



*'Achieving Excellence'*

# WELCOME TO FAIRHILLS HIGH SCHOOL

21 October 2020

Dear Parents,

Please allow me to extend a very warm welcome to all our families of Year 7 students in 2021. The decision to where your child starts their secondary educational journey is an important decision and Fairhills High School is so pleased that you have trusted us with this responsibility.

At Fairhills High School, we believe that happy students make the best learners and therefore ensuring that your child has a smooth and seamless transition into high school is our number one priority.

Our transition events are as follows:

- 1. Parent Information Evening on Monday 7 December commencing at 6:30pm in the Performing Arts Building**
- 2. Orientation Day on Tuesday 8 December commencing at 9:00am sharp in C Block courtyard – *Students to wear their current primary school uniform***

If for any reason you are unable to attend either of these events, please let our office know.

**We are also holding a student and parent/guardian induction program on Friday 29 January 2021. Please see further information about this in the Enrolment Information Pack attached.**

Please find attached the following packs, taking particular note of the forms/payment that need to be returned by 2 November 2020.

- 2021 Year 7 Enrolment Pack / Parent Payments Arrangement / Forms
- Your A-Z Guide

I look forward to seeing you all very soon and please let me finish by once again welcoming you to the Fairhills High School Community.

Sincerely,

Harvey Woods  
Principal  
Fairhills High School





FAIRHILLS  
HIGH SCHOOL  
KNOX

“ACHIEVING EXCELLENCE”

# 2021 YEAR 7 ENROLMENT PACK

This booklet provides you with information for the enrolment process.

and contains two sections:

## **SECTION 1 – 2021 Parent Payments Arrangement**

Please complete this form along with your payment options.

PLEASE NOTE: This can also be completed on Compass – Course Confirmation/Payments.

## **SECTION 2 – Forms to be completed**

### **FURTHER INFORMATION**

- *Please refer to the A-Z Guide for school details.*
- *Booklists will be provided separately*

Address: 330 Scoresby Road, Knoxfield 3180

Tel: 9758 5022

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



## DATES/EVENTS

**\* IMPORTANT - Please note due to COVID-19 these dates and information may change pending advice from the Department of Education. Families will be notified of any changes.**

Date/Location	Event	Checklist
2 November 2020 Monday	Forms to be completed and returned to Fairhills Reception – <a href="mailto:fairhills.hs@education.vic.gov.au">fairhills.hs@education.vic.gov.au</a>	
12, 19, 26 November 2020 3 December 2020	<p><b>Please note: Buxwear is waiting on advice as to when they can open due to COVID-19 regulations. At this stage no appointments can be made. We will advise you when they will be available.</b></p> <p><b>Uniform Appointments to be made through Buxwear – <a href="http://www.buxwear.com.au">www.buxwear.com.au</a></b>  <b>Location: Fairhills High School Uniform Shop, Building R4</b></p>	
7 December 2020 Monday	<p><b>Year 7 Information Evening</b></p> <p>6.30pm                      Location: Fairhills High School Performing Arts Centre</p>	
8 December 2020 Tuesday	<p><b>Orientation Day for all New Year 7 Students</b></p> <p>9am-2.45pm                      Location: Fairhills High School, Building C</p>	
18 January 2021 Monday	<p><b>Booklist Collection</b>  <i>(please note: Booklists will be provided in a separate pack)</i></p> <p>3.00pm-5.00pm                      Location: C Block</p>	
28 January 2021 Thursday	<p><b>First Day of School</b></p> <p>8.40am-3.07pm                      Location: C Block Courtyard</p>	
29 January 2021	<p><b>Year 7 Induction Program – 2021 – Parents/Carers</b>                      9.00am-3.00pm <i>(See details on next page)</i></p>	
1-3 March 2021 Monday- Wednesday	<b>Year 7 Camp</b>	

### ✓ ACTION PARENT/CARER – Complete the Parents/Carers – Induction Program, Friday 29 January 2021

Fairhills High School has developed a new and exciting program dedicated to inducting Year 7 students into secondary education. The program aims to offer students and parents an opportunity to understand some of the complexities about secondary school and to better assimilate into our culture. It also serves to eliminate any fears and anxieties students might have about transitioning into secondary school.

**Friday 29 January 2021 (9.00am-3.00pm)** is the first day of the program and **we invite all parents/carers and Year 7 students to join us for a day**. The day will feature discussions around school processes and procedures with guest speakers addressing a range of social and emotional issues around better understanding teenagers. We have arranged for speakers from *Bullyzero* who will address anti-bullying strategies and conduct conversations around building positive relationships.

