



FAIRHILLS  
HIGH SCHOOL  
KNOX



# 2022 A-Z Guide

*Information in this booklet is correct as of 25/1/2022*

*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 - 9.47am.

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 every day (except Wednesday) at 9.47am.  
Year Level meetings are held on Wednesday at 9.47am for Year 7-10.  
Year Level meetings are held on Monday at 9.47am for year 11 and 12.  
General assemblies are held at least once each term in the Performing Arts Centre.

## ATTENDANCE

100% attendance is compulsory for all students up to 17 years of age (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 school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities 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 while studying VCE may find that they are ineligible to pass the subject.

Students who fall below 80% attendance will be required to attend an attendance re-engagement meeting with their Team Leader and Sub-school Leader.

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

Bell times for 2022 are listed below. If for any reasons there is a change to Bell Times, a notice will be posted on Compass.

Time	Reason
8:40am	Locker Bell (10 min)
8:50am	Period 1 (57 min)
9:47am	House Group (Year Level on Wed) (15 min)
10:02am	Recess (25 min)
10:27am	Period 2 (57 min)
11:24am	Transit (2 min)
11:26am	Period 3 (57 min)
12:23pm	Start of Lunch (25 min)
12:48pm	Middle of Lunch (25 min)
1:13pm	Period 4 (57 min)
2:10pm	Transit (2 min)
2:12pm	Period 5 (57 min)
3:09pm	Students finish
3:11pm – 4:08pm	Period 6 for some VCE Subjects Monday and Tuesday (57 min)

## BOOKLISTS

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

## BIKES

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

## BUSES

Ventura Bus runs two designated school buses:

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

There are also a number of route buses run by Ventura that are available for student use.

For more details visit: <https://www.venturabus.com.au/live-tracking/details/33/fairhills-secondary-college#>

# C

## CAMPS AND EXCURSION

Camps and excursions can provide a valuable educational experience for our students, which are complementary to their learning, as they provide access to resources, environments, and expertise that may not be available in the classroom.

*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 2022 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.education.vic.gov.au/about/programs/Pages/csef.aspx>

## CANTEEN

Tasty Trucks visits the school at 12.30pm near the stadium and oval. Tasty Trucks provide a range of food and drinks for students to purchase at lunch.

## CAREERS EDUCATION PROGRAM

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

## CHAPLAIN

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

## CHANGE OF CONTACT DETAILS

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

## CLASSROOM RULES

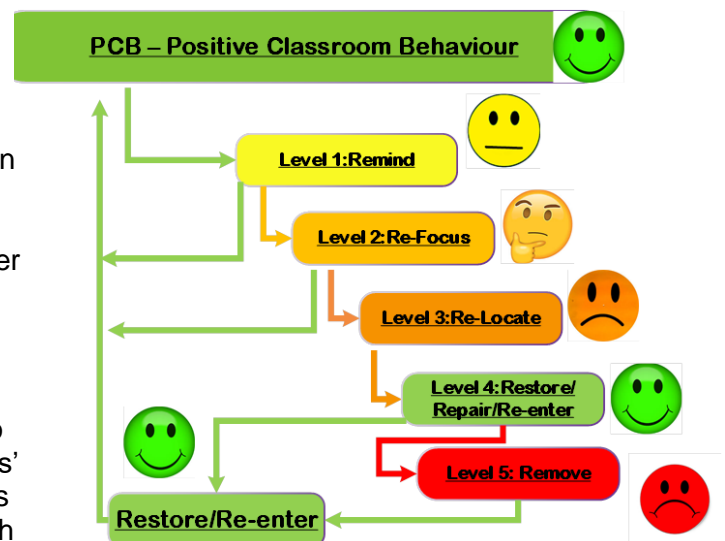
Teachers want to positively encourage appropriate behaviour by providing the following three things:

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

Students are expected to:

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

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





## COMPASS – PARENTS/CARERS

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

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

## COMPASS - STUDENTS

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

## COMPUTERS / COMPUTER NETWORK

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/>

## COMMUNICATION

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

Telephone: 9758 5022

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

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

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

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

The General Office is open from 8.00am-4.30pm.

