



KOROWA
ANGLICAN GIRLS' SCHOOL

**JUNIOR
SCHOOL**
PARENT
HANDBOOK
2019

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Welcome to the Junior School

Dear Parents/Guardians

Welcome to the Junior School at Korowa.

As your daughter begins, or indeed, continues her educational journey through Korowa, we will strive to provide her with the best learning environment possible.

We will enable her to connect with the whole School and engage with her world through the myriad of opportunities available, challenge her to learn and experience success across a range of endeavours.

Our values of courage, respect, integrity and service live within our community and underpin all that we do.

This Junior School Handbook for parents/guardians who have daughters in Prep to Year 6 will help you navigate your way through the school day and year. Please do not hesitate to contact Mrs Lynda Crouch at Junior School Reception on 8808 8844 if you need assistance with any additional information.

We look forward to working together to develop a strong partnership between home and school, which will see your daughter flourish over the current academic year and beyond.

Yours sincerely

Miss Joanne Barker
Head of Junior School



Essential Contacts

Reception

03 8808 8888

Student Services

03 8808 8810

Absences

03 8808 8888 (option 1 for absences)
absentees@korowa.vic.edu.au

Principal

Helen Carmody
03 8808 8804
hcarmody@korowa.vic.edu.au

Deputy Principal

Liana Gooch
03 8808 8831
lgooch@korowa.vic.edu.au

Deputy Principal Student Wellbeing

Kellie Lyneham
03 8808 8872
klyneham@korowa.vic.edu.au

Director of Business

Robert Konoroth
03 8808 8802
rkonoroth@korowa.vic.edu.au

Director of People and Culture

Susan Coates
03 8808 8811
scoates@korowa.vic.edu.au

Director of Curriculum

Grace Kinch
03 88808 8853
gkinch@korowa.vic.edu.au

Head of Junior School

Joanne Barker
03 8808 8844
jbarker@korowa.vic.edu.au

Head of Senior Years

Karlie Stocker
03 8808 8887
kstocker@korowa.vic.edu.au

Director of the Early Learning Centre

Amanda Derham
03 8808 8868
aderham@korowa.vic.edu.au

Finance Manager

Chris Mara
03 8808 8807
cmara@korowa.vic.edu.au

Director of Enrolment

Mandy Andrews
03 8808 8892
mandrews@korowa.vic.edu.au

Director of Community and Marketing

Sharyn Hanly
03 8808 8893
shanly@korowa.vic.edu.au

Risk and Compliance Co-ordinator

Jill Forsyth
03 8808 8825
jforsyth@korowa.vic.edu.au

Early Years Co-ordinator (Prep – Year 2)

Kerry Irvine
03 8808 8844
kirvine@korowa.vic.edu.au

Years 3 – 6 Co-ordinator

Kate Wipfli
03 8808 8844
kwipfli@korowa.vic.edu.au

Head of Year 7

Sarah McLean
03 8808 8830
smclean@korowa.vic.edu.au

Head of Cripps and Head of Year 8

Kate Tanner
03 8808 8908
ktanner@korowa.vic.edu.au

Head of Year 9

Lauren Morecroft
03 8808 8878
lmorecroft@korowa.vic.edu.au

Head of Year 10

Elmarie Agenbag
03 8808 8885
eagenbag@korowa.vic.edu.au

Head of Year 11

Ash Perera
03 8808 8824
aperera@korowa.vic.edu.au

Head of Year 12

Niki Cook
03 8808 8886
ncook@korowa.vic.edu.au

International Student Co-ordinator

Alexandra Jackson
03 8808 8826
ajackson@korowa.vic.edu.au

Health Centre

Brenda Linsell, School Nurse
03 8808 8865
blinsell@korowa.vic.edu.au

School Counsellor

Liz Spurling
03 8808 8854
lspurling@korowa.vic.edu.au

Educational Psychologist

Michelle Andrews Luke
03 8808 8862
mandrewsluke@korowa.vic.edu.au

School Chaplain

Kirsten Winkett
03 8808 8888
kwinkett@korowa.vic.edu.au

IT Services

03 8808 8816
itservices@korowa.vic.edu.au

Essential Links

<https://www.korowa.vic.edu.au/page/parent-portal/current-parents/>

Korowa Anglican Girls' School

Mission and Values

OUR MISSION

Our purpose is to develop self-aware, confident and capable young women who understand their responsibility and capacity to influence the world in a positive way.

OUR VALUES

Our values guide every decision we make, and are the standards to which we hold ourselves accountable. These are;

Courage to strive for success in learning and life

Respect for Anglican values that promote authentic social responsibility

Integrity in our conduct, relationships and leadership

Service to our local, national and international communities

OUR GUIDING PRINCIPLES

In seeking to achieve our purpose, we are committed to ensuring:

- A culture that encourages the breadth of character and the values that equip our girls to meet the opportunity and challenges of our world and make the most of the future
- Academic excellence with a meaningful journey of rich, diverse, future focused and holistic learning experiences
- Staff who are supported to develop the expertise and commitment to add significant value to the capacity of our girls to enjoy their learning and embark on their chosen pathways beyond school with success
- A whole School community strengthened by enduring relationships of trust and a shared vision of what Korowa might become and how it might contribute nationally and internationally
- Facilities that enhance the quality of our girls' education and draw us together in celebration and achievement

OUR STRATEGY

Korowa will provide:

- The **place** to connect
- The **challenge** to learn
- The **opportunity** to excel

Statement of Democratic Principles

The VRQA Minimum Standards for School Registration includes a standard concerning the school's adherence to Australian democratic principles and practice.

This standard is as follows:

The programs of, and teaching in, a school must support and promote the principles and practice of Australian democracy, including a commitment to:

- *elected Government;*
- *the rule of law;*
- *equal rights for all before the law;*
- *freedom of religion;*
- *freedom of speech and association;*
- *the values of openness and tolerance.*

Korowa Anglican Girls' School is committed to the principles of a liberal democracy

- We believe in an accountable, democratically elected government.
- We respect and observe the rule of law, and believe that no person is above the law.
- We believe in equal rights for all before the law, regardless of race, ethnicity, religion, sexuality, gender or other attributes.
- We believe not only in the freedom of religion, but also the need to practice tolerance and understanding of others' beliefs.
- We believe in the value of freedom of speech and freedom of association, but also acknowledge that we have the responsibility not to abuse this freedom.
- We believe in the values of openness and tolerance, and value and respect all members of the school community regardless of background.



About Korowa Anglican Girls' School

History and Tradition

Korowa Anglican Girls' School was founded in 1890 through the foresight of Henrietta Akehurst who sought to create an outstanding educational experience for girls.

School Motto

The Latin school motto, 'Palma Non Sine Pulvere', has been in use since 1908 and is a quote from Roman Poet, Horace. It directly translates to 'no palms without dust', referring to the prize of palms or a wreath awarded to winners of chariot races. In a modern context, it means 'no reward without effort'. This phrase is the grounding of Korowa's identity as we prize 'effort' and celebrate achievement.

School Crest

Korowa's school crest is a symbolic representation of both our past and our future. The current version has been in use since 1920. The palm leaves are a symbol of celebration and victory and were also a feature of the school gardens before the move to 'Ranfurlie' in 1914. The Archbishop's mitre featured in the centre of the crest symbolises Korowa's association with the Anglican Church.

