



*Learn, serve and grow in God*

# Student and Parent Handbook



Updated March 2024

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# Principal's welcome

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Nau mai, haere mai ki te kura o Ihu Karaiti te Kamaka!

It is an honour and a privilege to be a teacher and educational leader here at Cornerstone Christian School. I can honestly say that I have spent the last twenty years doing my dream job – teaching students across the wider Manawatu region – five of those as Teaching-Principal at Awahou School in the Pohangina Valley, and here at Cornerstone Christian School since mid-2008. In 2016, I was appointed to the position of Deputy Principal and in January 2020 I assumed the role of Acting Principal.



As a school, we tend to focus on the holistic development of each child – or to put it more simply, their ‘discipleship’. I believe that discipleship is simply learning to live the way that God wants us to live and I love being part of this process in our students’ lives. Ultimately our key desire is that every Cornerstone student comes to saving knowledge of Jesus Christ and develops their own relationship with God. We have a strong character development focus with an emphasis on our values of respect, diligence, kindness and integrity with an underpinning value of humility before God. Although our children achieve highly in their academic education and our school achieves excellent results on a national level, I believe that it is more important to focus on their developing character than their academic grades. In our modern world, learning can occur wherever and whenever you like, but good character develops when you are young, so that is our focus; good grades, and achieving to one’s best, are a natural outflow of developing good character.

On a personal level, I am married to Anne-Marie Mitchell who is also on staff here at Cornerstone Christian School as a teacher aide. Together we have four grown-up daughters – two of whom are also teachers here in Palmerston North. When not in school you will find me gardening or looking after our lifestyle block just out of Ashhurst; casting a fly for trout down at some local river or walking the hills with a pack on my back.

My office door is usually open and I love meeting people in our wider Cornerstone family. Please drop in and say hello if you are over near the administration office or if you see me wandering around the school grounds.

Ngā mihi nui

Chris Mitchell  
Principal

# Our school

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At Cornerstone Christian School our vision is: To be confident followers of Jesus Christ, equipped and inspired to creatively impact our world.

Our mission is: To provide, with parents, a balanced Christian education to help children develop to their full potential in God.

We aim to provide a learning environment where each child has the opportunity to develop to their full potential in every area of life. Our school has a holistic approach to learning that emphasises Christian discipleship. Our teachers walk alongside our students to help them navigate the academic landscape as well as their extra-curricular activities. We encourage our teachers to adopt modern approaches to learning with increased agency for students.

We recognise that school is one of the most significant influences in a child's life, outside of their family/home environment, and so strive to provide a programme offering continuity between home, school and community, all of which is developed on our 'cornerstone', the very sure foundation of Jesus Christ.

We are an inter-denominational school reflecting the view that the Church is made up of all who believe in, and claim, the redemptive work of Jesus Christ.

We are a state-integrated school with a Christian Special Character.

We are a full-composite school with a preference for children to be enrolled at the school from Year 1 through until the end of Year 13. This enables children to have a seamless education where their learning progresses in a planned way year by year and the values and Christian character qualities we espouse may be inculcated in them as they grow from childhood to adulthood.

Our school motto is "Learn, serve and grow in God".

Our school values are: Respect, Diligence, Integrity and Kindness, with an interweaving value of Humility before God.

# Primary curriculum

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## **Christian Curriculum**

Cornerstone is a Christian school and our curriculum reflects this. Our curriculum is based on the character of God as illustrated through the Bible, God's word. Christian perspectives are encompassed in all curriculum areas and issues involving morality, justice, values and management of behaviour. Godly character development is emphasised and Scripture memorisation is a regular activity.

## **Family based approach**

We provide a family-based approach to learning, recognising and upholding the importance of the role of the family, and strongly encourage parental involvement. We expect that parents will support their children and be willing to help whenever possible with matters related to their education, such as attending school meetings and functions, encouraging children in their learning, assisting at sporting events and participating in fundraising activities.

## **The New Zealand Curriculum**

Our curriculum incorporates the vision, values, key competencies, learning areas and principles inherent in The New Zealand Curriculum.

More detail about the school's primary curriculum are available on our school website, which is regularly updated.

<http://www.cornerstone.ac.nz/curriculum>

# Secondary curriculum

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The CCS secondary school starts at Year 7 and goes through to Year 13.

The range of subjects delivered in secondary is, in large part, determined by the needs of each student cohort. Our desire is to give each student the personalised education that they need to be able to develop their God given talents to the full. Therefore, the focus is on the individual student: where they are headed in life and what we can do to best equip them for that.

We have many skilled Secondary teachers employed at Cornerstone and access further specialist teachers through agreements with tertiary providers (e.g. UCOL) and through Te Kura/The Correspondence School.

Example of subjects that may be taught at Cornerstone in 2022 include:

- **Year 7-8** – Homeroom subjects include: Humanities (English Skills & Social Studies), Mathematics, Physical Education and Art. Modules include: Science, Music, Languages, Hard and Soft Technologies, Digital Technologies, Dance and Drama.
- **Year 9** – Humanities (English Skills & Social Studies), Mathematics, Science, Physical Education, Health, Digital Technology, Modules (Music, Art, Food Technology, Wood Technology, Dance & Drama, Church History, Robotics and Financial Literacy).
- **Year 10** – Humanities (English Skills & Social Studies), Mathematics, Science, Physical Education, Health, Digital Technology, Modules (Music, Art, Food Technology, Wood Technology, Dance & Drama, Sports Studies, Robotics, Entrepreneurship).
- **Year 11 (NCEA Level 1)** – English/Literacy, Mathematics/Applied Mathematics/Numeracy, Science/Applied Science, Physical Education, Sports Studies, Health, Art, Drama, Music, Social Science, Commerce, ESOL, Digital Technology, Computing and Adult Knowledge Essentials, Food Technology, Hospitality and Vocational Studies.
- **Year 12 (NCEA Level 2)** – English/Literacy, Mathematics, Biology, Chemistry, Physics, Physical Education, Sports Studies, Health, Art (Painting), Photography, Drama, Music, Social Studies, Accounting, Business Studies, Economics, ESOL, Digital Technology, Computing & Adult Knowledge Essentials, Food Technology, Hospitality, Police Studies, Gateway courses, UCOL courses, Design School and Vocational Studies (e.g. Trades and Logistics).
- **Year 13 (NCEA Level 3)** – English, Mathematics, Biology, Chemistry, Physics (corres.), Physical Education, Sports Studies, Health, Art

(Painting), Photography, Drama, Music, Social Science, Accounting, Business Studies, Economics, ESOL, Digital Technology, Computing and Adult Knowledge Essentials, Food Technology, Police Studies, Gateway Courses, UCOL courses, Design School, Hospitality and Vocational Studies (e.g. Trades & Logistics).

Agreements with external providers:

- Wholegrain Organics – Food technology
- Woodworkers' Guild – Wood technology
- UCOL
- Design School
- Te Kura Correspondence School

## Secondary building developments

In 2014, the first cohort of 30 Year 9 students remained on at Cornerstone, taught in a new, custom built Science laboratory. That same year, the school's first multi-level secondary block, 'G block' was constructed, encompassing specialist Art, Music and general-purpose classrooms, break-out rooms and offices. In 2016, 'H block' was built encompassing further specialist Science facilities, general-purpose classrooms, break-out rooms and teacher workspace. In 2018, a Gymnasium was completed and in 2019 'L' block was relocated from Westmount School and renovated.

Below: An early concept drawing of the Secondary buildings (with the Year 1-6 part of the school further back). The gymnasium and two two-storey secondary blocks have been built. A third (I-Block) is in the construction phase is expected to be completed in the latter half of 2022.



# Statement of special character

Cornerstone Christian School is a Christian school established by and for parents choosing a God-centred education for their children.

The Special Character of the School is determined by the faith system made up of the Christian beliefs, values and lifestyles as determined by the Trustees of the Cornerstone Christian Education Trust.

## **Because God is:**

- the Creator of heaven and earth, of all things visible and invisible, sustaining and ruling over creation, including man.... and is
- the source of all wisdom and knowledge

God the Father, Jesus His Son, and the Holy Spirit are relevant to every area of study and endeavour in the school.

## **The school reflects this by:**

- using the Bible as the basis for exploring God's world, and as a standard against which to compare and interpret all curriculum material.
- teaching Christian values and behaviour through the process of acknowledgement of sin, repentance, and acceptance of Jesus' gift of grace.
- using prayer as a key tool in learning, and acknowledge the Holy Spirit's work in learning.
- encouraging each child to give of their best because God creates and equips each person for their unique role in His service, and acknowledging achievement in accordance with the child's effort.
- inextricably integrating knowledge of the world and Christian beliefs, through an integrated approach of an appropriate Christian curriculum and developed programme plans.
- acting as a continuum and extension of the teaching provided in Christian homes.
- providing an environment where children, parents, and teachers can experience Godly relationships, showing the character of Christ in love, discipline, respect, honour and trust, and witness an exemplary demonstration of Biblical truths in the lives of others.

# Scriptural basis

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Cornerstone is operated for parents so that they can fulfil the commission to train up their children in the ways of God. In order to reinforce this commission we have included some Scriptures which we consider establish the basis.

Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.

.. Deuteronomy 6:4-7

The fear of the Lord is the beginning of wisdom; all who follow his precepts have good understanding. To him belongs eternal praise.

..... Psalm 111:10

The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline. Listen, my son, to your father's instruction and do not forsake your mother's teaching.

..... Proverbs 1:7-8

Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is His good, pleasing and perfect will.

..... Romans 12:2

We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ.

.... 2 Corinthians 10:5

Behold, I lay in Zion a chief cornerstone, elect, precious, and he who believes in Him will by no means be put to shame.

..... 1 Peter 2:6

Blessed is the man who does not walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers. But his delight is in the law of the Lord, and on his law he meditates day and night. He is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither. Whatever he does prospers.

..... Psalm 1:1-3

Train a child in the way he should go, and when he is old he will not turn from it.

..... Proverbs 22:6

My prayer is not that you take them out of the world but that you protect them from the evil one. They are not of the world, even as I am not of it. Sanctify them by the truth; your word is truth.

..... John 17:15-17

Children, obey your parents in the Lord, for this is right. "Honour your father and mother" - which is the first commandment with a promise - "that it may go well with you and that you may enjoy long life on the earth". Fathers do not exasperate your children; instead, bring them up in the training and instruction of the Lord.

..... Ephesians 6:1-4

See to it that no-one takes you captive through hollow and deceptive philosophy, which depends on human tradition and the basic principles of this world rather than on Christ.

