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Korowa Anglican Girls' School

Mission and Values

OUR MISSION

Our purpose is to develop self-aware, confident and capable young people 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 students 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 students 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 students' 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 being kind and expect all members of our community to live out the School values of Courage, Respect, Integrity and Service in all that they do.

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.



Essential Contacts

Reception

03 8808 8888

Student Services (Senior School)

03 8808 8810

Absences

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

Principal

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

Deputy Principal

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

Head of Senior School

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

Head of Curriculum

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

Year 7-9 Student Wellbeing Coordinator

Elmarie Van Der Westhuizen
03 8808 8928
ewesthuizen@korowa.vic.edu.au

Head of Year 7

Brooke Hands
03 8808 8988
bhands@korowa.vic.edu.au

Head of Year 8

Rachel Quirk
03 8808 8870
rquirk@korowa.vic.edu.au

Head of Year 9 (Interim)

Paige Kranz
03 8808 8861
pkranz@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

Learning Support Co-ordinator

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

Student Futures

Louise Blennerhassett
03 8808 8819
lblennerhassett@korowa.vic.edu.au

Essential Links

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

School Hours

ELC

School Opens	7.30am - Before Care
Drop Off	From 8.30am
School Finishes	2.55pm

Prep - Year 12

Period 1 (School Commences for Prep-Year 6)	8.20am
Period 2	9.15am
Recess	10.10am
Period 3	10.35am
Period 4	11.30am
Lunch	12.25pm
Period 5	1.25pm
Period 6	2.20pm
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 Library (SSL)	Monday – Thursday Friday	8.00am – 6.00pm 8.00am – 4.00pm
Junior School Library (JSL)	Monday – Friday	8.00am – 3.15pm
Homework Hub (Years 4-8 SSL)	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

About Korowa Anglican Students' 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 students.

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/guardians' 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 child of founder, Miss Ethel Akehurst. This was the last house to be established in 1933.

Clarke – Pink

Dr Lowthier 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 – 2021	Mrs Helen Carmody
2022	Ms Narelle Umbers (Term 1-3)
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)

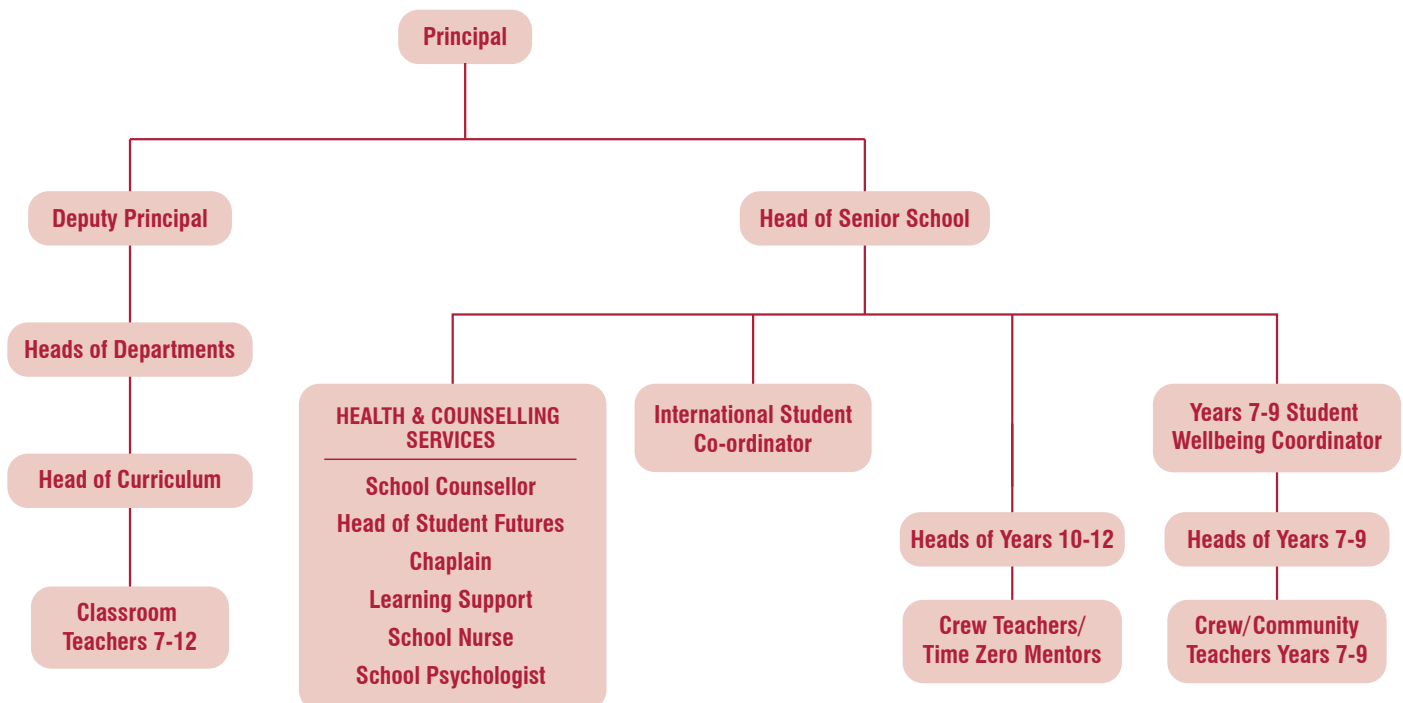
Senior School A – Z

Academic and Social/Emotional Wellbeing Care Structure

In the Senior School, students belong to a Community/Crew Group. The central purpose of each Community/Crew/Time Zero teacher is to know the students in their care through the establishment of supportive relationships. Community/Crew/Time Zero teachers work closely with the students in their care, developing relationships which enable them to offer guidance and encouragement to students and help them understand and demonstrate our expected behaviours. This is done through the lens of character development relationship building, academic and service.

Heads of Year, along with Heads of Department and the Wellbeing Team support the development of the academic and social/emotional wellbeing of students.

