

Primary Handbook



2020



Cornerstone
Christian College

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

Grace Court Busseton Western Australia

Ph (08) 9754 1144

Fax (08) 9754 1142

Email: admin@cornerstone.education

Website: www.cornerstone.education

The CORNERSTONE CHRISTIAN COLLEGE CHARTER

- To ensure all students are able to develop the learning outcomes described within the 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.

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Dear Parents,

This handbook aims to provide all families with some structured information about the College's primary schools. 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 2017 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

2020 Calendar

Term Dates

Term 1: Monday 3 February – Friday 9 April

Term 2: Tuesday 29 April – Friday 3 July

Term 3: Tuesday 21 July – Friday 25 September

Term 4: Tuesday 12 October – Thursday 10 December

Public Holidays

Labour Day: 2 March

Good Friday 10 April

Easter Monday 13 April

ANZAC Day holiday: 27 April

Western Australia Day: 1 June

Term 1

January

Week 1	Monday 3	Students commence
Week 2	Monday 10	Parent Information Evening
Week 3	Thursday 13	New family's BBQ

March

Week 5	Monday 2	Labour Day holiday
	Thursday 5	Assembly Year 5/6 MA
	Friday 6	Swimming Carnival Years 4-6
Week 6	Thursday 12	Beach Carnival Years 1-3
Week 8	Thursday 26	Assembly Year 5/6 MM

April

Week 10	Mon 6 –Wed 8	Parent Interviews Years 1-6
	Friday 9	Last day of term

Term 2

May

Week 1	Wednesday 29	Students commence
Week 2	Thursday 7	Assembly Year 4
Week 3	Tues 12 – Fri 15	Year 6 camp
	Tues 12 – Fri 22	NAPLAN Years 3 and 5
Week 5	Thurs 28 – Fri 29	Book Fair
	Friday 29	Book Character Parade

June

Week 6	Monday 1	Western Australia Day Public Holiday
	Thursday 4	Assembly Year 3

July

Week 10	Friday 3	Last day of term
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Term 3

Week 1	Tuesday 21	Students commence
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August

Week 3	Thursday 6	Assembly Year 2
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Week 6	Thursday 27	Assembly Year 1
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September

Week 8	Thursday 10	Assembly Pre-Primary
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Week 9	Friday 18	Athletics Carnival PP-Year 6
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Week 10	Thursday 24	Open Night
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	Friday 25	Last day of term
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Term 4

October

Week 1	Tuesday 13	Students commence
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November

December

Week 8	All week	PP - Year 6 swimming lessons
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Week 8	Thursday 3	Kindy, Pre-Primary Christmas concert
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Week 9	Mon-Thurs	PP - Year 6 swimming lessons
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Week 9	Tuesday 8	Primary Presentation Night Year 1 - Year 6
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	Wednesday 9	Last day for Kindy students
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	Thursday 10	Year 6 excursion
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		Last day of term
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Main Office BUSSELTON

General Enquiries **Phone:** **9754 1144**
Email: admin@cornerstone.education

Main Office DUNSBOROUGH

General Enquiries **Phone:** **9742 1133**
Email: admin.dunsborough@cornerstone.education

Staff

Executive Staff

Principal	Mr Garry Maynard
Business Manager	Mr Frik Stuart
Head of Primary (PK-6)	Ms Judy Nolan

Primary School Staff Busselton

Early Learning Centre

Pre-Kindy	Mrs Rebekah Reid	
Educational Assistant		
Kindergarten	Mrs Anthea Kindt	
Educational Assistants	Mrs Mary-Ann van der Laan	
Pre-Primary	Mrs Lara Clark	Mrs Rebekah Reid
Educational Assistant	Mrs Lindi van Niekerk	Mrs Megan Fearnely

Junior Primary

Year 1	Mrs Denise Kundig
Special Needs EA	Mrs Alison Waters
Year 2	Miss Brittany Haythornthwaite