School Gates

Dedicated in 1938, Korowa's iconic entrance gates have welcomed more than 10,000 students. The wrought iron school gates were purchased by the Parents' Association for 40 pounds in 1936.

Houses

Korowa is a place to connect and we encourage a sense of belonging in our School. Students become part of one of our four 'houses' which act as their School family.

Akehurst – Grey

Named after the second Principal and daughter of founder, Miss Ethel Akehurst. This was the last house to be established in 1933.

Clarke – Pink

Dr Lowther Clarke is the former Archbishop of Melbourne who was responsible for the inauguration of Korowa as a Church of England Grammar School. This house was established in 1924.

Jamieson – Blue

Miss Jean Jamieson MA is the former Senior Mistress of Staff. This house was established in 1924.

Wilkinson – Cherry

Miss Wanda Wilkinson is a former Head Prefect and a former member of staff. This house was established in 1924.

Principals

1899 – 1905	Mrs Henrietta Akehurst
1906 – 1926	Miss Ethel Akehurst
1927 – 1929	Mrs Enid Eastman
1930 – 1949	Miss Margaret Dickson
1950 – 1969	Miss Beatrice Guyett
1970 – 1990	Miss Margaret McPherson
1991 – 2003	Dr Roslyn Otzen
2003 – 2015	Mrs Christine Jenkins
2016 – current	Mrs Helen Carmody

At Korowa, students journey through the following phases of learning:

- Junior School: Early Learning Centre, Prep – Year 2, Years 3 – 6
- Senior School: Cripps Years (Years 7 and 8), Senior Years (Years 9 – 12)

School Hours

JUNIOR AND SENIOR SCHOOL		
Period	Start	Finish
Pd 1	8:20	9:15
Pd 2	9:15	10:10
Recess	10:10	10:30
Pd 3	10:30	11:25
Pd 4	11:25	12:20
Advisory	12:20	12:35
Lunch	12:35	1:25
Pd 5	1:25	2:20
Pd 6	2:20	3:15

ELC	
Classrooms open	8.20am
Class commences	8.30am
Class concludes	3.00pm

School Services – Operating Hours

Junior School Reception (ELC - Year 6)	Monday – Friday	8.00am – 4.00pm
Student Services (Years 7-12)	Monday – Friday	8.00am – 3.30pm
Learning Commons	Monday – Thursday	8.00am – 6.00pm
	Friday	8.00am – 4.30pm
Homework Hub (Years 4-8)	Monday – Thursday	3.30pm – 6.00pm
Health Centre	Monday – Friday	8.00am – 4.00pm
IT Services Help Desk <i>Students are encouraged to visit IT Services during non-class time, unless urgent assistance is required.</i>	Monday – Friday	8.00am – 4.00pm
Before School Care (Junior School)	Monday – Friday	7.00am – 8.20am
Extend After School Care (Junior School)	Monday – Friday	3.00pm – 6.00pm

Absences

Students across the School are expected to attend all lessons and activities. Parents should notify the School before 9.00am, if a student is to be absent from School.

Junior School (ELC – Year 6)	8808 8844
Reception (Years 7 – 12)	8808 8888 (Option 1 for absences)
Absentee email (ELC – Year 12)	absentees@korowa.vic.edu.au

In the case of an unexplained absence, the School will send an SMS message to the parent or guardian.

Students requesting permission for an extended absence must submit a written request from their parents to the Principal.

Late Arrivals and Early Leavers

If a Junior School student arrives late, after 8.30am, she must report to the Junior School Office to sign in.

Students in Years 5 and 6 who are leaving early must present a written note from a parent to the Junior School Office or confirm receipt of an email sent to the Junior School Office by her parent. ELC – Year 4 students must be in the presence of a parent when signing out of the School.

Students who are unwell should initially be assessed by the School Nurse who will determine whether they should go home and will contact the parent accordingly.

After School Care

Korowa offers an on-site After School Program for Prep to Year 6 children run by Extend in the Junior School. If you would like your daughter to attend After School Care, please use the following link

<https://www.lookedafter.com/dashboard/schools/KAGS3146>

to make the necessary booking. Extend operating hours are from 3.00 – 6.00pm.

Before School Care

Korowa offers Before School Care for students who arrive early. Any student arriving between 7.00 and 8.00am must be signed in at Before School Care in the room next to ELC 4. Students will be escorted to their classroom each day.

Prep - Year 6 girls arriving between 8.00 – 8.15am are to gather in the Junior School Library, and proceed to their classrooms for the 8.20am start.

Birthdays

Birthdays are a very important part of a young girl's life. If you would like to bring a cake to share with the other girls, you are most welcome. We find that individual cupcakes are the most suitable. Please discuss an appropriate time with your daughter's teacher to bring cupcakes in and discuss any ingredients to be avoided.

Teachers will not give out Birthday invitations. If everyone in the year level is invited, they can be distributed by the child or the parent/guardian at school, or otherwise posted or emailed.

Absentee email (ELC – Year 12)

absentees@
korowa.vic.edu.au

Junior School (ELC – Year 6)

8808 8844

Reception (Years 7 – 12)

8808 8888
(Option 1 for Absences)

Child Protection

Korowa – A Safe Environment For Everyone

Korowa Anglican Girls' School is a Child Safe School. We have a zero tolerance stance on child abuse and are committed to protecting all children from all forms of abuse. We are clear about our behavioural expectations of every person in our community. The information below is shared with all students in a range of fora, including the School Diary.

Korowa's Child Protection Program Handbook is available at:
<https://www.korowa.vic.edu.au/page/about/child-safe-school/>

The Child Protection and Safety Policy can be downloaded from that website.

What Do I Do If I Am Feeling Unsafe At School?

If you are feeling unsafe or have any concerns for your safety or that of a fellow student whilst at School, on an excursion or camp, or when participating in any online activities, you should immediately discuss the matter with your parents or any member of the Korowa staff that you feel comfortable.

The staff member will need to document the conversation and will ask whether you are comfortable with them involving the School Counsellor or another Korowa Child Protection Officer in the conversation.

Korowa's Child Protection Officers are:

- The Head of Junior School;
- The School Counsellor; and
- The Deputy Principal – Student Wellbeing.

The Korowa staff member (together with the Child Protection Officer, where you have agreed to them being present) will discuss the matter with you and will document the conversation.

If a Child Protection Officer was not involved in the initial conversation, the staff member will then report directly to one of the Child Protection Officers.

What Will Korowa Do In Response To Your Report?

The Korowa staff involved will:

- Ensure that they accurately document your concerns;
- Ensure the matter is handled sensitively and in a confidential manner; and
- Take steps to protect you from further harm.

Korowa has clear behavioural expectations from all our staff and all adults who may interact with you. If you have any concerns, please ensure you speak to your parents, or contact a Korowa staff member you are comfortable with.

Class Parent Representatives

Class Parent Representatives are parent volunteers who nominate themselves as a point of contact for families in your child's year level. The role involves making families feel welcome, included and connected. Everyone can apply to be a Class Parent Representative in their child's year level. Please express your interest by contacting Sharyn Hanly, Director of Community & Marketing, on 8808 8893 or sharly@korowa.vic.edu.au

Co-Curricular Opportunities

At Korowa we are very proud of the diverse range of opportunities on offer for students to develop and extend their talents. More information regarding these activities can be found on the School Website.

