



FAIRHILLS  
HIGH SCHOOL  
KNOX



# 2024 A-Z Guide

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Information in this booklet is correct as of 05/12/2023 / 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

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

# 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 General Office 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 General Office. 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 Team Leader straight away and action will be taken place. Students can also report via Stymie <https://stymie.com.au/> an online anonymous reporting form. 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 General Office about their child's attendance intending or actual absence through Compass, or by telephoning the Absence Hotline on 9758 5022. If the General Office 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 General Office 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 Groups are held twice a week - Tuesday and Thursday 1:36pm-1:49pm.  
General Assemblies are held at least once each term to celebrate student success.

## 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, parents/carers must provide an explanation on each occasion to the General Office or Via Compass. 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 Strategy 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. Students who arrive late will be marked as late and must sign-on at the Compass Kiosk at the General Office using their Student ID Card.

Parents/carers are able to view their child's attendance and punctuality on Compass. Parents/carers may be required to attend a meeting at the school where a student is consistently late.

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

# B

## BELL TIMES

Monday & 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

Tuesday, 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

## 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 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, scooters etc... are not to be ridden on the school grounds. 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 valuable educational experiential learning for our students.

All events are published on Compass. Parents/carers must provide consent/payment by the due date indicated. Any students without consent/payment after this date will be removed from the event and will not be able to attend.

*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 1 & 2. The 2024 payment amount is \$250 per year for eligible secondary school students. The CSEF Application form is included in the re-enrolment pack and is also 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 provides a range of food and drinks for students to purchase. Students are required to use cash or a physical card to purchase items. Mobile phone payments are not accepted.

## CAREERS EDUCATION PROGRAM

The Pathways Leader is located in the STEM & Senior Learning Centre. They are available to support students with requirements for tertiary institution entrance, career counseling and workplace entry requirements. Students in Year 9-12 are assisted to develop an Individual Career Plan, which is updated each year.

## CHANGE OF CONTACT DETAILS

Please notify the General Office of any change to personal details when they occur. This is vital in a case of an emergency. Mobile and email updates can be amended on the Compass portal. For any other changes, please contact the General Office via email: [fairhills.hs@education.vic.gov.au](mailto:fairhills.hs@education.vic.gov.au)

## CLASSROOM EXPECTATIONS

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

Teachers positively encourage appropriate behaviour by providing the following:

- Clear expectations via a classroom agreement
- Acknowledging and rewarding expected behaviours
- Utilising the Positive Classroom Behaviour Model (PCB)

Students are expected to:

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

Standards of positive behaviour are communicated explicitly to all students and staff, as outlined in the Fairhills High School **Behavioural Expectation Matrix**, in classes at the start of each year. The PCB model is a classroom process of staggered interventions to manage low-level/persistent behaviours. Major non-negotiable behaviours will result in immediate removal followed by a restorative conversation prior to the student returning. Depending on the severity a suitable consequence may also be issued.

Non-negotiable behavior's include:

- Bullying and harassment
- Dangerous/violent behaviour
- Destruction of property
- Repeated refusal to follow instructions
- Swearing/threatening towards a person



## 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 General Office. Using Compass allows parents/carers to have access to up-to-date information and the following features:

- Attendance, and includes absence or lateness explanations
- Teacher communication
- Child's timetable and the school calendar
- Learning tasks
- Semester reports
- Learning Conference bookings
- Consent & payment for events and parent contributions

If there are any questions/concerns that cannot be addressed through Compass please call or email the General Office.

## COMPASS - STUDENTS

Students are provided with an induction to Compass and login details Students also set up their school emails for effective communication within the school setting.

## COMPUTERS / COMPUTER NETWORK

Students are to bring their fully charged laptops to each class.

Laptops can be purchased through the school's provider – Learning with Technologies (LWT) - <https://fairhillshs.orderportal.com.au/>

Or

Students can bring a BYOD device. The following devices are not to be purchased as they are not compatible with the school's network: Chromebooks, iPads and Android.

For more information and specifications visit: <https://fairhillshs.vic.edu.au/learning/digital-learning/>

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

Students and parents/carers are required to sign the 'Digital Technologies Agreement' (through Compass Events) before they are connected to the school's internet server (and receive their school laptop if purchased through the LWT).

*For full details, please refer to the Digital Learning 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 7-10) and Team Leader (Year 11-12).

