



FAIRHILLS  
HIGH SCHOOL  
KNOX



# Your A-Z Guide

*Information in this booklet is correct as of 22/10/2020*

## YOUR A-Z GUIDE

A very warm welcome to Fairhills High School. 'Achieving Excellence' is our School Motto and we firmly believe that every young person can experience success and go on to graduate as a responsible, resilient and confident young adult, well prepared to take charge of their future. Our School Community is based on our mission, vision, school motto and values as stated below. This A-Z guide outlines important information for both students and parents/carers in achieving our expectations. Please use this guide as an easy reference. For further questions, please contact the General Office on 9758 5022.

## MISSION

At Fairhills High School our mission is building a culture of respect for teaching, for learning and for each other.

## VISION

Achievement through diverse and challenging learning experiences for all.

## SCHOOL MOTTO

Achieving Excellence

## VALUES

Fairhills High School is fully committed to the School Wide Positive Behaviour Support (SWPBS) framework that brings together school communities to develop positive, safe, supportive learning cultures.

Our school philosophy and purpose is centred on three core values:

- Act Responsibly
- Build Relationships
- Show Respect

# A

## ANAPHYLAXIS

All students at Fairhills High School who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan. Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Fairhills High School and where possible, before the student's first day. The parent/carer is to provide the school with a current adrenaline autoinjector for the student and replace it when it expires.

## ASTHMA

If a student diagnosed with asthma enrolls at Fairhills High School, parents/carers must provide the school with an Asthma Action Plan, which has been completed by the student's medical practitioner. This plan must be updated each year and provided to the school. For more details visit: <https://www.asthmaaustralia.org.au/vic/about-asthma/resources/victorian-action-plans/victorian-asthma-action-plans>

*For full details, please refer to the Asthma Policy listed in Compass under School Documentation.*

## ANTI-BULLYING

Fairhills High School is committed to providing a safe and respectful learning environment where bullying will not be tolerated. Students who are being bullied or feel threatened should inform their Year Level Coordinator straight away and action will be taken place. The Bullying Prevention Policy addresses how Fairhills High School aims to prevent, address and respond to student bullying behaviour.

## ABSENCES / ARRIVALS / DEPARTURES

Parents/carers can notify the School about their child's intending or actual absence through Compass or by telephoning the Absence Hotline on 9758 5022. If the school has not been notified of a students' absence, an automatic text message is sent to the primary parent/carer's mobile number after Period 1 - 10.30am. It is important that parents/carers provide the school with an updated mobile number to ensure school messages reach them.

No student is to leave the school during the school day without permission of their parent/carer. The parent/carer can do this through Compass or by providing a note to the General Office. Students should report to the General Office to have their details recorded if arriving late or before leaving the school early.

## ASSEMBLIES

House Group meetings are held every day (except Wednesday) at 10.18am.  
Year Level meetings are held on Wednesday at 10.18 am.  
General assemblies are held at least once each term in the Performing Arts Centre.

## ATTENDANCE

Attendance is compulsory for all students up to 17 years of age (unless an exemption from attendance or enrolment has been granted). Daily attendance is important for all students to succeed in education and to ensure they do not fall behind both socially and developmentally. Students whose attendance is unsatisfactory while studying VCE may find that they are ineligible to pass the subject. Punctuality to each class is also very important. Students are expected to arrive on time to each class. Those who arrive late will be marked as late on the roll. Parents/carers are able to view their child's attendance and punctuality on Compass.

# B

## BELL TIMES

Bell times for 2021 are listed below. If for any reasons there is a change to Bell Times, a notice will be posted on Compass.

| Time    | Reason   |
|---------|--|
| 8:30am  | Locker Bell (10 min)                             |
| 8:40am  | Period 1 (72 min)                                |
| 9:52am  | Recess (24 min)                                  |
| 10:11am | Locker Bell (5 min)                              |
| 10:16am | House Group Meeting (Year Level on Wed) (12 min) |
| 10:28am | Transit (5 min)                                  |
| 10:33am | Period 2 (72 min)                                |
| 11:45am | Transit (5 min)                                  |
| 11:50am | Period 3 (72 min)                                |
| 1:02pm  | Start of Lunch (24 min)                          |
| 1:26pm  | Middle of Lunch (24 min)                         |
| 1:45pm  | Locker Bell (5 min)                              |
| 1:50pm  | Period 4 (72 min)                                |
| 3:02pm  | Students finish                                  |

## BOOKLISTS

Booklists are provided with enrolment and re-enrolment packs. They are also posted on Compass and the website. Books can be purchased through Link/Campion or sourced second-hand. For second-hand options see the heading Second-hand Books/Uniform.