Communications

Parent Communications

The School utilises several different methods to communicate with parents:

- Phone and email
- School Stream – Korowa's mobile app for news, notices and notifications. For the most timely notifications, please use the School Stream app.

Download Now from the App Store

<https://www.schoolstream.com.au/download/?school=Korowa+Anglican+Girls%27+School&school-url=https%3A%2F%2Fkorowa.myschoolstream.net>

- Weekly Newsletter – an email newsletter summarising all news and notices posted on School Stream
- A fortnightly Digital Magazine provides an overview from the Heads of School and important announcements

CareMonkey

CareMonkey is Korowa's primary source for capturing medical information and obtaining permission for excursions, camps and other programs. CareMonkey can be accessed and updated via a web browser or the app for iOS or Android devices. Our experience is that the app is the easiest way for parents to utilise CareMonkey. Every student requires a CareMonkey profile and this should be created and maintained by her parent/guardian. If you would like to learn more about CareMonkey, please visit www.caremonkey.com

Anaphylaxis, Asthma and Allergy Management Plans

When creating your daughter's CareMonkey Profile you will also need to share with the School any relevant Anaphylaxis, Asthma or Allergy Management Plans. Please note that both the Asthma Foundation and the Australasian Society of Clinical Immunology and Allergy Limited (ASCIA) have updated their Asthma and Anaphylaxis/Allergic Reaction treatment plans respectively. In particular, ASCIA now has different types of treatment plans for Anaphylaxis and Allergic Reactions. Please ensure that you provide the School with the most appropriate plan, signed by your medical practitioner.

<https://www.asthmaaustralia.org.au/vic/about-asthma/resources/victorian-action-plans>

Konnect

Konnect, Korowa's Learning Management System, is a comprehensive online, interactive teaching and learning environment, and the primary source of online communication between the School and students. Parents are encouraged to access Konnect regularly, to access information shared by the School.

<https://konnect.korowa.vic.edu.au>

Parent Information Sessions

Parents are invited to a range of Parent Information Evenings throughout the course of the year, which cover such topics as subject selection; Experiential Learning Programs; Pop Up Parenting Sessions; and, transitioning to a new phase of learning. These events are listed in the School calendar and parents are sent invitations prior to the event.

Contacting the School

Parents/guardians may contact their daughter's class teacher or specialist teacher via the Junior School Reception by telephone on 8808 8844 if they have any concerns. They should also contact Junior School Reception if they wish to make an appointment with the Head of Junior School.

Community Groups

The Korovian Club

Upon leaving school, Korowa students become a life member of the Korovian Club. The Club's committee meets monthly and members represent a wide range of year groups and eras. All Korovians are welcome to attend these meetings. The Club holds functions during the year, most notably the extensive reunion program. The aim of the Korovian Club is to maintain a connection with fellow Korovians and the School. In addition, the Korovian Club generously supports the School. Korovians are also invited to act as mentors or as guest speakers at school events.

If you would like more information about the Club or would like to join the committee, please contact Jennifer Jaeger, Korovian Club President via email: korovian.club@gmail.com

For information about reunions and events; to let us know your news; or to update your details, on our records, please contact Ian Robertson, Alumni Manager, on irobertson@korowa.vic.edu.au

The Korowa Parents' Association (KPA)

The Korowa Parents' Association is a welcoming and inclusive parent committee which aims to strengthen our community by encouraging parent involvement, as well as supporting the School through fundraising. The KPA also have sub-committees which are: **Friends of The Arts**; **Friends of Snowsports**; **Friends of Rowing**; and, **Friends of Junior School**. All parents are welcome to join any of these committees. If you would like more information, please contact Sharyn Hanly, Director of Community & Marketing, on 8808 8893 or shanly@korowa.vic.edu.au

The School Council

The School Council provides the formal leadership of the strategic framework, and provides long-term direction to conform to a strategic plan.

The School Council also provides loyal but critical support for the School Executive, led by the Principal. Its role is to govern the School, but is not involved in its day-to-day management. It is the School Executive's role to manage the School in accordance with the strategic goals set by the School Council and under its direction. The School Council does not have a management function.

The School Council has overall responsibility to ensure that the School is well-managed and that its operations are successful. It must do all things necessary to ensure that the School meets its objects as set out in the School's Constitution.

The School Council are:

- Stuart Major, Chair (Current Parent)
- Julie Catanach, Deputy Chair (Current Parent)
- Helen Carmody (Principal of Korowa)

- Kathy Kings (Korovian)
- Karrie Long (Korovian)
- Megan Pepper (Korovian)
- Julian Smith (Current Parent)
- Richard Tan (Current Parent)
- Sarah Tinsley (Korovian)
- Robert Konoroath, Company Secretary (Director of Business of Korowa)

The Korowa Foundation Limited

Formed in 1990, The Korowa Foundation Limited aims to preserve and enrich the ideals established by the School through a range of fundraising initiatives across the entire Korowa Community.

These activities support ongoing major capital works projects, scholarships and bursaries as well as ensuring high-quality educational, sports and arts resources are available to all students. To date, the Korowa Foundation has assisted in the School raising significant additional funding, improving the experience for Korowa students.

These generous financial contributions provide ongoing support for initiatives not covered by School fees or Government funding. The School must constantly evolve to keep pace with a changing world and demanding educational environment and many of the present facilities in the School have been made possible by the philanthropic generosity of the Korowa community in the past.

The Foundation's Directors are:

- Sandra Ivory, Chair (Korovian)
- Helen Carmody (Principal of Korowa)
- Margaret Hill (Korovian)
- John Carson (Past Parent)
- Kent Sutherland (Current Parent)

For more information on how you can support the Foundation, please contact Ian Robertson, Alumni Manager on irobertson@korowa.vic.edu.au

The Jessie Patrick Bequest Society

The Jessie Patrick Bequest Society was established to recognise the special commitment of Korovians and friends who have listed Korowa Anglican Girls' School as a beneficiary in their Will. Named after the first student to enrol at Korowa, the Jessie Patrick Bequest Society provides the School with an opportunity to honour and thank these benefactors during their lifetime.

For more information about leaving a bequest to Korowa or to arrange a confidential conversation with the Principal, Helen Carmody, please contact Ian Robertson, Alumni Manager, on irobertson@korowa.vic.edu.au

Drop Off and Pick Up

The School grounds are open from 8.00am. No student should be on the School premises unsupervised before this time unless attending Before School Care or a School event such as a rehearsal or sports training.

We encourage students in Years 1 to 6 to be independent, by being dropped off and collected from 'The Fountain Courtyard', and getting to their classroom by themselves. At the end of the day, these students are supervised at 'The Fountain Courtyard' until 3.40pm.

If you are running late to collect your daughter, please make every effort to phone Junior School Reception so your child can be reassured you are on the way. If you are not present to collect your daughter by 3.40pm they will be taken to the After School Care program run by Extend. Charges will apply. We encourage all parents to create an account with Extend and register your child.

