



**St Columba**  
College

A joint Anglican and Catholic College

2021

# PARENT HANDBOOK

A CO-EDUCATIONAL COLLEGE - RECEPTION TO YEAR 12





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# Welcome to St Columba College

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We welcome your family to St Columba College and especially extend a warm welcome to families new to the College.

We look forward to working in partnership with you to support your child to strive to do their best in all that they do and know that they are unique, valued and cared for in our community.

In this Parent Handbook, you will find information about the College's approach to learning, routines and procedures. With best wishes,



**Ms Leanne Carr** Principal

## A Partnership between Home & School

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A strong partnership between home and school is the key indicator for success at school. We know our parents/caregivers want a great education for their child and we also know that when we work together and support each other there are great outcomes for the student.

We have just two expectations for our families. The first is making sure your child attends school on time, is wearing the correct uniform and has breakfast. These three things will ensure your child is ready to learn for the day.

The second expectation is making sure you attend meetings or sessions at school that involves your child's learning. This includes Open Night and at least one 3-Way Learning Conversation through the year.

We nurture and promote a culture of high expectations for learning and behaviour and excellence and we are committed to strengthening families' engagement with our school.

# About Our College

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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 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. 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 Hickenbotham, Chairman and Founder of building and development group Hickenbotham 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.

Immersed in the traditions and practices of our Anglican and Catholic communities we seek to engage our students in a vibrant, innovative, diverse and challenging educational, spiritual and social environment.

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 and rich 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.

# About Our College

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## 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.

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 Adomnan, 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.

# About Our College

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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).



# About Our College

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## **Our Vision Statement**

*Our vision is to inspire in our students a relationship with God, a love for 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.*

# About Our College

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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.



### 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.

# College Council

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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 Viececi  
chairperson@stcolumba.sa.edu.au

### Principal

Ms Leanne Carr

### Treasurer (Business Manager)

Mr Steven Brombal

### Anglican Archbishop Representative

Bishop Denise Ferguson  
Ms Kate McGarry

### Anglican Schools Commission Representatives

Mrs Jan Horsnell  
Mr Tim Pennington

### Catholic Archbishop Representatives

Mr Michael Kenny  
Fr Pat Woods

### SA Commission for Catholic Schools Representatives

Mr Phil Proctor  
Mr Bruno Viececi

### Parent & Community Representatives

Mr Adam Perkins  
Ms Assina Ntawumenya  
Mrs Maria Van Der Heiden  
Ms Belinda Scott

# Leadership Team

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## 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

Ms Leanne Carr

### Assistant Principal: Learning and Teaching R-12

Mr Daniel Stratford

### Deputy Principal

Position Pending

### Assistant Principal: Wellbeing R-12

Mr Craig Bonnett

### Business Manager

Mr Steven Brombal

### Director of Spirituality R-5

Mrs Jane Bailey

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

Mrs Julie Hancock

### Director of Spirituality 6-12

Miss Eugenia Stopyra

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

Mr Shane Dowling

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

Mrs Deirdre Walters

# Wellbeing

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## Student Wellbeing

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 pastoral care programs.

## Positive Education

Positive Education 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 and Mindfulness:** The practice of paying attention via self-awareness, prayer and thanksgiving;
- **Mental Toughness:** The capacity to perform to the best of our ability when dealing with challenges;
- **Positive 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.

The House System along with Kinship aims to foster a sense of belonging and students get to know their House Tutors and other students during this time. Students participate in their House for a range of activities including Sports Day, Liturgies, Eucharists and other events.

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

## Middle / Senior Kinship Program

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 Tutor 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 Positive Education, social and emotional learning, study skills and cultural development. The Tutor teacher is the contact for parents and caregivers to discuss any concerns about their child's progress.

# Wellbeing

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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.

# Wellbeing

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## Student Representative Council (SRC)

Junior School students have the opportunity to become part of the SRC. Two children per class are voted on by peers and staff. SRCs are the student voice and actively participate in decision making relating to College initiative.

Middle and Senior School students from Years 6 to 10 are also able to participate in the SRC with representatives from each House on both sites. SRC students work collaboratively with the Year 12 Prefects.

## 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 Counsellors, a Nurse and Chaplains.

### 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](#)  
Mrs Deana Byrne

[Middle School - 8254 0600](#)  
Miss Danica Gallarelo

[Senior School - 8254 0660](#)  
Mr Jack Lokan

### Registered Nurse

The Nurse has a crucial role in the provision of health and wellbeing services across R-12. The Nurse takes a proactive approach in working with parents and caregivers to support their child with physical and mental health needs.