Upper Primary

Year 3	Mrs Shirley-Ann Hemmings	Mrs Johannie Meyer
Year 4	Mr Ben Fearnely	Mrs Johannie Meyer
Year 5	Mr Matt Meyerink	Mrs Johannie Meyer
Year 6	Mrs Maria Ackerman	

Specialists

Sports	Mr Roger Burnley
ICT	Mr Ben Fearnley
Library	Mr Matt Meyerink
Library Assistant	Mrs Theresa Mapstone
Educational Assistant	Mrs Margie Black
Learning Support	Mrs Lynn Chapman
Art	Mrs Larissa Posa
Music	Mrs Vicky deVillars
Maths specialist	Mrs Johannie Meyer
Mandarin	Mrs Pei-Ju Chien

Support staff

Canteen	Mrs Alda
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Primary School Staff Dunsborough

Junior Primary

Kindergarten/Pre-Primary	Mrs Elizabeth Bartley	Mrs Cindy Midgely
Educational Assistant	Mrs Lyndel Lane	
Year 1/2	Mrs Alexandra Tocknell	
Year 3/4	Mr David Mullender	Mrs Heidi Mullender
Year 5/6	Mr David Bernabe	

Specialists

Art	Mrs Larissa Posa
Music	Mrs Marnie Fulton
PE	Mr Roger Burnley
Mandarin	Mrs Pei Ju Chien
Special Needs EA	Mrs Karen Kirkham
Special Needs EA	Miss Eloise Collins

Administration

Email contacts

Please note that all College staff may be contacted by email, via the 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.

Class sizes

Pre-Kindy	20 students
Kindergarten	20 students
Pre-Primary	24 students
Year 1 and Year 2	26 students
Year 3 – Year 6	28 students

Please note: in limited circumstances, these numbers may be exceeded.

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 change your address, place of employment, and/or telephone numbers, to advise the College Administration in writing as soon as these changes apply. You can do this by letter, email or in person at the Front Office.

Pre-Kindergarten

Tuesday 9:00am -3:00pm

Students may join Pre-Kindy once they have turned 3 years and are toilet trained.

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 **after 8:40am** will be marked absent and so must report to the Student Services desk to obtain a late note. Students who arrive in class after 8:40am without a late note will be directed to the Student Services desk to obtain one. A siren will sound 2 minutes before the 8:40am siren as a warning, students must proceed immediately to their classroom.

Departures for appointments

Students are only permitted to leave the College grounds during the day if they are signed out by parents. Parents must obtain a note from Student Services desk, give it to their child's teacher and pick up their child. If students return the same day, they must report to the Student Services desk to be signed in by the administration staff. A second white note must be given to your child's teacher.

Student Absence

Parents 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 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. For absences longer than two or more days an email or written

note, stating the reason for the absence, are the only forms that will be accepted. If the reason is sickness and the absence is for three days or more, caregivers are expected to provide a Medical Certificate.

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 a week or more for the purposes of holidays, travel, participation in State, National or International Sporting events, you are now required to submit an application ahead of the absence. 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 9:15am requesting an immediate response.
2. If no response by 9:30am then administration staff will:
 - a. At the end of the day send an Unresolved Absence email
 - b. If no response an Unresolved Absence email will be sent weekly, every Monday for the rest of the term

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.
3. 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. You must provide the College with an up to date medical action plan from your doctor.
- 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.
- Notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
- 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 authorisation is presented from a pharmacist or medication is supplied with pharmacy label stating students name and clear dispensing instructions.

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 pharmacist 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 (in the previous 12 hours)
- High temperature (in the previous 12 hours)
- Persistent coughing
- Head Lice (unless treated and eggs removed)
- Mumps
- Measles
- German measles
- Impetigo (school sores)
- Diarrhoea
- Conjunctivitis
- Chicken pox

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 sent home fortnightly. A link is sent to parents

via email, it is also available on our website and our Cornerstone Facebook page.

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 at the commencement of the year, 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.

