



BORONIA K-12 COLLEGE

Proudly Learning Together



Early Learning Centre

PARENT INFORMATION BOOKLET

BORONIA K-12 COLLEGE: EARLY LEARNING CENTRE

Parent Information Booklet



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BORONIA
K-12 COLLEGE

Boronia K-12 College

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College Principal: David Rose

College Principal's Welcome

Dear Parent/Guardian,

Welcome to Boronia K-12 College. Our College was established in 2012 following the merger of Boronia Primary School, Boronia Heights College and the Allandale Kindergarten.

In 2015, all staff and students will be working and learning together at our College site enclosed by Albert Avenue and Rangeview Road.

Our College is organised into four Stages of Learning as follows:

The Early Years	Kindergarten to Grade 4
The Middle Years	Years 5 – 7
The Upper Middle Years	Years 8 - 9
The Later Years	Years 10 -12

The Vision of our College is to provide a safe, supportive and stimulating learning environment that engages and challenges students and adults to love learning, experience success and be effective and caring members of the global community. The Vision of our College is underpinned by the following Values:

BORONIA K-12
Proudly Learning Together

VISION: Boronia K-12 College will provide a safe, supportive and stimulating environment that engages and challenges students and adults to love learning, experience success and be effective and caring members of the global community.

The infographic consists of four vertical columns, each representing a value. Each column has a title at the top and four colored boxes below it, each containing a statement. The columns are: Community (light pink background), Achievement (light pink background), Respect (light pink background), and Lifelong Learning (light pink background).

- Community**
 - We collaborate and share with others
 - We are positive role models.
 - We value our community and are proud to contribute
 - We support and care for each other
- Achievement**
 - We have high expectations in all that we do
 - We set goals and take risks to achieve our personal best
 - We seek feedback to reflect and improve
 - We celebrate and are proud of our successes
- Respect**
 - We listen to one another's ideas with an open mind
 - We value our diversity as we learn and grow together
 - We treat everyone with honesty and empathy
 - We take responsibility for our actions
- Lifelong Learning**
 - We participate in our learning in an open-minded and flexible way
 - We are inquisitive and seek out new knowledge and skills
 - We are enterprising, show initiative and use our creative abilities
 - We are not afraid of making mistakes and constantly seek to improve

Values and Vision Team Final Version for Approval by School Council May 2012

jessupezard

The implementation of these values relies on the development of positive relationships between all members of our College community. As a relational community we place a great emphasis on nurturing the following five key relationships:

- Students feeling positive about themselves and their ability to learn and succeed.
- Students being able to interact co-operatively with other students.
- Students being engaged with their learning and understanding its relevance to their own lives and the wider community.
- Students having a positive relationship based on mutual respect with their teacher/s.
- Supportive and constructive relationships between the home, the school and the local community.

Our students are supported in their learning journey through a pastoral care system, which caters to their relevant stage of learning. This ensures that every student feels confident that there is someone taking an active interest in his or her social, emotional and academic development.

Our classroom programs are shaped by a belief that high quality learning occurs when:

- The learning is personalised, assessed regularly and supported by high expectations.
- A safe and orderly learning environment exists.
- Students are actively engaged with their learning.
- 21st century digital tools are used effectively, ethically and productively.
- There are opportunities and pathways for all students to achieve success.
- There is a genuine and supportive partnership between the home and the College.

In our College, there is an understanding that everyone in our community is a leader and that we all have responsibilities to the learning process. Our challenge is to provide a wide variety of opportunities and experiences that will help to build the leadership capabilities of our students, staff and parents.

We are a school with high aspirations for all of our students. There is a clear expectation that all students, parents and staff will work together to the best of their abilities in order to provide the best possible learning environment. We expect all members of our community to take responsibility for their actions and to be actively engaged in the learning process.

The information contained in this booklet is designed to assist you to understand the operations and philosophy of the College. We encourage all parents to be involved, and stay engaged with the learning of their son or daughter as they progress from kindergarten to Year 12.

I encourage you to read this booklet and contact any member of the College's Leadership Team should you have any queries.