On **Monday 1 February 2021**, Year 7 students will join workshops that involve students exploring issues around restorative practices, student well-being policies, developing Individualised Learning Plans and the day will conclude with team building exercises including art, basketball, bike education and theatre studies. On the final day, **Tuesday 2 February 2021**, we will introduce Year 7 students to their Year 10 mentors, explore time management issues, develop good study practices and conclude with more team building activities.

We look forward to introducing all our new families into the Fairhills community.

# 2021 PARENT PAYMENTS ARRANGEMENT

## **SECTION 1 – 2021 Parent Payments Arrangement**

**Please complete this form along with your payment options.**

**PLEASE NOTE: This can also be completed on Compass – Course Confirmation/Payments.**

To be completed by 2 November 2020





October 2020

Dear Parent/Carer,

This document outlines the Parent Payments Arrangement for 2021 and cost schedule for Year 7. You may be aware that the Victorian Government financially contributes towards your child's education, however this funding limits schools to provide a basic standard education. Victorian Government schools rely heavily upon parent payment contributions to enable schools to offer enhanced educational opportunities and resources.

At Fairhills, to keep everything fair and simple, we have an overall recommended subject contribution for all year levels of **\$595 for the year**. This cost is kept to a minimum and as affordable as possible for all parents. We offer payment options to suit your individual circumstance. Please complete the attached form and return it to the school by **2 November 2020** so the school can prepare accordingly.

### Financial Support for Families

Fairhills High School understands that some families may experience financial difficulty and offers a range of support options. For a confidential discussion about accessing these services, or if you would like to discuss alternative payment arrangements please contact:

Short Term financial hardship queries, Michelle Hodson, Finance Officer  
[michelle.hodson@education.vic.gov.au](mailto:michelle.hodson@education.vic.gov.au) or phone 9758 5022.

- Camps, Sports and Excursions Fund (CSEF)
- State School Relief (SSR)
- Second-hand uniform or books options

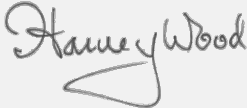

Long Term financial hardship queries, Mel Nicholson, Business Manager  
[mel.nicholson@education.vic.gov.au](mailto:mel.nicholson@education.vic.gov.au) or phone 9758 5022

### Refunds

When a parent is entitled to a refund, a staff member will usually make the arrangements and notify the parent of the details. However, any parent who believes they may be entitled to a refund is welcome to phone/email the Business Manager to discuss the circumstances.

For further information on the Department's Parent Payment Policy please see the one page overview on the next page

Yours sincerely,

PRINCIPAL	School Council President
 Harvey Wood	 Scott Fraser

# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW

The following is a summary of the main principles of the Parent Payments Policy:



### FREE INSTRUCTION

- Schools provide students with free instruction to fulfil the standard curriculum requirements as outlined in the Victorian Curriculum F-10, VCE and VCAL.



### PARENT PAYMENT REQUESTS

- Schools do not ask parents to pay for school operating costs (e.g. utility costs) or general and unspecified charges.
- Schools request payments from parents under three categories:

#### Essential Student Learning Items

- Items and activities which the school deems essential for student learning.
- Parents may choose to purchase essential items through the school or provide their own.

#### Optional Items

- Items and activities that enhance or broaden the schooling experience of students and are offered in addition to the standard curriculum.
- These are provided to students on a user-pays basis.

#### Voluntary Contributions

- Voluntary contributions support the school to continue to be the best local school for all students and can be for general or specific purpose.
- Students will not be disadvantaged in any way if parents do not make a contribution.



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools obtain school council approval for their parent payment arrangements and upload their arrangements on their school's public website for transparency.

## FAIRHILLS HIGH SCHOOL COSTS SCHEDULE – YEAR 7

Please find the itemised list of Voluntary Contributions, Optional Items and Essential Student Learning Items for your child for 2021.

Please complete sections A, B, D, E of this form and return it to the school by **2 November 2020** so the school can prepare accordingly OR you can complete the process on Compass using the Course Confirmations section

Student Name \_\_\_\_\_ 2021 Year Level \_\_\_\_\_

Parent Name \_\_\_\_\_

Signature \_\_\_\_\_

### Curriculum Materials at Fairhills

Below is a list of items and activities, which enhance the opportunities for your child to learn the standard curriculum. You may obtain these items through the school or provide your own. Please email the Business Manager if you need more information about the 'provide your own' option. At Fairhills, to keep everything fair and simple to all, we have an overall recommended subject contribution for all year levels of \$595/year.

