

St Columba's School

Parent Information Booklet

2025

PRINCIPAL WELCOME

*'Everyone comes with them at least one,
and probably many pieces,
to someone else's puzzle.
Sometimes they know it, sometimes they don't
...and when you present your piece to another,
whether they knew it or not,
whether they know it or not,
You are a messenger from the most high.'*

Lawrence Kushner

Welcome to the St Columba's School community – a community focused on the growth, success, and wellbeing of our children. At St Columba's, we work in partnership with families to create a learning environment where children feel safe, enjoy their learning, develop life skills and achieve their full potential. We recognise that parents are the primary educators of their children and work to build upon the solid foundations established at home.

Our dedicated staff work collaboratively in the best interests of each child, and we offer many opportunities for our students to thrive. We offer an extensive support network, a gifted and talented program and various structures to support all students. We actively promote and value the relationship we have with St Columba's Parish and the local community. Our school motto, 'Grow in Faith, Seek Wisdom and Live in Peace' confirms our strong faith, and this extends to developing our own self-confidence, our gifts and talents and trust in our ability to make a positive difference to others and in our community.

We pride ourselves on providing a high-quality Catholic and values-based education in the Mercy tradition and offer a comprehensive class program including Religious Education. The class program is complemented with the specialist areas of Physical Education, Music, Science, Technologies and Italian. As well as a variety of excursions and incursions, a dedicated team of parents lead the Columba Runners running club.

We have high expectations of ourselves and our students and aim to equip students with the skills to be lifelong learners. For enrolment enquiries or to find out more about our school and community, please contact our office.

In gratitude

Gina Burns
Principal

SCHOOL MERCY VALUES

The school MERCY values are Faith, Wisdom, Respect, Compassion and Peace. We are all encouraged to live these values in our daily lives. They form the foundation of what and who we stand for as St Columba's people.



SCHOOL PRAYER

God of Love and Mercy

Bless our school, our parish and community

as we aspire to walk in the footsteps of Catherine McAuley.

We ask for your help to live by the Mercy values that we hold dear.

Holy Spirit, we ask you to guide us to act more justly

To strive for excellence

To be generous in your service

To show compassion

and to be examples of your mercy.

Guided by St Columba, let us

Grow in FAITH Seek WISDOM

And Live in PEACE.

Amen

St Columba. Pray for us

Catherine McAuley, Pray for us.

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ABSENCES

Parents are required to notify the school of student absence by 9.00 am. This can be done by using the school website absentee tile.

The Education Act mandates that all children enrolled attend school. Other things being equal, time spent on school tasks is the single biggest factor in learning success. Please do not allow your child to miss school unnecessarily as most instruction is sequential and lost lessons may be difficult for children to make up. If you are planning an extended absence from school (e.g. holiday) you are required to send in a written explanation to the Principal via email at admin@stcolsbays.wa.edu.au, before departure - a month in advance, if possible.

ACCIDENT & ILLNESS

Minor injuries (e.g. minor cuts, abrasions, bruising) will be dealt with by our front office staff or a member of staff with First Aid training. Students injured in any serious manner will be attended to by trained staff members, with parents notified in accordance with the gravity and urgency of the situation.

It is preferential to err on the side of safety. If your child is unwell, please do not send them to school. If a child becomes unwell whilst at school, their parents/guardians will be contacted immediately. In some cases of communicable illnesses, students will not be able to return to school without a medical certificate.

For more information on communicable diseases please view the Department of Health's Communicable Disease Guidelines handbook at:

[Control of communicable diseases manual](#)

ADMINISTRATION OFFICE

The office is open 8.00 am – 4.00 pm, Monday to Friday during term. If you have any queries, please feel welcome to call 9208 2700 or visit us at the front office.

ASSEMBLIES

Assemblies are held in the Greg Martin Pavilion [undercover area] on Tuesday afternoon at 2.00 pm. The schedule of class assemblies is included in the term planners. All parents are most welcome to attend.

BEFORE and AFTER SCHOOL SUPERVISION including Kiss and Drive

School gates open at 8.00am and students who must enter early need to sit outside the library until supervision commences. Before School Supervision starts at 8.15 am. Two areas will be supervised. The school oval and the Greg Martin Pavilion (undercover area). Please remember no large ball games are permitted before school.

