



SCHOOL REQUIREMENTS AND INFORMATION 2022

Dear Parents/Guardians

We trust that you will find the following information useful as you prepare for the 2022 school year. As a College, we look forward to working with you in providing the best teaching and learning program for your children. We know that our efforts will not be successful unless we are able to create strong partnerships with the families of our College community.

Commencement of the School Year 2022

The 2022 school year will commence on **Monday, 31 January 2022** for students. Term dates are also available on our website and reminders will be placed in the newsletter throughout the year. Kindly note the office hours prior to the start of Term 1.

Week 1

Monday: 17 January : Office Closed
Tuesday: 18 January : 9am - 2pm
Wednesday: 19 January : 9am - 2pm
Thursday: 20 January : 9am - 2pm
Friday: 21 January : 9am - 2pm

Week 2

Monday: 24 January : 9am - 2pm
Tuesday : 25 January : 9am - 2pm
Wednesday: 26 January : Public Holiday, Office Closed
Thursday: 27 January : All Staff Meeting, Office Closed
Friday: 28 January : 9am - 2pm

Term Dates for 2022

Term 1: Monday, 31 January - Friday, 8 April
Term 2: Tuesday, 26 April - Friday, 24 June

Term 3: Monday, 18 July - Friday, 23 September
Term 4: Tuesday, 11 October - Thursday, 8 December

School Fees

As a College, we try to keep a balance between the financial needs of running the school and the financial cost to parents. Each family will receive a statement at the start of the school year. The College also makes available the Application for Concession to families, Secondary Assistance Scheme and Sibling Discounts. Terms and conditions apply to these applications. Our aim is to provide a standard of educational excellence that is accessible to and affordable for all families within our community.

Parent/student contact during school hours

Secondary students are required to secure their mobile phones in their lockers whilst Primary students will be asked hand in their phone to the class teacher during school hours. This means that all important or urgent communications between parents and students (and vice versa) are to be channelled via the front office. Parents and students are strongly encouraged to make after-school arrangements prior to the commencement of the school day.

Uniform Policy

Wearing the correct uniform shows respect toward our College and all we stand for and it also creates a sense of unity and belonging for our students. Students from Kindy to Year 12 are required to wear the College uniform and observe high standards of personal grooming. In the unusual situation where a student does not wear full, correct school uniform, an accompanying letter from a parent/guardian is requested to explain the circumstances. Parents will be advised of any uniform breach and reminded of the school uniform policy via email at the end of day. The uniform will need to be fixed by the following school day. In significant cases the school leadership team will take necessary action and decide on appropriate consequences for uniform breaches.

Uniform Ordering

Perm-A-Pleat have announced an incremental price increase, effective 1 January 2022. The last day for 2021 uniform collection at the Campus, is Wednesday 8 December. Perm-A-Pleat closes for the Christmas holidays from 22 of December until 10 January 2022. The online store (via the College website) will remain open throughout the holidays, with campus deliveries recommencing on the 17 January. The Busselton uniform fitting room re-opens Tuesday, 18 January. All students must be accompanied by a parent for uniform fittings. No appointments are necessary.

Student Attendance

The College monitors and manages student attendance. When a student's attendance falls below 90%, the College may contact you to develop a plan to address and restore regular student attendance. Parents/guardians are requested to notify the College of their child's absence by emailing attendance@cornerstone.wa.edu.au or by ringing 9754 1144.

You can also help maintain good attendance by ensuring

- Your child arrives to school on time
- Making medical appointments outside of school hours wherever possible and
- Scheduling holiday plans as far as possible during school holidays.

Student Late Arrival and Early Departure

- If you are aware that your child will be arriving to school after 8:40am, please advise Administration (as above) prior to 8:40am. Students arriving late (after 8:40am) or returning to the College after an appointment are required to present at the front office and collect a late/return note before proceeding to the classroom.

Long Term Absence Application

To maximise learning outcomes, if you are planning for your child to be absent for 4 days or longer, parents/guardians are required to complete Long Term Absence Application. Please email attendance@cornerstone.wa.edu.au to request an application for pre-approval. Your child's application will be assessed by the principal and parents/guardians will be notified of the outcome.

Consent2Go – Student Information

The College utilises the interactive platform, Consent2Go to manage student excursion/event permissions, updates to student medical information, parent contact information and emergency contact information. Parents are asked to review and update their child's information in Consent2Go as changes occur. The accuracy and management of your child's health record is a critical process for the College.

Medications

If your child has a new or ongoing medical condition requiring prescription or non-prescription medication, please ensure this information is visible on Consent2Go. If your child requires a dose of medication during school hours, kindly contact Administration to make the necessary arrangements for medication to be administered to your child. All medications are secured in the sickbay unless alternate arrangements are made with Student Services.

Concerns and Feedback Process

The College welcomes suggestions and comments from both parents and students and takes seriously concerns and feedback that may be raised. If you have any questions or concerns about your child's progress, the homework set or the assessment procedures, please contact the class teacher via email to arrange a mutually convenient time to discuss the issue. Should the matter be of a more serious nature, we encourage parents to treat the grievance as a concern when first approaching the relevant College staff. A formal complaint may be lodged with College Reception staff if the matter has not been handled to your satisfaction. Concerns and complaints will be handled promptly, confidentially and in accordance with procedural fairness.

Volunteer Opportunities and Visitor Access

There will be many opportunities throughout the year for parents and guardians to engage in classroom activities or to volunteer at the Campus at large. Your time and talent make a huge impact at Cornerstone and I encourage you to enquire at the College Reception about the Volunteer Application process. In order to provide a safe and secure Campus, all parents/guardians and visitors to the College are required to sign-in and sign-out at the College Reception.

We look forward to a blessed year of working together with you and your children.

Yours sincerely,
Garry Maynard
Principal