The School Council is able to allocate ~\$45 per student of available government funds to resource the 7 KLAs with *basic* learning materials and relies on the following parent contributions to *enhance* these KLA resources and also provide the across-the-curriculum items detailed below in the best interest of your child/children:

Curriculum Materials	Amount
English KLA materials/equipment/activities	\$33
Maths KLA materials/equipment/activities	\$33
Science KLA materials/equipment/activities	\$46
Humanities KLA materials/equipment/activities	\$26
Language KLA materials/equipment/activities	\$26
PE/Sport KLA materials/equipment/activities	\$82
Arts KLA materials/equipment/activities	\$82
Across the Curriculum Items:	
Vertical House Groups	\$11
Language Assistant	\$42
Software subscriptions	\$58
Major Equip./Whiteboard projectors	\$52
Teaching and Learning Innovations	\$26
School magazine 'FairGo'	\$26
VET subsidy	<u>\$52</u>
<b>Total Recommended Curriculum Materials Contribution</b>	<b><u>\$595</u></b>

### A. Voluntary Contributions

Fairhills continues to welcome your voluntary contributions to support our school. You can make a voluntary contribution to any of the specific priorities outlined in the table below:

Voluntary Contributions		Tax deductible?	Suggested Voluntary Contribution per family			Amount
1.	Curriculum Materials – as listed on the first page	No	<b>\$595</b>			\$ _____
2.	Building Fund (tax deductible)	Yes	e.g. \$20	e.g. \$40	e.g. \$60	\$ _____
3.	Library Fund (tax deductible)	Yes	e.g. \$20	e.g. \$40	e.g. \$60	\$ _____
4.	Working Bee Fund (if you can't attend)	No	e.g. \$20	e.g. \$40	e.g. \$60	\$ _____
NB. School council has established tax-deductible gift recipient status with the Australian Taxation Office for the Building and Library Funds so that the school gets more than it actually costs you after you complete your tax return.						
<b>SECTION A TOTAL (Voluntary Items)</b>						\$ _____

Your child will not be disadvantaged if you do not make a voluntary contribution. All records of voluntary contributions are kept confidential as well as your decision about whether to make a contribution or not.

### B. Optional Items

Fairhills offers a range of optional items and activities that are additional to the delivery of the standard curriculum. These items and activities are designed to broaden the school experience for your child. If you would like to purchase an item or activity for your child, please write the amount in the table below.

Optional Items		Amount
1.	Student Locker & Lock (once only payment for six years)	\$60
2.	Year 7 Camp - \$370. If eligible for CSEF you can use the CSEF funds of \$225 towards this fee – <i>camp fees must be paid by in full by 19 February 2021</i>	\$370
3.	Optional excursions as scheduled throughout 2021. The cost of these excursions will be advised throughout the year.	TO BE ADVISED
4.	Laptop Computer – Parents may choose to provide the computer directly (BYOD) or pay for the Fairhills Computer Package \$840 (for 3 years) <input type="checkbox"/> <b>BYOD</b> <input type="checkbox"/> <b>I already applied for the Fairhills Computer Package</b> <input type="checkbox"/> <b>I would like to purchase Fairhills Computer Package and receive further information</b>	TO BE SEPARATELY INVOICED IF REQUIRED
<b>SECTION B TOTAL (optional Items)</b>		\$ _____

## C. Essential Student Learning Items

Essential Student Learning Items	
1.	<p><b>BOOKLISTS – Direct payment to the book supplier (Campion)</b>            Booklist will be available in October. The school’s booklist supplier is Campion. Booklists will guide you on the everyday text and stationery items that your child will use in the classroom and at home and outlines the ordering and payment options.</p>
2.	<p><b>UNIFORM – Direct payment to the Uniform Shop (Buxwear)</b>            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.</p>
3.	<p><b>HOME INTERNET CONNECTION – Direct payment to the private provider</b>            All students need to have a means of connecting their personal computer to the internet from home. This can be through the NBN (or an equivalent) or less desirably by means of a dongle. At school, the students’ computers are automatically connected through our wireless network.</p>

Any parent who has genuine difficulties in providing these essential items is invited to contact the Business Manager to discuss possible assistance.