After school supervision commences at 2.50pm to 3.20pm at Kiss N Drive on Roberts St or the Milnes St gate. No students should be using the OSHC gate unless accompanied by an adult as this is a car park. Parents should not be using this car park as a drop off and pick up area, unless using OSHC.

Please note, Milne Street is not a Kiss and Drive. Milne Street is only used for parking.

The Kiss and Drive on Roberts Street operates before and after school (as per the above times) for students in Pre Primary to Year 6.

Students MUST be able to do up THEIR OWN seatbelt when using the Kiss and Drive. Please display your family surname on the dashboard so staff can alert your child you are approaching.

Traffic around schools during peak times before and after school are a natural part of the day.

Arriving around 3.10pm ensures traffic delays are alleviated to some degree.

Please be courteous to other drivers and remember NO U turns are permitted at Kiss and Drive.

We ask that you inform anyone who is responsible for collecting your child, to be aware of these procedures.

BIKES and SCOOTERS

Bikes and scooters are to be walked on the school grounds. Any child riding a bike/scooter to and from school must wear a correctly fitted helmet. Bikes/scooters are to be stored in the bicycle racks located next to the Year 5/6 block at all times and it is advisable for bikes/scooters to be fitted with safety locks. Parents are asked to remind children regularly about road safety on bikes/scooters. Please insist on children going home immediately after school and regularly check bikes/scooters for safety. It is not advisable to allow very young children to come to school on bikes/scooters on their own.

BIRTHDAYS

Children are allowed to bring in a small, no bigger than a freddo frog chocolate or a small pre-packaged cup cake (so ingredients can be checked for children with intolerance to certain foods) for their classmates to celebrate their birthday. Please note, anything homemade, lollypops, lolly bags or other treats are not permitted and will be sent home with the child. If your child is unable to eat certain foods for any reason, you may wish to provide the teacher with a bag of treats for the teacher to provide your child when another child brings in treats to share with the class.

BOOK CLUB

Scholastic Book Club catalogues will be distributed throughout the year. All orders are made online using the Scholastic payment instructions on the catalogue. Orders are delivered to school and distributed to students.

BOOK LISTS and BULK ORDERS

Bulk class book/stationery orders are placed through CAMPION School Supplies. A notice will be sent out to all parents in Term 4. Please ensure your order has been placed with CAMPION and the levy paid before the end of the school year. Please note, Pre-Kindy, Kindergarten and Pre-Primary pay a materials levy, rather than a booklist fee. These accounts will be out to parents in February, once we are back at school. All stationery is directly delivered to school for storage in classrooms. Stationery is restocked throughout the year.

CANTEEN

St Columba's School has an arrangement with Locavora Cafe, to provide a canteen on-line ordering system for students in PP – 6 only, to purchase lunch orders on Wednesday, Thursday and Friday. The service is provided for LUNCHES ONLY. Morning tea cannot be ordered on-line. Year 1-6 students collect their lunches from the Kitchen/Canteen area beside the OSHC Facilities. Pre Primary lunches will be sent to the classrooms. Please visit the school website for further information about lunch orders.

CALENDAR DATES

For all calendar dates please refer to the term planner located on the school website:

[School Calendar](#)

CHANGE OF FAMILY DETAILS

It is mandated that the school keep accurate records of all pupils. Therefore, any change of family details, address, telephone number, email etc. needs to be notified to the School Office immediately. Parents' work telephone numbers should be kept up to date. Please ensure that we have the name and address of someone other than the parent, should they be needed in case of emergency. If your child is to be left with a friend in your absence, a contact address and telephone number should be left with the school office. Where access of any party to a child attending school is limited in any way, contact should be made with the Principal so that appropriate measures can be set in place.

CHOIR

All students in Year 3, 4, 5 and 6 who wish to join the School Choir will be invited to register their interest at the beginning of the school year. Students who were in School Choir the previous year will automatically be invited to participate again. The School Choir rehearses before school on Wednesday morning. Students in School Choir participate in Mass, liturgy, assemblies and significant school events such as the sacraments. The School Choir also participates in external festivals. For enquiries, please contact our Music Specialist Karen.gonsalves@cewa.edu.au

CODE OF CONDUCT

All members of the school community are held accountable to the following Code of Conduct Statements. Please note these statements. If requiring further information and explanation, please see full document of the school website.