## 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 be directed to the classroom teacher or student's Team Leader. If warranted, they can be referred to other staff depending on the nature of concern.

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

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

## CURRICULUM

Based on the VCE, VCAL, Victorian Bacculaureate and Victorian Curriculum, we provide a timetable that provides a comprehensive and flexible range of courses. These are arranged into a number of interconnected alternative learning pathways which cater for differing student abilities, interests, learning styles and career aspirations.

In years 7 and 8, students complete core subjects. In years 9 and 10, students complete core and elective subjects. Senior students select their subjects based on preference and career aspirations.

The following handbooks are listed on the website:

2022 – Year 9 and 10 Subject Selection Handbook

2022 – Year 11 and 12 Subject Selection Handbook

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

## 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 through The Program for Students with Disabilities (PSD) to assist any eligible students to receive appropriate support.

### DROPPING OFF AND PICKING UP ZONE

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

# E

## EXCURSIONS / EVENTS

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

## EXIT

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

# F

## FEES AND CONTRIBUTIONS

The voluntary financial contributions are set by the Fairhills High School Council in accordance with DET Parent Payment Policy guidelines. 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.

Reduced parent contributions significantly impact what the school subjects the school can offer your child. We aim, with your help, to offer a broad range and high-quality curriculum to all of our students. The Fairhills High School Council strongly appreciates the contributions made by families. We trust, as the school does, that parents also value the education their child receives.

For additional hardship circumstances, a meeting can be arranged with the Business Manager. All conversations are treated with the utmost respect and confidentiality. We are here to work with you for your child or children. Email: [finance@fairhillshs.vic.edu.au](mailto:finance@fairhillshs.vic.edu.au)

## FINANCIAL ASSISTANCE

Fairhills High School will consider hardship arrangements and concessions that can be provided to families experiencing long-term financial hardship or short-term crisis on a confidential, case-by-case basis. The school has access to various financial support options that offer financial assistance, uniform assistance and other agencies that provide support to parents and carers who are experiencing financial hardship. Please call the office and speak to Accounts Receivable to discuss what options you may qualify for. Further financial support options can

be discussed with the Business Manager. All conversations are treated with the utmost respect and confidentiality. We are here to help support you and your child or children's education.

*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

Sometimes accidents happen, or students may become sick while at school. If that happens, students report to the front office for assistance. Students should not be sent to school if they are ill. If a student is ill at school, the parent/carer will be phoned by staff and requested to collect the student. The school only provides first aid. It does not provide a sick bay.

*For full details, please refer to the First Aid Policy listed 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 work tasks given by the teacher as well as catch-up of incomplete/missed work and revision. Parents/carers are asked to assist in establishing suitable study conditions and monitor homework.

### HOUSE GROUPS

Fairhills uses a vertical house system, which serves as a platform for friendly inter-house competitions, such as through Athletics Day, but also has a way of providing pastoral care to students. 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.

The students stay in the same house groups throughout their 6 years of schooling and are therefore able to form deeper connections to their mentor teacher, as well as each other building strong positive relationships.

Students participate in a range of house activities each year, including House Athletics Day, dodgeball tournaments, video game tournaments and so forth. The events differ each year, and its success is driven by student leaders and the yearly input from students, parents and staff.

Each House Groups meet with their House Group Mentor on four days each week and spend their time on various activities including relationships, values, community engagement and pastoral care.

## ID CARDS

ID Cards are provided to students generally around April after school photos have been taken. Students should carry their ID Cards with them whilst they are at school.

A student's ID card also acts:

- as a Library Card
- providing access to photocopying services
- to register their late arrival and early departure (accompanied with a note for permission) using the Compass Kiosk at the General Office

If a student loses their ID card, a replacement cost of \$10 will incur.

## INSTRUMENTAL MUSIC

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

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.

