE FROM SCHOOL**

Parents should notify Paula or Julie (school office 9531 6560, email [office@scelwood.catholic.edu.au](mailto:office@scelwood.catholic.edu.au) or via the Flexibuzz 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](mailto:principal@scelwood.catholic.edu.au)) and then contact the classroom teacher/s by email (*teachers emails can be found under Locations and Contacts on the school website*).

**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. Asthma medication and Epipens are keep 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.

## **ASSESSMENT AND REPORTING SYSTEM**

Ongoing assessments such as observations, samples of work and student self-reflections, make-up the body of evidence teachers use to track student learning. All classrooms use the SeeSaw app. 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.

In 2020, we will hold a parent information and meet the teacher night on **Tuesday 4 February** starting at **6:00pm**.

All curriculum leaders will contribute to a formal overview of the year, which will be emailed home at the beginning of week 2 of term 1. Classroom teachers will have their class newsletter available for parents at the parent information night and at the beginning of each subsequent term.

Throughout each term we will host open learning days. 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.

Parent teacher interviews are held in August. The interviews in August allow for the discussion of your child's progress and learning goals. Written reports will be provided prior to the August interviews and at the end of the year. These reports indicate to students and parents how the child is progressing against the Victorian Curriculum standards.

## **ANDY'S BEFORE & AFTER SCHOOL CARE (ANDY'S BASC)**

### **Hours**

7.00am – 8:30am

3.30pm - 6.30pm

For more information or to arrange a booking phone Andy on 0407 558 316.

Special all day programs are run on school closure days (depending on numbers) except the Monday before Cup Day. The program is operated in the BASC room at the back of the school hall. The children participate in a range of fun activities as well as breakfast and afternoon tea. Online enrolments can be accessed on the school website [www.stcolumbasprimary.org/before-after-school-care/](http://www.stcolumbasprimary.org/before-after-school-care/)

## **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**

A monthly calendar of events can be found under News and Events on the school website. Upcoming dates will be advertised in the fortnightly newsletters.

## **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](mailto:office@scelwood.catholic.edu.au)

## **CAREMONKEY**

Parents **are required to update annually:** emergency contact information, medical conditions and excursion permissions using the **CareMonkey** application. If you require assistance with this please contact Julie in the office (Friday).

## **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. In Prep–2 classes, the Class Reps organise a roster for each term.

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 Paula/ Julie in the office. These forms are to be completed annually in accordance with the *Child Safety Standards*.

## **CLASS MASSES**

Throughout the year, each level will hold a class level mass in the classrooms. Classes will send an invitation inviting family members to join them at their class level mass. These masses take place on a Monday starting at 9.00am and usually go for 45minutes. In 2020 each year level will also participate in a 6:00pm Saturday Parish Mass at St Columba's Church. All dates have been published in the calendar which can be found on the website.

## **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 fortnightly newsletter all via the Flexibuzz app. The school website also has information such as the calendar, uniforms, news and events, lunch orders etc.

[www.stcolumbasprimary.org](http://www.stcolumbasprimary.org)

## **COMMUNICATION WITH TEACHERS**

You can communicate with your class teacher, via email (all addresses can be found on the website and take the form of the class teachers initial and surname e.g dmaddalena@scelwood.catholic.edu.au), through a note in your child's diary 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 an assertive discipline procedure that has restoration of relationships as the focus. All classroom rules and expectations are developed at the beginning of the year and children learn behaviour expectations which are reinforced during our SEL lessons.

## **FEES**

Each year the School Accountant advises the Principal and School Board on the fees for the coming year. The School Board 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, three equal parts, annually or by other arrangement.

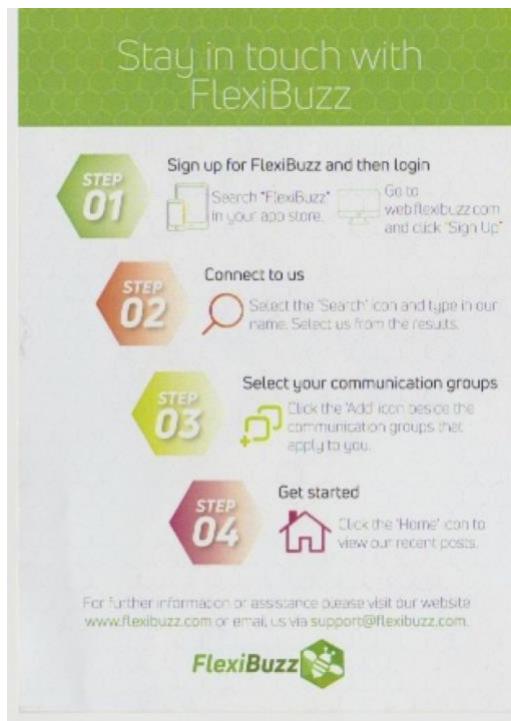
Should you need to discuss your fees for any reason please arrange a time to meet with the Principal.  
[dmaddalena@scelwood.catholic.edu.au](mailto:dmaddalena@scelwood.catholic.edu.au)

## **FlexiBuzz**

Flexi buzz is an electronic app to keep you notified of news, messages, events, newsletters and other communication from the school, PFA and classroom teachers.