If you live locally, students in Years 5 and 6 may make their way home independently. If your child is going home unescorted, please advise the Class Teacher in writing of routine procedures. Year 6 students are dismissed and able to depart independently.

Excursions

Staff arrange Junior School excursions to enrich the educational, cultural and physical programs. Parents are informed of all the details via CareMonkey.

Health Centre

Should a student become ill at School, the School Nurse will be consulted, who may contact her parents. The School Nurse may recommend that the student returns home and/or seeks further medical treatment as required.

The Health Centre is located adjacent to the Drama Halls and is open from 8.00am – 4.00pm each School day.

Holiday Program

Korowa offers a Holiday Program for Prep to Year 6 children in the Junior School. This service is run by Extend. If you would like your daughter to attend the Holiday Program, please use the following link

<https://www.lookedafter.com/dashboard/schools/KAGS3146>

to make the necessary booking. Extend operating hours for this program are 8.00am – 6.00pm.

Homework

Homework provides students with the opportunity to engage in purposeful activities beyond school in order to consolidate learning.

By setting homework tasks we aim to:

- Enable students to consolidate skills learnt at school in order to facilitate further learning;
- Help students to develop good study habits, self-discipline and organisational skills;
- Give students an opportunity to take personal responsibility for their learning;
- Provide further opportunities for parents to share in their daughter's education; and
- Link school and home by way of sharing a positive partnership.

Homework will increase in difficulty and time required as the student proceeds through the School.

Details will be explained by the class teacher.

Parents can help by:

- Establishing a homework routine or schedule;
- Providing the physical space, equipment and opportunity for work to be completed;
- Being supportive of their children as they attempt to complete tasks independently;
- Praising good effort and modelling good habits;
- Fostering good reading habits and a love of literature;
- Being considerate of the many demands that can be placed on a child's time;
- Allowing children to take ownership of their work, encouraging the student to ask for teacher assistance when required; and
- Checking the Student Diary and Konnect Class Pages.

Homework Hub

Korowa offers students from Years 4 and 6 an after-school Homework Hub in the Learning Commons area (Senior School Library) with a dedicated supervisor. Homework Hub runs from Monday to Thursday every week after school until 6.00pm. Students in Years 4 and 5 must be pre-registered each day to attend Homework Hub. Registration can be made two weeks' in advance or on the day up until 3.00pm at this link: [signup.com](https://www.signup.com)

Students will be collected from Junior School Reception by the supervisor. Year 6 students may attend independently and sign in and out at Homework Hub.

All students must be collected from Homework Hub by their parent or guardian, any time before 6.00pm, when the Homework Hub closes. There is no cost for this service.

Information Technology

Prep to Year 4 students are provided with iPads for use in the classroom.

Years 5 and 6 students will need to bring their own compatible laptop to school. These can be purchased via the Korowa BYOD Portal.

Please visit the School Website for further details.

IT Services

The IT Services team are located in the Learning Commons (Senior School Library). If you require assistance from IT Services, they are available from 8.00am – 4.00pm daily. Alternatively, you can contact them on 8808 8816 or via email itservices@korowa.vic.edu.au

Information and Communication Technology (ICT) Student Use Agreement

ELC – YEAR 4

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner
- Never participating in online bullying (e.g. forwarding messages and supporting others in harmful, intimidating, abusive, threatening, violent, inappropriate or hurtful online behaviours)
- Never disrespecting the rights of others, including using obscene, offensive or inappropriate language
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Keeping my Korowa password/s private and secure
- Always seeking permission before recording (including photos) members of the Korowa community (students, teachers, staff and visitors)
- Ensuring my electronic communication reflects a positive image of me, others and Korowa
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour
- Reporting any unacceptable use of ICT to a staff member immediately, including any inadvertent access of inappropriate material or hurtful electronic communication
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me and my school
- Carrying my iPad carefully using two hands and storing it safely in a locked trolley when not in use
- Carrying out Internet searches using the Search Engine approved by the teacher. At Korowa we recommend these two Search Engines in the Junior School:
- KidClicks: www.kidclicks.org
- KidRex: www.kidrex.org
- Not downloading unauthorised programs, including games
- Not using the School crest in any form or forum
- Not uploading to social media or other online sites, images of myself or others in School Uniform

Underpinning the Korowa Information and Communication Technology Student Use Agreement (Years 5-12) is the Korowa ICT Policy (Students) and the Korowa Student ICT Responsible Use Policy, both of which can be found on Konnect. If a breach of either of these policies occurs, consequences may be imposed, as outlined in the Student Behaviour Expectations section of the School Diary.

Information Communication and Technology (ICT) Student Use Agreement

YEARS 5–12

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times by:

- Respecting others and communicating with them in a supportive manner, ensuring my electronic communication is appropriate and reflects a positive image of me, others and Korowa
- Never participating in online bullying (e.g. sending or forwarding messages and supporting others in harmful, intimidating, abusive, threatening, violent, inappropriate or hurtful online behaviours)
- Never disrespecting the rights of others, including using obscene, offensive or inappropriate language
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me and my school
- Not uploading to social media or other online sites, images of myself or others in School Uniform
- Not using the School crest in any form or forum
- Not engaging in any activity that impacts negatively the reputation of the School or members of the School community
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images
- Keeping my Korowa password/s private and secure
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Always seeking permission before recording (including photos) members of the Korowa community (students, teachers, staff and visitors)
- Not interfering with network systems and security or the data of another user
- Not attempting to log into the network with a user name or password of another student
- Not engaging in illegal activities such as threatening the safety of others or engaging in criminal activity
- Refraining from seeking out, creating, downloading or transmitting any inappropriate, objectionable, unauthorised or illegal content/material
- Refraining from downloading material without the appropriate permission and not downloading unauthorised programs, including games, movies and music
- Not installing or downloading copies of software that is not licensed by the School
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
- Not accessing media that falls outside the School's policies and carrying out Internet searches using Safe Search settings
- Reviewing and ensuring that I meet the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult (parent or teacher)
- Not opening any attachments or clicking on any links embedded in an email unless I have confidence in the identity of the sender
- Storing my computer and mobile phone in a locked locker when not in use
- Carrying my computer in an appropriate bag/case
- Handling ICT devices with care and promptly notifying IT Services of any malfunction, loss or damage on my computer
- Ensuring my computer is fully charged and available for use at the beginning of the School day
- Making regular back-up copies of my personal work files to the Korowa network or a storage device
- Not tampering with or damaging computer hardware or software
- Seeking teacher permission before using a mobile phone, headphones or other personal technology during classes
- Checking Korowa student emails daily and managing the storage of sent and received emails
- Talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviour
- Reporting any unacceptable use of ICT to a staff member immediately, including any inadvertent access of inappropriate material or hurtful electronic communication

Underpinning the Korowa Information and Communication Technology Student Use Agreement (Years 5-12) is the Korowa ICT Policy (Students) and the Korowa Student ICT Responsible Use Policy, both of which can be found on Konnect. If a breach of either of these policies occurs, consequences may be imposed, as outlined in the Student Behaviour Expectations section of the School Diary.

