



**St Columba**  
College

A joint Anglican and Catholic College

2024

# PARENT HANDBOOK

A CO-EDUCATIONAL COLLEGE - RECEPTION TO YEAR 12



# Contact Details

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## OFFICE NUMBERS

College Administration .....8254 0600

Finance Office.....8254 0607

Junior School Office.....8254 0650

Middle School Office.....8254 0620

Senior School Office.....8254 0660

## STREET ADDRESS

President Avenue, Andrews Farm SA 5114

## POSTAL ADDRESS

PO Box 63, Munno Para West SA 5115

## EMAIL

[admin@stcolumba.sa.edu.au](mailto:admin@stcolumba.sa.edu.au)

## WEBSITE

[www.stcolumba.sa.edu.au](http://www.stcolumba.sa.edu.au)

# Notice of Student Absence

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***\*Notification of absenteeism is to be made by 8:50am\****

Absentee Line.....8254 0636

Online Absentee Form.....[www.stcolumba.sa.edu.au/contact-us/student-absentee](http://www.stcolumba.sa.edu.au/contact-us/student-absentee)

# Office Open Times

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## NORMAL OFFICE HOURS

**College Administration** - 8:15am - 4:15pm

**Finance Office** - 8:15am - 4:15pm

## SCHOOL HOLIDAY OFFICE HOURS (TERMS 1, 2, 3)

**College Administration** - Closed for the School Holidays

**Finance Office** - OPEN - 8:30am - 3:30pm

## CHRISTMAS HOLIDAY OFFICE HOURS

**College Administration** - Closed: 20 December 2023 | Re-open: 8 January 2024

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# St Columba College

A joint Anglican and Catholic College

## Our Vision Statement

Our vision is to inspire in our students a relationship with God, a love of learning and a passion for life.

## Our Mission Statement

Our mission is to be an inclusive, empowering and dynamic learning community that fosters spiritual, academic, and social growth.

# Welcome to St Columba College

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It is my great privilege to lead St Columba College, and to welcome you to the community. The Parent Handbook serves to provide you with key information relating to the College. It will assist you to understand the rules, routines and procedures so that your child can be successful.

The College's Anglican and Catholic ethos, our vision statement and our Strategic Plan are our guiding lights as we create excellent learning opportunities for our students. Our staff go about their work with passion and diligence, and they bring to their work and their relationships the concepts that underpin our Christian heritage – to be hopeful and optimistic, to love and serve others, and to be just, perseverant, inclusive and to find joy in all things. We believe that strong relationships, high standards and a commitment

to improvements are the best ways to give your child the education they deserve.

Our expectations of our students are that they will always be kind, strive for their best, and be respectful. When they do those things, combined with the expertise and enormous efforts of our teachers and staff, we know success and flourishing follows.

Please read the following information carefully and ask any questions that you need to about the contents.



**Mr Darren Pitt**  
Principal

## A Partnership with Home and School

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A strong partnership between home and school is a critical indicator for success at school. As parents and caregivers do, at St Columba College we have the best interest of all students at heart. We know that when the school and home work together, excellent outcomes for young people are achieved.

Enrolling a child at St Columba College means becoming part of a community, and with that comes expectations. We ask that parents and caregivers ensure that they:

- Send their children to school on time and in the correct uniform, with the relevant equipment and ready to learn
- Regularly communicate with the College about issues impacting on the lives of their children

- Support the College in striving for the highest standards of behaviour and learning outcomes
- Support the policies and procedures of the College
- Attend all meetings, sessions of information events at the College, including 3 Way Learning Conversations

We nurture and promote a culture of high expectations for learning and positive and safe relationships, and we are committed to strengthening the engagement of families and caregivers with our school.

# About Our College

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## ST COLUMBA COLLEGE

St Columba College is a faith community based on Anglican and Catholic traditions. It is closely linked with our local parishes, yet has its own special character. Students, parents and staff work together to form this unique community. Care for each student and their family is an essential element of life at St Columba. Respect is paramount at our College.

Established first as a Primary School, it is today a major R -12 College hosting over 1400 students and 160 staff. It is renowned for being committed to maintaining high standards in all areas of College life. It takes pride in its student's achievements, be that in academic programs or in vocational education and training. To support this, the College is equipped with quality facilities, resources and excellent staff. It is a College where people are at its heart. It is a place where students are cared for, respected and loved. Students in turn have pride in the College and a sense of belonging, nurtured by structures of the highest standard for their wellbeing.

The College is governed by a Council made up of equal representation from the Anglican Church, the Catholic Church and the College's Parent body. Everything the College does emanates from its Christian heritage and its Anglican and Catholic traditions.

Our priority is that our students are both educationally successful and personally happy. The College aims to educate the whole person: academically, spiritually, physically, emotionally and socially.

## HISTORY

The story of St Columba College begins with the development of land throughout the Andrews Farm community.

Alan Hickinbotham, Chairman and Founder of building and development group Hickinbotham Homes, had long respected the area, recognised its potential and developed it from a farming community to a united urban estate. Upon completion of this project, Alan generously donated land for the establishment of a school.

Perhaps the most critical element to the success of the College was the 1994 formation of the Anglican and Catholic Schools Committee. With equal representation from the two faith traditions, its vision to establish a school at Andrews Farm as a joint ecumenical venture was unprecedented.

It was ultimately decided that 'Unity in Faith' would be the motto for the College, befitting for the first school in Australia to bring together two major Christian church traditions.

St Columba College is the first joint venture, co-educational school in Australia. It was established as an ecumenical initiative of Archbishops Ian George and Leonard Faulkner, at that time the Anglican and Catholic Archbishops of Adelaide. The College, established first as a Primary School, opened its doors in 1997 with 187 students from Reception to Year 7 commencing a new and exciting journey together.

# About Our College

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## PHILOSOPHY

St Columba College, established in 1997 by the Anglican and Catholic Archbishops of Adelaide, is committed to providing our students with an excellent educational program, based on a belief that all at the College are deeply engaged in living out the reality of God's presence in the ordinary events of daily life.

Teaching and learning is the core business of St Columba College. We uphold the highest standard of teaching in a variety of pathways and programs, to ensure that every child has the opportunity to achieve their goals and maximise their potential.

Supporting our students to establish meaningful connections with curriculum; to experience outstanding teaching and learning; helping them to build relationships; to develop their spirituality, personal values and opinions; and opportunities to experience the leadership of peers are all vital elements of our educational program.

We encourage students on their journey to become adults who have a sense of their individual call to truly be a force for good in our world and to be a sign of hope for others.

We invite our students to dream about the future, to set their goals high and to work hard to attain what they set out to do. We encourage them to understand that they are our next generation of leaders within society and that each and every person has the ability to bring about new understandings of the rich texture of the human story.

St Columba College seeks to be a place of hope, a place of deep learning and place of passion for knowledge. We seek to work in partnership with parents in the important role of educating our young to the very best of our ability.

## SAINT COLUMBA

(7 DECEMBER 521 - 9 JUNE 597)

Saint Columba, the Latinised version of the Irish name Columcille (Old Irish Columb Cille) meaning "Dove of the Church", was an outstanding figure among the Irish missionary monks who reintroduced Christianity to Scotland and the north of England during the Dark Ages.

He was born to Fedlimid and Eithne of the Uí Néill clan in Gartan, near Lough Gartan, Donegal. On his father's side, he was great-great-grandson of Niall of the Nine Hostages, an Irish king of the 5th century. He became a monk and was ordained a priest. Tradition asserts that sometime around 560 he became involved in a dispute with Saint Finnian over a psalter. Columba copied the manuscript at the scriptorium under Saint Finnian, intending to keep the copy. Saint Finnian disputed his right to keep the copy. The dispute eventually led to the pitched Battle of Cúl Dreimhne in 561, during which many men were killed. (Columba's copy of the psalter has been traditionally associated with the Cathach of St Columba.) As penance for these deaths, Columba suggested that he work as a missionary in Scotland to help convert as many people as had been killed in the battle. He exiled himself from Ireland and never again saw his native land.



# About Our College

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In 563 he travelled to Scotland, where, according to his legend, he first landed at the southern tip of the Kintyre peninsula, near Southend. However, being still in sight of his native land he moved further north up the west coast of Scotland. In 563 he was granted land to found a monastery on the island of Iona, off the west coast of Scotland, which became the centre of his evangelising mission to Scotland. Aside from the services he provided guiding the only outpost of literacy in the region, his reputation as a holy man led to his role as a diplomat among the tribes; there are also many stories of miracles which he performed during his work to convert the Picts.