Each class will have a Facebook page, set up by the College and managed by the Parent Rep. This is a great way to quickly and easily communicate with other parents in your child's class. This Facebook page is administered by the College and ceases at the end of each year.

Change of Address

Notification of your change of address and landline or mobile phone numbers is essential in enabling the College to fulfil its Duty of Care to your child in the event of an accident, illness or emergency.

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.

Assemblies

Full school assemblies are conducted in the Cornerstone Auditorium, Busselton. Usually, each class will take one assembly per year. Assemblies are a mini production; students participate with enthusiasm and are justifiably proud of their performance. Parents are welcome to attend any of the College assemblies and dates will be published in the College newsletter. Your child's class teacher will inform you of dates and any costumes or props

that you could assist them with.

Merit certificates for Years 1 – 6 are presented at each assembly. Merit certificates for House points will be awarded when students reach a milestone:

Bronze: 10 merits

Silver: 20 merits

Gold: 30 merits

COGGs – Celebration of God’s Goodness

COGGs assemblies occur regularly during the term. We sing worship songs, led by one or more of our musically talented teachers, a devotion is shared, sometimes by a guest speaker and prayers are offered. Our Year 6 student leaders are encouraged to lead and organise COGGs with support from staff.

Excursions

Students enrolled at Cornerstone Christian College are expected to participate in all school activities that are deemed to be compulsory. This includes excursions and camps that are designed to enrich and extend the education of students. All excursions and camps are planned and carried out according to the College Excursions Policy.

Consent2Go

Consent2Go is an online service that enables the College to administer permission requests for excursions, camps and other activities within the College that require parental permission. All permission forms will be emailed through the Consent2Go 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, camp or activity. Information about Consent2Go 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.

Curriculum

In accordance with the Curriculum Council of Western Australia, Cornerstone Christian College will operate within the guidelines of the Australian Curriculum, the Western Australia Curriculum and the Early Years Learning Framework (EYLF).

The EYLF describes principles, practises and outcomes that support and enhance student learning in Pre-Kindergarten and Kindergarten. The Australian Curriculum identifies achievement standards which students should demonstrate in their year group. It sets out what students should know, understand, value and be able to do as a result of the programs they undertake in school from Pre-Primary to Year 12. These standards are

specific to 8 major Learning Areas:

English

Mathematics

Science

Humanities and Social Sciences

The Arts

Technologies

Health and Physical Education

Languages

Bible and Christian Living

At Cornerstone we have an additional learning area of Bible and Christian Living. The school day commences with devotions and prayer. A weekly Bible lesson is also part of the curriculum at the College. A Biblical worldview is integrated into all programs.

Learning Support

Our Learning Support teacher, works with small groups of students to better develop their literacy and numeracy skills. Teachers may refer students to the Learning Support teacher for academic testing, if deemed necessary, a referral is made to the school psychologist for further consultation, testing or observation. Our Learning Support teacher works collaboratively with teachers and Educational Assistants to develop individual education plans. She also coordinates our Reading Repairer program before school. Our desire through this program is to see all students achieve their potential in Literacy and Numeracy.

Music (Year 1- Year 6)

Children have the opportunity to develop musical knowledge and skills with a specialist music teacher, and are given opportunities to perform at assemblies and special music events.

Choir

The Choir is run by Mrs Vicky deVilliers, assisted by a pianist and is available to students in Years 3 - 6. The choir performs at school events and at a variety of venues including the Bunbury Eisteddfod and retirement villages.

Private music lessons

Private tuition is available to students. They may elect to learn a musical instrument by

nominating for lessons with an instrumental tutor.

Piano: Mrs Sherinne Jones Ph: 9751 5267/0405 052 527

Mrs Lauren Proud

Guitar and Flute: Mr Mark Hassell Ph: 9757 2870

Voice, drums, clarinet: Mrs Vicky deVilliers Ph:0402 398 064

Lesson times and costs should be discussed with each tutor. Any costs involved are paid directly to the tutor – the office will not accept money on their behalf.