Miss Esther Preece - 8254 0663

### Chaplains

The College Chaplains provide spiritual, social and emotional support to students, parents, caregivers and staff. Families are warmly welcome to speak with these specialised staff:

[Junior School - 8254 0650](#)  
Mr Philip Matthews  
Catholic Chaplain

[R-12 - 8254 0600](#)  
Rev. David Amol  
Family Liaison Officer  
Rev. Jo Smith  
Anglican Chaplain

### 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.

# 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: 11 Dec, 2020 Re-open: 4 Jan, 2021
Finance Office	Closed: 18 Dec, 2020 Re-open: 4 Jan, 2021



# Term Dates

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## 2021 Term Dates

<b>Term</b>	<b>Commences</b>	<b>Ends</b>	<b>Duration</b>
<b>Term 1</b>	Wednesday 27 January	Friday 9 April	11 Week Term (2 Weeks Holiday)
<b>Term 2</b>	Tuesday 27 April	Wednesday 2 July	10 Week Term (2 Weeks Holiday)
<b>Term 3</b>	Monday 19 July	Friday 24 September	10 Week Term (2 Weeks Holiday)
<b>Term 4</b>	Monday 11 October	Friday 3 December	8 Week Term

## 2021 Important Dates

<b>School Closed Due to Public Holidays</b>	
Monday 8 March	Adelaide Cup Day
Friday 2 April	Good Friday
Monday 5 April	Easter Monday
Monday 14 June	Queen's Birthday

# Lesson Times

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## 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.

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.

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 consisting of fruit and vegetables.

# Lesson Times

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## Middle & 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.

Monday, Tuesday, Thursday & Friday	
Time	Lesson
8.40 - 9.35	1
9.35 - 10.25	2
10.25 - 10.45	Recess
10.45 - 11.15	Kinship
11.15 - 12.05	3
12.05 - 12.55	4
12.55 - 1.35	Lunch
1.35 - 2.25	5
2.25 - 3.15	6

Wednesday	
Time	Lesson
8.40 - 9.30	1
9.30 - 10.20	2
10.20 - 10.40	Recess
10.40 - 11.25	Kinship
11.25 - 12.15	3
12.15 - 1.00	4
1.00 - 1.40	Lunch
1.40 - 2.30	5
2.30 - 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 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 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

# Communication

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There are 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.

## SMS

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

## 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.

## Middle School College Diary

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

## SEQTA Learn

Middle & Senior School students engage with *SEQTA Learn*, an all-in-one collaborative teaching and learning online portal. *SEQTA Learn* 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 *SEQTA Learn* for the recording of homework tasks, lesson times and for student-teacher correspondence.

## SEQTA Engage

Middle & Senior School families have access to *SEQTA Engage* for parent-teacher correspondence. Refer to page 25 for further information.

## 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 with students.

# Communication

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## 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 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.

## Parent Engagement in Learning

### Information Nights

Throughout the year, Information Nights are held for parents which include sessions on parenting, upcoming camps, special programs and subject selection.

### Open Night

At the beginning of Term One, we hold an Open Night enabling parents and caregivers to meet their child's teachers and hear about what is planned for the year. We want to build strong relationships with our families and the evening provides this opportunity.

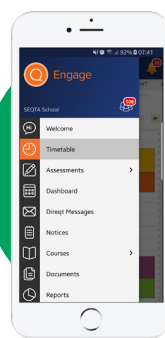
### R-12 Three-Way Learning Conversations (3WLC)

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



# Communication

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Download the FREE  
*SEQTA Engage* App  
to be an active  
participant in your  
child's learning.

## 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, Years 6-9 and Years 10-11 is held early in Term Three.

At the end of the year we hold Prayer and Presentation events for each school.

Awards presented, include:

- DUX
- Outstanding ATAR
- Years 3-12 Academic Excellence
- Years 3-12 High Achievement
- Years 3-12 Academic Endeavour Awards
- Caritas Awards
- St Columba College Medals
- Mary Woznitza Medals
- The Arts Award
- Global Citizenship Award
- Sports Allrounder Award

## SEQTA Engage

*SEQTA Engage* 'opens up the school gates' and allows staff, students, parents and caregivers to work in a partnership to achieve the best learning outcomes for your child. *SEQTA Engage* is a parent and caregiver online portal allowing you to be an active participant in your child's learning.

The *SEQTA Engage* 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 *SEQTA Engage* begins on receipt of an email from the College. This individualised email invites you to set up a *SEQTA Engage* account with the College.

You can connect to *SEQTA Engage* 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 *SEQTA Engage* mobile app by downloading it from the App Store or Google Play directly to your mobile device.