## BIKES

The school provides a bike compound for students riding their bikes to school. A bike lock is highly recommended. Bikes should not be ridden on the school grounds except for access to the bike compound. All students riding bikes are required by law to wear helmets.

## BUSES

Ventura Bus runs two designated school buses:

- Fairhills High School to Studfield Shopping Centre
- Fairhills High School and Boronia K-12 College to Commercial Rd & Burwood Hwy

There are also a number of route buses run by Ventura that are available for student use. For more details visit: <https://www.venturabus.com.au/live-tracking/details/33/fairhills-secondary-college#>

# C

## CAMPS

Camps and excursions can provide a valuable educational experience for our students, which are complementary to their learning, as they provide access to resources, environments, and expertise that may not be available in the classroom. Year level and subject camps are a valued feature at Fairhills. Year 7 and Year 11/12 Outdoor Education Camps are held every year. Other camps are run at the discretion of staff. *For full details, please refer to the Camps and Excursion Policy listed in Compass under School Documentation*

## CAMPS, SPORTS, EXCURSION FUND

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend activities like:

- school camps or trips
- swimming and school-organised sport programs
- outdoor education programs
- excursions and incursions

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. Schools can receive applications from families over term one and two. The 2020 payment amount was \$225 per year for eligible secondary school students. A news item will be posted on Compass in December and February with information (including the updated amount) and an application form.

For more information visit: <https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>

## CAFETERIA

The School Cafeteria is located between Block G and Block J. It operates at recess and lunch time.

## CAREERS EDUCATION PROGRAM

The Career Pathways Manager is available to advise students about requirements for tertiary institution entrance, counselling for career choices and entry into the workplace/workforce. All students are assisted to develop an Individual Career Plan, which they update each year.

## CHAPLAIN

The Chaplain is available to work with all members of the school community including students, parents/carers and staff. The Chaplain welcomes people of all faiths, traditions and non-religious beliefs. The Chaplain can be contacted by calling 9758 5022 or email: [fairhills.hs@education.vic.gov.au](mailto:fairhills.hs@education.vic.gov.au)

## CHANGE OF CONTACT DETAILS

Please notify the School as soon as possible of any change to personal details. This is vital in cases of emergency when we need to contact parents/carers. Mobile and email updates can be amended on the Compass portal. For any other changes, please contact the School via email: [fairhills.hs@education.vic.gov.au](mailto:fairhills.hs@education.vic.gov.au)

## CLASS ROOM RULES

Teachers want to positively encourage appropriate behaviour by providing the following three things:

- Making clear what is expected
- Recognising and appreciating appropriate behaviour
- Minimising any student disruption to the class by using a standard set of consequences

Students are expected to:

- Arrive on time to class with the correct equipment
- Line up and enter the room quietly and then remain seated
- Follow instructions
- Complete their work without disrupting other students
- Raise their hand if they wish to speak
- Respect other people and all property

Fairhills follows a 'Positive Behaviour' approach to managing student behaviour which includes a '5Rs' classroom process of staged interventions. This is explained in detail to all classes at the start of each new semester. Full details are on the school website.

## COMPASS – PARENTS/CARERS

Compass is Fairhills' communication portal - <https://fairhillshs-vic.compass.education/> Parents/carers are provided with log in details. For any questions or trouble logging in please contact the office. Using Compass allows parents/carers to have access to up-to-date information and the following features:

- Monitor attendance, and enter an explanation for absence or lateness
- Communicate with teachers
- Update contact details
- View their child's timetable and the school calendar
- Monitor homework and assessment tasks
- Download and view semester reports
- Book parent-teacher-student interviews each semester
- Pay and provide consent for events and school fees

## COMPASS - STUDENTS

Students will be provided with Compass login details. Students are assisted to login and get familiar with all the features, in particular their timetable and learning tasks. Students can also set up their emails so that teachers can communicate with them this way outside of their lessons.