The main source of information about Columba's life is the *Vita Columbae* by Adomnán, the ninth Abbot of Iona, who died in 704. Both the *Vita Columbae* and Bede record Columba's visit to Bridei, King of Fortriu. Whereas Adomnán just tells us that Columba visited Bridei, Bede relates a later, perhaps Pictish tradition, whereby the saint actually converts the Pictish king. Another early source is a poem in praise of Columba, most probably also composed in the course of the 7th century. It consists of 25 stanzas of four verses of seven syllables each.

The *vita* of Columba is also the source of the first known reference to the Loch Ness Monster. According to Adomnán, Columba came across a group of Picts who were burying a man killed by the monster, and saved a swimmer with the sign of the Cross and the imprecation "You will go no further", at which the beast fled terrified, to the amazement of the assembled Picts who glorified Columba's God.

Through the reputation of its venerable founder and its position as a major European centre of learning, Columba's Iona became a place of pilgrimage. A network of Celtic high crosses marking processional routes developed around his shrine at Iona.

Columba's relics were finally removed in 849 and divided between Alba and Ireland. Relics of Columba were carried before Scottish armies in the reliquary made at Iona in the mid-8th century, called the Brechbennoch. *O Columba spes Scotorum...* "O Columba, hope of the Scots..." begins a 13th century prayer in the Antiphoner of Inchcolm, the "Iona of the East". Saint Columba's feast day is June 9 and with Saint Patrick, March 17, and Saint Brigid, February 1, he is one of the three patron saints of Ireland and most importantly, the patron of our College.

## FAITH IN ACTION

The Anglican and Catholic ethos of our College is at the heart of everything we do. Students from all religious backgrounds, as well as students who do not acknowledge a religion, join together in our Religious Education program and liturgical activities to develop a deeper understanding of our Christian faith within the context of our Anglican and Catholic traditions.

We are both truly Catholic and truly Anglican. We work to ensure that we do not 'water down' any of the beliefs and practices of either tradition.

The liturgical life of the College is at the heart of Christian life. Teachers are expected to engage students in daily prayer and to model and encourage the active and reverent participation of students in class masses, College liturgies and the practice of both church traditions at school assemblies and special events.

A chapel at the Middle School is an area available for class prayer times, class masses and other small liturgical activities. Year level and school liturgical gatherings occur in either the Performing Arts Centre (R-5) or the Auditorium (6-12).



# College Council and Leadership Team

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## COLLEGE COUNCIL

The College is owned and operated by the St Columba College Council Munno Para Inc. in conjunction with the Anglican and Catholic Archbishops of Adelaide.

## MEMBERSHIP OF COUNCIL

The College Council consists of 4 Anglican appointees, 4 Catholic appointees, 4 persons elected from the official membership of the College and the College Principal (ex officio).

### Chairperson

Mr Bruno Vieceli  
chairperson@stcolumba.sa.edu.au

### Principal

Mr Darren Pitt

### Treasurer (Business Manager)

Mr Steven Brombal

### Anglican Archbishop Representative

Bishop Denise Ferguson  
Ms Kate McGarry

### Anglican Schools Commission Representatives

Rev Jo Smith

### Catholic Archbishop Representatives

Mr Michael Kenny

### SA Commission for Catholic Schools Representatives

Mr Phil Proctor  
Mr Bruno Vieceli

### Parent and Community Representatives

Mr Danny Mamoto  
Mrs Belinda Scott

## COLLEGE STRATEGIC LEADERSHIP TEAM

In order to ensure outstanding teaching and learning, to facilitate the highest standards of duty of care and student wellbeing and to provide for the overall efficient running of the College, a Leadership Team, under the leadership of the Principal, is in place. The structure of this team is as follows:

### Principal

Mr Darren Pitt

### Deputy Principal

Mr Daniel Ganama

### Business Manager

Mr Steven Brombal

### Head of Junior School (R-5)

Position Pending

### Head of Middle School (6-9)

Mr Shane Dowling

### Head of Senior School (10-12)

Mrs Deirdre Walters

### Head of Curriculum and Learning (R-12)

Position Pending

### Director of Wellbeing (R-12)

Mr Craig Bonnett

### Director of Spirituality (R-5)

Mrs Jane Bailey

### Director of Spirituality (6-12)

Miss Eugenia Stopyra

# Our College Logo

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## THE COLLEGE LOGO

The logo is unique to St Columba College.

## THE DISC

The St Columba College logo sits inside a disc. The circular shape is representative of a coracle, the type of small, primitive, hide-covered boat as used by Columba himself in his missionary journey from Ireland to the island of Iona. The circle is an eternal symbol with additional representation of the wholeness of God and all the peoples of the world.

## THE DOVE

The symbol of the dove is rich in our Christian history. It symbolises the Holy Spirit - alive and active within our world. It also symbolises our patron, Columba. The name Columba is the Latinised version of the original Gaelic name, Columcille, meaning 'Dove of the Church'. The dove in the logo is symbolic of the man for whom our College is named.

## THE CELTIC CROSS

The cross is the universal symbol of Christianity and in our logo is representative of our foundation by the Anglican and Catholic Churches. The Celtic version of the cross is a symbolic link to the heritage of Columba, a saint recognised in both these traditions.



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## WHEAT

The symbol of wheat calls us to remember our Eucharistic tradition - wheat, made into the bread of offering, transformed into the Body of Christ - given to all. The wheat also calls us to remember 'our place' of Andrews Farm.

## THE MOTTO - UNITY IN FAITH

We share the one Christian faith, while honouring and celebrating our Anglican and Catholic traditions. We seek to be truly Catholic and truly Anglican - reverencing difference and building on our commonalities.

# Our College Houses

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**Broughton (Orange):**  
William Broughton was the first Anglican Bishop in Australia.



**Faulkner (Black):**  
Leonard Faulkner was formally the Catholic Archbishop of Adelaide and was a co-founder and instrumental in the origins of St Columba College.



**Short (Purple):**  
Augustus Short was South Australia's first Anglican bishop. He was also the first vice-chancellor of the University of Adelaide.



**Lashmar (Red):**  
Lilla Lashmar was martyred in 1942 for her courage and dedication to social justice for people who were disadvantaged.



**MacKillop (Green):**  
St Mary MacKillop founded a new Australian Order of Nuns, the Sisters of St Joseph, and provided Christian and general education for children. She became Australia's first Saint in 2010.



**MacLennan (Light Blue):**  
Flora Joy MacLennan established the Anglican Social Welfare Bureau, which is now known as Anglicare.



**Mitchell (Navy Blue):**  
Dame Roma Mitchell was the first female Queen's Counsel, Court Judge and Supreme Court Judge and was also the first female Governor to be appointed in Australia.



**Polding (Yellow):**  
John Polding was the first Catholic Archbishop in Australia.

# Parent Engagement

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## COLLEGE COUNCIL

Parents, caregivers and members of the College community have the opportunity to become a representative of College Council for a two-year tenure. The College Council, the governing body, comprises of four parent/community members with eight members nominated by the Anglican and Catholic Archbishops.

Each year parents, caregivers or members of the College community are invited to nominate for membership of the College Council. Elections take place at the Annual General Meeting (AGM) in May.

## VOLUNTEERS

As a parent/caregiver at St Columba College, we invite you to become a volunteer of the College.

Volunteers carry out important work within our College environment with many tasks greatly enhanced by the generous donation of time and talent by volunteers who join staff to support student learning in a variety of areas.

While seeking to encourage people to volunteer their services, the College Leadership, as representatives of Council, also recognises its responsibility to ensure that all volunteers are properly trained and made aware of the Work Health and Safety (WHS) issues relating to the tasks they perform. In meeting these responsibilities, the College also has an obligation to ensure all persons who wish to work with students in a voluntary capacity are deemed as having the appropriated character to do so, as the safety and welfare of students is always paramount.

If you would like to become a volunteer, the College requires you to participate in mandatory child protection training. The training entitled 'Responding to Abuse and Neglect' is a compulsory Induction Program for all workers in schools.

To register your expression of interest as a volunteer, contact the College on 8254 0600.

## VISITORS AND VOLUNTEERS AT THE COLLEGE

As a visitor conducting business or participating in an activity at the College, it is compulsory for the visitor to sign in at the Front Desk.

Volunteers are required to wear their volunteer badges. Visitors will be issued with a visitor's pass.

The College recognises the movement of parents and caregivers through the College before commencement of the school day and at the completion of the school day. If a parent or caregiver attends the College during the school day, it is a requirement to arrive at the Front Office to notify administration staff of your presence.

# Affiliated Parishes

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St Columba College is affiliated with a number of Anglican and Catholic parishes and ministries in the northern suburbs.

As a joint Anglican and Catholic College, faith is central and integrated in learning at the College.

Anglican programs and Catholic Sacramental programs are available to all students through the community parishes.

The College celebrates in the joy of students preparing and participating in Holy observances. If your child/ren would like to participate in these programs, the Directors of Spirituality are available for further information and consultation.

