

St Columba's is one of eleven sites that make up Aspect South East Sydney School. There are two classes at St Columba's; supporting students from K-6. Our school is part of Autism Spectrum Australia (Aspect) and as such is covered by all Aspect's policies and procedures.

Official school hours are 8:45am to 3:00pm. Students arrive at school from 8:45 onwards. The bell goes at 8:50, at which time students line up with the rest of the school. Parents who bring their children to school are required to supervise them until 8.45, when a staff member is present on the playground. Students on special transport are met at their vehicle by a staff member at 8.45 and supervised from then.

Students are dismissed to parents or put on special transport from 3pm. Parents and transport drivers should wait at the school gate for students to be brought from their classroom.

Lunch is from 11:00 – 11:45, and recess is from 1:45 – 2:15. All students eat their lunch inside the classrooms and then go out to play. In the event of wet weather students will eat and then play inside their classroom. At all times Aspect students are supervised by Aspect staff.

When entering the St Columba's unit outside of drop off hours please ensure you enter via the main school office and sign in as a parent visitor. St Columba's office staff will call an Aspect staff to notify them of your arrival.

Aspect students are required to wear the full St Columba's uniform at all times. Uniforms can be purchased from Lowes at Leichhardt Marketplace, in Marion St, Leichhardt. A small amount of second hand clothing is available from the school. Please talk to the staff about accessing this. School hats and school bags can be purchased through the school's office.

St Columba's has a 'No Hat No Play' policy. If any student is without their hat during recess or lunch they must sit or play in a shaded area of the playground. Students are encouraged to leave their hat at school to ensure it is available every day.

St Columba's has a school canteen system that is currently only available on a Friday. Parents need to place an order online with the Flexischool online system by Wednesday in order for the lunch to be delivered by Friday. *Aspect Teachers cannot order for the students.*

When students are sick parents are requested to contact staff on the class mobile to inform them of their absence. Once your child returns to school, please supply a note for the teacher to be kept in the school roll as per our policy.

Each term parents will receive a copy of the class timetable as well as a parent letter that will outline the class activities and the units of work for the term.

Families are asked to download the SeeSaw App. Teachers will use this platform to share with you information about your child's learning and we ask parents use this tool to respond to your child's learning and individual goals. It is possible for parents to privately send a message to the class teacher/s and vice versa. If there is an urgent matter please call the class teacher on 0425 291 615. . If you would like the option of being contacted by email, please supply your email address to your child's teacher. *Please do not contact the St Columba's office for matters relating to your child.*

The Principal at Aspect South East Sydney School is Joanne Tisdell. Joanne can be contacted at the Peakhurst unit on 8556 5800. The Coordinator for St Columba's unit is Poppy Kolibac. Poppy can be contacted on 04298 20995.

Thank you for taking the time to read this important information about the St Columba's unit.