



HIGH SCHOOL HANDBOOK 2025

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1. Welcome to Korowal

Principal's Welcome

Dear Students,

Welcome to the new school year at Korowal School. The purpose of this handbook is to guide you through your time at our school so that you can have a safe, happy and productive experience.

If you are new to Korowal, this is where you will find key information to help you understand our expectations of you and ways we can support you. If you are returning, you should also read this carefully as it is important for you to stay informed of your responsibilities and any changes in school. If you have any questions at all regarding the information in the handbook, your year mentor can advise you.

At Korowal, creativity and relationships are at the forefront of all that we do. We believe that learning should be an active and engaging process and we encourage you to take ownership of your learning and explore your passions.

We are excited to welcome you to our learning community and look forward to supporting you on your educational journey.

Cindy Barnsley

Principal



Deputy Principal's Welcome

Dear Students,

It can be hard for a Korowal student to appreciate how much of an amazing bubble our school actually is.

What makes us different and unique is the fact that, at our heart, we value the fundamental importance of relationships in your education and development. The strong emphasis on creating a supportive and inclusive community where students, teachers, and parents work collaboratively to create a nurturing learning environment, is so that you are able to come to an understanding of who you are both academically and personally.

I encourage you to spend this year seeking to form positive relationships with your peers and teachers, thereby fostering, for yourself, a stronger sense of belonging and emotional wellbeing.

The connections you make during your time at the school may at times seem trivial, but the foundations that you form now will come to fruition as you venture out into the world as active, engaged, and creative members of society. It's important to remember that life extends far beyond the walls of the school, and our goal for you is to succeed not just academically, but in life as a whole. If we can achieve this vision, then we have truly accomplished what we set out to do.

Matthew Whaley

Deputy Principal



2. Our Purpose Statement and Values

Our Mission Statement

We empower & inspire learners to develop their unique strengths.

Our Vision

Relationships are central to who we are.

We connect ideas and people to actively develop learner agency and empathy.

Our Values

Korowal actively promotes and demonstrates the values of care, curiosity, challenge, creativity and collaboration.

Our Beliefs

Our School name, 'Korowal', is an Aboriginal word meaning 'to stand alone', or 'the strong one'. Korowal School is just that. Founded in 1978 in Leura, Korowal School was based around a human-centred philosophy. Within this, we consider that all human beings are of equal worth and capable of reason. We believe that each of us possesses a capacity to solve problems for ourselves in order to flourish. We continue to hold these as core principles today.

Korowal is not an authoritarian school. In our distributed leadership model, our staff work interdependently and collaboratively, with staff 'cluster' meetings held weekly in Primary and High School. Here we share praxis, current research, student wellbeing & class culture and engage in strategic thinking and planning. Focus groups emerge from many discussions. Staff are encouraged and supported to develop their pedagogical and leadership expertise.

Korowal is governed by the School Board, made up of committed parents/carers and staff in service as directors. The management of the school is in the hands of a devoted executive team consisting of the school Principal, Deputy Principal and Business Manager.

3. Korowal School Staff

Executive Team

Principal:	Cindy Barnsley
Deputy Principal:	Matthew Whaley
Business Manager:	Mel Williams
EA to Principal:	Anne Barac

Learning Leadership Team

The Leadership Team incorporates the Executive team and the following staff:

Primary School Coordinator	Talulah Vane
Year 7-10 Advisor	Andy O'Doherty
Senior School (Year 11/12 Advisor, IT Coordinator)	Jason Eddie
Research and Projects Coordinator	Louise Dungate
Wellbeing Coordinator	Sarah Farrell-Whelan
Inclusive Education Coordinator	Sam Corlett
Office & Enrolments Manager	Caroline Flack

Administration Team

Office & Enrolments Manager	Caroline Flack
Office Administration Assistants	Deb Robertson & Naomi Tipper

High School Staff

Year Mentor:

Year 7 - Sarah Bishop & Jennie Bucco
Year 8 - Georgina Khoo & Sam Corlett
Year 9 - John Phillips
Year 10 - Emma Hogan
Year 11 & 12 - Matthew Whaley

Stage Advisor:

Year 7-10 Advisor - Andy O'Doherty
Year 11-12 Advisor - Jason Eddie

High School Subject Teachers:

English
Maths
Science
HSIE
PDHPE
Music
Drama & Society & Culture
Japanese
Multimedia & Design & Technology
Visual Art
Technology Mandatory
Commerce, Philosophy & Business Studies
Modern & Ancient History
Chemistry & Biology
Learning & Support
Teachers' Aide:

Rachel Alice, Jeremy Cook & Georgina Khoo
Jennie Bucco, John Phillips
Andy O'Doherty, John Phillips, Sarah Bishop
Rebecca Langham, Georgina Khoo
Kylyn Harrison
Steve Clark
Kelly Wyburd
Louise Dungate
Jason Eddie
Emma Hogan
Jason Eddie, John Phillips, Bede Schofield
Jeremy Cook
Rebecca Langham
Andy O'Doherty
Georgina Khoo
Helen Curry

Finance and Property Team

Business Manager
Finance Officers
Bus Drivers
Gardeners
Maintenance

Mel Williams
Michelle Maunsell, Susan Pearce & Diane Curwen
Col Robertson, Peter Turnbull, Rod Winter
Justin Lovelock, Ben Silverstone
Lindsay Page, Ben Clayton

Whole School Staff

Teacher Librarian
Japanese Teacher
Wellbeing Officer
Library Assistant
Workplace Health & Safety
Lab Assistant
Digital Content Creator

Maria Formica
Louise Dungate
Chrys Wind
Felicity Moeckel-Hughes
Mel Williams, Michelle Maunsell & all staff
Anne Born
Eva Barnsley

4. Term Dates 2025

TERM 1 - 10 Week Term	
Tues, February 4	First day for Students Yrs 1-7, 11,12
Wed, February 5	First day for Student Yrs 8-10
Thu, February 6	First day for Kindy Students
Fri, April 11	End of Term 1
TERM 2 - 9 Week Term	
Tues, April 29	First day for Students
Fri, June 27	End of Term 2
June 30 - July 2	Senior School Workshops
TERM 3 - 10 Week Term	
Tues, July 22	First Day for Students
Fri, September 26	End of Term 3
TERM 4 - 8 Week Term	
Tues, October 14	First Day for Students
Fri, October 24	Prep for 2025 Korowal Fair - Pupil Free Day
Sat, October 25	2025 Korowal Fair
Mon, November 10	Senior School New Academic Year
Fri, December 5	Last Day of Term 4

5. School Hours

Students are expected to arrive at school well prepared and on time.