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

## CONTACT DETAILS

Address: 330 Scoresby Road, Knoxfield 3180  
Telephone: 9758 5022  
Email: [fairhills.hs@education.vic.gov.au](mailto:fairhills.hs@education.vic.gov.au)  
Website: <https://fairhillshs.vic.edu.au/>  
Compass: <https://fairhillshs-vic.compass.education/>

General Office Hours 8am-4pm

## CURRICULUM

Fairhills High School provides a timetable with a comprehensive 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 taster subjects. In Years 9 and 10, students complete core subjects and specialisms of their choosing. Senior students select their VCE subjects based on preference and career aspirations.

# D

## DISABILITIES

Part of the enrolment procedure requires the parent/carer to inform the General Office 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 be able to access funding to assist any eligible students.

## DROPPING OFF AND PICKING UP ZONE

A parent/carer dropping off and picking up their child from school **are expected to 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 provide permission and payment through Compass by the provided deadline, or their student will not be able to attend an event.

## EXIT

Any student intending to move to another school or exit school (17 years), is required to inform the Assistant Principal of the sub school and the General Office. Exit procedures need to be followed before data is transferred to the new 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. 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. Payment plans are available.

*For details, please refer to the Parent Payment Policy listed on the website:*

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

## FINANCIAL ASSISTANCE

The school has access to various financial support options that provide assistance to parents and carers experiencing financial hardship. Please contact the General Office to discuss possible options available. All conversations are treated with the utmost respect and confidentiality. For hardship circumstances, a meeting can be arranged with the Assistant Principal of Wellbeing and Engagement. All conversations are treated with the utmost respect and confidentiality. Email: [finance@fairhillshs.vic.edu.au](mailto:finance@fairhillshs.vic.edu.au)

## FIRST AID AND ILLNESS

If a student is ill or injured, they should report to the General Office for assistance. A staff member will call home and a parent/carer may be requested to collect their child as soon as possible. For any medical emergency an ambulance will be called.

*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 incomplete/missed work and revision. Parents/carers are asked to support their child by establishing a suitable home learning environment.

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

## 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 House Group contains students from Years 7 to 12, allowing senior students to mentor and be role models for younger students.

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 Mentor two days a week and are involved in activities to support their social and emotional development.

## 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) on the Compass Kiosk at the General Office

If a student misplaces their ID card, a replacement can be arranged through Compass for a small fee.

## INSTRUMENTAL MUSIC

As part of the Year 7 curriculum students participate in a weekly instrumental music lesson. From Year 8, students have the option of continuing with their musical instrument lesson for a small fee. Fairhills High School has a team of specialist music teachers who provide weekly small group or individual lessons at a fee of \$200 for the year.

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. A limited number of instruments are available to hire for a fee of \$50.

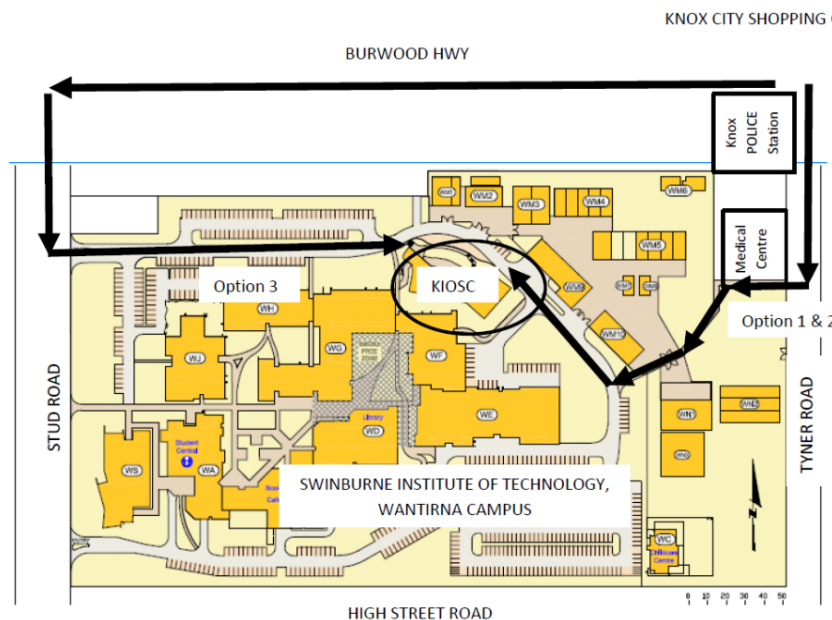
## INTERNATIONAL STUDENTS

Fairhills High School welcomes International Students from a range of countries including China, Korea, Micronesia and Vietnam. Our school greatly appreciate the cultural enrichment these students bring to the 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 Swinburne University (Wantirna campus) is the second campus for Fairhills. Students generally visit once or twice a semester for innovative STEM & VCE opportunities. On the days of attendance, students make their own travel arrangements directly to and from KIOSC. Events are posted on Compass.



