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Welcome to the Junior School

Dear Parents/Guardians

Welcome to the Junior School at Korowa.

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

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

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

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

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

Yours sincerely

Miss Joanne Barker
Head of Junior School



Essential Contacts

Main Reception

03 8808 8888

Junior School Reception

03 8808 8844

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

Head of Junior School

Joanne Barker

03 8808 8844

jbarker@korowa.vic.edu.au

**Early Years Co-ordinator
(ELC – Year 2)**

Kerry Irvine

03 8808 8844

kirvine@korowa.vic.edu.au

Years 3 – 6 Co-ordinator

Katie Thiedeman

03 8808 8844

kthiedeman@korowa.vic.edu.au

Health Centre

Brenda Linsell, School Nurse

03 8808 8865

blinsell@korowa.vic.edu.au

IT Services

03 8808 8816

itservices@korowa.vic.edu.au

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
Curiosity
Integrity

OUR GUIDING PRINCIPLES

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

Holistic Education - we will create an integrated approach between academic, wellbeing and co-curricular activities ensuring each Korowa Girl's unique potential is discovered and unlocked.

Our people - we will create an environment where the best people choose to work and belong, where our teachers change lives.

Our Community - we will create a vibrant community where students, alumni, staff and parents share a strong sense of identity, pride and belonging.

A Thriving School - we will create a thriving school that inspires and supports educational excellence and a culture of performance, collaboration and accountability.

Statement of Democratic Principles

This standard is as follows:

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

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.



School Hours

TIMETABLE

Year 7 – 12	
Period 1 (School Commences for Prep – Year 6)	8.20am
Period 2	9.15am
Recess	10.10am
Period 3	10.45am
Period 4	11.40am
Lunch	12.35pm
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

TERM DATES

The term dates are available here.: korowa.vic.edu.au/discover-korowa/term-dates/

Junior School A – Z

ACADEMIC AND SOCIAL-EMOTIONAL WELLBEING CARE STRUCTURE

In the Junior School, students belong to a Circle class which meets regularly. The central purpose of each teacher is to know the students in their care well. Teachers work closely with the students in their care, developing relationships which enable them to offer guidance and encouragement to help them understand and demonstrate our expected behaviours. Teachers also act as an advocate and support person for students as required.

Teachers are ably supported in their work by the relevant Co-ordinator, and they are the first point of contact for students, families and teachers.

ABSENCES

Students across the School are expected to attend all lessons and activities. Parents/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, Junior School Reception will call or email the parent or guardian.

Students requesting permission for an extended absence, of greater than one month, must submit a written request from their parents/guardians to the Principal. For absences less than one month, submissions must be sent to the Head of Junior School.

Late Arrivals and Early Leavers

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

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

All students use their Student ID card to sign in and out at Junior School Reception. Student ID cards for Prep – Year 2 students are kept at Junior School Reception. Year 3 – 6 students keep their Student ID cards with them.

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

AFTER SCHOOL CARE

Korowa offers an on-site After School Program for ELC to Year 6 children run by Extend in the Junior School. If you would like your child to attend After School Care, please use the following [this link](#) to make the necessary booking. Extend operating hours are from 3.00 – 6.00pm. Extend phone: 1300 366 437

BEFORE SCHOOL CARE

Korowa offers a free Before School Care for students who arrive early. Any ELC student arriving between 7.30am and 8.30am must be signed in at Before School Care in the room next to ELC 4.

Prep – Year 6 students arriving between 7.30am – 8.15am are to gather in the Junior School Library, and proceed to their classrooms for the 8.20am start.

BIRTHDAYS

Birthdays are a very important part of a child's life. If you would like to bring in a treat to share with the others, you are most welcome. We find that individual bought single cupcakes or individual wrapped treats, for example chocolate frogs, are the most suitable. Please discuss an appropriate time with your child's teacher to bring treats and discuss any ingredients to be avoided.

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

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 [here](#).

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
- School Counsellor
- School Chaplain
- Risk & 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 parent/guardian, 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 their 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.

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 Konnect.

COMMUNICATIONS

Parent/Guardian Communications

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

- 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.
- Phone and email

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](#).

