



# 2023 A-Z Guide

*Information in this booklet is correct as of 5/12/2022*

*You can also access this booklet on the website at: <https://fairhillshs.vic.edu.au/our-school/policies-and-documents/> Under Enrolments*

## YOUR A-Z GUIDE

A very warm welcome to Fairhills High School. This A-Z guide outlines important information for both students and parents/carers. Please use this guide as an easy reference. For further questions, please contact the General Office on 9758 5022 or email: [fairhills.hs@education.vic.gov.au](mailto:fairhills.hs@education.vic.gov.au)

## VISION

"Inspiring and empowering members of our school community to achieve their full potential in an inclusive and supportive environment."

## PHILOSOPHY

Fairhills High School is a learning community for all. It is the school's duty to provide every student with the learning environment to thrive in.

Our values ensure we build and maintain respectful and positive relationships. The School Wide Positive Behaviour Framework, high expectations of community members and consistency of teaching practices via the FHS instructional model enables a supportive and orderly learning environment for our students.

We focus on innovative and engaging learning strategies that capture each student's interests at their point of need.

Through our personal growth programs our students are given the necessary learning and life skills to overcome any obstacles they will face at school and beyond.

## VALUES

Our school philosophy is underpinned by our 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.

*For full details, please refer to the Anaphylaxis Management Policy listed on the website:*  
<https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

## 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 on the website:*  
<https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

## 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.

*For full details, please refer to the Bullying Prevention Policy listed on the website:*  
<https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

## ABSENCES / ARRIVALS / DEPARTURES

Parents/carers can notify the school about their child's attendance intending or actual absence through Compass, email: [attendance@fairhillshs.vic.edu.au](mailto:attendance@fairhillshs.vic.edu.au), or by telephoning the Absence Hotline on 9758 5022. If the school has not been notified of a student's absence, an automatic text message is sent to the primary parent/carer's mobile number after Period 1.

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 arriving late or leaving the school early should sign-on/off at the Compass Kiosk using their Student ID Card and provide the General Office with a note from their parent/carer.

## ASSEMBLIES

House Group meetings are held twice a week - Tuesday and Thursday 1:36pm-1:49pm. General assemblies are held at least once each term.

## ATTENDANCE

100% attendance is compulsory for all students (unless an exemption 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.

Parents/Carers must ensure that their child attends school at all times when the school is open for instruction.

For absences where there is no exemption in place, the parent/carer must promptly provide an explanation on each occasion to the school. The Principal will determine if the explanation provided is a reasonable excuse under the Education and Training Reform Act 2006 (Vic).

The school is required to record attendance in every class and must record, in writing, the reason given for each absence. This is necessary so that the school can meet legislative requirements, meet its duty of care to students and meet the Victorian Curriculum and Assessment Authority (VCAA) requirements. Students whose attendance is unsatisfactory may find that they are ineligible to pass the subject.

Students who fall below 90% attendance may be required to attend an attendance re-engagement meeting with their Team Leader and/or Assistant Principal.

Punctuality to each class is 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

Two different bell times run during the week:

- Monday, Wednesday and Friday
- Tuesday and Thursday (includes House Group)

Monday, Wednesday & Friday	Times
Period 1	8:40am-9:39am
Period 2	9:39am-10:38am
Recess	10:38am-10:58am (20 mins)
Period 3	10:58am-11:57am
Period 4	11:57am-12:56pm
Lunch	12:56pm-1:36pm (40 mins)
Period 5	1:36pm-2:35pm

Tuesday & Thursday	Times
Period 1	8:40am-9:39am
Period 2	9:39am-10:38am
Recess	10:38am-10:58am (20 mins)
Period 3	10:58am-11:57am
Period 4	11:57am-12:56pm
Lunch	12:56pm-1:36pm (40 mins)
House Group	1:36pm-1:49pm
Period 5	1:49pm-2:48pm

## BOOKLISTS

Students are expected to have all required materials. 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 are 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 AND EXCURSION

Camps and excursions provide a valuable educational experience for our students, which complement school-based learning, as they provide access to resources, environments, and expertise that may not be available in the classroom.

*For full details, please refer to the Camps and Excursion Policy listed on the website:*

<https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

## 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 2023 payment amount is \$225 per year for eligible secondary school students. The CSEF Application form is included in the re-enrolment pack and is available at the General Office.

