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# Welcome to Korowa

**‘The world is at your fingertips; you just have to be conscious enough to realise it.’ – Joshua Rosenthal**

Korowa Anglican Girls' School provides a safe and supportive school community, with a proud history of welcoming girls from overseas. We offer a vast range of educational, musical, sporting and co-curricular opportunities for girls from Prep to Year 12.

We wish you a warm welcome.

This Handbook will provide important information for your transition to Korowa and can be referred to during the course of the year. If you need further assistance we are on hand to help you.



# 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

Frances Booth  
03 8808 8804  
fbooth@korowa.vic.edu.au

## Deputy Principal

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

## Director of Business

Siobhan Barker  
03 8808 8802  
sbarker@korowa.vic.edu.au

## Head of Senior School

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

## Head of Junior School

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

## Head of Learning

Eitan Sifris  
03 8808 8994  
esifris@korowa.vic.edu.au

## Director of Enrolments

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

## Head of Year 7

Brooke Hands  
03 8808 8911  
amein@korowa.vic.edu.au

## Head of Year 8

Elmarie Agenbag  
03 8808 8928  
eagenbag@korowa.vic.edu.au

## Head of Year 9 (Interim)

Paige Kranz  
03 8808 8988  
ktanner@korowa.vic.edu.au

## Head of Year 10

Shelby Versa  
03 8808 8905  
sversa@korowa.vic.edu.au

## Head of Year 11

Charlotte Lennie  
03 8808 8924  
clennie@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 Psychologist

Danielle Forjan  
03 8808 8862  
dforjan@korowa.vic.edu.au

## School Counsellor

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

## School Chaplain

Kirsten Winkett  
03 8808 8858  
kwinkett@korowa.vic.edu.au

## IT Services

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

## Head of Learning Support

Shannon Whithouse  
03 8808 8824  
swhithouse@korowa.vic.edu.au

## Careers Counsellor

Louise Blennerhassett  
8808 8819  
lblennerhassett@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

### OUR EXPECTATIONS

At Korowa, we believe in the power of Kindness and the Values of Courage, Respect, Integrity and Service. We expect our girls to be Brave, Respectful, Honest, Generous and above all Kind.



# 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 Mrs 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 in honour of Miss Ethel Akehurst, our second Principal and daughter of our founder. This was the last house to be established in 1933.

### Clarke – Pink

Named in honour of Dr Lowther Clarke, 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

Named in honour of Miss Jean Jamieson MA, a former Senior Mistress of Staff. This house was established in 1924.

### Wilkinson – Cherry

Named in honour of Miss Wanda Wilkinson, a former Head Prefect and later a member of staff. This house was established in 1924.

## Principals

1899 – 1905	Mrs Henrietta Akehurst
1905 – 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 – 2021	Mrs Helen Carmody
2022 – present	Mrs Frances Booth

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

ELC	
School Opens	7.30am - Before Care
Drop Off	From 8.30am
School Finishes	2.50pm

Prep - Year 6		Years 7 - 12	
Period 1 (School Commences for Prep-Year 6)	8.20am	Period 1 (School Commences for Years 7-12)	8.20am
Period 2	9.15am	Period 2	9.15am
Recess	10.10am	Recess	10.10am
Period 3	10.35am	Period 3	10.35am
Period 4	11.30am	Period 4	11.30am
Lunch	12.25pm	Lunch	12.25pm
Period 5	1.25pm	Period 5	1.25pm
Period 6	2.20pm	Period 6	2.20pm
School Finishes	3.15pm	School Finishes	3.15pm

## 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 – 4.00pm
Senior School Learning Commons	Monday – Thursday Friday	8.00am – 6.00pm 8.00am – 4.00pm
Homework Hub (Years 4-8)	Monday – Thursday	3.30pm – 6.00pm
Health Centre	Monday – Friday	8.30am – 3.30pm
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 (ELC - Year 6)	Monday – Friday	7.30am to start of school day

