



2018

# PARENT INFORMATION HANDBOOK

A Co-educational College - Reception to Year 12



**St Columba** College  
A joint Anglican and Catholic College



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# St Columba College

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## Our Vision Statement

St Columba College seeks to nurture in our students and the wider community a close relationship with God, a passion for living and a life-long love of learning.

## Our Mission Statement

Provide students with outstanding learning and academic outcomes, and support students to experience God's love, as embodied within our Anglican and Catholic traditions.

## About 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.

St Columba College, located in the Northern Suburbs of Adelaide, is the first joint venture, coeducational school in Australia. It was established in 1996 as an ecumenical initiative of Archbishops, Ian George and Leonard Faulkner, at that time the Anglican and Catholic Archbishops of Adelaide.

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 state-of-the-art 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 pastoral care.

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.



**St Columba**  
College

A joint Anglican and Catholic College

# Contact Details

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Absentee Line .....8254 0636

## Telephone 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  
SOUTH AUSTRALIA 5114

## Postal Address

PO Box 63, Munno Para West  
SOUTH AUSTRALIA 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)

Office Hours	
Normal Office Hours	
College Administration	8.15am - 4.15pm
Finance Office	8.15am - 4.15pm

Term 1, 2, 3 School Holiday Office Hours	
College Administration	Closed
Finance Office	8.30am - 3.30pm

Christmas Holiday Period Office Closure	
College Administration	Closed: 15 Dec, 2017 Re-open: 8 Jan, 2018
Finance Office	Closed: 21 Dec, 2017 Re-open: 8 Jan, 2018

# Term Dates

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## 2018 Term Dates

Term	Commences	Ends	Duration
<b>Term 1</b>	Tuesday, 30 January	Friday, 13 April	11 week term (2 weeks holiday)
<b>Term 2</b>	Tuesday, 1 May	Friday, 6 July	10 week term (2 weeks holiday)
<b>Term 3</b>	Tuesday, 24 July	Friday, 28 September	10 week term (2 weeks holiday)
<b>Term 4</b>	Monday, 15 October	Friday, 7 December	8 week term

## Important Dates

School Closure Dates		
29 January 2018	Monday	Staff Professional Learning
30 March 2018	Friday	Good Friday
2 April 2018	Monday	Easter Monday
30 April 2018	Monday	Staff Professional Learning
23 July 2018	Monday	Staff Professional Learning
7 September 2018	Friday	Pupil Free Day / Staff Reflection Day
Special Events		
20 February 2018	Tuesday	School ID Photographs
8 March 2018 9 March 2018	Thursday Friday	6-12 College Sports Carnival R-5 College Sports Carnival & R-12 Finale
14 March 2018	Wednesday	College Open Day
8 June 2018	Friday	Saint Columba Day
22 & 23 August 2018	Wed / Thurs	College Class and Individual Photographs
4 & 6 September 2018	Tues / Thurs	Extra-curricula Group Photographs

# Bell Times - Junior School

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The school day commences at 8.40am. Students should arrive at school before 8.40am and be on time to start the day.

Students eat lunch during a supervised 10 minute session in class before play time. This ensures students are eating their prepared food before enjoy play time outdoors.

Students have access to sporting equipment during play time and can visit the Library on Tuesday and Thursday during lunch.

## Junior School

Time	Lesson
8.40 - 8.45	Morning Admin
8.45 - 9.30	1
9.30 - 10.15	2
10.15 - 11.00	3
11.00 - 11.30	Recess
11.30 - 12.15	4
12.15 - 1.00	5
1.00 - 1.10	Lunch Time Eating
1.10 - 1.40	Lunch Time Play
1.40 - 2.25	6
2.25 - 3.10	7



The College has a 'Brain Food' program allowing students to bring into class a drink bottle of water and a healthy snack.

These foods include non-processed, fresh food of fruit and vegetables.

# Bell Times - Middle & Senior Schools

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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.

## Middle & Senior Schools

Time	Lesson
8.40 - 9.35	1
9.35 - 10.25	2
10.25 - 10.45	Recess
10.45 - 11.35	3
11.35 - 12.25	4
12.25 - 12.55	Kinship
12.55 - 1.35	Lunch
1.35 - 2.25	5
2.25 - 3.15	6



# Attendance at School

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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 and role models for 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 Administration.