For more information visit: <https://www.vic.gov.au/camps-sports-and-excursions-fund>

## CANTEEN

Tasty Trucks visits the school during the first half of lunchtime and provide a range of food and drinks for students to purchase.

## CAREERS EDUCATION PROGRAM

The 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 is updated each year.

## 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)

## CLASSROOM EXPECTATIONS

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

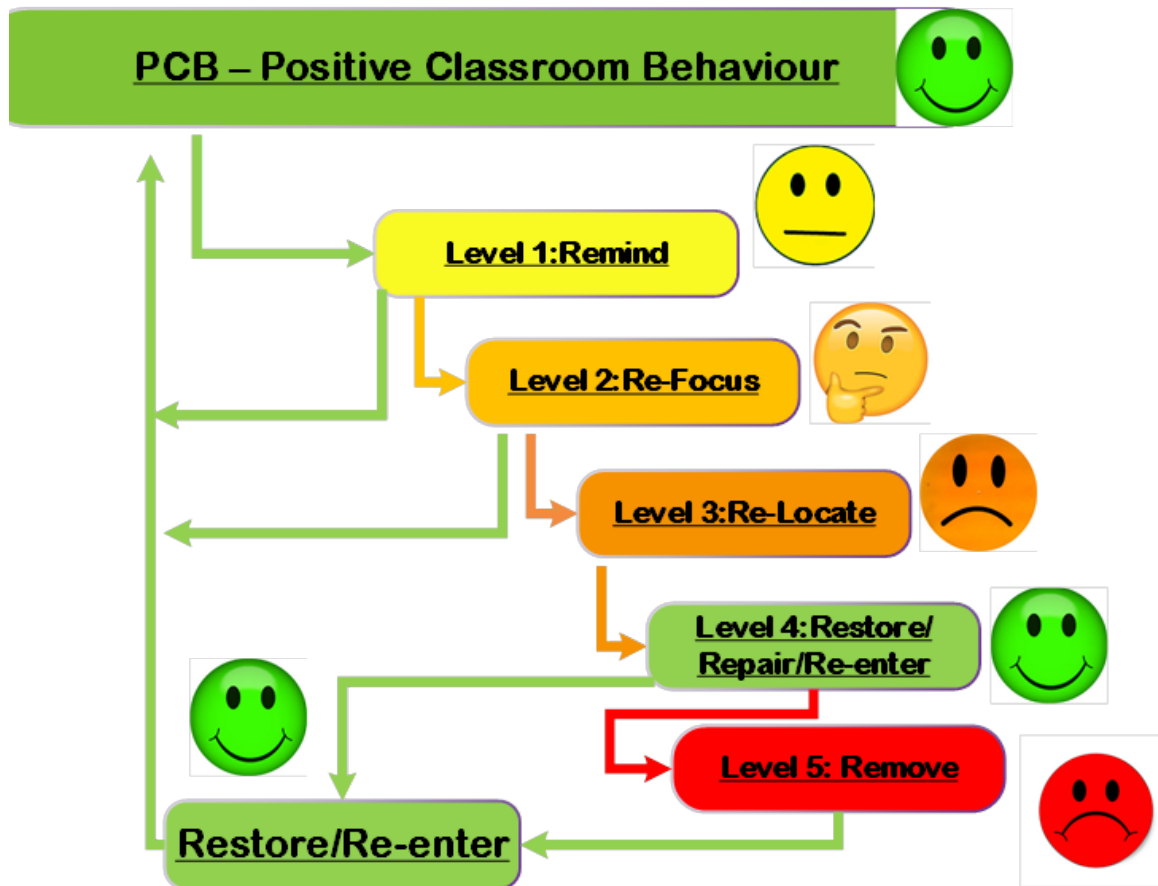
- Making clear what is expected
- Recognising and appreciating appropriate behaviour
- Minimising any student disruption to the class by using the Fairhills High School Positive behaviour Classroom (PCB) model

Students are expected to:

- Be Punctual
- Bring correct equipment
- Follow entry and exit routines
- Engage in learning activities
- Strive to do their best work
- Work collaboratively
- Be encouraging of all students
- Use appropriate language and tone
- Follow teacher instructions

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.





## 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

If there are any questions/concerns that cannot be addressed through Compass please call or email the school (details below).