Languages

An appreciation of other cultures and the opportunity to learn a second language is a valuable skill. Mandarin has been the second language taught at Cornerstone since 2012.

Technologies

'Our team of committed professionals have worked hard to deliver a program that has the goal of teaching our students how to utilise technology as a tool, and to train them in how to use it with excellence. The character of students is paramount, and staff will be working diligently to help each child to become leaders in society – not only in the leading edge use of technology but being balanced and ethical in how they manage it.'

Students in Years 3 - 6 have an engaging weekly IT lesson in our Computer Lab where specific skills and strong ethics are taught by our IT teacher. Students in Years 1 and 2 are taken by their class teacher to the Computer Lab to develop their skills on a desk top computer. Every student has access to online educational programs: Mathletics, Reading Eggs (up to Year 4) and Typing Tournament both at school and home.

As well as access to desk top computers, every student in Years 5 and 6 has their own (school provided) iPad in the classroom. Students in Years 1-4 share iPads 1:2, they have easy access to individual iPads for class, small group or individual work. Kindergarten and Pre-Primary students have a 1:4 ratio of iPads for group or individual work and an Interactive Intelligent Board for whole class teaching. The Interactive Intelligent Board is a wonderful teaching tool as it is touch operated and facilitates hands-on learning.

Physical Education (PE)

PE provides an opportunity for children to not only develop their physical skills but also to increase their confidence and fitness. Fundamental movement skills and game skills are covered in the program. There are a number of Carnivals throughout the year e.g. Beach Carnival, Swimming Carnival and Athletics Carnival. We also participate in interschool events.

The main focus is participation and enjoyment, however we also encourage healthy competition between teams. The Houses are named after four of the twelve tribes of Israel as taken from the book of Genesis.

BENJAMIN	Green
JUDAH	Orange
NAPHTALI	Blue
REUBEN	Yellow

Library

The Primary School has a shared Library facility with Secondary students and staff. Students have one allocated session each week in the library and are encouraged to borrow Fiction and Non-Fiction books. A love of reading, as well as learning skills comprise the focus of work in the Library. Students can go to the Library at lunchtime to read books, play board games and use the Makerspace room.

Reporting and Assessment

Reporting student progress is an important way of keeping parents informed about their child's development. Teachers are available for interviews at other times by request. Please contact your child's teacher or telephone the College Office on 9754 1144 should you wish to make an appointment.

Our Reporting Process is as follows:

- Term 1 – Interim Report*
- Term 2 - Formal Semester Reports (PP- 6)*

- Term 3 - Learning Journey (PP-6)*
- Term 4 - Formal Semester Reports (PP-6)*

Homework

Although Homework is considered a beneficial regular discipline, we are very aware of the increasingly busy lives that families lead and that homework can cause stress for both parents and children.

Reading, times tables tasks and spelling are essential practical skills needed for everyday life and reinforce what is already happening in the classroom.

Pre-Primary students will be expected to read *with* their parents using the 'Looking into Books' program and will progress to independent reading books.

Year 1: reading

Year 2: reading and times tables

Year 3 – Year 5: reading, times tables and spelling. Once a term the class teacher will set a task or challenge for students to complete at home. This could be in the form of a project, presentation, assignment or alternative format (e.g. media), depending on what your child is currently learning about and their interests.

Year 6: reading, times tables, spelling and a homework contract book

Mathletics and Reading Eggs are excellent educational resources you will still be able to access at home. We encourage you to make the most of these programs, all you need is access to the internet. Students can login to their Mathletics and Reading Eggs accounts and do activities of their choosing. This year students will also be given access to an online typing program (Typing Tournament) at home to improve the speed and accuracy of their typing. This is another program they can practise at home.

There are great benefits to play as well. Being outdoors gives children many valuable benefits including physical, social, emotional and cognitive skills. For example being imaginative can be used in the classroom when it comes to creative writing, muscles are strengthened for good posture, self-confidence and esteem are developed while children learn everyday life lessons about interacting with others.