..... Colossians 2:8

# Statement of faith

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Key Christian Beliefs which are foundational to Cornerstone Christian School  
(as determined by the Proprietor: Cornerstone Christian Education Trust)

## About God

God is the creator and ruler of the universe. He exists in three persons – the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

| Genesis 1:1, 26, 27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14

## About Creation

God created the universe, earth and everything in it, according to the pattern set out in Genesis. Creation declares the glory of God. The incredible complexity of life gives proof to the existence of the creator.

| Genesis 1-2; Psalm 19; Romans 1: 18-25

## About Us

Humans were made in the spiritual image of God, to be like him in character. Although we have tremendous potential for good, we are marred by an attitude of disobedience toward God called "sin." This attitude separates us from God.

| Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2

## About Eternity

Humans are created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. To be eternally separated from God is hell. To be eternally in union with him is eternal life. Heaven and hell are places of eternal existence.

| John 3:16; 1 John 2:25; 1 John 5:11-13; Romans 6:23; Revelation 20:15; Matthew 25:31-46

## About Jesus Christ

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered himself as the perfect sacrifice for the sins of all men by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to heaven's glory and will return again to earth to reign as King of Kings and Lord of Lords.

| Matthew 1:22, 23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14, 15; 1 Corinthians 15:3, 4;  
Romans 1:3, 4; Acts 1:9-11; 1 Timothy 6:14, 15; Titus 2:13

## About Salvation and Grace

Salvation is a gift from God to us. We can never make up for our sin by self-improvement or good works – only by trusting in Jesus Christ as God's offer of forgiveness can we be saved from sin's penalty. Eternal life begins the moment we receive Jesus Christ into our life by faith. Grace is freely given to empower us to live holy lives in the ongoing journey of life.

Romans 10:9; Romans 6:23; Ephesians 2:8, 9; John 14:6, 1:12; Titus 3:5; Galatians 3:26;  
Romans 5:1; Ephesians 2:8-10; 2 Corinthians 12:9

## About Adoption and Our Position in God

Acceptance of Jesus as our Lord and saviour is how we become adopted into God's family. We become family together in Christ with God as our loving Father, and have the status of friends of Christ, included in His royal household.

Romans 8:15; Galatians 4:5; Ephesians 1:5; John 1:12; John 15:15; 1 Peter 2:9

## About The Holy Spirit

The Holy Spirit is equal with the Father, and the Son, as God. He is present in the world to make us aware of our need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what pleases God. As Christians, we seek to live under his guidance daily.

2 Corinthians 3:17; John 16:7-13, 14:16, 17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13;  
Galatians 5:25; Ephesians 5:1

## About The Bible

The Bible is God's word to all people. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error.

2 Timothy 3:16; 2 Peter 1:20, 21; 2 Timothy 1:13; Psalm 119:105,160, 12:6; Proverbs 30:5

## About The Church

There is one true universal Church made up of believers in Jesus Christ, and the local church is God's primary expression of His universal church in our world. We believe in the necessity of believers to meet regularly together for fellowship, prayer, and teaching from the word of God.

Matthew 16:18; Ephesians 3:10, 20-21, 5:27; 1 Corinthians 14:12, 26; 1 Peter 2:17;  
Hebrews 10:25

## About Marriage and Relationships

Marriage is ordained by God and ideally is a decision for life. Marriage is between one man and one woman as taught in the New Testament scriptures. Families are ordained by God and are to be encouraged, upheld and supported.

| Matthew 19:4-6; Ephesians 5: 22-33; Hebrews 13:4

## About Mission

Every believer has been commissioned and enabled to “go into the world to make disciples of every nation”. Every believer has been given talents and gifts to be empowered to minister, in their unique calling; to function and serve both within the Christian community and in the world.

| Matthew 28:19 20; Romans 12:1-8; 1 Corinthians 12:8-11, 28-29

## About Unity

We believe in the spiritual unity of all believers through Jesus Christ. This is seen through not only believer to believer unity, but also groups, gatherings and churches working together to enrich and advance the Kingdom of God in our community.

| Psalm 133:1-3, 1 Corinthians 1:10; Ephesians 4:11-13 Colossians 3:14;

# Enrolment

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Due to pressure on our roll (i.e. having more applicants for enrolment than we have places for) we have implemented an enrolment scheme. The enrolment scheme determines the order in which applicants for enrolment are offered places at the school. The enrolment scheme and the latest information about enrolment may be viewed on and/or downloaded from the school website.

## Visiting the school

Prior to filling in an *Application for Enrolment* form, parents/caregivers may visit the school in order to determine whether it is a good fit for their child. Visits for groups of parents/caregivers interested in enrolling students into Years 7-13 occur at 1.40pm on Thursday afternoons in Term 3. Visits for parents/caregivers interested in enrolling students into Years 1-6 may be arranged at any time of year. If you would like to visit the school at any of these times, please contact the Principal's PA to arrange an appointment.

## Eligibility

Children who are NZ or Australian citizens, or who have a NZ residence visa or a NZ student visa which does not name a school, are eligible to apply for enrolment at Cornerstone Christian School. We are currently unable to enrol international fee-paying students.

## Ministry of Education requirements

Cornerstone Christian School is currently under a Ministry of Education imposed maximum roll cap of 615 students. A maximum of 5% of students may be 'non-preference' and the remainder must be 'preference'. 'Preference' is a Ministry of Education term which indicates that a student falls within the special character criteria (which is the school's reason for existing).

Cornerstone Christian School may only enrol 'non-preference' applicants if enrolment places remain after all 'preference' applicants have been enrolled and the board judges that the enrolment of the non-preference applicants will not compromise its ability to offer places to preference applicants who might apply for enrolment at a later date.

## Preference of enrolment

Preference of enrolment is determined by the school's proprietor, the Cornerstone Christian Education Trust. To qualify as a 'preference' enrolment at Cornerstone Christian School, a parent of the child must regularly attend an established Christian church\* and be a committed Christian, as attested to (in writing) by a church senior pastor/leader.

\* Established Christian church would mean a church that has an on-going relationship with other Christian churches in a city or town. This could be

established by it being a member or belonging to a Christian leaders/ministers' network (e.g. CLA in Palmerston North). Secondly, that the church has a set of beliefs that is largely in agreement with the school's beliefs as established by the proprietor. Variations in belief should be minor in nature, and not seen as a major tenant of the Christian faith. Should a church not belong to a Christian leaders/ministers network, then they may meet the criteria based on their beliefs as stated.

### **Cohort entry for new entrants**

Cornerstone Christian School has adopted cohort entry for new entrants (five-year-olds). Each year, we have eight intake dates which fall at the start and mid-point of each school term. New entrants who have been offered a place may start school on the intake following their fifth birthday, or later on request.

### **Entry at other year levels**

Places come up in Years 2-13 when students leave the school due to family relocation etc. In most instances, new students in Years 2-13 will start at the beginning of the school year.

### **Applying for enrolment**

Parents/caregivers apply to enrol their child by filling in an *Application for Enrolment* form. A separate form is required for each child. The form and accompanying documents (as outlined on the form) should be emailed to: [enrol@cornerstone.ac.nz](mailto:enrol@cornerstone.ac.nz) or posted to: The Enrolment Registrar, Cornerstone Christian School, 119 Mihaere Drive, Palmerston North 4414. We will contact you when your application documents have been received.

### **Enrolment agreement**

The enrolment agreement on the *Application for Enrolment* form needs to be signed by a parent/caregiver who understands that the school's Christian special character will form an integral part of the curriculum and agrees to pay the attendance dues (a compulsory fee charged by the proprietor of a state-integrated school which helps to cover the cost of land and buildings since these are not funded by the state).

### **Pre-enrolment processes**

In July each year, we will advertise the likely number of places that will be available for new students at each year level for the following year, and a cut-off date (in August/September) by which applications must be received. Parents/caregivers will be asked to confirm or, if necessary, update the details held in our database (for their child) prior to the cut-off date.

After the cut-off date, applications will be sorted into the order specified by the enrolment scheme and parents/caregivers will be notified of whether their child has been offered a place or (if not) of their place on the waiting list for their year level. A parent/caregiver whose child has been offered a place needs to

accept or decline the place within 14 days. If they don't accept it, it will then be offered to the student at the top of the waiting list for that year level. This process continues until all available places for the following year have been filled or until there are no students left on the waiting list.

'Preference' applicants living in the *Area of Reasonable Convenience* (Zone 1) may be enrolled separately to the processes described above (i.e. these applications will be considered throughout the year) however it will greatly assist us with our planning if their applications are made by the cut-off date. If we are at roll cap, places may not be available immediately for 'preference', Zone 1 applicants.

## **Enrolment meetings**

During Term 4:

- the Assistant Principals (primary, middle and senior) will meet with each student\* who has been offered a place at Cornerstone and their parents/caregivers. These meetings provide opportunity for parents/caregivers to meet the Assistant Principal, learn more about the school, discuss their child's learning to date and ask questions.
- the parents/caregivers of current Year 6 and Year 8 students (moving to Year 7 and Year 9 respectively) will be invited to an information evening where they will learn more about the secondary school, meet the secondary teachers etc.

\* New entrant (Year 0-1) students who already have siblings at Cornerstone will not require an enrolment meeting unless it is specifically requested by the parent/caregiver, Assistant Principal, or Special Education Needs Coordinator (SENCO). These parents/caregivers should contact the Principal's PA to request a meeting if required.

## **New Entrant transition visits**

Transition visits for new entrants (Year 0-1 students) are organised by the teacher in charge of new entrant transition one term ahead of the children's starting date. Parents/caregivers may bring their child to at least three visits before they start school. Visits give children an opportunity to learn about the classroom environment and meet their teacher, and give parents/caregivers an opportunity to learn more about the school, classroom expectations etc.

## **Information available for inspection**

A copy of the school's enrolment scheme, the waiting list for each year level and an indication of the likely number of places available in the next enrolment intake (if available) will be held at the school office and available for inspection during normal school hours.

# Attendance dues

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## What are attendance dues?

Enrolment and attendance at State-integrated schools (such as Cornerstone Christian School) is conditional upon on-going payment of attendance dues.

Attendance dues are a charge from the Proprietor, the Cornerstone Christian Education Trust, to cover costs related to buildings, grounds, insurance, capital works, etc. These costs are funded by the Proprietor, not by the government, and in exchange the Proprietor is permitted to operate a special character school.

Attendance dues are based on the level of revenue the Proprietor requires in order to meet its financial commitments, e.g. loan repayments, maintenance, construction and insurance of school buildings. The 2023 rates are listed on the next page.

The Proprietor is committed to providing high quality facilities and attendance dues are a key source of revenue that enable it to do so.

## Invoicing for attendance dues

Parents are invoiced for attendance dues in February each year. If a child begins school during the year, apportioned attendance dues will be invoiced within a few months of the child's starting date.

## Making payments

The proprietor expects for the attendance dues to be paid in full by the end of the school year. The preferred method of payment is by regular automatic payments and this can be arranged via internet banking.

If payments are being made through internet banking, parents need to ensure that all the necessary details within the statement details section are filled in so that the Proprietor knows which child's attendance dues are being paid. Please fill the details out as follows:

Payee	CCET (CCS)
Bank Account	06 0746 0179676 04
Particulars	Surname and initial of parent
Code	Attendance dues

Please note that this bank account is solely for the payment of attendance dues and/or donations for the attendance dues hardship fund. Other school costs, e.g. payments for uniforms or class trips, are paid into Cornerstone Christian School's bank account ([refer to Other costs](#)).

