

# Secondary Handbook



# 2019



**Cornerstone**  
Christian College

*for* **EDUCATION  
CHRIST, CHARACTER,  
COMMUNITY.**

Grace Court Busselton Western Australia

Ph (08) 9754 1144

Fax (08) 9754 1142

Email: [admin@cornerstone.education](mailto:admin@cornerstone.education)

Website: [www.cornerstone.education](http://www.cornerstone.education)

## **The CORNERSTONE CHRISTIAN COLLEGE CHARTER**

- To ensure all students are able to develop the learning outcomes described within the Western Australian Curriculum, which defines the curriculum for all schools (government and non-government) throughout the state of Western Australia.
- To provide an educational program that is uniquely Christian. We will teach, model and integrate Christian values and beliefs innovatively, creatively and authentically throughout the learning program.
- To ensure every lesson and learning experience is a result of purposeful planning and is professionally facilitated or delivered by dedicated Christian teachers, whose efforts are genuinely and actively supported by school leaders, support staff, parents and the wider community.
- To always maintain a school environment where students can learn in a safe and caring place, without fear of disruption or harassment.
- To teach students what it means to be strong, loving and self-disciplined as described in the Bible in Romans 12:2; by encouraging students to make a difference in the lives of others and to stand firm for what they believe.
- To recognize, celebrate and nurture each child's unique gifts and strengths.



## **Education**

### *Learn for Life*

To enable students to be immersed and engaged in up-to-date curricula;  
To explore, understand and critique everything from a Christian worldview;  
To identify and develop students' unique God-given talents.

*for*

## **Christ**

### *Passion for Jesus' view of the world*

To develop faith in Jesus Christ;  
To actively pursue Godly wisdom for life.

## **Character**

### *Confidence and integrity*

To be confident people of integrity, humility and self-discipline;  
To demonstrate love, compassion, respect, repentance and purity;  
To encourage enthusiasm and perseverance in learning;  
To develop a mind-set in students to challenge their own limits.

## **Community**

### *Participate and Serve*

To be responsible role-models in our community;  
To make a positive difference in the lives of others.

[www.cornerstone.education](http://www.cornerstone.education)

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*Dear Parents,*

*This handbook aims to provide all families with some structured information about the College's secondary school. It includes the processes and procedures that have been developed to create and maintain a learning environment that is conducive to the achievement of educational excellence.*

*All of the critical dates for the 2019 school year have been included for your planning purposes.*

*We all know that young people achieve best at school when parents and teachers are able to enter an effective partnership. This document aims to strengthen our partnerships at Cornerstone by creating a clear understanding of the expectations we share. If you have any queries or concerns about the procedures outlined in the booklet, or even some good ideas, please contact a staff member so together we can make this school the best place for your family.*

*We want your child to succeed at school and we hope your entire family will enjoy and benefit from a Cornerstone education.*

*God bless*

*Garry Maynard*

*Principal*

# 2019 Calendar

## Term Dates

Term 1: Monday 4 February – Friday 12 April

Term 2: Tuesday 30 April – Friday 5 July

Term 3: Tuesday 23 July – Friday 27 September

Term 4: Tuesday 15 October – Thursday 12 December

## Public Holidays

Labour Day: 4 March

Good Friday 19 April

Easter Monday 22 April

ANZAC Day: 25 April

Western Australia Day: 3 June

## Term 1

### February

Week 1	Monday 4	Students commence
	Wednesday 6	Year 12 Survive and Shine
Week 2	Friday 15	Secondary Swimming Carnival
Week 3	Wednesday 20	New family's BBQ
	Sunday 24	Prayer Launch 6.30pm
Week 4	Wednesday 27	Year 7 Parent Afternoon Tea
		SEQTA Information Session
		Year 11 Start Strong

### March

Week 5	Monday 4	Labour Day holiday
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	Friday 8	Year 11 & Year 12 Ball
Week 7	Wed 20 – Fri 22	Year 12 OED Camp

### April

Week 9	Friday 5	Secondary Showcase
Week 10	Wed 10 – Fri 12	Tribal Camp (Yr8,9,10,12)
	Friday 12	Last day of term

## Term 2

Week 1	Monday 29	Year 12 Survive and Shine
	Tuesday 30	Students commence

### May

Week 2	Mon 6 – Wed 8	Year 11 OED Camp
	Thursday 9	Secondary Athletics Carnival
Week 3	Tues 14 – Fri 24	NAPLAN online (Year 7 & Year 9)
Week 4	Friday 24	Year 12 Exams commence
Week 5	Mon 27 – Fri 31	Year 11 & Year 12 Workplace Learning
	Mon 27 – Fri 31	Year 12 exams continue
	Friday 31	Book Character Parade

### June

Week 6	Monday 3	Western Australia Day Public Holiday
	Tues 4 – Fri 7	Year 11 & Year 12 Workplace Learning
Week 7	Friday 14	Year 11 Exams commence
Week 8	Mon 17 – Fri 21	Year 9-11 exam week
	Wed 19 – Fri 21	Year 11/12 ODR Camp
Week 9	Tues 25 – Wed 26	Year 11 University Camp
	Friday 28	Spelling Bee

### July

Week 10	Mon 1 – Fri 5	Year 10 Work Experience
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NAIDOC week

Friday 5 Last day of term / Semester 1

### **Term 3**

Week 1 Tuesday 23 Students commence  
Thursday 25 Secondary Parent Night

Week 2 Wednesday 31 P.A.R.T.Y Presentation

#### **August**

Week 4 Tuesday 13 Year 10 Masterclass

Week 6 Thurs 29 – Fri 30 Year 7 Camp (OED Year 12)

#### **September**

Week 9 Friday 20 Year 12 Exams Commence

Week 10 Mon 23 – Wed 25 Year 11 OED Camp  
Year 10 Service Camp

Thursday 26 Open Night

Friday 27 Last day of term

### **Term 4**

#### **October**

Week 1 Tuesday 15 Students commence  
Thursday 17 Last Day for Year 12's  
Year 12 Graduation  
Friday 18 Year 12 Survive and Shine

Week 3 Wednesday 30 WACE Exams Commence

#### **November**

Week 5 Monday 11 Remembrance Day

Friday 15 Year 11 Exams

Week 6 Mon 18 – Fri 22 Year 9 to Year 11 exams commence  
Year 11 Work Place Learning

Week 7 Mon 25 – Fri 29 Year 11 Work Place Learning

Wednesday 27      Welcome Day

## December

Week 8	Wed 4 – Fri 6	Tribal Camp (Yr8-11)
	Friday 6	Year 11 ATAR last day
Week 9	Wednesday 11	Secondary Presentation Night (Yr7-11)
	Thursday 12	Last day of term/semester (Students)

## Main Office BUSSELTON

**General Enquiries Phone:**                      **9754 1144**  
**Email:**    [admin@cornerstone.education](mailto:admin@cornerstone.education)

### Staff

#### Executive Staff

**Principal & Head of Secondary (7 – 12)**      Mr Garry Maynard

**Business Manager**    Mr Frik Stuart

**Head of Primary (PK-6)**    Ms Judy Nolan

#### High School Leadership

**Senior School Coordinator (11/12)**                      Miss Joanne Needham

**Head of House - Benjamin (green)**                      Mrs Jill Wright

**- Judah (orange)**    Mr David van der Tang

**- Naphtali (blue)**    Mr Andrew Cleaver

**- Reuben (yellow)**    Mr Scott Arthur

#### Head of Learning Area

- <b>English</b>	Mr Will Heyes
- <b>Maths</b>	Mr Chris Poole
- <b>Science</b>	Mr Garry Maynard
- <b>Humanities</b>	Mr Steve Tully

## Administration

### Email contacts

Please note that all College staff may be contacted by email, via the [admin@cornerstone.education](mailto:admin@cornerstone.education) address. When messages are sent to this address they are received by the clerical staff and forwarded to the relevant member of staff.