Immunisations and Immunisation Certificates

Victorian Law

In an effort to improve childhood immunisation rates, the Victorian Government amended the Public Health and Wellbeing Act 2008. The amendments mean that early childhood education and care services cannot confirm enrolment of a child unless the parent/carer has provided documentation that shows the child:

- is fully vaccinated for their age; or
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations; or
- has a medical reason not to be vaccinated.
- 'Conscientious objection' to vaccination is not an exemption.

Parents need to access the Australian Childhood Immunisation Register to obtain a copy of your child's Immunisation History Statement.

The National Immunisation Program Schedule no longer provides immunisation to children during their primary school years. Parents now need to arrange for their children to have Infanrix-IPV and MMR vaccines before commencing school in Prep level.

Schools and parents are bound by Government Legislation which requires that an Immunisation Certificate be provided by parents, to the School, before a child commences in Prep or above. The legislation does not make immunisation itself compulsory. However, certification of immunisation status is compulsory and this must be done on the prescribed form issued by the health department of your local council. Doctor's letters, photocopies of infant welfare records and statutory declarations cannot be accepted by Korowa. Parents need to present such documents at the local council where an immunisation certificate will be issued.

Overseas Immunisation

Children who were vaccinated overseas must attend a doctor/immunisation nurse to have their overseas immunisation record assessed and will be offered immunisation as required. In this case parents will need to provide Korowa with an immunisation status certificate including all of the following:

The child's full name, date of birth and address;

- list vaccines the child has received and when the vaccine was given (can be an attachment);
- show the date of the child's next vaccine OR include a statement saying the child has completed their childhood vaccinations; and
- if relevant, list any vaccines the child cannot receive for medical reasons.
- Include the immunisation provider's name, organisation name and Medicare Provider number or Australian Childhood Immunisation Register number.
- Be signed and dated by the immunisation provider.

Library

Girls from Prep to Year 6 will use the Junior School Library with their Class Teacher to share literature and borrow books on a weekly basis. Girls in Year 5 and 6 will also have access the Learning Commons area (Senior School Library). They will also be involved in Literature Appreciation sessions and borrowing time with their class teacher and the Lead Librarian on a weekly basis.

Lost Property

It is expected that all belongings are clearly labelled with each student's name. This includes items of clothing and other items such as drink bottles, lunchboxes and pencil cases.

In the Junior School, students should seek assistance from their Class Teacher to locate lost property items. Unnamed items found in the Junior School will be stored in the Junior School Lost Property Box. All unclaimed lost property will be disposed of at the end of Term 2 and Term 4.

Lunches and Snacks

The School tuckshop, 'Tuckies', is operated by Pinwheel & Co Catering, and offers a wide variety of food to all students on each School day from 8am until 1.30pm (times may vary in line with school events).

Parents/guardians have the option to submit a lunch order online for your daughter. Only lunch orders can be ordered from Tuckies. Your daughter will still need a packed morning tea from home.

Students from Years 3 to 6 may purchase small treats themselves at Tuckies, using their ID card.

Lunch orders can be completed through the Flexischools website and funds can be added to your daughter's ID card on the same site.

Visit www.flexischools.com.au for online lunch ordering.

Medication

Any medication brought to school must be given to the Class Teacher.

Details of dosage, time and route for all medications to be administered to students across the school need to be recorded on the Medication Authority Form. Please download this from the School Website.

Medication must be in the original container, have a chemist label stating your daughter's name, dosage, method of taking the medication and must not be expired.

Messages for Students

Messages for Junior School students should be relayed through Junior School Reception.

Mobile Phones

Mobile phones are to be handed to the Class Teacher at the beginning of the day for safe keeping, and collected from the Class Teacher at the conclusion of the School day.

VISIT

**www.
flexischools.
com.au**

FOR ONLINE
LUNCH
ORDERING

Music

Junior School Choir

The Junior School Choir is the largest ensemble in the Junior School as it is an all-inclusive choir for girls in Years 3 to 6. The Junior School Choir performs at the Annual Cathedral Service at St Paul's Cathedral and the Annual Music Concert. The Junior School Choir also performs at numerous other school events and functions throughout the year.

Junior School Choir rehearsals take place within the structure of the school day.

Donald Redding String Orchestra

The Donald Redding String Orchestra is the orchestral ensemble of the Junior School. Mrs Sue Dowdell, Co-ordinator of Strings, is Director of this ensemble. The Donald Redding Orchestra rehearse on Monday Lunchtimes from 12.40 – 1.25pm in the Junior School Music Room.

More advanced Junior string players may be invited to join the Amadeus String Ensemble, which rehearses from 7.30 – 8.25am in the Senior School Music Department.

Mini Singers

The Mini Singers is the all-inclusive vocal ensemble for all girls in Prep, Year 1 and 2 and perform at a variety of school events throughout the year, leading up to the final performance at the Junior School Speech Night. The Mini Singers rehearse weekly, within the structure of the school day.

Year 2 and 3 Strings Program

The Year 2 and 3 Strings Program is an integral part of the Music Curriculum in the Junior School, and the larger context of musical life at Korowa. This program allows all girls in Year 2 and Year 3 the unique opportunity to learn either the violin, viola or cello over the course of two years with highly-skilled and experienced String teachers.

The Year 2 and 3 Strings Program will take place on Wednesdays as part of their curriculum learning time. Please note the storage space for string instruments, which is located at the top of the rear stairwell on Level 2.

The focus in the Year 4 Instrumental Music is percussion, and many tuned and un-tuned percussion instruments will be utilised in a variety of ensembles throughout the year.

Year 5 Instrumental Program

The Year 5 program provides a solid introduction to orchestral wind instruments. Girls have the opportunity to learn one instrument in a small group for the whole year. They may choose from Flute, Oboe, Clarinet, Saxophone, Bassoon, Trumpet, Horn or Trombone. Students may also elect to learn Double Bass, instead of a wind instrument. Percussion is an option for those students who are already having lessons on a string or wind instrument.

Parent Teacher Interviews

Parent/Teacher interviews are scheduled at the end of Term 1 and during Term 3. This is a time for focussed discussion and information sharing regarding your daughter's progress.

Parking

Parking in the streets around Korowa can be difficult at times, particularly at peak hours and during special events. Please be considerate when parking, keeping in mind the safety of pedestrians and the rights of our neighbours regarding ease of access to their properties.

Photos and Filming of Students – Parent photography and filming for personal use

All Parents and Guardians are reminded that care should be taken when photographing or filming their daughters. Please ensure that you do not inadvertently take a photograph or footage of any other girl that is then subsequently uploaded onto social media of any kind.

The Korowa social media pages do not involve girls whose parents have not given permission for their images to be published externally. We are not able to disclose students for which such permission has not been given, therefore it is important to avoid any possibility of betraying the trust placed in us.

The safety of every girl in our care is obviously vital and your assistance in this matter is much appreciated.

Reports

Written reports are provided online to Junior School families in Prep to Year 4 in the last week of Terms 2 and 4. Student portfolios are sent home at the end of Term 2 and at the end of Term 4.

In Years 5 and 6, written reports are delivered to Parents both continuously and online. A Continuous Online Report means that as the semester progresses, your daughter's report will be continually updated. At the end of each semester, parents will be able to download a PDF version of the entire report for record keeping purposes.