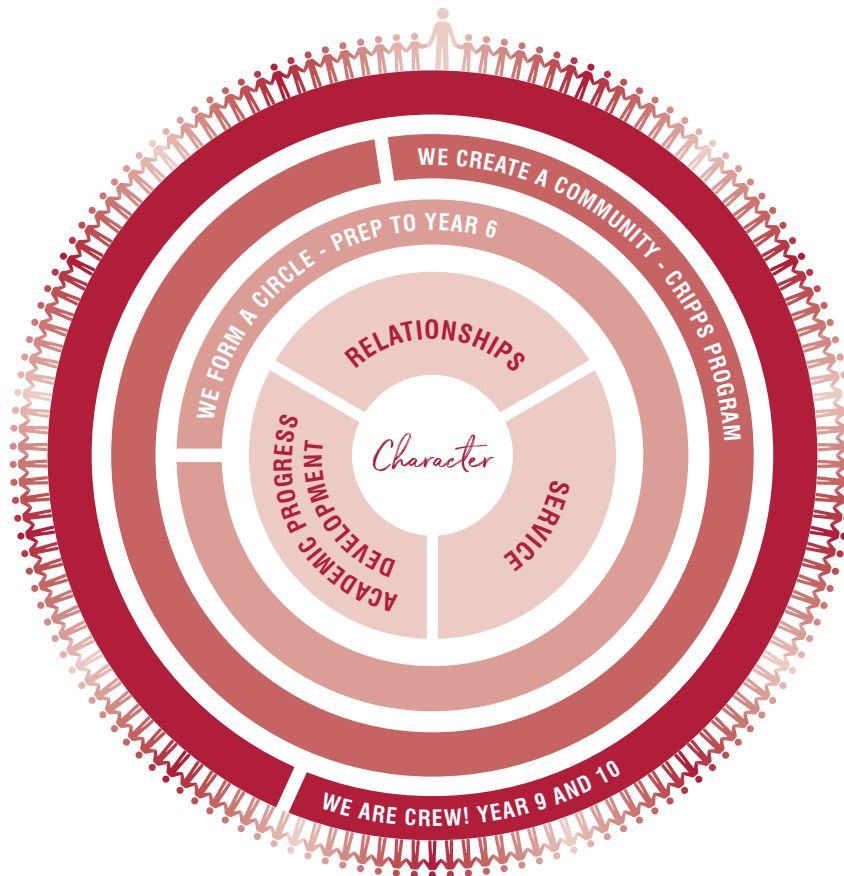
Members of the Wellbeing Team, led by the Principal, Deputy Principal and Head of Senior School are focused on ensuring that each student has access to the resources they need to grow and develop into a self-aware, confident and capable young people who understand their responsibility and capacity to influence the world in a positive way. Our committed Wellbeing Leaders work to develop positive relationships with students and their families and monitor and support student wellbeing, both in and out of the classroom and on a group and individual basis.



Community and Crew

Circle, Community, Crew DEVELOPING GOOD PEOPLE

A STRATEGICALLY PLANNED WEEKLY PROGRAM WITHIN A PRESCRIBED STRUCTURE. STUDENTS BUILD POSITIVE CONNECTIONS WITH PEERS AND THEIR STAFF LEADER.



Character Development

BE GOOD PEOPLE
BE KIND
PROBLEM SOLVE
BE YOURSELF
AND TAKE CARE
OF YOURSELF
IDENTIFY AND
USE CHARACTER
STRENGTHS
COLLECTIVELY EXPLORE
THE UNFAMILIAR



Relationship Building

LISTEN TO AND
RESPECT OTHERS
CONNECT AND
SUPPORT OTHERS
BE ACCOUNTABLE
FOCUS ON
IMPORTANT ISSUES
BUILD A
COMMUNITY



Academic

REFLECT ON
LEARNING,
GROWTH AND
CHALLENGES
PREPARE FOR
PARENT/TEACHER
INTERVIEWS
SET GOALS
BE ORGANISED
FOCUS ON LITERACY
THROUGH READING



Service

CONSIDER THE
NEEDS OF OTHERS,
SOCIETY AND OUR
ENVIRONMENT
ACT TO
SUPPORT OTHERS

WE ARE LEARNING TO

WE ARE LEARNING TO

TEACHERS: • ADVOCATE FOR STUDENTS • MONITOR STUDENT PROGRESS AND DEVELOPMENT

After Hours

Senior School students who remain after school should make their way to the Library where they can work under the supervision of Library staff. The Library closes at 6.00pm on Monday to Thursday and 4pm on Friday.

Attendance Expectations

Students across the School are expected to attend all lessons and activities. Parent/guardians 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 contact the parent/guardian.

Students may not leave the School grounds during the day without permission. If a student needs to leave the classroom during a lesson, they should seek permission from their Teacher. The student should go straight to their destination and return promptly.

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

Students enrolled in VCE studies are expected to maintain a 100% attendance record and should refer to the VCE Student Handbook for a full explanation of their requirements.

Students in Years 11 or 12 are permitted to arrive in time for their first lesson, and sign out and leave School prior to the end of the School day if they have no other School commitments. This arrangement takes effect only when written permission is provided by the student's parent/guardian.

Late Arrivals and Early Leavers

All students are expected to be in class by the beginning of the first lesson. Students who arrive after the beginning of the lesson will be asked to go directly to Student Services to sign in. Students who arrive late must sign in with their Student ID Card at the terminal located in Student Services. In the case of an unexplained absence, the School will contact the parent/guardian or guardian. A record of lateness is kept by Student Services and if lateness becomes persistent and/or students do not have appropriate documentation, the relevant Head of Year will address this concern with both the student and their parent/guardians.

Students leaving early must confirm receipt of an email sent to Student Services by their parent/guardian; or, be in the presence of a parent/guardian 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. Unwell students are not permitted to sign out unless the School Nurse has provided an assessment.