### School Hours

Start: 8:40am

Finish: 3.15 pm

Students are required to be at school on time each day. All students should be on the school site by 8.38am each morning when the 2 minute warning siren sounds. Students should not be on campus before 8:15 am or after 3.30pm, unless they are involved in a supervised activity. The College provides no playground supervision before 8.15am or after 3.15pm. The school accepts responsibility for overseeing the safe departure of students off the school site between 3.15pm and 3.30pm. Those who travel via bus will need to walk to the bus shelter areas where they will be supervised by duty teachers until the last bus has departed.

### Visitors to the College

All visitors to the school, including past students, are required to report to the Front Office to obtain a visitor's badge and sign the visitors register, before proceeding to meet with teachers or students. For security reasons, students may not converse with outsiders (anyone who is not enrolled at Cornerstone) in car parks or over boundary fences during school hours.

## Family contact details – change of information

It is vitally important that should you have changes to your address, contact details and/or student health information, you will need to advise the College office staff. They will organise a link to be emailed to you to update all details in Consent2Go which will allow the College to action the changes within our systems.

## Late Arrivals

It is the caregiver's responsibility to ensure that their children arrive at the college before 8:35am.

### **Acceptable reasons for student lateness**

- Accident on the way to college
- Transport breakdown on way to college
- Bus running late

Students who are late to school and arrive **between 8:40 and 8:50** should proceed directly to form where the form teacher will mark them as arriving late. Students who arrive **after 8:50am** must report to the Student Services desk to obtain a late note. Entry into the classroom without a valid late note is not allowed and students will be directed to the Student Services desk to obtain one.

Wherever possible, students arriving late should present a note with an explanation for their lateness. Students who are late to school without a valid reason more than three times in a term will be issued with a Demerit. A Demerit will be issued for every three occasions on which a student is late to school. Students who are persistently late will be referred to the Head of House or the Principal and consequences applied as are deemed appropriate by the Principal.

## Departures for appointments

Students are only permitted to leave the College grounds during the day if they are signed out by parents or have a note signed by parents giving a valid reason. The student is to present the note to their class teacher, then report to the Student Services desk where they will receive a note to be returned to the class teacher. If the departure is scheduled during recess or lunch, the student is to present the note directly to the Student Services desk. If students return the same day, they must report to the Student Services desk to be signed in by the administration staff.

## Student Absence

Parents/guardians are asked to telephone the College between 8.20am and 9.00am on the morning of absence on 9754 1144 or email at [attendance@cornerstone.education](mailto:attendance@cornerstone.education) by 9.00am. On return to school, the student must present a written note of explanation to the front office or email may be sent by parents. If notes are not received, parents will receive a letter outlining the dates of absence and the need to provide a note. Persistent absence may be reported to the Department of Education's School Attendance Officer and impact the child's enrolment status at the College.

### Informing the College of past or impending absences

The caregiver should always provide a reason for their child's absence. If the absence is for one day only then a verbal reason is acceptable, although a written reason (handwritten note or email) is preferred. If the reason is sickness and the absence is for three days or more, caregivers are expected to provide a Medical Certificate. For absences longer than three days a Leave of Absence Application Form needs to be completed, stating the reason for the absence, and submitted to the Principal for approval.

### Special Leave

As part of the College's ability to fulfill regulatory requirements by the Federal Government, the College is required to tighten up absence reasons for students. If your child will be absent from school for three days or more for the purposes of holidays, travel, participation in State, National or International Sporting events, you are now required to complete a Leave of Absence Application ahead of the absence and submit to the Principal for approval. The Leave of Absence Application form can be found on the College website. Teachers are not expected to provide work for students in these circumstances.

## Acceptable Reasons for Student Absence

- Sickness
- Danger of being affected by, or inflicting, an infectious or contagious disease
- Temporary, or permanent, infirmity
- Unavoidable and sufficient cause, eg.
  - Bereavement within the family or of a close friend
  - Family trauma

## Unacceptable Reasons for Student Absence

- Truancy
- Shopping expeditions with, or without, caregiver
- Personal grooming, eg haircuts
- Helping at home or at caregiver's place of work
- Appointments which could be made out of school hours
- Holidays (must be applied for to the Principal)

## Following up Unexplained Absences

If a student is absent from school, and there has been no notification of the absence, the following procedure will apply;

1. Bulk SMS sent to caregivers prior to 9:30am requesting an immediate response.
2. If no response has been received by the end of the day, the Attendance Officer will send an email to caregivers for **unresolved absences**.
3. A follow-up email will be sent to the caregiver at the end of the week requesting written explanation for absence.

## Following up Unacceptable Absences

1. Where an absence is proposed, or has occurred, and the reason is listed as an unacceptable reason for absence, the caregiver will be asked to speak to Head of Primary or Principal about the absence.

2. If a student is absent from school for more than three consecutive days, or five non-consecutive days within a term, without a satisfactory explanation the following action will occur;
  - a. The Head of Primary or the Principal will phone the parents to discuss the matter and request immediate remedial action of outstanding explanations.
  - b. If, after a further seven days, no action has been taken then the Head of Primary or the Principal will make an appointment with the parent/guardian to discuss the matter where the ramifications upon the College will be explained.
2. Should another unexplained/unacceptable absence occur within the same school term of more than three consecutive days, or five non-consecutive days within a term, then the enrolment may be terminated.

## Student Health

### Illness at School

If a student becomes ill during the school day, they must report to their teacher or the Student Services desk. From there, students will be assessed and either returned to class or a parent or listed emergency contact person will be notified. Your child should be collected as soon as possible, after you have been contacted by the College. We cannot provide long term bed care for students. Under no circumstances is a student to contact home and arrange to be collected without the prior permission of the office staff or the Principal.

### Accidents at School

If a student requires transport to hospital because of illness or injury, by either private vehicle or ambulance, the school will endeavour to have a staff member accompany that child to hospital and remain with them until a parent or guardian arrives. Parents will be responsible for the costs associated with the ambulance and medical care provided at the hospital.

### Accident Protection Policy

Parents/Guardians are responsible for all medical expenses in relation to any injury sustained by students. Some injuries may be eligible for limited compensation under the



College's limited Accident Protection Policy. All claims for injury sustained during the current year must be submitted by 30th January the following year. Claim forms and additional information are available from the Business Manager.

## Medications at School

The College is very conscious of its responsibilities when a student requires medication and will comply with reasonable requests for the administration of medication. Where there is an agreement between staff, parents and the Principal and where written instructions have been provided for prescribed medications administration staff will administer medication. All medication will be kept centrally. Student medication forms are available from the office.

In accordance with legal and safety requirements students are not permitted to keep medication in their possession whilst at school either on their person, in their bag or desk. Students are not permitted to administer any medication to other students.

## Administration of Medication

Parents/caregivers must undertake the following in relation to the administration of medication and/or management of health conditions.