# 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 the Front Office 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 Absenteeism

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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 Child Protection 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.

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, they 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.



### Absentee Line

8254 0636



### Online Absentee Form

<http://stcolumba.sa.edu.au/about-us/absentee-line>

Notification of  
absenteeism is to  
be made by 8.50am

# Channels of Communication

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St Columba College provides various channels of communication between staff and families.

## Telephone

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

## Email Correspondence

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) or mentor 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 to 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 Email Protocols for Parents/ Caregivers Policy found on the College website: [http://stcolumba.sa.edu.au/uploads/download/Email\\_Protocols\\_for\\_Parents\\_and\\_Caregivers.pdf](http://stcolumba.sa.edu.au/uploads/download/Email_Protocols_for_Parents_and_Caregivers.pdf)

## Junior School Communication Diary

Students in the Junior School are provided with a communication diary for parent-teacher correspondence and notices.

## College Diary

The College diary is used for the recording of homework tasks, lesson times and for parent-teacher correspondence. Junior School students do not require a College diary.

## 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.

## Printed Material

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

## Newsletter

The College produces *The Coracle*, a fortnightly digital newsletter to stay informed with College news and events. Families receive an email notification with a link to the College website to view the online page-turning digital publication.

To subscribe to *The Coracle* newsletter, visit the Newsletter page on the College website and enter in your name and email details.

New families receive an automatic subscription to the newsletter.

# Channels of Communication

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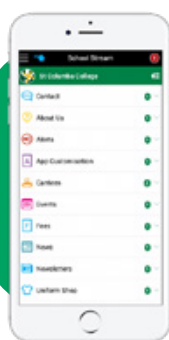
## Online News & Events

The College website features a News & Events page where stories from the newsletter are showcased as an article and a gallery of images.

## College Mobile School App

The College mobile app is designed to run on mobile devices such as smartphones and tablet computers. The app delivers information and instant notifications in real time to the school community - reminders, special events, diary dates, notifications and alerts.

Designed by School Stream, families can download the free app through the App Store (iPhone/iPad) or Google Play (Android) by searching for School Stream and downloading the app to your device.



**Download the FREE School Stream App and search for St Columba College**

Once the School Stream app has finished installing, search for St Columba College, select the school and then accept the prompt for push notifications.

You can customise your app by turning groups off or on through the 'Setup Groups' function and making your listings relevant to your child/ren.

Parents with children enrolled in different schools can switch between schools using the one app.

## Student Reports

Student 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.

Families receive a written report of their child's progress at the end of Semester One and Semester Two.

## Student-Teacher-Parent Learning Discussions

Learning Discussions take place in Term One and Term Three and are an important tool to allow clear and consistent communication between teachers, parents and students. Bookings are made easy through an online portal on the College website.

# College 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' Zone

A designated 'drop-off' zone is available at the front of the Junior School, on President Avenue. This is not a parking area. The area is 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 and exit in a timely manner.

Parking outside of the morning and afternoon designated drop-off hours is permitted.

## 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 zones along the perimeter of the car park access road.

Exiting the Middle School car park is a left turn only.

## Senior School

Parking is not available on the Senior School site. Families are advised to park in the Middle School car park and access the pedestrian crossing 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 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

Senior School students will be given permission to park in the rear section of the Junior School car park on the submission of a 'Student Driver Information Form' to the Head of Senior School.

Student drivers are required to demonstrate extreme care in their use of the Junior School car park where the behaviour of young children may at times be unpredictable or where they may be easily obscured by other vehicles.

Students who do not wish to use this facility 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.

# Bus Service

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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 desk.

## School Service - Adelaide Metro

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

The school bus service for St Columba College only runs to a departure and arrival time on the morning and afternoon routes.



### **Bus 471**

**Hillbank to  
St Columba College**

**Via Elizabeth, Craigmore, Blakeview,  
Munno Para & Andrews Farm.**

## Morning - to St Columba College

First stop along the route to St Columba College is Bus Stop 53 on Black Top Road, North side, at 7.43am.

Arrival time at Bus Stop 74G on President Avenue, South Side, is at 8.30am.