David Rose

College Principal

2015 Term Dates & ELC Hours

TERM DATES

TERM 1: Wednesday 28 January – Friday 27 March

- Wednesday 28 January Staff Return
- Thursday 29 January Parent / Student / Staff Interviews
- Friday 30 January Parent / Student / Staff Interviews
- Monday 2 February Classes commence

TERM 2: Monday 13 April – Friday 26 June

TERM 3: Monday 13 July – Friday 18 September

TERM 4: Monday 5 October – Friday 18 December

ELC OFFICE HOURS

Opening & Closing Times: 11:00am - 2:00 pm Tuesday & Thursday

Telephone: (03) 9760 4922 or 0455 050 289

Fax Number: (03) 9761 0540

Email: boronia.k12@edumail.vic.gov.au

Website: www.boroniak-12.vic.edu.au

3 YEAR OLD HOURS

Operation Hours: 9.15am until 11.45am – Tuesday to Thursday

ELC Teacher: Mrs. Kellee Bukka - Tuesday & Thursday

ELC Teacher: Mrs. Lizette Driessen – Wednesday

4 YEAR OLD HOURS

Operation Hours: 8.30am until 1.30am – Monday to Friday

ELC Director: Mr. Ben Goodes

ELC ASSISTANTS

ELC Assistants: Mrs. Tracey Salomons

Mrs. Bronwyn Halomoutis

Mrs. Nicole Harris-Crean

Daily Requirements

SAFETY IN THE CARPARK

The car park can be an extremely busy place, particularly at the start and end of each session. When escorting your child to and from the E.L.C. via the car park, parents are urged to hold their child's hand, and reinforce good safety practices at all times. If you need to talk to another parent whilst in the car park, please place your child(ren) in their car seats first to ensure their safety.

Parents, please DO NOT leave your younger child(ren) in the car unattended, whilst you bring your kinder child into the room, or whilst you wait for your child at the end of a session. If there are times when you feel that for any number of reasons you should leave a young child unattended in the car, think again! There are usually other parents around who may be able to stay with your child whilst you come into the E.L.C. or they could relay a message to staff and a member of staff may be able to come out to you and your child(ren).

DAILY ATTENDANCE BOOK

Children's Services Regulations state that the Early Learning Centre must maintain a Daily Attendance Book, which **must** be signed by parents each time their child attends a kinder session. The exact time of arrival, and time of departure, has to be recorded next to your child's name, along with your signature, at the start and end of each session.

ARRIVAL OF CHILDREN

Upon arrival, please help your child to place his/her bag in a locker. Their lunch/snack-boxes and water bottles need to be removed from bags and placed in the smaller lockers nearby. The Children are then escorted to the bathroom (Term 1 only) by a Parent/Caregiver who supervises washing and drying of their hands. The Children are then free to choose an activity".

Please ensure that you always escort your child into the kindergarten at the start of each session. If the kinder door is shut when you arrive, and you are early, please wait for it to be opened, as this generally means that preparations for that session are still in progress. Please wait with your child until a member of staff opens the door and acknowledges your child's presence. Under NO CIRCUMSTANCES is a child to be left in the passageway, or in the foyer, without an adult escort.

THINGS NEEDED FOR KINDER

3 Year Old Kinder

- A cut up fresh fruit snack in a labelled lunch box for each session, no cordial or fruit juices.
- Please ensure that any allergies to food, special dietary needs, food preferences etc. are detailed in your child's enrolment form, and are discussed in person with the teacher, Kellee Bukka or Lizette Driessen
- A suitable bag in which to carry your child's possessions.
- A sunhat, as we insist on all children wearing sunhats outdoors on sunny days. (Terms 1 & 4)
- A parka or weatherproof coat for cold days, as we do try to ensure that the children have some outdoor time and fresh air during each session.
- A change of clothes (in case of accidents or the result of our encouraged 'messy play').

4 Year Old Kinder

- A snack of fresh fruit and a healthy sandwich for lunch is acceptable. A water bottle that is clearly named, no cordial or fruit juices.
- Please ensure that any allergies to food, special dietary needs, food preferences etc. are detailed in your child's enrolment form,

and are discussed in person with the teacher, Kellee Bukka or Lizette Driessen

- A suitable bag in which to carry your child's possessions.
- Cloth drawstring Library bag (approx. 30cm x 40cm) for borrowing books from the ELC Children's Library. Library bags are available through the ELC at a cost of \$3.00. Borrowing will commence late in Term 1.
- A sunhat, as we insist on all Children wearing sunhats outdoors on sunny days. (Term 1 & 4)
- A parka, or weatherproof coat for cold days, as we do try to ensure that the children have some outdoor time and fresh air at each session.
- A change of clothes (in case of accidents or the result of our encouraged 'messy play').