- If your child has an ongoing medical conditions, enter details on Consent2Go.
- Please enter all details on Consent2Go of any requests and/or guidelines from medical practitioners including potential side effects of adverse reactions.
- For short term medical conditions: Provide the medication in the *original labelled container* clearly stating the student's name, name of medication, dose and time to be administered. It is also necessary to complete the College Medication Request Form. The medication and form must be handed to the office staff.
- Ensure the medication is not out of date and is clearly labelled with details including student name, dosage and time to be taken.
- Update Consent2Go and notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
- Update Consent2Go and advise the school in writing and collect the medication when it is no longer required at school.

The College will only administer non-prescription medication if the Permission to Administer Medication Form is completed by the caregiver and given to office staff with medication providing students name and clear dispensing instructions. Office Staff can administer Panadol if authorisation has been given on the student's Enrolment Application or Consent2Go and staff deem it is necessary.

### **Asthma medication**

Students are permitted to carry an inhaler and administer it themselves when required. A spare inhaler can be stored in the college sick bay providing it has a label clearly stating the student's name.

Medications that reach the expiration date can be collected by parents, alternatively at the end of term all medications passing the expired date will be discarded. If you have any queries regarding medications or procedures, please contact the College.

### **Infectious Illness**

If the College is concerned that a child may have a contagious infection/disease or sickness, the child's parents will be contacted. It is important in these situations that arrangements are made for the child to be picked up from school, thus reducing the risk of the sickness being passed onto others.

### **Periods of Exclusion**

Following Department of Health guidelines, children suffering from an infectious illness must remain at home until the contagious period is over and they have fully recovered. Parents are asked to notify the school immediately a child contracts an infectious illness.

Children are not permitted to be at school with any of the following:

- Vomiting & Diarrhoea (in the previous 24 hours)
- High temperature (in the previous 24 hours)
- Measles / German Measles
- Mumps
- Conjunctivitis
- Persistent coughing
- Chicken pox

- Head Lice (unless treated and eggs removed)
- Impetigo (school sores)

## Excursions and camps

Students enrolled at Cornerstone Christian College are expected to participate in all school activities that are deemed to be compulsory. This includes excursions and after school activities that are designed to enrich and extend the education of students. Please be aware, that some excursions/camps will be deemed as 'non-compulsory'. The College will clearly state if students are expected to attend (compulsory) or if participation is optional (voluntary). All excursions and camps are planned and carried out according to the College Excursions Policy.

## Communication

### Communicating with Parents

Developing strong lines of communication is important in developing effective links between the home and school. Parents are encouraged to discuss with staff any issues of concern they may have.

Appointments can be made to see the classroom or specialist teacher either directly through the teacher or through the College Office. Please be aware that at the commencement of the school day teachers are busy preparing for class and welcoming and settling children into their routines. This is not an appropriate time for a formal "interview". Appointments to see the Principal or Head of Primary can be made through the College Office (9754 1144).

### Newsletters

A College newsletter (Pre-Kindy - Year 12) is emailed to parents fortnightly.

### Facebook

The College utilizes Facebook as a means of communicating events to families, and we encourage all families who use this tool to visit and subscribe to the College page. Access to newsletters, important information and notification of events is placed on our news feed. Please note that due care is given to any images that are utilised on our page.

As for personal use of Facebook, please be aware that as per the signed 'ICT Policy' that every parent and student signs, we are strict on what images can be placed on personal sites. Under no circumstance is any material to be uploaded (to Facebook, YouTube, Instagram etc.) that contains the Cornerstone Christian College name, logo or student

uniforms or identifies Cornerstone Christian College students in any way, unless signed approval has been given by the Principal and all parties involved.

### Change of Address

It is essential in enabling the College to fulfil its Duty of Care to your child in the event of an accident, illness or emergency that should you have any changes to your address and/or contact details and/or student health information, you advise the College office staff immediately. They will organise a link to be emailed to you to update all details in Consent2Go which will allow the College to action the changes within our systems.

### Custody Arrangements

It is the responsibility of families with child custody issues to make the Principal aware of the necessary details and provide documentation so that it may be placed in the student's file.

### Consent 2 Go

Consent 2 Go is an online service that enables the College to administer permission requests for excursions, camps and other activities within the College. All permission forms will be emailed through the Consent 2 Go platform and parents are required to digitally sign for each excursion. Failure to sign the permission note by the required deadline may result in the student being unable to attend the excursion or camp. Information about Consent 2 Go is available at the time of enrolment and on the College website. Please contact the admin staff if you require any assistance with this matter.

## Enrolment and fees

On enrolment at the College, parents/guardians sign to acknowledge their agreement to support the Christian principles and ethos of the College and abide by these; including the conditions of enrolment and the College policies and procedures.

### Fees

The schedule of fees can be found on the College website. The fee structure is set to ensure a quality educational program can be maintained that is accessible and affordable to the Busselton community.

At the commencement of each year (or the commencement of enrolment if part way through a school year), families receive an itemised account for the annual fees. All parents are required to:

- Pay your full amount within 30 days of being invoiced and receive a 7% discount;

**OR**

- Enter a Direct Debit Plan (forms are available on the College website);

**OR**

- Enter an Agreed Payment Plan (forms are available on the College website).

A rebate scheme is also in place to assist those families who have limited financial means and find the fee levels unaffordable. Details are available from the front office.

## Notification of Departure

If you wish to withdraw a student's enrolment, you must indicate this by completing a 'Notification of Student Departure' form, which is available from the Enrolment Officer. **The Application for Enrolment (signed by all families) clearly states that at least 10 school weeks' notice in writing must be given, otherwise families are required to pay a full 10 weeks tuition in lieu of late notification.** If a child is withdrawing at the end of Term 4, notification must be received by the end of Term 3. Reminders are regularly placed in the newsletter about the final date for notification at the end of a school year.

If the withdrawal is due to circumstances beyond your control (e.g. interstate transfer, financial emergency, etc) you should request special consideration of these penalties from the Leadership Team. This can be done by preparing a letter outlining your situation and forwarding it to the Principal.

## Uniform

### Uniform Philosophy

The College uniform shapes the appearance of each student and the way students present themselves within the College and to the community. It provides a strong sense of connectedness to the College and, in particular, to the College's culture. A common uniform removes many of the negative attributes of dress and appearance through the reduction of appearance competition, attention-seeking, social standing and identity alignments. Instead it allows students to focus on character development, one of the key aspects of our College, valuing students as unique individuals created in God's image. In keeping with these ideas, the College uniform is to be worn correctly in and out of school hours, positively identifying students with the College. The inclusion of a uniform at Cornerstone also works alongside our intention to train students in respect, both for

themselves and for authority, in conjunction with the policies of the communities in which they live.

To serve the students and their development the uniform requirements should adjust as students move through different year groups. The continuum shown below displays how that is achieved, with increasing formality as uniform items are added. To serve the parents of our students the uniform should be serviceable and have a consistent theme to assist affordability.

## Uniform Overview and Summary

Below are the expectations for all students with respect to the wearing of the College uniform. The Principal will be the final arbiter in any matters of doubt or dispute in relation to grooming standards.