## 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.



# Term Dates

TERM 1	
Year 7 Orientation Day and New Students Years 8 -11 Commence	Tuesday 31 January 2023
All Students Commence	Wednesday 1 February 2023
Labour Day	Monday 13 March 2023
Term 1 Concludes	Thursday 6 April 2023
Good Friday	Friday 7 April 2023
Easter Saturday	Saturday 8 April 2023
Easter Sunday	Sunday 9 April 2023
Easter Monday	Monday 10 April 2023
Easter Tuesday	Tuesday 11 April 2023
TERM 2	
ANZAC Day	Tuesday 25 April 2023
Students Commence	Wednesday 26 April 2023
Queen's Birthday	Monday 12 June 2023
Whole School Assessment Day	Friday 16 June 2023
Term 2 Concludes	Friday 23 June 2023
TERM 3	
Students Commence	Tuesday 18 July 2023
Mid-Term Break	Friday 18 August 2023
Term 3 Concludes	Friday 15 September 2023
TERM 4	
Students Commence	Tuesday 3 October 2023
Mid-Term Break	Monday 6 November 2023
Melbourne Cup Day	Tuesday 7 November 2023
Whole School Assessment Day	Friday 17 November 2023
Term 4 Concludes	Friday 8 December 2023

All the important dates for the year are listed in your School Diary. Please be very clear on dates for exams, SACs etc. You can also access the full School Calendar online. We will show you how to do this when you commence.

Please make sure you and your parents are aware of these term dates. You must be at School on these dates. Any additional holidays must be applied for in writing and approved by the Principal.

## Child Protection

All children and young people who come to Korowa Anglican Girls' School have a right to feel and be safe. We are committed to the safety and wellbeing of all children and young people. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in students' best interests and keeping them safe from harm.

The School regards its child protection responsibilities with the utmost importance and is committed to providing the necessary resources to ensure compliance with all relevant child safety and wellbeing laws and regulations and maintaining a child safe culture.

Each member of the School community has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

We have developed a Child Safe Policy and Child Safe Code of Conduct as part of our Child Protection Program. Our policy details our comprehensive approach to protecting children from all forms of harm. Our Code of Conduct provides a high-level statement of professional boundaries and ethical behaviour, as well as acceptable and unacceptable behaviours.

Our child safe policies are available on our website - <https://www.korowa.vic.edu.au/discover-korowa/child-safe-policies/>

### 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 Senior School
- The Head of Junior School
- The School Psychologist
- School Counselor
- School Chaplain
- Risk and Compliance Coordinator

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 Engagement, on 8808 8893 or [shanly@korowa.vic.edu.au](mailto:shanly@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>
- A fortnightly Digital Magazine provides an overview from the Heads of School and important announcements

### Operoo

Operoo is Korowa's primary source for capturing medical information and obtaining permission for excursions, camps and other programs. Operoo 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 Operoo. Every student requires a Operoo profile and this should be created and maintained by her parent/guardian. If you would like to learn more about Operoo, please visit [www.operoo.com](http://www.operoo.com)

### Anaphylaxis, Asthma and Allergy Management Plans

When creating your daughter's Operoo 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.

## 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

If the student is in Junior School, the 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.

If the student is in Senior School, the parent may contact their daughter's Head of Year if they have any concerns. Students Services can also be contacted by telephone 8808 8810, for any general questions.