## **Catholic Parishes and Churches (Northern Suburbs)**

### **Elizabeth Catholic Parish - St Thomas More**

19 Laverstock Road, Elizabeth North  
Website: [www.elizabethcatholicparish.com.au](http://www.elizabethcatholicparish.com.au)  
Telephone: 8255 1191

### **Elizabeth Catholic Parish - St Ann**

30 Midway Road, Elizabeth East

### **Salisbury Catholic Parish - St Augustine**

23 Commercial Road, Salisbury

### **Salisbury Catholic Parish - St Finbar**

Greencroft Road, Salisbury North

### **Salisbury Catholic Parish - Holy Family Church**

71 Shepherdson Road, Parafield Gardens  
Website: [salcath.freehostia.com/](http://salcath.freehostia.com/)  
Telephone: 8258 2314

### **Virginia Catholic Parish - Our Lady of the Assumption**

107 Penfield Road, Virginia  
Telephone: 8380 9029

### **Gawler Catholic Parish - Sts Peter and Paul**

1 Parnell Square, Gawler  
Telephone: 8522 1089

## **Playford City Church, Anglican Church of Australia**

### **Holy Cross Church**

91-93 Elizabeth Way, Elizabeth  
[www.playfordcitychurch.org](http://www.playfordcitychurch.org)

### **St Catherine's Church**

Cnr of Kentish and Dockett Roads, Elizabeth Downs  
[www.playfordcitychurch.org](http://www.playfordcitychurch.org)

## **FAMILY WORSHIP AT THE COLLEGE**

Holy Cross Elizabeth, in partnership with the College, offer families a comfortable, welcoming, interactive worship opportunity where all ages learn and experience God together.

Held on the first and third Sundays of the month commencing at 11:00am in the meeting room of the College's Gymnasium, President Avenue.

# Communication

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## TELEPHONE

If you would like to speak with a teacher or Head of School, contacting the appropriate Student Services will provide you with a team of education support staff who will help with your request.

## SMS

SMS (short message service) via mobile phone is used to contact the primary carer for absenteeism and important notifications requiring attention.

## EMAIL

When communicating via email, staff and parents are expected to adhere to email etiquette. At the commencement of the school year, class teachers (Junior School) and Kinship teachers (Middle / Senior Schools) will provide families with their College email address. This channel of communication will be used for reminders and notices by teachers. Issues that require a level of detailed discussion require the use of a different channel of communication. The responsible parent/s will be contacted by phone or the issue dealt with in person. Please visit our Communication Policy found on the College website.

## EMAIL NOTICES AND LETTERS

The College uses a digital platform for delivering College notices, letters, announcements and statement of fees. Email contact is implemented on a regular basis. If a family does not have access to email, another channel for communication will be established.

## MIDDLE SCHOOL DIARY

Middle School students use the College diary for the recording of homework tasks, lesson times and for parent-teacher correspondence.

## LEARNING MANAGEMENT SYSTEM (LMS)

Middle and Senior School students engage with a LMS, an all-in-one collaborative teaching and learning online portal. This is a window into their school program where students can access lesson-by-lesson teaching programs in each of their subjects, including attached resources, assessments and homework tasks, grades and feedback.

Senior School students access the LMS for the recording of homework tasks, lesson times and for student-teacher correspondence.

All school families have access to the LMS for parent-teacher correspondence. Refer to the following page for further information.

## PRINTED MATERIAL

While the College is delivering digital information to families, at times printed forms, letters and notifications will be sent home with students.

## NEWSLETTER

The College produces *The Coracle*, a digital newsletter, for families to stay informed with news and events. Families receive an email notification with a link to view the newsletter during Weeks 1, 5 and 10 at the end of each Term. New families receive an automatic subscription to The Coracle.

## SOCIAL MEDIA

The College has an official Facebook page - @StColumbaCollegeSouthAustralia

It also has an official Instagram page - @stcolumbacollege

These platforms are used to showcase events and activities within the College, and to promote our College to the wider community.

# Communication

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## PARENT ENGAGEMENT IN LEARNING

### Information Evenings

Throughout the year, Information Evenings are held for families which include sessions on parenting, upcoming camps, special programs and subject selection. We also provide opportunities at the beginning of Term 1, that enable parents and caregivers to meet their child's teachers to hear about what is planned for the year. We want to build strong relationships with our families and these evenings provide such opportunities.

### Learning Progress Meetings

Learning Discussions take place in Term 2 and 3 and are an important meeting to allow clear and consistent communication between teachers, parents and students. Bookings are made easily through an online portal on our website.

## LMS

The College's Learning Management System (LMS) 'opens the school gates' and allows staff, students, parents and caregivers to work in a partnership to achieve the best learning outcomes for your child. The LMS is a parent and caregiver online portal allowing you to be an active participant in your child's learning. The LMS platform allows access to follow your child's learning, monitor academic results, communicate with teachers, with the ability to view notices, policies, important information and more. Your access to the LMS begins on receipt of an email from the College. This individualised email invites you to set up your account with the College. You can connect to the platform on your PC directly from the individualised email you have received from the College. Once an account has been set-up, you can then access the mobile app by downloading it from the App Store or Google Play directly to your mobile device. For further information about connecting, visit the College website <https://www.stcolumba.sa.edu.au/learning/seqta>

## Academic Assemblies

The Academic Assembly is a formal assembly to recognise the achievements of our students for Semester One. The assemblies for Years 3-5 and Years 6-12 are held early in Term Three. At the end of the year we hold Prayer and Presentation for Years R-5 and Years 6-11. Awards presented, include:

- College DUX
- Academic Excellence
- Academic Endeavour
- St Columba College Medals
- Mary Woznitza Medals
- Sports All-Rounder Award
- Outstanding ATAR
- High Achievement
- Caritas Awards
- The Arts Award
- Global Citizenship

## Year 12 Graduation

In Term 4, our Year 12 graduates are farewelled with the following celebrations:

- R-12 Farewell Assembly
- Year 12 Breakfast and Graduation Liturgy
- Graduation Dinner

## STUDENT REPORTS

Student Semester Reports provide a formal summary of student achievement against the Australian Curriculum Achievement Standards. The Australian Government requires that all students throughout Years 1-10 are graded A to E in each learning area.

In addition, your child's teacher provides a report identifying your child's achievement against a number of criteria which are consistent with the general capabilities that are developed in conjunction with the curriculum.

All student reports are now delivered in an electronic format within the LMS platform at the end of Semester One and Semester Two.

# Lesson Times

## JUNIOR SCHOOL

The school day commences at 8:40am. Students should arrive at school before 8:40am and be on time to start the day.

### Recess and Lunch Times

Students eat recess and lunch while supervised with their class to ensure they are eating their prepared food.

### Healthy Snack

The Junior School has midmorning 'Brain Breaks' allowing students to bring into class a drink bottle of water and a healthy snack. These include non-processed, fresh food consisting of fruit and vegetables.

### Healthy Wrapper-Free Food

The Junior School has a healthy wrapper-free food policy. Students are asked to bring healthy food choices without packaging. Lollies, chocolate and soft drinks are not allowed. Students are asked to take home any packaging with them to minimise waste at school and help care for our environment.

### Play Recess and Lunch Time

Students have access to sporting equipment during play time. Students can also visit the Junior Library during recess and lunch to participate in Chess Club, mindful activities, quiet reading, quiet drawing and board games.

Students are not permitted to bring toys from home. They may bring a ball, labelled with their name, at their own risk.

Time	Lesson
8:40 - 9:25	1
9:25 - 10:10	2
10:10 - 10:55	3
10:55 - 11:25	Recess Play
11:25 - 11:30	Recess Eating
11:30 - 12:15	4
12:15 - 1:00	5
1:00 - 1:20	EY Play PY Lunch Time Eating
1:20 - 1:40	PY Play EY Lunch Time Eating
1:40 - 2:25	6
2:25 - 3:10	7
<b>Please note: A 3-minute warning bell will sound at 8:37am, 11:27am and 1:37pm</b>	

EY = Early Years (R-2)  
PY = Primary Years (3-5)



# Lesson Times

## MIDDLE AND SENIOR SCHOOLS

The school day commences at 8:40am. Students should arrive at school before 8:40am and be on time to start the day.

The first lesson begins at 8:40am each day.

Activities during lunch time are provided to students on various occasions. Students can also visit the Library on Monday, Wednesday and Friday during lunch.

It is important to note the change of lesson times every Wednesday.

## KINSHIP

Kinship allows students to get to know other students across their year level, increasing school pride through a strong connection to House. It provides and extends opportunities for inter-House experiences and activities through sport, performing arts, debating; and allows students to take an active part in College life - ultimately improving learning outcomes for all.

