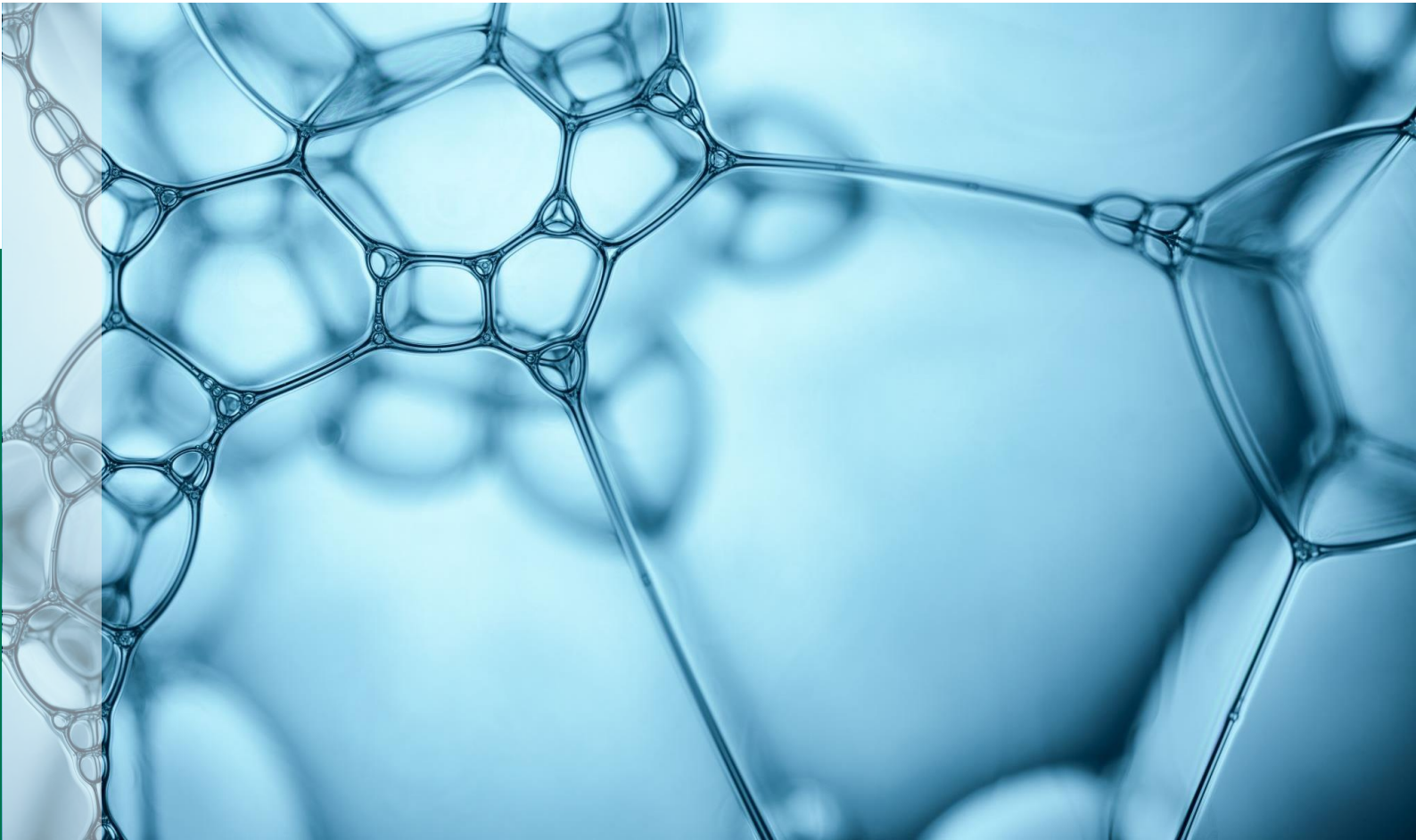




FAIRHILLS
HIGH SCHOOL
KNOX



Fairhills High School

2025

Year 7 and 8

Handbook

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Information in this subject selection handbook is correct as of 14/12/2024

OUR VISION

Empowering our community to be curious, creative and confident learners.