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 Coursework 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

Parents/Guardians are invited to a range of Parent Information Evenings throughout the course of the year, which cover such topics, such as; transitioning to a new phase of learning and information about the upcoming school year. These events are listed in the School calendar and parents/guardians are sent invitations prior to the event.

Contacting the School

Parents/Guardians may contact their child'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.

DROP OFF AND PICK UP

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

We encourage students in Prep to Year 6 to be collected from the allocated car-lining point, and walk to their class independently.

During 2024, Junior School and ELC will continue with car-lining and specific details will be communicated to parents/guardians.

If you are running late to collect your child, please make every effort to phone Junior School Reception so your child can be reassured you are on the way. If you are not present to collect your child by 3.25pm you will be contacted by Junior School Reception. All children need to be enrolled in Extend, as it is free to enrol. Your child will be taken to the After School Care Program run by Extend. Students are required to be enrolled and charges will apply. We encourage all parents/guardians to create an account with Extend and register your child. Registration is free.

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

If someone other than the regular arrangement is picking up your child please inform the class teacher and Junior School reception.

EXCURSIONS

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

HEALTH CENTRE

Should a student become ill at School, the School Nurse will be consulted and they may contact the student's parents/guardians. The School Nurse may recommend that the student returns home and/or seeks further medical treatment as required. Students should not be directly contacting their parents/guardians if they are unwell.

The Health Centre is located on the ground floor of the Sports and Wellbeing Centre and is open from 8.30am – 3.30pm each School day.

HOLIDAY PROGRAM

Korowa offers a Holiday Program for Prep to Year 6 children in the Junior School. This service is run by Extend. If you would like your child to attend the Holiday Program, please use the [this link](#) to make the necessary booking. Extend operating hours for this program are 8.00am – 6.00pm. Extend phone: 1300 366 437

In addition to the Extend program we offer a variety of programs across the year such as a netball skill program and Code Club. Further information will be sent to families regarding available programs, as they vary across the year.

HOMEWORK

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

By setting homework tasks we aim to:

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

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

Details will be explained by the class teacher.

Parents/guardians can help by:

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

HOMEWORK HUB

Korowa offers students from Years 4 – 6 an after-school Homework Hub with a dedicated supervisor. Homework Hub runs from Monday to Thursday every week after school until 6.00pm; 3.30 - 4.00pm is snack and playtime, 4.00 - 5.00pm is homework time in the Junior School Library, and 5.00pm - 6.00pm is reading or homework in the Senior School Library.

All students must be pre-registered each day to attend Homework Hub. Registration can be made at the start of every term for the whole term in advance or on the day up until 2.30pm at [this link](#). Students will be collected from Junior School Library by the supervisor.

Years 4 to 6 should be collected from Homework Hub by their parent or guardian, any time before 6.00pm. There is no cost for this service.

INFORMATION TECHNOLOGY

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

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

Please visit the School website for further details.

IT Services

The IT Services team are located in the 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 Ph 8808 8816 or via email helpdesk@korowa.vic.edu.au

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) STUDENT USE AGREEMENT

ELC – YEAR 4

Underpinning the Korowa Information and Communication Technology Student Use Agreement (Years ELC – 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.

