

St Columba's School

Parent Information Booklet

2026

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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. We are also proud of our dedicated Outside of School Hours Care program, which provides a safe and engaging environment before and after school, as well as during school holidays. The Promoting Literacy Development (PLD) Program is embedded across the school and the school has recently become a URSTRONG and Berry Street Education Model inspired school. A team of dedicated team of parents lead the Columba Runners Running Club and Pastoral Care Team.

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 MISSION

St Columba's School, Bayswater is a Catholic primary school offering a faith-based education for students from Pre-Kindergarten to Year Six. Our School aims to foster the total development of each individual within a loving community that is totally committed to supporting the Catholic faith, principles and ideals within the framework of the Mercy Values.

SCHOOL VISION AND MERCY VALUES

Inspired by the Mercy values of faith, wisdom, respect, compassion, and peace, St Columba's School is a Christ-centred child focused learning community committed to empower students to become courageous, faith filled, compassionate, and helpful contributors of the community.

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.

The infographic features the school logo on the left, which is a circular emblem with a dove and the text 'ST COLUMBA'S BAYSWATER' and a banner below with 'Faith Wisdom Peace'. To the right, the title 'OUR MERCY VALUES' is displayed in a large, green, serif font, with a large, stylized green cross behind it. Below the title, five statements are listed, each with a green circle containing the first letter of the value:

- We have **FAITH** in Christ's **M**essage of love
- We seek **WISDOM** as we strive for **E**xcellence
- We **R**ESPECT and value self, others and the environment
- We show **C**OMPASSION to everyone
- We **Y**earn to live in **PEACE**

The bottom of the infographic is decorated with a dark green wavy shape.

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.

ST COLUMBA'S BAYSWATER – PARISH INFORMATION

Parish Priest: Fr Mark Payton

Mass Times

Saturday: 6:00pm.

Sunday: 7:30am and 9:30am

Tuesday – Friday: 9:15am.

Reconciliation

Saturday, 5:00pm – 5:30pm and on request.

Rosary

Wednesday, 7:00pm.

Parish Contacts

St Columba's Catholic Parish Bayswater
Corner Almondbury & Roberts Streets
Bayswater WA 6053

Postal address: PO Box 47 Bayswater 6933

Phone: 9271 1414

Fax: 9271 1682

Email: parish@stcolumbasbayswater.org.au

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@stcolumbasbayswater.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.

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.

ALLERGY AWARE

The school adopts an *allergy-aware* approach to the prevention and management of allergies and anaphylaxis, ensuring the safety, dignity and inclusion of all students while meeting our pastoral care and duty of care obligations. The school is a nut-aware environment, and we ask parents to refrain from packing any foods that contain nuts.

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

Before School

School gates open at 8.00am and students. Before School Supervision starts at 8.00 am. Two areas will be supervised. The school oval and the Greg Martin Pavilion (undercover area). Please remember only small ball games are permitted before school.

After School

After school supervision commences at 2.50pm to 3.20pm at Kiss N Drive on Roberts St or the Milne St Gate. Please note, Milne Street is not a Kiss and Drive and should only be used for parking.

The OSHC Gate is only to be used for OSHC purposes. Student and parents should not be using the OSHC gate unless they are entering or exiting OSHC.

The Staff / Church Car Park is only permitted for Parents walking their children to and from OSHC services. No students should be using the OSHC gate unless accompanied by an adult as this is a car park.

Kiss And Drive

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. Please adhere to the below procedures for use:

- Parents should not exit the vehicle whilst using the Kiss N Drive.
- 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.
- No U turns are permitted at Kiss and Drive.
- Students must enter and exit the vehicle kerbside.
- It is preferable that students do not access boots. Bags should go on seats next to children when possible.
- 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 abide by all road rules.
- Please adhere to all No Standing Signs and Yellow Lines which indicate No Standing. This is especially important at the Roundabout where traffic standing in areas marked with a yellow line can block the Roundabout at the intersection of Almondbury and Roberts Street.
- City Officers regularly inspect parking areas around the school to maintain the safety for all, especially our children. Photographic evidence of offending vehicles is taken to ensure accurate administration of infringements.

If you are unable to make it to KISS N DRIVE by 3.20 pm, your child will be supervised in the office and you must collect them from the office.