Everything we do is underpinned by our three core values:

- Act Responsibly
- Build Relationships
- Show Respect

INTRODUCTION

The Fairhills High School Year 7 and 8 Handbook has been developed to assist and inform all Year 7 and 8 students, parents/carers and staff. All the relevant policies, procedures and requirements specific to Year 7 and 8 are outlined within this handbook. Students and parents are asked to read and familiarise themselves with the contents of this handbook. The handbook and other essential information and forms are located on the Fairhills High School website <https://fairhillshs.vic.edu.au/>

At Fairhills High School, Year 7 and 8 is the beginning of students' high school journey.

Students who have success in Year 7 and 8 have the following learning dispositions:

- Hard working in all areas of school life
- Attend school well over 95% of the time
- Set and review meaningful pathway goals
- Ask for help and use available supports
- Seek and respond positively to feedback
- Create strong and respectful relations with others
- Maintain a positive, healthy school and life balance

More specific details regarding Year 7 and 8 programs, guidelines and practices will be available on the school website.

2025 TERM AND KEY DATES

Term 1: Wednesday 29 January – Friday 4 April

- Monday 10 March – Labour Day

Term 2: Tuesday 22 April – Friday 4 July

- Monday 21 April - Easter Monday
- Friday 25 April – Anzac Day
- Monday 9 June – King's Birthday

Term 3: Monday 21 July – Friday 19 September

Term 4: Monday 6 October – Friday 19 December

- 4 November – Melbourne Cup Day
- 1 December – 5 December 2026 Headstart (2026 VCE/VCE VM classes)

SCHOOL INFORMATION

The partnership between a school and home is essential in supporting students throughout their educational journey. Throughout the year there will be many opportunities to become involved. The school aims to have ongoing contact with home, and this is done primarily through Compass portal.

Principal - Mr Ian Van Schie

Middle School Assistant Principal – Ms Silvana La Leggia

Oversees all school matters in the Middle School (Years 7 – 9)

Year 7 Team Leader – Mr Greg Baker

Year 8 Team Leader – Ms Maddi Brunton

The Team Leader at each year level should be the first contact for most matters relating to courses, student wellbeing, attendance, and conduct. A Team Leaders first and foremost priority is to support all students to have a positive approach to all areas of schooling life.

Pedagogy and Curriculum Leader – Dr Peter Morgan

Oversees Middle School teacher pedagogy and curriculum in years 7-10

Other Contacts

Year 7 and 8 “Thrive” subject teachers - are an important support for students and assist them with their learning and broader skill development.

Individual subject teachers can be contacted directly about student progress.

Student Wellbeing Team - offers counselling and support to students on a wide range of concerns.

To speak with any of these staff, contact the General Office on (03) 9758 5022.

YEAR 7 AND 8 COMPLETION

Year 7 and 8 is viewed as an important link for students moving to the middle school from primary school. We aim to provide students with a broad, flexible, and engaging curriculum that gives them an opportunity for choice in the development of their courses of study.

Year 7 and 8 students are expected to demonstrate satisfactory progress in their learning across the curriculum and in particular the key core subjects of English and Mathematics. In order to progress into Year 9 students, need to satisfactorily complete a suitable number of units (core and Taster) over both semesters of Year 7 and 8. Individual student learning progress throughout each semester will be reviewed and pathway planning will be provided to support students potentially not being able to meet these requirements.

COMPASS

Compass is the student learning and management system used by Fairhills High School at <https://fairhillshs-vic.compass.education/>

It is the key communication system the school uses to provide information to students and families. Parents/Carers need to ensure they:

1. are able to log in
2. provide current email details
3. log in at least once a week to check student timetable, notices, activities, attendance and assessment details
4. follow up with the appropriate school contact if there are any concerns/issues
5. refer to the school's IT Department for support with Compass technical issues or to check log in details
6. use the Compass system to provide consent and pay for events and school fees

MATERIALS & LAPTOP DEVICES

The required learning materials are on the booklist (see link below) and it is essential that students take their textbooks and materials to every class as required.