Expected Student Attendance at School Functions Outside of School Hours

YEAR LEVEL	EVENT	TERM
Years 7 - 12	House Chorals Competition	Term 1
Years 7 - 12	Founders Day Service & Principal's Commissioning	Term 1
Years 7 - 12	Speech Night	Term 4

Students requesting permission to absent themselves from any of the above events must submit a written request from their parent/guardians to the Head of Senior School.

Class Parent Representatives

Class Parent/guardian Representatives are parent/guardian volunteers who nominate themselves as a point of contact for families in your child's year level. The role involves helping to make families feel welcome, included and connected. Everyone is welcome to 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

Curriculum Guides/Navigators

Parent/guardians and students in the Senior School have access to the following Curriculum Guides and Navigators:

- Cripps Navigator
- Year 9 Navigator
- Year 10 Navigator
- VCE (Years 11 and 12) Navigator
- VCE Student Handbook

These curriculum guides, which can be found on the School website, provide a wealth of information regarding Korowa's Academic and Wellbeing Programs and Structures.

Co-Curricular Opportunities

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

Colours and Awards

Students who contribute in a significant way to the life of the School may be acknowledged through the award of 'Colours' or 'Half Colours'. These are generally awarded to students in Years 11 and 12; however, in exceptional circumstances Colours Awards may be awarded to younger students.

There are also a range of other awards, including academic and service awards for which students in Years 7 – 12 may be eligible.



Communications

Parent/Guardian Communications

The School utilises several different methods to communicate with parent/guardians:

- Phone and email
- Korowa app - access to the latest news and school notices, the calendar, timetable, classes, key contacts and quick links to resources. Download the app on Google Play or the App Store, search for Korowa Anglican Students' School.

Follow us on social media - Facebook, Instagram and LinkedIn.

While we encourage parents and guardians to reach out to relevant staff with any concerns you may have regarding your child, please be aware that staff are in class with students throughout the day and are often involved with meetings, events and professional development after hours. Please be aware that it may take up to 48 hours for them to respond. In case of an emergency, please contact Student Services directly.

Operoo

Operoo is Korowa's primary source for capturing medical information and obtaining permission for excursions, camps and other programs. It is essential that parent/guardians take the time to update this medical information on a regular basis, including before every excursion or off-site experience. 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 use Operoo. Every student requires an Operoo profile and this should be created and maintained by their parent/guardian. If you would like to learn more about Operoo, please visit www.operoo.com

Konnect

Konnect is our learning management system which is fundamental to the way every subject runs across Years 7 – 12. Every subject has a class page. There, your child can gain access to course materials (PDF, website, videos etc.) and classroom activities. Konnect also provides a forum for online discussions through blogs and social stream features. Due Work may also be used to set due dates for formative assessment and homework tasks.

Reports

In the Senior School, online timely reporting allows parents/guardians to access the result, teacher's feedback and report comment after a CATs (Common Assessment Tasks) or SACs (School Assessed Coureswork in Unit 3 and 4 VCE courses) has been completed. A Timely Online Report means that as the semester progresses, your child's report will be updated. Feedback about performance in CATs and SACs in each subject will be uploaded once marking has concluded. Parent/guardians will no longer need to wait until the end of a semester to receive formal feedback. Feedback is available via the Parent Portal for parent/guardians, and information for formative assessment tasks will be available on Konnect, but for CATs, the information will be on synergetic.

The number of CATs varies between subjects, and the tasks will reflect the more formal aspects of assessment. Each CAT will receive a percentage (%) result, except in those subjects and CATs where a percentage result is not deemed suitable to the nature of the task. At the end of each semester, parent/guardians will be able to download a PDF version of the entire report for record keeping purposes. Timely Reports will be available across Semester 1 and 2. This feedback will be supplemented by parent/guardian-teacher interviews in Semester 1 and 2.

Interviews for different year levels are scheduled in Semester 1 and 2 and dates are listed in the Korowa calendar. Parent/guardians will be notified when bookings can be made via the Parent/guardian Portal. Students are encouraged to attend these interviews with their parent/guardians so that they are part of the feedback conversation.

Information and instructions regarding how to make an interview time will be sent prior to the first interviews of the year.

Parent/Guardian Information Sessions

Parent/guardians are invited to a range of Parent/guardian Information Evenings throughout the course of the year. These events take place in pre-recorded, online and face to face format and are listed in the School calendar. Parent/guardians are sent invitations a few weeks prior to each event.

Community Groups

The Korovian Club

Upon leaving school, Korowa students become 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

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, irobertson@korowa.vic.edu.au

Korowa Groups and Clubs

Parents/Guardians can make new friends and be part of the Korowa community through the many 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

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 and Services 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 (Past 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

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, Frances Booth, please contact Ian Robertson, Alumni Manager, on irobertson@korowa.vic.edu.au

Dates

A list of Term Dates and selected Key School Events can be found on the School Website here:

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

Please refer to the School Calendar on the Korowa app or Konnect for a full list of events. It is possible to filter only the events relevant to you by clicking the 'Filters' tab and selecting your campus and preferred event categories.

Health Centre

If a student is feeling unwell, they should make their way to the Health Centre to see the School Nurse, who may contact their parent/guardians. The School Nurse may recommend that the student returns home and/or seeks further medical treatment as required.

The Health Centre is located on level 1 of the Sports and Wellbeing Centre, adjacent to the reception. It is open from 8.30am – 3.30pm each School day.

Home Learning and Self-supervised Study

Homework

Homework and home study are intrinsically linked to learning in the classroom. Both are seen as important to a student's progress as it enables students to consolidate, enhance and reflect on their learning. The nature of homework will differ according to the subject and will vary in expectations according to the year level.

Each department has its own homework guidelines. Expectations around completion will be communicated to students at the start of the year or semester. Homework and home study are opportunities for students to enhance their skills in lifelong learning, persistence and self-management. These attributes are highly valued in the workforce.

Homework tends to be task oriented, teacher directed and has a set completion date that students must meet. Study tends to be student centred, self-initiated and should be ongoing in nature.