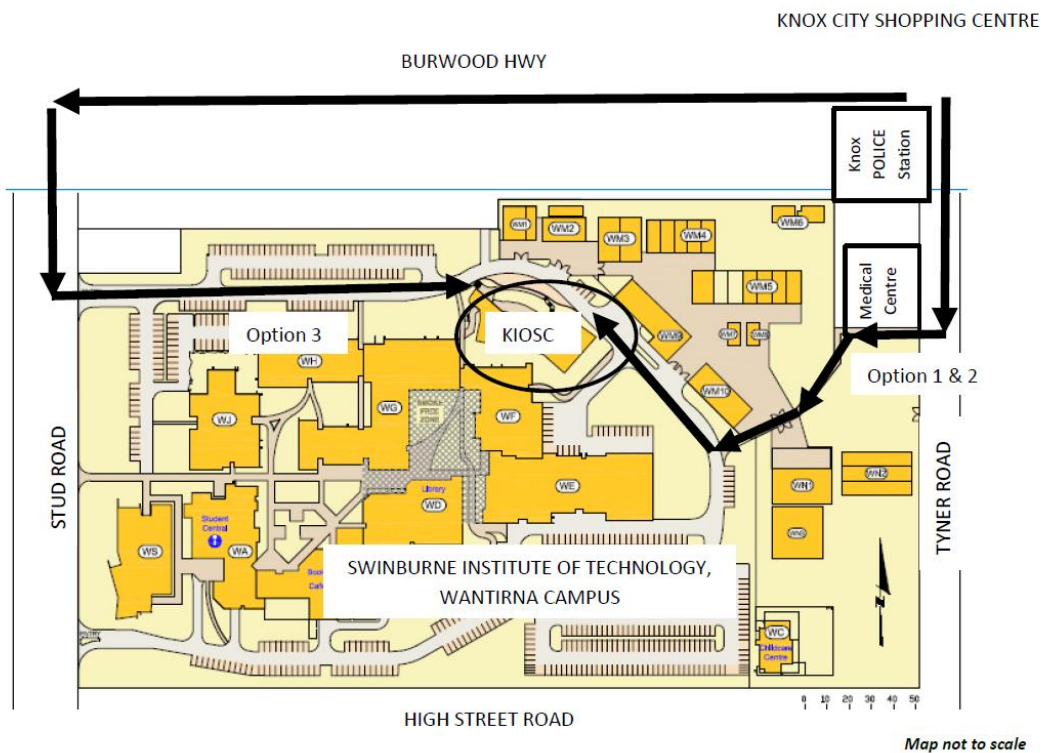
## K

### 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. To simplify arrangements and to keep school costs to a minimum, we ask parents/carers to accept responsibility for the student's travel to and from KIOSC on these days. Details of KIOSC events are posted on Compass including maps and directions. KIOSC also provides about five different VET courses throughout the year.

## KIOSC MAP



## LEADERSHIP

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

## LEARNING

Instructional practice at Fairhills High School is centred around students as active learners who are supported to engage and direct their learning.

### 2022 Instructional Model





## LIBRARY

The Library Resource Centre is located in the centre of the school and provides a welcoming and collaborative information and learning space for all to use. A wide range of resources, services and technologies are provided to satisfy the curriculum and recreational needs of students.

*Due to the construction works in 2022 the library will be situated in Art & Technology centre.*

## 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. Lockers are under cover and located around the various courtyards. Security fencing and gates protect the courtyards, which are locked at nights and weekends. Students are expected to unpack their bags, leave them secure in the locker throughout the day and carry just the required books and materials for each period. For storage, security and safety reasons, school bags are not permitted in the classrooms.