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

BEHAVIOUR MANAGEMENT & BULLYING PREVENTION PROCEDURES

The Behaviour Management procedure aims to foster the development and experience of responsible self-discipline among students and seeks to promote the well-being and good order of the community. In order to provide a safe learning environment for all, it is essential that students recognise the need for rules regarding the safety of themselves, others and property. Everyone in the school community needs to develop skills of living and learning together in productivity and harmony. To support this, emphasis is placed on an awareness and recognition of positive behaviours, along with effective management of unacceptable behaviours. When problems are

experienced in achieving these goals the focus will be that of finding solutions, whilst managing individuals with respect and dignity.

When a school is addressing student behaviour that is judged inappropriate or wrongful, behaviour support processes which ensure that the student remains engaged and connected with the school community are to be preferred to those that disengage the student.

- Be Safe and feel safe;
- Learn to the Best of their ability;
- Express themselves in a positive manner;
- Take responsibility for their choices

Behaviour Management Procedures

The Behaviour Management Procedure aims to foster responsible self-discipline through a whole-school, trauma-informed, relationship-centred approach aligned to:

Berry Street Education Model (BSEM) – a trauma-informed, evidence-based model supporting student engagement, regulation and wellbeing.

Restorative Practices – promoting accountability, empathy, dignity, and repair of relationships.

The procedure recognises that behaviour is a form of communication. Predictable routines, calm learning environments and positive relationships are foundational to supporting student regulation and engagement. Behaviour support processes prioritise connection over exclusion.

The behaviour management procedure can be viewed on the school website.

Bullying Prevention Procedures

St Columba's School uses the URSTRONG Bullying Prevention Framework to provide a plan of action to help prevent "bullying" behaviour in children.

Relationships are the heart of social emotional well being. URSTRONG gives kids skills, language and self confidence to be better friends and develop healthier relationships. Using a kid friendly approach educators and parents learn a simple framework to support and coach kids towards positive relationships.

Explicitly teaching children how to develop healthy friendships and manage conflict in a respectful way is the key to bullying prevention and creating safe caring learning environments an inspiring kinder happier children.

This Bullying Prevention Framework explains the steps to be taken for repeated incidences of Mean on Purpose Behaviour.

Our Behaviour Management and Bullying Prevention Procedures are both available on our School Website.

BIKES and ESCOOTERS

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.

At no time are students permitted to bring Escooters onto school property.

BIRTHDAYS and other celebrations

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 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.

BUDDIES

To promote a sense of safety and wellbeing, all classes are allocated a 'buddy class' and each student a 'buddy' within that class. At least two times per term, these buddies spend 45 – 60 minutes together completing activities and getting to know each other.

Buddies are organised as follows :

Year Six and Year Two, Year Five and Year One, Year Four and Pre Primary, and Year Three and Kindy.

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 LUNCHESES 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](#)

CATHOLIC 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 a term.

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 Friday morning (7.45 - 8.30am). 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

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

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

Specific procedures for St Columba's School include:

- Student toilets are not to be used by parents at any time.
- Photographs or video footage must not be taken of any child whilst on site.
- Working 1:1 with a student is not permitted.
- Refer behavioural matters to a member of staff.
- Animals are not permitted on the premises without prior permission.
- Treat any information about a child and their educational program as confidential.
- Park according to street signage.
- Follow Kiss and Drive procedures.
- Be kind and respectful in all communications.

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 procedures. Evacuation and lockdown drills occur throughout the year. 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 Bricks4Kidz, 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

Fundraising for Catholic Charities

St Columba's takes part in five main fundraising activities for Catholic charities throughout the year.

In Term One each year we support Project Compassion.

In Term Two we hold a Mercy Mission Day (which we combine with our St Columba's Day celebrations and with proceeds going to the St Columba's Parish and Mercy Works agency).

In Term 3 we participate in the Archbishops Life Link Appeal, which is usually launched in June each year.

In Term 4, we collect food donations for the St Vincent de Paul Christmas Food Hampers.

Liturgy

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 Mark Payton who visits the school and attends major school events.

Classes take turns in attending Mass on Friday mornings or a Tuesday afternoon and these visits will be included in the school calendar.