## COMPUTERS / COMPUTER NETWORK

Fairhills provides two different Laptop Computer arrangements:

1. Students receive a convenient total computer package consisting of a Laptop, carry bag and technical support provided by the school. The Laptop (and its software) remains the property of the school to ensure standardization of hardware, software, warranty and



servicing. At the end of each three-year period, the computer is to be handed back to the school.

2. Alternatively, parents/carers may purchase their child's own computer (Bring Your Own Device - BYOD) but will need to arrange their own technical support as this cannot be provided by the school for BYOD.

Students and parents/carers sign the 'Acceptable use for Compass, Internet and Digital Technologies Agreement' before they are connected to the School's internet server (and receive their school laptop if purchased through the school).

## COMMUNICATION

At Fairhills, staff are here to help and encourage students/families to contact us at any time. If there are any questions/concerns that cannot be addressed through Compass or via email, please call the Fairhills general number. Calls will be put through to the relevant staff member.

Telephone: 9758 5022

Facsimile: 9752 2597

Email: [fairhills.hs@edumail.vic.gov.au](mailto:fairhills.hs@edumail.vic.gov.au)

Compass: <https://fairhillshs-vic.compass.education/>

Website: <http://www.fairhillshs.vic.edu.au/>

Facebook: <https://www.facebook.com/FairhillsHS/>

## CONCERNS

Fairhills High School welcomes feedback, both positive and negative, and is committed to continuous improvement. We value open communication with our families and are committed to understanding concerns and addressing them appropriately. Concerns in the first instance should be directed to the classroom teacher or Year Level coordinator. They can be referred to other staff depending on the nature of concern. *For full details, please refer to the Complaints Policy listed in Compass under School Documentation.*

## CURRICULUM

Based on the VCE, VCAL, Victorian Baccalaureate and Victorian Curriculum, we provide a modular structure arranged into a vertically blocked timetable that provides a comprehensive and flexible range of courses, arranged into a number of interconnected alternative learning pathways to cater for differing student abilities, interests, learning styles and career aspirations.

# D

## DETENTION

Detentions may be issued for inappropriate behaviour, out of uniform without a pass, repetitive lateness, or other misdemeanours as reported by any teacher on Compass. The year level coordinator then meets with the student and if appropriate arranges a detention. They are held in C7, every day for the first half of lunch. One or more detentions can be issued depending on the offence. If a student is repeatedly receiving detentions, the Year Level Coordinator will meet with the parent to develop a behaviour management plan, which can be monitored by both staff and the parent.

## DISABILITIES

Part of the enrolment procedure requires the parent/carer to inform the school of any disabilities their child may have. It is essential that effective educational planning and support be undertaken for every student with disability. The school may also be able to access funding through The Program for Students with Disabilities (PSD) to assist any eligible students to receive appropriate support.

## DROPPING OFF AND PICKING UP ZONE

Parent/carers dropping off and picking up their child from school **are expected to use the parent car park** at the main entrance (near the oval). Please do not use the staff carpark.

# E

## EXCURSIONS

Excursions are arranged at various times during the school year and are posted on Compass under 'Events'. The Parents/carers signed permission forms and payment are required for a student to attend an excursion. This process is done through Compass.

## EXIT

Any student intending to move to another school or leave school altogether, is asked to inform the Year Level Coordinator and the General Office. Exit procedures need to be followed before data can be transferred to the next school.

# F

## FEES AND CONTRIBUTIONS

Government funding for classroom materials and student resources is basic and generally insufficient to meet the expenses incurred in providing a complete education. Parents/carers are asked to contribute to a bulk purchase subjects fees to make up the shortfall. We recognise that some families find the fees a difficult burden and that it is not always easy to ask for support. We can offer payment plans that can be arranged after consultation with the Business Manager. Strict confidence is maintained in all cases. *For full details, please refer to the Parent Payments Policy listed in Compass under School Documentation.*

## FINANCIAL ASSISTANCE

Fairhills High School will consider hardship arrangements and concessions that can be provided to families experiencing long-term financial hardship or short-term crisis on a confidential, case-by-case basis. The school will provide payment options and information regarding assistance programs and agencies to parents who are experiencing financial hardship. Parents/cares are invited to phone the Business Manager to confidentially discuss any questions. *For full details, please refer to the Financial Hardship Policy listed in Compass under School Documentation.*

## FIRST AID AND ILLNESS

Sometimes accidents happen, or students may become sick while at school. If that happens, students report to the front office for assistance. Students should not be sent to school if they are ill. If a student is ill at school, the parent/carer will be phoned by staff and requested to collect the student. The school only provides first aid. It does not provide a sick bay. *For full details, please refer to the First Aid Policy listed in Compass under School Documentation.*

# H

## HOMEWORK AND STUDY

The School requests that parents/carers monitor and encourage their children to complete homework. A regular program of homework is essential for all students. Homework incorporates work tasks given by the teacher as well as catch-up of incomplete/missed work and revision. Parents/carers are asked to assist in establishing suitable study conditions and monitor homework.