## LOST PROPERTY

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

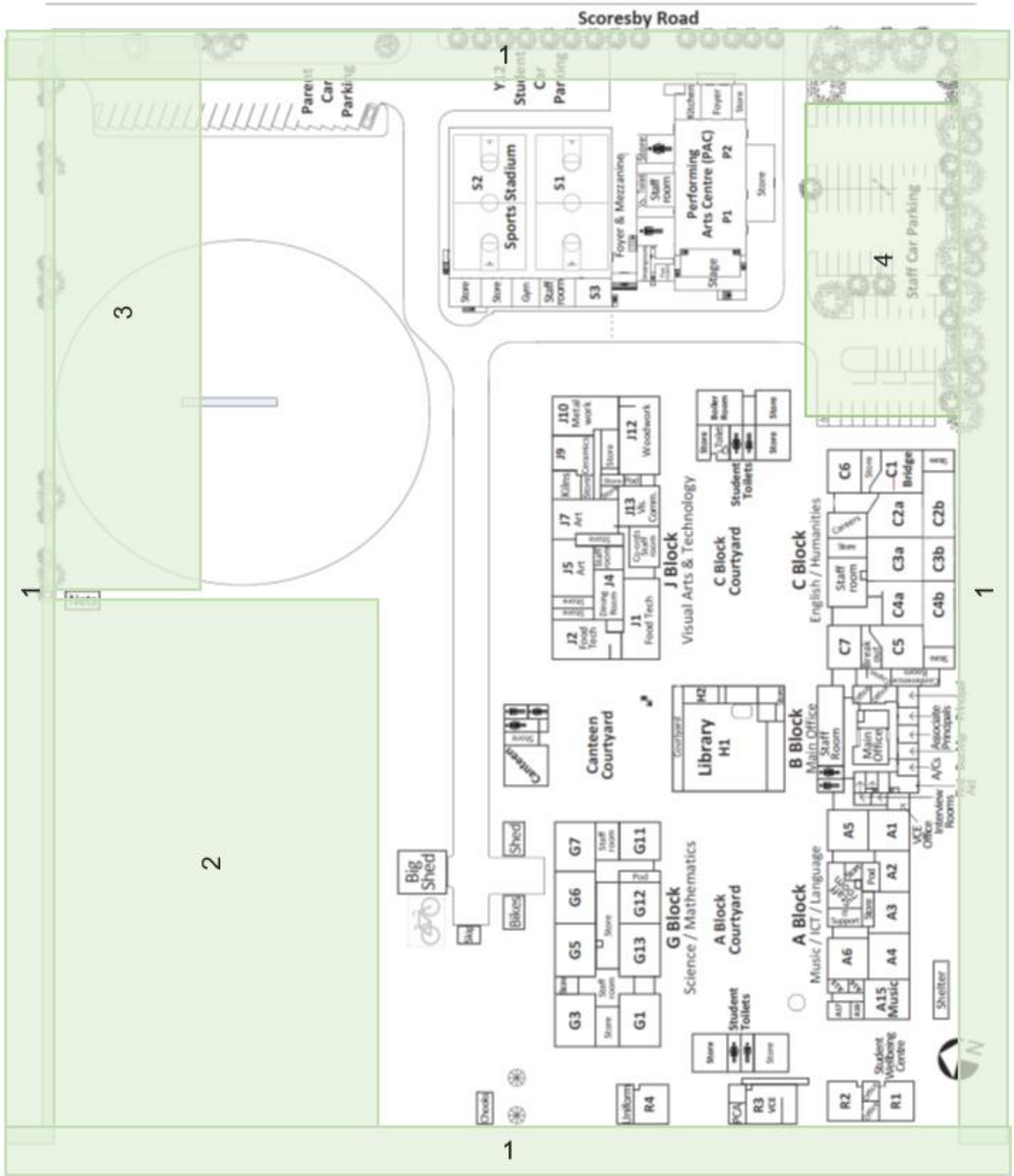
# M

## MAP

The school map is listed on the next page.

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

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



## MEDICAL CONDITIONS

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

## MEDICATION

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

*For full details, please refer to the Administration of Medication Policy on the website as well as the Medication Authority Form: <https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>*

## MENTAL HEALTH PRACTITIONER (MHP)

All secondary schools in Victoria have a 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 and linkages to community support. Our MHP works with the Wellbeing Team part time and is located in the Wellbeing Centre. Referrals to the MHP are usually made via the Student Wellbeing Coordinator and Year Level Coordinators. Families or students may also self-refer by emailing [wellbeing@fairhillshs.vic.edu.au](mailto:wellbeing@fairhillshs.vic.edu.au) or calling the school office on 9758 5022.

## MOBILE PHONES

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

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

Students who choose to bring mobile phones to school are required to have them switched off and securely stored in their Lockers during school hours (8.45am to 3.09pm).