High School Schedule (Years 7-10)

9.15 - 9.25am	Morning Meeting <i>Absent emails are generated from the morning meeting roll call. Students who do not attend roll call must get a late slip from the school office.</i>
9.25 - 10.20am	Period 1
10.20 - 11.15am	Period 2
11.15 - 11.30am	Recess
11.30am - 12.25pm	Period 3
12.25 - 1.20pm	Period 4
1.20 - 2.05pm	Lunch
2.05 - 2.25pm	Reading
2.25 - 3.30pm	Period 5
3.30pm	End of School Day

Senior School Schedule (Years 11 and 12)

8.30 - 9.25am	Period 0
9.25 - 10.20am	Period 1
10.20 - 11.15am	Period 2
11.15 - 11.30am	Recess
11.30am - 12.25pm	Period 3
12.25 - 1.20pm	Period 4
1.20 - 2.05pm	Lunch
2.05 - 2.25pm	Mentor Time
2.25 - 3.30pm	Period 5
3.30 - 4.15pm	Period 6

As Senior School Students run on a flexible timetable, Students must sign in and out each day using the Senior School Sign in and out book located on the front office verandah. If Senior School students are late to a class or leaving early from a class, they must also obtain a late slip or early leaver slip from the school office.

6. How we learn at Korowal

We value a love of learning as a lifetime endeavour in pursuit of knowledge and understanding.

This means:

- Our learning environment is creative and harmonious
- The curriculum is challenging, nourishing and holistic
- Curiosity, critical thinking, inquiry, problem solving and endeavour are fostered
- We demonstrate our learning through a variety of means including Oracy, where children learn 'to talk and through talk' and where dialogue is a central feature
- Our children use quality materials
- We provide considered feedback and evaluation
- We take time to encourage focus and reflection
- Our teachers demonstrate involvement and competence
- Our approach includes academic, creative, physical, and social-emotional learning for the development of the whole child

As a student we ask you to:

- Be prepared for class with all the materials
- Arrive punctually
- Wait outside the classroom until you are invited to enter
- Engage actively in learning activities
- Complete homework on time and with purpose
- Respond politely to any reasonable staff request
- Work without causing distraction to classmates
- Reflect and act on feedback provided by the teacher

As teachers we will:

- Be punctual at the start of class
- Explain the purpose of the current lesson and how it relates to earlier learning
- Deliver ideas and concepts to challenge all members of the class
- Design learning experiences that meet the learning needs of every student in the class
- Provide additional and several types of explanation to students who do not understand
- Give appropriate homework (in upper primary and throughout high school)
- Use a wide variety of different methods to assess progress and learning
- Give feedback regularly and within a reasonable timeline to support your growth and understanding.

As parents we will:

- Ensure your child arrives at school on time
- Provide a study place that is quiet and well lit and support effective study habits at home
- Communicate any concerns early to the teacher / year mentor
- Be connected to the school's Sentral Parent Portal with key information regarding your child and the learning programme

7. Student Preparation

BYOD - Bring your own device

BYOD stands for 'Bring Your Own Device'. You will be required to have an Apple Mac Laptop for classes in high school.

You will be set up on our Korowal Network which will allow you to sign in on your own device and give you access to printers & scanning. You will also be able to access software including Microsoft Word, Open Office, the Adobe Creative Suite and a variety of other programs.

You and your parent/carer will need to sign an agreement to follow Korowal's Responsible Use of IT Agreement. If you are found to be breaching the agreement, you will be suspended from the network. This will make it difficult for you in classes. Please do the right thing and follow the Responsible Use agreement.

Jason Eddie is our IT Manager. If you have any concerns or need assistance with your laptop, please see Jason or send an email to arrange a time to see Jason. jeddie@korowal.nsw.edu.au

Equipment - What do I need for classes?

Please ensure that you are prepared for each of your classes each day by checking your timetable the night before when you pack your school bag. You will need the following equipment:

- MAC laptop (charged in preparation for classes)
- Pencil case with pens, pencils, highlighters, eraser, pencil sharpener and ruler
- Timetable
- Maths calculator: Casio fx-82AU plus/plus II or Casio fx-100AU plus/plus II.
- Textbooks (if applicable)
- A notebook or spare paper
- morning tea, lunch and a water bottle

Timetables

A new timetable is issued to students each semester and half way through Term 4. If you lose your timetable, please ask for another timetable from your Year Mentor or the School Office.

A timetable for each year group is on notice boards outside the Hall and near the lockers.

8. What to do if you need help at school

If you need help at school in a class or other situation, the best thing to do is always, for you the student, to speak directly to your teacher or your year mentor. The best way to do this is to:

Ask to see the person at a time when they are free to talk with you. For example, it is probably not best to try to talk to another student or teacher when you are in the middle of class or a teacher is trying to teach a class. Ask them if you can see them after class, at break or lunch or find a time when you are both available. You could email them in advance to make an appointment time.

- Think about what you want to say first – maybe take some notes. If the issue is about your work or about grades, make sure you bring the work with you.
- Try to think about what they might say, and how you might respond.
- Consider practising on your own or with a friend: make sure both your voice and body language support what you are trying to say.
- Stay positive, friendly, and respectful.

If you need help talking to a staff member or your teacher, you can:

- Ask your year mentor to come along with you or ask your year mentor to set up a meeting with you, your mentor, and your teacher. If it's an academic issue, you can ask for a network meeting to be organised which can include your parent/carer, the learning support team and/or wellbeing team.
- Ask the Wellbeing Coordinator for support and guidance.