It is important for students to be at a bus stop along the bus route of 471 at least 10 minutes prior to the allocated time, to allow for the bus running early and to ensure the bus is not missed.

## Afternoon - from St Columba College

The departure time of school bus 471 at Bus Stop 74G on President Avenue, North side, is at 3.30pm.

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

# Student ID Cards

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## Reception

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

## Junior Primary students

Junior Primary students do not require a Student ID Card.

## Middle and Senior students

Individual photographs of Middle and Senior students are taken at the commencement of the school year for the production of ID cards.

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

## New students to the College

All new students require an individual photograph to be taken at the commencement of the school year for the College database. Only students in the Middle and Senior Schools require Student ID Cards.

# Scholarships

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The College's Scholarships are designed to support students who have demonstrated outstanding learning and who seek a pathway to University.

## The Barbara Brown Scholarship

The Barbara Brown Scholarship is provided by the College and named in honour of its first Business Manager. It is awarded every year to the Dux of Year 11 for study in Year 12 at St Columba College. The scholarship covers all tuition fees for Year 12.

## The Alan Hickenbotham Scholarship

Alan Hickenbotham was an industry leader and a significant supporter of St Columba College. The College is proud to provide this scholarship in his memory.

Awarded annually to the Dux of Year 10, the scholarship covers tuition fees for Year 11 and Year 12.



# Text Books, Stationery, Laptops

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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 Lighthouse Books & Office Supplies for the ordering and distribution of year level study materials.

## Online Ordering

Families receive booklist information and ordering instructions for each student from the College in November. While stationery may be purchased from any stationery retailer, textbooks must be purchased from Lighthouse Books to ensure titles and editions are identical. Online ordering is through Lighthouse Books & Office Supplies only.

Online orders lodged and paid for from early November will be delivered to your nominated address in early January.

All orders received before 22 December will include a 10% discount off of most stationery items. We ask that you order on time even if you choose to pay at a later date.

Orders are to be placed online at [www.lighthousebooks.com.au](http://www.lighthousebooks.com.au)

If contacting Lighthouse Books & Office Supplies by email, please include details of the College, year level and student name to [booklist@lighthousebooks.com.au](mailto:booklist@lighthousebooks.com.au)

If a student is enrolled at the College after 1 December, contact Lighthouse Books & Office Supplies to obtain a Username and Password on 1300 304 168.

## Second Hand Books

The College does not provide a second hand book service. If you are buying books from another parent, please ensure the text book has the same title and edition as listed on the booklist.

### TIPS FOR BUYING:

- Read booklist information carefully
- Inspect the books before you buy, ensure all pages are intact and the edition is correct

### TIPS FOR SELLING:

- Clean, repair and erase all marks from books prior to sale
- You are not able to sell editions that have been superseded or books that are no longer in use (consult the booklist to determine which books are sellable).

## College Laptop or Bring Your Own Device (BYOD) Scheme

Year 6 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) scheme. The College is transitioning all students from Years 6-12 to the scheme over the coming years.

Students in Years 7-12 have the option to be issued with a laptop or bring in their own device.

The College Laptop program incurs an annual fee of \$280 and is included in the school fees. As students require their laptop from the first day of Term 1, this fee will need to be paid prior to commencing the school year, via the text book supplier Lighthouse Books & Office Supplies. This payment is then credited to families in their fee accounts.

# College Fees

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

College 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 0607.

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 20%  
 3rd child enrolled less 45%  
 4 or more enrolled less 90%

SCHOOL CARD DISCOUNT:

35% discount

ANGLICAN / CATHOLIC SCHOOL DISCOUNT:

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

## Important Payment Dates

School Fees		
23 February 2018	Friday	Lump sum payment of school fees: upfront payment attracts 10% discount if paid by this date
23 February 2018 17 August 2018	Friday Friday	Two lump sum payments of school fees: attract a 5% discount if paid by these dates
23 February 2018 25 May 2018 17 August 2018 9 November 2018	Friday Friday Friday Friday	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 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.

## 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 Guidelines

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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 Uniform Policy of St Columba College addresses the total appearance of the student traveling to and from school and while at school. The uniform is seen as an external statement of the quality education offered at the College and presents to the public an image which is in line with the College ethos. In addition, the uniform is a means of helping to develop unity and pride within our community.