When urgent contact is necessary, parents/carers are able to reach their child by calling the General Office any time during the school day. Non-urgent contact can be achieved by sending

a text message, which the student can read when they switch their phone on at the end of the day (3.09pm).

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

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

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

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

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

# N

## NEWSLETTER

Compass is the main tool for communication for parents/carers, staff and students and is where news items are posted. In addition, the school produces newsletters which snapshots events that have taken place. Newsletters are posted to Compass and can also be found at:

<https://newsletters.naavi.com/p/PJKd4Me/archive>

# O

## OUT OF UNIFORM PASS

It is not appropriate for students to come to school out of uniform unless it is an approved non-uniform activity. If a student comes to school out of uniform, they can provide a note from the parent/carer explaining the reason he/she is out of uniform and request an Out of Uniform Pass for that day. They should be dressed as close to uniform as possible - bright coloured commercial brands are not appropriate and hoodies should never be worn. Uniform passes are distributed each morning from 8.25 to 8.45. If a pass is sought for more than a few days, the Team Leader will contact the parents/caregivers (by telephone or email) to ascertain the reason for seeking an exemption. Team Leaders will also ascertain support available from parents/carers to get the student into complete and correct uniform. Students without a uniform note will be allocated a detention at lunchtime on the same day.

# P

## PARENT/STUDENT/TEACHER INTERVIEWS

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

## PHOTOGRAPHING/FILMING

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

*For full details, please refer to the [Photographing, Filming and Recording Students Policy](https://fairhillshs.vic.edu.au/our-school/policies-and-documents/) on the website: <https://fairhillshs.vic.edu.au/our-school/policies-and-documents/>*

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

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

## SCHOOL COUNCIL

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

## SCHOOL PHOTOS

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

## SCHOOL RULES/BEHAVIOURAL

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

As a SWPBS School we implement the eight essential features allowing teachers and students 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. These are summarised as follows:

- Students are expected to follow teachers' instructions.
- Bullying and harassment – either verbal (swearing or threats) or physical (fighting, pushing) is not acceptable.
- Students and staff have a responsibility to protect and improve the school environment. This includes looking after their property, the school's and the property of others.
- Dangerous games, or any activities likely to injure any student or staff member are not permitted.
- Students are required to remain on the school grounds during the school day unless they have specific permission to leave.
- All staff and students are expected to comply with the school policies decided by the School Council and the corresponding procedures developed by the school.
- All students are expected to be in school uniform.
- All students are expected to be at school on time.
- Students in Year 7-10 are not permitted inside the school buildings without a teacher's specific permission and supervision.
- Ball games, such as cricket and football, are to be played on the oval, not in the courtyards.
- Throwing of balls, or any other items, that could serve to endanger others is not permitted.
  - Fairhills High School is a NON-SMOKING AREA in accordance with the Department of Education policies - smoking is not permitted by anyone.

- Students are not allowed in the out of bounds areas.

## SKATEBOARDS/SCOOTERS

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

## SMOKING/VAPING/DRUGS

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

## SPORT

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

## STUDENT CARS

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

## STUDENT WELLBEING

The Student Wellbeing Coordinator is available to students and their families for discussion and advice on personal and family matters. The Student Wellbeing Coordinator can also help individuals/families to 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 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

<b>2022</b>	<b>Start date</b>	<b>Finish date</b>
Term 1	31 January	8 April
Term 2	26 April	24 June
Term 3	11 July	16 September
Term 4	3 October	20 December

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

## TIMETABLE

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

# U

## UNIFORM / DRESS CODE

The Council of Fairhills High School unanimously supports the concept of a school uniform for all students. Parents/carers are expected to give full support to the school's uniform policy.

From 6 December 2021 there will be no uniform shop on-site due to the Capital Works and removal of the portable. 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

Christmas Closure: Closes: 23 December. Reopens: 3 January.