The purpose of homework for students is to:

- to develop a lifelong good work ethic (while still at school) by learning the appropriate attitudes, practices and habits about learning and working.
- to provide sufficient time each week to fully complete the requirements of the Australian Curriculum and to fully develop each student's potential growth in learning.
- to take ownership of their own learning and develop the attitudes and skills to become an independent learner

**Year 7-9** students focus 2 hours per week each for English and Maths; 1 hour for each of the other 5 subjects and 1 hour for the student's co-curriculum ICP [a total of 10 hours].

**Year 10 (Pre VCE)** – 2 hours per week for each of the six subjects [12 hours].

**Year 11** – 2½ hours per week for each of the six subjects [15 hours].

**Year 12** – 3 hours per week for each of the five subjects [15 hours].

this can include:

- finish any work not completed in the class time
- work on any homework tasks/assignments/projects set by the teacher so that they can be completed by the due date (specified on Compass)
- active revision and preparation just prior to any tests/exams
- look back over previous work to see how it relates to what is currently being learnt
- open ended enrichment activities to practise what has been learnt or extend interest and understanding of related information

## HOUSE GROUPS

Fairhills High School has a vertical house system, with four houses. Within those houses, students are allocated to a particular group, comprising of 3-4 students from each year level. This group stays the same for the entirety of a student's time at Fairhills, except for the graduating year level and incoming year 7s each year. Students participate in a range of house activities each year, including House Athletics Day, dodgeball tournaments, video game tournaments and so forth. The events differ each year, and its success is driven by student leaders and the yearly input from students, parents and staff. Each House Groups meet together with their House Group Mentor for 12 months on four days each week and spend their time on various activities including relationships, values, community engagement and pastoral care.

## ID CARDS

ID Cards are provided to students generally around April after school photos have been taken. Students should carry their ID Cards with them whilst they are at school. A student's ID card also acts as their Library Card and allows them to access photocopying services.

## INSTRUMENTAL MUSIC

As part of the core curriculum in Year 7 and 8 students, participate in a weekly instrumental music lesson. After Year 8, students have the option of continuing with their musical instrument through to Year 12. Fairhills High School has a team of specialist music teachers who provide weekly small group or individual lessons on their chosen instruments at a fee of \$150 for the year. Along with a weekly music lesson, the students become members of an ensemble, which rehearses one lunchtime per week. Instruments available to learn are Bass Guitar, Clarinet, Drums, Flute, Guitar, Saxophone, Trombone, Trumpet, Tuba, Violin, and Voice.