# L

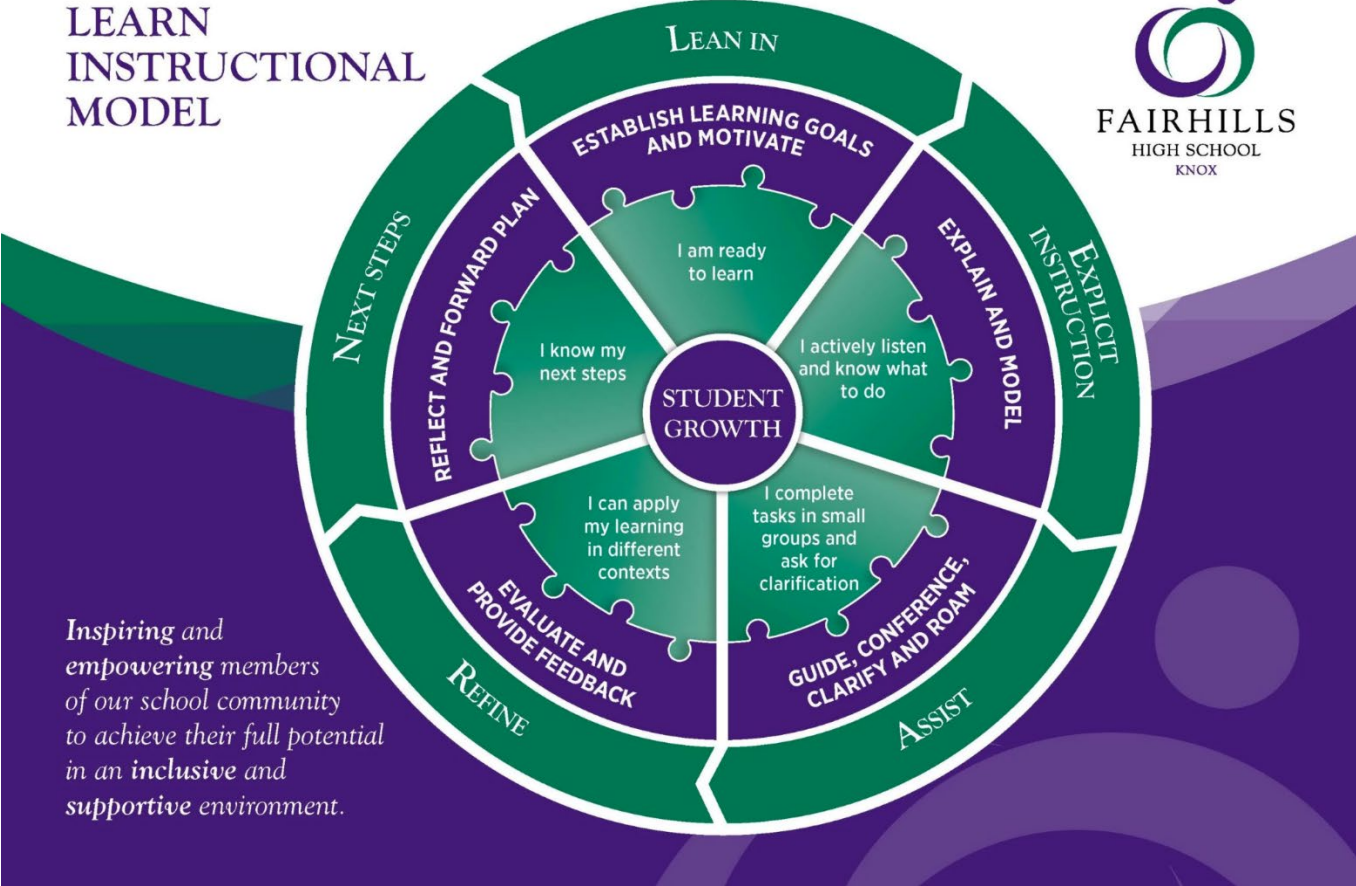
## LEADERSHIP

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, student voice on School Council and involvement on Teaching & Learning committees.