Conduct Statements

- You act safely and competently.
- You give priority to students' safety and well-being in all your behaviour and decision making.
- You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.
- You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.
- You respect the dignity, culture, values and beliefs of each member of the school community.
- You treat personal information about members of the school community as private and confidential.
- You give impartial, honest and accurate information about the education, safety and well-being of students.

- You support all members of the school community in making informed decisions about students.
- You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.
- You maintain and build on the community's trust and confidence in Catholic schools and the Church.
- You act reflectively and ethically.
- You allow students to have a voice in their education, safety and well-being.

Specific procedures we request you to follow include:

- Student toilets are not to be used at any time.
- Photographs must not be taken of any child.
- Unless given prior approval, working 1:1 with a student is not permitted.
- Refer behavioural matters to a member of staff.
- Animals are not permitted without prior permission.
- Treat any information about a child and their educational program as confidential.
- Parking according to street signage.

DISPUTE AND COMPLAINT RESOLUTION POLICY

St Columba's School is committed to ensuring that disputes and complaints are dealt with fairly, objectively, and in a timely manner, and that processes reflect the principles of participation, co-responsibility and subsidiarity. To view the school's full Dispute and Complaint Resolution Policy, please visit the school website. Most issues can be dealt with at a classroom level by contacting the classroom teacher. If the matter is not resolved, parents are asked to contact the Principal. For more information please see our Dispute and Complaint Resolution Policy:

[St Columba's School Website - Complaints Procedure](#)

DOGS ON SCHOOL GROUNDS

Under no circumstances are dogs of any size or kind to be brought on to school grounds. Some students have allergies to dogs and others may be frightened of dogs or especially attracted to dogs, which may cause a dangerous situation for students and staff. Parent cooperation with this matter is appreciated.

EVACUATION & LOCK-DOWN

Every school is legally obliged to have in place, and practice, emergency evacuation and lockdown plans. Normally one evacuation or lockdown drill will occur each term. This practice is to maximise the safety of all students, staff and visitors in the case of an emergency.

EXTRACURRICULA ACTIVITIES

A range of extracurricular activities are available after school for St Columba's School students. These are communicated through the school newsletter and website. Include Redhage Basketball, and Music Rocks. Parent initiatives include Columba Runners [running club].

FACTIONS

All students, Pre-Primary to Year 6, are allocated into four factions representing important figures in the school's history: McAuley (Red), Columbanus (Blue), Russell (Yellow) and Pascal (Green). Students participate in sporting events such as swimming carnivals, athletics carnivals and cross country to earn points for their faction. Each faction has two House Captains. The faction system is designed to promote sportsmanship, enjoyment, team spirit, cooperation and endeavour.

FAITH DIMENSION

Class Masses, liturgies and whole-school Eucharistic celebrations are held throughout the year. Dates will be advised via the Newsletter and online calendar. Parents are welcome to attend all celebrations to celebrate as a community. St Columba's School enjoys strong links with our Parish. We are very much supported by our Parish Priest Fr Andrew Albis who visit the school and attend major school events. Classes take turns in attending Mass on Friday mornings and these visits will be included in the school calendar. The Parish and schoolwork closely together on the Sacramental Programmes undertaken throughout the year. Year 3 Reconciliation, Year 4 Eucharist and Year 6 Confirmation.

HOMEWORK

At St Columba's School we believe that homework is a worthwhile task when it is seen to extend learning opportunities beyond the school environment and have a positive effect on student achievement. Homework should be a positive learning tool that develops, consolidates and reinforces skills and understanding presented in class. We recognise and strongly agree that homework assists in developing sound work routines, organisational skills, fluency and self-discipline. Teachers will communicate to parents the home study expectations for their particular classes throughout the year.

LATE TO SCHOOL

Students who arrive at school after 8.50am (Kindergarten), 8.30am (PP – Year 3) or 8.40am (Year 4 - 6) must be signed in by a parent on the front office iPad and collect a pass. The pass must be presented to the class teacher on entering the classroom. The school assumes duty of care for that student from the time recorded on the iPad. Children in Pre-Primary and Kindergarten classes who arrive late for school are to be taken to the classroom by their accompanying adult after signing in at the office.