The uniform is available for purchase at the College Uniform Shop, situated on the Middle School site, adjacent to the exit gate of the car park.

A price list is available for download from the College website. Opening hours are also promoted on the College website as well as on the College app. Changes to hours or special opening times are communicated through push notifications on the College app.

## Hat Policy

Hats are to be worn during recess and lunch, and to and from school during Term 1 and at the commencement of Spring in September, right through until the end of the school year.



**Secondhand uniforms are available for purchase at the Uniform Shop**

## Summer Uniform - Term 1 & Term 4

### Junior School Girls:

Tartan Summer Dress, knee length  
White socks, ankle length  
Red College jumper  
Black lace-up shoes or black sandals  
Bottle green College hat

### Junior School Boys:

Grey College shorts  
White open-neck short sleeve shirt  
Grey socks  
Red College Jumper  
Black lace-up shoes or black sandals  
Bottle green College hat

### Middle/Senior School Girls:

Tartan summer dress, knee length  
White socks, ankle length  
Red College jumper  
College blazer  
Black lace-up shoes  
Black College hat

### Middle/Senior School Boys:

Grey College shorts or long trousers  
Black belt / small silver buckle  
White open-neck short sleeve shirt  
Grey socks  
Red College Jumper  
College blazer  
Black lace-up shoes  
Black College hat

For Middle/Senior students, on occasions of inclement weather during Term 1 and Term 4 the Red College jumper may be worn as the outer garment to and from school. The College jumper may still be worn during the day at school as the outer garment

## Winter Uniform - Term 2 & Term 3

### Junior School Girls:

Tartan pinafore, knee length  
Black tights or white socks, ankle length  
White open-neck long sleeve shirt  
Red College jumper  
Black lace-up shoes  
College jacket or yellow raincoat (optional)  
Black gloves, scarf and College beanie (optional)

### Junior School Boys:

Grey College long trousers  
White open-neck long sleeve shirt  
Grey socks  
Red College Jumper  
Black lace-up shoes  
College jacket or yellow raincoat (optional)  
Black gloves, scarf and College beanie (optional)

### Middle/Senior School Girls:

Tartan College skirt, knee length  
White long sleeve shirt  
College tie  
Black tights or white socks, ankle length  
Red College jumper  
College blazer  
Black lace-up shoes  
Black gloves, scarf and College beanie (optional)

### Middle/Senior School Boys:

Grey College long trousers  
Black belt / small silver buckle  
White long sleeve shirt  
College tie  
Grey socks  
Red College Jumper  
College blazer  
Black lace-up shoes  
Black gloves, scarf and College beanie (optional)

For Middle/Senior students, the College Blazer is always to be worn to and from school during Term 2 and Term 3 and for any formal College functions throughout the year.

## Sports Uniform

### Junior School Girls and Boys:

College polo top  
Black sports shorts  
College track top  
College track pants  
College sports jacket  
College sports socks, ankle or crew length  
Cross trainer sports shoes  
Sports cap (Year 5 only)  
House polo top

### Middle/Senior School Girls and Boys:

College polo top  
Black sports shorts  
College track top  
College track pants  
College sports jacket  
College sports socks, ankle or crew length  
Cross trainer sports shoes  
House sports cap  
House polo top

## Hair Styles

Hair is to always be kept neat and tidy. Hair longer than top of collar must be tied back. Fringes no longer than eyebrows. Natural hair colour. No facial hair. Boys hair no longer than top of shirt collar.

## Jewellery and Makeup

Permitted: A necklace consisting of either a small gold or silver chain with a single Christian object, watches and medical alert bracelets, plain gold/silver or small birth-stone stud earrings (one set only in each ear).

## 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.

# College House Structure

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St Columba College provides students with opportunities to engage with students from a variety of year levels, creating supportive links and developing positive relationships.

The House System:

- develops peer-support structures for students
- encourages leadership within the student community
- highlights our Christian calling and vocation to love our neighbour as ourselves (Mark 12:31)
- ensures maximum student participation in College events.

College Houses are based on eight significant figures from the Anglican and Catholic Churches. These eight women and men, who represent faith, strength, justice and integrity, symbolise a strong Christian belief system.