If talking to the teacher doesn't work, you can:

- Ask for assistance from your year mentor or Wellbeing Coordinator for support

When the issue is serious, or you are not feeling heard, you can request help from your stage advisor. If you feel that you are still not being listened to, taken seriously or ignored you can speak with the Office Manager who will arrange a meeting for you with the Deputy Principal. Ask your parents/carers to support you with your concern and support you to share your concerns.

9. Wellbeing & Mentor Support

Each high school class has a Year Mentor who is there to support you and your family. Your mentor will meet you and your class for Morning Meeting to greet one another, engage together as a group of learners, and share information about the day or week ahead.

If you have any questions about school or need support, please reach out and let your mentor know. Year Mentor generally stays with you from Year 7 to 10, to create a sense of trust and continuity for you and your family. When you enter Senior School (i.e. Year 11) you will be allocated a new Year Mentor to support your senior school journey.

All Year Mentors and subject teachers are supported by Stage Advisors along with the Executive Team within the school.

High School Year Mentors

Year 7 - Sarah Bishop - sbishop@korowal.nsw.edu.au or Jennie Bucco jbucco@korowal.nsw.edu.au

Year 8 - Georgina Khoo - gkhoo@korowal.nsw.edu.au or Sam Corlett scorlett@korowal.nsw.edu.au

Year 9 - John Phillips - jphillips@korowal.nsw.edu.au

Year 10 - Emma Hogan - ehogan@korowal.nsw.edu.au

Year 11 and 12 (Senior School) - Matthew Whaley - deputy@korowal.nsw.edu.au

High School Stage Advisors

The Stage Advisors supports our Year Mentors with wellbeing and academic progress of students in the class. You may be contacted by the Stage Advisors in the Year Mentor's absence or if there is an elevated attendance or disciplinary matter.

In 2025, our Stage Advisors are:

Year 7-10 Advisor - Andrea O'Doherty - aodoherty@korowal.nsw.edu.au

Year 11-12 Advisor - Jason Eddie - jeddie@korowal.nsw.edu.au

Mentor Time

The weekly meeting time with your year mentor is every Friday from 2.05-2.25pm. This is an opportunity for you to build connections with your year mentor and students in your class. This is a time when you may talk about learning and how the year is progressing as well as set goals that you can monitor throughout the year. This time is also an opportunity for your year mentor to share important information with you and to build relationships that help ensure you have a successful year at Korowal.

Network Meetings

One way that we work with families is to hold network meetings. At a Network meeting we ask you to share your story, to let us know what is happening for you. This may be in relation to your wellbeing, social dynamics, academic progress (including the need for extension work). The people in the meeting would all share what they feel is relevant. They would enter with an open mind, to listen and respond to what you and others say.

These gatherings are led by Sarah Farrell-Whelan, our Wellbeing Coordinator. Sarah would invite you to assist her to establish who your support network is, and who you would like to be present in a meeting. This may include your parents, sometimes a sibling, the Year Mentor, sometimes the Learning Support teacher, the Stage Advisor, Deputy or Principal, depending upon the matters to be discussed.

Through these meetings we establish an ongoing support network for your time at Korowal.

Restorative Practice

Restorative Practice is used when there has been a breakdown in relationships. It is an explicit approach for people to clearly articulate what has happened and describe the impact or repercussions that a behaviour or action has had on the people involved.

The method invites insight, accountability and defines consequences. The premise behind this is that we focus on the behaviours or actions, rather than the person. Behaviours which are harmful, abusive or offensive can be remedied. We aim to reduce shame while accepting accountability, and nominating a means for making things right between us.

At its best, restorative practice works because it is explicit, deliberate, consistent and capacity building. We acknowledge that there are times and incidents where coming together is not the first step needed. Before people are brought together we assess the situation. It may take a number of conversations with individuals before they are ready to come together, but our goal is to restore relationships.

Restorative Questions

When things go wrong, we ask:

- What happened?
- What were you thinking of at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

When someone has been hurt, we ask:

- What did you think when you realised what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

10. Student Life at Korowal

Listed in alphabetical order

Afternoon Pick Up Times

Your parents/carers are able to collect you from the turning circle when classes finish and are asked to adhere to the following pick up times to ease congestion in our Turning Circle.

3:15pm: Primary School (*Students are supervised in the turning circle until 3.35pm*)

3:30pm: High School (Early bus leavers may leave at 3.20 to catch the 3.25 bus, only students approved to travel on the early bus can use this option).

Arriving to class

On arrival to your classroom, you are expected to wait outside the classroom for the teacher. In most cases, school bags are left outside the classroom, so you should prepare the equipment you will need for class while you are waiting. When invited, you should enter the classroom quietly, find your seat and get ready for learning.

Attendance & Absences

Regular attendance enhances your chances of success at school and shows respect for your teacher. If you are absent from school for any reason, you are expected to stay up to date with classwork where possible through Google Classroom.

Attendance Plans

Continuing absences will require communication with your class teacher or year mentor. Ongoing absenteeism will require an attendance plan, which is reviewed every two weeks.

Absences

You should stay home from school if:

- You have a fever.
- You have an infectious disease
- You do not feel well enough to participate comfortably in usual class activities.

Unplanned Absences (sick, appointments etc.)

- If you are sick or unable to attend school your parent/carer should advise the school that you are unable to attend by reporting your absence through the Sentral Parent Portal.
- On return to school, you should speak with your class teachers to see if there is any work that you need to catch up on.
- You should find a buddy for each of your classes that can collect work for you if you are absent.

Arriving late to school

If you arrive late to school, you must report to the Office and receive a “late slip”. If your name is marked absent in Morning Meeting, your parent/carer will receive an email advising that you are not at school.

Leaving school early

If you need to sign out of school early, you should ask your parents to submit a Future Absence Request via the Sentral Parent Portal. Alternatively, you should bring a note from your parent/carer. Keep the note until you need to leave and present the note to your class teacher. Then take the note to the school office, sign out in the attendance book and leave the note with the school office staff.

Planned Absences (holidays etc.)

If you are going to be absent from school for personal reasons (such as a holiday) during term time, your parent/carer will need to complete an 'Application for Exemption from Attendance at School' form. Leave must be granted by the Principal. This is a legal requirement. (Please contact the school office for a copy of the application form.)