Monday, Tuesday, Thursday and Friday	
Time	Lesson
8:40 - 9:30	1
9:30 - 10:20	2
10:20 - 10:50	Kinship
10:50 - 11:20	Recess
11:20 - 12:10	3
12:10 - 1:00	4
1:00 - 1:30	Lunch
1:30 - 2:20	5
2:20 - 3:10	6

Wednesday	
Time	Lesson
8:40 - 9:30	1
9:30 - 10:20	2
10:20 - 11:00	Kinship
11:00 - 11:30	Recess
11:30 - 12:20	3
12:20 - 1:10	4
1:10 - 1:40	Lunch
1:40 - 2:30	5
2:30 - 3:15	6

# 2024 Term Dates and Pupil Free Days

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## TERM 1 - MONDAY 29 JANUARY - FRIDAY 12 APRIL (11 WEEK TERM)

Monday 29 January	All Students Return
Friday 8 March	Pupil Free Day - Staff Professional Learning
Monday 11 March	Adelaide Cup Public Holiday
Thursday 28 March	Holy Thursday - 1pm Dismissal
Friday 29 March	Good Friday
Monday 1 April	Easter Monday
Friday 12 April	End of Term 1 - Normal Dismissal
Monday 15 April - Friday 26 April	School Holidays

## TERM 2 - TUESDAY 30 APRIL - THURSDAY 4 JULY (10 WEEK TERM)

Monday 29 April	Pupil Free Day
Tuesday 30 April	All Students Return
Monday 10 June	Kings Birthday Public Holiday
Thursday 4 July	End of Term 2 - Normal Dismissal
Friday 5 July	Pupil Free Day - Staff Professional Learning
Monday 8 July - Friday 19 July	School Holidays

## TERM 3 - TUESDAY 23 JULY - FRIDAY 27 SEPTEMBER (10 WEEK TERM)

Monday 22 July	Pupil Free Day
Tuesday 23 July	All Students Return for Term 3
Friday 27 September	End of Term 3 - Normal Dismissal
Monday 30 September - Friday 11 October	School Holidays

## TERM 4 - TUESDAY 15 OCTOBER - FRIDAY 6 DECEMBER (8 WEEK TERM)

Monday 14 October	Pupil Free Day
Tuesday 15 October	All Students Return
Friday 6 December	End of Term 4 - Normal Dismissal

# Attendance Matters

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At St Columba College, we believe students need to attend regularly and participate fully in order to gain maximum benefit from schooling. Regular and on-time attendance enables students to access a comprehensive education, enabling them to reach their full potential. School staff are role models for our students, encouraging and emphasising attendance and punctuality. Successful students are well-organised and begin the day on time.

Student attendance is the responsibility and business of the whole College community. The Education Act requires children between the ages of 6-17 years are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education or have been granted an exemption by the Education Department.

Parents / Caregivers have a responsibility to ensure their children are enrolled in and attend a school every day, unless there are acceptable reasons for absence.

## LATE ARRIVALS

Students should arrive at school before 8:40am and be on time to start the day. When a student is late (after 8:40am), it is a requirement that the student reports to Student Services to sign in. Junior School students will need a parent to accompany them to the Junior School.

## STUDENT ABSENTEEISM

The College takes seriously its responsibility to ensure that students arrive at school safely. Part of this process is the need to ascertain why a student is absent and to work with parents to establish a clear process for informing the College if a child is absent on any given day. This policy links to our Safeguarding Children and Young People Policy in so much as the College wishes to work with parents to ensure that students who should be at school actually attend.

## PARENT / CAREGIVER RESPONSIBILITIES

Parents / Caregivers are asked to notify the College of any absence before 8:50am on the day of absence:

**Absentee Line:** 8254 0636

**Web Absentee Form:** [www.stcolumba.sa.edu.au/contact-us/student-absentee](http://www.stcolumba.sa.edu.au/contact-us/student-absentee)

Parents / Caregivers must provide the school with an appropriate explanation for the student's non-attendance. A diary note, letter, phone call or medical certificate is required for each day of absence. A written explanation is required after 3 days' absence. Parents are asked to phone the College Absentee Line by 8:50am if a student will be absent.

## COLLEGE ABSENTEEISM PROCEDURES

The College Student Services follow-up daily absenteeism with automated SMS texts. In the case of unexplained absences, staff will make a phone call to listed contacts. If no contact is made, an email is sent requiring an explanation.

If a student is regularly late or has unexplained absence for 5 days in a term (90% attendance), teachers will be asked to make a meeting time with parents to informally discuss effects on learning and provide the College Attendance Policy outlining the importance of school attendance.

The Head of School has a further responsibility to ensure that continued unexplained absences are investigated and high levels of absenteeism are adequately explained.

In the event of ongoing unresolved absences or lack of cooperation regarding student attendance plans, the Principal will conduct a formal attendance conference.

# Request for Student Leave

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The College recognises that students may need to attend an appointment or go on family leave during school time. The College has an expectation that families notify the College of any prior arrangements by telephone or a note made in the student's diary.

In the Junior School, if a child is required to leave during school hours, a parent/caregiver is required to attend the Front Office to collect the child and sign the student out.

In the Middle School, students are to attend Student Services to notify College staff of leave during school hours, present a written and signed note by the parent/caregiver in their student diary and sign out.

In the Senior School, students are to attend Student Services to notify College staff of leave during school hours, present a written and signed note by the parent/caregiver in their student diary and sign out.

## APPLICATION FOR EXEMPTION FROM SCHOOL ENROLMENT / ATTENDANCE / PARTICIPATION FORM

A parent or guardian must apply for an exemption from school attendance if they wish to take their child out of school temporarily or permanently.

Exemption from attendance at school is often sought because of family travel or holidays, medical or health reasons, home education or full time employment.

Application for Exemption Forms are available from Student Services or the College Administrations and are to be completed and returned to the College to be processed. Temporary exemptions may require supporting evidence. Permanent exemptions require evidence such as letters from employers or training organisations. These must be submitted with the application form.

Students must attend school regularly until the exemption has been approved.

If your request is approved, you will be notified and an exemption certificate will be issued for exemptions longer than one month.

# Student Health and Wellbeing

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We believe supporting the wellbeing of all students within our care is essential to ensuring happy, healthy and engaged individuals.

We value not only fostering academic growth but also the social and emotional wellbeing of all students. Our approach is centred on Positive Education to promote wellbeing as an integral part of the St Columba experience along with our other wellbeing programs.

## WELLBEING

Wellbeing brings together the science of positive psychology with best-practice teaching. Research shows that teaching the following skills can have a powerful and long lasting impact on wellbeing. This strengths-based approach across R-12 focuses on developing:

- **Character Strengths:** Using the strengths that come most naturally to the individual in managing life
- **Emotional Intelligence:** The ability to identify, acknowledge and manage our emotions and relationships with others
- **Gratitude, Praise and Mindfulness:** The practice of paying attention via self-awareness, prayer and thanksgiving
- **Positive Mental Health:** The capacity to perform to the best of our ability when dealing with challenges
- **Positive Physical Health:** Developing and maintaining sustainable habits for optimal physical health.

These skills aim to foster greater motivation, engagement and persistence leading to improved performance, academic outcomes, relationships and success in life.

## THE HOUSE SYSTEM

Kinship is a central element in all human societies as it creates a sense of belonging within a community. Kinship was at the heart of our patron saint, Saint Columba, and his Iona community. The individuals of the Iona faith community formed strong relationships with each other no matter how far they travelled in spreading the word of God. We value Kinship through our House System across R-12.

Every student across R-12 belongs to one of our eight Houses and remains in this House throughout their time at the College.

In the Junior School, students meet in House teams twice per term where they are involved in a range of collaborative activities.

Students across Years 6-12 participate in their House for a range of activities including the Sports Carnival, Liturgies, Eucharists and other events.

Students in the Middle and Senior Schools meet each day in their Kinship group - Year 6 or Years 7-9 or Years 10-12. The role of the Kinship teacher is to monitor and support the academic and pastoral development of each student in their group. The House Leader coordinates the House and supports both teachers and students. During this time there is a focus on wellbeing, social and emotional learning, study skills and cultural development.

The class teacher/Kinship teacher is the contact for parents and caregivers to discuss any concerns about their child's progress.

# Student Health and Wellbeing

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## STUDENT LEADERSHIP

Junior School students have the opportunity to become part of the Student Representative Council (SRC). Two children per class are voted on by peers and staff. The SRC is the student voice and actively participates in decision making relating to College initiative.

Middle and Senior School students have the opportunity to take up positions of leadership as spokespersons for the student body.

Middle and Senior Students students from Years 7 to 12 are also able to participate in student leadership opportunities. In the Middle School, sixteen Middle Prefects (Years 7-9) are led by two Middle School Captains (Year 9) and in the Senior School, sixteen Senior Prefects (Years 10-12) are led by two College Captains (Year 12).