Simply download the FlexiBuzz app to your phone or tablet. If you don't have a smartphone or tablet, download FlexiBuzz on your PC or Mac at [www.flexibuzz.com.au](http://www.flexibuzz.com.au)

### **Step 1: Search in your App store: *FlexiBuzz***



### **Step 2: Find and tick the class box you require for the current year E.G my child is in 3/4R in 2020 so I select that class for 2020.**

## **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 plus 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 day for the whole school is 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 be mindful that this is the staff carpark. We ask that you **do not double park** and **block** cars in. If there is **no available carpark please park in the surrounding streets.**

## **LIBRARY**

Students are encouraged to use their classroom library and library regularly. Each week in class time they 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 the hall toilets. 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.

## **LUNCH ORDERS**

Lunch orders can be made every Friday (unless otherwise notified).

An order must be written on a brown paper bag with Name, Class and Order with correct money. The price list is available on the school website.

Lunch orders are provided by the 'House of Bread' on Tennyson Street Elwood.

## **MEDICAL ISSUES AND EMERGENCY CONTACT INFORMATION**

When children have chronic or temporary health problems, parents must provide the appropriate and up to date management plans, medications and medication permissions to the office. Office staff will dispense any medication.

## **MOBILE PHONES**

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.

## **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 May 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.

## **NEWSLETTER**

A newsletter is sent home via Flexibuzz fortnightly and is posted on the school website <http://www.stcolumbasprimary.org/news-events/newsletters> fortnightly. Hard copies are available from the office.

## **OFFICE CONTACT DETAILS**

To contact the office please call 95316560 or email [office@scelwood.catholic.edu.au](mailto:office@scelwood.catholic.edu.au)

The office is open from 8:00am each morning.

Monday – Thursday Paula Ryan

Friday – Julie Roberts

## **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](mailto:office@scelwood.catholic.edu.au)

## **PARENTS & FRIENDS ASSOCIATION**

St Columba's has a very friendly and hardworking Parents & Friends Association which usually meets eight times through the year in the staff room. Dates are posted on the website in the calendar and under parent information. Updates on what the PFA is doing in regards to fundraising/social activities and meetings are in the newsletter, which is forwarded to all parents via FLEXIBUZZ.

## **PARISH EDUCATION BOARD**

The Parish Education Board 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 Board 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.

## **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. Bern can be contacted in school hours on 9531 6560 or [bernb@scelwood.catholic.edu.au](mailto:bernb@scelwood.catholic.edu.au)

## **SATCHELS**

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

## **SPORTS AND PHYSICAL EDUCATION**

All students participate in Physical Education twice a week. The sports uniform is to be worn on these days only as is 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 (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 an interschool sports program in 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. In addition to this our year 5 children participate in a sailing program each year and since 2019 we have entered a snow team into the Victorian Snow Sports Competition.

### **STUDENT DIARIES**

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

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

### **STUDENT WELLBEING & HANDLING ISSUES AT SCHOOL**

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 need to contact the classroom teacher. Often through working together these issues can be resolved. 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](mailto:principal@scelwood.catholic.edu.au)

### **SWIMMING PROGRAM**

Students from Prep – Year 2 participate in a short swimming program of 5 lessons at the beginning of Term 4. 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 2020 will also participate in swimming lessons during Term 4. 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 Letter to parents outlining the curriculum and special events happening that term.

### **UNIFORM & UNIFORM SHOP**

Open Fridays or by appointment

#### **8.50am - 9.30am**

All uniform orders are to be placed and paid for online via the school website. Fittings are available on Fridays between 8:50 and 9:30am or by appointment contact Judy Forsyth 0409 807 962. Uniform orders will usually be filled within 5 days of submission. All online orders must have the child's name, class and clear collection details. We also have a wide range of 2nd hand uniforms for sale (cash payments available).

The 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.

### **STUDENT UNIFORM TO WORN**

For boys:	Summer	Winter
	Navy Shorts	Navy Pants
	Pale blue short sleeved shirt	Blue shirt & tie (optional skivvy)
	Maroon school jumper	Maroon school jumper
	Navy socks	Navy socks
	Black leather shoes	Black Leather Shoes (not runners)
For Girls:		
	Maroon check dress	Navy/ blue check tunic
	Maroon school jumper	Blue shirt & tie (optional skivvy)
	White socks	Navy tights or navy socks
	Black leather shoes	Black Leather shoes

#### **Sport Uniform**

Navy track pants	White socks & runners
Navy shorts	
Blue polo shirt short or long sleeve	
Navy blue sports windcheater.	
School rugby top	

#### **VISITORS AND VOLUNTEERS**

All visitors and volunteers (including parents carrying out tasks around the school) need to **sign in and out** via Pass Tab at the office as a visitor 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. Updates are made regularly with current information in regards to upcoming News & Events. Please visit the site for information regarding special events, forms, ANDY'S BASC information, and to access the school calendar of events.

[www.stcolumbasprimary.org](http://www.stcolumbasprimary.org)