<https://fairhillshs.vic.edu.au/enrolment/booklists/>

Students are required to bring their laptops to classes as required by their subject teachers. Students must make sure their laptops are fully charged and in good working order each day. Students experiencing technical difficulties with their school laptops need to promptly report the matter to the school's Technical Support Team at itsupport@fairhillshs.vic.edu.au

BEHAVIOURIAL EXPECTATIONS

Students are expected to conform to the behavioural expectations set out in the Fairhills High School [Behavioural Matrix](#). Our school values of Acting responsibly, Building relationships and Showing respect (ABS) form the focus of expectations related to student behaviour, and all Year 7 and 8 students are expected to consistently demonstrate these values in their involvement with all members of the school community.

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 will implement the essential features of this approach to allow teachers and students more time to focus on relationships and classroom instruction.

Non-Negotiables Red Card Removals

The following behaviours will result **in immediate removal, contact with home and other appropriate consequences.**

1. Bullying & harassment
2. Dangerous, aggressive and violent behaviour
3. Destruction of property
4. Repeated refusal to follow instructions
5. Swearing and/or obscene language towards a person

MOBILE PHONES

The Mobile Phone policy clearly outline the process and expectations. Mobile phones brought to school are to be switched off and remain in lockers during the whole school day, including recess and lunchtime. Students who choose to bring mobile phones to school are required to securely store them in their lockers during school hours. Confiscation of a mobile phone seen in a student's possession will initially occur, with further consequences (including suspension) for refusal or repeated failure to follow the mobile phone policy.

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

ATTENDANCE/ABSENCE

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. "Everyday counts".

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

Punctuality is a crucial aspect of maintaining a productive learning environment. Students are expected to arrive on time to every class, fully prepared with the necessary materials and a charged laptop. Late arrivals will be recorded on the roll, and this information is accessible to parents and carers through Compass, allowing them to monitor their child's attendance and punctuality. Persistent lateness is taken seriously and may be treated as an absence, which can negatively affect the student's unapproved absence rate. Students with excessive lates will be required to attend school detentions, and/or an attendance strategy meeting with the team leader and assistant principal. Developing good punctuality habits not only supports academic success but also fosters responsibility and respect for others' time.

BELL TIMES

	Time
Period 1	8:40 am - 9:40 am
Period 2	9:40 am - 10:40 am
Recess	10:40 am - 11:00 am (20 minutes)
Period 3	11:00 am - 12:00 pm
Period 4	12:00 pm - 1:00 pm
Lunch	1:00 pm - 1:40 pm (40 minutes)
Period 5	1:40 pm - 2:40 pm

HOMEWORK

The School requests that parents/carers monitor and encourage their children to complete regular homework and study. Parents/carers are asked to assist in establishing a suitable environment for study and conditions conducive to completing homework. This is essential for all students in order to complete set tasks given by teachers, as well as catch up on incomplete or missed work. At the Year 7 and 8 level completing all work and consistent study (including revision) is a key to the successful completing CATs.

Students who complete homework to a high standard in Year 7 and 8 are better prepared for the rigours and workload demands of Year 9 and can expect to spend between 1 to 2 hours of homework Monday-Thursday, and further study on weekends during key assessment periods.

Students should also complete independent study in preparation for Common Assessment Tasks (CATs)

It is essential that students create positive homework and study habits. These include:

- Removing all distractions e.g. mobile phones/TVs
- Studying in chunks of 25 minutes
- Use of a study timetable

ASSESSMENT

Common Assessment Tasks (CATs) are specific tasks which assess a student's level of understanding and achievement for a particular topic/unit of work based on the requirements of each subject. All Year 7 and 8 subjects are aligned with the Victorian Curriculum and three or four CATs will form the basis of assessment for each subject. At the start of each unit teachers will provide students with a course outline which includes assessment dates and conditions for each task. CAT dates and results will be recorded on Compass within the subject's learning tasks.

To achieve a Satisfactory outcome for each CAT the student must:

- Produce work that meets the required standard
- Submit work on time
- Submit work that is clearly the student's own work

- Meets the Fairhills High School attendance requirements

A student may **not** receive a Satisfactory completion for a CAT if:

- Work is not of the required standard
- The student has failed to meet a school deadline for the assessment task, including where an extension of time has been granted for any reason, including special provision
- Work cannot be authenticated
- There has been a substantive breach of rules including school attendance requirements.