## INTERNATIONAL STUDENTS

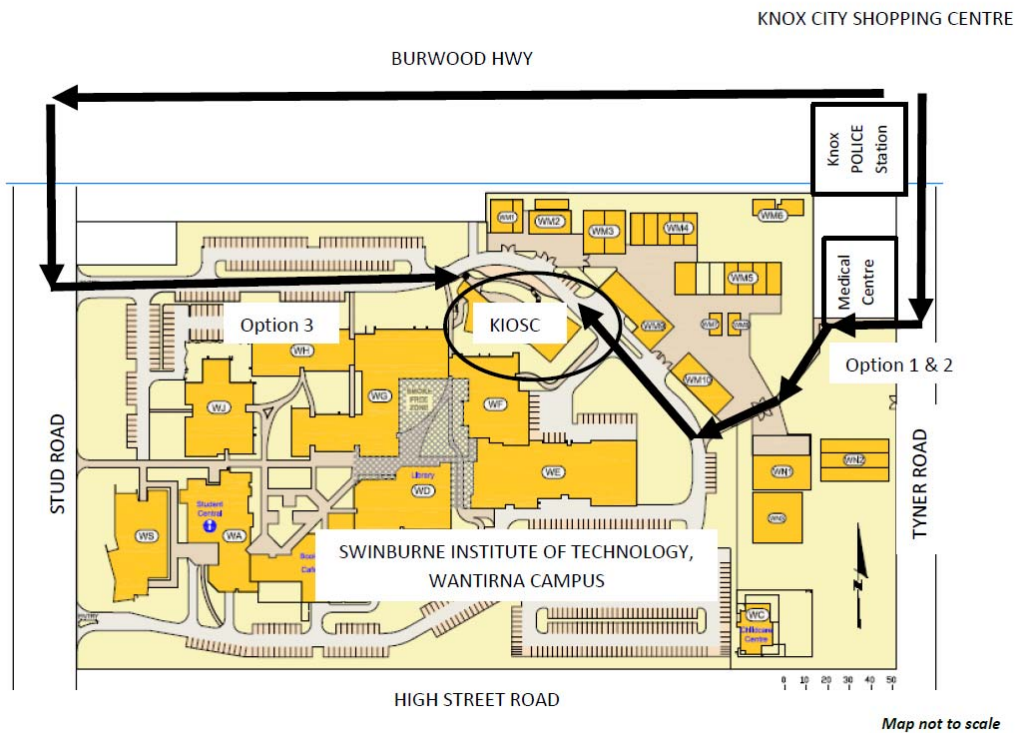
Fairhills High School welcomes International Students from a range of countries including Italy, Vietnam, China, Korea, Japan, Thailand, Germany and France. Currently we have 19 international students at our school and we greatly appreciate the cultural enrichment these students bring to the whole school community.

## K

### KIOSC

Fairhills High School is always looking for alternate ways to enhance the skills, experiences and knowledge of our students. The Knox Innovation Opportunity and Sustainability Centre (KIOSC) on the Wantirna campus of Swinburne University is the second campus for Fairhills, with students in Years 7-10 visiting once or twice each semester. To simplify arrangements and to keep school costs to a minimum, we ask parents/carers to accept responsibility for the student's travel to and from KIOSC on these days. Details of KIOSC events are posted on Compass including maps and directions. KIOSC also provides about five different VET courses throughout the year.

## KIOSC MAP



## LEADERSHIP

Student leadership is an integral part of our school culture. An active leadership program includes a junior and senior Student Representative Council, a team of Year 12 School Leaders, Peer Support, student representation on School Council, public speaking and student participation in Assemblies. The leaders represent student opinions and they are involved in a range of activities to enrich the school and their own development.

## LIBRARY

The Library Resource Centre is located in the centre of the school and provides a welcoming and collaborative information and learning space for all to use. A wide range of resources, services and technologies are provided to satisfy the curriculum and recreational needs of students. The library is open from 8.30am to 3.30pm daily except for recess. At lunchtime, students are welcome to meet with friends, play board games and enjoy our popular fiction, graphic novel and magazine collections.

## LOCKERS

A one-off locker fee is set at \$60 to cover all six years – Year 7 – 12. Students who arrive later than Year 7 will have a pro-rata locker fee. Students are allocated a locker, lock for the whole six years, and expected to show appropriate use. Students are advised to keep a copy of their combination number at home and not tell any other students their combination number. Lockers are under cover and located around the various courtyards. Security fencing and gates protect the courtyards, which are locked at nights and weekends. Students are expected to unpack their bags, leave them secure in the locker throughout the day and carry just the required books and materials for each period. For storage, security and safety reasons, school bags are not permitted in the classrooms.

## LOST PROPERTY

Lost property is handed to the General Office. Items with clearly labelled names including uniforms enable them to be returned to the correct owner if they are handed in.

## M

## MAP

The school map is listed on the next page.

The following out-of-bound areas (shaded on the map) apply during school times – students are not permitted in these areas:

1. 5 metres inside the perimeter fence
2. Snake Gully
3. School oval north of the cricket pitch
4. Staff carpark





## MEDICAL CONDITIONS

At the time of enrolment, it is extremely important that the parent/carer provide the school with any medical conditions for their child, along with an action plan and medication (if required) to ensure their safety, health and wellbeing. The school should be notified immediately if any conditions change or new conditions arise.