**Attendance Dues per child per year:**

For the first two children from a family attending the school at the same time:

Frequency	Years 0-8	Years 9-13
Weekly	\$18.75	\$23.56
Fortnightly	\$37.50	\$47.12
Quarterly	\$243.75	\$306.25
Annually	\$975.00	\$1,225.00

Any family that has three or more children attending the school at the same time will be eligible for a 30% subsidy off the full level of attendance dues for the third and subsequent children. Attendance dues are processed in order of the children's ages, from oldest to youngest, so the oldest two children enrolled at the school will be charged at the full rate. The subsidised levels for the third and subsequent children are listed below:

Frequency	Years 0-8	Years 9-13
Weekly	\$13.13	\$16.49
Fortnightly	\$26.25	\$32.98
Quarterly	\$170.63	\$214.38
Annually	\$682.50	\$857.50

Queries regarding invoicing and payment of attendance dues may be directed to: Sarndra Rauzi, e: [accounts@ccet.ac.nz](mailto:accounts@ccet.ac.nz), ph. 06 356 7326 extn. 6103

# Other costs

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Parents are charged by Cornerstone Christian School for:

- Optional equipment purchased through the school, e.g. calculators and Secondary workbooks (especially at NCEA levels)
- Primary School Stationery for 2024 will be purchased in bulk by the school. Parents and whānau will need to make payment for your child's stationery through myKindo. Note: Secondary School (Year 7-13) stationery for 2024 is available on Officemax MySchool
- Technology items that students in Years 7-10 take home
- Extra-curricular sports. Parents will be notified of the costs of their child participating in any particular sports team prior to registration day. Students whose parents agree for them to participate will be placed in a team once payment has been made at the school office.
- School uniforms are purchased through NZ Uniforms (see next page)

Payment is required for emergency purchases of school uniform bucket hats and caps, prior to goods being taken. Payment options include internet banking (see below) or eftpos (at the school office).

## **MyKindo App Payment System**

Payment for most school costs such as: sports team registrations, school activities, mufti days, subway lunches, student ID's, Cornerstone Fundraising Group (CFG) events, etc are to be made using the myKindo App, which is an essential tool that we use in the school office. Instructions for how to download the App and create a myKindo account are included on the school website: <https://www.cornerstone.ac.nz/payments> and are available at reception. You can also use the myKindo App to register your children for any sports teams etc. you choose and to make payment from your myKindo account.

**Note: The school office does not handle any cash payments.**

If you use internet banking, please use the account number below and make sure you provide all the necessary details within the statement details section, so we know who the payment has come from and what it is for. i.e.

Payee	Cornerstone Christian School
Bank Account	02-0727-0154852-00

Particulars	Surname and initial of student
Code	Class Number
Ref	Sport details (or similar)

## Hardship fund

A limited fund has been set up to assist families with costs in circumstances where they are having difficulty paying for essential school-related items (e.g. uniforms or stationery). This fund is administered by the Deputy Principal. Please contact James Rose, Deputy Principal, for an application form: [james@cornerstone.ac.nz](mailto:james@cornerstone.ac.nz) or (06) 356 7326 ext. 6109. Note that this fund is not for attendance dues which are a Proprietor cost and as such are separate from the school.

# Uniform and dress code

The school has a compulsory school uniform. It also has a physical education uniform which is compulsory for students in Years 7 and above.

## **Purchasing the uniform:**

Parents may purchase all school uniform items from (as of 21 Nov 2022):

NZ Uniforms, situated at 589B Tremaine Avenue.

The shop hours are:

Monday – Friday: 9am – 5pm

Saturday: 9am – 4pm

Sunday: Closed

The school will still hold Bucket hats and caps on site if needed urgently.

A current uniform price list may be downloaded from the school website:

<http://www.cornerstone.ac.nz/parent-info/uniforms>

Please note that pinafores for Y1-6 girls are made to order and may take up to ten weeks to be supplied.

## **Description of the Y1-6 uniform:**

Either summer or winter uniform can be worn at any stage in the year but not a mixture of both.

In addition to the items listed below, a school navy bucket hat is required in Terms 1 and 4.

## **Year 1-6 boys' summer uniform**

- Regulation maroon short sleeved polo shirt
- Regulation navy blue shorts
- Black sandals (no other colours are allowed on shoes or soles) OR
- Plain black leather or plain black sports shoes (no other colours are allowed on shoes or soles) and navy blue socks

### **Year 1-6 boys' winter uniform**

- Regulation maroon long sleeved polo shirt
- Regulation navy blue trousers
- Navy blue socks
- Plain black leather or plain black sports shoes (no other colours are allowed on the shoes or soles, canvas not permitted)

### **Year 1-6 girls' summer uniform**

- Regulation maroon short sleeved polo shirt
- Regulation navy blue shorts or navy blue skirt
- Black sandals (no other colours are allowed on shoes or soles) OR
- Plain black leather or plain black sports shoes (no other colours are allowed on shoes or soles) and navy blue socks

### **Year 1-6 girls' winter uniform**

- Regulation maroon long sleeved polo shirt
- Regulation navy blue trousers
- Navy blue socks
- Plain black leather or plain black sports shoes (no other colours are allowed on the shoes or soles, canvas not permitted)

or

- Regulation maroon long sleeved polo shirt
- Regulation navy blue skirt
- Navy blue tights or knee-high socks or over-the-knee socks
- Plain black leather or plain black sports shoes (no other colours are allowed on the shoes or soles, canvas not permitted)

### **Additions which may be worn**

- Regulation maroon zip up polar fleece jacket
- Plain black rain coat (worn outside the classroom only). CCS monogrammed jackets are available from the uniform shop
- Plain navy blue or black gloves and/or scarves
- Hair ties – navy or maroon only



Above: Examples of Year 1-6 uniform (note: pinafore is being discontinued)

### Examples of appropriate footwear – Yr 1-6

Roman Sandals



Boys' leather shoes



Black sports shoes  
(Y1-6)



Girl's leather shoes



## **Description of the Y7-10 and Y11-13 uniform:**

Our school uniform is our unique symbol and represents our core values of Respect and Diligence. The manner in which our young people present themselves for school reflects their sense of pride and engagement with the school community. Our standard of dress contributes to the reputation of our school, the maintenance of which is the responsibility of every student. Exceptions are not permitted unless a medical note is received by the Assistant Principal. If students are poorly or incorrectly dressed their parents may be asked to collect their child and rectify it.

Regulation items are to be purchased from the school uniform shop. Variations are not acceptable. Shoes are not available at the uniform shop but examples of acceptable shoes are given in the photos on the previous page.

### **Years 7-10 girls' uniform (summer and winter)**

- Regulation navy blue skirt - to be knee length or longer. Shortening skirts above knee length is not permitted.
- Regulation long or short sleeve blouse
- Girls may wear garments underneath their blouse provided it cannot be seen and is white
- Regulation maroon cardigan or jersey
- Plain black roman sandals, or black leather lace-up shoes or black leather buckle shoes or plain black sports shoes (see photos) with regulation navy blue opaque tights or regulation navy socks. No other colours are allowed on the shoes or soles, canvas not permitted

### **Years 7-10 boys' uniform (summer and winter)**

- Regulation navy blue shorts
- Regulation long or short sleeve white shirt (whichever the student feels most comfortable in)
- Regulation maroon jersey
- Plain black Roman sandals or plain black leather lace-up shoes or plain black sports shoes with regulation navy socks (see photos). No other colours are allowed on the shoes or soles, canvas not permitted

### **Years 11-13 girls' uniform (Terms 1 & 4 - Summer / Terms 2 & 3 - Winter)**

- Regulation navy blue skirt - to be knee length or longer. Shortening skirts above knee length is not permitted.
- Regulation long or short sleeve blouse, whichever the student feels most comfortable in
- Girls may wear garments underneath their blouse provided it cannot be seen and is white
- Regulation maroon blazer (cardigans are being phased out for Year 11-13, but may be worn up until the end of 2023)
- Plain black roman sandals or black leather lace-up shoes (or black leather buckle shoes; see photos) with regulation navy blue opaque tights, or regulation navy socks. Please note: The plain black sport shoe option is not available for Year 11-13 students.

#### **or (Senior girls' dress uniform)**

- Regulation navy blue skirt - to be knee length or longer. Shortening skirts above knee length is not permitted.
- Regulation long or short sleeve blouse and regulation tie
- Regulation blazer
- Girls may wear garments underneath their blouse provided it cannot be seen and is white
- Plain black leather lace-up shoes (or black leather buckle shoes; see photos) with regulation navy blue opaque tights, or regulation navy socks. Please note: The plain black sports shoe option is not available for Year 11-13 students.

### **Years 11-13 boys' uniform (Terms 1 & 4)**

- Regulation navy blue shorts
- Regulation short sleeve white shirt
- Regulation blazer (jerseys are being phased out for Year 11-13, but may be worn up until the end of 2023)
- Plain black Roman sandals or plain black leather lace-up shoes with regulation navy socks (see photos). Please note: The plain black sports shoe option is not available for Year 11-13 students.

or **(Terms 2 & 3)**

- Regulation navy blue trousers
- Regulation long sleeve white shirt and regulation tie
- Regulation blazer (jerseys are being phased out for Year 11-13, but may be worn up until the end of 2023)
- Plain black leather lace-up shoes with regulation navy socks (see photos). Please note: The plain black sports shoe option is not available for Year 11-13 students.

or **(Senior boys' dress uniform)**

- Regulation navy blue trousers - with optional black belt
- Regulation long sleeve white shirt and regulation tie
- Regulation blazer
- Plain black leather lace-up shoes with black or navy socks (see photos). Please note: The plain black sports shoe option is not available for Year 11-13 students.

**Physical Education 'PE' uniform (compulsory Y7-13)**

- Maroon, white & navy shirt (crew or v-neck) – individually numbered
- Regulation navy blue shorts with school logo
- Students must wear suitable footwear for physical activity

**Optional outerwear (both genders Y7-13)**

- Plain **black** raincoat or jacket - there is a recommended black jacket that can be purchased from the uniform shop.

The black jacket can be worn to and from school, but it does not replace the cardigan, jersey or blazer in the classroom and around the school.

- Plain navy or black scarves and/or gloves
- A regulation blue school cap or bucket hat must be brought to school by each Middle School student in Terms 1 and 4. Whilst students are not required to wear the hat during the day, students may choose to do so at interval or lunchtime as appropriate



Above left: Examples of Years 7-10 uniform

Above right: Examples of Years 11-13 uniform

### Examples of appropriate footwear – Yr 7-13

Roman Sandals



Boys' leather shoes



Plain Black sports shoes Y 7-10 only

(no canvas styles)



Girl's leather shoes



## **Grooming guidelines and expectations:**

- Jewellery shall be limited to one watch and up to two stud or sleeper type earrings (plus a helix allergy stud piercing with naturopath or doctors verification) and no hoops or other visible body piercing. A band aid covering piercings does not meet the requirements.
- No visible necklaces
- Hair shall be clean, cared for and tied back/covered if needed in certain learning environments for health and safety requirements, e.g. Food technology and Wood technology etc.
- Hair styles that carry markings that may offend some people must be corrected whilst at school.
- Hair ties and headbands shall be limited to maroon, navy, white or black.
- Hair colour is limited to natural colours only. Other colours such as blue or pink, etc., are not permitted.
- Beards, moustaches, goaties or excessive sideburns shall not be worn at school.
- Tattoos or imitation tattoos shall not be visible at school.
- Makeup and nail polish in years 7-13 shall be limited to natural colours only
  - Allowing some make-up and nail polish allows students struggling with the changes associated with puberty to maintain a good self-concept
  - Excessive makeup shall not be worn at school. If make-up can be seen from across the room then it may be deemed excessive.
- Students shall be neatly dressed when attending class, at formal events or representing the school in public.
- Long-term exceptions to the above will only be made on application to the appropriate Assistant Principal of the Primary, Middle, or Senior Schools. If on medical grounds, a doctor's certificate is expected. e.g. medic alert bracelets, podiatrist prescribed footwear, severe acne or other skin conditions.
- To apply for short-term exemptions for medical reasons or for uniform passes for specific needs or a temporary pass, please see the appropriate Kaitiaki or AP for the student's level of the school (Middle/Senior).