Prayer

Students commence each morning with the School Prayer and Mercy Values. On Monday morning, Year 6 students lead the school in reciting this together.

Prior to going out to lunch each day, students recite the Prayer Before Eating.

At the end of the day, students say another prayer (eg Hail Mary, Our Father, Glory Be). Students should be encouraged to take turns in leading prayer and should be familiar with the correct words and meanings of the prayers they are saying.

Religious Education

As a Catholic School, Religion is taught daily as an area of the Curriculum. Information on the Religion Unit to be covered is provided to parents at the commencement of each unit.

Sacramental Program

The Parish and school work closely together on the Sacramental Programmes undertaken throughout the year. Year 3 Reconciliation, Year 4 Eucharist and Year 6 Confirmation.

FEES

Your annual tuition fee will be emailed to you at the commencement of Term One every year. Please return the payment option form within 14 days to the School Office to commence payments. Finalisation of fees is by 21 November each year.

HOMEWORK

Homework is an aspect of school that encourages children to take responsibility for their own learning, providing them with opportunities to become more independent, successful students. It provides students with an opportunity to reinforce learning that has happened in class through practice, consolidation and/or deepen skills they have already been taught.

In order to foster a holistic approach, we have the following guidelines for homework.

HOMEWORK GUIDELINES

- Homework needs to be clear, relevant and purposeful.
- Homework is set by the classroom teacher, but its completion is the responsibility of the child and their family.
- Homework activities include reading, revision of previous work, practice in a particular process – utilising the Apps provided (ie Nessy, Literacy Pro and Mathletics).
- Homework is set by the classroom teacher to be completed Monday – Thursday

If a parent / care giver has any concerns about homework, they should request a meeting with the classroom teacher.

INCIDENT MANAGEMENT

In the event of a crisis the following sirens will be heard:

Evacuation – In this case a siren will sound (Whoop, Whoop, Whoop, Fire, Fire, Fire Evacuate) if parents or other community members are onsite, please go to the muster point on the school oval and listen to the instructions of the wardens.

Lockdown – In this case a siren will sound that includes a repeated (Klaxon Tone and the word 'Lockdown'). Parents that have signed in as a visitor are encouraged to enter a classroom or building in the event of a lockdown. Teachers will lock doors and are instructed not to let anyone in.

Please report any safety concerns seen whilst on the school premises to the Principal.

LATE TO SCHOOL

Students who arrive at school after the commencement of the school day, 8.40am (Kindergarten), 8.30am (PP – Year 6) must be signed in by a parent at the front office on the iPad and collect a pass. The pass must be presented to the class teacher as the student enters 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

St Columba's School aims to foster a safe, respectful, and focused learning environment by limiting the use of mobile phones and smart watches during the school day. This supports student engagement, wellbeing, and safety.

Mobile phones or smart watches are not to 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. Permission will be granted in this situation, and devices are required to be switched off and handed to the class teacher or kept in the child's school bag at their own risk.

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 closed 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 CALENDAR

A parent calendar outlining the events of each term can be found on the School Website. Please check the calendar regularly as events may change.

Please note upcoming events are always advertised in the weekly Donegal, the School's Newsletter.

PARENT AND TEACHER MEETINGS

All parents are expected to attend a Parent–Teacher Meeting during the first term each year. These meetings provide a valuable opportunity for parents to speak with teachers individually. Throughout the year, parents are welcome to contact their child's class teacher to discuss any concerns. To arrange a meeting, please email the teacher directly to make an appointment.

PARENT TEACHER INFORMATION EVENING

Parent Information Evenings are held in Term One 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.

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 term and all parents are encouraged to attend and take part. Meeting dates and information are published in the newsletter and on the school calendar.

All parents are automatically members of the P&F. A parent may nominate themselves for a role on the P&F. Calls for nominations are made prior to the Annual Community Meeting and elections for positions held at the Annual Community Meeting.

PASTORAL CARE COMMITTEE

Our Pastoral Care Committee (PCC) 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. Each student is rostered throughout the year to provide the weekly prize for the raffle. 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.

PROTECTIVE BEHAVIOURS

Keeping Safe is the Child Protection Curriculum implemented at St Columba's School.

