



## SCHOOL REQUIREMENTS AND INFORMATION 2021

**Cornerstone**  
Christian College

### Dear Parents/Guardians

In 2021, our College will progress toward a closer integration with Christian Community Ministries which will include a migration of the Student Management, Learning Management and Billing Systems. More information will be provided in a separate communication as it becomes available. We look forward to working with you in providing the best teaching and learning program for your children, and trust that our efforts are more successful when we are able to create strong partnerships with the families of our College community.

### Commencement of the School Year 2021

The 2021 school year will commence on **Monday, 1 February 2021** for students. Administrative staff will engage in training and professional development from 18<sup>th</sup> -22<sup>nd</sup> January, our offices will be closed during this time. Please take note of the office hours prior to the start of Term 1.

**Monday:** 25 January - Open from 9am - 2pm

**Thursday:** 28 January – Closed all day

**Tuesday:** 26 January - Open from 9am - 2pm

**Friday:** 29 January – Open from 9am - 2pm

**Wednesday:** 27 January - Public Holiday

### Term Dates for 2021

**Term 1: Monday, 1 February - Thursday, 1 April**

**Term 3: Tuesday, 13 July - Friday, 24 September**

**Term 2: Tuesday, 20 April - Friday, 25 June**

**Term 4: Tuesday, 12 October - Thursday, 9 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 Family Rebate Scheme, Secondary Assistance Scheme and Sibling Discounts, terms and conditions apply. Our aim is to provide a standard of educational excellence that is accessible to and affordable for, all families within our community.

### 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.education](mailto:attendance@cornerstone.education) 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 or returning to College after an appointment, are required to present to the front office and collect a late/return note, before proceeding to the classroom.
- Students are only permitted to leave the College grounds during the day if they are signed out by parent/guardian. Please contact Administration to make prior arrangements if your child is being collected by a third party.

### Leave of Absence Application

Parents are required to submit a Leave of Absence Application Form for pre-approval, if your child may be absent from school for the purposes of holiday, travel or participation in sporting events. This Form can be accessed via the College website.

## Adherence to the Uniform Policy

Students from the Cornerstone community are enrolled on the understanding that both parents and students appreciate and support the school's uniform policy. It shows respect toward our College and all we stand for, creating a sense of unity and belonging for our students. All students from Kindy to Year 12 are required to wear the school uniform and observe high standards of personal grooming.

It would be unusual circumstances where a student does not wear full school uniform. An accompanying email or letter from a parent or 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 severe cases the school leadership team will take necessary action and decide on appropriate consequences for uniform breaches.

## Uniform Ordering

Permapleat have announced an incremental price increase across the uniform range, effective 1 January 2021. Permapleat offices close for the Christmas holidays on Monday 21 December 2020 and re-open on 11 January 2021. However, the online store will remain open throughout the holidays.

The 2020 cut-off date for Campus uniform collection is Wednesday, 9<sup>th</sup> December. This means that parents placing online uniform orders after 5<sup>th</sup> December for Campus collection will be processed and ready for collection from Monday, 25 January 2021 onward (when the College Administration reopens).

The Busselton Uniform fitting room re-opens Monday, 18<sup>th</sup> January. All students must be accompanied by a parent for fittings. No appointment necessary but we so ask that only one family accesses the room at a time. We thank you for your patience.

## Consent2Go – Student Information

The accuracy and management of your child's health record is a critical process for the College. Parents are reminded to timeously review and update their child's information in Consent2Go. This includes changes to Student Health/Medical Information; Parent Contact Information; Emergency Contact Information. If your child has a medical condition requiring prescription or ongoing non-prescription medication, please ensure this information is visible on Consent2Go. If your child requires a dose of medication during school hours, please contact Admin to make the necessary arrangements. Students are not allowed to keep medication on their person.

## Concerns and Complaints Process

The College welcomes suggestions and comments from both parents and students; and takes seriously concerns and complaints 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.

We encourage parents to first treat their grievance as a concern when approaching the College, and then lodge a complaint via 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, please enquire at the College Reception about 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,



Principal  
Garry Maynard