## **General points:**

- Covered shoes are required for practical science and technology lessons in the laboratory, or for meeting health and safety requirements in any situation
- In class, footwear must be worn
- Out of class, footwear must be worn; however, if students are on the sports field this is optional
- Separate non-marking soled footwear only to be worn in the Gymnasium – this cannot be shoes worn outside around the school
- To and from the school gates: all students must wear their footwear
- Jackets [not including blazers], hats, gloves and scarves shall not be worn indoors. (see 'Optional outerwear' section)
- Our Cornerstone Uniform Exchange Facebook page details are under the Home-School communication section - 'Social Media'

## **Uniform checks for Middle School (Y7-10)**

Middle school students must line up outside class and check their uniform before each class in the day:

- Shirt tucked in
- Socks up
- Any non-regulatory jewellery removed (see: Grooming guidelines for jewellery acceptability)
- Black jackets removed for class

## **Mufti Day**

Mufti days are a fun way for students to express themselves through their clothing choices. However, as a Christian school, we believe it is important to maintain standards of modesty and respect for ourselves and others, particularly because we are a Y0-13 school. Therefore, the following dress standards will apply when mufti is worn:

- Clothing should cover the shoulders, chest, midriff, and back. No tank tops, crop tops, low-cut tops or tops with spaghetti straps are allowed. Examples of acceptable tops include t-shirts, blouses, and collared shirts.

- Shorts and skirts should be mid-thigh or longer. Examples of acceptable bottoms include jeans, pants, and knee-length or longer shorts and skirts.
- Clothing should not be overly tight or revealing.
- Shoes should be appropriate for school activities.
- Clothing should not have offensive or inappropriate language or images.
- Hats are allowed but should be removed during class time.

We understand that students may have different cultural or personal clothing preferences, but we ask that all students respect the school's dress standards on mufti days. Teachers and staff will monitor students' clothing choices to ensure compliance with these standards. Students who do not comply may be asked to change or modify their clothing; parents may be asked to take their child home to change.

We hope that students will enjoy expressing themselves through their clothing choices while also maintaining a respectful and modest appearance on mufti days.

## **Badges**

- School-awarded badges are those given to students by the school (or groups associated with Cornerstone Christian School e.g. a music association) for academic, athletic, extracurricular, or other notable achievements. These badges are allowed to be worn appropriately on the school uniform by the award recipient.
- Any other badges outside those covered above are not to be worn on the school uniform.
- Consequences for breaching the rule: Any student found wearing an unauthorised badge on their school uniform will be asked to remove it. If the student refuses, the school's usual disciplinary systems shall be followed.
- The rule regarding badges on the uniform does not apply to bags. Bags are personal property and not part of the uniform. However, bags are subject to the guidelines around the display of offensive or discriminatory symbols at school.
- Exceptions to this rule may only be made on a case-by-case basis, by the approval of the school Principal.

# Home-school communication

At Cornerstone we recognise that effective partnership between the school and parents is a key element in educational success. To this end we focus a considerable amount of energy to ensure that you are well informed of what is happening in the school. We also encourage you to contact us to discuss your child's learning, progress and achievement or any matters that may impact on their well-being or learning.

Mechanisms that are in place to ensure that you are connected with the school and able to discuss your child's learning with us include:

## **School phone App**

The school has a phone App (for IOS and Android phones) which instantly alerts parents of events at school, e.g. sport practice cancellations or late changes to school trips. The App also includes an up-to-date calendar, links to newsletters, daily notices, absentee messages and more.

To download the App onto your Apple or Android device, go to the App Store and search 'SchoolAppsNZ', then search 'Cornerstone Christian School'.

Alert Subscriptions: Subscribe to all the groups that are applicable for your child/family. e.g. your child's class, sports teams, tribe and so forth. You will then receive communications, updates and alerts pertinent to the groups you have subscribed to.



## **Regular website updates**

Upcoming dates, important school announcements and various other details about the school's operation are contained on the school's website and are updated regularly as new information comes to hand.

<http://www.cornerstone.ac.nz>.

## **Class Dojo**

From time to time the primary classroom teachers will communicate news and events via a message, photos or a short video on the Class Dojo app. You are welcome to comment on these posts on class stories. While the Class Dojo app does have a facility to message the teacher privately please use email for parent / teacher communication.

## **Social Media**

Cornerstone has a Facebook page where various events and activities throughout our school are featured. You are welcome to follow our page.

Search Facebook: CCS NZ

<https://www.facebook.com/CCSNZ>

Cornerstone also has a Second-Hand Uniform Facebook page where parents and families from our school community can buy and sell their second-hand uniforms.

Search Facebook: Cornerstone Uniform Exchange

<https://www.facebook.com/groups/cornerstoneuniformexchange>

## **Up-To-Date information**

Please remember to access all up-to-date information and any last-minute changes to school or sports events, your first source should be to check the school phone app, which also includes the most up-to-date calendar information under the parent portal tab – select drop-down menu to find calendar. Then check the school website (there can be a 24-48 hour lag on the school website calendar updates).

## **Weekly school newsletters**

The newsletter outlines school-wide foci, successes and upcoming events. It is posted on the website under parent information/newsletters every Thursday and is also emailed out weekly to each family.

## **Primary Team newsletters**

Team newsletters for Aroha (love) team (Years 0-2), Manahau (joy) team (Years 3-4) and Tumanako (hope) Team (Years 5-6) are distributed to parents at the beginning of each term. These newsletters outline major learning areas for the coming term.

## **Secondary News**

As secondary students are taught by multiple teachers in years 7-13, teachers will generally use the school email system to keep you up to date with their events.

## **Email correspondence**

Teachers have a list of parents' email addresses and are encouraged to contact you by email if this is a useful means of communication for you. Teachers are only expected to respond to emails within normal school opening hours.

Occasionally, bulk emails are sent from our student management system (KAMAR). These emails are sent from a bulk server. Please do not reply to these emails. Rather, respond to the individual staff using the staff school email addresses, as below.

Please feel welcome to contact your child's teacher at their school email address. These can be found in the Staff Directory on our school website, at the bottom of each individual teacher profile.

## **Open door policy**

Parents are welcome to visit the classroom before or after school and to briefly check in with their child's teacher regarding learning and well-being. If a discussion needs to be had at length or the teacher is busy, e.g. on gate duty, please arrange a suitable time with your child's teacher. Parents may observe the classroom during lessons by prior arrangement with the classroom teacher.

## **Learning and achievement portfolios**

Year 1-6 students regularly post samples of work across a range of curriculum areas in their Class Dojo portfolios. These are visible only to you and your child, and their teacher. You are encouraged to add your own comments. You can access this while your child is at Cornerstone, and please feel free to download anything from your child's portfolio that you would like to keep.

## **Learning summaries (reports) – Years 1-6**

Learning summaries which outline each child's progress and achievement are sent home. These let parents know how their child is progressing along the journey of learning. It is important that the learning summary is considered alongside the rest of the information in the child's Class Dojo portfolio.

## **Parent-teacher interviews - Years 1-6**

Parent-teacher interviews for students in Years 1-6 are held twice each year. Parents are able to discuss with the teacher and child, the child's progress, achievement and next steps.

## **Primary parent information meetings**

Parent information meetings are held from time to time. Specific learning focuses are covered, e.g. science projects or Mathematics, giving parents opportunity to learn how they can support their child's learning at home.

## **Secondary learning conferences - Years 7-13**

Secondary life lab learning conferences are held in approximately week 4 of Term 1 and towards the end of Term 3. Subject teacher conferences are held at the end of Term 2. Academic progress information is published weekly to the Secondary parent portal (see below). Formal academic summaries are published to the portal at the end of each term. Parents wishing to speak with a specific teacher may request a meeting at any time of the year.

## **Secondary parent portal – Years 7-13**

Information about your child's progress is available daily on our secure parent portal. Information includes attendance data, academic summaries, fortnightly attitude tracking, minor pastoral entries and student notices. Contact Bronwyn Boddy for your login information: [bronwyn@cornerstone.ac.nz](mailto:bronwyn@cornerstone.ac.nz)

## **Parent advisory group meetings**

On occasion, the Principal holds a forum with parents on matters of interest or concern. The date of the forum and the topic of interest to be discussed are advised in advance in the school newsletter and on the website. All parents are welcome to attend.

## **Consultation with the school's Māori and Pasifika communities**

The Principal consults at least once each year with the school's Māori and Pasifika communities about their aspirations for their community of learners and the policies, plans and targets that the school has in place for improving student achievement.

## **Communicating your concerns**

Our 'Communicating your Concerns' brochure is designed to assist you to raise, at the appropriate level, any concerns that may arise. The information in the brochure is included in this document and may be downloaded from the school website.

## **Emergency contacts and Medical Information**

The school keeps a record of contact names and phone numbers of persons to contact in the event of an accident, as well as details of the child's doctor.

Please advise the school office when any of these details change or any vaccination/medical details need updating.

Contact: [office@cornerstone.ac.nz](mailto:office@cornerstone.ac.nz)

## **Sports website**

The school's sports website is linked to the school website under the school/sports tabs. The sports website outlines all information about sport at Cornerstone including a calendar of events, programmes for events, out-of-school sports (teams, draws, results etc.), details of students representing Manawatu in various codes and any sports holiday programmes or clinics on offer.

<https://sites.google.com/view/CCSSport/home>

# Behaviour Management

Behaviour Management refers to the processes, systems and expectations used at CCS to manage student behaviour. Including, merit systems, classroom management, and what happens when students are in breach of school expectations. A link to the SchoolDocs downloadable booklet can be found on our school website:

[Behaviour Management - Cornerstone Christian School](#)

We hope the booklet provides you with a helpful source of information.

## **Kaitiaki**

Kaitiaki is a reo term meaning 'Guardian'.

We have a middle school Kaitiaki teacher who will be promoting school culture and events:

Mr Oelofse is our Kaitiaki for the Middle School (Year 7-10).

Kaitiaki will work between Team Leaders or HODs and the APs. All staff will address any issues they see with a student first. However, if further steps are required for students to support our school culture, a meeting will be set up with the appropriate Kaitiaki to discuss plans and ways students can be supported to make necessary changes. This may include getting parents/caregivers involved.