## D. Summary of Parent Costs:

Summary of Costs	Amount
<b>A. Voluntary Contributions (including Curriculum Materials)</b>	\$ _____
<b>B. Optional Items</b>	\$ _____
<b>C. Essential Student Learning items</b>	Paid directly to supplier
<b>TOTAL COST</b>	\$ _____

**E. Payment Methods**

Please indicate your preferred method of payment by ticking the relevant box						
<input type="checkbox"/>	<b>Option A (Full amount immediately)</b> Credit card / BPay / Compass Pay / Cash					
<input type="checkbox"/>	<b>Option B (Full amount by 29 January 2021)</b> Credit card / Cash / BPay / Compass Pay / Cash					
<input type="checkbox"/>	<b>Option C Pay in six equal instalments</b> Credit card - please complete details below or via Compass Pay					
	20 November 2020	18 December 2020	15 January 2021	12 February 2021	12 March 2021	9 April 2021
<input type="checkbox"/>	<b>Option D (other payment arrangements)</b> We can also offer an instalment plan that suits you – please complete the details below along with your credit card details:  I will pay an instalment of \$ _____ every [week / fortnight / month].  Payments to begin _____ (date) Payments to end 9 April 2021					

*(For any other payment arrangements please make an appointment with the school to discuss your circumstances – 9758 5022)*

**Credit Card Details**

Please enter Credit Card Details if chosen this payment

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Amount: \$ \_\_\_\_\_ Expiry Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ CCV: \_\_\_\_\_ Student Name: \_\_\_\_\_

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

# FORMS TO BE COMPLETED

## SECTION 2 – Forms to be completed

- Year 7 Camp – Medical Form
- Parents/Carers Induction Program
- Fairhills High School Behavioural Expectations

To be completed by 2 November 2020





## Confidential Medical Information for School Council Approved Excursions

The school will use this information if your child is involved in a medical emergency. All information is held in confidence. The medical information on this form must be current when the excursion/program is run.

Parents are responsible for all medical costs if a student is injured on a school approved excursion unless the Department of Education and Training is found liable (liability is not automatic). Parents can purchase student accident insurance cover from a commercial insurer if they wish to.

Excursion/program name: YEAR 7 ORIENTATION CAMP  
Date(s): MONDAY MARCH 1<sup>st</sup> – WEDNESDAY MARCH 3<sup>rd</sup> 2021

Student's full name:

Student's address:

Postcode:

Date of birth:

Year level:

Parent/guardian's full name:

Emergency telephone numbers: *After hours*

*Business hours*

Name of person to contact in an emergency (if different from the parent/guardian):

Emergency telephone numbers: *After hours*

*Business hours*

Name of family doctor: \_\_\_\_\_

Address of family doctor:

Phone number:

Medicare number:

Medical/hospital insurance fund:

Member number:

Ambulance subscriber?  Yes  No If yes, ambulance number:

Is this the first time your child has been away from home?  Yes  No

**Please tick if your child is living with any of the following health conditions:**

- Asthma (if ticked complete Asthma Management Plan)
- Anaphylaxis (if ticked review and update the Individual Management Plan for the camp or excursion)
- Bed wetting       Blackouts       Diabetes       Dizzy spells       Migraine
- Heart condition       Sleepwalking       Travel sickness       Fits of any type
- Other: \_\_\_\_\_

**Swimming ability**

Please tick the distance your child can swim comfortably.

- Cannot swim (0m)     Weak swimmer (<50m)     Fair swimmer (50-100m)  
 Competent swimmer (100-200m)     Strong (200m+)

**Allergies**

Please tick if your child is allergic to any of the following:

- Penicillin                       Other Drugs: \_\_\_\_\_  
 Foods: \_\_\_\_\_  
 Other allergies: \_\_\_\_\_

What special care is recommended for these allergies? \_\_\_\_\_

\_\_\_\_\_

Year of last tetanus immunisation: \_\_\_\_\_  
 (Tetanus immunisation is normally given at five years of age (as Triple Antigen or CDT) and at fifteen years of age (as ADT))

**Medication**

Is your child taking any medicine(s)?  Yes  No

If yes, provide the name of medication, dose and describe when and how it is to be taken.

\_\_\_\_\_

\_\_\_\_\_

All medication must be given to the teacher-in-charge. All containers must be labelled with your child's name, the dose to be taken as well as when and how it should be taken. The medications will be kept by the staff and distributed as required. Inform the teacher-in-charge if it is necessary or appropriate for your child to carry their medication (for example, asthma puffers or insulin for diabetes). A child can only carry medication with the knowledge and approval of both the teacher-in-charge and yourself.