These guidelines may assist you in helping your child complete home tasks which are set according to the homework timetable:

YEAR LEVEL	WEEKDAYS	WEEKENDS
12	3 hours per night	6 hours
11	2 ½ hours per night	5 hours
10	2 hours per night	4 hours
9	1½ hours per night	3 hours
8	1½ hours per night (including 30 minutes of reading/revision)	1½ - 2 hours
7	1 hour per night	1½ hours

Students may also prefer a different tool to record and list due work, tasks and deadlines. They are encouraged to find method that works for them to remain on top of their work and co-curricular requirements.

Parent/guardians are asked to take an active interest in their child's homework by helping ensure that they use the School Diary effectively and that they adhere to the amounts of time set for homework as much as possible. Students are to do their own work, but parent/guardians can help by:

- assisting to locate and understand information;
- praising/acknowledging self-motivated learning behaviours (eg. regular revision, efficient use of record book, seeking help outside of class);
- talking about topics they are studying and skills they are developing and showing interest by asking questions;
- providing a quiet time and place for study;
- helping ensure that there is some rest and relaxation; and
- notifying the Head of Year if your child is suffering problems which could affect the amount of homework they can do.

Students are encouraged to limit the weight of their school bags by ensuring that they only take home books that are required for that night's homework and study.

Years 11 and 12

Homework and home study are essential at VCE level; however, students can complete some of their homework in study periods at School. Year 11 and 12 students should be undertaking homework and study each night. Whilst the amount of homework set each night will vary, it is important that study and revision are factored in on a regular basis so as to consolidate concepts and material already completed.

Homework Hub

Our after school Homework Hub program runs Monday to Thursday in the Senior School Library until 6.00pm. It is a free service for students in Years 4 – 8, providing the assistance of a dedicated Supervisor.

Students in Cripps may avail themselves of the Homework Hub service. Students in Years 9-12 are still welcome and encouraged to use the Library for study. For more information, please contact the Homework Hub Supervisor, via email: homeworkhub@korowa.vic.edu.au

IT Helpdesk (Student Support Services)

The IT Services Team is located in the 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 helpdesk@korowa.vic.edu.au

Information Communication and Technology (ICT) Student Use Agreement

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 and on Konnect.

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, parent/guardian consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult (parent/guardian 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
- Handing my mobile phone/smart watch to my teacher at the beginning of the school day.

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 formats, including the School Diary.

Korowa's Child Protection Program Handbook is available at:
<https://www.korowa.vic.edu.au/discover-korowa/child-safe-policies/>
 The Child Safe 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/guardians or any member of the Korowa staff that you feel comfortable with.

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:

- Head of Senior School
- Head of Junior School
- School Psychologist

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/guardians, or contact a Korowa staff member you are comfortable with.

Leadership

There are many opportunities, both formal and informal, for Senior School students to develop leadership skills. Leadership in the Senior School is underpinned by our core value of Service, and leadership roles provide for our students to both give of themselves, and make a positive impact on the community that they serve.

Library

Opening Hours

The Library is located on Level 2 of the Senior School building and opens as follows:

OPENING HOURS (During Term Time)	
Monday – Thursday	8.00am – 6.00pm
Friday	8.00am – 4.00pm

Opening hours for each holiday break will be published in the week prior to the break.

Staff

Library staff, led by Lead Librarian Natalie Elliott, are committed to fostering a love of lifelong learning with a focus on digital literacy, information fluency and pleasure reading.

Loans

Students may borrow printed matter resources in the Senior Library and Junior Library for three weeks. Equipment such as cameras, GoPros and tripods are also available for loan. Loans can be renewed with Library staff either in person or via email at: library@korowa.vic.edu.au

Resources

The Library houses a contemporary fiction collection which has been carefully curated for our community. Students are welcome to suggest books they would like added to the Library's collection. The Library holds a nonfiction collection that supports curriculum and learning, and also features electronic databases which are accessible through the virtual Library, 24/7.

Facilities

The Library offers an open plan environment, with flexible spaces that support teaching and learning. There are areas for collaboration, quiet study and reflection, as well as a warm, relaxing reading area with comfortable furnishings.

Music

Instrumental, Vocal and Theory Lessons

In addition to the classroom Music Program, the instrumental program offers tuition for individual students, with the possibility of shared lessons should 'like' students be available. Korowa prides itself on its high quality music staff who are specialists in their instrument, enabling students to receive outstanding tuition and guidance. Tuition on all orchestral and band instruments is offered, and students who learn an instrument at school, including voice, are expected to belong to an ensemble. Students may also enrol for Music Theory classes to enhance their musicianship.

Enrolment for lessons may be arranged at any time during the School year. Enrolment forms are available through Konnect, the School website and the Music School.

In conjunction with the classroom Music Program, instrumental lessons provide a foundation for possible future VCE Music Performance study.

Ensembles

All students are encouraged to join the many ensembles which rehearse weekly and give students memorable, exciting performance opportunities, as well as the opportunity to mix with students of different year levels and gain further recognition through awards and Music Colours. Students who learn an instrument, including piano and voice, are expected to belong to an ensemble. Membership of ensembles, including choirs, is open to all students whether they learn in the school or privately. Korowa has a range of instrumental ensembles that cater for all levels of playing ability. These include different level concert bands, stage bands and string ensembles, and flagship ensembles such as Koristers, Wind Symphony and Wendy Taylor Orchestra.