For further information about connecting to *SEQTA Engage*, visit the College website <http://stcolumba.sa.edu.au/our-schools/SEQTA-Engage>

## 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 *SEQTA Engage* platform at the end of Semester One and Semester Two.

# 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.

# Car Parking

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## 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

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 desk.

# Transport Services

## 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.

The timetables provided on the Adelaide Metro website are up-to-date at the time they appeared on the site and in this handbook as of October 2019. The information and data available on this site is subject to change without notice.



### Bus 471

Hillbank to  
St Columba College

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

## Bus Route 471 Hillbank to St Columba College

### 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 (Gate 1), is at 8.30am.

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.

### 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 [www.adelaidemetro.com.au/routes/471](http://www.adelaidemetro.com.au/routes/471)



# Transport Services



## Bus 462c

Loop Service to  
St Columba College

Via Munno Para Centre Interchange,  
Smithfield Interchange,  
Angle Vale & Andrews Farm.

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

Students can hail the 462c services within the township of Angle Vale and, provided it is safe to do so, the driver will pick them up or set them down as requested.

Route 462c travels from Munno Para Centre Interchange, Smithfield Interchange, Anderson Walk, Coventry Road, travels north-west down Curtis Road, stops at Stop Hail N Ride Shiraz Ave / Traminer Drive, Angle Vale, and Stop Hail N Ride Heaslip Road / Shiraz Avenue, Angle Vale, returning down Curtis Road and turning right onto President Avenue for drop off at Bus Stop 74G, outside Gate 1 at the Middle School.

#### Morning - to St Columba College

Arrival time at Bus Stop 74G on President Avenue, South side (Gate 1), is at 8.20am.

#### Afternoon - from St Columba College

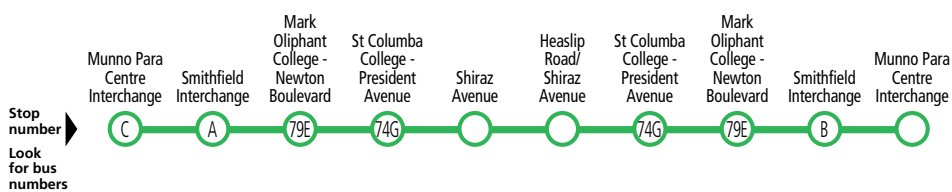
The departure time of loop service 462c at Bus Stop 74G on President Avenue, North side, is at 3.26pm.

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



## 462 Munno Para Centre to Angle Vale loop service

Also shows route 462c



### Monday to Friday

	Munno Para Centre Interchange	Smithfield Interchange	Mark Oliphant College - Newton Boulevard	St Columba College - President Avenue	Shiraz Avenue	Heaslip Road/ Shiraz Avenue	St Columba College - President Avenue	Mark Oliphant College - Newton Boulevard	Smithfield Interchange	Munno Para Centre Interchange
AM	462	-	-	-	6.15	6.26	-	-	6.38	6.40
	462	6.52	6.54	-	7.09	7.20	-	-	7.32	7.34
	462	H7.44	H7.46	-	H8.01	H8.12	-	-	H8.24	H8.26
	462c	S7.44	S7.46	-	S8.01	S8.12	S8.20	S8.28	S8.34	S8.36
	462	8.44	8.46	-	9.01	9.12	-	-	9.24	9.26
	462	9.36	9.38	-	9.53	10.04	-	-	10.16	10.18
PM	462	10.51	10.53	-	11.08	11.19	-	-	11.31	11.33
	462	11.51	11.53	-	12.08	12.19	-	-	12.31	12.33
	462	12.42	12.44	-	12.59	1.10	-	-	1.22	1.24
	462	1.42	1.44	-	1.59	2.10	-	-	2.22	2.24
	462	H3.10	H3.12	-	H3.27	H3.38	-	-	H3.50	H3.52
	462c	S3.10	S3.12	S3.18	S3.26	S3.38	S3.49	-	S4.01	S4.03
	462	4.12	4.14	-	4.29	4.40	-	-	4.52	4.54
	462	5.03	5.05	-	5.20	5.31	-	-	5.43	5.45
	462	5.55	5.57	-	6.12	6.23	-	-	6.35	6.37
	462	6.45	6.47	-	7.02	7.13	-	-	7.25	7.27

#### Legend

- H – School holidays only.
- S – School days only.



#### Hail 'n' Ride services

Passengers can hail the 462 and 462c services within the township of Angle Vale and, provided it is safe to do so, the driver will pick you up or set you down as requested.