## PEER SUPPORT

Students in Year 9 are able to work as Peer Support Leaders working alongside their Year 6 peers during Term 1 each year.

## WELLBEING TEAM

The support team for student wellbeing extends beyond teachers and includes Counselling, First Aid and a Social Worker.

### Counsellors

The team of Counsellors are qualified to work individually or in small groups. We encourage students across all year levels to seek help in regards to friendships, relationships, conflict resolution, bullying, problem-solving and mental health.

The Counselling Team provides confidential, professional counselling support to students across all year levels.

Situated at all sites, the Counselling Team recognise that acquiring appropriate help-seeking behaviours is an important and adaptive life-skill for young people. Help-seeking is one of the primary indicators of a student's strength of character.

The professional and qualified Counselling Team uphold their commitment to student support by maintaining a strong focus on wellbeing and to meaningfully respond to requests for help from the student body.

Parents can refer their child to the Counselling Team by contacting one of the Counsellors:

### Junior School - 8254 0650

Ms Nicole Symons

### Middle School - 8254 0600

Miss Danica Gallarelo

### Senior School - 8254 0660

Mr Jack Lokan

### R-12 Family Liaison Officer - 8254 0600

Rev. David Amol

## External Experts

The College engages experts to work with students across the year regarding risk-taking behaviours, sleep deprivation, nutrition, screen time, keeping safe online and responding to bullying.

## SUPPORTED STUDY

Students in Years 7-12 have the opportunity to attend study support in the Library from 3:15pm to 5pm, Monday to Thursday. The College employs tutors to support our students.

# Student Health and Wellbeing

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## FIRST AID COORDINATOR

The College has a First Aid Coordinator and a Senior First Aid Health Officer to assist with the medical needs of students and staff.

As a policy of the College, it is a requirement that all staff have training and certification in occupational first aid and provide emergency first aid response in an education and care setting.

To contact the First Aid Coordinator, call 8254 0663.

## MEDICATION MANAGEMENT PLAN

The College requires written authorisation from both the prescribing medical practitioner and the parent/caregiver for all prescription medication, including some over-the-counter medications, which need to be administered at school, as part of the College's First Aid and Health Management Policy.

Your child cannot be given medication unless the College has received a Medication Management Plan from a Doctor, permitting the student to receive the prescribed medication.

For students diagnosed with allergies or any other medical condition requiring medication for treatment, the College requires a yearly updated Medication Management Plan signed by a Doctor.

The Medication Management Plan is located on the College website under 'College Services - Health and First Aid'.

## ANAPHYLAXIS - EPIPEN AUTOINJECTORS

For students diagnosed with allergies or any other medical condition requiring an EpiPen Autoinjector for treatment, the College requires a yearly updated Medication Management Plan signed by a Doctor as well as an Anaphylaxis EpiPen Action Plan as part of the College's First Aid and Health Management Policy.

The Medication Management Plan and Anaphylaxis EpiPen Action Plan is located on the College website under 'College Services - Health and First Aid'.

## ASTHMA MANAGEMENT PLAN

For students diagnosed with Asthma, the College requires a yearly updated Asthma Management Plan signed by a Doctor. This plan is to be followed at all times and students from Years 5 onwards may carry their own Ventolin. It is encouraged that medication for students in Reception to Year 4 to be placed in the Junior School First Aid room.

The Asthma Management Plan must be provided to the College for the student to attend the College, camps, excursions, and any other school activity.

The Asthma Management Plan is located on the College website under 'College Services - Health and First Aid'.

# Student Health and Wellbeing

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## STUDENT ACCIDENT INSURANCE AND AMBULANCE COVER

St Columba College has School Care Insurance with Catholic Church Insurance Limited to cover all enrolled students in case of an accident.

The policy includes cover for school camps, school sports (including out of school hours), work experience, traveling to and from school and school activities.

The policy covers students for accident emergency covering ambulance transport to the nearest place of medical aid.

The policy does not include cover of emergencies that are non-school related and for students who have a pre-existing condition such as diabetes, asthma or allergic reactions.

The policy does not provide any cover for expenses where a Medicare benefit is payable including any gap. Other claims may be specifically limited or excluded.

It is advised that parents/caregivers take out personal family ambulance cover to cover ambulance transport costs if the insurance policy does not apply or make sure that personal medical insurance includes appropriate ambulance cover.

## IN AN EMERGENCY

An “emergency” is classified as an event that requires an ambulance to be called.

An emergency will only cover incidents resulting from accidents.

If a child with a pre-existing condition requires emergency transport due to their condition, this is not covered under the policy and the parent/caregiver will be responsible for the payment of the ambulance bill.

## SICK CHILD PICK-UP

If a child takes ill during the day, the College will contact the parent/caregiver or emergency contact to pickup the child.

In the Junior School and Senior School, the parent/caregiver is to attend the Front Office to speak with College staff, to collect your child and sign the student out.

In the Middle School, the parent/caregiver is to attend Student Services to speak with College staff, to collect your child and sign the student out.

## CONSENT2GO

The College has introduced Consent2Go, an integrated system that allows parents/caregivers and the College to record health information about students in an accurate, secure and timely manner.

Other benefits include online excursion approvals, risk management, and online permissions for off-campus activities.



# Professional Photography

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## DATABASE AND STUDENT ID

### Reception Students

Reception students are required to have an individual photograph taken at the commencement of the school year for the College database. Individual photographs of students are taken by professional photographers. Reception students do not require a Student ID Card.

### Junior Students

Junior School students in Years 1-5, who are new to the school, are required to have an individual photograph taken at the commencement of the school year for the College database. Individual photographs of students are taken by professional photographers. Junior School students do not require a Student ID Card.

### Middle and Senior School Students

Individual photographs of Middle and Senior students are taken by professional photographers for the production of Student ID Cards.

ID cards are used for library borrowing and photocopying at the College as well as proof of ID for external student concessions.

All new students require an individual photograph to be taken for the College database at the commencement of the school year or when the student commences at the College.

## PROFESSIONAL SCHOOL PHOTOGRAPHY

Students across all year levels are photographed annually for class, individual and extra-curricular photos by an external professional photography service. These photographs are for families to purchase, College archival purposes, and for publication in the College's annual Yearbook.

All students are expected to be photographed. If you do not wish your child to be photographed, the College will need to be informed in writing. Students in the Junior School are not required to order or supply text books or stationery.

# Car Parking

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## JUNIOR SCHOOL

The Junior School car park is provided for families for short term parking. Please be vigilant of young students entering and exiting the car park who may not be accompanied by an adult.

Parking in the car park of the adjoining shops is not permitted for student drop-off. This car park is not owned by the College nor is there any arrangements for use. Parent parking in this area can cause a major inconvenience to the businesses.

## JUNIOR SCHOOL 'DROP-OFF' ZONES

Two designated 'drop-off' zones are available at the front of the Junior School, on President Avenue, and in the Junior School car park. These are not parking areas. The areas are for the purpose of a quick and safe delivery or pick-up of children. Adults are to remain in their vehicle when dropping off children. Cars are to enter the zone from the back and exit in a safe and timely manner.

Please do not double park on the road or do U-Turns in the crossing zone.

## MIDDLE SCHOOL

Car Parking spaces in the Middle School are for College staff and visitors. Students are to be dropped-off and picked-up in the designated drop-off zones on either side of President Avenue. Please note, there are no right-turns permitted into either drop-off zone.

## SENIOR SCHOOL

Parking is not available on the Senior School site. Students can be dropped-off and picked-up in the designated zone at the front of the Senior School, on President Avenue.

## STUDENT DRIVERS

Students who wish to drive a motor vehicle (car/motorbike) to and/or from the College are requested to provide the Head of Senior School with a completed copy of a 'Student Driver Information Form' with their licence, vehicle and sibling passenger details and signed Parent/ Caregiver acknowledgment.

This form is available from the Senior School Student Services desk.

Students will not be allowed access to their vehicle during the school day without the written permission of the Head of Senior School.

## PARKING FOR STUDENT DRIVERS

Students are required to park on the streets in close vicinity to the College. Students are expected to be conscious of the rights of home owners in these streets and be aware of providing access to household garbage collection on Fridays.

Given the volume of vehicle traffic through the Middle School car park, at the beginning and end of each school day, students are requested not to drive their vehicles onto College property to pick up siblings or other passengers.

## STUDENT DRIVERS WITH STUDENT PASSENGERS

If other students are carried as passengers, the written authorisation of both sets of parents/ caregivers is requested with this information to be forwarded to the Head of Senior School on the 'Student Passenger Information Form'. The College cannot permit students to travel as passengers in a vehicle driven by a student without the written authorisation provided in this form. This form is available from the Senior School Student Services.