# Community Groups

## The Korovian Club

Upon leaving school, Korowa students become a life members 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 Helen Tope, Korovian Club President via email: [korovian.club@gmail.com](mailto: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](mailto:irobertson@korowa.vic.edu.au)

## Korowa Clubs and Friendship Groups

Parents can make new friends and grow the Korowa community through the many Clubs and Friendship groups that currently exist. They include:

- Korowa Rowing Club
- Korowa Snowsports Club
- Friends of the Arts
- Friends of Junior School
- Korowa Netball Club
- Korowa Basketball Club
- Korowa Dad's group
- Korowa Friendship group
- Class Representatives

If you would like more information, please contact Sharyn Hanly, Director of Community Engagement, on 8808 8893 or [shanly@korowa.vic.edu.au](mailto: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 is:

- Catherine Robson, Chair (Current Parent)
- Joanne Chin, Deputy Chair (Korovian)
- Frances Booth (Principal of Korowa)
- Karrie Long (Korovian and Current Parent)
- Ross Milton (Current Parent)
- Megan Pepper (Korovian)
- Craig Whalen (Current Parent)
- Gail James (Current Parent)
- Derek Youdale (Current Parent)
- Lisa Tan (Current Parent)
- Siobhan Barker, 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)
- Frances Booth (Principal of Korowa)
- Margaret Hill (Korovian)
- John Carson (Past Parent)
- Kent Sutherland (Current Parent)
- Bobby Deng (Current Parent)

For more information on how you can support the Foundation, please contact Ian Robertson, Alumni Manager on [irobertson@korowa.vic.edu.au](mailto: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 Interim Principal, Narelle Umbers, please contact Ian Robertson, Alumni Manager, on [irobertson@korowa.vic.edu.au](mailto:irobertson@korowa.vic.edu.au)

## Your Student Visa

As a holder of a student visa, it is important you understand that Korowa will monitor your visa conditions and is responsible for reporting any breaches of these conditions to the Department of Home Affairs, after counselling sessions and written warnings have been issued. Unsatisfactory attendance or course progress may lead to the cancellation of your student visa. For further information please go to [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

As an International Student on a student visa, you must:

- Comply with your student visa conditions;
- Ensure you have and continue to maintain your Overseas Student Health Cover (OSHC) for as long as you stay in Australia on a student visa;
- Tell Korowa if you change your address or other contact details, and have your living arrangements organised and approved by Korowa;;
- Meet the terms of your written agreement with Korowa; and
- Maintain satisfactory course progress and attendance.

## Student Advocates

All International Students attending Korowa who are not living with their parents must have a Student Advocate who will act on the parent's behalf in relation to School matters.

Student Advocate (not a legal guardian):

- Have regular contact with both the student and her parents;
- Translate and assist with communications to parents;
- Notify the School of student absences;
- Act on the parents' behalf in dealings with the School and be readily available to discuss matters of concern and show an interest in, and monitor the academic progress of the student;
- Assist student with airport transfers and moving in and out of homestay;
- Attend School functions and events that concern the student, such as information briefings, parent/teacher interviews or Student Advocate meetings; and
- Propose to the School an appropriate proxy when the Student Advocate is unavailable for any reason. If the Student Advocate needs to leave Melbourne for a short duration, i.e. four weeks or less, a 'proxy' Student Advocate must be nominated. This arrangement must be approved by the School. For absences longer than one month, a new Student Advocate must be appointed.

## Homestay

The student is required to have accommodation arrangements approved by Korowa for the duration of her stay with us. If the student does not live with her parents then she must have an approved Homestay. Remove and replace with - Homestays are arranged by Korowa and students will only move into Homestay accommodation once Korowa has approved the arrangements. Any student younger than 13 must live with a parent (who must be on a Guardian Visa).

Please note the important Homestay Tips below:

- It is important that you feel relaxed and comfortable in your homestay;
- If you are worried about something e.g. your room is too hot or too cold or you do not like the food, it is important that you talk to your homestay family in a polite but honest way;
- In Australian culture it is ok to express your opinion or ask to change something, as long as the request is made politely;
- Ask your family about the rules of the house so that you understand clearly what is expected from you. They will give you some rules about what will happen in your house so there is clear communication;
- Remember that you are sharing this family's home. Please treat your family and their home and possessions respectfully;
- If you have any concerns about your homestay family or any other person residing in or frequently visiting the homestay please speak to the International Student Coordinator.