To apply for exemptions for medical reasons or for uniform passes for specific needs or a temporary pass, please see the appropriate Kaitiaki or AP for the student's level of the school (Middle/Senior).

## **Behaviour**

At Cornerstone, it is not acceptable to swear, look up rude or lewd material, to make rude gestures or draw inappropriate pictures on paper or other school surfaces.

Harassment/Aggression/Hate Speech: Sustained unwanted attention towards an individual can become harassment. Harassment is not permitted at school or towards students of the school out of hours. Students can still face discipline actions at school under certain circumstances for out of school harassment.

Verbal aggression, hate speech or physical aggression is not tolerated. Report any such behaviour immediately to a teacher or trusted adult.

# Helpful information

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## **School Office open hours**

Monday - Friday 8.30am-3:30pm during the school term and a few days prior to the beginning of the school year.

## **School hours**

School starts	8:50am (Y7-13) & 9:00am (Y1-6)
Interval	10:50am-11:20am
Lunch	12:50pm-1:40pm (Y1-6) / 1:20-2:00pm (Y7-13)
School ends	3pm

## **Arrival and departure**

Punctuality in both arrival and departure is important to ensure the smooth running of the school. Be on time for the start of the day.

As students will not be supervised in the playground or classrooms before 8:30am, we ask parents not to send them to school prior to this time. However, all students are expected to arrive in time to organise themselves for 8:50am.

All students are to remain at school once they have arrived or been dropped off. This includes leaving to go to the shops before or during school. Get your lunch on the way to school if needed, rather than after you have already arrived.

Only Year 13 students are allowed to leave school at lunchtime, once they have signed out at the student office.

An exception to the above is those students who arrive early at Cornerstone for sports practises. These students may leave the school grounds to get breakfast from Countdown. These students are to wear their PE uniform to Countdown so that they can be easily identified and must use the road patrol crossing on Roberts Line. Students will be asked which practise they attended by staff on road patrol duty. Students should then change back into their school uniform on return to school.

Unless special activities have been arranged all students should leave the school grounds when school ends. After 3:15pm, the supervision and care of students is the parents' responsibility. Children in Years 1-3 must be personally collected from the classroom by their parent/caregiver, or by another adult provided the school has been notified of this in advance. No student may leave the school grounds unaccompanied unless the school has been notified in writing that the student will be making their own way to/from school.

School personnel cannot be responsible for students not on the school grounds. For this reason, students are only permitted to leave the school grounds during school hours if they are supervised by a parent/caregiver, or

another adult provided that the school has been notified in advance by the student's parent/caregiver.

## **Absences**

Children legally have to attend school from age 6-16. A child who is 5, who has started school is also legally required to attend. All children enrolled at a school must, by law, attend the school whenever it is open, unless they are unable to attend due to illness, or special home circumstances. (Ed.& Training Act 2020.)

If your child is absent from school please ensure that you email, text or phone the school office to let them know your child's name, class and reason for their absence, preferably by 8.45am.

- Ph (06) 356 7326 or
- Email: [absent@cornerstone.ac.nz](mailto:absent@cornerstone.ac.nz) or
- Text 027 315 7764 (student administration officer)
- Fill in the Online Form: [Absences - Cornerstone Christian School](#)

This includes sickness *and* planned appointments, e.g. doctor, dentist, dance examinations etc. Please do not email classroom teachers to let them know unless it is in regard to any missed work or assessment related. Our student administration officer will put a note onto our computer-based attendance system (KAMAR) for teachers to see when they mark the roll.

If you wish to take your child out of school for any reason, e.g. family holiday, please give a letter to the Principal well beforehand explaining the circumstances.

## **Taking New Zealand or Overseas Holidays during Term time**

While we understand that some of you have to take your holidays during school term, you need to be aware of the following:

- As per the Education and Training Act, Section 45(1) "if satisfied that a student's absence was or will be justified, the principal of the school may exempt the student from attending the school for a period of no more than 5 school days." Please ensure that you contact the principal for an attendance exemption if you are planning to take your child or young person out of school during term time.
- Please note that Cornerstone Christian School is now required to report the Ministry of Education regarding all unjustified learner absences over 5 days per term.
- The Ministry of Education Enrolment Guidelines state that if a student has been absent for 20 school days without the principal being informed that the absence is only temporary, or a student has been absent for less than 20 days but the principal has reason to believe they won't return to the school, the child must be removed from the School Roll.

## **Late Passes and Exit Slips**

All students who arrive late at school must go to the student office desk first, to report in on arrival and get a late pass to take to class. Failure to do so will mean that parents will be contacted to find out the whereabouts of their child.

Secondary students who need to leave the school grounds during the day for various appointments need to get an 'exit slip' from the student administration officer who will issue an exit slip and will also make a note on the KAMAR attendance system. The student then needs to show their signed exit slip to the classroom teacher when they leave class.

## **If a student feels sick while at school**

If a student feels unwell while at school, they are to go to the student office who will then decide with the student about contacting parents/caregivers. Students are not to use their cellphones to contact parents/caregivers to come pick them up before reporting to the sickbay.

## **Medical Certificates**

If your child is unwell and away from school for 5 consecutive days or more, we require a medical certificate from your doctor.

## **Illness and medication**

Parents should notify the teacher if their child has symptoms of an infectious or contagious disease and should keep the child at home. Only where essential should medication be taken at school. Any medication children are required to take should be brought to the student office where a register of medication can be completed by the parent, before making arrangements with the class teacher.

Parents should ensure that the school is aware of any health problems that their child suffers e.g. hearing problems, asthma, allergies.

An individual health alert card will be created at school for students who have significant health problems, which require immediate intervention.

## **Public health and dental services**

The public health nurse attends the school regularly and performs checks for any sight or hearing defects. The dental service is managed by the Ross Intermediate dental nurse (ph.) 358 4572. Your child will be registered with them and you will be notified of appointment times so that you can attend with your child. If you have any specific dental problems, please feel welcome to contact them. The public health service will offer dTap vaccinations and the HPV vaccinations to all students in Year 7 and 8. These are both available through CCS on a yearly basis.

## **Insurance and accidents**

The school will not be held liable for any loss or damage to any article or equipment brought to the school such as lunches, cell phones, computers, stationery, school bags, scooters etc, unless:

- a. the person loaning the article or equipment has advised the Board in writing that the equipment is on loan; and
- b. the Board has provided written confirmation that it agrees to accept full responsibility for the item.

This policy is required so that we have a full appreciation of what we are responsible for and can therefore arrange adequate insurance cover.

Where a student sustains a significant accident at school, such as a bone fracture or concussion, emergency services will be contacted immediately and in every case an investigation will be undertaken.

## **Animals**

From time to time the principal may give permission for animals to be brought onsite where they are part of an established learning programme. During the school day (including pickup and drop off times) parents need to be aware that animals are not permitted on the school grounds outside of the above exception.

## **Lockers**

We have a limited number of lockers available for students in Years 7-12. Students who want a locker must return a signed registration form and pay a \$20 bond to the school office. This will be refunded at the end of the year provided there is no damage to the locker caused by the student. Parents/caregivers will be liable for any damage to the locker caused by their son/daughter. Students must provide their own good-quality padlock and a second key must be provided to the property manager. If the school has reasonable grounds to undertake a locker search, you may be required to open the locker for inspection. In extreme circumstances, the principal may authorise a locker to be opened by staff. At the end of the year, it is the student's responsibility to clean out the locker and remove the lock by 3.10pm on the second to last day they are officially required to attend. No responsibility is taken for loss of items not removed. Students cannot swap lockers. Lockers are the property of Cornerstone Christian School.

## **Out of Bounds areas around the school**

Behind G, H and I block and L block are out of bounds at all times.

Kicking or throwing balls against perimeter fences is not permitted. You cannot go on the roof or over a fence if your ball goes over, so take care in the first instance.

Only those senior students that are part of the peer support scheme such as SEED are permitted to go to the primary area of the school during school hours.

### **Toilets around school**

Toilets are for the intended purpose only. No hanging out in the toilets, no large groups and no cell phones out in any of the toilet blocks or cubicles.

### **Cell phones**

Whilst students are permitted to have cell phones in their bags for use in case of emergency, these devices are not required by the school and are not regulated by the school. Cell phones must be turned off and not be used or visible between the normal hours of instruction. They are brought to school at your own risk. Use of cell phones for classroom learning is not permitted. To contact parents/caregivers urgently regarding appointments, please go to the student office.

Cornerstone Christian School is private property and the taking of photos or videos by students and/or posting of photos or videos taken at school to social media accounts is not permitted.

### **Prohibited property at school**

The school expects students to support and uphold the Special Character of the school. No chewing gum, alcohol, drugs, vapes or associated items, firearms or knives (including imitations), no identifiable gang paraphernalia or hate group insignias or propoganda etc are permitted.

Bag searches are carried out if the above happens and suitable consequences will be applied.

### **Personal relationships between students**

The school expects students to support and uphold the Special Character of the school. Being a good witness and example to others is a guiding principle in this space. Public displays of affection during school time shall be actively discouraged.

### **Cycles, scooters, skateboards etc.**

This applies to pushbikes, scooters, skateboards, rip-sticks, roller-blades etc. Children under the age of 10 years are discouraged from cycling unsupervised to school. All children who do use any of these methods must abide by road rules and wear a safety helmet. Children are responsible for ensuring the safety of their bikes at school, i.e. ensuring they are locked.