	<b>Summer</b>	<b>Winter</b>
<b>All students</b>	Black leather lace up shoes in good repair College white socks College jumper (if required) College hat (when in the sun)	Black leather lace up shoes in good repair College socks College jumper College rain jacket – for outdoor use only (optional) Plain black or red scarf (optional)
<b>Boys</b>	College white short sleeved shirt neatly tucked in at all times College grey shorts or long trousers worn with the college belt	College shirt with top button fastened and tucked in College tie College trousers or shorts worn with the college belt
<b>Girls</b>	College dress - must be long enough to touch the top of the knee in a normal standing position	College blouse College skirt - must be long enough to touch the top of the knee in a normal standing position Black tights or stockings (optional)

## Jewellery

Students are required to keep all jewellery simple. Students may have no more than 2 piercings in each ear with small discrete studs or sleepers (no larger than 1cm). No other body piercings are permitted. Students may wear one ring that is simple and neat in nature. They are not permitted to wear any bangles or anklets including friendship bands. Students may wear one simple gold or silver coloured necklace (maximum 3mm chain diameter) with a small pendant and a simple watch.

### **Makeup**

Students are not permitted to wear makeup. Clear nail polish is acceptable, any other colour is not.

### **Hair**

Hair must be neat and not touching the collar or falling over the face. Hair that touches the collar is to be neatly tied back. Lackies or scrunchie bands to be one solid colour of red, white or black. Hair dye is to be a natural colour. Students are not permitted to have outrageous hairstyles as determined by the Principal including shaved heads, dreadlocks etc. Facial hair is permitted so long as it is kept neat and well groomed, at the discretion of the Principal.

### **Sport and Cadets Uniform**

When students are timetabled to have a sport lesson during the day they are required to wear the sport uniform. This includes the college sports shirt, college sport shorts or track pants and the college sports jacket if required. Students should wear lace up runners or cross trainers that support the foot adequately. Skate shoes, volleys and slip-on shoes are not permitted. When students are involved in the Bush Ranger Cadets program they should substitute their sports shirt with the college issued Cadets polo shirts. These shirts must be returned to the college at the end of the semester/year.

### **Other considerations**

Coloured undergarments (such as bras, underpants and t-shirts) should not be visible through the school shirt. Students must not write/draw on their skin or clothes. On non-uniform days, students are to still be neat in appearance as well as modest, inoffensive and considered appropriate for the day's activities. Health and safety regulations will apply. Existing tattoos must be covered at all times while in attendance, and no new tattoos shall be acquired.

Parents are asked to ensure that their children are properly and neatly dressed as they drop them off or as they leave home. Students should also arrive home properly dressed

in the school uniform. This is regarded by the College as an expectation for families, as part of your support of the College ethos.

### Uniform Fitting Centre

The College invites families to order and purchase their new uniforms online. It is a very easy service to use. Parents can access the online uniform shop via the College website. A Uniform Fitting Centre has been set up to try on uniforms prior to ordering. Office staff are available to show caregivers how to order uniforms. **All uniform items (with the exception of shoes) must be purchased online.**

The Uniform Fitting Centre open hours are 8:15am - 4:00pm. Students must be accompanied by parents/caregivers when trying on Uniforms for sizing.

### Sale of Second-Hand Uniforms

Second hand uniforms are not available through the Uniform Fitting Centre, but can be sourced through a local Facebook page: School Uniforms Sell-Swap & Buy - Busselton area or Cornerstone Christian College Uniform Buy and Sell.

### SunSmart

The College actively encourages the wearing of sunscreen and approved hats. Throughout Terms 1 and 4, students must wear the approved College hat (available from the uniform shop/office) if they are in the sun and away from shaded areas. This applies during physical education classes and at recess/lunch breaks or whenever the students are in the sun for extended periods. They are not required to wear hats prior to 8.40am each morning.

## Canteen

The canteen is an up-to-date, modern facility located in the Undercover Area. Students can purchase a variety of hot and cold food. Food includes salads, sandwiches, wraps, pizza and pies etc. The canteen is open for recess and lunch orders Tuesday and Friday. Orders can be placed in person or via [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au). Parents with students in Kindy - Year 2 must order ALL food for their child as they will not be permitted to purchase food directly at the canteen during recess or lunch breaks.



## Lost Property

Parents are strongly encouraged to clearly label all personal and uniform items. Named items are returned to students. Large unnamed items are stored in the lost property tub outside the staff room. Small unnamed valuables (e.g. eye glasses, calculators, watches) are kept at Student Services. At the end of each term unclaimed items are disposed of or donated to second hand uniform sales or a local charity.

### Lost library/reading books

The library has an extensive range of books. Should an item be lost or damaged, the cost of the replacement will be added to your account.

## Mobile Phones and Valuables

Students are actively discouraged from bringing any valuable items to school (eg mobile phones, mp3 players etc). The College will not accept responsibility for any items of this kind that are stolen or misplaced. Such items can be handed in to the Office or to their class teacher at the beginning of the day for safe keeping, and collected at the end of the school day. **Under no circumstance is a student allowed to have a mobile phone or other electronic device switched on during school hours.** Any student who accesses a phone or other electronic device during the day will have it confiscated until the end of the school day.

## Computer Use

To limit students accessing inappropriate material, the College has a general filter called 'Cyberhound'. Students may only access websites as directed by their teacher.

## Dogs on Site

For reasons of safety and hygiene NO dogs are allowed on the school grounds at any time unless parents have made prior arrangements with the College.

## Transport

**Cars** – Senior Students often obtain their driving licence while at school. This privilege carries certain responsibilities. Students wishing to drive a vehicle to school must complete the "Student Driver Form" and submit it to student services for filing. Students are required to supply details of their licence, the car's registration number, make/model and other details. Students CAN NOT take other students to and from the school during school hours. Outside of school hours, it is up to the discretion of parents. Specially designated parking areas are available for students. Student drivers disregarding these

requirements or College speed limits, or driving vehicles in an irresponsible manner will have the privilege withdrawn. Students may not drive themselves or other students to school excursions.

**Car Parks** – Please use the car-park near the auditorium, the verge along Queen Elizabeth Drive (north of the roundabout) or Waratah Ave (behind the school). Please observe the street parking signs as applicable

## Buses

Commercial and contract bus services operate throughout the region. Details are available from the Office. Students using public transport are required to behave in a dignified and courteous manner. Failure to comply with the above may result in the student being banned from bus travel by the bus company.

## Bicycles and Scooters

All bike riders are required by law to wear a helmet. Bikes must be left secured in the designated bike rack areas and secured with a suitable locking device, although the College takes no responsibility for their safety. Scooters may be carried to an appropriate place where it can be stored until needed at the end of the day.