# Transport Services

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

**Via Munno Para, Smithfield,  
Smithfield Plains & Andrews Farm.**

## Bus Route 451 Elizabeth Interchange to St Columba College

Route 451 from Elizabeth Interchange travels down Winterslow Road, Peachey Road, Womma Road, Easton Road (Swallowcliffe School), Fordingbridge Road, Peachey Road, Edgecombe Road, East Parkway, and right onto President Avenue, Andrews Farm.



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

**Via Elizabeth, Edinburgh North,  
Davoren Park & Andrews Farm.**

### Morning - to St Columba College

Bus Route 451 departs Elizabeth Interchange at 8:01am and arrives at Bus Stop 74G on President Avenue, North side, is at 8:23am.

Bus Route 451 departs Elizabeth Interchange at 8:15am and arrives at Bus Stop 74G on President Avenue, North side, is at 8:37am.

### Afternoon - from St Columba College

The departure time of Bus Route 451 at Bus Stop 74G on President Avenue, South side (Gate 1), is at 3:41pm and arrives at Elizabeth Interchange at 4:03pm.

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

Route 451 from Munno Para Centre Interchange travels to Smithfield Interchange, down Anderson Walk, Coventry Road, Davoren Road, Peachey Road, Curtis Road, and turns left onto President Avenue, Andrews Farm.

### Morning - to St Columba College

Bus Route 451 departs Munno Para Centre Interchange at 8:12am and arrives at Bus Stop 74G on President Avenue, South side (Gate 1), at 8:28am.

### Afternoon - from St Columba College

The departure time of Bus Route 451 at Bus Stop 74G on President Avenue, North side, is at 3:37pm and arrives at Munno Para Centre Interchange at 3:53pm.

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

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# Transport Services

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

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

### Connecting with Bus Route 451 to St Columba College

Walk to Zone B Elizabeth Interchange and board Bus Route 451 to President Avenue, Andrews Farm.

### Morning - to St Columba College

Train Route GAWC departs Gawler Central at 7:49am and arrives at Elizabeth Interchange at 8.04am.

Bus Route 451 departs Elizabeth Interchange at 8:15am and arrives at Bus Stop 74G on President Avenue, North side, is at 8.37am.



## Train Route GAWC

Gawler Central to  
Elizabeth Interchange

Connecting with Bus 451  
from Elizabeth Interchange

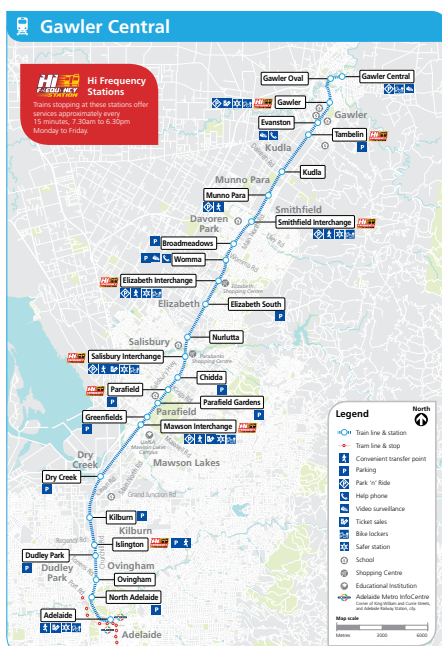
## Train Route GAWC - to Gawler Elizabeth Railway Station to Gawler Central

The departure time of Bus Route 451 at Bus Stop 74G on President Avenue, South side (Gate 1), is at 3:41pm and arrives at Elizabeth Interchange at 4:03pm.

The departure time of Train Route GAWC from Elizabeth Interchange is at 4:10pm and arrives at Gawler Central at 4:33pm.

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

The timetables provided on the Adelaide Metro website are up-to date at the time they appeared on the site and in this handbook as of October 2019. The information and data available on this site is subject to change without notice.



# Professional Photography

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## Database & 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-curricula 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.



# Text Books, Stationery & BYOD Program

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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.

All orders received on the Friday before Christmas day 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.

## 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

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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	
End of February 2021	Lump sum payment of school fees: upfront payment attracts 10% discount if paid by this date
End of February 2021 End of August 2021	Two lump sum payments of school fees: attract a 5% discount if paid by these dates
End of February 2021 End of May 2021 End of August 2021 End of October 2021	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 <http://stcolumba.sa.edu.au/college-services/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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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 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.

## 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:** The College Hat is worn with the Summer Uniform to and from school. If an additional garment is needed for warmth the College jumper may be worn.

All Year 6-12 students are required to wear the College blazer when attending formal College functions. The College tie is to be worn with long trousers or shorts. Girls must ensure their dress collar is over the blazer collar.