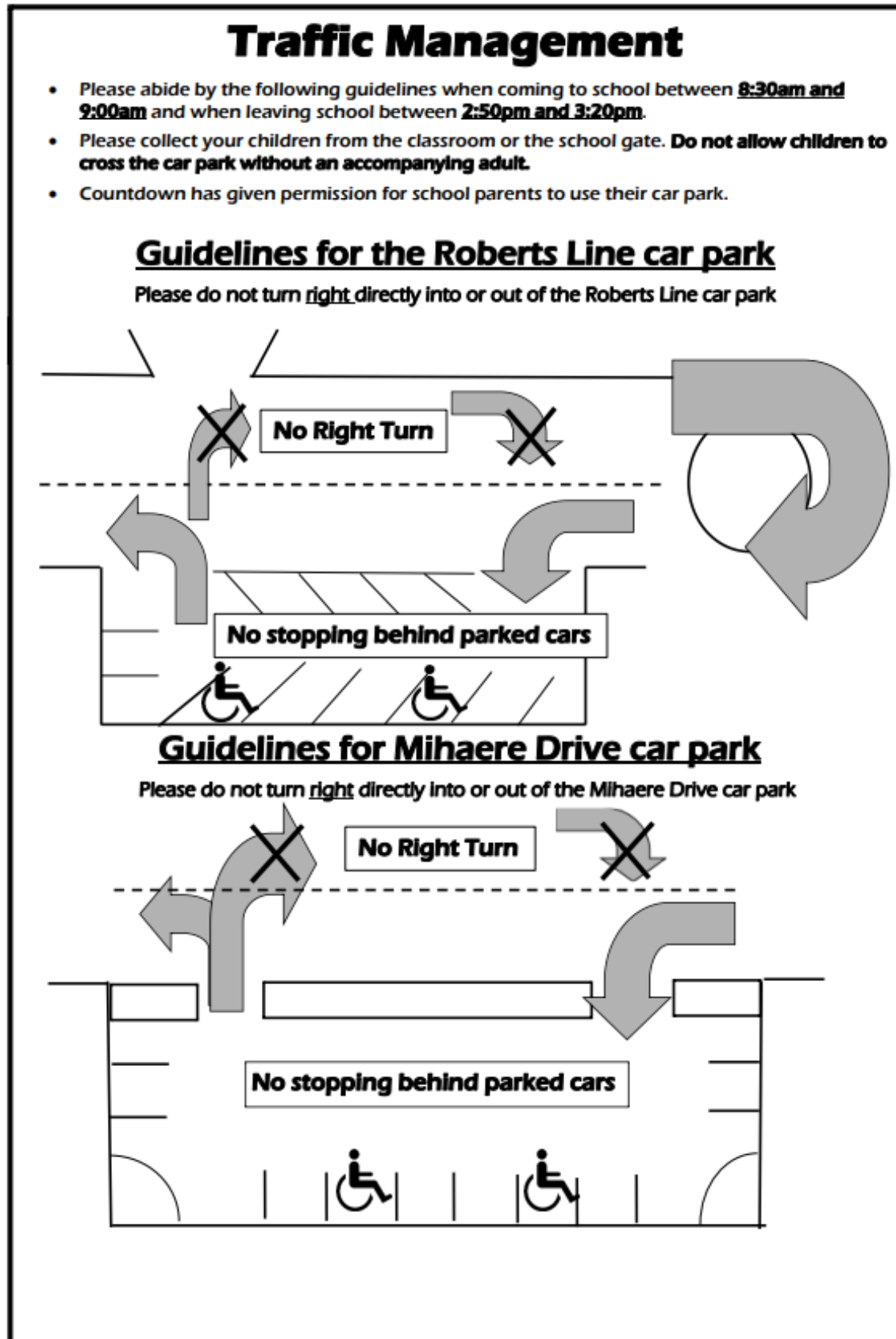
Electric scooters, skateboards and the like are required to observe the 5km speed limit within the school grounds and car parking areas. No riding of scooters, bikes etc within the school during school hours – get off at the school gates on your way in (please see ‘Wheels Days’ for an exception to this).

### **Wheels days**

Each Wednesday year 1-6 students can bring a scooter, skateboard, rip-stick, skates or rollerblades, etc. (but no bikes) to school. These can be used in a designated space at break-times. Students must wear a helmet and footwear. On the other days these are not to be used at school, but may be parked in the scooter racks by students who use them to get to and from school.

## Road Patrol

The Road Patrol is operated before and after school at the official school kea crossings on Mihaere Drive and Roberts Line. The crossings operate for a minimum of 15 minutes before and after school with the morning crossings often operating longer. **NO RIGHT TURNS** into or out of the school carpark.



## **Crossing the road**

All students must cross at the kea crossings on Roberts Line and Mihaere Drive. Please do not cross at the Roberts Line roundabout, which can be extremely risky and dangerous, or any other place except for the kea crossings. While secondary students may be able to safely do so, this sets a dangerous example for younger students in the school.

## **Car transport**

Children are not permitted to enter the parking areas until their parent/caregiver's car is parked. Please observe the following requirements which are in place to protect all of our children:

Drive in the entrance gate and drive out the exit gate, **turning left only**. When dropping off or picking up children always park in a car park, not behind another car. Please, no double parking. If you are not in a car park you may not stop or pause. Please be kind to duty staff who may gently move you on if you are caught transgressing.

Parents can park in the supermarket car park and cross over the patrolled crossing to drop off and pick up children, but may not leave their vehicle there for longer than necessary. This has been negotiated with the supermarket's management.

## **Feilding/Ashhurst bus services**

Cornerstone has a bus service running between the Feilding Train Station bus stop and the school. The bus leaves Feilding at 8.20am arriving at Cornerstone around 8.40am. It leaves Cornerstone at 3.10pm arriving in Feilding around 3.30pm. Please refer to the school website for more information.

Cornerstone also has a bus running between the Guildford Street bus stop and the school. The bus leaves Ashhurst at approximately 8.30am and returns at around 3.20pm.

## **School transport assistance**

Families of students in Years 1-8 who live further than 3.2km from the school and families of students in Years 9 or above who live further than 4.8km from the school may, under some circumstances, be eligible for the Ministry of Education's School Transport Assistance allowance. If you think you may be eligible for an allowance please enquire at the school office. Due to the Feilding/Bunnythorpe and Ashhurst bus services, students from these areas are unlikely to be eligible.

## School Structure

For organisational purposes the school functions in three parts:

Primary School (Y1-6), Middle School - (Y7-10) and Senior School (Y11-13).

The primary school is further broken down into three syndicate teams:

*Aroha team* (Y1-2), *Manahau team* (Y3-4) and *Tumanako team* (Y5-6).

Children's assemblies, curriculum planning, moderation of assessment etc. occur both within each team and staff-wide. Each team is led by a team leader.

The middle school is further broken down into two syndicate teams:

*Whakapono Team* (Y7-8) and the *Tupuranga Team* (Y9-10).

The senior school – *Kotahi Team*, is further broken down into curriculum areas. Each area is managed by either a head of department or teacher in charge. In years 11 to 13, a principal's nominee oversees the NZQA framework that is responsible for delivery of the NCEA qualification.

Each of the three main parts of the school are led by an assistant principal. The deputy principal, director of sport and culture, director of pastoral care work and guidance counsellor work across all areas of the school.

## Tribes

Each child is assigned to one of four tribes on enrolment. The tribes are our house system for competitions. Each has an assigned colour your child should wear on competition days:

- |            |        |
|------------|--------|
| • Issachar | Yellow |
| • Naphtali | Blue   |
| • Asher    | Green  |
| • Zebulun  | Red    |

## Assemblies and Powhiri/Mihi Whakatau

Each primary team has a weekly assembly which parents are welcome to attend. There is a combined secondary assembly on Fridays at 10:20am, and from time to time parents may wish to attend. If you are unsure when your child or young person's assembly is held, please ask at the office.

Whole school and primary assemblies are held less regularly. Dates are listed on the school calendar (accessible on the school website). Typically, we like to hold full school assemblies at the start and end of each term.

Aspects of Christian celebration will occasionally be incorporated into school assemblies. Examples include: praise and worship, prayer, communion and commissioning for service.

A full school powhiri/mihi whakatau will be held on the first full school day of every school year to officially welcome new teachers, students, and their families to the wider school whānau.

### **Cornerstone awards**

Cornerstone Awards are awarded once termly at a whole primary and whole secondary assembly. They recognise all students for their Godly character traits and/or the values that the school espouses.

### **School and external awards**

Students at different levels may work toward School and External awards such as:

- Tumanako team bronze, silver and gold awards
- Year 7-8 team bronze, silver and gold awards
- Science badges
- CREST (Creativity in Science and Technology) awards
- Duke of Edinburgh's Hillary bronze, silver and gold awards
- UNSW Assessment tests in a range of subjects
- CAM Kiwi Awards (Centre for Assessment and Monitoring)
- SVA Student Volunteer Army awards

Parents will be invoiced by the school for the costs associated with any external awards or tests they opt into.

### **Homework Guidelines**

In Primary (year 1-6), homework is an expectation. Your child's teacher will communicate this weekly. Primary children will be expected to completed up to no more than 20 minutes per night.

In the Middle School (year 7-10), homework will generally be provided in the core subjects of Maths, English, Science and Social Studies. This will be a combination of set tasks and revision up to 30 minutes per night in year 7 and 8 and 40 minutes in years 9 and 10. Parents may confer with their child's homeroom or subject teachers if they feel expectations are too much.

In the Senior Secondary School (year 11-13) an hour to and hour and a half per night of set tasks and revision could be expected.

### **Computer usage and internet**

Procedures to ensure that students access only appropriate, learning-focused material on the internet and that they develop awareness of cyber-safety issues have been developed. These may be downloaded from the school website's Learning/Technology & BYOD tab. This also includes all relevant

'Computer and ICT acceptable use agreement' documents that families are required to sign on a yearly basis.

## **BYOD Programme**

Students in our Primary School have the use of school-managed devices (mixture of Windows Laptops and iPads, as appropriate), the Secondary School has a Bring Your Own Device (BYOD) Programme. This is not compulsory, however is encouraged, if families are able to. The devices for Year 7-13 can be Windows or MacBook Laptops (not Chromebooks or iPads). The school can provide laptops, for use during school time, to those who are not able to bring one from home. Further details regarding the BYOD scheme can be downloaded from our school website.

### **BYOD – Initial Setup**

If you have decided to let your student (Year 7-13) come to school with a BYOD, you can either order one from the school (see website for details) or, you can use one that you already have, if it meets the requirements listed on the school website. If you will be using one that you already have, it would be much appreciated if you could arrange a time, preferably before school starts, for this to be setup with the school software and accounts.

A booking system applies when families are wanting to set up their BYOD device at the start of the year, the week before school starts, so that the device is ready to use on the first day of school. The link for the booking system will be posted on the school website when time slots become available to reserve at the start of the year. It is suggested to try to coincide this booking with any booking you may need to make for purchasing school uniform items.

## **Library procedures**

Classes visit the school library during class time with their teacher. From time to time students may be issued with library books. Please ensure that these are returned to the school by the due date.

## **Mufti days**

Mufti days are typically held near the end of each term. The dates will be announced in the school newsletter and on the website for a few weeks in advance. Students may dress in tidy mufti clothing and are encouraged to make a small donation to the Cornerstone Fundraising Group (CFG) via MyKindo. The proceeds provide for the needs of several charities e.g. World Vision.

Please note that the standards of dress on mufti days should be in keeping with school values.

## **Camps**

Camps will occur on a yearly basis for the following year groups:

- Y6 - Term 1
- Y8 - Term 1
- Y10 - Term 4
- Y13 - Term 1

Camps often have a learning and outdoor education focus and are linked to the key competencies and learning areas of the curriculum.

Camps are currently a school-funded opportunity for students as part of the core-curriculum programme. Trips that are not core-curriculum e.g. sports exchanges are not funded and provided on a user-pays basis.

## **Optional ID Cards Y7-13**

Optional ID Cards are available mid to late in Term 1 of each new academic year. Information will be sent out informing you of the cost in Term 1. Each year, students are expected to have their photo taken in order to update our school management system. This is regardless of whether they order an ID card.

## **Extra-curricular sports**

Students are encouraged to participate in extra-curricular sports. The school currently has teams competing in a wide range of local sports competitions e.g. basketball, netball, volleyball, hockey, football, rugby, table tennis, cricket, badminton etc.