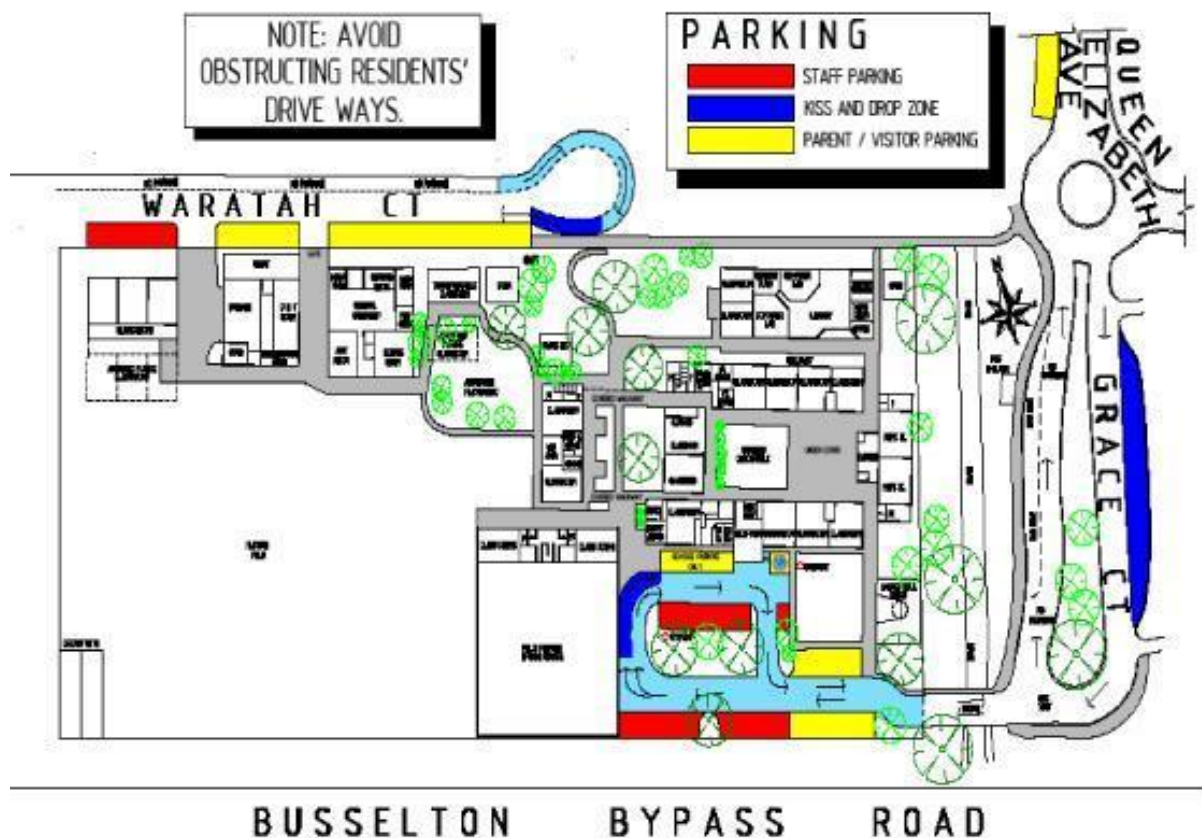
## Parking, Pick up/drop off

### Kiss and Drop Zone

The kiss and drop zone is to be used strictly for dropping off or picking up students only. The driver must not leave the vehicle at any time. If your child is not at the designated pick up area when you reach the pickup zone, please park your car or re-join the queue. Please Note: Students must be ready with their school bag and shoes on.

### Front Carpark

Front entrance car park - Parents of all students may use the main school car-park area. If you are taking your child into their class or visiting the school for any reason, you must park your vehicle in the designated areas.



## Possession of illegal drugs, alcohol or cigarettes

There will be no tolerance in relation to illegal drugs, alcohol or cigarettes. If students are found either in possession of illegal drugs, alcohol or cigarettes or in association with others at school who do, they will be dealt with by the Principal according to the Student Management System.

## Pastoral Care

The staff at Cornerstone are committed to building positive and meaningful relationships with students to optimise each child's learning potential. Pastoral care is an integral part of each teacher's relationship with their students. Teachers are the first port of call when a child is experiencing difficulty academically, emotionally or socially.

At Cornerstone we believe the parents are the most influential educators in the life of a child and so teachers will endeavour to work in partnership with parents as students work their way through life's challenges. Parents are asked to keep in regular contact with teachers and/or the Head of House or the Principal.

It is critical that parents advise the College about concerns they may have, before a small matter becomes a crisis. The staff would rather know about something that may seem insignificant at the time, than find out when the issue becomes more complex.

Our College is committed to maintaining an atmosphere where the community of students and staff can work and learn cooperatively and harmoniously. If this is jeopardized the Student Management System will be utilised. Please see the College website for a full explanation of the Student Management System under College/Student Management.

Students are allocated a House group on entry to the school. In high school, these House groups become their form classes and the Head of House their primary contact for Pastoral Care.

## Concerns

Cornerstone Christian College welcomes suggestion and comments from parents and takes seriously complaints and concerns that may be raised.

A complaint will be treated as an expression of genuine dissatisfaction that needs a response.

We want to ensure that:

- Parents wishing to make a complaint know how to do so;
- We respond to complaints within a reasonable time and in a courteous and efficient way;
- Parents realise that we listen to and take complaints seriously;
- We take action where appropriate.

Further information about concerns, complaints or disputes can be found on the College website under 'Policies'.

### **✓ "How should I lodge a concern?"**

Members of staff will be happy to help. It is best to start with the person most closely concerned with the issue – for example, to raise class matters with the teacher, sports

concerns with Physical Education Coordinator, and so on. They may be able to sort things out quickly, with the minimum of fuss. However, you may prefer to take the matter to a more senior member of staff or the Principal.

**✓“I don't want to lodge a concern as such, but there is something bothering me.”**

The school is here for you and your child, and we want to hear your views and your ideas. Please contact a member of staff, as described above.

**✓“What will happen next?”**

If you raise something face-to-face or by telephone, it may be possible to resolve the matter immediately and to your satisfaction.

If you have made a complaint or suggestion in writing, someone will contact you as soon as possible to respond to your concerns, and explain how we propose to proceed.

**✓“What considerations are given to confidentiality?”**

Your concern will be treated in a confidential manner and with respect. Knowledge of it will be limited to those directly involved, and perhaps the Principal. If it is really serious, the Chair of the School Board may also need to be informed. This will generally only be when there may be issues of legal liability, such as Child Protection.

It is the school's policy that complaints made by parents should not adversely affect their children.

Anonymous concerns will almost never be pursued. We hold the view that if a concern is raised, it must be open to proper enquiry, and any allegations that are made ought to be able to be tested and verified.

If staff disciplinary procedures are to be implemented as a result of concerns raised, this will generally be handled confidentially within the school.

**✓“What if I am not satisfied with the outcome?”**

We hope that you will feel satisfied with the outcome, or at least that your concerns have been fully and fairly considered.

If you are not satisfied with an outcome, you are entitled to request a meeting with a more senior person, and ultimately to the Principal. As outlined above, the Principal will not generally deal with the first complaint in regards to matters that could be taken on by another person.

Sometimes, however, people have to “agree to disagree”. In such cases, we will write to you giving our opinions and our reasons for holding them, and we will accept that you may hold different ones.

If at this point you feel the College has not acted in a manner that is fair and reasonable, the issue can be taken up with the College Board. In this instance, the College Board will investigate the matter and respond accordingly.

If a member of the school community remains dissatisfied with the processes undertaken by the College’s Leadership Team and College Board of Directors, an appeal can be lodged with the State Executive Officer of Christian Schools Australia (CSA). They will respond by bringing together a team of senior school administrators from other schools to view the matter and determine if the actions of the College have been appropriate.

The school recognises and acknowledges your entitlement to raise a concern and we hope to work with you in the best interests of the children and young people in our care.

## Diaries

Students are issued with a School Diary at the beginning of each year (or upon enrolment). The diary should be used by the student to record homework, assignments, tests and school events. The diaries should not be defaced with graffiti. Any defaced/lost diaries will mean that new ones will be issued at a cost to the student/s concerned.

It is recognised by the College that students in Years 7 & 8 require assistance in learning to use the diary to manage their time and workload. For this reason, students in these year groups will have their diaries closely monitored. The diary must be signed by the parents

each week to show that it is being used and in order to partner with the parents in helping younger students learn to use their diary effectively. The diary will also be signed by a staff member each week. If the student does not present their diary on the required day with a parent signature, the teacher will issue a Homework note in SEQTA to inform you of this.

