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# St Columba's Primary School

## FAQs

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**2022**

This document is set out alphabetically to help you find school information quickly.

|   |    |
|---|----|
| FROM THE PRINCIPAL.....   | 3  |
| STAFF.....  | 3  |
| ABSENCE FROM SCHOOL.....  | 4  |
| ALLERGIES/ANAPHYLAXIS .....                                     | 4  |
| ASSEMBLIES.....   | 4  |
| ASSEMENT AND REPORTING SYSTEM.....                              | 4  |
| ANDY’S BEFORE & AFTER SCHOOL CARE (ANDY’S BASC) .....           | 4  |
| BIRTHDAYS.....  | 5  |
| CALENDAR.....   | 5  |
| CAMPS, SPORTS & EXCURSION FUNDING .....                         | 5  |
| CLASSROOM HELPERS .....   | 5  |
| CLASS LITURGIES AND PARISH MASS .....                           | 5  |
| COMMUNICATION WITH PARENTS.....                                 | 5  |
| COMMUNICATION WITH TEACHERS .....                               | 6  |
| DEMOCRATIC PRINCIPLES: .....                                    | 5  |
| DISCIPLINE.....   | 6  |
| FEES .....  | 6  |
| FIRST AID & MEDICATION.....                                     | 6  |
| HOMEWORK.....   | 7  |
| KISS N GO/ PARKING/ DROP OFF ZONES.....                         | 7  |
| LIBRARY.....  | 7  |
| LOST AND FOUND .....  | 7  |
| LUNCH ORDERS.....   | 8  |
| MEDICAL ISSUES AND EMERGENCY CONTACT INFORMATION.....           | 7  |
| MOBILE PHONES.....  | 8  |
| MUSIC TUITION- INSTRUMENTAL .....                               | 8  |
| NAPLAN – NATIONAL ASSESSMENTS .....                             | 8  |
| NEWSLETTER.....   | 8  |
| NEW FAMILIES BUDDY PROGRAM .....                                | 8  |
| OFFICE CONTACT DETAILS.....                                     | 8  |
| OPEROO.....   | 8  |
| PARENT CURRENT RESIDENTIAL INFORMATION AND CONTACT DETAILS..... | 8  |
| PARENTS & FRIENDS ASSOCIATION.....                              | 8  |
| SCHOOL ADVISORY BOARD.....                                      | 8  |
| PASTORAL SUPPORT.....   | 9  |
| SATCHELS.....   | 9  |
| SAFETY AND WELLBEING .....                                      | 9  |
| SEESAW.....   | 9  |
| SKOOLBAG.....   | 9  |
| SPORTS AND PHYSICAL EDUCATION .....                             | 9  |
| STUDENT DIARIES .....   | 10 |
| SWIMMING PROGRAM.....   | 10 |
| TIMETABLES .....  | 10 |
| UNIFORM & UNIFORM SHOP.....                                     | 11 |
| STUDENT UNIFORM TO WORN .....                                   | 11 |
| VISITORS AND VOLUNTEERS.....                                    | 11 |
| WEBSITE.....  | 11 |

**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.*

*We respectfully acknowledge the Boon Wurrung people of the Kulin Nation, the traditional custodians of the Country on which we learn and play. We pay respect to ongoing living cultures of First Peoples, their ancestors and their Elders; past, present and emerging.*

**STAFF**

**Administration:** .....

**Class Teachers:** .....Miss Gemma Canalini & Ms Sophie Champion (Prep), Ms Sarah Hobbins & Ms Jenna Wynd (1/2), Ms Liane Pimenta, Mrs Jane Hamilton-Dixon, Ms Rachael Bulcock & Miss Yang Song (3/4), Ms Danielle Looney & Mr Conor Markey (5/6).

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

**Learning Diversity and ICT Administration Leader:** .....Mrs Natalie Cromie

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

**P-6 Literacy & STEM Leader:** .....Ms Claire Van Loon

**Mandarin Teacher:** .....Miss Yang Song

**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

## **ABSENCE FROM SCHOOL**

Parents should notify the office (school office 9531 6560, email [office@scelwood.catholic.edu.au](mailto:office@scelwood.catholic.edu.au) or via the Skoolbag 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 Parents 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 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.

## **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 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 Skoolbag. The class newsletter provides you with an overview of the learning content for the term and important dates and information for the year level.

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.

Parent partnerships are key to supporting and encouraging children's learning and development to assist with this teachers will send a short video introducing themselves via Seesaw in week 2 along with the class newsletter. In week 7, March, we will conduct parent teacher interviews. These will either be face to face or zoom. The purpose of this meeting is for teachers to provide parents with information regarding their child's progress and to meet the classroom teacher.