LOCAL SPORTING CLUBS

Many of our families are engaged in local sporting clubs. We encourage participation at these clubs for netball, football, soccer and tennis. The Bayswater City Saints Netball Club grew out of need within the community. Parents of our St Columba's Netball Club formed this community club in 2019. Our school colours form the base of the clubs uniform and merchandise. Bayswater Bears is also an AFL club that has many of our families forming the foundations of the club. Local club such as the Bayswater Tennis Club are great supporters of our school and have high family connections. Bayswater City Soccer Club is also closely linked to our school community.

MEDICATION - STUDENTS

If a student needs to take medication whilst at school, parents must complete an Authority to Administer Medication form, available from the office. Staff are unable to administer medication without this form. Medication for students Year 1-6 is stored in the Sick Bay and should be collected at the end of each school day. Medication for our PK, Kindergarten and Pre-Primary students is kept within their classrooms. Please see staff in the front office or via admin@stcolsbays.wa.edu.au.

Medication must only be administered as per the written instructions of a medical practitioner.

MEDICAL - EMERGENCY ACTION PLAN

If your child suffers from a serious and/or potentially life-threatening illness (e.g. anaphylaxis) parents must provide detailed information to the school in the form of an Emergency Action Plan. These forms are available from the Office. Medication for these illnesses, including epi-pens, should be brought in at the beginning of every year and will be stored in the Sick Bay. It is parents' responsibility to ensure medication and Emergency Action Plans are up-to-date. Children with serious and/or potentially life-threatening illnesses are listed on the school's Emergency Action Plan list which is accessible in all areas of the school to ensure, no matter where the child is in the school, the correct medical plan can be followed. Please see staff in the front office or email via admin@stcolsbays.wa.edu.au or Niall Kehoe [Assistant Principal] niall.kehoe@cewa.edu.au if you require further information.

MOBILE PHONES/SMART WATCHES

Mobile phones should not be brought to school by students unless permission is given by one of the Assistant Principals. We understand mobile phones may be requested to be at school due to students commuting to and from school on bikes, walking or via public transport.

Any watches that can make phone calls, send text messages, play games, take pictures or record are not permitted at school.

NEWSLETTERS

The school newsletter (The Donegal) is published to the school website every Wednesday and contains information important to each family. Please ensure at least one member of your family takes the time to read this document weekly.

OUT OF SCHOOL HOURS CARE

St Columba's School operates its own out of school hours care centre. Opening times from 7.00 am to the start of the school day, and from after school until 6.00 pm. The centre is also open for vacation care during the school holiday breaks. The centre closes for two-three week period over the Christmas and New Year break. Please contact Jess Scott at oshc@stcolsbays.wa.edu.au for further details and the OSHC Parent Handbook.

PARENT AND TEACHER MEETINGS

Parent Information Evenings are held in Term 1 and are an opportunity for parents to meet their class teacher, to receive information on the plans for the year ahead for the class and to ask any questions they may have. Dates for these meetings will be emailed directly to parents and will also be advertised in the school newsletter.

Parent/Teacher Meetings are held towards the end of Term 1/early Term 2. This is an opportunity for parents to meet with teachers on an individual basis. Throughout the year parents are encouraged to contact their child's class teacher to discuss any concerns. It is necessary to make an appointment for such a meeting by emailing the teacher directly.

PARENTS AND FRIENDS ASSOCIATION (P&F)

The Parents and Friends has a proud history of building and supporting a collaborative and vibrant school community. The P&F meetings are held each month and all parents are encouraged to attend and take part. Meeting dates and information are published in the newsletter and on the school calendar.

PASTORAL CARE COMMITTEE

Our Pastoral Care Committee is a group of parents who quietly go about supporting our families and staff throughout our school. Their focus is on caring and looking after the wellness of all. We are blessed to have a group of parents who solely focus on the things that make a difference in the wellbeing of others. They connect with our families when babies are born, when there are special celebrations, children unwell and when there are bereavements in families. The PCC are wonderfully supported by our parents and staff. They meet as a group every Wednesday morning running weekly raffles for classrooms. These funds then go back into providing for the wellbeing of our community. Examples include the buddy benches, the Harmony Tree framed artwork and so much more. Please feel free to find out more about our PCC through the front office.