Ensembles include:

- Amadeus Strings – Intermediate Strings
- Chamber Strings – Auditioned ensemble for advanced string players Years 7 – 12
- Contemporary Soul Band - For students in Years 7-9 who sing, or play guitar, bass, drums/percussion, saxophone, trumpet, trombone
- Gamelan Ensemble - Years 7 – 12
- Intermediate Concert Band - Years 7 – 10
- Jazz Club - Years 7 – 12
- Korale – Seasonal choir open to all students from Years 7 – 12
- Koristers – Auditioned choir for students from Years 7 – 8
- Koristers – Auditioned choir for students from Years 9 – 12
- Percussion Ensemble - Years 7 – 12
- Rock Bands – Years 7-12, expressions of interest welcome
- Stage Band – Years 7 – 12 auditioned
- Small Chamber ensembles – By invitation for advanced performers
- The Wendy Taylor Orchestra – Full symphony orchestra for students from Years 7 – 12, by invitation/audition
- Vocal Ensemble - Advanced auditioned choir for students from Years 7 – 12
- Wind Symphony – Advanced wind and percussion players, by invitation/audition

Performance Opportunities

A wide variety of performance opportunities are offered to students. These range from informal soirees and lunchtime concerts to performances at Assemblies, Autumn Jazz evening, the formal Gala Concert, Founder's Day Service and Speech Night. Students are encouraged to compose music for performance and to direct their own rehearsals of ensembles and choirs through the House Arts Festival and House Chorals Competition. These performances give students wonderful leadership opportunities and invaluable skills, and are highly valued by all. Students also participate in Performing Arts productions, plays, dance showcases and concerts.



Managing Personal Property

ID Card

All Years Prep – 12 students are issued with an ID card. New students are provided with their ID card approximately two weeks after their first school photo is taken. The Korowa ID card is used by students to sign in and out at Student Services/ Junior School Reception; when borrowing items from the library; when accessing photocopiers and printers; and as a debit card in Tuckies (Years 3 – 12). It is also proof of student status and age in Australia and can be used as proof of identity for external examinations. Korowa student ID cards with the Public Transport Victoria logo (PTV) can also be used to purchase a concession Myki for use on public transport in Victoria. The initial issue of the ID card is free; however, a replacement cost for lost cards will be charged. Students in Years 5 – 12 are provided with \$10 printing credit per semester. Additional credit can be purchased in the Senior School Library.

Lockers and Storage Spaces

Students across the School are issued with a locker or a storage space at the start of each year. Students in the Senior School are required to provide their own lock.

All belongings must be kept in their locker and remain locked. Valuable items are not to be left in lockers overnight and students are discouraged from bringing large amounts of money to school. If money is required, your child's Head of Year can assist with secure storage. Musical instruments should be stored securely in the Music School.

The School will assume no responsibility for the loss of or damage to any electronic device, equipment or sum of money brought to School from home.

Mobile Phones

Students are welcome to bring their personal mobile phones to School; however, these items are the responsibility of the student and the School accepts no responsibility for loss or damage. Before a student can bring their mobile phone to School, they are required to complete the Student General Agreement found in the School Diary. Students are expected to use the mobile phones in a way that meets the expectations of the Korowa Student ICT Responsible Use Policy.

In Years 7 – 9, students are expected to store their mobile phone in their locker between 8.20am and 3.15pm. In Years 10 – 12, students are encouraged to do so. Mobile phones are not to be accessed during class time, unless for a specific learning purpose articulated by the teacher, or with express permission from the teacher.

All students must seek permission before recording or photographing members of the Korowa Community (students, teachers, staff and visitors). All students are also required to seek permission before posting on social media or other websites, images (photo and video) of members of the Korowa community.

Mobile Phones and other devices in Cripps

The Cripps building is a technology free zone at recess and lunchtime. Therefore, students are expected to put these devices in their locker at all times and focus on face to face interactions. If a Cripps student needs to complete School work during recess or lunchtime, they are expected to do so in the Library.

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. We encourage families to park nearby and then walk to school.

Parties

Parties which are organised outside of the Korowa setting by parent/guardians/students are done so at the organiser's own risk. Korowa does not condone any parties organised in the name of Korowa. In addition, invitations to private parties should not contain the Korowa crest or any Korowa branding, nor should they be distributed via Korowa's media services.

Photos of Students – Parent/guardian Photography and Filming for Personal Use

All Parent/guardians and Guardians are reminded that care should be taken when photographing or filming their child. Please ensure that you do not inadvertently take a photograph or footage of any other student that is then subsequently uploaded onto social media of any kind. Please ensure that you only post photos on social media with permission of other parent/guardians.

The Korowa social media platforms do not include students whose parent/guardians 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 student in our care is obviously vital and your assistance in this matter is much appreciated.

School Diary

The School Diary is compulsory in Years 7 and 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.

Parent/guardians who have a child in Cripps are asked to take an active interest in their child's homework and study by helping ensure that they use the School Diary effectively and they undertake a regular homework pattern. Parent/guardians can assist by:

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

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 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 students to build their skills in particular sports, be part of a multi-year level team and develop their confidence.

Korowa is a member of Students' Sport Victoria (GSV) which was established in 2001 when 24 independent students' schools united to form a new sporting body. In addition to GSV Track and Field, Cross Country, Diving and Swimming Carnivals, students in Years 7 – 12 have the opportunity to participate in weekly GSV Sport, choosing from an array of possible teams. Weekly GSV sport teams train and play on consistent days throughout the year, either training before school or during lunchtime and playing afterschool – Seniors (Year 11 and 12) on Mondays, Intermediates (Year 9 and 10) on Wednesdays and Juniors (Year 7 and 8) on Thursdays. Details of trials, training sessions and fixtures are published on a variety of platforms for both student and parent/guardian viewing: the 7 – 12 GSV Sport page on Konnect, the School Calendar, Operoo and the Korowa app.

Korowa is also a member of School Sport Victoria, governing both primary and secondary schools across the State. SSV programs for Senior School Students allow for the pursuit of elite sporting pathways as well as GSV Representative teams.

Leading the Way in Sport

There are many opportunities to demonstrate leadership in sport at Korowa. In addition to the Junior and Senior School Sport Captain and House Captain roles, a Captain is also appointed to lead each Senior School Carnival and Club Sporting Team.



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 Korovians and teachers.

Korowa Netball Club

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

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

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

Korowa Basketball Club

Students from Years 5-12 can participate in the Waverley Basketball Association each Saturday, as part of the newly created Korowa Basketball Club. Korowa Basketball is for students of all abilities, from those who have played for a number of years to those who are new to the game. The focus of the program is on challenging each individual, creating new friendships, skill development and beyond that, developing a love of basketball. The new Sports and Wellbeing Centre provides students access to state of the art facilities including an indoor basketball court.