- Telephone: 9758 5022
- Email: [fairhills.hs@education.vic.gov.au](mailto:fairhills.hs@education.vic.gov.au)

## 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

There are two laptop options at Fairhills High School:

- Purchase a Laptop direct through our laptop provider - Learning with Technologies (LWT).
- Bring Your Own Device – BYOD

### **Learning with Technologies (LWT)**

Learning with Technologies (LWT) - Laptop purchases are a direct arrangement between you (the Parents/Carers), and our laptop supplier - Learning with Technologies (LWT). Laptops purchased through LWT will be shipped to Fairhills High School where our IT team will configure the laptop for school use.

### **Technical Support**

- Technical Support email: [itsupport@fairhillshs.vic.edu.au](mailto:itsupport@fairhillshs.vic.edu.au)
- Onsite support for Fairhills High School devices including initial imaging and reimaging as required
- Onsite repairs (usually completed within 1 week)

Support with online platforms used within classes is provided to all students with a Fairhills Laptop including repairs.

### **Bring Your Own Device (BYOD)**

Alternatively, the option of Bring Your Own Device (BYOD) is still available if you wish to source and supply your own device.

- Purchase a Windows based laptop with the requirements stated below (please contact the school for full details)
- **DO NOT purchase: Chromebooks, iPads and Android** as these devices are not compatible with our network and/or learning requirements.
- Make sure there is no Linux software on the laptop as this is not compatible with the school's network.
- You will also need to put an anti-virus/malware program on your device.

### **Technical Support - BYOD**

Students will be connected to the school's wireless and internet and will be provided with details on how to download Office 365 and Google Apps.

Further technical support for BYODs cannot be provided by the school, so you will need to arrange own technical support if/when required.

### **Acceptable use for Compass, Internet and Digital Technologies Agreement**

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).

*For full details, please refer to the Digital Technologies Policy listed on the website:*

<https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

## CONCERNS

Fairhills High School welcomes feedback 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 generally be directed to the classroom teacher or student's THRIVE Leader (Year 7-9) and Team Leader (Year 10-12).

*For full details, please refer to the Complaints Policy listed on the website:*

<https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

## CURRICULUM

We provide a timetable that provides a comprehensive and flexible range of courses. These are arranged into a number of interconnected learning pathways which cater for differing student abilities, interests, learning styles and career aspirations.

In Years 7 and 8, students complete core subjects and elective tasters. In Years 9 and 10, students complete English, Maths and PE with over 60% of their subjects student choice. Senior students select their subjects based on preference and career aspirations.

# D

## 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 to assist any eligible students.

## DROPPING OFF AND PICKING UP ZONE

Parent/carers dropping off and picking up their child from school **are expected only use the parent car park** at the main entrance (near the oval). The staff carpark can only be used for parents/carers with disability permits.

## E

### EXCURSIONS / EVENTS

Excursions/events are arranged at various times during the school year and are posted on Compass under 'Events'. Parents/carers must electronically provide permission and payment through Compass before their child can attend an event.

### EXIT

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

## F

### FEES AND CONTRIBUTIONS

Government schools heavily rely upon parent contributions to enable the school to offer a variety of programs to the students across all the year levels. The voluntary financial contributions are set by the Fairhills High School Council in accordance with DET Parent Payment Policy guidelines. The Fairhills High School Council strongly appreciates the contributions made by families. For hardship circumstances, a meeting can be arranged with the Business Manager. All conversations are treated with the utmost respect and confidentiality. Email: [finance@fairhillshs.vic.edu.au](mailto:finance@fairhillshs.vic.edu.au)

### FINANCIAL ASSISTANCE

Fairhills High School will consider hardship arrangements and concessions for families experiencing long-term financial hardship or short-term crisis on a confidential, case-by-case basis. The school has access to various financial support options that provide support to parents and carers who are experiencing financial hardship. Please contact the General Office to discuss possible options available. All conversations are treated with the utmost respect and confidentiality. *For full details, please refer to the Financial Hardship Policy listed on the website: <https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>*

## FIRST AID AND ILLNESS

If a student is sick or involved in an accident, they should report to the General Office for assistance. If a student is ill at school, a staff member will call home and a parent/carer will be requested to collect their child as soon as possible.

*For full details, please refer to the First Aid Policy listed on the website:*  
<https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

## H

## HOMEWORK AND STUDY

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

## HOUSE GROUPS

Fairhills has a vertical house system, which supports students to connect in a fun and supportive manner. There are four houses, the Crocs (green), Redbacks (red), Quokkas (yellow) and the Dolphins (blue) each of which have a number of groups. Each group contains students from Years 7 to 12, allowing senior students to mentor and be role models for younger students.