**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.

All Year 6-12 students are required to wear the College blazer when attending formal College functions.

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

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

**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.

# Uniform

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**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 colours 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, shaved heads, cuts or slits, extreme hair colouring.

Boys must be clean shaven at all times.

**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.

**Sports Shoes:** Must be a cross trainer style sport shoe with a raised, 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 College Hat is part of the Summer Uniform and must be worn to and from school and on excursions. Hats must also be worn during recess and lunchtime if playing or sitting in the direct sun. 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.

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

**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, rings are not allowed.

Only plain gold/silver or small birth-stone studs may be worn, and only one 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 e.g. visible tattoos, temporary body art is permitted.

**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, makeup 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

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## Uniform Non-Compliance Process and Consequences

Students choosing not to comply with the uniform expectations of the College will be reminded via the diary (R-5) or receive a blue slip (6-12) and parents will be notified by an SMS.

If uniform non-compliance continues to a third incidence in a term the student will be withdrawn from class. Parents/caregivers will be contacted for the student to be taken home to change. If a parent is unable to be contacted, the student will remain withdrawn until they return to the College in the correct uniform.

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.

## Summer Uniform - Term 1 & Term 4

### Junior School Girls:

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

### Junior School Boys:

Grey College shorts  
White monogrammed 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  
White monogrammed short-sleeve shirt  
Black monogrammed shorts  
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 monogrammed 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

# Uniform

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## Winter Uniform - Term 2 & Term 3

### Junior School Girls:

Tartan pinafore, knee length  
White monogrammed long-sleeve shirt  
Black monogrammed slacks  
Black tights or white socks, ankle length  
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 monogrammed 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 monogrammed long-sleeve shirt  
Black monogrammed slacks  
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 monogrammed 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

# 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.

To contact the College Nurse, Miss Esther Preece, 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 & 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 & 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 & Health Management Policy.

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



# Medical Service

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## 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.

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 - 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.

## 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.

# Resource Centres

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## Junior Resource Centre

**Borrowing: Reception** Students borrow one library book each week. Borrowing occurs on the class allocated library day. 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 leveled 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 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.

## Junior School Opening Times

### Morning

From 8.30am

### Afternoon

Until 3.30pm

### Lunch Times

Tuesday, Thursday

## Middle School Opening Times

### Morning

From 8.30am

### Afternoon

Until 4.00pm

### Lunch Times

Monday, Wednesday, Friday

## Middle/Senior Resource Centre

**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. Borrowing extensions may be negotiated.

### 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.

# Canteen

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St Columba College has introduced the QKR App to assist parents with canteen orders. Download the QKR app from the App Store and create a profile for your child. For more information please download the 'How to guide' online.

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 price list 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 price list 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, contact the College on 8254 0600 for further information.

 **Junior School Canteen**  
8254 0612

 **Middle School Canteen**  
8254 0627

 **Senior School Canteen**  
8254 0664

 **Be smart,  
eat smart!**

# Parent Engagement

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**We value support given by volunteers!**

## 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.

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.

# Parent Engagement

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## 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.

### [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)

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

## 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.

# Out of School Hours Care



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 [www.education.gov.au/childcare](http://www.education.gov.au/childcare)

## 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.

Opening Times
<b>Before School Care</b>
6.30am to 8.30am
<b>After School Care</b>
3.10pm to 6.00pm
<b>Vacation Care</b>
6.30am to 6.00pm

For details on fees, visit the College website [www.stcolumba.sa.edu.au/college-services/oshc](http://www.stcolumba.sa.edu.au/college-services/oshc) or call OSHC on 8254 0603 or 0408 840 106.

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 Brochure

Asthma Management Plan

Bullying and Harassment Policy

BYOD Policy

Canteen Policy

Child Protection Policy

Drug Policy

Email Protocols for Parents/Caregivers

Enrolment Policy

Fee Policy

Grievance Policy

ICT Student Acceptable Use Policy

Medication Management Plan

Mobile Phone Policy

Pastoral Care Policy

Privacy Policy

Protective Practices Brochure

Reporting Policy

Responding to Behaviours of Serious Concern Policy

Social Media Policy

Student Achievement Awards Policy

Student Personal Responsibility Policy

Sunsmart Policy

Uniform Policy



President Avenue, Andrews Farm South Australia 5114

**T** | 08 8254 0600 **E** | [admin@stcolumba.sa.edu.au](mailto:admin@stcolumba.sa.edu.au) | [www.stcolumba.sa.edu.au](http://www.stcolumba.sa.edu.au)