Snowsports

Students 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 child enjoys cross country skiing, downhill skiing or snowboarding, the emphasis is on participation and community at Korowa. Students 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, students participate in land training 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 students and parent/guardians 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.

Korowa Snowsports Club

Snowsports at Korowa is supported by the Korowa Snowsports Club. This is a very friendly group of parent/guardians 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/guardian volunteers are appreciated as team managers and event officials. Dinners and parent/guardian races are held throughout the season so they can have just as much fun as the students!

Rowing

Rowing is much more than just a sport. Students who commit to rowing for Korowa will be involved in a sport which helps to create well-rounded individuals. The coaching team is passionate about the sport because they see the benefits of rowing for young people. Successful student rowers are committed, hard-working and organised. They manage time effectively and develop close friendships and bonds with teammates that have been known to last a lifetime. Students become fitter and stronger, and they develop confidence, humility and resilience. Students become reflective practitioners, learning how to identify strengths and areas for development, build on success and re-build following defeat.

Students may then join the Learn to Row Program in Year 8. From there they can join the Junior Rowing Squad. Progression to the Intermediate and Senior Squads is encouraged so that students can earn the coveted Morongo Medal at the Head of the Schoolstudents' Regatta. Pathways are offered to Year 12 students once they finish rowing with the Korowa Rowing Program. These include rowing for a local club or their university, or even representing Victoria or Australia.

Our squad is highly competitive and disciplined, with expert coaches led by our highly experienced Director of Rowing. Korowa rowing crews consistently rank in the Top 5 in Victoria.

Our crews compete in a series of Rowing Victoria Regattas culminating in the pinnacle event in Victorian School Student Rowing, the Head of the Schoolstudents' Regatta (HOSG). Held on the Barwon River, Geelong in mid-March, the HOSG is the largest single gender regatta in the Southern Hemisphere, with over 2100 competitors and 6,000+ spectators attending this exciting three-day event. Our Senior crews, upon qualification, also compete in the Australian National Rowing Championships.

Korowa Rowing Club

Korowa rowers are supported by the Korowa Rowing Club parent/guardian group. In addition to cheering and supporting students at Regattas, the Korowa Friends of Rowing meet monthly, host BBQs for the squad and assist at friend/fundraising events. Joining the Rowing Club is a great way to get involved in the community and support your child's experience of rowing at Korowa.

	TERM 1	TERM 2	TERM 3	TERM 4
GSV Weekly Sport (7-12)	Softball Tennis	Australian Rules Football Netball	Badminton Soccer Volleyball	Basketball Cricket
SSV Weekly Sport (6)		Australian Rules Football Netball Teeball	Soccer European Handball Cricket	
GSV Carnivals (5-12)	Diving Swimming	Cross Country	Track and Field	
SSV Carnivals (3-6)	Swimming	Diving Cross Country	Track and Field	
Events (7-12)	GSV Triathlon GSV Golf			GSV Year 6 & 7 Sports Expo
House Sport (7-12)	Track and Field (7-12) Softball Volleyball	Cross Country (7-12) AFL 9s Netball	Basketball Soccer Triathlon	Swimming (7-11)
Extra Curricular	Rowing (9-12) Korowa Netball (3-12) Korowa Basketball (Prep-10)	Snowsports (P-12) Korowa Netball (3-12) Korowa Basketball (Prep-10)	Snowsports (P-12) Rowing (8-11) Korowa Netball (3-12) Korowa Basketball (5-12)	Rowing (8-11) Korowa Netball (3-12) Korowa Basketball (5-12)

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 in our community feels safe and is treated justly and with respect.

The Korowa Values and associated behaviours are clearly outlined in the Korowa Student Code of Conduct, available on Konnect and in the School diary. Underpinning the Korowa Student Code of Conduct is the Korowa Student Behaviour Management Policy (and other associated Korowa student policies), which can be found in the School Diary.

In accordance with the Korowa Student Behaviour Management Policy if, at any time, a student is unable to meet our 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 or withdrawal of enrolment.

As is articulated in both the School's Student Code of Conduct and the Student Behaviour Management Policy (and other associated Korowa student policies), our students are not permitted to smoke, drink alcohol or use recreational drugs on school premises, on camps or excursions. Similarly, no student is permitted to drive to School.

Wellbeing staff are available to assist all students with issues that concern them. If they choose to do so, students in the Senior School can seek counselling independently.

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 dismissal.

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.

These 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, Withdrawal of Enrolment 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 parent/guardians/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, parent/guardians and the School community through:

- School Diary
- Konnect; and
- Staff and Parent/guardian Handbooks

Student Bullying Prevention and Intervention Policy

What is Bullying?

Bullying is the repeated and intentional behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and bystanders. Bullying can take many forms including:

- Physical bullying which involves physical actions such as hitting, pushing, obstructing or being used to hurt or intimidate someone. Damaging, stealing or hiding personal belongings is also a form of physical bullying.
- Psychological bullying is when words or actions are used to cause psychological harm. Examples of psychological bullying include name calling, teasing or making fun of someone because of their actions, appearance, physical characteristics or cultural background.
- Indirect bullying is when deliberate acts of exclusion or spreading of untrue stories are used to hurt or intimidate someone.
- Cyber bullying is the ongoing abuse of power to threaten or harm another person using technology. Cyber bullying can occur in chat rooms, on social networking sites, through emails or on mobile phones.

What Bullying is Not

There are many negative situations which, whilst being potentially distressing for students, are not bullying. These include:

- Mutual Conflict Situations which arise where there is disagreement between students but not an imbalance of power. Mutual conflict situations need to be closely monitored as they may evolve into a bullying situation; or
- One Off Acts (of aggression or meanness) including single incidents of loss of temper, shouting, swearing or breakdown of friendships do not normally constitute bullying

What are the Signs that Someone is Being Bullied?