Recurring Absences

(Weekly or fortnightly appointments, e.g. speech therapy session)

If you need to leave school early or arrive late for an appointment on a regular basis, your parent/carer is required to complete an 'Application for Exemption – Recurring Appointment' form. Leave must be granted by the Principal. This is a legal requirement. (Please contact the school office for a copy of the application form.)

Behaviour: what is expected at Korowal?

Behaviour expectations in the high school are aimed at helping all students develop independence, a sense of responsibility and respect for others, in order to allow Korowal to function as a caring and supportive institution.

Judgements about your behaviour and that of other students are made based on the extent to which learning in the classroom and the quality of life of the school community are affected. The school seeks to provide an environment where each individual feels respected, valued, and secure. You are expected to contribute to this environment and have outlined these focus areas for you below:

Respectful, Appropriate Behaviour

You show respect for others through respect for their individual differences, culture and property. You also demonstrate respect for others by choosing to dress appropriately.

Active Participation

You are ready to participate actively in all learning activities and you make genuine efforts when completing assignments and other tasks. You attend all classes and meetings, arrive on time with all the necessary materials and with your homework completed. We opt in, not out, at Korowal and expect that you try your best and ask for support if you need help.

Academic Integrity

You present your own work only, unless you appropriately attribute work or ideas belonging to others, this includes work generated by AI. You collaborate effectively and responsibly with others when appropriate.

A School Free of Vaping, Tobacco, Alcohol, Drugs and Weapons

You do not use, possess, or allow yourself to be under the influence of nicotine, alcohol or drugs at school or during any school activity. You do not bring weapons to school or to school activities.

In many cases, if you fail to meet any of the standards listed above, you will quickly correct yourself, sometimes with the help and guidance of your teachers, your year mentor or stage advisor, and parents. At times when this does not prove effective, inappropriate behaviour will be dealt with on the basis of the following:

- Responses are timely and relevant to the inappropriate behaviour
- Restorative practice and mediation are part of the process

Restorative practice at Korowal aims to address the harm caused by a behaviour that you or others may have engaged in. Our focus is on making things right between you and the person who may have been harmed by your actions, rather than punitive punishments such as detention or suspension. However, if the situation requires, natural consequences may be considered.

A Restorative approach also involves finding out what led to your behaviour and working to prevent it from happening again. It is a way for you to take responsibility for your actions, make amends, and repair relationships.

A common way that we do this is through a restorative conversation or meeting, which is where you and the people involved in the harm can come together and talk about what happened, how you feel, and how to make things right. Questions commonly used in these conversations include:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?
- If the same thing happens again, how could you behave differently?
- What support do you need?

By using restorative approaches, we aim to create a positive, respectful, and safer environment for everyone. It helps you to understand the impact of your actions and how to make things right, and learn how to prevent similar situations from happening in the future.

Canteen & Food

Korowal actively promotes awareness of a healthy balanced diet. Students are not permitted to bring lollies, soft drinks, gum or chocolates to School. Such items will be taken for return at the end of the day. Please bring a water bottle.

We do have students with allergies and therefore have a strict policy of not sharing food.

We are also committed to sustainable practices and ask that you consider this when packaging lunches by minimising waste from food wrapping and packaging.

Water is an essential addition to your school bag.

All High School Students have a recess and a lunch break.

To order from the Korowal Canteen, students need to place orders for hot food before 9.15am via Spriggy. Cold items and drinks can be purchased at recess and lunch without placing a prior order.

Chewing gum, earbuds

Unless earbuds or chewing gum are recommended by a specialist e.g. Occupational Therapist, and/or form part of your Individual Learning Plan, students are not permitted to chew gum or use earbuds at school.

Clothing & Dress Code

Korowal students do not wear a School uniform. There is, however, a dress code and students' clothing needs to be appropriate for school.

- Short shorts and short skirts are not suitable for a school setting,
- Sleepwear, such as pyjamas, dressing coats, ugg boots, and/or slippers are not permitted
- Chest & midriff is to be covered, and shoulders are to be covered when outdoors.
- Clothing should provide adequate cover and sun protection and enable freedom of movement
- Clothing cannot contain negative messages, branding or images, (this includes images of skulls)
- Clothing cannot contain political statements, slogans, symbols or messages
- Bring a hat which provides protection for face, ears and necks. Beanies are acceptable on very cold days – with UV under 3
- You must wear closed shoes throughout the year for safety
- Clothing should be labelled with your name.
- Appropriate clothing and running shoes for PE lessons is required. Injuries often occur when students are not wearing appropriate shoes (i.e. running shoes). Students in high school are issued lockers and should bring appropriate clothing and should change if necessary.

Code of Conduct for Students and Parents

Open, respectful and collaborative relationships inform all our decisions at Korowal. It is important to treat all staff, fellow students, and parents/carers with respect. Rude or insulting behaviour, including verbal and non-verbal aggression, relational aggression, abusive, threatening, intimidating or derogatory language and physical abuse or intimidation towards any members of the School community is unacceptable. You must also be respectful and ethical in your use of information and communication technologies, such as email, mobile phones, text or instant messaging, blogs, social media sites and other websites.

We acknowledge that at times there may be grievances and for this purpose we have a Complaints and Grievances Policy which can be found on the Korowal School Website. A link directly to the site is available [here](#).

The code of conduct for Students and Parents Policy along with the Code of Conduct for Parents and Carers can be found on the Korowal School Website. A link directly to the site is available [here](#).

Communication

Newsletters

Our whole school newsletter is issued on the Parent Portal to parents each week during term time. The newsletter will list upcoming events, important information and community events.

Students and Teachers

Our School is based upon the strength of the relationships between teachers, students and parents. These relationships are fundamental to the wellbeing of the School as they contribute to the development of a sense of community. We are all here to support you and help you learn and it is in everyone's best interest to make the experience positive and fulfilling.

We encourage you to build respectful and kind relationships with your peers, teachers and staff.

Your teachers will advise you in class how they will communicate with you. All classes have a Google Classroom. You should ensure that you check your classes google classrooms regularly for updates and information.

Teachers and Parents

We will communicate with your parents via the Sentral Parent Portal, which is available for download on both android and Apple devices. The app allows your parents to keep up to date with events, important information and calendar dates through their mobile phones.