## MEDICATION

If a student requires medication, Fairhills High School encourages parents/carers to arrange for the medication to be taken outside of school hours. However, Fairhills High School understands that students may need to take medication at school or on school activities. To support students and to do so safely, parents/carers will need to arrange for a medical/health practitioner to provide written advice to the school and complete a Medication Authority Form. For full details, please refer to the Administration of Medication Policy listed in Compass under School Documentation.

## MOBILE PHONES

From Term 1, 2020 a new mobile phone policy was introduced for all government schools. The policy means phones brought to school are to be switched off and remain in lockers during the whole school day including recess and lunchtime. The aim of this policy is to provide:

- a safe environment to learn without inappropriate mobile phone use (including cyberbullying) or distractions
- greater opportunities for social interaction and physical activity during recess and lunchtimes.

Students who choose to bring mobile phones to school are required to have them switched off and securely stored in their Lockers during school hours (8.40am to 3.07pm)

When urgent contact is necessary, parents/carers are able to reach their child by calling the General Office any time during the school day. Non-urgent contact can be achieved by sending a text message, which the student can read when they switch their phone on at the end of the day (3.07pm).

If a teacher sees a student with a phone during school hours, in or out of class, including lunch and recess, whether it is being used or not, they will:

- Remind the student that they are not following the phone policy requirement (applicable to all schools)
- Ask the student to hand the phone to the teacher for safe keeping in the office for the rest of the day

- If the student objects, remind them pleasantly that they have a choice between providing the phone or being suspended for refusing to follow a teacher's reasonable request
- If the student cooperates, the teacher writes down the student's name and as soon as possible hands it in at the General Office for later collection.
- On the first occurrence, each term the student can collect their phone from the General Office at the end of the day. For any further occasions in the term, the collection of the phone can only be made by the parent. For multiple breaches of inappropriate phone use discussions will be had between the parent, student and Year Level Coordinator/Assistant Principal with a suspension for failing to follow instructions the likely outcome.
- If the student does not cooperate with the confiscation, the teacher records a red behaviour Compass entry and the Year Level Coordinator arranges a one day suspension with the parent.

More information can be obtained from the Education and Training website:

<https://www.education.vic.gov.au/parents/going-to-school/Pages/Mobile-phones-in-schools.aspx>

*For full details, please refer to the Mobile Policy listed in Compass under School Documentation.*

## N

### NEWSLETTER

Compass is the main tool for communication for parents/carers, staff and students and is where news items are posted. In addition, the school produces a monthly newsletter which snapshots events that have taken place that month. Newsletters are posted to Compass.

## O

### OUT OF UNIFORM PASS

It is not appropriate for students to come to school out of uniform unless it is an approved non-uniform activity. If a student comes to school out of uniform, they can provide a note from the parent/carer explaining the reason he/she is out of uniform and request an Out of Uniform Pass for that day. They should be dressed as close to uniform as possible - bright coloured commercial brands are not appropriate. Uniform passes are distributed each morning from 8.15 to 8.35 in Room C7. If more than a week's worth of passes is sought, the Coordinator will establish contact with parents/caregivers (by telephone or letter) to ascertain the reason the parent seeks long-term exemption. Coordinators will also ascertain support available from parents/carers to get the student into complete and correct uniform. Students without a uniform note will be allocated a detention at lunchtime on the same day.

# P

## PARENT/STUDENT/TEACHER INTERVIEWS

Interviews are held at the School near the end of Term 1 and the end of Term 3. Parents/carers and students are encouraged to attend the interviews to gain information about their student's progress. Appointments for interviews are made through Compass and a news item will be posted to inform parents/carers of the details. In addition to formal interviews, teachers can be contacted by phone through the front office, or by email.

## PHOTOGRAPHING/FILMING

There are many occasions during the school year where staff photograph, film or record students participating in school activities or events. Fairhills High School has a policy in place for the collection, use and disclosure of images of students to ensure compliance with the Privacy and Data Protection Act 2014 (Vic). Parents/carers are notified upon enrolment and at the commencement of each school year of the ways in which our school may use images of students. Parents/carers are asked to complete and sign the Media Consent Form - Photographs and Filming at our School. *For full details, please refer to the Photographing, Filming and Recording Students Policy listed in Compass under School Documentation.*

## POLICIES

Parents/carers and students are encouraged to familiarise themselves with Fairhills High School policies. These can be found on Compass under School Documentation.