Students in Years 9 – 12 will be responsible for the use of their own diary. The College recognises that some students require more assistance with this process than others. If your child requires additional assistance in this area please contact their Head of House who will arrange for individuals to have their diaries more closely monitored.

## Lockers

All secondary students are provided with a locker, which is located near their form room. It is provided for the safe-keeping of their property. Lockers are to be kept clean and tidy. Students are to provide their own lock and are responsible for keeping the contents of their locker tidy and secure. Student bags are to be stored in lockers throughout the day. Bags that will not fit in lockers are to be stored on the bag rack provided, not on the ground outside classrooms.

## Homework

Homework is an integral part of the academic life at Cornerstone Christian College. Our aim is to help every student to engage in their learning programs and achieve success. Parents can help their children take responsibility for their own homework in the following ways:

1. Arrange a quiet place for your child to study.
2. Negotiate a suitable time – some children need to unwind from their day first; others prefer to do it straight away.
3. Set an alarm clock for the appropriate time then leave your child to get on by themselves. Younger children or students facing learning difficulties may need more encouragement.
4. If your child is experiencing difficulties with homework, please see your child's teacher – it may be appropriate to set less, or make modifications etc.

5. If your child is completing the set homework quickly then encourage your child to read or study for the remainder of time, play games such as chess or monopoly, research an interesting topic. Alternatively, talk to the class teacher about extension work for your child.
6. Some teachers will enter the homework requirements on SEQTA in order to assist parents to be aware of what is required. Please check SEQTA regularly to stay informed.

Homework is set each night to reinforce basic skills and to encourage good study habits, according to the guidelines below. These times are meant to be broadly indicative for an average child. They are based on a 4 day working week. If Friday is seen as a night 'off' or some other day is consumed by another activity, the time should be made up on the weekend, or another night.

If your child is consistently exceeding the recommended time allocations below, please speak with the Head of House.

### Recommended total time per night - guideline

Year 7 & 8	1 hour i.e. 4 hrs/wk
Year 9 & 10	1 ½ hours i.e. 6 hrs/wk
Year 11 & 12 (ATAR)	2-3 hours i.e. 8-12 hrs/wk

## External parties

Students who are hosting or attending parties outside of the College need to be aware of the image they are portraying of Christian ethos of the College. As a school, we are committed to practising, teaching *and* reflecting standards in activities involving students at the College which are wholesome and moral, respect the law and promote the health and safety and wellbeing of all people in our community.

Parents and/or students who participate in or support behaviours in conflict with the College may be asked to remove their children from the school in consequence of their



behaviour being in strong conflict with the College ethos and constituting a risk to other families.

## Abusive Behaviour Policy

The College forbids any abusive, demeaning or defamatory communication that a person might make in person, on a website, or via any electronic medium, including any publication of photos or other digital imagery that is demeaning or defamatory, or in any way harmful to a person's reputation or wellbeing. This applies equally to students, parents and staff. The College will take disciplinary action that may include reporting such matters to police, termination of enrolment or other appropriate sanction.

In many cases of student misuse of technology or of general harassment, the issue arises initially off campus, while students are actually in the care of parents. In such cases, the College may act on this policy, moving quickly to suspension or termination of enrolment, if it is deemed necessary at the discretion of the Principal. Serious behaviour issues may lead to an automatic exclusion from the College.

## Student reports

Throughout the year reports will be produced indicating the results achieved during the semester. These reports will be available to all families in SEQTA Engage. They contain important information that is often required after students have left school and are seeking further education or career options. With this in mind, all reports will be produced with the student's correct legal name; however informal documents may carry a preferred name, if requested.

All reports generated from the beginning of 2016 will be available to families in PDF form in SEQTA Engage until the child completes their education or is withdrawn from the College. Parents are advised to save the reports to ensure they are accessible after their child leaves the school.

If a copy of a report is required parents are requested to email the Front Office staff clearly stating which specific reports are required. There is a cost involved in re-printing reports

and the copy/ies will be certified with a Cornerstone Christian College stamp. Documents may be collected or posted to the applicant.

### Positive behaviour

At Cornerstone we recognise that we work with a wonderful group of young people. We believe in recognising students for their achievements in all areas of school life. The awards system is set up in two categories – Academic Excellence and Merits. When students achieve 80% or more in an assessment in any of their courses they will receive an Academic Excellence letter through the SEQTA system. These will accumulate and awards will be presented as per the flow chart. The Merit system is designed to cover all other areas outside of academic achievement, including character, effort, improvement and contribution to the school community. Each time the student receives a Merit parents will receive a letter through the SEQTA system. The Merits will also accumulate and awards will be presented as per the flow chart.

### Negative behaviour

At times students may need guidance and support to make responsible choices and regulate their own behaviour. Students in the high school will receive this support and guidance through their Head of House. Each teacher in the high school has a classroom behaviour management strategy that is explained to students at the start of the semester. Students who reach the final level within this system will receive a 'Student Send Out' which will be followed up by the Head of House. The aim here is that behaviour issues are dealt with using a relational approach in which the student can be lead through a process of restorative justice. Rather than simply applying consequences, this will help the student fix the problems that have occurred as a result of their behaviour. The Head of House will recommend a consequence and ensure that restoration takes place. If the behaviour leading to the 'Send Out' warrants a significant consequence, the Head of House will issue a 'Step'. Serious and ongoing behaviour issues will be dealt with directly by the Principal and consequences will be applied at their discretion.

### Step system

While every effort will be made to guide and support students to make responsible choices and regulate their own behaviour there are situations that warrant a more serious

consequence. Students will receive a 'Step' for any behaviours that are ongoing and not being corrected, for example after several 'Student Send Out's' for similar reasons or for serious behaviours that need immediate correction. Heads of House will issue the first two steps for any student in their House in the year. 'Step 3' and above will only be issued by the Principal. At this point students will lose the 'Good Standing' at the College. If a student accumulates five 'Steps' in a school year their enrolment at the College will be reviewed by the Principal.

### Loss of 'Good Standing'

Students who are not on 'Good Standing' may miss out on opportunities to participate in incursions, excursions, camps and other extra-curricular activities. If the event is compulsory, attendance will be determined by the teacher in charge, Head of House and Principal. If the event is voluntary, the student will miss out.

### Demerits

A Demerit is issued for behaviour that falls outside of the classroom behaviour management strategy. When a student is issued a Demerit the parents will receive a letter through the SEQTA system. Heads of House will monitor the Demerits issued and work with the student to help them correct any negative patterns. Demerits are cumulative each semester and will lead to students losing 'Good Standing' within the College. Students who are not on 'Good Standing' may miss out on opportunities to participate in incursions, excursions, camps and other extra-curricular activities.