# Daily Attendance at School

It is a good idea to be here early. Plan to arrive 5 minutes before your first class so that you have time to get organised and get your books.

All students are expected to attend 100% of all classes. If your attendance falls below 80% your student visa may be cancelled and you will need to return to your home country. You are generally not permitted to leave the School during the day for any reason. Years 7 – 12 students (Senior School) must speak directly to the International Co-ordinator or your Head of Year if you do need to leave early or arriving late.

The parents of Junior School students must speak with their Classroom Teacher

- **If you are late to School:**
  - o Students in Years 7 - 12 must sign in with your student card at Student Services. If you arrive late, you will be marked absent for the morning and this will affect your attendance record. You must have a valid reason for arriving late.
  - o If a Junior School student arrives late, after 8.30am, she must report to Junior School Reception and sign in.
- **If you are absent,** your homestay parent or your Student Advocate/ must telephone the School before 9.00am to advise the reason for your absence. You must also bring a doctor's certificate after you return to school to explain your absence.
  - Senior School – 8808 8888
  - Junior School – 8808 8844
- **If you need to leave early:**
  - o Students in Years 7 – 12 must sign out at Student Services. Your Student Advocate will need to contact the School to confirm the reason for your early departure.
  - o 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/ guardian accordingly.
- Students requesting permission for an **extended absence** must submit a written request from their parents to the Principal.

**Every class that you miss affects your attendance record.**

## Student ID Cards

All 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 of School; when borrowing items from the Library; and for purchasing items from the Tuckshop.

## Student Safety Card

All students are issued with a student safety card. This contains vital information to be used in the event of an emergency and must be carried with you at all times.

## 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.

## Term Dates

A list of term dates can be found on the School Website here:  
<https://www.korowa.vic.edu.au/discover-korowa/term-dates/>

## Trips, Tours and Exchanges

From Year 2 - 6, Korowa students take part in the following outdoor education activities and gradually build their skills:

- Year 2 day camp experience
- 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

Each year, students in the Senior School are provided with the opportunity to extend their learning beyond the gates of Korowa, and attend their respective year level's school camp. These programs are reviewed and adjusted to meet the current needs of the cohort.



## 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 sports uniform, including the cherry cap (Years 3-12) and the white sun hat (ELC - Year 2) must be worn to all PE lessons, sport practices and matches.

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
- It is optional to wear a Korowa ribbon (white, cherry or charcoal) with both the summer and winter uniform
- It is optional 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 ELC - Year 2, the white Korowa Sunhat must be worn at Recess and Lunch (Terms 1 and 4)
- In Years 3 - 8, the Cherry Sports Cap must be worn at Recess and Lunch (Terms 1 and 4)

## 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](http://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.

# Support and Welfare Services Available at Korowa

There are a range of staff at Korowa who are dedicated to ensuring International Students achieve personal success in their academic and social and emotional lives. This team of staff is led by the International Student Co-ordinator, Mrs Alexandra Jackson.



## International Student Co-ordinator

Mrs Alexandra Jackson  
ajackson@korowa.vic.edu.au  
8808 8826 (24 Hour Emergency Contact)  
8808 8888 (School)