Major behaviour changes in a student may be indicative of bullying. Such behavioural changes may include:

- Crying at night and having nightmares;
- Refusing to talk when asked "What's wrong?";
- Having unexplained bruises, cuts or scratches;
- An unwillingness or refusal to go to school;
- Feeling ill in the mornings;
- A decline in quality of school work;
- Becoming withdrawn and lacking confidence;
- Beginning to bully siblings; and
- Acting unreasonably.

Parent/guardians/guardians are encouraged to recognise signs of bullying and notify the School through a trusted staff member immediately (such as a Class Teacher/ Advisor, Co-ordinator, School Counsellor), if they suspect their child is a victim of bullying.

Korowa's Approach to the Prevention and Management of Bullying Behaviour

Korowa recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the School is respected and accepted. Bullying is not tolerated at Korowa. It is our policy that:

- Bullying be managed through a 'whole of school community' approach involving students, staff and parent/guardians/guardians as required;
- Bullying prevention strategies be implemented within the School on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parent/guardians/guardians to recognise bullying and respond appropriately;
- Bullying response strategies be tailored to the circumstances of each incident;
- Staff act as positive role models, emphasising our no-bullying culture; and
- Bullying prevention and intervention strategies are reviewed on an annual basis against best practice.
- Bullying Prevention Strategies

Korowa recognises that the implementation of whole school prevention strategies is the most effective way of eliminating, or at least minimising, incidents of bullying within our community. Our students are supported to live our school values through our personal qualities and behaviours. These values underpin all that we do and reinforce our expectations regarding the way in which students treat one another.

Student Responsibilities

- Each student has the responsibility to report any instance of bullying whether they are the recipient or a witness;
- Each student has the responsibility to not support or encourage bullying behaviour, but to encourage and help the person being bullied to do something about it;
- If a student has it drawn to their attention that their behaviour is of a bullying nature, they should take it seriously, reflect on their behaviour, check it out by asking an adult if it is inappropriate, apologise and stop the offending behaviour immediately.

Reporting Bullying

Students and their parent/guardians/guardians are sometimes reluctant to pursue bullying incidents for fear that it will only make matters worse.

A key part of Korowa's bullying prevention and intervention strategy is to encourage reporting of bullying incidents as well as providing assurance to students who experience bullying (and parent/guardians/guardians) that:

- Bullying is not tolerated within the School;
- Their concerns will be taken seriously; and
- The School has a clear strategy for dealing with bullying issues.

Bullying incidents can be advised to the School verbally (or in writing) through any of the following avenues:

- Informing a trusted teacher;
- Informing the school counsellor;
- Informing a student's Co-ordinator;
- Informing the Head of School; or
- Informing the Deputy Principal or the Principal.

Responding To Bullying

Bullying behaviours vary enormously in their extent and intent and, as a consequence, each incident needs to be dealt with on its facts. In all circumstances the School:

- Takes bullying incidents seriously;
- Provides assurance to the victim that they are not at fault and their confidentiality will be respected;
- Takes time to properly investigate the facts including discussing the incident with the victim, the bully and any bystanders;
- Takes time to understand any concerns of individuals involved;
- Maintains records of reported bullying incidents; and
- Will escalate its response when dealing with persistent bullies and/or severe incidents. Actions that may be taken when responding to bullying include:
- Restorative Practices approaches including the Method of Shared Concern Approach*; the No Blame Approach*; and, the RULER Relationship Management Approach*;
- Notification of/Consultation with parent/guardians/guardians;
- Offering counselling to persistent bullies/victims (this may include referral to an external provider);
- Implementing effective follow up strategies; and
- Disciplinary action at the Principal's discretion including suspension and withdrawal of enrolment of persistent bullies, or in cases of severe incidents.*

Responsibility Of Staff

All staff members are responsible for:

- Modelling appropriate behaviour at all times;
- Dealing with all reported and observed incidents of bullying in accordance with this policy;
- Ensuring that any incident of bullying that they observe or is reported to them is recorded appropriately, and, referred to the appropriate staff member to investigate the incident;
- Demonstrating vigilance in monitoring students that have been identified as either persistent bullies or victims; and
- Acknowledging the right of parent/guardians/guardian to speak with the School if they believe their child is being bullied.

** These approaches may be used to intervene in group or relational bullying situations. They are only appropriate during the initial stages. They are not appropriate for persistent or severe bullying incidents.*

Details regarding these approaches can be found on Konnect.

Student Code of Conduct (Years 5–12)

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

BE BRAVE

Courage to strive for success in learning and life

- Contribute to the learning environment through active and positive participation and apply a growth mindset to all spheres of School life including co-curricular, House, social service and community life
- When faced with challenges and setbacks, practise tenacity and problem solving strategies to work through the problem
- Take responsibility for my learning through actively engaging in a dialogue with my teacher and other key staff, including raising concerns, seeking support and practising self-discipline
- When facing a challenge, strive to identify the signs of unhelpful or fixed thinking and make the choice to use helpful or flexible thinking strategies
- Demonstrate courage and a growth mindset when receiving feedback and when monitoring and evaluating my own performance and progress
- View my own setbacks and experiences of adversity with self-compassion and as an opportunity to grow
- Actively seek out new responsibilities and challenges

BE RESPECTFUL

Respect for Anglican values that promote authentic social responsibility

- Through thoughts, words and actions, actively demonstrate respect, inclusivity, empathy and generosity towards all members of the School community
- Meet the School's attendance, uniform/appearance, punctuality, attitude and behaviour expectations
- Meet the School's ICT Acceptable Use expectations as outlined in the Information and Communication Technology Use Agreement

Student Declaration

- Respect myself and others by practising healthy physical, emotional, academic and relationship habits
- Respect the right of others to learn in a safe and supportive environment, free from distraction, negativity and judgement
- Welcome diversity as an opportunity for me to broaden my understanding, by learning about and from, all people and cultures
- Respect myself, my peers and the School by behaving in a way that will not put the School's reputation at risk
- Respect myself, my peers and the School, by avoiding the risks associated with the possession and use of drugs, alcohol and other illicit substances
- Demonstrate respect for, and protection of: School property, my property and the property of others
- Care for the built environment of the School by demonstrating environmentally sound behaviours