Students generally remain in the same house groups throughout their six years of schooling and are able to build strong and positive relationships with their mentor teacher, as well as their peers.

Students participate in a range of house activities each year, including House Athletics Day, dodgeball tournaments, and charity fund raising events.

Each House Groups meet with their House Group Mentor two days a week and spend their time on various activities to support their social and emotional development.

## I

## ID CARDS

ID Cards are provided to students late Term 1/early Term 2. Students should carry their ID Cards with them whilst at school.

A student's ID card is used:

- as a Library Card
- for school photocopying services
- to register late arrival and early departure (accompanied with a note for permission) at the General Office

If a student loses their ID card, a replacement can be arranged through Compass and cost will incur.

## INSTRUMENTAL MUSIC

As part of the core curriculum in Year 7 students participate in a weekly instrumental music lesson. After Year 7, 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 \$200 for the year. Along with a weekly music lesson, the students become members of an ensemble and rehearse one lunchtime per week. There are a variety of instruments to learn and include string and reed instruments.

Applications forms are provided at the re-enrolment stage and are available at the General Office.

## INTERNATIONAL STUDENTS

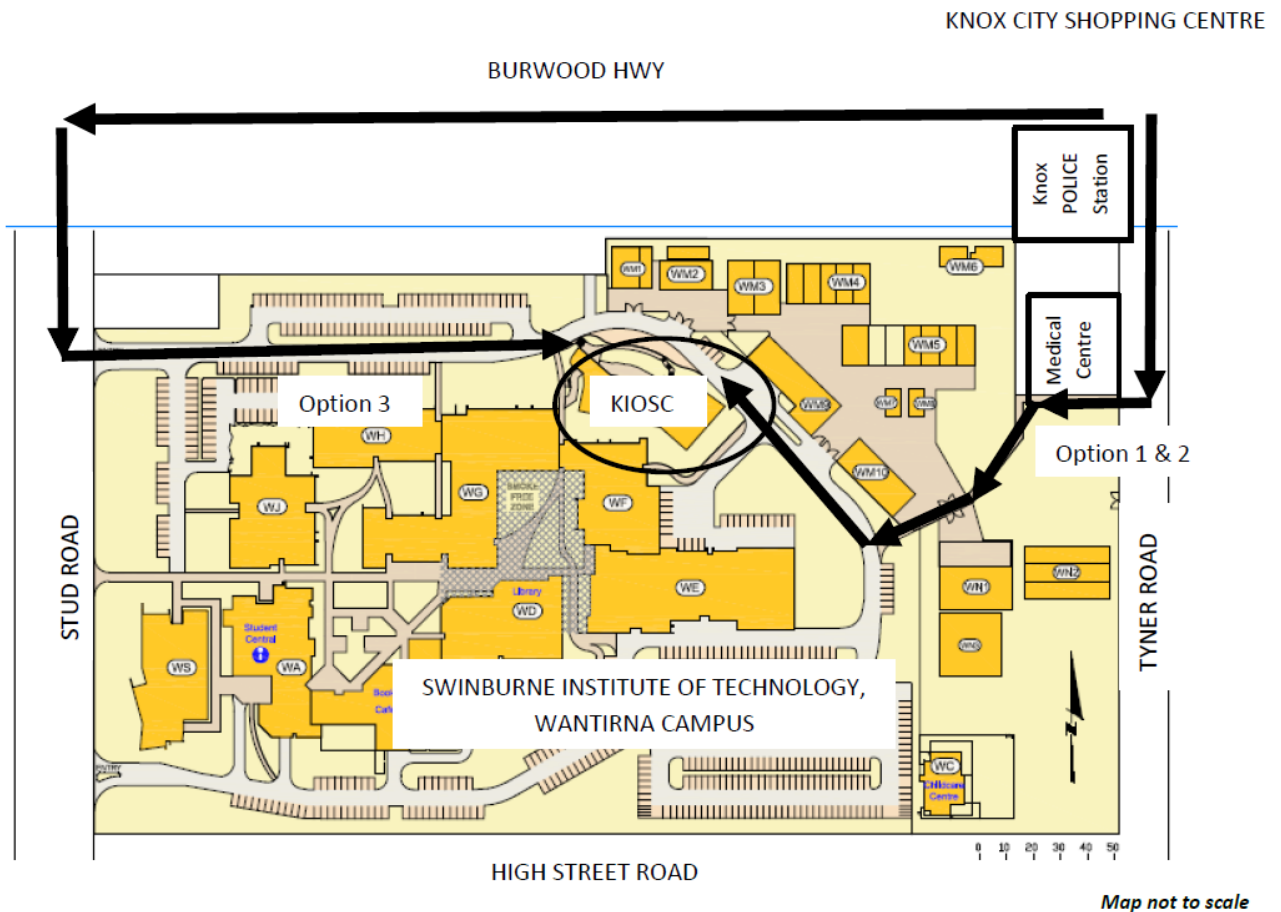
Fairhills High School welcomes International Students from a range of countries and currently have 12 students from China, Korea, Micronesia and Vietnam. Our school greatly appreciate the cultural enrichment these students bring to the whole school community.