REPORTING

The school strongly encourages parents/carers to access Compass at least once a week to monitor their student's progress. Compass provides results of assessment and learning tasks throughout the semester, as well as attendance data. If a parent/carer has any concerns they should contact the subject teacher or Year 7 and 8 Team Leader immediately.

Subject reports will be made available electronically via Compass for each student at the end of each semester.

CAT BREACHES

A "breach" is any infringement that gives a student an unfair or unreasonable advantage in terms of assessment. If there is an alleged breach of a CAT a Year 7&8 panel will be created to investigate it.

A Year 7 and 8 panel consists of:

- A member of the Principal Team
- Year 7 and 8 Team Leader
- Subject Teacher
- A parent may be involved (but not in an advocate role)

A Year 7 and 8 panel has the power to impose the following consequences:

- Award the CAT an N
- The student to re-sit the task or complete a redemption task to receive an S
- If it is a second offence, (in any subject), the student will fail the subject

Breaches, (not an exhaustive list), which will result in disciplinary action are:

- Plagiarism
- Unauthorised use of technology
- Communicating with others
- Other breaches specified by the Middle School Leader

ABSENCE FROM A CAT

Students may not miss a CAT assessment session (including an exam) without approval. Approved absences may be granted for:

- An illness explained by a medical certificate
- An official school excursion
- An official sporting event
- Exceptional personal circumstances. Approval for these is given at the discretion of a Year 7&8 Team Leader.

If a student is absent for a CAT or exam they must:

1. Provide a medical certificate by handing it into the General Office within three working days of the assessment session
2. Complete the CAT/exam at a suitable time negotiated with the subject teacher.

A student will receive an unsatisfactory grade for the CAT if the above conditions are not met.

REDEMPTION PROCESS

If work submitted by a student for the assessment of a CAT does not meet the required standard for satisfactory outcome, the teacher/s of the subject will select a consistent approach from the following options:

1. Course work confirmation - The student can demonstrate an understanding of the outcome through completion of specified classwork and homework.
2. Student teacher conference - A student can verbally explain knowledge of the area. The teacher will also ask questions related to the area.
3. Identical or equivalent CAT - A teacher may require a student to re-sit a CAT or complete a similar CAT. The re-sit will be completed in a prompt manner. The teacher must make a time available to assist the student in preparing for the redemption of a CAT.

Students have a maximum of two weeks to redeem after being informed of their score on the original CAT. In exceptional circumstances an extension may be approved by the Middle School Assistant Principal.

AUTHENTICATION

It is the responsibility of each student to ensure that there are no difficulties in authenticating their work. It is important that students keep drafts and preparatory work that leads into the completion of a CAT as required. Teachers must monitor and record each student's development of an Assessment Task, from planning to drafting, through to completion. The process of monitoring the development of a CAT requires the teacher to regularly sight the work and record the progression. The process of authentication will differ from subject to subject, and from task to task.

CHANGE OF SUBJECTS

A change of subject should not be taken lightly. Students must speak to their Year 7 and 8 Team Leader about possible elective changes. The student will be required to complete the change of subject form which must be signed by:

1. The student
2. Year 7 and 8 Team Leader
3. Parent/carer

No subject changes can be made unless the form is completed and signed by all the required people.

CURRICULUM

In the Middle School years, a core curriculum is studied to ensure steady progress towards VCE subjects. The Years 7 and 8 common curriculum is structured to enable students to experience a wide range of subjects, with a focus on the eight Victorian Curriculum Learning Areas:

- The Arts (Arts and Design, Drama and Music)
- English
- Health and Physical Education
- Humanities
- Language (Japanese)
- Mathematics
- Science
- Technologies (Digital Technology)

THRIVE program

To support our students to achieve their full potential the THRIVE program has been developed..

The THRIVE acronym is the beginning letter of a disposition that students need to develop for ongoing success in their teen and adult life.

Teenagers who THRIVE are: **H**appy, **R**esilient, **I**nquisitive, **V**aliant and **E**mpowered.

The definition of THRIVE is to:

- Grow vigorously – flourish
- To gain in wealth or possession – prosper
- To progress toward or realise a goal despite or because of circumstances

UNIFORM

The wearing of the school uniform is compulsory for all students and students are required to comply with the Fairhills High School [Uniform Dress Code](#).