## Head of Senior School

Ms Stocker  
kstocker@korowa.vic.edu.au



## Head of Year 7

Miss Hands  
bhands@korowa.vic.edu.au



## Head of Junior School

Miss Barker  
jbarker@korowa.vic.edu.au



## Head of Year 8

Ms Agenbag  
eagenbag@korowa.vic.edu.au



## Director of Enrolments

Mrs Andrews  
admissions@korowa.vic.edu.au



## Head of Year 9

Ms Kranz  
pkranz@korowa.vic.edu.au



## Head of Learning Support

Mrs Whithouse  
swhithouse@korowa.vic.edu.au



## Head of Year 10

Ms Versa  
sversa@korowa.vic.edu.au



## Head of Student Futures

Mrs Blennerhassett  
lbennerhassett@korowa.vic.edu.au



## Head of Year 11

Ms Lennie  
clennie@korowa.vic.edu.au



## School Counsellor

Ms Spurling  
espurling@korowa.vic.edu.au



## Head of Year 12 and VCE Coordinator

Ms Cook  
ncook@korowa.vic.edu.au



## International Student Captain

Miss Eliya Olnood  
eolnood23@korowa.vic.edu.au



## Senior School Teacher - EAL

Ms Gillies  
rgillies@korowa.vic.edu.au

# Support and Welfare Services Available at Korowa

**School Nurse**

Brenda Linsell  
BLinsell@korowa.vic.edu.au

**Deputy Principal**

Ms Gooch  
lgooch@korowa.vic.edu.au

**School Chaplain**

Kirsten Winkett  
KWinkett@korowa.vic.edu.au

**Principal**

Mrs Booth  
fbooth@korowa.vic.edu.au

**Student Services (8.00am-4.00pm)**

studentservices@korowa.vic.edu.au

**Junior School Reception (8.00am-4.00pm)**

LCrouch@korowa.vic.edu.au

# Need Help?

## Who to seek out

### Junior School (Prep – Year 6):

Students or parents should speak to their Classroom Teacher in the first instance.

**Senior School (Years 7 – 12):** Please refer to the diagram below.

## Who can I ask for help?

I'm having trouble understanding English

Mrs Gillies (EAL Support) or your EAL Teacher

I need advice or information on subject selection or VCE

Head of Year

If I have academic problems or problems at school

Your Advisor, Head of Year or Mrs Shannon Whithouse, Head of Learning Support

If I have problems with my homestay, guardianship or general problems

Mrs Jackson International Student Coordinator

If I have personal or family problems I would like to discuss

Mrs Spurling Counsellor

I would like information about University courses or future careers

Mrs Blennerhassett Head of Student Futures

I would like support from another student

International Captain Eliya Olhood

Help! I'm lost or have a general problem

Student Services (Years 7 – 12)

I have a problem with class work in a particular subject

Your Subject Teacher



## Legal Services

Consumer advice for International Students can be obtained by visiting the following:

### Consumer Affairs Victoria

1300 55 81 81

9.00am – 5.00pm Monday to Friday (except public holidays)

### Victorian Legal Aid

1300 792 387

Monday to Friday from 8.45 am to 5.15pm, for free information over the phone about the law and how we can help you.

## Doctors, Hospitals and Emergencies

### Doctors

In Australia, if you are sick, you go to see a Doctor. Doctors have clinics and centres in all parts of Melbourne. There will be one near where you live. This is where you go if you have the flu, or are unwell and it is not an emergency.

The Glen Iris Medical Group near Korowa is located at 177 Burke Rd, Glen Iris Vic and can be contacted on 03 9509 7633.

Vitality Medical Health Centre is also nearby and is located at Suite 4, Level 1, 1632 High Street, Glen Iris Vic. Phone 03 9885 5433.

### Hospitals

If you have an emergency, like a sudden very serious illness, or you are badly injured (such as in a car accident), or you break a bone, then you go to the hospital. Hospitals deal with serious, sudden or life-threatening illnesses and injuries. You do not go to the hospital if you are just feeling unwell.

### Emergencies

In the event of an emergency please call 000.

**When you call Triple Zero (000):**

- Do you want Police, Fire or Ambulance?
- Stay calm, don't shout, speak slowly and clearly.
- Tell them exactly where to come. Give an address or location.

131 126 – 24 hour Poisons Information Centre

131 114 – Life Line: 24 hour service

1800 551 800 – Kids Helpline

1300 224 636 – Beyond Blue

### School Nurse at Korowa

If you feel unwell whilst at School, please visit the Health Centre where the School Nurse, Brenda Linsell, will assist you. She is located adjacent to the Drama Halls in the Sports and Wellbeing Centre

## School Diary

The School Diary is compulsory in Years 5 to 8, and optional in Years 9-12. If students in Years 9-12 choose not to purchase a School Diary they should ensure that they have an appropriate and effective method for recording their work and commitments, including homework tasks, due dates for assignments, assessment tasks and tests/exams.