### Demerits issued by teachers

- Littering
- No hat when outside in the sun
- Inappropriate physical contact (romantic relationships)
- Entering a classroom without permission
- Inappropriate behaviour during assembly
- Using the gym without a teacher present
- Using school equipment incorrectly or inappropriately
- Chewing gum

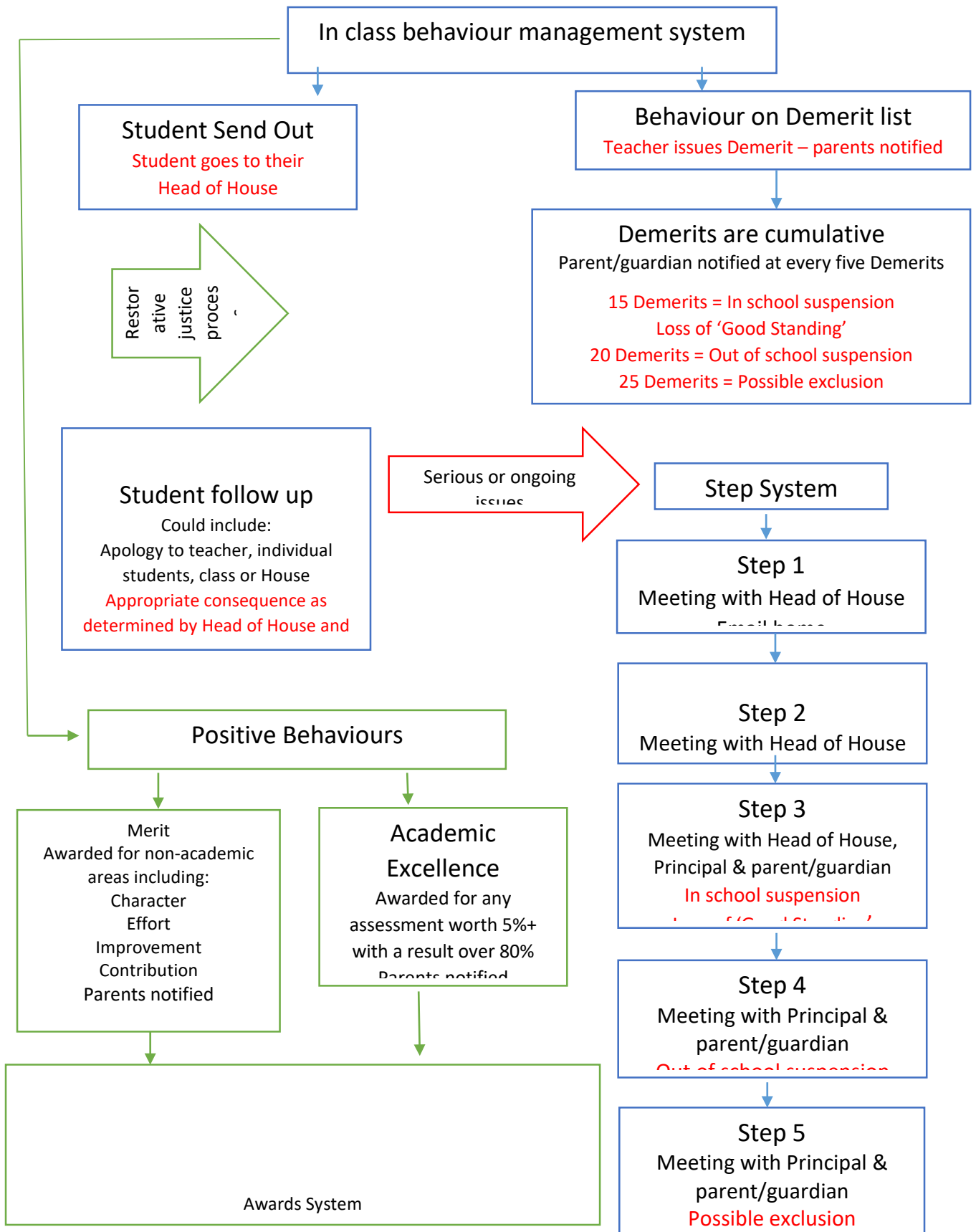
- Uniform issue (Makeup, Skirt/dress/shorts rolled up, jewelry, shirts out, hair down)
- Major assignment not completed (anything worth 5%+ of the semester grade)
- Coming to class unprepared on three occasions in the term
- Inappropriate use of device (Using the device without permission, using the device at recess or lunch, using the device to access inappropriate content)

#### Demerits issued by Head of House

- Uniform issue - Skirt/dress/shorts length and fit (Only after working with student & parent to attempt to correct the issue)

#### Demerits issued by Senior School Coordinator or Principal

- Behaviour outside of school whilst in CCC uniform
- Late to school without an acceptable reason on three or more occasions in the term
- Late to any class without an acceptable reason on three occasions in the week



## Secondary Assessment

### Assessment due dates

Students are required to be aware of the due dates of each of their assessments. If a student is absent on the due date, parents must supply an email or written note to the teacher concerned to explain their child's absence (Medical Certificate required for Year 11 & 12). Provided the reason for absence is acceptable, the student will not be penalised for the late submission and can hand in the assessment on their return. If digital submission is possible or the assessment could be brought to school by a sibling or parent, this would be preferred. If the reason for absence is not explained or not accepted, the student will be penalised as per any other late assignment. In this case the maximum mark will be reduced by 10% per day down to a minimum of 50%. Provided the assessment is still completed in the school term (or by reporting deadlines) the student is still able to achieve a pass mark. Note that it is the responsibility of the student to give late work to the teachers, not for the teachers to have to follow up.

### Handing in assignments

All students are to hand their assignment work to their teacher. If they cannot be located, it can be handed into the Student Services office where it will be date stamped and signed and then passed on to the teacher.

### Marking

Staff will endeavour to return marked assignments and tests within 10 school days of the due date. Students are encouraged to reflect on and use the feedback given by teachers. Assignments and tests should not be seen as a final conclusion, but an opportunity to learn and improve their skills.

### Homework verses assignments

Homework is practice of skills learnt – this may include Math's and spelling skills, reading, English practice, Science homework etc. Homework will not be worth more than 10% in any school subject program. Assignment work is often weighted more highly in the assessment program. Teachers will not set any more than two home assignments per term, per subject. The remainder of any assessments will be completed during class time at school. However, if students do not use their class time to good advantage, they may need to complete their work at home.

### Extensions on assignment work

At times there are circumstances that may warrant a request for an extension on a due date. If this occurs, parents are asked to email the teacher to request an extension at least two days prior to the due date explaining the reason for the request. The request will be granted at the discretion of the teacher.

## Year 7 – 10 Assessment

Students in Year 7 – 10 will be required to complete assessments for each course in which they are enrolled. The following information will assist students, parents and teachers to ensure consistency and fairness to all.

### Assessment Outlines

Teachers will provide parents and students with a copy of the assessment outline at the beginning of each semester. These are accessible to students in SEQTA Learn and to parents in SEQTA Engage. While every effort will be made to ensure all assessments are included and scheduled at the beginning of the semester, they are subject to change due to the nature of teaching and learning. In this case, parents and students will be notified.

### In class assessments and tests

Students are required to be aware of the dates of each of their in class assessments and tests. If a student is absent on the dates on which they are scheduled to sit in class assessments or tests, parents must supply an email or written note to the teacher concerned to explain their child's absence. Provided the reason for absence is acceptable, the teacher will arrange another opportunity for the child to sit the test. In some cases, an alternative assessment may be used if there is concern over the privacy of the test content. If the reason for absence is not explained or not accepted, the student will not have the opportunity to sit the test and will receive a mark of 0.

Student absence on test days and assignment due dates will be recorded in SEQTA. If a pattern is noticed, the teachers and Head of House will arrange a meeting with the student and parents to discuss.