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

### Summer Uniform

- School summer dress (no higher than 5cm above the knee)
- School grey shorts or trousers
- School short/long sleeved white shirt (discontinued from 2025)
- School white and purple polo top (compulsory for Year 7 students)
- School rugby top (compulsory for Year 7 students)
- School purple/green jumper (discontinued from 2024)
- School jacket black or green (green jacket will discontinue from 2023)
- Plain black ankle or knee-hi socks
- Plain black enclosed leather/faux leather/suede shoes (not boots) with black laces
- Plain black baseball cap
- Optional school tie and school blazer (discontinued from 2023)

### Winter Uniform

- School skirt (no higher than 5cm above the knee)
- School grey shorts or trousers
- School short/long sleeved white shirt (discontinued from 2025)
- School white & purple polo top (compulsory for Year 7 students)
- School rugby top (compulsory for Year 7 students)
- School purple/green jumper (discontinued from 2024)
- School jacket black or green (green to be phased out)
- Plain black ankle or knee-hi socks
- Plain black non-see-through tights
- Plain black leather/suede enclosed shoes (not boots) with black laces (buckled or laced up).

- Plain black scarf
- Plain black baseball cap
- Optional school tie and school blazer (discontinued in 2024)

### **Sports Uniform**

- Designated black sports shorts
- School sports polo shirt
- Sports shoes
- Optional - plain black tracksuit pants (no logo/branding/writing)
- Optional – plain black activewear pants
  - non-see-through
  - full length
  - no logo/branding/writing

### **Basketball Uniform**

- Basketball singlet
- Basketball shorts
- Appropriate sports shoes

### **Dance Uniform**

- Sports polo shirt
- Black leggings/tracksuit pants, dance pants

## **GENERAL APPEARANCE**

While at school, travelling to or from school or participating in school activities, students must comply with the following:

- Uniforms must be clean and in good repair
- Uniforms must be clearly marked with the owner's name
- Additional layers of clothing may be worn underneath the uniform for added warmth, provided these undergarments are completely hidden.

### **General uniform**

- The correct summer and winter uniform may be worn at any time during the year
- No mixing of uniforms is permitted
- Summer dress and winter skirt length must be no higher than 5cm above the knee
- Only plain white t-shirts and singlets can be worn under the uniform and need to be tucked in at all times
- The only jackets permitted to be worn are the school black jacket and the school green jacket, which will be discontinued from 2023
- Plain black enclosed leather/suede shoes (not boots) with black laces must be worn correctly and regularly cleaned
- Ballet shoes, slip-ons and boots are not permitted
- Students can wear a plain black baseball cap. No logo or writing is permitted. Students are not permitted to wear it indoors.

### **Sun smart**

As we are a secondary school, we expect students to take responsibility for being sun smart outdoors by:

- wearing the school cap
- applying sunscreen
- wearing close-fitting, wrap-around sunglasses that meet the Australian Standards 1067 and cover as much of the eye area as possible.

### **Active uniforms**

- The sports uniform can be worn:
  - to or from school if the PE/Sport lesson is scheduled in the first/last period of the day
  - for the entirety of the day if a student has two periods of PE/Sport lesson on that day
- The basketball uniform is only to be worn during basketball classes and at school competitions
- Full length activewear pants and tracksuits must be plain black, logo/writing free and not see through
- The dance uniform is only to be worn during dance classes.

### **Jewellery and make-up**

- Students with ear piercings are permitted to wear two small piercings per ear.
- Students (excluding ears) are permitted to wear one small facial piercing.
- Excessive and inappropriate jewellery is not permitted
- Non-excessive make-up and nail polish is permitted and must be natural in look

### **Hair**

- Hair must be kept clean and tidy; rinses, tints and extreme fashion styles are not acceptable, and must be avoided. This includes hair adornments, unnatural hair colour, multiple hair colour

## V

### VALUABLES/PERSONAL PROPERTY

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

*For full details, please refer to the Personal Property Policy listed 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 September of each year.

## VISITORS

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

*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 and all are non-refundable. Parents/carers can choose to contribute to the Voluntary Contributions when they complete the re-enrolment forms each year.

2022 Voluntary Financial Contributions will be posted in Compass in the Payments Centre. Several options will be provided to suit your contribution intentions. For further support or assistance, we encourage parents to contact the school office. The Accounts Receivable officer can offer further options to you. 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/>