We try to accommodate all students into Cornerstone teams. However, sometimes this is not possible so we have created the following procedure to ensure that all children are catered for:

1. We ask our children who would like to play an "Out of School" sport/s
2. We confirm with the parents that the children are able/allowed to play the sport/s they have chosen.
3. From this list we form Cornerstone teams, and assign coaches (which have sometimes already been prearranged)
4. If the numbers don't allow us to form a Cornerstone team, we ask the children if they would like to play a different "Out of School" sport for Cornerstone, again confirming with the parents that they are able/allowed to play.
5. If any child cannot be accommodated in a team because we are unable to form it and they really want to play the sport they originally selected, they will be given the option of going to our Sports Coordinator, Jannell Eade, who will make contact with the governing body, or another Primary

or Secondary School, so that the child can play the sport they are keen on. Once initial contact is made it will be up to the parents to liaise with the other school.

6. The Principal, Chris Mitchell, will sign a letter that allows the child to play for that school in the local competition. No child can have a letter signed who opted out at step 1 or 2.
7. Cornerstone will not give permission for a student to play for another school where they field a team of similar standing.

## **Sports events**

Swimming sports usually occur once a year for year 5 and up, and high performers compete regionally.

Secondary Athletic sports are held at Massey Athletic Track in term 1 and Primary Athletics Sports on school grounds in term 4. High performers compete regionally.

In order to achieve balance between participation and competition, both the swimming sports events and the athletics sports events combine fun events with timed/measured competitions. There is a general expectation from the school that all students participate in the fun / tribe events on these days. Competitive events must be signed up for by the student. Information about entering these events is provided in the weeks prior to the event running. Late entries are not able to be accepted.

Cross Country occurs in Term 2. Students and primary classes are prepared thoroughly for this event and winners in years 5 and up, compete regionally. From time to time weather impacts the timing of our school cross countries. Whilst we endeavour to hold the school events prior to the inter-school events, this may not always be the case.

## **Teaching Water Safety**

Swimming (water safety) lessons may be offered at various year levels depending on the availability of a local swimming pool to provide their facility at a suitable time.

## **Music lessons**

Trained music teachers offer lessons to students during the school day. This is an extra-curricular activity and parents of students who choose to take up music lessons are invoiced termly by their music teacher. Currently, students can learn guitar, drums and keyboard in a small group setting via an outside provider - EPIC music. Students can also opt into individually guitar, bass, flute, recorder, vocal, drums or piano lessons with an individual tutor. These lessons usually come at the expense of core classroom / curriculum time.

EPIC music entry forms may be picked up from the school office.

## **Music groups**

Students may have opportunity to join worship bands and music groups (e.g. ukulele group or choir). These activities are organised by teachers or volunteers and there is no charge. From time to time students may be asked to perform outside of school hours and when this occurs parents are required to transport students to and from performances.

## **Kapa Haka**

Kapa Haka is enthusiastically supported by students and staff. Whether it is offered from year to year depends upon the school having suitably qualified volunteers to lead the group.

## **Senior children and leadership responsibilities**

In Years 5 to 8, students are encouraged to participate in a range of service and leadership roles, e.g. road patrol, peer mediator, student council (y5/6), librarian, sports monitors.

Head and deputy head prefects, sports and tribe leaders, student council and committees provide further leadership opportunities for students in Years 7-13.

Only those senior students that are part of the peer support scheme such as SEED are permitted to go to the primary area of the school during school hours.

## **Stationery**

Primary School (Year 1-6) student stationery for 2024 will be purchased in bulk by school and will be available for students in their classrooms ready to start on the first day of school for 2024. This means parents and whanau will not need to purchase stationery through the Officemax MySchool system or privately as in previous years. Payment for Primary School stationery will be via the MyKindo app from December 2023. Go to [www.mykindo.co.nz](http://www.mykindo.co.nz) to set up an account if you don't already have one.

Secondary School (Year 7-13) stationery for 2024 is available on Officemax MySchool.

Stationery packs may be purchased in any of the following ways:

- Online, from <https://www.myschool.co.nz/cornerstonechristian>
- By phone, 0800 724 440.

If your child is starting at Cornerstone mid-year, please discuss the requirements with our administration officer, Mrs Cheri Yates, at the school office.

In years 10 to 13, stationery lists are generally provided by the subject teacher in the first week of school. Initially please ensure that your young person comes to school with their BYOD device, a refill pad, pens, pencils etc and a folder to store notes in.

For NCEA subjects, information about write-on-notes, equipment (e.g. calculator) and other course specific texts will also be indicated in the senior secondary course booklet.

# How can I help with my child's learning?

Parents often ask how they might help with their children's learning at home. The following insights from our teachers provide a good place to start.

## **Primary level (Years 0-6)**

- Read to your children.
- Discuss the stories and pictures with them.
- Encourage your child to read daily.
- Ensure that they practise reading their basic words every day (Aroha year 1&2 Team)
- Make homework time a positive and enjoyable one-on-one time with your child.
- Praise their efforts.
- Help them memorise their memory verse each day.
- Encourage time on Mathletics/Mathseeds and Reading Eggs/Reading Eggspress at home – this is a really useful and easy way for children to improve their Mathematics and Reading skills.
- Talk with your child about their day:
  - Who did you help today?
  - How were you kind to somebody?
  - What made you feel happy today?
  - What did you do outside today?
- Take them to the library so they have a wide variety of books available to read – this really helps children to improve and is particularly important for children who reach Year 3 and above who might not be taking a book home each night to read.

These are some good ideas to think about as a family.

## **Secondary level (Years 7-13)**

In years 7-9 students will be taught in homeroom classes and will generally have the same teacher for most core subjects. In years 10 – 13, students will generally have a different teacher for each subject area.

- Ask them if they are clear about what is expected. Encourage them to approach their teacher with any questions or for extra support if they need it.
- You can support them in making sure they are recording any homework that is given in an organised way and that they are up to date in meeting the requirements for assignments.
- Help them to manage their time effectively. Ask them if they have tests coming up that they need to prepare for. A wall planner is a good way of managing assignment and test deadlines.
- A quiet, comfortable place to study and a regular routine without distractions is a good start.
- For revision expectations, please refer to the Homework guidelines in the Helpful Information section. This may vary according to teacher and subject. There may need to be discussions at home around prioritising this over part time jobs and other commitments.
- NCEA (National Certificate in Educational Achievement) generally happens during Years 11-13 but teachers will start preparing students during junior secondary. Students will further develop independent study research skills and will need to write in their own words while referencing where they obtained their information.
- During the secondary years, students are becoming independent young adults and this will be reflected in their approach to learning and to the way they work out their faith. Encourage and support students as they endeavour to make Biblically based choices around some of life's difficult questions and issues.

# How can I be involved in school life?

There are numerous ways for parents and whānau to be involved in the life of the school. Some examples include:

## **New and not-so-new parents' morning teas**

Each term a morning tea is organised to provide a way for parents to meet others in the school community. Young children are welcome and toys are provided. The date and time of the morning tea, located in the school staff room, is posted in the weekly newsletter and on the school website a few weeks' prior.

## **Parent-help in the classroom**

Many primary classes have opportunities for parents to be involved. This includes:

- Reading with children.
- Helping during maths, writing, art or computer times.
- Sharing a skill.
- Out-of-class help, e.g. shelving resources, gluing activities into books, making resources

Please let your child's teacher know if you are available to help.

## **Class day trips, sports trips and overnight camps**

From time to time transport and/or supervision is needed for class trips, camps or sports trips. The organisers of these events will invite parents to assist. At all times whilst on the trip both the parents and students are under the authority of the trip's organiser, i.e. a registered teacher.

Parents offering transport will be required to verify that their driver's licence, vehicle registration and warrant of fitness are current and that they have sufficient seatbelts for the number of children being transported to and from the event.

Parents accompanying students on an overnight trip or camp, or on a day trip where they will have unsupervised access to children, are required to be police-vetted prior to being accepted as a parent volunteer. A signed permission slip will need to be returned to the school so that police-vetting can be carried out.

## **Cornerstone Gala/Night Market**

The school community's main fundraiser is the annual gala.night market which typically occurs in early March. There is an expectation on school families to involve themselves in these fundraising extravaganzas. During the weeks leading up to the gala/night market the CFG informs parents of opportunities to be involved.

## **Cornerstone Fundraising Group**

The Cornerstone Fundraising Group (CFG) is a registered charity. The CFG is a group of parents and staff who co-ordinate school fundraising – primarily the school's annual gala. The group welcomes new members and seeks not to place a burden on those involved, i.e. each person contributes only up to the level that fits comfortably with their other commitments.

New members are encouraged to become involved in an aspect of gala planning; a commitment of six focused evening meetings over eight months plus whatever work is required to organise their area (this rarely exceeds 20 hours' work). Straightforward role descriptions are provided to set new members up for success whilst allowing them to add their own flair and ideas. Gala coordinators provide support wherever necessary.

The officer-holder positions of chairperson, treasurer and secretary are elected every four years or on the retirement of the current office-holder.

Members typically leave the group after 2, 3 or 4 galas having loved their involvement, having made many friends, having added to their C.V. and referee options and having left a legacy that benefits future generations of school families.

## **Sports coaching**

Coaches and managers are required each season for a range of out-of-school sports teams, ranging in ability from beginners to accomplished young sportsmen and women. Parents will be notified of opportunities for involvement through school newsletter. If a parent is willing to establish and coach a sport that is not currently offered by the school, the teacher in charge of sport will be keen to discuss this possibility.

## **Sporting events**

School-wide events such as athletics, swimming sports and cross-country require officials. Parents will be notified of these needs prior to each event. If you would like to help, please contact our Head of Sport (see the school website for details).

## **Cultural and music groups**

Our ability to offer groups such as Kapa Haka, Pasifika Cultural Groups, worship bands and choirs to a wide range of age-groups is dependent on having adults to lead these groups. Parents with particular skills and knowledge should contact the Principal to find out whether there is a group which could benefit from their input and leadership.

## **Clubs and Activity Days**

Clubs are encouraged and generally run by students with guidance support from the school. Examples of previous clubs include software programming, construction projects, or a chess club. There are strict guidelines in place around the inauguration and running of a club. Anyone wishing to start a club should apply in the first instance to the Principal's PA for a copy of these guidelines.

## **Board of Trustees and Board of Proprietors**

Cornerstone Christian School is governed by a Board of Trustees. The Board is responsible for strategic governance, whereas the Principal is the Board's CEO and is responsible for the management of the school. The Board of Proprietors has responsibility for the land and buildings, and also the overall special character of Cornerstone Christian School.

The Board is made up of the Principal, one elected staff trustee, one elected student trustee (who must be in Y10 or above), five elected parent trustees and up to four appointed Proprietor trustees.

Parent and staff trustee elections are held every three years and will next occur in 2022. Student trustee elections are held annually. If you are willing to invest your time into governance, for the benefit of all our students, we encourage you to consider being nominated for election.

Board meetings are held once a month and follow a set agenda that is finalised by the Principal and Board chairperson a week prior. The Board agenda and minutes are available for the public to view and may be obtained by contacting the school office. Parents and other members of the public are welcome to attend Board meetings, but they do not have automatic speaking rights.

# Communicating your concerns

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If you have a concern (informal) or complaint (formal) we encourage you to approach us directly about the concern. It is our job to be fair and to listen to your concern, but this involves your support as well. We hope these guidelines are helpful so that you can feel confident approaching us with your concerns.

Who you should approach depends on the nature of the concern. Clear guidelines are provided on the following two pages.