PLAY AREAS

During recess and lunch, students have access to a range of sporting equipment available from their individual class sports bin. Students will be able to play on the oval and courts, as per playground rosters. The library is open at lunchtimes daily for children who wish to read books, create Lego masterpieces or play board games. **Children are not permitted to use any play equipment before or after school.**

PRE-KINDERGARTEN (3-YEAR OLDS)

Underpinned by the Early Years Learning Framework of Being, Becoming and Belonging, our Pre-Kindy program offers a wonderful opportunity for children who have turned 3-years-old to play, explore and be curious in their learning. To register your interest in this program, or for more information, please see the school website or contact the front office.

REPORTS (SEQTA ENGAGE)

Reports for students K – Year 6 will be available to parents online, mid-year and the end of year, through SEQTA Engage – paper copies will not be distributed. To access SEQTA Engage, please go to the school website. The SEQTA login icon can be found in the top right-hand corner. If you have forgotten your log-in details or are new to the school and have not yet been issued a password, please contact the school office and speak to Lisa Slocum or Niall Kehoe. Please note that once you have been issued a password, you must log-in within seven days or your details will expire. It is advisable to download and keep safe a copy of student reports as, once students are no longer enrolled in the school, parents will not be able to access SEQTA Engage.

SCHOOL ADVISORY COUNCIL

The School Advisory Council (CSAC) is comprised of the Principal and the Parish Priest as the ex-officio members, a parish representative and elected community representatives.

The functions of the CSAC include;

- to oversee the financial management of the school.
- to plan for the resource needs of the school.
- to provide membership on the panel which recommends the appointment of the Principal.
- to disseminate information about the school and about Catholic education.
- to act as a consultative body for the Principal as required.

Positions available on the CSAC are advertised three weeks prior to the Annual Community Meeting. Nominations are submitted to the Principal prior to the meeting and elections take place at the meeting.

The CSAC meet, once to twice a term.

SCHOOL COUNSELLOR

St Columba's School provides assistance to students and their families in dealing with social and emotional issues relating to school or affecting a child's academic performance or overall wellbeing through our school counsellor, Nicole Leach. Assistance can be provided with issues such as child anxiety, interpersonal skills, school refusal, friendships and more. Nicole works with children individually, but also in small groups and with the classroom setting. Please communicate with your classroom teachers if you are wishing to refer your child to Nicole. A referral form, available on the website, will need to be completed by parents.

SCHOOL FEES

The annual school fee accounts are emailed to parents/caregivers at the start of the school year, or shortly after commencement for students who join the school throughout the year. To assist parents, fees can be paid in full within two weeks, or in instalments throughout the year, with the fees being received in full by 21 November. Payment instructions will accompany your fee statement. If you have a Health Care Card or Parenting Payment Single (PPS) Pensioner Card and wish to apply for a discount, you must complete a discount scheme form and show your card each year.

No discount is available for Pre-Kindergarten.

If you have queries regarding fees, please contact our Finance Officer, Janine Witherow at Janine.witherow@cewa.edu.au.

SOCIAL MEDIA

Parents are invited to like the school's Facebook page, St Columba's School, Bayswater, to keep up with the latest school news. There is also a St Columba's Parents Page, St Columba's Bayswater Community, where parents can connect with other parents. These pages are intended as a positive communication tool for parents. If you have an issue or complaint, we ask you contact the school directly.

Parents are not permitted to post pictures or videos taken at the school of any child, other than their own, on Facebook or other social media unless express permission has been granted by the parents of all other children in the photo/video. We appreciate your cooperation in this matter.

SCHOOL PARKING

Each year, the City of Bayswater will forward a brochure to be distributed to all schools regarding parking regulations. There are very clear directives regarding the responsibilities of all of us in relation to parking around schools, but also in the interactions we have with City officers and their roles. Please maintain respect for City officers, as they are completing their work under the direction of the City in maintaining the safety for all, especially our children. One of the directives from the City is for officers to take photographic evidence of offending vehicles to ensure accurate administration of infringements. It is important we maintain high levels of respect with the City of Bayswater. As a school community, we continue to set ourselves the highest of standards in regard to the wellbeing of all. We have a school Code of Conduct that we adhere to, and something as our Principal, I am proud to say we do at exceptional levels.