# Transport Services

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## **SCHOOL BUS SERVICE - ADELAIDE METRO**

Adelaide Metro offers dedicated school bus services on school days only, in addition to regular Adelaide Metro services.

There are two school bus services for St Columba College which only run to a departure and arrival time on the morning and afternoon routes.

### **Bus Route 471 Hillbank - St Columba College**

It is important for students to be at a bus stop along the bus route of 471 at least 5 minutes prior to the allocated time, to allow for the bus running early and to ensure the bus is not missed.

For information on Adelaide Metro's school bus service 471, visit [www.adelaidemetro.com.au/routes/471](http://www.adelaidemetro.com.au/routes/471)

### **Bus Route 462c - Loop Service Munno Para Centre Interchange, Angle Vale to St Columba College**

For information on Adelaide Metro's loop service 462c, visit [www.adelaidemetro.com.au/routes/462C](http://www.adelaidemetro.com.au/routes/462C)

### **Bus Route 451 Elizabeth Interchange to St Columba College**

For further information on Adelaide Metro's bus route 451, visit [www.adelaidemetro.com.au/routes/451](http://www.adelaidemetro.com.au/routes/451)

### **Bus Route 451 Munno Para Centre Interchange to St Columba College**

For further information on Adelaide Metro's bus route 451, visit [www.adelaidemetro.com.au/routes/451](http://www.adelaidemetro.com.au/routes/451)

### **Train Route GAWC - towards City Gawler Central to Elizabeth Railway Station**

Stopping along stations from Gawler Central to Elizabeth Railway Station, Mountbatten Square, Elizabeth.

For further information on Adelaide Metro's train route GAWC, visit [www.adelaidemetro.com.au/routes/GAWC](http://www.adelaidemetro.com.au/routes/GAWC)

# Text Books, Stationery and BYOD

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## TEXT BOOKS

Students in the Junior School are not required to order or supply text books or stationery.

Students in Years 6 to 12 are required to order text books and stationery. The College collaborates with *Box of Books* for the ordering and distribution of year level study materials.

## ONLINE ORDERING

Students will have access to prescribed digital textbook resources from the first day of Term 1 via their *Box of Books* account. The school will pre-purchase these resources on your behalf. Students will be advised when and how to access their Digital Books via their *Box of Books* account.

Stationery and physical resources will be available to purchase from the online *Box of Books* shop from early November. For delivery of stationery items before the start of the academic year, we recommend placing your order by early December. Stationery may be purchased from any stationery retailer.

Textbooks must be purchased online through *Box of Books* to ensure titles and editions are identical.

### Steps to order:

1. Visit <https://shop.boxofbooks.com.au> to create your parent/guardian account
2. Add each student, nominating their school and year group
3. Select the items you wish to purchase from the booklist shown
4. Use the checkout for payment and to organise postage direct to your nominated address.

For further assistance, please see this short informative guide on [How to Purchase Books](#) or contact the *Box of Books* team through the in-app support function (located at the bottom right corner of the shop).

## BRING YOUR OWN DEVICE (BYOD) PROGRAM - LAPTOP, NOTEBOOK OR TABLET

Year 6-12 students are required to bring in their own device to school - laptop, notebook or tablet - to use as their primary technological device as part of the Bring Your Own Device (BYOD) Program.

St Columba College values the rich learning experiences that technology brings to the classroom and the BYOD program aims to continue to support personalised learning by giving students choice of the device they wish to use at school.

# Annual Fees and Charges

St Columba College offer a variety of payment options to suit your family.

Tuition fees are essential to the overall success of the educational program at St Columba College. Upon enrollment, every family enters into an agreement with the College to meet their commitment regarding the payment of school fees.

The College Council reviews the fees schedule annually and notifies parents in late November of any change in fees for the following year. Every effort will be made to assist families in meeting their commitment to pay College fees.

The College offers support to families during times of financial stress. Any family who experiences circumstances that influence their ability to meet their financial relationship with the College are invited to contact the Finance Office on 8254 0600.

Depending on your family's income you may also be eligible for support through school card, a South Australian Government program.

## SCHOOL CARD SCHEME

The School Card scheme is a South Australian Government program. Depending on your family's income, you may be eligible for support through school card.

To check for eligibility, visit [www.sa.gov.au](http://www.sa.gov.au)

## PAYMENT DISCOUNTS

SIBLING DISCOUNTS:

2nd child enrolled less 30%

3rd child enrolled less 60%

4 or more enrolled are no charge

SCHOOL CARD DISCOUNT:

50% discount

ANGLICAN / CATHOLIC SCHOOL DISCOUNT:

A 5% discount for students enrolled at St Columba who have siblings at other Anglican or Catholic Schools.

## IMPORTANT PAYMENT DATES

Tuition Fees	Details
End of February 2024	Lump sum payment of school fees: upfront payment attracts 10% discount if paid by this date
End of February 2024 End of August 2024	Two lump sum payments of school fees: attract a 5% discount if paid by these dates
End of February 2024 End of May 2024 End of August 2024 End of November 2024	Four lump sum payments of school fees: attract a 3% discount if paid by these dates

# Instrumental Music Tuition

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Instrumental Music Tuition is available to all students from R-12. We look forward to the musical development of all students across the Junior, Middle and Senior Schools.

Instrumental tuition on offer includes:  
Bass Guitar, Brass, Drums, Flute, Guitar,  
Piano, Violin, Voice and Woodwind.

## SIGN UP FORM

An Instrumental Sign up Form is available for download from the College website.

## INSTRUMENTAL TEACHERS

The College offers a variety of music instrumental options and recommends a number of specialist instrumental and vocal teachers.

## INSTRUMENT HIRE

The hire of all other instruments can be arranged through the College. Instrument hire fees will only be added to the school account if school fee payments are up to date. Current prices can be found on the College website. For more information visit <https://www.stcolumba.sa.edu.au/learning/instrumental-music-tuition>

The College has a limited number of brass and woodwind instruments which can be borrowed free-of-charge through the Middle/Senior School Resource Centre. These are reserved for current Music students undertaking instrumental lessons.

## INSTRUMENT PURCHASE

Students are encouraged to purchase their own instrument where possible. It is advisable to consult with instrumental staff regarding a suitable instrument prior to any such purchase.

## ARRANGEMENT BETWEEN PARENTS AND INSTRUCTORS

Instructors are not employed by the College to provide these lessons. Where parents request a lesson, the College will refer them to one of a number of instructors who have indicated their availability and who the College is prepared to recommend. The parent(s) and instructor will enter into an agreement for the instructor to provide lessons in return for a fee. The College is not a party to that agreement.

## WITHDRAWAL FROM LESSONS

Once an agreement to provide lessons has been made, the agreement will last for the remainder of the school year. If it is necessary for a student to be withdrawn from lessons, this should take place at the end of a given term. Written notification from the parent(s) to the Coordinator of Co-Curricular Music and the Instrumental Teacher involved is required at least two weeks prior to the end of that term, otherwise an additional term's fees may be charged.

Students studying Music in Years 9 to 12 as a subject are not able to withdraw from instrumental tuition during the school year unless written approval is given by the Coordinator of Co-Curricular Music.

# Uniform

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St Columba College students take pride at all times with their grooming. The wearing of the College uniform is directly related to the values of the College, respect for self and others. Respect calls each person to an awareness of their own dignity and the dignity of others. Respect is also concerned with acting responsibly and an awareness that actions affect the spirit of the College, the image of the College and the perceptions of the student community.

The College uniform supports students to develop their sense of belonging to our community, maintaining a clear dress standard and creating a sense of personal pride in being a student at St Columba College.

The College uniform places restrictions on personal choice and requires a consistency of presentation between students. Students are ambassadors of the College and therefore need to be mindful of enhancing the College's reputation. As such, whenever the College uniform is worn, it should be worn in its entirety, and worn in accordance with these requirements.

## EXPECTATIONS

**Labels:** The College requests that all uniform items be labelled, especially the jumper, sport jacket, hat and blazer. The College will not take responsibility for items of clothing that are misplaced or lost.

**School Bag:** Students are expected to have the approved College school bag sold from the College uniform shop. No other bag is to be used by students to transport their belongings to and from school. Graffiti on the College school bag is unacceptable. The College satchel is an optional school bag that can be used during class time

**Summer Uniform – Terms 1 and 4:** Students must be in summer uniform at the beginning of Term 1. If an additional garment is needed for warmth the College jumper may be worn.

**Winter Uniform – Terms 2 and 3:** Students must be in full winter uniform at the beginning of Term 2. Please note that the summer uniform may be worn if the forecast temperature, according to the Bureau of Meteorology website, is above 25°C.