Parent teacher interviews are also held in Term 3. The interviews in Term 3 allow for the discussion of your child's progress and learning goals. These will be conducted either face to face or zoom.

Written reports will be provided prior to the Term 3 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 [https://www.smartcentral.net/v2/service\\_profile/show/581](https://www.smartcentral.net/v2/service_profile/show/581)

## **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 will be sent via the Skoolbag app.

## **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)

## **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. In addition, any parent or helper must be fully vaccinated against COVID-19 and provide a copy of their certificate 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 PARISH MASS**

Throughout the year, classes will hold a class liturgy each semester. Classes will send an invitation inviting family members to join them. In 2022, Year 3-6 will participate in the 6:00pm Saturday Parish Mass at St Columba's Church 26 March and Prep -2 will participate in a 9:00am Sunday Parish Mass at St Columba's Church 27 November.

## **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 the Skoolbag app. The school website also has information such as uniforms, news and events, lunch orders etc. [www.stcolumbasprimary.org](http://www.stcolumbasprimary.org)

**You will need the following apps:**

Skoolbag - for all class messages, messages and updates from the school and newsletter.

Operoo - for all medical and personal details, and excursion forms.

Seesaw - for classroom learning (digital portfolio) and remote learning.

## **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 either face to face or zoom.

## **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.

## **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, three equal parts, 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. [dmaddalena@scelwood.catholic.edu.au](mailto:dmaddalena@scelwood.catholic.edu.au)

## **FIRST AID AND MEDICATION**

| <b>Communication with parents, guardians and/or carers:<br/>-FIRST AID RECORD BOOK AND PHONE CALL TO PARENT WHEN REQUIRED</b> |   |  |
|---|---|--|
| Where will the school's policies and procedures be available to the school community  | Determine the procedures for contacting parents, guardians and/or carers after an incident or illness and series incident   | Determine the procedures for requesting medical information from parents, guardians and/or carers. |
| SCHOOL WEBSITE<br>PARTENT PORTAL<br><br>FAQS  | ADMIN OFFICER OR STAFF ON FIRST AID DUTY TO CALL PARENT<br><br>MEDICAL INFORMATION FOUND ON OPEROO<br><br>REFER TO COVID SAFE PLAN<br><br>Admin officer role-<br>Worksafe- Notifiable | OPEROO COMPLETED EACH YEAR OR WHEN REQUIRED BY THE PARENT  |

|  |  |  |
|--|--|--|
|  | <p>incident</p> <p>Report incident within 48 hours through CEVN-school injury report form/worksafe</p> |  |
|--|--|--|

[Student Authorisation Medication Procedure](#)

## **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 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.

## **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 currently 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. A medical authorization form must be completed and signed to allow staff to dispense medication.

## **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 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.

## **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 Skoolbag every 3 weeks and is posted on the school website <https://newsletters.naavi.com/p/L5oZZM7/archive>

## **OPEROO**

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

## **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. Updates on what the PFA is doing in regards to fundraising/social activities and meetings are in the newsletter or on Skoolbag.

## **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.

## **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](mailto: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](mailto: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](mailto: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.

## **SEESAW**

Seesaw is an online platform we use as a way of sharing learning with parents and families. We use seesaw regularly to share students learning and activities they have participated in. Parents can stay up to date using a seesaw code; this is sent out to families at the beginning of the year.

## **SKOOLBAG**

Skoolbag 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 Skoolbag app to your phone or tablet.



## **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 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..

## **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.

## **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 2022 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

All orders for school uniform 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>

Customer Service: 1800 815 557

Email: [info@spartanss.com.au](mailto:info@spartanss.com.au)

A limited supply of second-hand uniform is available from the school office.

## STUDENT UNIFORM TO WORN

### **For boys:**

#### **Summer**

Navy Shorts  
Pale blue short sleeved shirt  
Maroon school jumper  
Navy socks  
Black leather shoes

#### **Winter**

Navy Pants  
Blue shirt  
Maroon school jumper  
Navy socks  
Black Leather Shoes (not runners)

### **For Girls:**

Maroon check dress  
Maroon school jumper  
White socks  
Black leather shoes

Navy/ blue check tunic  
Blue shirt  
Navy tights or navy socks  
Black Leather shoes

### **Sport Uniform**

Navy track pants  
Navy shorts  
Blue polo shirt  
School rugby top

White socks & runners  
Navy skort (girls)  
Navy leggings (girls)

## 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 the Victoria Government QR code 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**. All visitors and volunteers must be **fully vaccinated against COVID-19**.

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