SCHOOL PHOTOS

School Photo dates will be advertised in our newsletter and term planner via the website. Photos will consist of class, individual and family photos. Parents will be given information on how to order photos online a few weeks prior to photo days. We use Kapture Photography for school photos and all sacramental program Masses.

SCHOOL TIMES

Pre-Kindergarten school times:

Tuesday and Thursday 8.55 am – 2.50 pm (Doors open at 8.45 am)

9.50 am – 10.20 am RECESS

12.00 pm – 12.30 pm Lunch time

Kindergarten school times:

Monday, Wednesday and Friday 8.40 am -2.50 pm (Doors open at 8.30 am)

9.50 am – 10.20 RECESS

12.00 pm – 12.30 pm Lunch time

Pre-Primary school times:

| | |
|----------|-------------------------------------|
| 8.15 am | Before school duty commences |
| 8.20 am | Class doors open |
| 8.30 am | Classes commence - morning sessions |
| 10.20 am | RECESS |
| 10.40 am | Classes resume sessions |
| 12.30 pm | Lunchtime [eating time] |
| 12.40 pm | Lunchtime [play time] |
| 1.10pm | Classes resume |
| 2.50 pm | School concludes |
| 3.20 pm | After school duty ends |

Year 1 to Year 3 school times:

| | |
|----------|-------------------------------------|
| 8.15 am | Before school duty commences |
| 8.20 am | Class doors open |
| 8.30 am | Classes commence - morning sessions |
| 10.20 am | RECESS |
| 10.40 am | Classes resume sessions |
| 12.30 pm | Lunchtime [eating time] |
| 12.40 pm | Lunchtime [playtime] |
| 1.10 pm | Classes commence afternoon sessions |
| 2.50 pm | School concludes |
| 3.20 pm | After school duty ends |

Year 4 to Year 6 school times:

| | |
|----------|-------------------------------------|
| 8.15 am | Before school duty commences |
| 8.30 am | Class doors open |
| 8.40 am | Classes commence - morning sessions |
| 10.20 am | RECESS |
| 10.40 am | Classes resume sessions |
| 12.30 pm | Lunch time [eating time] |
| 12.40 pm | Lunchtime [playtime] |
| 1.10 pm | Classes commence afternoon session |
| 3.00 pm | School concludes |
| 3.20 pm | After school duty ends |

SCHOOL UNIFORM

The school uniform policy can be found on the school website under the Parent Information tab.

Please note the following key points in relation to the policy:

- Predominantly white sport shoes. When purchasing new sport shoes over the holidays, please follow this policy.
- The same applies to the wearing of the black school shoes with the academic uniform. Students cannot wear black sport shoes with the academic uniform.
- The school sports socks must be worn with the sports uniform.
- School uniforms can be ordered through Jenny Franklin Enterprises. Please see the school website for the school's uniform policy and full instructions for placing orders.

Uniform Shop

- The uniform shop will be open every Wednesday 2.30 pm to 3.15 pm during term 1 and the first Wednesday of each month thereafter for purchases. Online orders can still be placed and will be delivered to classrooms each Thursday.
- Jenny Franklin's offices are open for trading during normal business hours.
- Any online orders received over the Christmas period will be available for collection on the "Shaking off the Nerves" day.
- These pre-paid orders and other back orders can be collected from the canteen via the external window.

Uniform for Academic and Sport Days

Sport uniform days will be allocated by classroom teachers during the first week of the school year. Please note, predominantly white sport shoes must be worn. Please ensure this is followed as part of the school policy. Exemptions are made only for Redhage Basketball and Columba Runners participants. Out of school activities such as netball, football or tennis are not exemptions as these are not school based activities.

VISITORS

All visitors (including parents) to the school during school hours must report their presence to the school office. Any desired access either to children or to children's property (e.g. school bags) must be through the office. Children taken out of school during the day must be signed out and if returning, must be signed in by a parent on their return. Any visitors to the school must report to the office and sign in and collect a visitor's label. For security purposes, the gates will be locked at 9.30 am and re-opened at 2.30 pm each day. This is a matter of safety and a duty of care for all children at St Columba's School.

End of document