Parents in Partnership

Parent involvement

At Cornerstone we recognise that parents play the most significant part in their child's journey to life-long learning. The values and attitudes that parents hold towards school and learning will strongly influence the values and attitudes that their children adopt. This in turn will impact on each child's learning. To this end, we encourage and welcome parent involvement. There are many ways that you can be involved in your child's schooling e.g.: rostered help in the classroom, library and canteen, assisting with literacy/numeracy support special events and sports carnivals excursions and camps etc.

Our Learning Support teacher coordinates parent help within the college, so please contact her if you wish to volunteer, or alternatively for class help please see your child's classroom teacher.

If you have any special skills that you may be able to share with students or if you have access to resources that would enhance our learning programs, we would love to hear from you!

Parent Reps

Parent Reps are a parent representative from each class. They help to provide opportunities for the link between home and school to be strengthened. Their role is to help facilitate community through, for example communication of school events, distribution of class contact lists and organise various social events for the class. Parent reps also facilitate a closed Facebook page for each class

Parent Connect

We have an enthusiastic group of parents who are keen to build community in the College. Every parent in the school is a member of Parent Connect. Regular meetings are held in the evening to decide on events and how to distribute funds raised. Meetings are chaired by the Principal.

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 local 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;
- OR**
- Enter an Agreed Payment Plan.

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 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

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

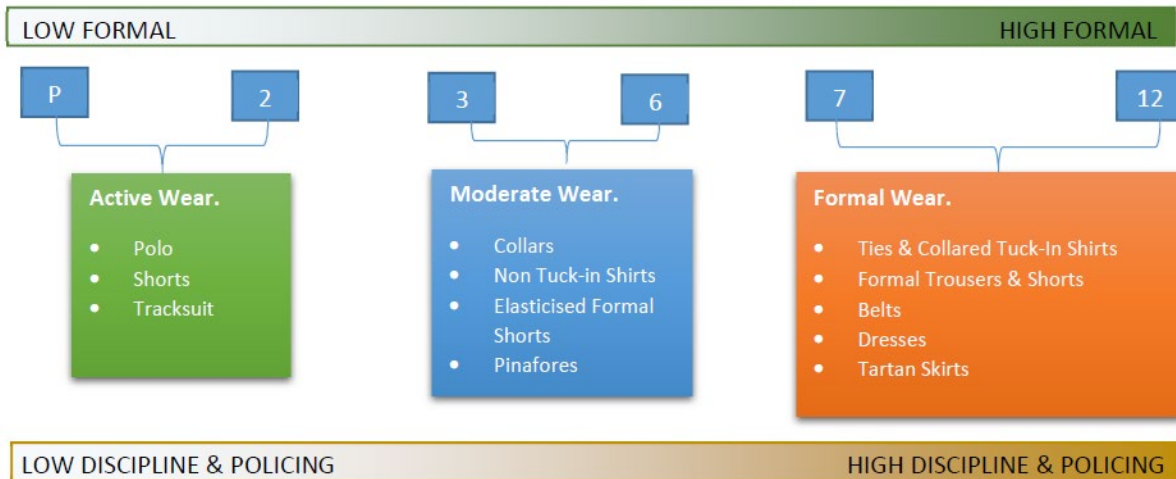
Details of what constitutes the actual uniform are outlined here and on the College's website.

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



Uniform summary

Pre-Primary to Year 2: Sports uniform only

Year 3 - Year 6 Sports uniform in Terms 1 and 4

Formal uniform Terms 2 and 3 Sports uniform on sports days

Uniform Description

Sport Uniform

- Regulation school sports shirt
- School zip up track suit top
- Regulation school sports shorts or school track pants.
- Runners or cross trainers that support the foot adequately. Skate shoes, volleys and slip ons are NOT permitted.