The Keeping Safe: Child Protection Curriculum (KS:CPC) is a child safety and respectful relationships curriculum providing age and developmentally appropriate activities for children and young people from birth to year 12.

It teaches children and young people, in developmentally appropriate ways, to:

- understand they have the right to be safe

- recognise abuse and unsafe situations
- apply knowledge, skills and understanding to be safe
- seek support for themselves or others.

Parents are advised each term in the Term Overview of the content taught for our children to practise keeping themselves safe.

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.

PLAYGROUNDS

Playgrounds are only permitted to be used when supervised by staff at Recess and Lunch Time.

Students 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 (PP-to Yr 6) and the end of year (K – Yr 6), through SEQTA Engage. 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 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. The School Counsellor works on Monday and Tuesday.

Assistance can be provided with issues such as child anxiety, interpersonal skills, school refusal, friendships and more. The School Counsellor works with children individually, but also in small groups and with the classroom setting. A referral form is available on the school website. Parents will need to complete this form and submit to the Principal.

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.

SEESAW

Provide information for parents.

SEESAW is the platform of communication between the Classroom and Home. Teachers will regularly provide updates of the learning happening in the classroom.

In order for our educators to achieve a healthy work-life balance, they have a right to disconnect from technology and work-related responsibilities outside of their designated working hours. There is no expectation for teachers to respond to calls, emails, texts, or any other forms of communication after the conclusion of their work hours.

Our educators will acknowledge your message within two working days and provide a full response within 5 working days. If you require a response earlier than this, please contact the School Office to speak with a member of the Leadership Team.

SMOKE FREE ZONE

St Columba's School is a smoke and vape free zone. Smoking and vaping is not permitted on site, including car parks and all school-based activities.

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 & NO STANDING ZONES

Please check very carefully you have only parked where permitted to do so.

Please also adhere to all No Standing Signs and Yellow Lines which indicate No Standing. This is especially important at the Roundabout where traffic standing in areas marked with a yellow line can block the Roundabout at the intersection of Almondbury and Roberts Street.

City Officers regularly inspect parking areas around the school to maintain the safety for all, especially our children. Photographic evidence of offending vehicles is taken to ensure accurate administration of infringements.

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 to Year 6 school times:

8.00 am	Before school duty commences
8.15 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

SCHOOL UNIFORM

At St. Columba's School, students wear a uniform to develop a sense of student unity, pride and loyalty to our school and our vision. Our uniform is a sign of our community, that reflects our vision statement and values.

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 procedure.
- 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.

Purchasing uniform

- Uniform is ordered online and delivered to classrooms each Thursday.
- Parents can also visit Jenny Franklin’s Enterprises (JFE) in Osborne Park who are open normal business hours.
- Any online orders received over the Christmas period will be available for collection on the “Shaking off the Nerves” day.

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.

Please label all School Uniform Items.

SPORTS

Students participate in the following sports through the Health and Physical Education Program:

- Athletics
- Cross Country
- A swimming carnival is held for students in Years 4 – 6. Please note, the school sports program does not include regular swimming lessons
- Various team games - basketball, football, netball, tennis and volleyball.

STUDENTS WITH ADDITIONAL NEEDS

The school has an Inclusive Education Coordinator who oversees the support provided to students with additional needs.

If your child has an additional need, we require all documentation pertaining to this need (eg diagnosis, testing results, medication). These students will have an Individual Education Plan outlining environmental, instructional and, in some cases, curriculum adjustments.

If you have any queries, or documentation to pass on, please contact Leesa Vinciullo, Assistant Principal and Inclusive Education Coordinator.

Leesa.Vinciullo@cewa.edu.au

THERAPY DURING SCHOOL HOURS

We acknowledge that some students may require therapy sessions during school hours. Where necessary, we have Speech Matters onsite Monday, Tuesday and Thursday for all Speech needs. Parents book this through Speech Matters.

Where possible, we promote therapy be conducted outside of school hours with parental support. Any requests for therapy during school hours must be approved by the School Principal.

To make a request, please email the Inclusive Education Coordinator, Leesa Vinciullo Leesa.Vinciullo@cewa.edu.au to obtain a copy of the form to be completed.

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 9.00 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.

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