We believe that good communication and active participation in School events helps to maintain a successful School community. We require that the School's values are held closely by the parents in supporting the students and the staff.

Health

Please remember that if you are unwell, you need to stay at home:

- If you are displaying cold/flu symptoms you need to remain at home until you are symptom free or cleared by a GP.
- If you have hay fever your parent/carer will need to arrange a confirmation letter from your GP.
- If you have been vomiting or had diarrhoea you will need to remain away from school for 24 hours from the last sign of symptoms.

We ask that families continue to advise the school if you are diagnosed with COVID or are a household contact. We have students and families across our community who are immunosuppressed and/or have weakened immune systems. Updates allow the community to make decisions for their family regarding the risk of attending school.

COVID updates are not issued daily. We will send a COVID update when a case is reported to the school. As per 2023, we will advertise the class of the case.

Plans

If you have asthma, allergies, anaphylaxis, hay fever, diabetes or other medical conditions, your parent/carer will need to arrange a medical plan from a GP for the school records. This allows us to safely care for you while you are at school. Plans must be updated every 12 months. The office staff make contact with your parents/carers annually to follow up on the replacement of medical plans and expired medications. Your parents/carers will need to take a note of expiry dates for medications that are provided to the school and update these when applicable.

Sickness at School

You should advise your teacher if you are feeling unwell at school. Your teacher will give you a note and you will be directed to go to the front office. If required, you will be taken to sickbay and allowed to rest for up to half an hour. If you are not well enough to return to class after that time, your parent or

caregiver will be contacted to take you home. In some instances, when a student is obviously very unwell, the parent/caregiver will be contacted immediately.

You should not be using mobile phones at school and are therefore not to contact your parent/carer directly and arrange to be collected from school. This is because it is important that we know where students are, and that the office staff can support you if you are unwell. They will make contact with your parents.

Korowal School does not administer any medication including Panadol/Nurofen unless a supply has been left at the school office by the parent/carer with instructions for administration. You must not carry medication in your school bag, or keep it in your locker for safety reasons.

Leaving your classroom in a tidy condition

A great way to show our school value of respecting one another is to ensure that you treat our shared learning spaces with care. This includes keeping our classrooms, grounds and facilities clean, disposing of any waste, tucking in chairs and participating in the cleaning of each classroom during the last 10 minutes of the final class of the day. Our facilities and cleaning staff work hard to support us to have clean and tidy classrooms, toilets and spaces and we ask that you help by doing your part.

Library

The Library is a welcoming, shared learning space that is positive and supportive for all its users. It caters to individual and group needs and is open all day from 8.30am to 4.15pm.

Students may borrow four books at a time (or more if especially needed) for a period of two weeks with time extensions available. Students have Library cards that are kept in the Library. Students are asked by their class teacher to see the Teacher-Librarian when new to the school for an introductory tour of its resources and facilities.

The Library is a busy and popular place offering space and opportunity for relaxed reading for fun, studying, quiet time, playing chess and other games, printing, photocopying and computer (laptop) borrowing and usage. Please note that computer gaming is not permitted at School at any time.

Lockers

Students can request a locker on your first day at school. Each locker is shared between 2 students; there are 2 shelves in each locker. You and your locker buddy can organise a number coded padlock to put on your locker if you wish, particularly if you are going to store items such as a mobile phone in your locker.

If you are not allocated a locker or you are having problems with your locker allocation, please see your Year Mentor who will support you.

Lost Property

The High School lost property bucket is located in the foyer outside G1.

All unnamed, unclaimed clothing and other articles are taken to a charity bin during each school holiday break. Please check the lost property buckets at the end of each term.

Mobile Phones

Mobile Phones are to be switched off on arrival at school and only turned on when leaving. In exceptional circumstances, you can seek permission from the Deputy Principal to have your phone switched on at school. If you feel unwell or want to go home, speak with your class teacher who may send you to the school office to contact your parent/carer. You should not contact your parent/carer while at school if you are feeling unwell, as it is important that you follow school procedures and report to sick bay.

If you are observed using a mobile phone for any purpose, you will be asked to take your phone to the front office or the staff member will confiscate the phone and hand it in to the front office. It will be kept in the front office until the end of the day. If you have had your phone confiscated three times, a consequence will be issued. This will include contact with your parents, who may be asked to come and collect your phone.

Senior School students are able to use their phones in the Senior School Common Room and in lessons with permission from the supervising teacher.

Oracy

Oracy, learning “to talk and through talk”, is designed to support you to communicate through spoken language with confidence and clarity. All our subject courses include strategies to support you to express ideas clearly, confidently, and persuasively and encourage you to take an active role in your learning.

Oracy is a term created by Professor Andrew Wilkinson at Birmingham University in 1965 to describe ‘the ability to use the oral skills of speaking and listening.’ It places the importance of speaking alongside literacy and numeracy.

We are committed to helping you develop these skills so that you leave our school as a confident young person, capable of engaging in conversation and critical argument, and can express yourself in any situation.

We want you to be informed, compassionate and discerning as you emerge into the adult world so that you can contribute to the local and global community and be a voice for social justice and ethical practices.

Out of Bounds areas

You will be shown the out of bounds areas by your Year Mentors at the beginning of every term. Generally, if you are in the bush, out the front of the school, past the turning circle or past the staff parking area you are out of bounds.

The oval and the ball court are shared on different days by primary and high school students.

Policies and Procedures

The complete suite of School policies are available upon request at the office. A selection of student and parent related policies are also available directly through our website.

All parents and students are expected to comply with the policies of the School. Our aim is to support you to meet these requirements. Please note that our goals are to provide a safe and secure environment for all members of the School community and that restorative practices are at the heart of

our wellbeing policy. Your parents/guardians will be contacted when appropriate. Physical punishment is strictly forbidden.

Our manner and tone of communication may become more formal when dealing with serious complaints or issues under our Policies and Procedural guidelines. We work to ensure that all matters are dealt with according to these guidelines.

We ask that families and students familiarise themselves with these policies.