***Please ensure that all bags, articles of clothing, hats etc. brought to the ELC are clearly marked with your child's name.**

SETTLING IN

If your child is apprehensive, or becomes upset about staying at kinder during the early days, please stay and settle him/her at an activity before leaving. If your child is particularly upset and does not settle, please stay with them until they are comfortable with you leaving.

When you do leave, be definite;

- Tell your Child that you are leaving, and that you will return shortly. (As we usually end our sessions with a story, you could tell your child you will return after the story.)
- Ensure that a member of staff is available to comfort and be with your child should he/she become upset.
- Children often settle quicker if you give them something of yours to look after until you return. e.g. a hanky, scarf etc. (Nothing valuable or breakable, please)
- Once you leave the kinder room, please don't be tempted to "wait around the

corner" or "peep" into the kinder room to see if your child is alright.

If you are worried about your child remaining upset, ring the kinder when you get home, and we'll let you know if your child has settled down. Even if your child settles into Kinder immediately, he/she may show some regressive behaviour in the weeks to come which MAY be related to coping with a new situation. Some children, even those who may have been "dry" for some time, may start wetting their bed, have daytime "accidents", temper tantrums, thumb sucking etc. This behaviour is normal in most circumstances and should disappear fairly soon, however, if you are worried or have any concerns in regard to your child, please feel free to discuss these problems with the teacher, Mr Ben Goodes, Mrs. Kellee Bukka or Mrs. Lizette Driessen.

CLOTHING

Please make sure that your child is comfortably and appropriately dressed for each session. "Worn in" play clothes are best, as children are more relaxed in clothes that they are very familiar with. Belts and braces are too often hard to manage and are often responsible for toileting accidents. Long skirts can be very hazardous as they restrict movement, particularly outdoors.

Shoes must fully support the feet and fit the child. Accidents have been caused as a direct result of children wearing shoes that are several sizes too big for them! NO thongs or slip-on shoes, please, as these can be very dangerous when the child is climbing, running etc. Gumboots can also be hazardous as they do not allow the child sufficient control of his/her feet, particularly when climbing.

Please do not restrict your child's activities and participation in the kindergarten program by telling them "not to get dirty". If, on occasion, you have to go somewhere after kinder, please feel free to use the kindergarten facilities to tidy up and freshen your child, and then put on "good" clothes.

The kindergarten has a supply of clean clothing which we use when a child has the occasional toilet "accident", or if they are soiled during messy play, but please provide a change of clothes in your child's bag for their comfort.

As we will be insisting on the children wearing sunhats when they are outside on sunny days, please ensure that your child has a sunhat in his/her bag.

TOYS FROM HOME

Please discourage the bringing of toys to the kindergarten. The kindergarten is a "WAR-TOY FREE ZONE", so on no account are toy guns, knives, rifles, laser guns or anything similar to be brought to any session. Other toys such as Power Rangers, Ninja Turtles, Voltron, etc., are also NOT permitted in the kinder. Please do not allow your child to come to their ELC session wearing their dress-up costumes of Superman, Batman, etc, as this can lead to very exuberant, and sometimes dangerous, play with their peers.

SUNSMART

The kindergarten adheres to a "Sunsmart Policy", and insists that all children wear sunhats during Term 1 and Term 4, and at other times during the year when necessary.

The kindergarten will provide sunscreen for those children who have not had it applied, on days which have been deemed as being high risk in regard to UV rays. It would however, be appreciated if parents would ensure that their child has been sunscreensed prior to their arrival at kinder, as sunscreen needs to be applied at least 20 minutes before the child is exposed to the sun, and this is not often practical in the kinder situation.

PICKING UP OF CHILDREN

Please be punctual in picking up your child at the end of the session, as many children become upset if parents are late. If you are going to be running a little late, and you are able to let us know via a phone call, then please

give us a ring so that we can, if necessary, give your child an explanation for your delay.