## PRIVACY

The Department of Education and Training (which includes all Victorian government schools, central and regional offices) values the privacy of every person and is committed to protecting information that schools collect. All staff including contractors, service providers and volunteers of the Department, and this Victorian government school (our school), must comply with Victorian privacy law and this policy.

In Victorian government schools the management of 'personal information' and 'health information' is governed by the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic) (collectively, Victorian privacy law).

For more information about the policy and how our school collects and manages personal and health information, consistent with Victorian privacy law, visit:

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

# R

## REPORTS

Students are provided with Reports for Semester 1 and Semester 2. A post is placed on Compass when these are available and can be downloaded from Compass under the heading 'Semester Reports'.

# S

## SECOND-HAND UNIFORMS/BOOKS

Fairhills recommends the Sustainable School Shop where second-hand items can be bought and sold. For more information visit: [www.sustainableschoolshop.com.au](http://www.sustainableschoolshop.com.au)

Items may also be sourced through internet searches and Facebook pages.

## SCHOOL COUNCIL

The School Council is the local governing body of the School. This is a body of elected parents/carers, staff, students and community members. The Principal is the Executive Officer of this Council, and one of the parents/carers or Community members is elected Council President. Anyone interested in being involved in the Council should contact the principal.

## SCHOOL PHOTOS

School Photos are taken in February each year. Parents/carers will be notified of the date via Compass and students will be sent home with details and an order form. Students are to be in full uniform.

## SCHOOL RULES/BEHAVIOURAL

Students are expected to conform to the behavioural expectations set out by the school and are as follows:

- Students are expected to follow teachers' instructions.
- Bullying and harassment – either verbal (swearing or threats) or physical (fighting, pushing) is not acceptable.
- Students and staff have a responsibility to protect and improve the school environment. This includes looking after their property, the school's and the property of others.

- Dangerous games, or any activities likely to injure any student or staff member are not permitted.
- Students are required to remain on the school grounds during the school day unless they have specific permission to leave.
- All staff and students are expected to comply with the school policies decided by the School Council and the corresponding procedures developed by the school.
- All students are expected to be in school uniform
- All students are expected to be at school on time.
- Students in Year 7-10 are not permitted inside the school buildings without a teacher's specific permission and supervision.
- Ball games, such as cricket and football, are to be played on the oval, not in the courtyards.
- Throwing of balls, or any other items, that could serve to endanger others is not permitted.
- Fairhills High School is a NON-SMOKING AREA in accordance to the Department of Education policies - smoking is not permitted by anyone.
- Students are not allowed in the out of bounds areas.

## SKATEBOARDS/SCOOTERS

Students are not permitted to bring skateboards, scooters or in-line skates to the school.

## SMOKING/VAPING/DRUGS

No student is permitted to be in possession of or use of cigarettes, vaping devices, or drugs at school, on buses or on school excursions. Fairhills treat this as a serious matter and will discuss the matter with the parents/carers before deciding on appropriate action.

## SPORT

Students are encouraged to participate in the inter-school sports that are held during the year. Students accepted into the sport will be placed in an event that is posted on Compass for parents/carers permission approval and payment. The school also holds an Athletics Day at the Knox Athletic Track. This is a whole school event and all students are expected to attend. The event happens in the month of March where students get to compete, collect house point and most importantly have fun.

## STUDENT CARS

Any student who has their driver's licence are permitted to drive to school. Any students wanting to drive to school should complete the 'Student Car' form available at the General Office. Students park their car in the designated 'Student Carpark'. However, the school cannot accept responsibility for damage to any student car on the school grounds.

## STUDENT WELLBEING

The Student Wellbeing Coordinator is available to students and their families for discussion and advice on personal and family matters. The Student Wellbeing Coordinator can also help individuals/families to make contact with various community and government agencies. Individual interviews and counselling are kept confidential. Appointments can be made by calling 9758 5022 or booking online: <https://www.halaxy.com/profile/fhs-wellbeing/location/505351>

The Wellbeing Office is located in R1.