Printing budget

Students in high school can print or photocopy using the printer located in the library. All students have a printing account and can use their account to print colour and greyscale. It is the students responsibility to pay for their printing. To add money to your printing budget you need to make a cash payment at the school office. The office staff will issue you with a receipt which you take to either Jason (IT Manager) or Maria (Teacher Librarian). They will allocate the funds to your printing budget.

For assistance using the printers, see the Library Staff.

Road Safety

At times throughout the school day it may be necessary for a vehicle to drive along the road through the middle of the school. When the school is notified, a staff member will walk in front of the vehicle to alert you.

There are times when it is not possible for a staff member to guide the vehicles through or the person driving the vehicle does not notify the school. You need to be aware and ensure that they are checking the road before entering or crossing.

Senior Students Driving to School

Students on 'P' plates are not permitted to drive onto school property. All students who drive to school are required to park their vehicles off site.

Any students receiving a lift from another student must submit a note with signed parental permission, acknowledging that parents are aware of the arrangement. This note is to be given to the Senior School Stage Advisor.

When giving a lift to other students, the driver must be sure that the school has received signed parental permission for their passengers to travel with them.

Student-Parent-Teacher Conferences

Your parents are invited to the school at the end of Term 2 for mid-year student-parent-teacher conferences. It is important that you attend with your parents/carers and discuss your learning. We encourage you to consider what you enjoy about each subject, any area you struggle within the subject and an area you would like to improve on.

Student Reports

Students in Year 7-12 receive two school reports each year. They will be emailed directly to your parents/carers. We encourage you to read through your report with your parents/carers and speak with your class teachers to understand where you can extend your knowledge and skills.

Vaping & Smoking

Vaping and smoking on school premises, including school buildings, school grounds and car parks, is prohibited. This includes students, employees, visitors and other people who use School premises, including community groups. The use of any nicotine products is illegal for people under 18 years of age and is taken seriously at our school. Your parents/carers will be contacted if there are any reports of vaping or smoking, in line with the School's Student Welfare and Discipline Policies and Suspension and Expulsion of Students Policy and Procedures.

11. Learning & Curriculum in High School

Learning in Secondary

Korowal School follows the NSW Curriculum in Years 7-10 and the HSC Pathways model in Years 11-12.

Year 7-8 (Stage 4)

English
History & Geography
Science
Mathematics
Visual Art, Music, and Drama
Personal Development, Health and Physical Education (PDHPE)
Technology
Digital Literacy (Year 7)
Oracy (Year 7)
Languages (Japanese)

Year 9-10 (Stage 5)

English
History & Geography
Science
Mathematics
Personal Development, Health and Physical Education (PDHPE)
Electives (x 2): Visual Art, Music, Drama, Commerce/Philosophy (alternating each year), Multimedia, Information Technology, Japanese, Physical Activity and Sports Science (PASS)

Senior School (Year 11-12)

Senior students (Year 11 & 12) at Korowal undertake the Higher School Certificate (HSC) program in a compressed curriculum model. At Korowal, you will study an HSC course compressed into a single year with 240 hours of instruction in a subject (8 periods per week). In a traditional HSC model, subjects are taught over two years, involving 120 hours of instruction per course for each of two years. Unlike the traditional HSC model, where you study 6 subjects over two years. At Korowal, you will study 3 subjects in one year, take those HSC exams, and then study 2-3 HSC subjects the following year to complete your HSC.

This model allows you to focus on your studies in greater depth and reduce stress by taking half the subjects one year, and half the subjects the following year. It is also possible to do your HSC over three years at Korowal. Most importantly, we support you to set and achieve your goals and make strong connections with your peers and teachers. Our students achieve excellent results and go on to study and engage in careers in a wide variety of fields.

Cycle 1: November 2024 to October 2025				
English Advanced or Maths Standard	Design & Technology or Music	Visual Art or Business Studies	Society & Culture or Chemistry or Modern History	History Extension (1) or English Ext (1& 2) or Distance Ed* (*principal approval required) or Extension courses* (*subject to availability)
Cycle 2: November 2025 to October 2026				
English Advanced or English Standard	Studies of Religion Ancient History Maths Advanced IT:Multimedia Visual Arts Biology Drama Physics Mathematics Ext 1			Distance Ed* (*principal approval required)

Assessment Calendars

Years 7-10 Assessment Calendars

Assessment calendars for Years 7-10 will be provided via your Mentor Google Classroom and will also be shared with your family at the beginning of Terms 1 and 3. If you are unsure about your assessment calendar, please see your Year Mentor.

Senior School Assessment Calendar

Senior School Assessment Calendars are issued at the beginning of the academic year which starts in Week 5 Term 4 of each year. Students are issued an Assessment and Attendance Information Booklet and a Senior School Assessment Booklet. These documents include important information about assessments, what to do if you need an extension, what to do if you miss an exam and when your assessments are due.

Please note that students will be given two weeks notice for a task.

This will include an assessment task sheet with task details, the due date and rubric.

Homework

The purpose of homework is to reinforce content and skills taught during the day. It is also useful to assist you to remember, use and apply newly acquired knowledge. Homework provides you with the opportunity to develop your independent practice and study skills and to assist with memory and information recall. It is important that students develop the skills to manage their time to undertake set homework tasks.

As a general guideline, students in the High School should expect roughly 2-3 hours of homework a week, which increases as students enter Senior School. Extended assignments and projects may often require evening and weekend work and will require students to utilise time management skills.

Getting work done on time requires careful planning and organisation, determination and self-discipline. To get your work done on time, you will need to:

- Plan carefully
- Organise time well
- Be determined
- Be self-disciplined

Homework is not given over school holiday periods for students in years 7-10. Students in Years 11 and 12 may have assessment tasks to work on during school holiday periods.

If you have any problems with homework or a particular task, it is important that you let your teacher know so that they can support you. You can also ask your year mentor for support if you feel overwhelmed or need help advocating for yourself at school.

High School Hub

The High School Hub is located in the Library, and is a flexible learning space available to all students and as a resource for Teachers. The Hub is a space where you can receive assistance from our Learning and Support staff. You may be requesting assistance with class work, assessment tasks, or study habits such as time management and organisation. You can ask to attend the Hub to work independently, or your Teacher may include the Hub as a break-out space or for Individual Plans.

