



Cornerstone Dunsborough

School Requirements and Information 2021

Welcome to Cornerstone Dunsborough

We trust that you will find the following information useful as you prepare for the 2021 school year. We look forward to working with you in providing a nurturing, interesting and challenging learning program for your child, and creating a strong partnership with all our College families.

As part of the governance of the College by Christian Community Ministries (CCM) we are continuing to transition many of our processes and systems to be in line with the other CCM schools located across Australia. Our Student Management and Learning and financial systems are included in this transition. We will be sure to give you more information as these changes are implemented.

Commencement of the 2021 School Year

The first day of school for students is **Monday 1 February**. The term dates below will be made available on the College website, with reminders being given in the College newsletter, alongside social media posts. The school day starts at 8.40am and concludes at 3.15pm.

Term Dates for 2021

	<i>Start Date</i>	<i>End Date</i>
Term One	Monday 1 February	Thursday 1 April
Term Two	Tuesday 20 April	Friday 25 June
Term Three	Tuesday 13 July	Friday 24 September
Term Four	Tuesday 12 October	Thursday 9 December

Dunsborough Campus Administration open times prior to students returning in Term One

Monday 25 January	9am – 3pm
Tuesday 26 January	Closed for Australia Day Public Holiday
Wednesday 27 January	9am – 3pm
Thursday 28 January	Closed for whole day staff meetings at the Busselton Campus
Friday 29 January	9am – 3pm

School Fees

Each family will receive a statement of fees at the start of the 2021 school year. Fees can be paid in a number of ways to suit your family. There are also fee discounts, rebates and assistance schemes available for families to access. Detailed information about these can be sought from the College Business Manager, Frik Stuart, at the Busselton Campus on (08) 9754 1144.

Please do not hesitate to contact us should you have any queries or concerns arising from school fees.

Communication

Good parent/teacher/College communication is vital for maintaining an effective partnership in your child's education. We will communicate mostly by email. Please let us know during the morning drop off if there is any information you feel could impact upon your child's well-being and capacity in the classroom. You are welcome to organise an extended time to talk with your child's teacher or email us any concerns or issues you may have.

Attendance & Absences

There may be occasions when your child will be absent from school. We are required to keep precise attendance records for each student for both student safety and legal requirements. If your child will be absent, please contact the College on 9742 1133 to inform us. Alternatively, you can email the College, attendance@cornerstone.education, or use the electronic form on the College website, www.cornerstone.education/parents/absences/.

If your child will be participating in a program that means a regular period of absence, such as swimming lessons, medical appointments or enjoying a family holiday during the school term, a Leave of Absence Application Form will need to be completed. You can pick one up from the office or download one from the College website, www.cornerstone.education/parents/absences/.

Arriving to school late/leaving school early

- Students arriving after 8.40am need to be signed in at the office *before being taken to class*.
- Students needing to leave school before the end of the school day need to be signed out at the office *prior to being collected from their classroom*.

Consent2Go

The College uses an external software platform, Consent2Go, to disseminate information about excursions/incursions/camps that your child may be participating in. It is also the means by which you give your consent for your child to attend an excursion or event. You will be asked to check your child's medical and emergency details each time there is an event. If you need to make any changes please contact the College for instructions.

Medications

There may be times when your child will need a dose of medication while at school for their health and well-being. Please bring the medication to the office (not the classroom teacher) and we will ensure your child receives their medication at the appropriate time.

Uniform

Cornerstone uses Permapleat for the production and distribution of school uniforms. Parents can access sample uniforms for fittings at both Campuses. This will help you choose the most suitable size for your child. Please come to office for assistance with fittings.

Uniform orders are placed via the College website and you will be notified as soon as your order arrives, ready for you to collect. www.cornerstone.education/parents/uniform/

A small selection of sports socks, boy's grey socks, girl's stockings, and hats will be available for purchase from the office. Hats are required to be worn during terms one and four during recess, lunch and sporting activities.

Stationery & Book Lists 2021

Stationery and Book lists have been sent home and will also be available on the College website. Cornerstone Dunsborough uses Seachange News & Gifts (located in the Dunsborough Shopping Centre) as our local provider. Many of the items can also be purchased during back to school sales if you prefer to use the opportunity to help build excitement with your child for the coming school year. Please contact the office if you have any questions regarding the lists. Specific ordering information from Seachange News & Gifts is attached to each list.

General Housekeeping at Cornerstone Dunsborough

- **Gumboots:** At Cornerstone Dunsborough we ask all students to bring along a pair of gumboots. Gumboots allow us to comfortably and safely explore and play in our surrounding bushland.
- **Social Media:** Please note, it is illegal for you to post photos of students (other than your own) on social media platforms without the express permission of that child's parent or legal guardian. We do have some students who need to have their privacy maintained for a variety of reasons. If you are unsure, please check with the office, or the child's parent/legal guardian. The College uses the information/permission given by parents upon enrolment when deciding what photos to post on social media or to use in promoting the College. If at any time you wish to change the status of your child's permission, please contact the office.
- **Parent Help/ Volunteers:** There are many opportunities throughout the year for parents, grandparents, and extended family members to volunteer and engage with the many activities in the classroom and around both Campuses. All parent helpers and visitors need to sign in at the office before starting your day in the classroom, and then sign out when you leave. Parents volunteering in their child's classroom are exempt from needing a Working With Children Card (WWCC), however, ALL other family members are required by law to hold a current WWCC when volunteering in and around the College. A copy of the WWCC must be kept on file by the College. Parents volunteering in other areas around the College (where their child is not in attendance) will be asked to complete a College Volunteer Agreement. If you are volunteering at the College and you need a volunteers WWCC please approach the office to help complete your WWCC application form. If you have any questions about volunteering, the College Volunteer Agreement or the Working With Children Card, please do not hesitate to ask at the office.

Thank you for allowing us to partner with you in your child's education, we look forward to a wonderful 2021



Garry Maynard
Principal