# 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 for innovative STEM opportunities. On the days of attendance, students make their own travel arrangements directly to and from KIOSC. KIOSC events are posted on Compass including maps and directions.

## KIOSC MAP



## L

## LEADERSHIP

Student leadership is an integral part of our school culture. An active leadership program includes a Student Representative Council, Year 12 School Captains and Leaders, Peer Support, and student voice on school council and Teaching & Learning committees.



## LEARNING

The aim of the FHS Instructional Model is for each student to have a consistently high calibre of teaching instruction.

### 2023 Instructional Model





## LEARNING RESOURCE CENTRE

The Learning 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 reading resources, services and technologies are provided to satisfy the curriculum and recreational needs of students.

## LOCKERS

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. The cost of this is \$60.

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 session (this includes double sessions). For storage, security and safety reasons, school bags are not permitted in 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.

# M

## MAP

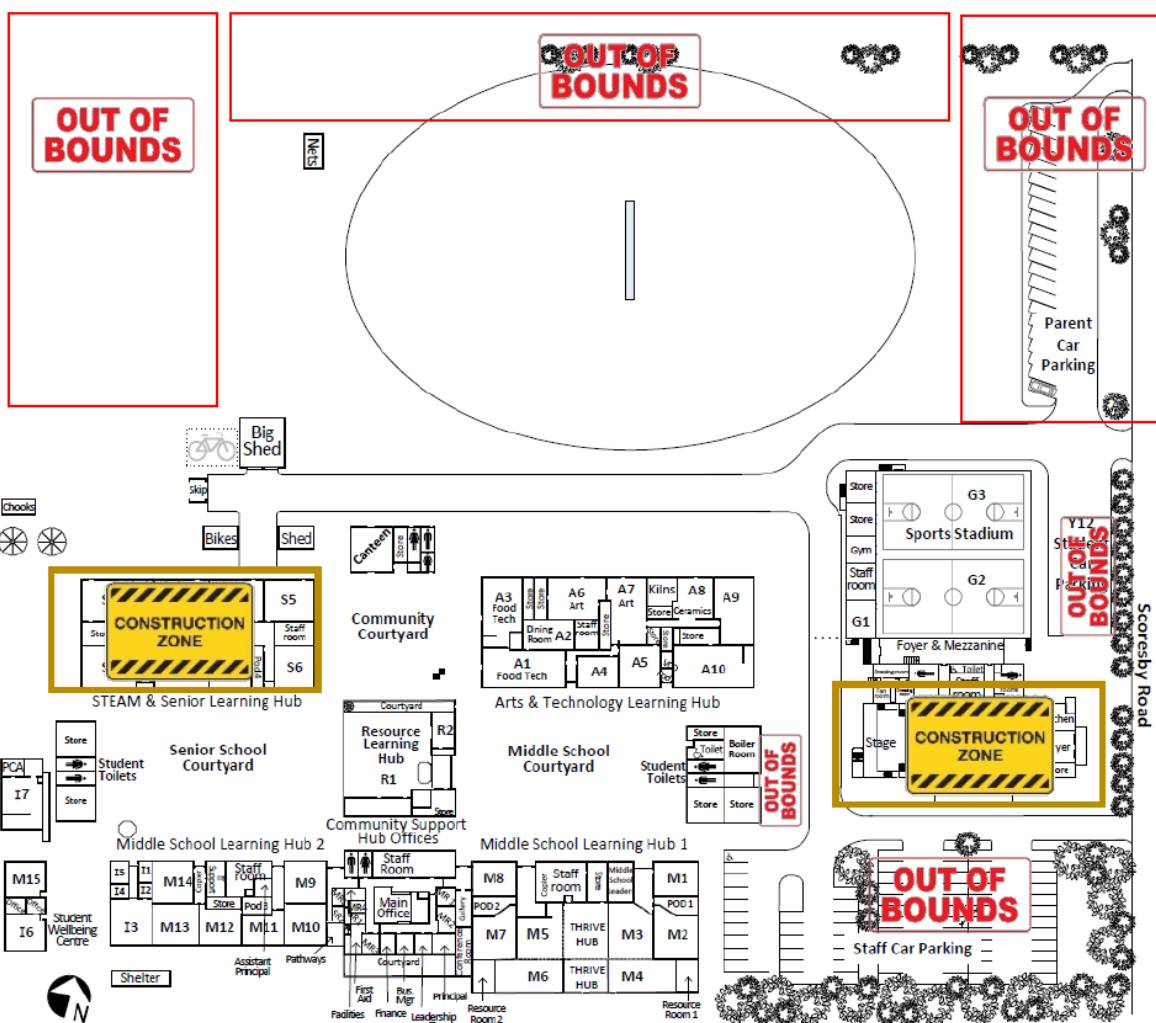
On the next page is the school map. Below are the areas that are out of bounds for students:

- Construction Zone

The construction zone should be avoided at all times for all students, staff and visitors

The following areas are out-of-bound during school times – students are not permitted in these areas:

- 5 metres inside the perimeter fence
- Snake Gully
- School oval north of the cricket pitch
- Staff carpark
- Year 12 Carpark – for all year levels except Year 12
- Around the boiler room / storeroom



## 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). The school should be notified immediately if any conditions change, or new conditions arise.

## MEDICATION

Fairhills High School encourages parents/carers to arrange for medication to be taken outside of school hours. However, if medication is required to be taken whilst at school, 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 on the website as well as the Medication Authority Form: <https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

## MENTAL HEALTH PRACTITIONER (MHP)

The role of the MHP is to support whole school approaches to mental health and wellbeing promotion and prevention, provide short term 1:1 counselling/support for individual students and to facilitate referrals community support. Our MHP is located in the Wellbeing Centre.

## MOBILE PHONES

Mobile 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 8.35am to the end of the school day. When urgent contact is necessary, parents/carers are able to reach their child by calling the General Office any time during the school day.

If a staff member sees a student using a mobile device during school hours, it will be confiscated.

For full details, please refer to the Mobile Policy on the website: <https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

# N

## NEWSLETTER

The school produces newsletters which snapshots events that have taken place. Newsletters are posted to Compass and can also be found on the website: <https://fairhillshs.vic.edu.au/>

# O

## OUT OF UNIFORM PASS

Students should be in full uniform whilst at school. If there is a genuine reason a student is out of uniform, a parent/carers should write a note. The student will see the Pride Leader or Team/THRIVE leader at the start of the day and receive an Out of Uniform Pass. All passes will expire after 1-3 days. Students without a uniform note will be allocated a detention at lunchtime on the same day.

# P

## PARENT/STUDENT/TEACHER INTERVIEWS

Parent/Teacher Interviews are usually held near the end of Term 1 and Term 3. Parents/carers and students are generally required to attend the interviews to gain information about learning growth. 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 or by email.

## PHOTOGRAPHING/FILMING/MEDIA

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events. We do this for many reasons including to celebrate student participation and achievement, showcase particular learning programs, document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters and on classroom blogs/apps.

If you have decided that you **do not** want images of your child to be collected or used for the 2023 school year, **please complete the “2023 Opt Out of Media Form”** and return it to the General Office, either over the counter, by post 330 Scoresby Road, Knoxfield, 3180 or by email [fairhills.hs@education.vic.edu.au](mailto:fairhills.hs@education.vic.edu.au)

You can also complete this form online: <https://forms.gle/SDa3SzZJ93bTeyEf7>

Please note that it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

For more information visit: <https://fairhillshs.vic.edu.au/wp-content/uploads/2022/11/2023-Annual-Media-Consent-Form.pdf>

## POLICIES

Parents/carers and students are encouraged to familiarise themselves with Fairhills High School policies. These can be found on the website: <https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

## 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 High School 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)

### 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 with a parent/carer elected as School President. Anyone interested in being involved in the Council should contact the Principal.