Reading

We want you to develop a love of reading through our daily Reading Program. Research shows that daily reading:

- improves brain connectivity
- increases your vocabulary and knowledge of the world.
- empowers you to empathise with other people.
- aids in better sleep habits.
- Improves mental health by reducing stress.

Reading period takes place after lunch (2.05-2.25) from Monday-Thursday. It is an expectation that you bring a book to reading time each day. You can bring novels from home or there are numerous titles that you may borrow from the library.

Storing and Saving Work

Korowal School has access to the Google Workspace for Enterprise and you can save your files to Google Drive. It is expected that you utilise this cloud-based storage to ensure that your work is backed up and accessible from any device.

Using this type of storage ensures files can't be lost and, if accidentally deleted, can be restored. With this in mind, technical issues will not be considered a valid reason for not returning work or tasks on time.

12. Events, Excursions & Extra-curricular

Camps, excursions and carnivals are considered an integral part of the School curriculum. As such, participation is compulsory.

You will be given permission notes that can be signed and returned to the front office. Please ensure that any money being returned with your note is sealed in an envelope with the permission note.

High School Co-curricular Activities

We offer a wide variety of activities every Friday afternoon to suit every student's interests, including:

- Sustainability & Gardening Club: Learn about gardening practices while also helping to revitalise the grounds in a project determined by students.
- STEM Club: Learn about the latest advancements in technology and engineering and get hands-on experience with coding and robotics.
- Knitting & Crafting Club: Get creative and learn the art of knitting, crocheting or felting. Perfect for students who enjoy relaxing and crafting.
- Digital Art Club: Learn how to create amazing digital art and animations
- Sports: Based on student interest & coach availability
- Theatre Sports Club: Showcase your talents by joining our theatre sports.
- Cabaret: Showcase your talents by joining and learning about dramatic and musical performance. If you are interested in behind the scenes, you can learn about set design, costuming, lighting and sound.
- Chess Club: Learn how to play chess and compete in tournaments to improve your skills.

Band

Music is celebrated at Korowal and there are primary and high school bands to support the development of musicianship and performance. Rehearsals take place once a week before school and there are many opportunities to perform at assemblies, school events and local events.

If you are interested in the high school band, talk to Steve to learn more.

Cabaret

The stage and film musical has a profound place in the western world and has a special place in the life of our school. Our biennial Korowal Cabaret is a showcase of talent and skills across the High School and encourages students to reflect on the social, cultural and political climate of the development of musicals over time. In addition, students also discuss how musicals experiment with form and content in specific ways.

Students participate in various workshopping activities, create costume designs, along with watching, discussing and appraising theatrical and cinematic musicals. This work lays the foundation for the development of an original musical theatre piece that is rehearsed in class and showcased within the Korowal Cabaret. Students from across the High School participate in Korowal's Cabaret, bringing skills from drama, music, design and technical production to the showcase.

Camps

Our students have many cultural and science excursions as well as annual camps that challenge them physically and emotionally. Camps are held every year from Year 4 - 10 and fees associated with camps are incorporated into the School Fees. Camps range from a Canberra trip in Stage 3 to Urban Challenge in Sydney in Stage 5. Camps are an opportunity to form new friendships, form strong bonds as a cohort of learners, and to make lasting memories. Camps are a compulsory part of our programme.

Fun Run & Carnival Days

Students are expected to attend and participate in a series of whole school sports events/carnivals throughout the year. These events form a compulsory part of the broader PDHPE program. There is a Swimming Carnival, Athletics Carnival and Fun Run planned for this year. All Korowal carnival days have a focus on fun, celebration, community and participation, rather than a focus on competition and finishing first. There are opportunities for injured students, or those unable to participate in these physical activities to still contribute on the day via volunteer roles helping teachers with the carnival logistics and encouraging their classmates.

Korowal Studios

Korowal Studios offers the opportunity for students in our primary and high school to learn music, singing, dance, and drama at Korowal during and after school hours. Students from other schools are invited to attend Korowal Studios after 3:30pm. In 2025 students can attend classes in piano, guitar, bass, strings, and drums.

13. Safety Information

Concussion

Students who report that they have hit their head are assessed for concussion. If any of the following signs are reported or observed, a phone call will be made to your parent/carer to collect you from school:

- Increasing headaches or severe headaches
- Nausea leading to vomiting
- Blurred vision or a noticeable change in pupil sizes
- Balance problems or dizziness
- Feeling dazed
- Sensitivity to light or noise
- Neck pain
- tiredness directly after the injury

In the event of the following symptoms, an ambulance is called immediately:

- Unconsciousness or loss of consciousness
- Weakness or tingling/burning in the arms or legs
- Seizure or convulsions
- Vomiting

Emergency Evacuations & Drills

In the event of School Closure at short notice, as soon as practicable, a message will be sent to your parents/carers via the Sentral Parent Portal to update them. This information will also be placed on the front page of the school website.

Bushfire

In the event of a 'Catastrophic' warning forecast the School will be closed. Please check the Rural Fire Services website for up to date information regarding bushfires: www.rfs.nsw.gov.au

We will make every effort to communicate with all families after we have complied with directions in the event of a fire at or near the School. Please take your instructions from the authorities when there are road closures etc. Please note that students will be directed to switch off mobile phones so that the networks do not become overloaded, impeding contact for emergency services.

Other adverse weather conditions, including snow

As directed by emergency services. It is recommended that you check the Bureau of Meteorology website for weather information, especially snow.

Evacuation

In the event that the School is directed by emergency services to evacuate the site for any reason, every effort will be made to contact your family after we have complied with emergency services directions. Please remember that at times of emergency means of communication may be hampered.

Injuries

Students who are injured at school will be taken to sick bay where they will be cared for by our Office Staff. Based on the injury, students will either return to class or the office staff will call a parent/carer to collect them from school. Where an injury is assessed as serious, an ambulance may be called immediately. As soon as practicable, parent/carers are contacted and advised of the situation and updated once the ambulance assessment is completed.