Parents are asked to please wait until the kinder door is opened at the end of each session to ensure that any "mat" session is not interrupted before it is finished. If you need to pick up your child early on any occasion, we would appreciate you coming in quietly, and collecting your child with as little disturbance as possible so that the "mat" session can continue with the other children.

Please, DO NOT allow your toddlers to disrupt the session by rushing in unescorted to find their siblings.

It is our policy at the E.L.C. that at the END of each session, the children MUST stay on the mat area until the person designated to 'pick up' each child has entered the kinder room. Each child is then sent to the parent (or other person) by the Director. This is done to ensure the safety of each child. If you need to speak to the teacher at the end of the session, we would appreciate you waiting until each child has been 'collected' from the mat so that our attention is not diverted from the children.

If your child is to be picked up by someone other than their own parent, please send along a signed authorisation, stating the date, name, and telephone number of the person picking up your child. This authorisation should be handed to the teacher at the beginning of the session where possible. If this "pick-up" is to be a regular occurrence, e.g. if you share "pick-up" and "delivery", your child is looked after by someone else or attends a Creche or Daycare Centre, then one letter at the beginning of the year stating relevant information will be sufficient. Please inform us immediately if there is any change in circumstances.

On ALL occasions when a child's parent does NOT pick them up from kinder, Community Service Children's Services Regulations state that a letter of authorisation, signed by the child's parent must be presented to the kindergarten director.

Food, Allergies & Illness

Please ensure that any allergies to food, special dietary needs, food preferences etc. are detailed in your child's enrolment form, and are discussed in person with your child's teacher; Mrs Storm Batty, Mrs Kellee Bukka or Mrs Lizette Driessen.

Some children eat everything in their lunch box at morning tea and then have nothing left for lunch! You know your child, and how much or how little they may eat. Please discuss with them how many sandwiches they would like, what goes into it, and when they eat what.

Please do not send chocolates, lollies, and other unhealthy snacks for your child to eat. We encourage good eating habits and vigorously promote this.

IMPORTANT INFORMATION

Please DO NOT send nuts of any kind, or raw carrots. Children of this age are not all capable of concentrating on the chewing process needed to break down carrots, whilst they are sitting amongst a group of other lively, chatty pre-schoolers, and nuts and nut products are, of course, banned from our NUT-FREE KINDERGARTEN. NO cakes, sweets, biscuits, cereals, canned fruit, yoghurt, fruit bars etc., as we would like to focus on the nutritional value of fresh fruit at the Kindergarten.

BIRTHDAYS

When your child has a Birthday, if you would like your child to celebrate it at the kinder, you are welcome to send along something to share with the other children attending that session. However, as there can be children in the Group who are unable to partake of certain foods due

to restricted diets, food allergies etc., we would appreciate any "treats" being individually wrapped so that the children may have one each to take home. The treats should be of a non-food base i.e. balloons, whistles etc.

INFECTIOUS DISEASES

Please inform us immediately if your child contracts an infectious disease of any kind. We hope for your co-operation in trying to prevent the spread of coughs and colds through the ELC. Teach your child to use a hanky or tissue when necessary, and to turn their faces away from people when they cough.

If your child is sick or unwell, *please* keep him/her at home until fully recovered. If your child is not well enough to fully participate in all aspects of the kinder program both indoors and outdoors, then your child is not well enough to attend.

Parents are asked to take responsibility for their child's health.

Please DO NOT bring your child to the Kinder if he/she is unwell, and expect the kindergarten staff to tell you whether or not they can remain at the kindergarten. This is unfair on us, and on the child. If you are unsure, then a phone call for advice is preferable.

If your child is going to miss more than one or two sessions due to illness, going away etc., we would appreciate you informing staff about the absence as early as possible.

E.L.C. – Parent Partnerships

HELPING OUT AT THE EARLY LEARNING CENTRE

Parents who have a child attending the E.L.C. are always welcome to assist in any way they would like to. However, if a friend or relative would like to volunteer their assistance they must have a current Working with Children Check card. This is easily obtained by filling in a form available at the local Post Office. Parents are also required to sign in the visitor's attendance book which is located next to the children's sign in book.