## SCHOOL PHOTOS

School Photos are taken early Term 1. Parents/carers will be notified of the date via Compass and students will be sent home with details and an order form. Students must be in school uniform to have their photo taken.

## SCHOOL EXPECTATIONS

Fairhills High School is fully committed to the School Wide Positive Behaviour Support (SWPBS) framework that develops a supportive and orderly learning environment.

As a SWPBS school we implement the eight essential features which supports more time to focus on relationships and classroom instruction. Students are expected to conform to the behavioural expectations set out in the Fairhills High School Student Management plan.

The Student Management Plan can be found in the Wellbeing & Engagement Policy on the website: <https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

## 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 take appropriate action after an in-depth investigation.

## SPORT

Students are encouraged to participate in inter-school sports that are held throughout the year. Students. 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. Students get to compete, collect house points and most importantly have fun with their peers and staff members.

## STUDENT CARS

Any student who has their driver's licence is permitted to drive to school. Any students wanting to drive to school needs to complete the 'Student Car' form available at the General Office. Once the form has been completed and returned, students park their cars in the designated 'Student Carpark'. The school does not accept responsibility for damage to any student car on the school grounds.

## STUDENT WELLBEING

The Student Wellbeing Team is available to students and their families for discussion and advice on personal and family matters. The Student Wellbeing Team can also help individuals/families to contact various community and government agencies. Individual interviews and counselling are kept confidential. The Wellbeing Office is located in R1. Students are generally referred to Wellbeing via their Team/THRIVE Leader.

## 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
- Uniform / mobile continual breaches

Parents/carers will be notified of the incident and suspension.

T

## TERM DATES

2023	Start date	Finish date
Term 1	30 January	6 April
Term 2	24 April	23 June
Term 3	10 July	15 September
Term 4	2 October	20 December

2024	Start date	Finish date
Term 1	30 January	28 March
Term 2	15 April	28 June
Term 3	15 July	20 September
Term 4	7 October	20 December

## TIMETABLE

Student timetables are listed on Compass. Students are advised to check Compass daily as room changes can 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 uniforms can be purchased at:

**Buxwear**  
**Factory 8, 169 Cheltenham Rd, Dandenong**

Monday to Friday 9.00am to 5.00pm  
Saturday 9:30am to 2.00pm

Telephone: (03) 9792 0424  
Website: <https://buxwear.com.au/>

For information on the Fairhills High School Dress code please go to:

<https://fairhillshs.vic.edu.au/wp-content/uploads/2021/09/2023-Fairhills-High-School-Dress-Code.pdf>





## Uniform – what to wear

Order at: <https://buxwear.com.au/>

**Grey shorts and trousers  
winter skirt / school dress**



**Sports / Basketball / Dance  
Uniform**



**Shirts to be worn with grey shorts, trousers, winter skirt  
(white short/long sleeve shirts discontinued in 2025)**



**Black – caps / scarf / socks  
(stockings - winter skirt only)**



**Rugby Top (all levels) / Black Softshell Jacket  
(Purple and Green Jumpers discontinued in 2024)**



**Shoes – all black  
NO LOGOS / NO BOOTS**



# 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. Valuables such as jewellery should not be brought to school. Students should exercise special care with personal property permitted at school such as calculators and watches. Please ensure all valuables are named.

*For full details, please refer to the Personal Property Policy listed on the website:*  
<https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

## VET

An extensive range of Vocational Education and Training programs offered through local TAFEs and schools within the Mullum Cluster are available to Year 10-12 students. Students will be provided a list of courses/location/fees in Term 3 of each year.

## VISITORS

All visitors are expected to sign in at the General Office on arrival. Depending on the nature of the visit, they may also be required to show a copy of their Working With Children's Check.

*For full details, please refer to the Visitor Policy listed on the website:*  
<https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

## 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. Parents/carers can contribute to the Voluntary Contributions when they complete the re-enrolment forms each year.

2023 Voluntary Financial Contributions will be posted in Compass in the Payments Centre. Several options are provided to support contribution payments. For further support or assistance, please contact the General Office or email: [finance@fairhillshs.vic.edu.au](mailto:finance@fairhillshs.vic.edu.au)

# 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/>