Students are required to wear their uniform neatly, respectably and correctly at all times including to and from the school and on all school excursions. The Fairhills High School [uniform infringement process](#) will apply to students who are out of uniform.

BULLYING PREVENTION

Fairhills High School is committed to providing a safe and respectful learning environment where bullying will not be tolerated. The School's aim is to empower all students to be an Upstander. Fairhills High School has a very clear response to allegations of bullying using the Fairhills High School [bullying response process](#). Students can report Anonymously via the Stymie app at www.stymie.com.au

APPENDICES – POLICIES AND PROCEDURES

Bullying Response Process



Fairhills High School Bullying Response Process

Bullying occurs when someone, or a group of people, deliberately and repeatedly upset, harass, intimidate, threaten or hurt another person or damage their property, reputation or social acceptance. It can be direct/indirect/physical/verbal and includes cyberbullying.

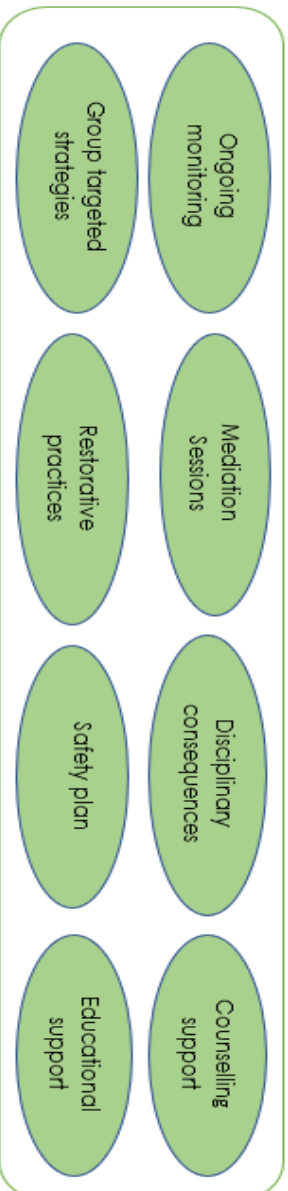
The Year Level Team Leader (YLTl) will investigate any potential bullying issue in a timely manner

The YLTl will speak to 1-3 and 4-5 if necessary:

1. The alleged victim(s). Student(s) complete an incident report
2. Witnesses
3. The alleged perpetrator(s). student(s) complete an incident report
4. Relevant staff members e.g. Assistant Principal- students
5. Relevant external stakeholders e.g. Parents

If bullying has occurred the following factors need to be considered when determining a response (not an exhaustive list):

• Any element of provocation	• Impact on victims(s)	• Severity and frequency of the bullying
• Age and maturity of students	• Past behaviours	• Group or individual bullying



For further information please refer to the Bullying Prevention Policy on the school website

Documentation to be kept at all stages and transferred to Compass by the YLTl

Fairhills High School Uniform Infringement Process



1. First Infringement

- Students warned and reminded of student dress code
- Warning entered on Compass
- Parents informed via a Uniform Level 1 email/notification infringement notice

2. Second Infringement

- Student issued lunch-time detention
- Parents informed via a Uniform Level 2 email/notification infringement notice
- If a student does not attend the lunch-time detention it will be escalated automatically to the next Level

3. Third Infringement

- Thursday after school detention issued
- Parents informed via a Uniform Level 3 email/notification infringement notice
- If a student does not attend the after-school detention it will be escalated automatically to the next level

4. Fourth Infringement

- Sub-school Leader (MSL/SSL)/Team leader (TL) to phone home to discuss uniform concerns
- Record on Compass

5. Fifth Infringement

- One day internal suspension issued by the Sub-School Leader /TL – Learning provided by teachers
- Parents informed via a Uniform Level 5 email/notification infringement notice

6. Sixth Infringement

- A Parent meeting/conversation with the Principal

The appropriate presentation of a parent note to the Team Leader (TL) at the start of the day and the issue of a uniform pass will ensure that a student does not receive an infringement

The note should explain:

- The reason for the uniform issue
- When it will be fixed (no longer than five working days).
- If there is financial hardship the school can assist.
- Anything else deemed important

The note is not for infringements like facial piercings or hair colouring but for shoes, jackets and other like clothing. The student needs to show the communication to the TL at the beginning of the day, who will give the student an "out of uniform authorisation pass."