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

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

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) STUDENT USE AGREEMENT

YEARS 5–12

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

- Respecting others and communicating with them in a supportive manner, ensuring my electronic communication is appropriate and reflects a positive image of me, others and Korowa
- Never participating in online bullying (e.g. sending or forwarding messages and supporting others in harmful, intimidating, abusive, threatening, violent, inappropriate or hurtful online behaviours)
- Never disrespecting the rights of others, including using obscene, offensive or inappropriate language
- Thinking carefully about the content I upload or post online, knowing that this is a personal reflection of who I am and can influence what people think of me and my school
- Not uploading to social media or other online sites, images of myself or others in School Uniform
- Not using the School crest in any form or forum
- Not engaging in any activity that impacts negatively the reputation of the School or members of the School community
- Protecting my privacy by not giving out personal details, including my full name, telephone number, address, passwords and images
- Keeping my Korowa password/s private and secure
- Protecting the privacy of others by never posting or forwarding their personal details or images without their consent
- Always seeking permission before recording (including photos) members of the Korowa community (students, teachers, staff and visitors)
- Not interfering with network systems and security or the data of another user
- Not attempting to log into the network with a user name or password of another student
- Not engaging in illegal activities such as threatening the safety of others or engaging in criminal activity
- Refraining from seeking out, creating, downloading or transmitting any inappropriate, objectionable, unauthorised or illegal content/material
- Refraining from downloading material without the appropriate permission and not downloading unauthorised programs, including games, movies and music
- Not installing or downloading copies of software that is not licensed by the School
- Abiding by copyright and intellectual property regulations by requesting permission to use images, text, audio and video, and attributing references appropriately
- Not accessing media that falls outside the School's policies and carrying out Internet searches using safe search settings
- Reviewing and ensuring that I meet the terms and conditions of use for any digital or online tool (e.g. age restrictions, parental consent requirements), and if my understanding is unclear seeking further explanation from a trusted adult (parent/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 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.

IMMUNISATIONS AND IMMUNISATION CERTIFICATES

Victorian Law

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

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

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

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

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

Overseas Immunisation

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

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

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

LIBRARY

Students from Prep to Year 6 will use the Junior School Library with their Class Teacher to share literature and borrow books on a weekly basis.

LOST PROPERTY

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

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

LUNCHES AND SNACKS

The 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).

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

Students from Years 5 to 6 may purchase small treats themselves at the Cafe, using their ID card at lunchtime only.

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

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

MEDICATION

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

Details of dosage, time and route for all medications to be administered to students across the school need to be recorded on the Medication Authority Form. Please download this from Konnect [here](#) or obtain a copy from Junior School Reception.

Medication must be in the original container, have a chemist label stating your child's name, dosage, method of taking the medication and must not be expired. All medication will be administered by the School Nurse.

MESSAGES FOR STUDENTS

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

MOBILE PHONES

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

MUSIC

All rehearsal times are established at the beginning of the school year, they respond to the needs of the School, families and all activities on offer.

Junior School Choir

The Junior School Choir is the largest ensemble in the Junior School as it is an all-inclusive choir for students in Years 3 to 6. The Junior School Choir performs at the Annual Music Concert and numerous other School events and functions throughout the year.

Junior School Choir rehearsals take place within the structure of the school day and are split into sectional rehearsals to maximise rehearsal time.

Donald Redding String Orchestra

The Donald Redding String Orchestra is the main string ensemble of the Junior School and is open to all students in Years 3 to 6 that receive private tuition for their instrument.

More advanced pupils may be invited to join the larger ensembles in the Senior School.

Dorrington Choir

The Dorrington Choir was formed in 2018 as the auditioned choir for Year 5 and 6 in the Junior School. This ensemble rehearses weekly and aims for the highest standard in choral singing, with music performed in up to three parts. This choir frequently represents the Junior School as its flagship ensemble at various events which may include the Founder's Day Service, Annual Concert, IPSHA (Independent Primary School Heads of Australia) Music Festival, Assemblies and other school occasions.

Junior School Concert Band

The Junior School Concert Band is comprised of students learning Woodwind, Brass and Percussion instruments (including rhythm section). The group is made up of interested students ranging in ability from advanced performers as well as those developing skills in our Year 5 and 6 Instrumental Music Classroom program. Repertoire choices allow for mixed abilities. This ensemble performs at numerous events throughout the year, including at assemblies, and by invitation to major concert performances throughout the year.

Chamber Ensembles - Piano Trio and String Quartet

Chamber ensembles will be organised by invitation within and across year levels.

Mini Singers

The Mini Singers is the all-inclusive vocal ensemble for all students in Prep, Year 1 and 2. The Mini Singers perform at a variety of school events throughout the year. The Mini Singers rehearse weekly within the structure of the school day.

Mini Strings

The Mini Strings is an ensemble for our youngest instrumentalists in Prep – Year 2. Mini Strings is comprised of students who receive private tuition on a string instrument. They rehearse on a weekly basis. Attendance is optional and open to Prep students from Semester 2.