## LEARNING

The school has implemented the FHS Instructional Model so each student has a consistently high calibre of teaching instruction.

### LEARN INSTRUCTIONAL MODEL



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

## LEARNING CONFERENCES

Learning Conferences are held twice a year. Parents/carers and students are required to attend the interviews to gain information about learning growth and support. Appointments for interviews are made through Compass and a news item are posted to inform parents/carers of the details. In addition, teachers can be contacted by phone or by email throughout the year.

## LEARNING RESOURCE CENTRE

The Learning Resource Centre (library) is located in the centre of the school and provides a welcoming learning space for all. A wide range of reading resources, services and technologies are provided to satisfy the curriculum and recreational needs of students. From Term 2 2024, IT support will be situated here.

## LOCKERS

Students are allocated a locker and combination lock for their duration at Fairhills High School. The cost is \$60. Students are urged to keep a copy of their combination number at home and refrain from sharing it with others. A copy of the combination code is also situated at the General Office.

Lockers are under cover or within buildings and located in 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. Please ensure that all items, including uniform, is clearly labelled with the student's name.

# M

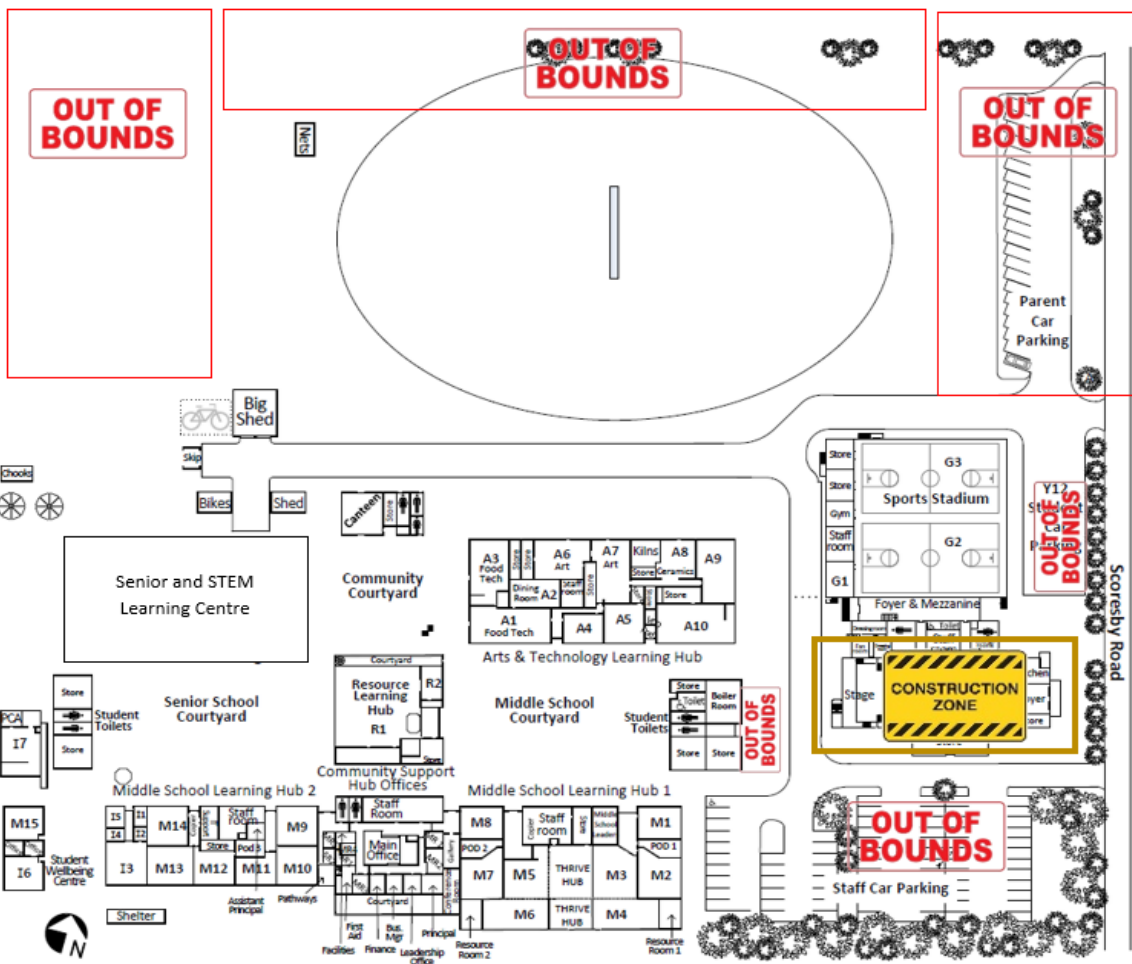
## MAP

### Construction Zone

- Term 1 -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 unless supervised by a teacher:

- 5 metres inside the perimeter fence
- 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 General Office with any medical conditions for their child, along with an action plan and medication (if required). The General Office 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 practitioner to provide written advice to the school and complete a Medication Authority Form.

## MENTAL HEALTH PRACTITIONER (MHP)

The role of the MHP is to support whole school approaches to mental health and wellbeing promotion and prevention and provide short term counselling for individual students. The MHP is located in the Wellbeing Centre.

## MOBILE PHONES

In accordance with the Department's Mobile Device Policy, personal mobile phones must not be used at Fairhills High School during school hours, including lunchtime and recess. The aim of this policy is to provide:

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.

**Mobile devices bought to school should remain in the locker until the end of the day.**

When urgent contact is necessary, parents/carers are able to reach their child by calling the General Office (03) 9758 5022 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.

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

# N

## NEWSLETTER

The school produces 12 newsletters per year. They focus on community spirit and student successes and celebrations. Newsletters are posted to Compass and can also be found on the school's website: <https://fairhillshs.vic.edu.au/>

# O

## OUT OF UNIFORM PASS

Students are required to be in the correct school uniform whilst at school. If there is a genuine reason a student is out of uniform, a parent/carer should write a note. The student will see the teacher on duty at the start of the day and receive an Out of Uniform Pass. All passes will expire after 1-3 days.

# P

## PHOTOGRAPHING/FILMING/MEDIA

Staff may photograph, film or record students participating in school activities and events. This is done 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 publications.

A Compass Event is posted each year for parents to provide consent.

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.

## 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 policies.

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 progress reports prior to Learning Conferences. A post is placed on Compass when reports 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 for purchasing and selling pre-loved uniforms. 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 or community member elected as School President. Anyone interested in being involved in the School Council should contact the Principal.

### SCHOOL PHOTOS

School Photos are taken in Term 1. Parents/carers will be notified of the date via Compass and students will be sent home with details on how to order online. Students must be in full school uniform to have their photo taken. No caps/beanies can be worn.

## 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.

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

## SKATEBOARDS/SCOOTERS

Students are not permitted to bring skateboards, electric 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. The school treats these matters very seriously and will take appropriate action after an in-depth investigation.

## SPORT

Students are encouraged to participate in inter-school sports. The school holds an Athletics Day in Term 1 or 2 which is a whole school event. All students are expected to attend and join in. 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. Students wanting to drive to school needs to complete the 'Student Car' form which is 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 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, unless there would be a duty of care breach. The Wellbeing Office is located in I6. Students are generally referred to Wellbeing via their Team 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
- Dangerous/violent behaviour
- Destruction of property
- Refusal to follow reasonable staff instructions
- Bullying and harassment

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

## T

### TERM DATES

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

2025	Start date	Finish date
Term 1	29 January	4 April
Term 2	22 April	4 July
Term 3	21 July	19 September
Term 4	6 October	19 December

### TIMETABLE

Student timetables are on Compass. Students are advised to check Compass daily as room changes can occur.

# U

## UNIFORM / DRESS CODE

The School Council unanimously supports the concept of a school dress code 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 full details, please refer to the Dress Code Policy on the website:  
<https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>

Fairhills High School Beanies can be purchased at the General Office - \$20.

## 2024 Fairhills High School Uniform Guide



### to be accompanied with:



# 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 laptops, calculators and watches. Please ensure all valuables are labelled with the student's name.

*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 TAFEs and Mullum Cluster schools are available to VCE students. Students will be provided with relevant information during course counselling in Term 3.

## VISITORS

All visitors are expected to sign in at the General Office on arrival. People working onsite must provide 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. Parents/carers can contribute to the Voluntary Contributions when they complete the re-enrolment forms each year.

2024 Voluntary Financial Contributions are posted on Compass under the Payments Centre. The school can support parents/carers with flexible 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 up-to-date details of their WWCC to the school. For more information visit: <https://www.workingwithchildren.vic.gov.au/>