Volunteering & Working With Childrens Check

At various times throughout the year parents/carers may be invited by teachers to help in the classroom, or during special events throughout the year. All volunteers must submit their Working With Children number, with their full name and DOB to the office at least a week before volunteering in order for their WWCC number to be validated through the Office of The Children's Guardian.

Please note that it is a legal requirement of all schools that a volunteer's WWCC information is VALIDATED and records kept to provide evidence that the validation occurred. Your parent/carer can not be onsite unsupervised in a volunteer capacity if the validation has not been completed.

14. Student Transport Information

High School Students Transport & Opal Card Applications

Students in High School are able to use public transport (trains and buses) to and from school.

Students travelling to school using public buses and trains (not the Korowal School Buses) will need to organise for their parent/carer to apply for a free student opal card online at:

www.transportnsw.info/school-students

Once an online application is completed, Transport for NSW will send a link to the school to confirm your enrolment. Once confirmed, the opal card is posted directly to you at your home address.

How do I know which bus or train I need to catch?

Use the following 'Suburb Transport Options and Transport Schedules' to establish your transport routine to and from school. Speak to your parents/carer to help you out or see the staff in the School Office.

How do I get to the bus stop at Redgum Avenue?

Korowal Staff supervise students walking to Redgum Avenue until the public buses arrive and all students have boarded the bus. You will need to wait on the library lawn until the supervising staff member rings the bell. You then stay with the supervising staff member until your bus arrives to take you home.

If you arrive late to the library lawn, the staff member may have already left. You will need to walk safely to the bus stop on Redgum Avenue.

Suburb Transport Options - High School Students

	MORNINGS	AFTERNOONS
<i>Beyond Katoomba</i>	Refer to Morning Schedule 1	Refer to Afternoon Schedule 3
<i>Katoomba</i>	Refer to Morning Schedule 1	Refer to Afternoon Schedule 4
<i>Leura</i>	Refer to Morning Schedule 1	Refer to Afternoon Schedule 4
<i>Wentworth Falls</i>	Refer to Morning Schedule 1	Refer to Afternoon Schedule 4
<i>Bullaburra</i>	Refer to Morning Schedule 1	Refer to Afternoon Schedule 4
<i>Lawson</i>	Refer to Morning Schedule 1	Refer to Afternoon Schedule 4
<i>Hazelbrook</i>	Refer to Schedule 2	Refer to Morning Schedule 3
<i>Woodford</i>	Refer to Morning Schedule 1	Refer to Afternoon Schedule 5
<i>Linden</i>	Refer to Morning Schedule 1	Refer to Afternoon Schedule 5
<i>Faulconbridge</i>	Refer to Morning Schedule 1	Refer to Afternoon Schedule 5
<i>Springwood</i>	Refer to Morning Schedule 1	Refer to Afternoon Schedule 5
<i>Beyond Springwood</i>	Refer to Morning Schedule 1	Refer to Morning Schedule 3

Transport Schedules - High School Students

MORNING Schedule 1 - Public Transport and Korowal High School Bus Morning Schedule

High School Students will need to catch the train to Hazelbrook Station and walk over the walkway bridge down to the Great Western Highway. The Korowal High School bus will collect students from Hazelbrook station ramp; the pick-up point is on the Great Western Highway side of the railway station, at the end of the walkway ramp. This stop has the bus facing east towards Sydney. The bus will double back behind the shops down to school.

Hazelbrook Station Walkway Ramp
Korowal School
Hazelbrook Station Walkway Ramp
Korowal School

8:40am
 8:45am
 9:10am
 9:15am

MORNING Schedule 2 - Korowal High School Bus Morning Schedule

Students who live in Hazelbrook are able to catch the Korowal High School Bus to school from Hazelbrook Station. The pick-up point is on the Great Western Highway side of the railway station, at the end of the walkway ramp. This stop has the bus facing east towards Sydney. The bus will double back behind the shops down to school.

<u>Hazelbrook Station Walkway Ramp</u>	8:40am
<u>Korowal School</u>	8:45am
<u>Hazelbrook Station Walkway Ramp</u>	9:10am
<u>Korowal School</u>	9:15am

AFTERNOON Schedule 3 - Canteen to Hazelbrook Station

Students need to leave class at 3.20pm and wait outside the canteen. The Korowal School bus will collect students from outside the Canteen at 3.25pm and drop them off on the Great Western Highway at the end of the Hazelbrook Station walkway ramp in order to catch their connecting train home.

This bus is only for students who live in or beyond Medlow Bath and students who live in or beyond Valley Heights. Students who live between Katoomba and Springwood are able to catch the public bus and are not allowed to leave classes early to catch the bus to the station.

Consideration is given to students who live on the south side of Hazelbrook Station as they are not eligible for a public bus pass to catch the public buses home. Please lodge a request at the school office.

AFTERNOON Schedule 4 - Redgum 690K Katoomba

Students gather on the grass area outside the library and wait for the bell to ring. Students then walk with the supervising staff member to redgum avenue bus stop for their public bus home.

The public bus (690K) will depart from Redgum Avenue bus stop at 3:44pm and travel to Katoomba via:

- Blue Hills at Hall Pde, Hazelbrook
- WWF Cemetery, GWH, Wentworth Falls
- Oaklands Rd at Glendarrah St, Hazelbrook
- GWH after Valley Rd, Wentworth Falls
- Badgerys Cres at Queens Rd, Lawson
- Leura Station
- GWH opp Lawson Station
- BM Hosp, Woodlands Rd Katoomba
- GWH opp Bullaburra Station
- Parke St, near Coles, Katoomba
- Wilson Park, GWH, Wentworth Falls

AFTERNOON Schedule 5 - Redgum 585H Springwood

Students gather on the grass area outside the library and wait for the bell to ring. Students then walk with the supervising staff member to redgum avenue bus stop for their public bus home.

The public bus (685H) will depart from Redgum Avenue bus stop at 3:40pm and travel to Springwood via:

- Blue Hills Rd, Hazelbrook
- Linden Station, GWH, Linden
- Oaklands Rd at Glendarrah St, Hazelbrook
- GWH, opp Faulconbridge Station, Faulconbridge
- Hazelbrook Shops, GWH, Hazelbrook
- Springwood Station
- GWH, opp Woodford Station, Woodford