House events are held throughout the year with an R-12 focus. Students are involved in a variety of activities such as Cans for Lent charity relay, St Columba Day Coracle Race and Sports Day Carnival events.

Upon commencement at the College as a new staff member and the enrolment of a student, each staff and student becomes a member of one of the eight Houses. The House is represented by a House name and colour. Staff and students will remain in their allocated House for the duration of their College life. Siblings of students are allocated in the same House.

Students are required to wear a House coloured polo shirt for special House events, with Year 6-12 students also requiring a House colour sports cap. It is also encouraged that staff wear a House coloured polo shirt while participating in specified College House events, e.g. sports carnival.

# College House Structure

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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.

# College Resource Centres

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## Library Bags

All students in the Junior School require a library carry bag for borrowed books. No bag means no borrowing. College library bags are recommended and are available for purchase in a variety of colours from the College Uniform Shop. Alternatively, a sturdy and protective library bag from home can be used.

## Junior School Book Loans

Reception students are permitted to borrow one library book each week. Borrowing of books is made during allocated class times. Up to three readers are distributed each week during class by class teachers.

Students in Years 4-5 are permitted to borrow up to five library books at a time. This includes two library books and three readers.

Students in Year 5 are permitted to borrow up to five library books for two weeks, with one renewal.

If a child would like to update their book loan outside of the allocated class time, books can be returned and new loans during opening times.

## Middle School Book Loans

Students in the Middle School can borrow seven items over two weeks. Two renewals are allowed once the item has been presented to the library staff for re-borrowing.

Student ID numbers are required for book loans.

## Senior School Book Loans

Students in the Senior School can borrow ten items over four weeks. Two renewals are allowed once the item has been presented to the library staff for re-borrowing.

Student ID numbers are required for book loans.

## Damaged and Lost Books

Library books are expected to be returned promptly. Individual overdue notices are issued to students via the classroom each fortnight. Three overdue notices are issued before a 'final notice' is sent home to parents in a sealed envelope. A replacement cost will be requested if an item is lost, damaged or is more than seven weeks overdue.

### Junior School Opening Times

<b>Morning</b>
From 8.30am

<b>Afternoon</b>
Until 3.30pm

<b>Lunch Times</b>
Tuesday, Thursday

### Middle School Opening Times

<b>Morning</b>
From 8.30am

<b>Afternoon</b>
Until 4.00pm

<b>Lunch Times</b>
Monday, Wednesday, Friday



# Canteen

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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 to 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.

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

## Middle/Senior School Lunch Orders

Middle and Senior School lunch orders are to be made directly at the canteen 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 pricelist is available for download from the College website.

## 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, visit the College website and complete the Volunteer Application Form found under the Community tab.



### Junior School Canteen

8254 0612



### Middle School Canteen

8254 0627



### Senior School Canteen

8254 0664



# Medical Service

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## Registered Nurse

The College has a registered Nurse available to see to the medical needs of students and staff. The Nurse is assisted by qualified and registered First Aiders across all College sites.

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.

## Medication Management Policy

St Columba College provides a Medication Management Policy. As part of the Policy, 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.

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 Policy and form is located on the College website under 'Policies'.

## Asthma Management Plan

St Columba College provides an Asthma Management Policy. As part of the Policy, the College requires written authorisation from both the prescribing medical practitioner and the parent/caregiver for all prescription medication.

For students diagnosed with Asthma and require medication for treatment, the College requires a yearly updated Asthma Management Plan signed by a Doctor.

The Asthma Management Policy and form is located on the College website under 'Policies'.

## Student Accident Insurance and Ambulance Cover

St Columba College has SchoolCare 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.

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 pre-existing medical condition results from an accident, the policy will cover the child.

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 - pickup

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.

# Counselling Service

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The Counselling team at St Columba College provides confidential, professional counselling support available to students across all year levels.

The counsellors, situated at all sites, recognise that acquiring appropriate help-seeking behaviours is an important and adaptive life-skill for children and 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.

# School Community

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**We value support given by volunteers!**

## Parents and Friends Association

The Parents and Friends Association (P&F) is formed by parents, friends, caregivers and grandparents of the College community. The committee volunteer their time to support and help fundraise for students, staff and ongoing projects within the College. As a parent/caregiver at St Columba College, you are automatically a member of the St Columba College P&F.