ROSTERS: DUTY ROSTERS

These will be on the E.L.C. noticeboard during the first week of Term 1, and during the last week of Terms 1, 2 and 3. Parents will have the opportunity of putting their names down for Duty on days that suit them. We would appreciate two people helping out at each session. Duties include washing up and helping to tidy up after activities, as well as helping with specific activities (e.g. reading stories to small groups of children). Please put your name down for two or three sessions during each Term.

This time spent at the E.L.C. is very important to you and your child. It gives you the opportunity to observe your child at work and play with his/her peers; to share your child's experiences first hand; and to informally discuss your child's development and progress with the teachers.

Every child enjoys having their parent's sole attention whenever possible, and for this reason, we ask parents to try and arrange, if possible, at least once a Term to be on 'duty' without the distraction of a toddler or baby.

If you do bring a younger child with you when you are on duty, please do not encourage or expect that child to be included in mat time activities with the other children. When they first start at 3 Year Old Kinder the children may not have had much, if any, experience at being together as a group without their parents sitting with them (as at Playgroup). It can be extremely difficult to get and maintain the children's attention and focus for any length of time, and any distraction can make it even more difficult. There will be times later in the year where, at certain times, your younger child may be invited to join in the mat session.



TODDLERS

Toddlers and babies are very welcome at the ELC whilst you are on duty, but as mentioned earlier, please try to arrange at least one session per Term when you are there with just your Kinder Child.

If you do bring your toddler when on ELC duty, please understand that your toddler is **your full responsibility both indoors and outdoors**.

Please do not expect the Early Learning Centre Staff to look after, or "keep an eye" on them, as the ELC children are our responsibility, and their needs and safety must come first. Toddlers can cause a great deal of "mess", and damage, in a very short time (as you are no doubt fully aware), so please watch them, especially when you come into the ELC to drop off or pick up your child. (They are particularly attracted to the paste and paint containers).

SAFETY ISSUES IN THE KITCHEN

When parents are rostered for duty, it is essential that they **do not** allow their children into the kitchen. This is a Departmental regulation which must be adhered to.

Any hot drinks for adults must be kept out of children's reach, and should be left in the kitchen.

At no time should an adult take a hot drink to the children's activity tables.

Hot drinks or glass containers must not be taken outside into the children's playground whilst children are using the equipment.

PARENTS WITH SPECIAL INTERESTS/TALENTS

Please share your interests and talents with the children of the Kindergarten!

If there is something that you would be prepared to share with us on a regular, or a "one-off" basis, PLEASE let us know (Pottery, Music, Storytelling, Movement, Spinning, Cooking, or talking about your work in the Community (e.g. Doctor, Nurse, Fireman, Policeman etc.) The list is endless and the children (and you) can gain a great deal from your participation. So, please don't be shy. The children and staff are a most appreciative (and uncritical) audience.

WORKING BEES

One or two Working Bees are undertaken when needed during the year. These are undertaken to fulfil large or labour intensive jobs such as emptying and refilling the sandpit, replacing tanbark, painting jobs, repair work etc.

These Working Bees are essential to maintain the safety and appearance of the building, grounds and equipment for the continued use of the children.

Please try and make it to at least one Working Bee during the year.

PARENT PARTICIPATION - COLLEGE COUNCIL

The College Council is responsible for the educational, financial and physical management of the College. It generally meets twice a term and elections are held for parent representatives at College Council subcommittees: Buildings and Grounds/ OHS, Finance and Resources, Education Policy, Parents and Friends and Marketing. Please contact the Principal if you are interested in participating in College activities

General Information

PHOTOGRAPHING CHILDREN

We all like to have photos with which to remember our children's lives, however, with the development of the internet & social media it is becoming too hard to monitor these photos. For the privacy of all our families we will not allow any photos to be taken at the centre, not even during special sessions or concerts.

ACCIDENT/INJURY BOOK

In line with Community Services Regulations, the kindergarten **must** maintain an Accident and Injury Book in which is recorded **any** relevant information regarding accidents or injuries pertaining to a child attending the kindergarten, whether the accident occurred during a kinder session or at home. If there are any bruises, bumps, welts etc. on the child, these must also be recorded. We ask for your co-operation in letting us know about your child's mishaps.

We **do not** examine children and look for bruising etc., but a child will often proudly lift up their top etc. to show us an injury, bruise or Band-Aid. If at any time the staff observe, or are shown, any form of unrecorded injury, then it must be entered in the Accident/Injury Book, and be sighted and signed by the child's parent or guardian.