All staff can be contacted directly to set up meetings via their email addresses as per instructions in the Staff Directory at the back of this booklet or on the school website:

[Staff Directory - Cornerstone Christian School](#)

## Handy hints:

- We will only know of your concern if you tell us.
- We prefer that you come to talk through a problem rather than discussing it in the community or via social media.
- If you have concerns regarding a student you must approach the school NOT the student.
- Problems should not be discussed in front of children, either at school or at home.
- The first person you should see regarding your concern is the person closest to the problem.
- Who you should approach depends on the nature of the concern. Clear guidelines are provided in the 'Concerns and Complaints Process' flowchart.
- If your concern has not been resolved following a meeting with the classroom teacher (Y1-6) or lifelab teacher (Y7-13), please make contact with the Aroha, Manahau, Tumanako or Whakaponono Team Leader (Y1-8), or the Assistant Principal (AP) for the Primary (Y1-6), Middle (Y7-10) or Senior School (Y11-13) dependant on the level that the student or staff member is involved with.
- All staff can be contacted directly to set up meetings via their email addresses as per instructions on the school website.
- Approach a teacher with your concern when they are not teaching.
- We ask that staff show respect for you and ask that you show respect for them.
- Try the 3/1 rule. Before you express your concern, think about three things that are going well and express those first.

# Concerns and Complaints Process

Most concerns can be resolved informally by discussions with the people involved.

## STEP 1

Your concern is **GENERAL IN NATURE**

**OR ...**  
involves a particular **STUDENT OR STAFF MEMBER**.

Contact the person involved to arrange a time to discuss the matter **privately**.  
Indicate what the concern is about and let them know if you'll bring a support person to the meeting. If the concern is about a student, contact the student's teacher (or principal).

Meet with the person involved to discuss the matter.  
Be prepared to listen to different points of view and try to work towards a resolution.  
This may require another meeting and/or involve senior management.

Is the matter resolved?

Provide feedback as to whether you were satisfied with the outcome, or if the matter is not resolved.

YES

NO

**NO FURTHER ACTION REQUIRED**

## STEP 2

Your concern has **NOT** been resolved by meeting with the person concerned

**OR ...** does **NOT** involve a particular student or staff member

**OR ...** you **DO NOT** wish to approach the person concerned

**OR ...** involves the principal or a trustee (board member).

Contact the principal, senior management, or board member (as appropriate) to arrange a time to discuss the matter **privately**.

Indicate what the concern is about, any steps taken to resolve the matter, and let them know if you'll bring a support person to the meeting.

Meet with the appropriate person (as above) and discuss the matter.

Be prepared to listen to different points of view and try to work towards a resolution.

The principal may involve other people to help resolve the concern.

Is the matter resolved?

Provide feedback as to whether you were satisfied with the outcome, or if the matter is not resolved.

YES

NO

## STEP 3

Your concern has **NOT** been resolved by previous steps  
**OR ...** your concern is more **serious**  
**OR ...** your concern is **serious** and it's not appropriate to contact the principal (senior management) about it.

You can make a formal complaint.  
See the school's **Making a Formal Complaint or Serious Allegation** procedure (SchoolDocs).

Put the complaint in writing (email or letter), giving as many facts and details as possible, and any steps taken to resolve the matter.

Include your name, signature, and contact details.  
Send to the principal, presiding member (board chair), or deputy board chair/other board member, as appropriate.

Your complaint will be acknowledged.

The school will decide whether a formal investigation is necessary or appropriate. See the **Making a Formal Complaint or Serious Allegation** procedure (SchoolDocs).

If a formal investigation is required, subject to privacy, confidentiality, or other ethical and legal requirements, the school may keep you informed about the investigation process and timelines, including confirmation of when the matter is concluded.

**NOTE:** Unless there are exceptional circumstances, a complaint will not be considered unless the correct process has been followed. You may be directed back to the staff member or principal to follow the process.

Once a formal complaint has been resolved, there are no further avenues to pursue the complaint with the school.

If you are not satisfied with the outcome of your complaint, you are encouraged to take advice and may wish to consider contacting other agencies. See the school's **Making a Formal Complaint or Serious Allegation** procedure (SchoolDocs).

# Staff directory

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All staff can be emailed using the link for each staff member in the Staff Directory on the school website

## **Senior Leadership**

Chris Mitchell	Principal
James Rose	Deputy Principal (Years 1-13)
Hayden Hewitt	Assistant Principal – Senior School
Ian Groube	Assistant Principal – Middle School
Raeleen Simpson	Assistant Principal – Primary School
Craig McDonald	Director of Special Character, School Culture and Events
Clare Long	SENCO/Special Needs Coordinator

## **School Board**

Braden Simpson	Presiding Member (Chairperson)
Paul Yates	Deputy Presiding Member
Karina Anderson	Staff Representative
Erin Reid	Parent Representative
Gena Toa	Parent Representative
Shane Casey	Parent Representative
Ruby Hewitt	Student Representative

## **Board of Proprietors Cornerstone Christian Education Trust (CCET)**

Richard Tankersley	Chairperson
Rachel Burn	Trustee
Glenn de Groot	Trustee
Simon McCracken	Trustee
Sarndra Rauzi	Trustee
Brian Gray	Trustee

## **Primary Leadership – Years 0-6**

Raeleen Simpson	Assistant Principal – Primary School
Karen Burrows	Aroha Team Leader – Years 1-2
Vicki Campbell	Manahau Team Leader – Years 3-4
David Henderson	Tumanako Team Leader – Years 5-6

## **Middle School Leadership – Year 7-10**

Ian Groube	Assistant Principal – Middle School
Tarryn Rose	Whakapono Team Leader – Y7/8
Karina Anderson	Team Leader – Y9/10

### **Senior School Leadership – Years 11-13**

Hayden Hewitt	Assistant Principal – Senior School
Bronwyn Boddy	Principal's Nominee (NZQA qualification framework)

### **Secondary Specialist Leadership**

Erika Snedden	Director of Y11-13 LifeLab & HOD Art
Nate Sextus	Careers advisor
Catherine Forrest	Specialist Teacher – Area School
Natasha Casey	Head of Department - English
Ian Groube	Head of Department – Mathematics
Hayden Hewitt	Head of Department - Science
Louis Jayasuriya	Head of Department - PE and Health
Delwyn Mackenzie	Head of Department – Food, Hospitality & Nutrition

Joanna Wamala	Teacher in charge – Social Sciences
Michael Doody	Teacher in charge – Performing Arts
Sarah Sisson	Teacher in charge – Junior Science

### **Teachers – Learning Support**

Clare Long	SENCO/Special Needs Coordinator
Mary Nelmes	Special Education Teacher
Christina Havill	Learning Support Coordinator (Y7-13) & ESOL Teacher
Gemma Stewart	ESOL Teacher (Y1-6) & Literacy Support Teacher (Y1-6)

### **Pastoral Care Team**

Louis Jayasuriya	Director of Pastoral Care
Nate Sextus	Dean (Secondary)
Sarah Sisson	Dean (Secondary)
Kirstie Brooking	Guidance Counsellor

### **Kāhui Ako**

Karina Anderson	Within School Lead
David Henderson	Within School Lead
Erika Snedden	Within School Lead

### **Teachers – Years 0-6**

Nicole Koolhoven	Year 1
Karen Burrows	Year 1
Penelope Smith	Year 1
Nicola Waitoa	Year 1 & 2

Kathleen Christensen	Year 1, Year 3
Catherine Forrest	Year 1, 2 & 5
Aileen Theron	Year 2
Julia Cameron	Year 2
Kiri Parkinson	Year 3
Christine Little	Year 3
Claire Thompson	Year 3
Vicki Campbell	Year 4
Raeleen Simpson	Year 4
Gareth Smith	Year 4
Rachel Hockly	Year 5
Jae Lee	Year 5
Bronte Tongs	Year 6
David Henderson	Year 6
Trish Gunning	Year 6

### **Teachers – Years 7-13**

Tara Thomas	Year 7 Homeroom
Craig McDonald	Year 7 Homeroom
Narrelle Soong	Year 7 Homeroom, Dance, Drama
Tarryn Rose	Year 8 Homeroom Studies
David Papworth	Year 8 Homeroom, Music
Emilia Johnston	Year 7/8 Teacher
Natasha Casey	English, Literacy
Ian Groube	Mathematics
Bronwyn Boddy	Mathematics, Physics
Karina Anderson	English, Social Studies, Financial Literacy
Hayden Hewitt	Science, Biology
Anna Fletcher	Chemistry, Physics, Mathematics
Sarah Sisson	Science
Erika Snedden	Art, Photography
Michael Doody	Drama, Music
Johan Oelofse	Digital Technology, Robotics, Wood Technology, Equip, Mathematics, Y10 Homeroom
Nate Sextus	Wood Technology, Gateway, First Responders
Paul Jorgensen	Robotics, IT Manager/Support
Louis Jayasuriya	Physical Education & Health, Sports Studies
Leanne Mark	Physical Education, Sports Studies, Health
Nicolene Marx	English, Health, Physical Education, Y9 Homeroom
Mariam Karimee	Commerce, Accounting, Business Studies, Mathematics
Christina Havill	ESOL

Delwyn Mackenzie	Food Technology, Hospitality, Nutrition
Donna Murray	Science, Mathematics, Y9 Homeroom
Joanna Wamala	Geography, Social Studies, Y10 Homeroom
Suzette van der Riet	Study Room Supervisor

### **Support Staff – Learning Support**

Suseela Batchelor	Teacher Aide
Jannell Eade	Teacher Aide
Barbara Hembrow	Teacher Aide
Maria McDonald	Teacher Aide
Dan McGaffin	Teacher Aide
Anne-Marie Mitchell	Teacher Aide
Katie Monaghan	Teacher Aide
Linda Ng	Teacher Aide
Ruth Oemcke	Teacher Aide
Rosie Irvine	Teacher Aide
Sue Twigge	Teacher Aide
Rebekah Auer	Teacher Aide
Laura Nicholson	Teacher Aide
Kate McDonald	Teacher Aide
Ana Livai	Teacher Aide ESOL
Joy Soo	Teacher Aide / Science Technician
Kate French	Food Technology Technician

### **Support Staff – Administration, Finance and Property**

Katharine Bracey	Librarian
Jannell Eade	Sports Coordinator
Rebecca Jorgensen	Principal's P.A.
Eric Knowlton	Groundsman
Kevin Randall	Caretaker
Tim Gowan	Caretaker
Sarndra Rauzi	CCET Executive Officer/Enrolment Registrar
Vicki Scoggins	Executive Officer (Finance/Payroll)
Ilona Shewell	Student Administration Officer
Cheri Yates	Administration Officer
Sue Hill	Cleaner
Gary Scoggins	Cleaner
Jessie Watson-Compton	Cleaner
Karen Watson-Lammas	Cleaner
Sarah Watson-Lammas	Cleaner
Lynette Watson	Cleaner

Elizabeth Hill	Cleaner
Alysha Raumati	Cleaner
Joshua McIntyre	Cleaner
Motuhia Fapiano	Cleaner
Sophie Pinkney	Cleaner