The committee consists of a Chairperson, Vice Chairperson, Fundraising Coordinator, Treasurer, Secretary and Publications Editor. Parent and caregivers can participate as active members and be involved in many areas of College life.

The P&F's primary focus is on engaging in events, parent social activities, fundraising and providing additional resources for the students.

Involvement with the P&F is an opportunity to contribute your talents to the community, make new friends and support your child's education in a practical way.

The P&F understands that families lead busy lives with work and family commitments often inhibiting parent/caregiver involvement in evening meetings or volunteering during school hours. The P&F provides flexible opportunities for parental involvement regardless of a person's ability to commit to attending a regular monthly meeting. Any help is welcomed.

If you are interested in attending a P&F meeting, meetings are held on the 2nd Wednesday of each month within a school term, located in the meeting room of the College Gymnasium. Meetings commence at 7pm unless stipulated otherwise.

If you would like to assist and support the P&F in College activities, contact the P&F via email at [pandf@stcolumba.sa.edu.au](mailto:pandf@stcolumba.sa.edu.au)

## College 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, visit the College website and access the Volunteer Application under the Community tab and fill in the online form.

## 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.

As a volunteers performing duties at the College, it is compulsory for the volunteer 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.

## Community Parishes

St Columba College is affiliated with a number of Catholic and Anglican 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 College Anglican Chaplain and Director's of Spirituality are available for further information and consultation.

## Anglican Ministries in Playford

Elizabeth Parish - Holy Cross Church  
Elizabeth Way, Elizabeth  
Telephone: 8287 2550

Elizabeth Downs Parish - St Catherine's Church  
Cnr of Kentish and Dockett Roads, Elizabeth Downs  
Telephone: 8255 1530

## Catholic Parishes and Churches Northern Suburbs

Elizabeth Catholic Parish - St Ann  
30 Midway Road, Elizabeth East

Elizabeth Catholic Parish - St Thomas More  
19 Laverstock Road, Elizabeth North  
Website: [www.elizabethcatholicparish.com.au](http://www.elizabethcatholicparish.com.au)  
Telephone: 8255 1191

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 - Ss Peter and Paul  
1 Parnell Square, Gawler  
Telephone: 8522 1089

## Family Worship at St Columba 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.

# Out of School Hours Care

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St Columba College provides an Out of School Hours Care (OSHC) for College families and the local community.

Operating in the Performing Arts Centre at the Junior School site, 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 Front Office 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 Benefit

All families are eligible to apply for Government assistance. Child Care Benefit (CCB) can be claimed by providing OSHC with a Customer Reference Number (CRN), which can be obtained from the Family Assistance Office on 13 61 50.

## Opening Times

### Before School Care

6.30am to 8.30am

### After School Care

3.10pm to 6.00pm

### Vacation Care

6.30am to 6.00pm

## Accounts and Fees

Accounts are prepared on a weekly basis and are billed for the previous week. Accounts can be received by email or through your child's class basket. Please contact the OSHC service for current fees.

Vacation Care accounts are available for collection at the service.

## 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 canceled unless families can provide a sick certificate or there is another child on the waiting list.

## Children with Additional Needs or 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 well-being 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 well being 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.

To read the policies listed below, visit the College website:

<http://stcolumba.sa.edu.au/about-us/policies>

[Attendance & Absentee Policy](#)

[Attendance Matters](#)

[Asthma Management Plan](#)

[Behaviour Management Policy](#)

[Bullying and Harassment Policy](#)

[BYOD Policy](#)

[Canteen Policy](#)

[Child Protection Policy](#)

[Drug Policy](#)

[Email Protocols for Parents/Caregivers](#)

[Grievance Policy](#)

[ICT Student Acceptable Use Policy](#)

[Medication Management Plan](#)

[Mobile Phone Policy](#)

[Pastoral Care Policy](#)

[Privacy Policy](#)

[Protective Practices](#)

[Reporting Policy](#)

[Social Media Policy](#)

[Student Achievement Awards Policy](#)

[Sunsmart Policy](#)

[Uniform Policy](#)



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