PAYMENT OF MONIES (FEES, BOOKS, FUNDRAISERS)

When parents have a payment to make for any reason we ask that you follow these guidelines;

- Write your name/child's name on the front of an envelope.
- Write what the payment is for on the front of the envelope.
- Write how much the payment is and indicate if cash or cheque.
- Put payment into envelope and seal.
- Hand envelope in to the office.

If the Early Learning Centre Office is unattended you are able to pay at the College General Office.

When returning fundraising items (e.g. Chocolates), please hand returned items **and** money to a member of **staff**. Any bulky items should also be handed to staff or the ELC Office. All money will be receipted at the earliest convenient time, and receipts issued as soon as available.

We look forward to a happy, rewarding and successful year ahead with the Children, and with you, the Parents.

Please feel free to approach us at any time with your queries.

Mr Ben Goodes, Mrs. Kellee Bukka & Mrs. Lizette Driessen



Code of Expectations

Boronia K-12 College is committed to the provision of a safe and supportive environment within the College. We have developed Codes of Expectations directly linked to the College Values of Community, Achievement, Respect and Lifelong Learning for students, staff and parents and ratified by College Council in April 2013.

BORONIA K-12 COLLEGE - STUDENT CODE OF EXPECTATIONS

The Student Code of Expectations is consistent with the College Values and the Student Engagement Policy of the College. The Code of Expectations aims to provide direction to students as to their responsibilities to staff, parents, other student members and the wider community.

Boronia K-12 College students have developed the following non-negotiable behaviours to operate within the College:

- We are honest, courteous and treat others as we would like to be treated ourselves.
- We abide by College policies and take responsibility for our actions
- We treat our environment with respect, pride and care.
- We actively listen, care and support one another and will not tolerate bullying and racism in any form.

VALUES	VALUE DESCRIPTORS	BK12 STUDENTS WILL:
Community	Collaborate and share	✓ Commit to working cooperatively with others and valuing their knowledge and expertise.
	Positive Role Models	✓ Model the Values of the College in a positive and consistent fashion and wear our uniform with pride.
	Value community and proud to contribute	✓ Have high standards of behaviour and actively contribute to the programs of the College.
	Care and support for each other	✓ Work together to create a happy, safe and caring College community.
Achievement	High Expectations	✓ Challenge and assist each other to achieve our best.
	Set goals and take risks	✓ Act on the goals we set for our learning in a positive and constructive fashion.
	Seek feedback to reflect and improve	✓ Listen to and act in a positive manner to feedback about our learning.
	Celebrate our successes	✓ Acknowledge the achievements of other students in all walks of College life.
Respect	Listen to one another with an open mind	✓ Listen to, and appreciate other points of view in a non-critical manner, even if we don't necessarily agree.
	Value our diversity	✓ Work as a team in a supportive and cooperative manner.
	Treat everyone with honesty and empathy	✓ Treat others as we would like to be treated ourselves.
	Take responsibility for our actions	✓ Learn from our mistakes and are honest in accepting responsibility for our actions and behaviour.
Life Long Learning	Open minded and flexible with our learning	✓ Be open to new ideas and ways of learning.
	Inquisitive and seek out new knowledge and skills	✓ Take an active role in our learning and are receptive to working and learning together in different ways.
	Enterprise, initiative and creative abilities	✓ Be open to exploring different ways of overcoming obstacles to our learning.
	Not afraid of making mistakes and constantly seek to improve	✓ Learn from our mistakes and setbacks and continually seek to improve.

BORONIA K-12 COLLEGE – STAFF CODE OF EXPECTATIONS

The Staff Code of Expectations is consistent with DEECD guidelines, VIT Code of Conduct, College Values and the Student Engagement Policy of the College.

The Code of Expectations aims to provide direction to staff as to their responsibilities to students, parents, other staff members and the wider community.

Boronia K-12 College staff have developed the following non – negotiable behaviours to operate within the College:

- We treat others with care, courtesy, cooperation, honesty, tolerance and non - discriminatory behaviour.
- We act with professionalism at all times with respect to our actions, appearance, comments and performance as reflected by VIT Standards.
- We demonstrate enthusiasm and commitment to our teaching programs, teams and College.
- Through a positive attitude, we instil a sense of pride, passion and fun to our work.