## SUSPENSION

Students can be suspended for a range of inappropriate behaviours including:

- Physical or verbal abuse of a teacher
- Alcohol or drug use or other related behaviours
- A serious case of harassment/fighting/bullying
- Repeatedly breaching the School's Discipline Policy
- Defiance – failing to follow reasonable staff instructions

## T

### TERM DATES

| 2021   | Start date | Finish date  |
|--------|------------|--------------|
| Term 1 | 28 January | 1 April      |
| Term 2 | 19 April   | 25 June      |
| Term 3 | 12 July    | 17 September |
| Term 4 | 4 October  | 17 December  |

| 2022   | Start date | Finish date  |
|--------|------------|--------------|
| Term 1 | 31 January | 8 April      |
| Term 2 | 26 April   | 24 June      |
| Term 3 | 11 July    | 16 September |
| Term 4 | 3 October  | 20 December  |

## TIMETABLE

Student timetables are listed on Compass. Students are advised to check this daily as room changes sometimes occur.

# U

## UNIFORM / DRESS CODE

The Council of Fairhills High School unanimously supports the concept of a school uniform for all students. Parents/carers are expected to give full support to the school's uniform policy. All items of uniform except shoes are available from the on-campus uniform shop, which is open on Thursdays from 12.00pm-4.00pm in Building R4. Phone contact can be made during this time on 9758 5022. This is the only place where the school uniform can be purchased. Second-hand uniforms may also be available in the uniform shop.

### Summer Uniform

- Summer Dress
- Grey School Shorts or Trousers – Unisex - worn with white school shirt (long or short sleeve)
- Jumper – purple jumper is worn from Year 7-9, green jumper worn from Year 10-12
- Black softshell jacket

### Winter Uniform

- Winter Skirt – worn with white school shirt (long or short sleeve), black tights or white/black ankle socks
- Grey School Shorts or Trousers – Unisex - worn with white school shirt (long or short sleeve)
- Jumper – purple jumper is worn from Year 7-9, green jumper worn from Year 10-12
- Black softshell jacket

### Sports Uniform

- Black sport shorts / optional black tracksuit pants
- School polo sport top

### Shoes / socks

- School shoes are to be all black – no coloured logos / no boots
- Socks – ankle length black or white or knee length plain socks (no logos)

### School Bag

- Black Backpack (plain – no logos)

### Optional items

- School Tie
- School Blazer
- Plain black cap (to be worn outdoors only)

**Jewellery** should be minimal, unobtrusive jewellery is permitted.

**Hair Colouring** is permitted provided it is a natural hair colour.

# V

## VALUABLES/PERSONAL PROPERTY

All personal items brought to the school are uninsured by the Department of Education and Fairhills High School. Damage or loss to personal property brought to school is the responsibility of the owner of that property. Valuables such as jewellery should not be brought to school. Students should exercise special care with personal property permitted at school such as calculators, watches and mobiles. Please ensure these are well named.

*For full details, please refer to the Personal Property Policy listed in Compass under School Documentation.*

## VCE CATCH UP CLASS

This class operates for VCE students who fall behind in their work or who are absent on days of Assessments (SACs). These run on a Friday from 3.15pm – 4.30pm in room A05.

## VET

An extensive range of Vocational Education and Training programs offered through local TAFEs and schools within the Mullum Cluster are available to senior students. Students will be provided a list of courses/location/fees at the time of re-enrolment.

## VISITORS

The school accepts only those visitors who have legitimate business at the school. All visitors are expected to call at the General Office when they arrive. They will be required to sign in and receive a Visitors Pass. Depending on the nature of the visit, they may also be required to show a copy of their Working With Children's Check.

## VOLUNTARY CONTRIBUTIONS

The voluntary contributions assist with the provision of general subject fees, learning technologies, art and library materials, performing arts materials, sports equipment, buildings and grounds maintenance and other much-needed resources. Voluntary contributions to the Building Maintenance and Library Funds are tax deductible and all are non-refundable. Parents/carers can choose to contribute to the Voluntary Contributions when they complete the re-enrolment forms each year.



# W

## WORKING WITH CHILDREN'S CHECK

The Working with Children Check (WWCC) is a screening process for assessing or re-assessing people who work with or care for children in Victoria. Any person over 18 who is volunteering their time at school, visiting the school to work with students or is hosting international students is required to provide details of their WWCC to the school. For more information visit: <https://www.workingwithchildren.vic.gov.au/>

# Y

## YEAR LEVEL COORDINATORS

Each Year level has one Year Level Coordinator. The Year Level Coordinator is the first point of contact for the student for any questions/problems the student may have.