Year 2 and 3 Strings Program

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

The Year 2 and 3 Strings Program takes place weekly as part of curriculum learning time. Please note the storage space for string instruments, which is located in the rear stairwells on Levels 2 and 3.

Year 4 Instrumental Program

The focus in the Year 4 Instrumental Program is percussion in an ensemble setting. Students are introduced to new tuned and untuned percussion instruments and extend their skills on instruments familiar to them. Pieces are learnt and performed as an ensemble, and rehearsed weekly as part of their curriculum learning time.

Year 5 and 6 Instrumental Program

The Year 5 and 6 Instrumental and Band Program provides a solid introduction to orchestral wind instruments. Students have the opportunity to learn one instrument in a small group over the course of two years. They may choose from flute, oboe, clarinet, saxophone, bassoon, trumpet, horn, trombone, double bass and percussion. Students in Year 6 also form a Year 6 Band where all students play the instruments from the Instrumental Program in a band setting.

All students in Year 5 and 6 receive weekly lessons and the Year 6 Band rehearse fortnightly within the structure of the school day.

PARENT/TEACHER INTERVIEWS

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

PARKING

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

PHOTOS AND FILMING OF STUDENTS – PARENT PHOTOGRAPHY AND FILMING FOR PERSONAL USE

All parents/guardians are reminded that care should be taken when photographing or filming their children. 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.

The Korowa social media pages do not include students whose parents/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.

REPORTS

Written reports are provided online to Junior School families in Prep to Year 6 in the last week of Terms 2 and 4.

At the end of each semester, parents/guardians are able to download a PDF version of the entire report for record keeping purposes for all Prep – Year 6 students.

SCHOOL DIARY – YEAR 5 AND YEAR 6

School diaries are compulsory for students in Years 5 and 6 as they assist in developing good organisation skills and are a communication tool between teachers, staff and students.

The diary includes plenty of blank space in the daily section to write notes with a comments section, subject, homework and due work column as well as a notes tab, assessment planner for each term, timetable and plastic sleeve for any loose paper.

SPORT

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

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

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

TERM 1	COMPETITION DETAILS	TRAINING/TRIAL TIMES
Years 3 – 6 Swimming Team	One District carnival during school hours	Training twice a week before school Trials in Sport during school hours
Years 3 – 6 Diving Team	One District carnival during school hours	Training twice a week before school Trials during training
12 years and under Team Vic Trials Australian Football, Basketball, Cricket, Diving, Football (Soccer), Golf, Hockey, Netball, Softball, Tennis, Touch Football	Students need to be an elite player competing at representative level	Nomination and selection process through applications to Junior School Head of Sport and PE Trials to be informed upon endorsement of application.
Prep – 6 House Cross Country Carnival	One House Cross Country Carnival during school hours	Years 3 – 6 training twice a week before school
TERM 2		
Years 3 – 6 Cross Country Team	One District Carnival during school hours	Training twice a week before school Trial during House Carnival and top 10 place selection
Years 3 – 6 House Athletics Carnival	One House Athletics Carnival during school hours	Training twice a week before school
Year 6 Interschool Sport • Australian Rules Football • Netball • Teeball	Weekly Sport against other schools in the District	Wednesday afternoons during school hours
TERM 3		
Years 3 – 6 Athletics Team	One District Carnival during school hours	Training twice a week before school Trial during House Carnival and top places are selected
Year 6 Interschool Sport • Soccer • European Handball • Cricket	Weekly Sport against other schools in the District	Wednesday afternoons during school time
Prep – 12 Snowsports Team	Victorian Interschool Snowsports Championships	Training once a week before school Training weekend at Mt Buller
ELC – 6 Jump Off Day	One Jump Rope for Heart Carnival during school hours	
TERM 4		
ELC – 2 Sports Day	One Athletics Carnival during school hours	
Years 3 – 6 House Swimming Carnival	One House Swimming Carnival during school hours	Training during Learn to Swim Program in school hours

STUDENT BEHAVIOUR EXPECTATIONS

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

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

- Courage
- Curiosity
- Integrity

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

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

STUDENT BEHAVIOUR MANAGEMENT POLICY

Source of Obligation

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

Behaviour Management Policy

Every Korowa student has the right to:

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

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

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

Prohibition of Corporal Punishment

It is our policy that corporal punishment is not permitted.