School Diary

The School Diary is designed to:

- help students plan their study time wisely eg: make two entries for all homework
 - on the date when work is assigned
 - on the date when work is due
- provide a record of school activities
- provide a convenient means of communication between teachers/school and parents, including notes from parents with reasons for absence and requests for permission to leave early.

Parents are requested to check the School Diary daily and sign the Diary once a week for students from Prep to Year 6 inclusive.

Sickness

Refer to Health Centre.

Sport

Our Sport philosophy at Korowa considers the far-ranging benefits of fun, fitness and skill development for the future. Korowa is committed to recognising the importance of sport and physical activity to general health and wellbeing. We encourage positive physical activity behaviours to assist in achieving an active healthy lifestyle through participation in School Sport, Physical Education, recreation, and leisure time activities both at School or through community and club links outside School.

Our Sports program complements Physical Education classes, enabling girls to build their skills in particular sports, be part of a multi-year level team and develop their confidence.

At Korowa, all girls are welcome to try co-curricular activities and pursue further pathways in sport such as interschool competitions. Korowa is a member of School Sport Victoria and is part of the Armadale District including eight independent girls' schools. In addition to SSV Track & Field, Cross County, Diving and Swimming Carnivals for girls in Years 3 to 6, Year 5 and 6 participate in weekly interschool sport in Terms 2 and 3, choosing from an array of possible teams. Details of trials, training sessions and fixtures are published on a variety of platforms for both student and parent viewing; the 3-6 SSV Sport page on Konnect, the School Calendar, CareMonkey and on Teamstuff. Alternatively, the Fitness Studio is always open for girls to come by for a chat.

TERM 1	COMPETITION DETAILS	TRAINING/TRIAL TIMES
Years 3 – 6 Swimming Team	One District carnival during school hours	Training twice a week before school Trials in Sport during school hours
Years 3 – 6 Diving Team	One District carnival during school hours	Training twice a week before school Trials during training
12 years and under Team Vic Trials Australian Football, Basketball, Cricket, Diving, Football (Soccer), Golf, Hockey, Netball, Softball, Tennis, Touch Football	Students need to be an elite player competing at representative level	Nomination and selection process done through applications to Director of Sport Trials to be informed upon endorsement of application
Prep – 6 House Cross Country Carnival	One House Cross Country Carnival during school hours	Years 3 - 6 training twice a week before school
Years 3 – 6 House Swimming Carnival	One House Swimming Carnival during school hours	Training during Learn to Swim Program in school hours
TERM 2		
Years 3 – 6 Cross Country Team	One District carnival during school hours	Training twice a week before school Trial during House Carnival and top 10 place selection
Years 3 – 6 House Athletics Carnival	One House Athletics Carnival during school hours	Training twice a week before school
Years 5 and 6 Interschool Sport <ul style="list-style-type: none"> • Australian Rules Football • Netball • Teeball 	Weekly Sport against other schools in the District	Wednesday afternoons during school hours
TERM 3		
Years 3 - 6 Athletics Team	One District Carnival during school hours	Training twice a week before school Trial during House Carnival and top places are selected
Years 5 and 6 Interschool Sport* <ul style="list-style-type: none"> • Soccer • European Handball • Cricket 	Weekly Sport against other schools in the District	Wednesday afternoons during school time
Prep – 12 Snowsports Team	Victorian Interschool Snowsports Championships	Training once a week before school Training weekend at Mt Buller
ELC-2 Jump Off Day	One Jump Rope for Heart Carnival during school hours	
TERM 4		
ELC-2 Sports Day	One Athletics Carnival during school hours	

Swimming Program

Students in ELC 4 to Year 6 participate in a year-long swimming program each fortnight within an allocated period in their timetable. It is our aim to offer your child a happy and meaningful learning experience that provides the foundation for swimming and water safety skills for children that enables them to safely enjoy aquatic activities in a limited range of environments. The program includes a sequential approach to water familiarisation skills, development of various stroke techniques, water safety knowledge, survival skills and rescue ability. Students are taught by qualified Melbourne Vicentre swimming coaches at the Korowa Pool, or externally as required. Children require regular practice to maintain their skill level and are strongly encouraged to take part in regular external swimming lessons which this program will complement. Once students reach the end of Year 5, they will feel confident in achieving the tasks required to receive the Victorian Water Safety Certificate in Year 6, introduced by the Victorian Government and LifeSaving Victoria.

Netball

Netball is a very popular sport at Korowa, both in Physical Education classes and interschool sport. Students in Years 7 to 12 have the opportunity to compete in interschool GSV competitions while students in Years 5 and 6 may choose to compete in District Netball through SSV interschool sport. Year 12 students also host friendly matches against St Kevin's College students, Korovians and teachers.

Korowa Netball Club

In addition to GSV and SSV School teams and competitions, girls from Years 3 to 12 can participate in the Waverley District Netball Association (WDNA) competition on Saturdays, competing against other clubs. There are two netball seasons each year (Winter and Spring) and girls of all abilities are welcomed and will find a place in a team. Girls play in competitive teams, quickly becoming part of a group who share a common passion for netball.

Trials for Years 5 to 12 are held at the start of each year with training sessions held each week before school. Girls are graded by both Korowa and WDNA to ensure girls of all abilities can experience challenges and successes in the Junior and Open Section of the competition.

We encourage parent managers for each team to assist in developing friendships across the netball community.

Snowsports

Girls in Prep to Year 12 are given the opportunity to develop their agility, speed and skill on the powdery snowfields of Mt Buller in Victoria through Korowa Snowsports.

Whether your daughter enjoys cross country skiing, downhill skiing or snowboarding, the emphasis is on participation and community at Korowa. Girls are welcome to join Snowsports if they can travel down Blue runs independently and stop safely. The advantage of the Korowa Snowsports program is that students make new friends from all year levels across Junior and Senior School.

During the 10-week season, girls participate in land training at Korowa and have an on-mountain Time Trial and Training weekend. The Training and Korowa Champions Race weekend at Mt Buller is a real highlight for both girls and parents as they challenge themselves, and each other, to ski or board as fast as possible down the mountain. Families celebrate their achievements together with social events.

The season culminates in the Victorian Interschool Snowsports Championships and all students who meet the ability level requirements are placed in a team.

Friends of Snowsports

Snowsports at Korowa is supported by the Friends of Snowsports (FOSS). This is a very friendly group of parents who work together with Korowa to plan the logistics of the trials and training weekend as well as the championship event. Families are actively involved in the program as they design their own options in transport and accommodation. Parent volunteers are appreciated as team managers and event officials. Dinners and parent races are held throughout the season so they can have just as much fun as the girls!