Parents in the Cripps Program are asked to take an active interest in their daughter's homework and study by helping ensure that she uses the School Diary effectively and she undertakes a regular homework pattern. Parents can assist by:

- having conversations about topics being studied;
- providing a quiet time and place for study;
- ensuring that their daughter has some rest and relaxation time; and
- where there are concerns, notifying the subject teacher or Head of Year;
- signing the School Diary.

## Konnect

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

## Facilities and Resources

Korowa provides students with a range of facilities that assist their academic and co-curricular learning.

These include:

- Senior School and Learning Commons (Library)
- Junior School Learning Commons (Library)
- Student Services
- Beatrice K Guyett Assembly Hall
- Margaret McPherson Music Centre
- Science Laboratories
- Food Technology Kitchen
- Cripps Centre
- Swimming Pool
- Sport Centre
- STEAM Lab
- IT Help Desk
- Ivory Cafe

## Room Code Guide – Reading your Timetable

### Letters

W – West Wing (side that Tuckies cafe is on)

E – East Wing (nearest the oval)

FT – Food Technology

C – Cripps Centre

### Numbers (the first number after the letter)

1 – Ground Floor

2 – Level 2 (the library level)

3 – Level 3 (the VCE Centre level)

4 – Level 4 (the Art level)

E.g. – E317 would be room 317 in the East Wing, on Level 3 (the same level as the VCE Centre)

## Public Transport

Students have many options for getting to Korowa safely and conveniently.

### Train

The nearest train station, Glen Iris station, is a 5 minute walk. Glen Iris station services the Glen Waverley train line. Many other train lines connect to the Glen Waverley line from Richmond Station, a less than 30 minute trip. Other train stations are also accessible.

### Bus

Please check [www.ptv.vic.gov.au](http://www.ptv.vic.gov.au) for bus routes.

### Tram

Tram routes 5 and 6 stop within a 10 minute walk to Korowa. Tram route 72 stops at Gardiner Station, a 15 minute walk to Korowa. From tram route 16, transfer to a route 5 or 6 tram.

For more information on public transport timetables, maps and Myki, visit: Public Transport Victoria, [www.ptv.vic.gov.au](http://www.ptv.vic.gov.au)

## Complaints and Appeals Procedure

Korowa recognises that, from time to time, students and/or their parents may not agree with the School's way of handling a situation or process. If this arises during the schooling of an international student, there is a defined process of escalation for resolution.