### Cheating and Plagiarism

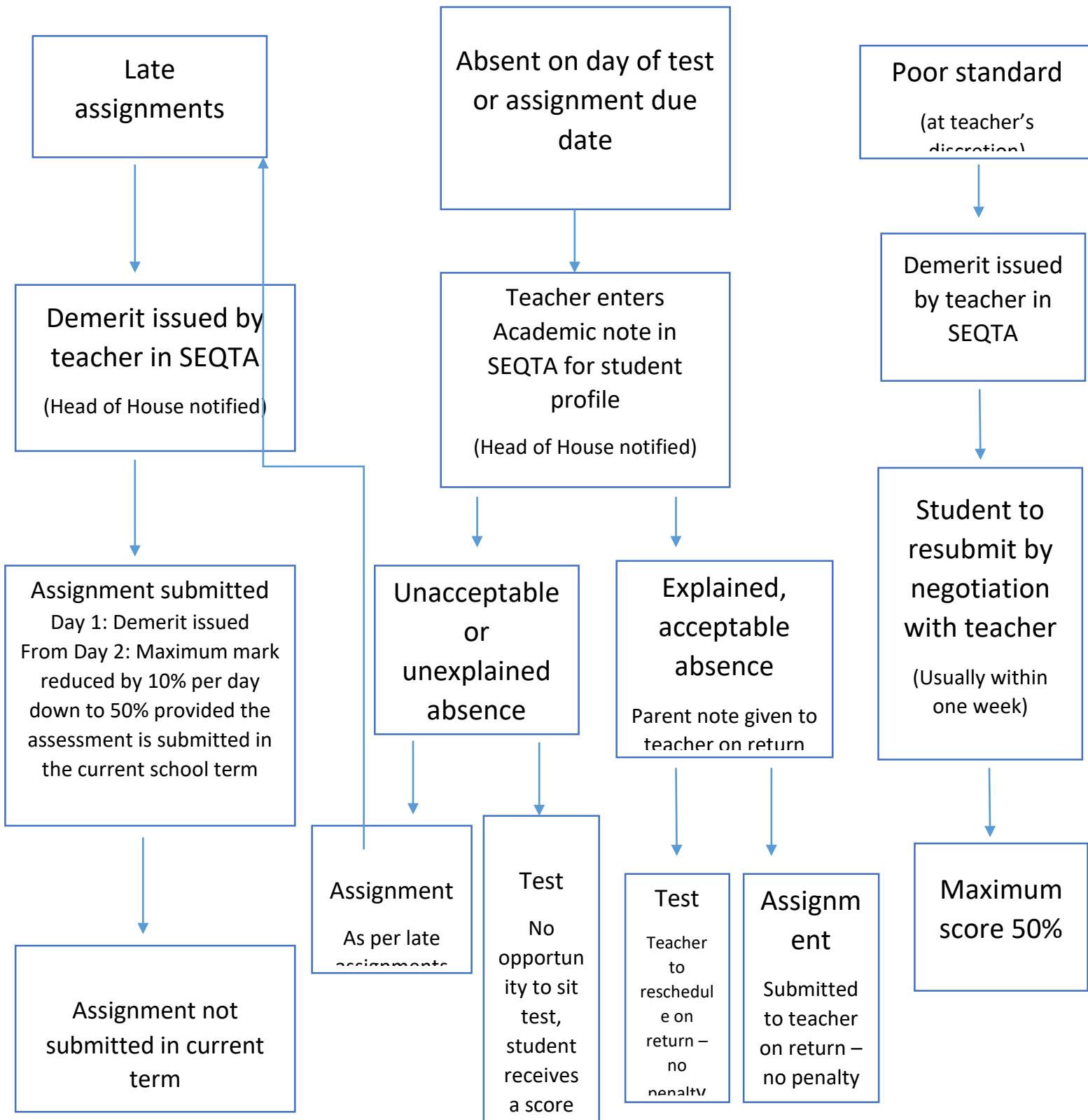
The College expects all students to conduct themselves with personal and academic integrity. Cheating and plagiarism will be treated as serious incidents.

**Cheating** is obtaining or attempting to obtain academic credit for work by dishonest, deceptive or fraudulent means.

**Plagiarism** is using the ideas or work of others (either directly or in part) as if it were one's own, without giving acknowledgement to the source. For example, it is very important that students do not cut and paste from their internet research, unless they are making a direct quote and the origin of the text is clearly stated.



## Year 7 – 10 Assessment Flow Chart



## Senior School Assessment

Assessment in Senior School moves to a new level due to the state and national certifications that are issued based on results achieved at school. For this reason it is important to ensure all students and parents understand the methods of assessment in the chosen courses and the implications of not completing or not achieving their best in the assessment program. Students in Year 11 and 12 are required to adopt a higher level of personal responsibility for the completion of assessment tasks required by each course. Parents will be notified of tasks that are not submitted through SEQTA Engage. Non completion of assessments or low results has the potential to impact on the achievement of graduation and the Western Australian Certificate of Education (WACE).

The Senior School consists of three different types of courses.

### School Curriculum and Standards Authority (SCSA) General or ATAR courses

The majority of the courses offered in Senior School are SCSA General or ATAR courses. In these courses, assessments are similar to those in Years 7 – 10 in that they are scheduled tests or exams, or assignments with set due dates. Students will be provided with a Course Outline and Assessment Outline for each of their General or ATAR courses at the start of the year. These documents will also be available to parents and students throughout the year through SEQTA Engage and SEQTA Learn. Please be aware that assessment dates are subject to change slightly due to the nature of teaching and learning. Assessment weightings are less likely to change and if this happens notification will be provided. In these courses students are given a percentage mark for each individual assessment then a grade is allocated at the end of the course according to grade descriptors provided by SCSA for each course.

### Vocational Education and Training (VET) courses

The nature of assessment in VET programs is very different to that in General and ATAR courses. VET courses include a great deal of ongoing assessment rather than scheduled tests or assignment due dates. In these courses students do not receive percentage marks but are deemed to be 'Competent' or 'Not Yet Competent' for each assessment. Students are given multiple opportunities to demonstrate competence in each task and must demonstrate competence several times in different ways in each unit before that unit can be finalised. Due to the ongoing nature of assessment in the VET courses and the structure of the program, student attendance must remain at 80% or above. If students drop below this attendance rate it is unlikely that they will be able to complete their VET course and therefore risk their opportunity to achieve their WACE. For this reason, students will be

required to provide a medical certificate for each absence from their VET course if they miss more than two VET days in a term.

### Endorsed Programs

An Endorsed Program is one that does not fit into the above categories but in which the student demonstrates substantial learning and some sort of achievement. The school offers Endorsed Programs in the areas of Workplace Learning, School Production and Community Service. In these programs students are not graded, but to achieve the course, every requirement must be met.

### In class assessments and tests

Students are required to be aware of the dates of each of their in class assessments and tests. If a student is absent on the dates on which they are scheduled to sit in class assessments or tests, parents must supply a Medical Certificate to the Senior School Coordinator. The teacher will then arrange another opportunity for the student to sit the test. In some cases, an alternative assessment may be used if there is concern over the privacy of the test content. If the reason for absence is not explained or not accepted, the student will not have the opportunity to sit the test and will receive a mark of 0.

Student absence on test days and assignment due dates will be recorded in SEQTA. If a pattern is noticed, the teachers and Head of House will arrange a meeting with the student and parents to discuss.

### Camps and Excursions

Where a camp or excursion is scheduled in the School Calendar, teachers will not schedule tests or assessment due dates during that time. Students need to be aware that when only part of the year group are affected, the teaching and learning program will continue and the onus is on the student to catch up on missed work. Teachers will assist as much as possible and provide an outline of what was covered during the camp or excursion. Students need to be aware that tests and assessment due dates may be set in the week following a camp and they must prepare accordingly.

## Senior School Assessment Flow Chart