VALUES	VALUE DESCRIPTORS	BK12 STAFF WILL:
Community	Collaborate and share	✓ Commit to working cooperatively with others and valuing their knowledge and expertise.
	Positive Role Models	✓ Model the values and implement the policies of the College in a positive and consistent fashion.
	Value community and proud to contribute	✓ Seek ways to engage the community with the College and the classroom.
	Care and support for each other	✓ Take an active interest in the wellbeing of our students and support our colleagues.
Achievement	High Expectations	✓ Challenge and assist each other to achieve our best.
	Set goals and take risks	✓ Be willing to try new approaches in our classes to maximise student learning outcomes for all.
	Seek feedback to reflect and improve	✓ Use data to monitor and discuss the progress of our students and our teaching practices.
	Celebrate our successes	✓ Seek opportunities to acknowledge the achievements and positive work of our students and staff.
Respect	Listen to one another with an open mind	✓ Listen to, and appreciate other points of view in a non - critical manner, even if we don't necessarily agree.
	Value our diversity	✓ Interact with each other with empathy, understanding and tolerance.
	Treat everyone with honesty and empathy	✓ Treat others as we would like to be treated ourselves.
	Take responsibility for our actions	✓ Learn from our mistakes and accept responsibility for our behaviour.
Life Long Learning	Open minded and flexible with our learning	✓ Be open to new ideas through professional learning opportunities.
	Inquisitive and seek out new knowledge and skills	✓ Build capacity by seeking out, and keeping abreast of best practices.
	Enterprise, initiative and creative abilities	✓ Explore working in different ways and be willing to share knowledge and expertise with others.
	Not afraid of making mistakes and constantly seek to improve.	✓ Actively use the Annual Review process and other opportunities to build capacity and improve performance.

BORONIA K-12 COLLEGE – PARENT CODE OF EXPECTATIONS

The Parent Code of Expectations is consistent with DEECD guidelines, College Values and the Student Engagement Policy of the College.

The Code of Expectations aims to provide direction to parents as to their responsibilities to students, other parents, staff members and the wider community.

Boronia K-12 College parents have developed the following non – negotiable behaviours to operate within the College:

- We treat others with respect, understanding, compassion, honesty and tolerance.
- We respect the rights of others to hold points of view different to our own in a non - critical or judgmental manner.
- Through a positive attitude, we work co-operatively with the College to resolve problems, noting the responsibility of both parties to act with fairness and consistency when issues arise.

VALUES	VALUE DESCRIPTORS	BK12 PARENTS WILL:
Community	Collaborate and share	✓ Commit to working cooperatively with all members of the College community.
	Positive Role Models	✓ Model the values of the College in a positive and consistent fashion.
	Value community and proud to contribute	✓ Actively seek ways to be personally involved in the life of the College.
	Care and support for each other	✓ Treat all members of the College community with empathy and compassion.
Achievement	High Expectations	✓ Challenge and support their child so they can achieve their personal best in everything they do.
	Set goals and take risks	✓ Focus on building a strong and supportive partnership with the College based on trust and respect.
	Seek feedback to reflect and improve	✓ Communicate with the College in a positive, timely and proactive fashion if issues arise.
	Celebrate our successes	✓ Be actively involved in the learning of their children and celebrate the successes of our College.
Respect	Listen to one another with an open mind	✓ Listen to, and appreciate other points of view in a non - critical manner, even if we don't necessarily agree.
	Value our diversity	✓ Interact with each other in an inclusive fashion with care, understanding, tolerance and respect.
	Treat everyone with honesty and empathy	✓ Treat others as we would like to be treated ourselves.
	Take responsibility for our actions	✓ Learn from our mistakes and accept responsibility for our behaviour.
Life Long Learning	Open minded and flexible with our learning	✓ Be open to new ideas and different approaches to learning.
	Inquisitive and seek out new knowledge and skills	✓ Seek ways to display interest and stay engaged with the education of their children.
	Enterprise, initiative and creative abilities	✓ Explore different ways and opportunities to support the vision and goals of the College.
	Not afraid of making mistakes and constantly seek to improve	✓ Strengthen our community by acknowledging mistakes in a positive, non - critical manner.