For students in Years 6-12, the College blazer is always to be worn to and from school during Term 2 and Term 3. The College jumper may be worn under the blazer to and from school and as the outer garment at school. The College scarf and College beanie may also be worn.

**Formal Functions:** All Year 6-12 students are required to wear the College blazer when attending formal College functions (Academic Assemblies, Middle and Senior School assemblies in Term 2 and 3 and end-of-year Prayer and Presentation). The College tie is to be worn with long trousers or shorts. Girls must ensure their dress collar is over the blazer collar.

R-5 students are required to wear their formal summer or winter uniform.

**Physical Education (PE) Uniform:** The PE uniform is only to be worn on timetabled double PE lesson or attending a sporting event.

**House Polo Tops:** House tops are to be worn for approved House Activities and the Sports Carnival in partnership with full Sports Uniform.

# Uniform

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**Year 12 Jumper:** Year 12 students have the opportunity to purchase a special Year 12 Jumper. This jumper is worn during the day but not to and from school. The Year 12 Jumper is not to be worn with the College blazer or worn to formal College occasions. The jumper may not be altered from that which was authorised by the College. The College reserves the right to withdraw this privilege if a student's behaviour does not meet expectations.

**Dress and Skirt Length:** The College uniform, both winter skirt and summer dress, are designed and manufactured to be worn at or below knee length. The College expects that the lengths of these are not shortened after purchase to above the knee and that hems are lowered to meet this requirement as a student grows (if necessary).

**Hair Styles:** Hair must be of natural colour and a length and style appropriate to the image of the College. Hairstyles must allow for the correct wearing of the College hat.

Hair is always to be kept in a neat and tidy manner off the face and if necessary, pins/clips must be used to ensure that hair is not over the face. Fringes are not to be below the eyebrows.

Hair longer than the top of collar length must be fully tied back. Any tie back or clip is to be in one of the colours of the College (red, green, yellow, black or College tartan).

Extreme cuts/styles are not permitted e.g., rats tails, mohawks, extreme mullets, shaved heads, cuts or slits, extreme hair colouring.

Boys must be clean shaven at all times.

If a student's religious observance mandates a beard, this will be sanctioned by the Principal on enrolment.

**Shoes:** Dress Shoes: Black lace-up school shoes with heels no greater than 4cm in height. No coloured stitching or logos. Shoes must be polished and in a good state of repair.

Students in Reception – Year 2 may wear black velcro shoes.

**Sports Shoes:** Must be a cross trainer style sport shoe with laces and treaded sole designed for outdoor sports activities. Boots or any footwear with flat soles, e.g., skate shoes, street wear, Chucks, Vans or Volleys are not permitted. Sport shoes are never to be worn with the College dress uniform.

**Hats:** The Bottle Green College Bucket Hat is part of the Summer Uniform and must be during recess and lunchtime if playing or sitting in the direct sun, and on excursions. It is expected that hats are removed indoors. Hats are not compulsory between 1 May and 31 August.

**Hijab:** Girls who wear a hijab are able to wear a plain black hijab. Black underclothes (e.g., long-sleeved tops or tights) are to be only worn for religious purposes.

**Turban:** Students who wear a turban are able to wear a plain black turban.

**Make-up and Nail Polish:** A very light, barely visible foundation is the only make-up that will be accepted. No coloured nail polish or acrylic nails are allowed. Nails must be a reasonable safe length.



# Uniform

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**Jewellery and Tattoos:** A necklace consisting of either a small gold or silver chain with a single small Christian or other faith object may be worn. No other symbol is permitted.

- Watches and medical alert bracelets may be worn
- Bangles, bracelets and rings are not allowed
- A Kara (a steel bracelet) maybe worn by those who observe the Sikh faith. This will be sanctioned by the Principal on enrolment
- Only plain gold/silver or small birth-stone studs (maximum diameter 4mm) or plain silver or gold standard sleepers (10mm) may be worn. Only one stud/sleeper must be worn in each ear lobe. A single stud may be worn
- No visible piercings (other than ear lobes) are permitted e.g., no piercings of the nose, tongue, eyebrows
- No visible body art.

**Headphones:** (in ear, over ear, bone-conducting and sunglasses with headphones): Not to be worn during the school day unless directed by teacher or unless specified in the PPL.

**Casual Clothes Dress Code:** From time to time, the College invites students to wear casual clothes to school. On these occasions we seek to be clear about the expectations that we have in relation to what is and is not appropriate.

All clothing is to be of a good and clean state of repair and must be of a 'modest' nature.

Shoes need to be enclosed. Hairstyle, make-up and jewellery expectations apply as per the policy.

Clothing that contains language or graphics of a sexual, violent, profane or offensive nature will not be accepted.

Students are still required to wear a hat that provides sun protection during Term 1 and Term 4.

## UNIFORM NON-COMPLIANCE

It is an expectation of the College that all students wear the correct uniform to school. The process for uniform non-compliance is as follows:

R-5 students choosing not to comply with the uniform expectations of the College will be reminded via uniform note on the LMS. If persistent, parents/caregivers will be contacted to attend a review meeting.

Year 6-12 students will be given a blue slip for any uniform indiscretion. The blue slip for not complying with uniform expectations will contribute towards the 15 blue slips and/or behavioural notifications. Should 15 notifications be reached, parents/caregivers will be contacted to attend a review meeting.

Students wearing jewellery that is outside the Uniform Policy will be asked to remove it. It will then be placed in an envelope and passed on to Student Services Office. It may be collected from Student Services Office after 3:15pm. Students wearing make-up or fingernail polish will be sent to Student Services Office to remove it.

If uniform non-compliance is extreme (hair colour or style inappropriate, casual clothes) the student will be withdrawn from class. Parents/caregivers will be contacted for the student to be taken home to correct the hair or change. If a parent is unable to be contacted the student will remain withdrawn until they return to the College in the correct uniform.

# Uniform (Reception - Year 5)

<b>GIRLS SUMMER UNIFORM</b>	<b>BOYS SUMMER UNIFORM</b>
Tartan Summer Dress (to be worn at knee length) or Black College Monogrammed Trousers or Black College Monogrammed Shorts with White Open Neck Monogrammed Short Sleeve shirt	Dark Grey College Shorts (elastic back) White Open Neck Short Sleeve Monogrammed Shirt
White Socks, crew length (no anklets)	Grey Socks, crew length (no anklets)
Red College Jumper	Red College Jumper
R-2: Black Lace-up Shoes or Black Shoes with a Velcro strap 3-5: Black Lace-up School Shoes or Black Low Heel Plain Style Sandals (sample on display in the Uniform Shop)	R-2: Black Lace-up Shoes or Black Shoes with a Velcro strap 3-5: Black Lace-up School Shoes or Black Low Heel Plain Style Sandals (sample on display in the Uniform Shop)
Bottle Green College Bucket Hat	Bottle Green College Bucket Hat
<b>GIRLS WINTER UNIFORM</b>	<b>BOYS WINTER UNIFORM</b>
Tartan Pinafore (to be worn at knee length) or Black College Trousers	Dark Grey College Long Trousers (elastic back)
White Socks or Black Cotton Blend Tights (no anklets or knee-high stockings)	Grey Socks (no anklets)
White Open Neck Long Sleeve Monogrammed Shirt	White Open Neck Long Sleeve Monogrammed Shirt
Red College Jumper	Red College Jumper
Black Lace-up School Shoes	Black Lace-up School Shoes
Black Gloves / Black Scarf / Black Beanie (Optional)	Black Gloves / Black Scarf / Black Beanie (Optional)
<b>GIRLS AND BOYS SPORTS UNIFORM</b>	
College Polo Top	
College Track Jacket	
College Track Pants	
Black Monogrammed Sports Shorts	
College Monogrammed Sports Socks	
Cross Trainer Sports Shoes with laces and treaded sole designed for outdoor sports activities	
House Polo Top (To be worn for House Activities and the Sports Carnival in partnership with full Sports Uniform)	
Bottle Green College Bucket Hat	