BE HONEST

Integrity in our conduct, relationships and leadership

- Accept responsibility for my own decisions and behaviours, and when consequences arise from my decisions and behaviours, demonstrate acceptance, good grace and resilience
- Be truthful in my interactions with all members of the School community
- Adapt my behaviour to suit different roles and situations, including leadership roles
- Actively build and maintain productive relationships with all members of the School community
- Demonstrate the willingness and capacity to work collaboratively and collegially with all peers from within and beyond my year level
- Allow others the space to experience adversity and setbacks in an environment of compassion and empathy
- Demonstrate behaviour, both within and beyond the Korowa grounds, that projects a positive image of the School
- Report anti-social behaviour and other breaches of School expectations to staff

BE GENEROUS

Service to our local, national and international communities

- Actively contribute to the life of the School through participation in co-curricular, House, social service and community events
- Seek to increase my understanding of diversity by actively learning about individuals and communities whose experiences and/or world view are different from my own
- Seek out opportunities to serve the needs of others in a diverse range of contexts
- Actively seek out opportunities to demonstrate acts of kindness within and beyond the Korowa community
- Practise servant leadership in positions of responsibility by seeking out and valuing diverse opinions; cultivating a culture of trust through sharing responsibility for tasks; practising humility in my thoughts, words and actions; and, encouraging and developing the leadership capacity of others

Student Futures

The Student Futures Program at Korowa is a multifaceted program offering three strands: pathways, accreditations, innovation, and entrepreneurship. A combination of internal programs, curriculum-based units and co-curricular opportunities allows students in Years 7-12 to develop skills, knowledge, confidence and capabilities to support them in preparing for an ever-changing workforce.

Pathways is underpinned by the Australian Blueprint for Career Development and the Victorian Careers Curriculum Framework and begins in Year 7. Throughout their time in Senior School, students will have access to:

- BecomeMe
- MaxMe
- One-on-one counselling sessions
- Group counselling sessions
- Seminars
- Careers testing
- Morrisby testing

Students in Years 10 and 11 immerse themselves in university life, living on campus for their respective end-of-year programs at Deakin University, Waterfront and St Hilda's College, Melbourne University

Accreditations allow students to gain a range of qualifications that can support them in building independence to seek part-time employment in areas such as hospitality, coaching and umpiring. Students are encouraged to look for part-time work, which helps them to gain independence and develop confidence, transferable skills, and interpersonal skills. In addition, students can learn to manage their time and money.

Innovation and Entrepreneurship programs provide students with various co-curricular opportunities to become involved in programs that allow them to work with peers as they further develop critical skills for success in an increasingly dynamic world. Whether through technical innovation, social entrepreneurship, digital or sustainability-focused innovation and entrepreneurship, students can identify problems and consider creative solutions to complex problems. In 2023, we are working with Swinburne University, who will support our students participating in the F1 in Schools program, with members of the Engineering Department mentoring and supporting the teams throughout the program.

Student Policy Documents

All student policy documents are accessible to students and parent/guardians via Konnect. These policies include, but are not limited to the Korowa Student Behaviour Management Policy, the Korowa ICT Policy (Students), the Korowa Student ICT Responsible Use Policy and the Korowa Bullying Prevention and Intervention Policy.

Student Services

Student Services, located in the Student Services building (between Main Reception and the Cripps Building) is open daily from 8.00am – 4.00pm. Student Services staff can be contacted on (03) 8808 8810 or email studentservices@korowa.vic.edu.au. If your child needs to sign in or out, they should go to Student Services.

The Student Services office also manages student and parent/guardian enquiries, excursions, lost property, messages for students and PTV Transport Concession forms.

SunSmart Expectations

Korowa is a SunSmart School and, as such, takes very seriously the need for students to be protected against UV rays of the sun while at School. All students should have their own sunscreen lotion/cream in their bag (roll-on is preferred). Students in ELC – Year 8 are expected to wear the Korowa cap/sunhat when outdoors in Terms 1 and 4.

Trips and Tours

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.

Sandra Ivory Cafe and Piazza

The Sandra Ivory Cafe and Piazza is operated by Maziee Grazing, and offers a wide variety of food to all students on each School day from 7am until 4pm (times may vary in line with school events).

Students are able to make purchases with cash, a pre-loaded ID card, or preorder online via Flexischools: www.flexischools.com.au

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. On the days in which students have PE, Sport or Dance, they can wear their full sports uniform to and from School.

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
- Students may wear a Korowa ribbon (white, cherry or charcoal) with both the summer and winter uniform
- Students may 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 parent/guardians new to Korowa. An interpreter is available for International Students if requested.

Location: 150 Waverley Road, East Malvern

Opening Hours: Monday to Saturday (closed Sundays).

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

Visiting the School

All Parent/guardians/Guardians are required to sign in at Main Reception when attending Korowa for a particular purpose, such as a meeting with a staff member or when volunteering in the classroom. Parent/Guardians are not required to sign in at Reception when they are:

- picking up or dropping off their child
- accessing Student Services for a particular purpose (such as dropping off an item of clothing)
- accessing the Ivory Cafe
- attending special functions such as the special Chapel Services or Assemblies

Volunteering at Korowa

Child Safe School

Korowa Anglican Students' 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.

Parent/guardians 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 parent/guardians must please read the School's Child Safe Policy and Child Safe Code of Conduct and complete a Child Safe Standards Declaration. These are available on the School's Website:

<https://www.korowa.vic.edu.au/discover-korowa/child-safe-policies/>

Food Handling and Preparation

If parent/guardian 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/>

Alcohol

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

Parent/guardian Code of Conduct

Parent/guardians are reminded that their conduct whilst on School premises or at School organised events is governed by the Korowa Parent/guardian Code of Conduct, which is available here <https://www.korowa.vic.edu.au/wp-content/uploads/2020/10/2020-Parent/guardian-Code-of-Conduct.pdf>



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