Formal Uniform

Girls

- Regulation school blouse with top button fastened.
- Regulation school dress, must be long enough to touch the knees.

Black tights, stockings (optional) or school socks

Boys

- Regulation grey shirt
- Regulation grey shorts or long trousers (with a black belt for boys in Year 4-6).

Socks

- Regulation school socks only

Jumper

- Regulation school jumper only

Shoes

- Black leather formal lace-up shoes in good repair.

Scarves

- School black or red scarf.

Optional Rain Jacket

- A College rain jacket is permitted to be worn to and from school but cannot be worn during school hours.

Hats

- During Terms 1 and 4, students (and staff) must wear a school hat. We have a 'no hat, no play' policy.

Hair

- Hair must be neat and not touching the collar or falling over 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. Headbands are to be a single school colour with no added decorations. Hair dye is to be a natural colour. Students are not permitted to have outrageous hairstyles as determined by the Principal including shaved heads, extremely short and long hair, dreadlocks etc.

Jewellery

- No more than 2 gold or silver piercings in each ear – small discrete studs or sleepers, no bigger than 1cm. No other piercings are permitted.
- No bangles including "friendship" bangles and rubber wrist bands.
- No anklets or "friendship" anklets.
- One simple gold or silver coloured chain with a small pendant, no bigger than 2cms.
- Simple watch.
- No rings.

Makeup

- No makeup
- No nailpolish

Please note

Students must not write/draw on their skin or clothes.

Parents are asked to ensure that their children are properly and neatly dressed as they drop them off or as they leave home. This is regarded by the College as an expectation for families, as part of your support of the College ethos.

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

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. There are options to make appointments, try on uniforms and have assistance ordering uniforms. **All uniform items (with the exception of shoes) must be purchased online.**

The Uniform Fitting Centre open hours are 8:15am -4:00pm.

Sale of Second-Hand Uniforms

Second hand uniforms are not available through the Uniform Fitting Centre, but can be sourced through the Sustainable School Shop at www.sustainableschoolshop.com.au for a commission.

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 Admin) 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 pizzas, subs, wraps and pies. The canteen is open for lunch orders, Tuesday, Thursday and Friday. Orders can be placed in person or via www.ouronlinecanteen.com.au which is the preferred method. Students in Years 1-3 must order ALL food for their child as they will not be permitted to purchase food at school.

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. Unnamed uniform items are regularly moved to the uniform shop for safe keeping. Please see the uniform shop manager if you have lost an unnamed uniform item. 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 'netbox'. 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

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 appropriate place where it can be stored until needed at the end of the day.

Collection of Children & Bus Travel

Children are to be collected from their classroom or from the car park areas outlined. For those who utilise the bus services, students in Year's 1 – 6 will walk to the bus stop area at the end of the day where a teacher will help them get on their bus safely.

Kindergarten/Pre-Primary children

Children must be collected from the class teacher, and will not be released to carers or siblings without **written** permission from the parent/guardian.

Children in Kindy and Pre-Primary will be escorted to the bus shelter.

If a child is to be collected by a Day-Care provider, the class teacher needs to be advised of details.