**Medical consent**

Where the teacher-in-charge of the excursion is unable to contact me, or it is otherwise impracticable to contact me, I authorise the teacher-in-charge to:

- Consent to my child receiving any medical or surgical attention deemed necessary by a medical practitioner.
- Administer such first-aid as the teacher-in-charge judges to be reasonably necessary.

Signature of parent/guardian (named above) \_\_\_\_\_

Date: \_\_\_\_\_

The Department of Education and Training requires this consent to be signed for all students who attend government school excursions that are approved by the school council.

**Note:** You should receive detailed information about the excursion/program prior to your child's participation and a Parent Consent form. If you have further questions, contact the school before the program starts.



**FAIRHILLS HIGH SCHOOL  
Parent/Guardian – Induction Program  
Friday 29 January 2020**

The school has developed a new and exciting program dedicated to inducting Year 7 students into secondary school. **On Friday 29 January, the first day of the program, we invite all parents/guardians and Year 7 students to join us for the day.**

The day will feature discussions around school processes and procedures with guest speakers addressing a range of social and emotional issues around better understanding teenagers. We have arranged for speakers from Bullyzero who will address anti-bullying strategies and conduct conversations around building positive relationships.

**Date: Friday 29 January 2020**  
**Time: 9.00am-3.00pm (to be confirmed)**  
**Location: Fairhills High School**

For catering purposes, please complete this form and return to the office.

Yes, the following Parent/s or Guardian/s will be attending:

Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

Name: \_\_\_\_\_

Mobile: \_\_\_\_\_

**Student Name:** \_\_\_\_\_





## FAIRHILLS HIGH SCHOOL BEHAVIOURAL EXPECTATIONS OF STUDENTS

Students at Fairhills High School are expected to take full responsibility for their education. So please take time to ensure that the following expectations are fully understood before the personal commitment is signed and returned to the school.

### School Rules

1. The behavioural expectations of all students are detailed in the Document section of Compass. In summary: “we expect that all students should be responsible persons showing respect for people, (both themselves and others) and for property (their own, that of others and of the school)”. The students are expected to become familiar with the school and class rules and to comply with them. Clarification (if required) can be obtained from the classroom teacher or the appropriate Subschool Leader.

### Attendance

2. Students are expected to arrive at school by 8.30am and attend all classes punctually.
3. When students are absent, parents are required by the Department to provide a prompt explanation. We ask parents to leave a message on the Attendance Hotline (9758 5022) by 9.00am on the day of absence, or mark on Compass. Alternatively, you may send an email ([fairhills.hs@edumail.vic.gov.au](mailto:fairhills.hs@edumail.vic.gov.au)) also by 9.00am on the day of absence.
4. Students attending excursions, camps or other school functions held at the school or elsewhere after hours are expected to also comply with the school rules and to respond to directions given by staff members who are present.

### Uniform

5. The School Council at Fairhills High School has determined that all students are expected to wear full school uniform. It is the responsibility of the parent to ensure that the student attends school in uniform and provide a note if there is a problem. Students who do not conform and fail to provide a note of explanation will receive a detention.
6. The Uniform Shop is located in room R4 and is open Thursday 12.00pm – 4.00pm. Financial assistance is available if required by contacting Ms Karen Dean, Associate Principal.

### Study Organisation

7. Assessments are based on a series of Work Requirements and Assessment Tasks set by subject teachers. Students are expected to complete all work set by individual subject teachers. If work does not reach a satisfactory standard students will be asked to resubmit. The details are placed on Compass so that parents can monitor their child’s progress.
8. Students who are involved in extra-curricular activities (such as interschool sport and instrumental music) are expected to be responsible for the notification to teachers of their absence from class. It is also their responsibility to catch up on any work missed. The Subschool Leader may withdraw permission to attend these activities if they believe the student’s progress is being adversely affected.
9. Students are expected to allocate sufficient time out of school for set homework, the completion of unfinished tasks and revision. (See the document ‘Homework Expectations Years 7 – 12’ for details).
10. Students are encouraged to have part-time employment, but this should not exceed 8 hours per week so that their studies are not negatively affected.

**General Attitude**

- 11. Students are expected to behave in a courteous and fair manner towards their teachers, support staff and peers. It is expected that students will co-operate with, and fully support all staff and adult volunteers in carrying out the work of the school.
- 12. Students are expected to take good care of their own materials and also the facilities and equipment provided by the school.
- 13. Parents should ensure that their student's mobiles are turned off at night so they have uninterrupted sleep, that their student's notebook use is adequately supervised and that the batteries are recharged each night.

We understand and support the above.

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Parent Phone No: \_\_\_\_\_