Sport at Korowa

	ELC 3	ELC 4	PREP	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12
ADVENTURE RACES (Korowa inter-school)															
AUSTRALIAN RULES FOOTBALL (SSV)															
AUSTRALIAN RULES FOOTBALL (Co-Curricular SSV Team Victoria Trials)															
AUSTRALIAN RULES FOOTBALL (GSV)															
BADMINTON (GSV)															
BASKETBALL (Co-Curricular SSV Team Victoria Trials)															
BASKETBALL (GSV)															
BASKETBALL (SSV)															
CRICKET (SSV)															
CRICKET (Co-Curricular SSV Team Victoria Trials)															
CRICKET (GSV)															
CROSS COUNTRY CARNIVAL															
CROSS COUNTRY TEAM (SSV)															
CROSS COUNTRY TEAM (GSV)															
CROSS COUNTRY (Co-Curricular GSV Representative Team Trials)															
DIVING TEAM (SSV)															
DIVING (Co-Curricular SSV Team Victoria Trials)															
DIVING TEAM (GSV)															
EARLY YEARS' SPORTS DAY															
EUROPEAN HANDBALL (SSV)															
FITNESS CIRCUITS															
GOAL BALL (Co-Curricular SSV Team Victoria Trials)															
JUMP ROPE FOR HEART															
NEW TO NETBALL (Co-Curricular)															
NETBALL (SSV)															
NETBALL (Co-Curricular SSV Team Victoria Trials)															
NETBALL (GSV)															
NETBALL (Co-Curricular GSV Representative Team Trials)															
NETBALL (Korowa Netball Club)															
ORIENTEERING (Co-Curricular SSV Team Victoria Trials)															
ROWING (Korowa inter-school)															
SNOWSPORTS (Korowa inter-school)															
SOCCER (SSV)															
SOCCER (Co-Curricular SSV Team Victoria Trials)															
SOCCER (GSV)															
SOCCER (Co-Curricular GSV Representative Team Trials)															
SOFTBALL (Co-Curricular SSV Team Victoria Trials)															
SOFTBALL (GSV)															
SPORTS EXPO (GSV)															
SWIMMING (Co-Curricular SSV Team Victoria Trials)															
SWIMMING CARNIVAL															
SWIMMING FITNESS PROGRAM (Co-Curricular)															
SWIMMING PROGRAM															
SWIMMING TEAM (SSV)															
SWIMMING TEAM (GSV)															
TEE BALL (SSV)															
TENNIS (Co-Curricular SSV Team Victoria Trials)															
TENNIS (GSV)															
TENNIS (Co-Curricular GSV Representative Team Trials)															
TOUCH FOOTBALL (Co-Curricular SSV Team Victoria Trials)															
TRACK & FIELD CARNIVAL															
TRACK & FIELD TEAM (GSV)															
TRACK & FIELD (SSV)															
TRIATHLON (Co-Curricular SSV Team Victoria Trials)															
TRIATHLON (GSV)															
VOLLEYBALL (Co-Curricular SSV Team Victoria Trials)															
VOLLEYBALL (GSV)															
WATER POLO (GSV)															
WATER POLO (GSV)															

Student Behaviour Expectations

At all times, including travelling to and from School (or other School events), our students are expected to uphold the values and traditions of Korowa and demonstrate behaviours which reflect these values. They are expected to take full responsibility for their behaviour, appearance and possessions, as well as actively contribute to the academic and co-curricular life of our School. Students and staff are expected to behave in ways that ensure that everyone feels safe and is treated justly and respectfully.

Students are expected to uphold the values and traditions of Korowa at all times:

- Courage
- Respect
- Integrity
- Service

The Korowa Values and associated behaviours are clearly outlined in the Korowa Student Code of Conduct, available in this School Diary. Underpinning the Korowa Student Code of Conduct is the Korowa Student Behaviour Management Policy (and other associated Korowa student policies).

In accordance with the Korowa Student Behaviour Management Policy (and other associated policies), if, at any time, a student is unable to meet our expectations regarding behaviour, consequences may be imposed.

Student Behaviour Management Policy

Source of Obligation

The Victorian Registration Standards (s 4.3.1(6)) require that our student policies relating to the discipline of students must be based on principles of procedural fairness and must not permit corporal punishment.

Behaviour Management Policy

Every Korowa student has the right to:

- a stimulating learning environment free from bullying and intimidation;
- feel safe and happy at school; and
- be treated fairly and with dignity.

Student behaviour management (discipline) is necessary to ensure the safety and welfare of all our students, teachers and staff and to provide a conducive learning environment.

This Behaviour Management Policy sets the framework through which Korowa manages student behaviour and discipline.

Prohibition of Corporal Punishment

It is our policy that corporal punishment is not permitted.

The use of any corporal punishment by a staff member is strictly prohibited. Any staff member who breaches this rule will be subject to disciplinary proceedings which may include summary dismissal.

Students are expected to uphold the values and traditions of Korowa at all times:

Courage
Respect
Integrity
Service

Managing Student Behaviour

Korowa seeks to develop a values driven culture of positive behaviours by setting clear expectations of students and their behaviours. Strategies for developing this culture include:

- clearly outlining the School's Student Values and Behaviours;
- clearly setting expectations with respect to student behaviour;
- establishing specific teaching and learning programs;
- communicating expectations with the wider school community;
- acknowledging positive behaviours in a range of ways from informal verbal acknowledgement through to formal acknowledgement; and
- maintaining records with respect to student behaviour management.

Procedural Fairness

Students have a right to procedural fairness in dealings that involve their interests. This includes decisions relating to student behaviour management and discipline. The principles of procedural fairness include the right to:

- know what the expectations are, and what behaviour is expected of students;
- have decisions determined by a reasonable and unbiased person;
- know the allegations that have been made, and to respond to them;
- be heard before a decision is made; and
- to have a decision reviewed (but not so as to delay an immediate action).

Korowa is committed to ensuring procedural fairness when managing student behaviour and discipline.

Student Behaviour Expectations

Students are expected to meet the behaviour expectations of the School and abide by the directions of teachers and staff. Student Behaviour Expectations are clearly outlined in the School Diary which includes the Student Values and Behaviours document. There are a number associated Korowa Student Policies connected to this document, all of which can be found on Konnect.

Consequences

In accordance with this policy (and other associated student policies), if, at any time, a student is unable to meet the School's expectations regarding behaviour, consequences may be imposed. These consequences will be developmentally appropriate and will be managed on a case by case basis by the Principal, a member of the Executive Team, or delegate, and may include:

- warnings;
- additional duties;
- withdrawal of privileges;
- detentions;
- suspension; and
- withdrawal of enrolment.

The decision to withdraw the enrolment of a student may only be made by the Principal (or delegate). The decision to suspend a student may only be made by the Principal and/or the Deputy Principal (or delegate).

Procedures for Suspension, Expulsion and Exclusion

Korowa has developed specific procedures that must be followed when considering the suspension or withdrawal of enrolment of a student. Refer to Suspension and Withdrawal of Enrolment Procedures.

Individual Behaviour Management Plan

Individual behaviour management plans may be made in certain circumstances to support a student to build the capacity to demonstrate the School's Values and Behaviours.

Behaviour Management Plans will take a range of forms and will be negotiated between School staff, students and parents/guardians, and will consider the student's:

- age;
- developmental needs; and
- behavioural context.

Desired behaviour/goals of the student will be clearly described. The plan may outline changes required to the learning environment to support the student to modify their behaviour.

The School will refer the student to other support available as required, and review, assess, change and modify the plan as needed.

Implementation

This policy is implemented by:

- staff training and professional development opportunities in behaviour management as required;
- communicating this policy to the School community;
- monitoring the effectiveness of the policy; and
- reviewing and evaluating the policy bi-annually.