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

Managing Student Behaviour

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

- clearly outlining the School's Student Values and Behaviours;
- clearly setting expectations with respect to student behaviour;
- establishing specific teaching and learning programs;
- communicating expectations with the wider school community;

- acknowledging positive behaviours in a range of ways from informal verbal acknowledgement through to formal acknowledgement; and
- maintaining records with respect to student behaviour management.

Procedural Fairness

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

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

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

Student Behaviour Expectations

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

Consequences

In accordance with this policy (and other associated student policies), if, at any time, a student is unable to meet the School's

expectations regarding behaviour, consequences may be imposed. These consequences will be developmentally appropriate and will be managed on a case by case basis by the Principal, a member of the Executive Team, or delegate, and may include:

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

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

Procedures for Suspension, Expulsion and Exclusion

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

Individual Behaviour Management Plan

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

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

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

Desired behaviour/goals of the student will be clearly described.

The plan may outline changes required to the learning environment to support the student to modify their behaviour.

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

Implementation

This policy is implemented by:

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

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

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

STUDENT CODE OF CONDUCT (ELC – YEAR 4)

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

- Join in activities and be willing to have a go
- Organise and care for my own belongings and those of others
- Organise my time well
- Always try my hardest to think through problems
- Act with a growth mindset
- Take care of myself and keep myself safe
- Be a responsible learner
- Show curiosity by asking questions about my learning when I don't understand
- Reflect on my learning and behaviour

BE RESPECTFUL

Respect for Anglican values that promote authentic social responsibility

- Respect the needs of everyone around me
- Practice resilience both in learning and social situations
- Respect my School and uphold our Christian values
- Treat others in the way that I would like to be treated
- Develop awareness of the world around me
- Take care of my things
- Take care of my School
- Put rubbish in the bin
- Recycle as needed
- Appreciate and respect all people and cultures
- Accept that there are different ways of doing things and that people have different beliefs and opinions
- Leave the environment in the same or better condition than the way I found it

BE HONEST

Integrity in our conduct, relationships and leadership

- Be honest
- Be kind and respectful to students and teachers
- Accept responsibility for my actions and the consequences of my behaviour when things go wrong
- Look for the positive in situations
- Work well in groups within and beyond my class by listening to others and sharing ideas
- Include others in my work and play
- Behave as I should in different situations

BE GENEROUS

Service to our local, national and international communities

- Be involved in all that I can at Korowa
- Be a constructive member of my House family
- Extend friendships beyond my School community
- Find ways to serve the needs of others

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 ID CARDS

All Prep to Year 6 students are issued with an ID card. New students are provided with their ID cards approximately two weeks after their first school photo is taken. The Korowa ID card is used by students to sign in and out at Junior School Reception; when borrowing items from the Library; and for purchasing treats from the Sandra Ivory Cafe (Years 5 and 6 students only).

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

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. and to and from school..

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

IMMERSIVE LEARNING EXPERIENCES

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

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 can wear a Korowa ribbon (white, cherry or charcoal) with both the summer and winter uniform
- 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.

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.

VISITING THE SCHOOL

All Parents/guardians/Guardians are required to sign in at Junior School Reception when attending Korowa for a particular purpose, such as a meeting with a staff member or when volunteering in the classroom. Please note the additional requirements for parent volunteers below. Parents/Guardians are not required to sign in when:

- picking up or dropping off their child
- accessing Junior School Reception 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 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 [here](#).

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 [here](#).

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](#).





KOROWA ANGLICAN GIRLS' SCHOOL
10-16 RANFURLIE CRESCENT, GLEN IRIS
VICTORIA, AUSTRALIA 3146

ABN: 53 007 133 646
CRICOS PROVIDER 01022G

P: 03 8808 8888 **E:** RECEPTION@KOROWA.VIC.EDU.AU

KOROWA.VIC.EDU.AU