# Uniform (Year 6 - Year 12)

<b>GIRLS SUMMER UNIFORM</b>	<b>BOYS SUMMER UNIFORM</b>
Tartan Summer Dress (to be worn at knee length) or Black College Monogrammed Trousers or Black College Monogrammed Shorts with White Open Neck Monogrammed Short Sleeve shirt	Dark Grey College Shorts or Long Trousers White Open Neck Monogrammed Short Sleeve Shirt Black Belt / small silver buckle
College Blazer	College Blazer
Red College Jumper	Red College Jumper
Bottle Green College Bucket Hat	Bottle Green College Bucket Hat
Black Lace-up School Shoes	Black Lace-up School Shoes
White Socks, crew length (no anklets)	Grey Socks, crew length (no anklets)
<b>GIRLS WINTER UNIFORM</b>	<b>BOYS WINTER UNIFORM</b>
Tartan College Skirt (to be worn at knee length) or Black College Monogrammed Trousers	Dark Grey College Trousers Black Belt / small silver buckle
White Long Sleeve Monogrammed Shirt	White Long Sleeve Monogrammed Shirt
White Socks or Black opaque tights or Black Cotton Blend Tights (no anklets or knee-high stockings)	Grey Socks, crew length (no anklets)
College Tie	College Tie
Red College Jumper	Red College Jumper
College Blazer	College Blazer
Black Lace-up School Shoes	Black Lace-up School Shoes
Black Gloves / Black Scarf / Black Beanie (Optional)	Black Gloves / Black Scarf / Black Beanie (Optional)
<b>GIRLS AND BOYS SPORTS UNIFORM</b>	
College Polo Top	
College Track Jacket	
College Track Pants	
Black Monogrammed Sports Shorts	
College Monogrammed Sports Socks	
Cross Trainer Sports Shoes with laces and treaded sole designed for outdoor sports activities	
House Polo Top (to be worn for House Activities and the Sports Carnival in partnership with full Sports Uniform)	
House Sports Cap	

# Resource Centres (Library)

## JUNIOR SCHOOL

### Borrowing: Reception

Students borrow two library books each week. Borrowing occurs on the class allocated library day. Up to three take-home readers are selected by the class teacher and are also borrowed from the Junior Library.

### Borrowing: Year 1-4

Students can borrow up to five take-home items. The five items usually consist of three readers and two library books. Items may be changed weekly on library day or as necessary during the week.

### Borrowing: Year 5

Students can borrow up to five take-home items for two weeks plus one Reading Circle Novel for a term. This can vary when students are reading novels rather than levelled readers. Library items may also be exchanged or loans renewed during other opening times.

### Library Bags

All Junior School students are required to use a library bag. College library bags are recommended and are available to purchase in a variety of colours from the Uniform Shop. Alternatively, a sturdy and protective library bag without a College logo may also be used.

### Overdue and Lost Items

We expect students to take care of our library property and return their library items on time. Junior School overdue notices are issued to Junior School families via email on a fortnightly basis. Printed overdue notices are supplied each fortnight via the classroom to families without email at home.

Three overdue notices are issued before a printed 'final notice' is sent home to families in a sealed envelope. A replacement cost will be required if an item is lost, damaged or is more than seven weeks overdue. A library shelf check is done before a replacement cost is requested.

## MIDDLE/SENIOR

### Borrowing

Students in Years 6-9 can borrow up to seven books. Students in Years 10-12 can borrow up to 10 books. Borrowing time is two weeks. Extensions may be negotiated.

### Available Resources

Students have access to WorldBook online and EBSCO database from St Columba's Intranet page for student research purposes. There is fiction, series, non-fiction and Manga collections. There is also a 10-12 senior section for fiction books.

### Damaged and Lost Items

Overdue notices are sent out on even weeks. Students receive a first overdue notice via their school email, a second overdue notice via their school email and a third overdue notice via their school email. The third overdue notice is also cc'd to include the student's parent/caregiver email. A courtesy email may be sent to parent/caregivers email as a final notification. A final shelf-check is then completed before final billing to the parent/caregiver's school account.

Damaged books are \$20 per item. Books not returned or deemed 'lost' are base-rate \$20.

We encourage your child to send any overdue books back to the library as soon as they receive the first overdue email.

Opening Times	Morning	Afternoon	Recess Times	Lunch Times
<b>Junior School</b>	8:30am	3:30pm	Monday - Friday	Monday - Friday
<b>Middle School</b>	8:30am	4:00pm	Closed	Mon, Wed and Fri

# Canteen

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St Columba College has introduced the QKR App to assist parents with canteen orders. Download QKR from the App Store and create a profile for your child/ren. For more information please download the 'How to guide' on the College website's Canteen page.

The Canteen provides your child/ren with balanced and nutritious meal options throughout the school day. The lunch ordering runs daily and is coordinated by friendly and dedicated Canteen staff and volunteers.

Paper lunch bags are available from the Canteen on all sites, alternatively, brown paper bags purchased from the supermarket are suitable for ordering.

## JUNIOR SCHOOL LUNCH ORDERS

Junior School lunch orders are preferably placed via the QKR App or can be placed in the class lunch order box at the commencement of the school day. Lunch orders will be delivered to classes by nominated class lunch monitors. Children without food will be provided a basic sandwich and/or fruit.

A Junior School canteen price list is available for download from the College website.

## MIDDLE AND SENIOR SCHOOL LUNCH ORDERS

Middle and Senior School lunch orders are to be made directly at the canteen or via the QKR App prior to the commencement of the school day. Orders are to be picked-up at lunch time from the canteen. A Middle/Senior School canteen price list is available for download from the College website.

## BREAKFAST CLUB

### Junior School

Breakfast Club operates on Tuesday, Wednesday and Thursday mornings until 8:40am. Children who haven't had breakfast may have toast and fruit.

### Middle School

Breakfast Club operates on Tuesday and Thursday and is available from 8:20am - 8:40am. Children who haven't had breakfast may have toast and fruit.

## CANTEEN VOLUNTEERS

If you are interested in volunteering your time for any of the College Canteens, your support is always welcome. St Columba College values the support given by its volunteers and there are many areas of College life supported by our volunteer group.

To register your interest as a volunteer, contact the College on 8254 0600 for further information.



### Junior School Canteen

8254 0612



### Middle School Canteen

8254 0627



### Senior School Canteen

8254 0664

# Out of School Hours Care (OSHC)

We provide an Out of School Hours Care (OSHC) for College families and the local community.

Operating in the Performing Arts Centre at the Junior School, care is available for before school, after school and during school holidays.

## BOOKINGS

Families are encouraged to make permanent bookings, although casual bookings are available with places limited.

The OSHC service must be notified if your child/ren will be attending on any given day. If a child arrives at the service without a prior booking, the service cannot guarantee a placement for that child and will be sent to the Junior School Administration for parent collection.

It is important that all children are booked in to ensure they arrive safely and adequate numbers of staff are available for supervision. A late Pick-Up Fee per child will apply for any child/ren not collected from the service by 6:00pm closing time.

## CHILD CARE SUBSIDY

The Commonwealth Government has implemented a new Child Care Subsidy to replace Child Care Benefit and Child Care Rebate to assist families who have children attending OSHC. You must provide and confirm your current details using your Centrelink online account through myGov. For more information on this process, visit <https://www.education.gov.au/early-childhood>.

## ACCOUNTS AND FEES

Accounts are prepared on a weekly basis and are billed for the previous week. Accounts are emailed to all families. For details on fees, visit our website: [www.stcolumba.sa.edu.au/services/out-of-school-hours-care](http://www.stcolumba.sa.edu.au/services/out-of-school-hours-care) or call OSHC on 8254 0603 or 0408 840 106.

## OSHC CONTACT NUMBERS:

T 8254 0603

M 0408 840 106

## OSHC OPENING TIMES

<b>Before School</b>	6:30am - 8:30am
<b>After School</b>	3:10pm - 6:00pm
<b>Vacation Care</b>	6:30am - 6:00pm

## CANCELLATIONS

Cancellations must be received by 6:00pm the day prior to non-attendance to avoid paying the session fee, or a sick certificate must be provided for any days absent.

Vacation Care, once booked, cannot be cancelled unless families can provide a sick certificate or there is another child on the waiting list.

## CHILDREN WITH ADDITIONAL NEEDS / MEDICAL CONDITION

A meeting with the Director of OSHC is required before a child with additional needs attends the service. If your child has a medical condition, the appropriate medical form will be supplied and required to be completed before the child attends the service.

# Policies

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The College Council has developed a comprehensive and relevant collection of policy documents. All College policies have been developed to promote clear guidelines and procedures relating to organisational aspects of the College: the wellbeing and educational success of students, expectations of staff and parents.

Made available on the College website are various policies that are important for the safety and wellbeing of the student body and College in general. They have been selected to give parents a clear idea of the College's expectations and operational standards.

- Attendance and Absenteeism Policy
- Asthma Management Plan
- Bullying - Student Reporting Procedures
- BYOD Policy
- Communication Policy
- Drug Policy
- Enrolment Policy
- Fees and Charges Policy
- First Aid and Health Management Policy
- Grievance Policy
- ICT Student Acceptance Use Policy
- Medication Management Plan
- Mobile Phone and Electronic Devices Policy
- Privacy Statement
- Protective Practices Brochure
- Responding to Behaviours of Serious Concern Policy
- Safeguarding Children and Young People Policy
- Social Media Policy
- Student Achievement Awards Policy
- Student Personal Responsibility Policy
- Sun-smart Policy
- Uniform Policy.



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