These policies and procedures are communicated to staff, students, guardians, parents and the School community through:

- School Diary
- Konnect; and
- *Teaching and Learning and Student Wellbeing at Korowa* information for staff.

Student ID Cards

All Prep to Year 6 students are issued with an ID card. New students are provided with their ID cards approximately two weeks after their first school photo is taken. The Korowa ID card is used by students to sign in and out at Junior School Reception; when borrowing items from the Library; and for purchasing treats from the Tuckshop (Years 3 to 6 students only).

Initial ID cards are issued free of charge, however lost cards will be replaced at a cost of \$10.00. Year 5&6 students have a yearly printing allowance, supplied by the school, on their ID card of \$20. Top up payments at the student's expense needs to be in cash at the Senior School Learning Commons.

SunSmart

Korowa is a SunSmart School and, as such, takes very seriously the need for students to be protected against the sun while at School. All students should have their own sunscreen lotion/cream in their bag (roll-on is preferred). However, sunscreen can be provided for those who have not brought their own on any day. Students in Prep – Year 6 are expected to wear the Korowa cap/sunhat when outdoors in Terms 1 and 4. Junior School students are also expected to wear their straw hat to and from School.

If a student forgets to bring her cap/sunhat she will have to remain indoors or under cover.

No hat = no play.

Term Dates

A list of term dates can be found on the School Website here:

<https://www.korowa.vic.edu.au/page/news-and-events/term-dates/>

Trips and Tours

From Year 3 - 6, Korowa students take part in the following outdoor education activities and gradually build their skills:

- Year 3 camp for one night
- Year 4 and 5 camps for a two-night experience
- Year 6 Korowa to the Capital Tour for three nights

Uniform Expectations

Students are expected to dress and present themselves in a way which both reflects the Korowa Values and meets our uniform expectations.

Students are required to have both the winter and summer uniform. Summer uniform is worn during Terms 1 and 4. Winter uniform is worn during Terms 2 and 3. During the last two weeks of Terms 1 and 3, either summer or winter uniform may be worn; however, students should not mix summer and winter uniforms, nor should they mix summer/winter uniform with items from the sports uniform.

Correct School uniform must be worn in all academic lessons. Sports uniform may not be worn throughout the day unless special permission is given by the Sports Department. Correct uniform must be worn by all girls whether coming to School on public transport or in private transport.

Correct sports uniform, including the sports cap, must be worn to all PE lessons, sports practices and matches. Students are reminded to always change in the changing rooms provided.

In Years 6-12, students change for PE at the start of the lesson and change back into their full School uniform at the conclusion of the PE lesson.

Students who have official before school sport may travel to School in the correct sports uniform; however, they are required to change into their full School uniform prior to the commencement of the School day.

Students who have official after school sport should change into their correct sport uniform at the conclusion of the School day unless special permission is given by the Sports Department to change at an earlier time. These students may travel home in the correct sports uniform.

Students across the School should take note of the following particular uniform expectations:

- The hem of the winter skirt and summer dress should touch the top of the knee
- The blazer is the outer garment of the winter uniform when outside the School grounds
- Jumpers should always be worn under the blazer when outside the School grounds
- Hair must be of a natural colour and style
- Hair below collar length should be worn in a neat ponytail
- Students may wear a watch and one simple gold or silver stud or sleeper in each ear lobe. No other jewellery (including cartilage piercings) may be worn. Any other jewellery/adornment will be confiscated by staff and held in Student Services/Junior School Reception until the conclusion of the term
- Coloured nail polish, make-up and non-school badges and school bags are not acceptable

- Plain black, waist-length puffer jacket may be worn over the Winter school uniform, to and from School only
- All girls are expected to wear a Korowa ribbon (white, cherry or charcoal) with both the summer and winter uniform
- All girls are expected to wear their House ribbon (grey, pink, navy or red) to House events
- The blazer must be worn to all Chapel Services and Assemblies
- Scarves should not be worn to Chapel Services or Assemblies
- In 2019, pants will be introduced as a Winter Uniform option.

Uniform Supplier

Korowa Uniforms are available from either the Bob Stewart store in East Malvern or on their website.

Appointments can be made for personalised service, particularly for parents new to Korowa. An interpreter is available for International students if requested.

Location: 150 Waverley Road, East Malvern

Opening Hours: Six days a week (closed Sundays).

Please check the Bob Stewart website for hours: www.bobstewart.com.au

Valuable Items

Large sums of money and valuable items should not be brought to School. In exceptional circumstances, they should be left at the Junior School Office or Student Services for safekeeping.

Visitor Sign In

All visitors (including parents and guardians) are required to sign in at Junior School Reception when attending Korowa for a particular purpose, such as a meeting with a staff member or when volunteering in the classroom. If volunteering, a Working with Children Check is required.

Parents/Guardians are not required to sign in when they are:

- picking up or dropping off their child
- accessing Student Services/Junior School Reception for a particular purpose (such as dropping off an item of clothing)
- accessing the Uniform Shop
- accessing the Tuckshop between the hours of 7.30am and 10.00am
- attending special functions such as the Junior School Assemblies
- observing before and after school co-curricular activities, as appropriate (ie

**Korowa
Uniforms are
available from
either the
Bob Stewart
store in
East Malvern
or on their
website.**

Junior School Athletics training)

Volunteering at Korowa

Korowa Anglican Girls' School is a Child Safe School. We have a zero tolerance stance on child abuse and are committed to the protection of all children from all forms of abuse. We are clear about our behavioural expectations of every person in our community, including volunteers.

Parents volunteering at Korowa must have a valid Working With Children Check. This may be obtained at <http://www.workingwithchildren.vic.gov.au/>. There is no cost for a volunteer check.

In addition, volunteer parents must please read the School's Child Protection and Safety Policy and Child Safety Code of Conduct and complete a Child Safe Standards Declaration. These are available on the School's Website:

<https://www.korowa.vic.edu.au/page/about/child-safe-school/>

If parent volunteers are going to be involved in the preparation and/or handling of food at a School event they must have completed the safe food handling course. This is a free online course available at <http://dofoodsafely.health.vic.gov.au/>

At events where alcohol is being served/sold, a nominated parent volunteer or member of staff may be required to have a valid RSA. This role will be allocated prior to the event.

Wellbeing Curriculum

In order to ensure our students can achieve academic and personal success at each phase of their learning journey at Korowa, our girls engage with a wellbeing curriculum that is responsive to their developmental needs. The Wellbeing Curriculum at Korowa is a concept-based curriculum, which sees students at each year level engaging with concepts related to the core essential elements of Emotional Intelligence; Positive Psychology; Cognitive Control; Health and Personal Safety; and Leadership. In Years 9 – 12, the additional core essential element of Wholebeing is studied.

Embedded into this curriculum is the School's Protective Behaviours Program, which assists the students to understand their rights and responsibilities, appropriate to their developmental stage. This Protective Behaviours Program is an essential component of Korowa's Child Protection Program, details of which, can be found in the Korowa Child Protection Program Handbook.

Each phase of the wellbeing program is reviewed on a regular basis to ensure relevance, rigour and continuity.



KOROWA

ANGLICAN GIRLS' SCHOOL

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The information contained in this document was correct at time of printing.
Students and parents will be informed of any changes to this information.