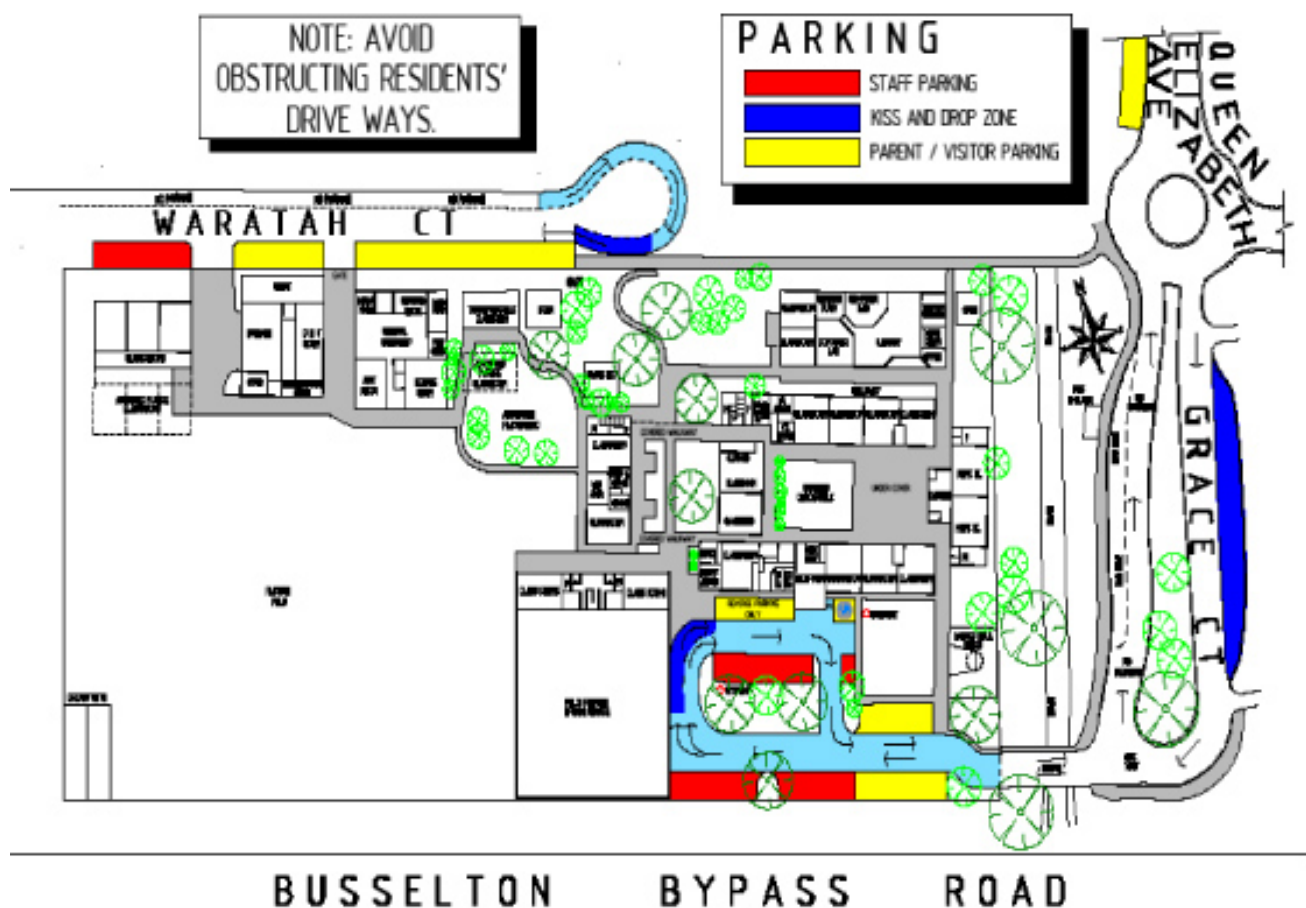
Parking, Pick up/drop off

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 carpark - 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.



Grace Court and Auditorium Carpark

Grace Court & Auditorium—This car park is available to all parents. Students will be supervised by teachers when crossing the driveway to the school and the entrance to the Early Learning Centre. The footpath must be used. Crossing the road in front of the bus shelter can be very dangerous and is strongly discouraged.

Waratah Court Parking (For parents with their youngest child in Year 3- 6)

Parents must PARK in the angled parking provided by the City of Busselton, ensuring that they do not block access to residents' homes. There is a **'No Standing Zone'** clearly marked in the cul-de-sac, so please **DO NOT WAIT** for children on the road. Please ensure your children utilize the footpath provided to access your vehicle and **NOT** the road.

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 Primary or Assistant Head of Primary.

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 and download the Student Management Behaviour Parent Brochure

Concerns

Cornerstone Christian College welcomes suggestions 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'.