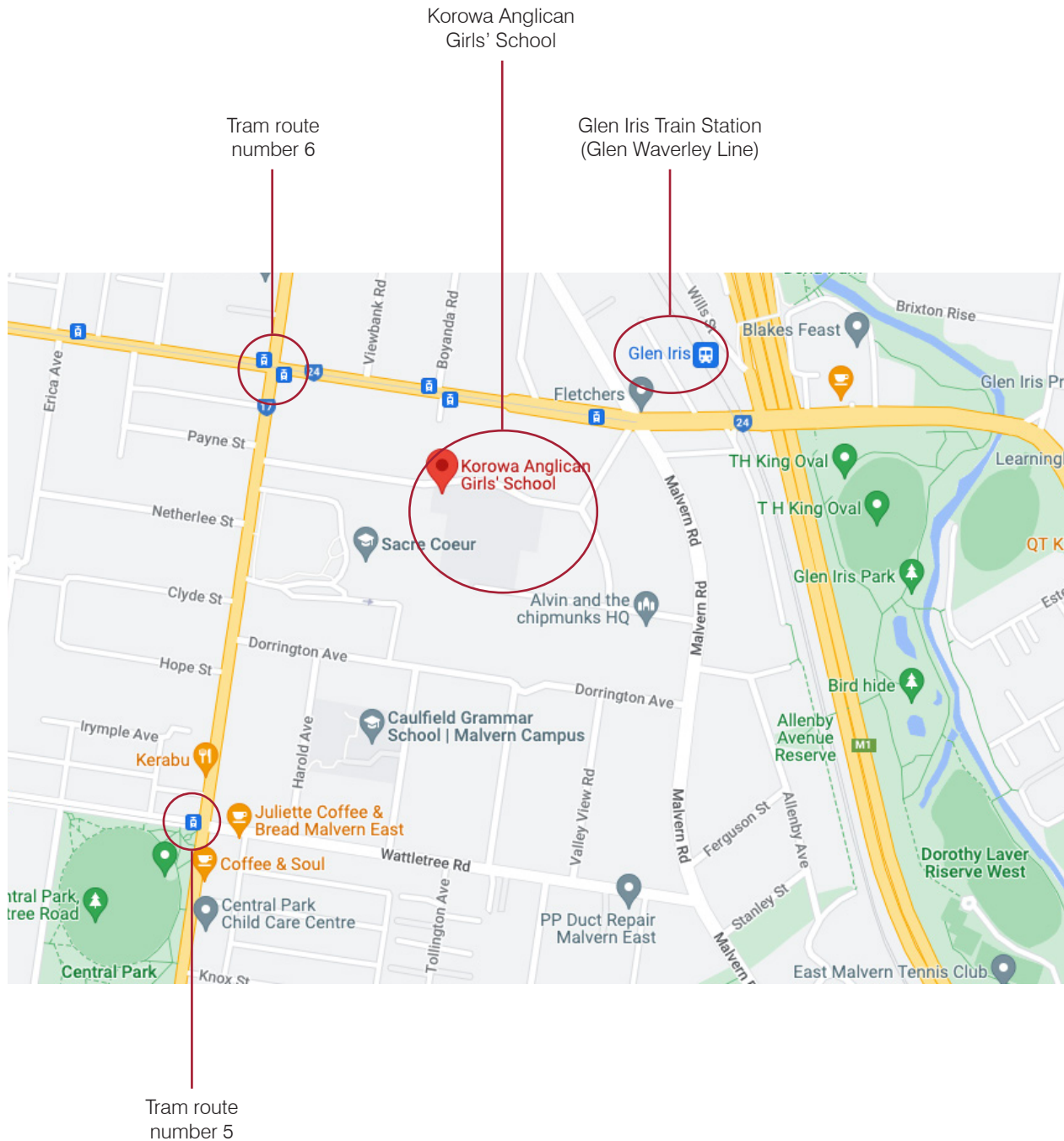
In the first instance, the student or family should contact the International Student Coordinator and attempt to resolve the issue through mediation or informal resolution of the complaint.

School policies, including Korowa's Complaints & Grievances Policy and the International Student Grievances Policy, are available on the School website here: <https://www.korowa.vic.edu.au/enrolment/international-students/>

### Here are some tips from students who have all had their first day in Australia, their first day at Korowa once

- Try new things, lots of them
- Don't be afraid to make mistakes, you might learn more from them than from your successes
- Be patient with yourself: it takes time to take in all the new tastes, smells and ways to do things
- Enjoy yourself and keep an open mind to new experiences

# Local Area Map





# KOROWA

ANGLICAN GIRLS' SCHOOL

Korowa Anglican Girls' School  
10–16 Ranfurly Crescent, Glen Iris  
Victoria, Australia 3146  
ABN: 53 007 133 646  
CRICOS Provider 01022G  
T: +61 3 8808 8888  
E: [reception@korowa.vic.edu.au](mailto:reception@korowa.vic.edu.au)  
[www.korowa.vic.edu.au](http://www.korowa.vic.edu.au)

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