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

Uniform Dress Code

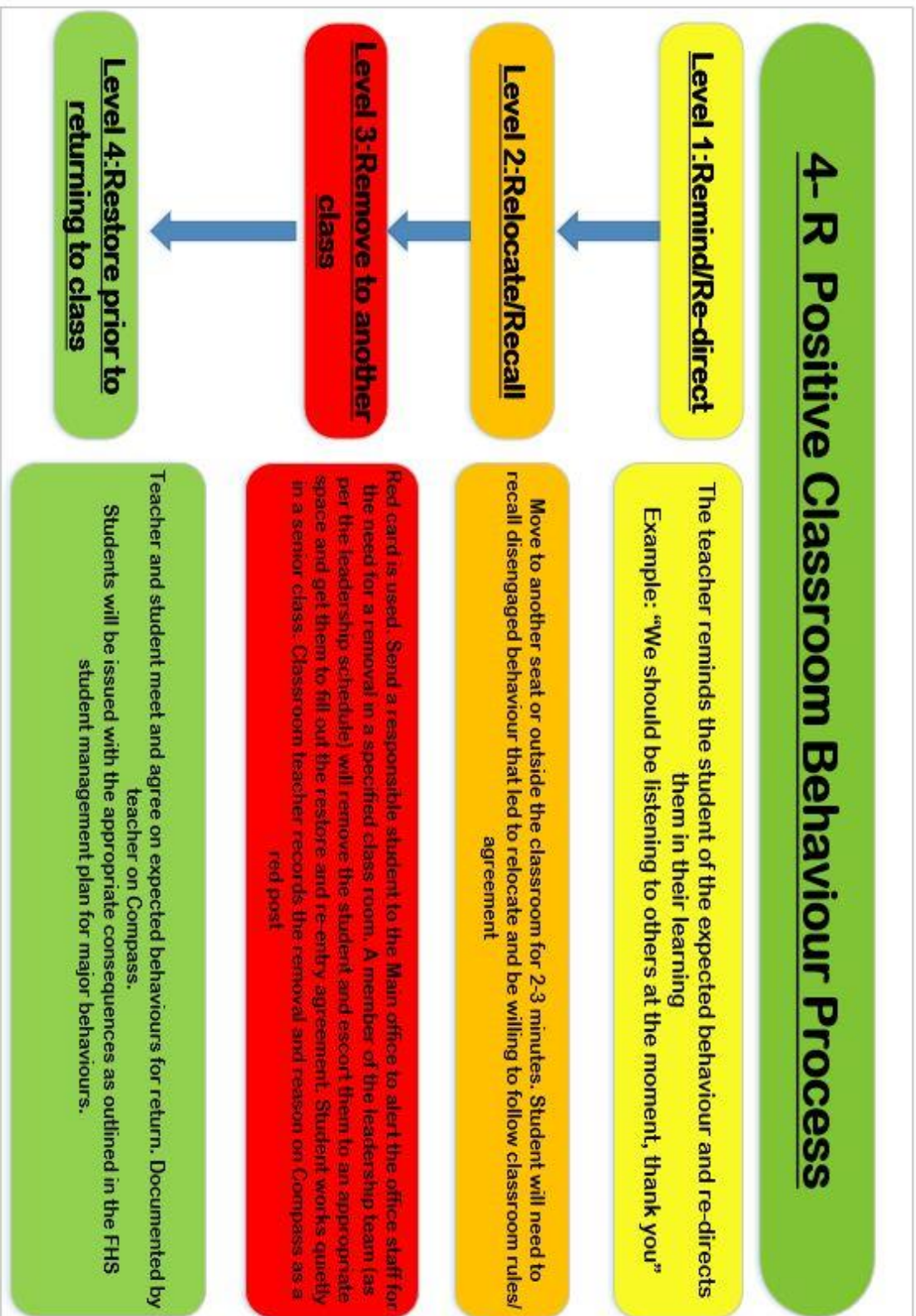
Uniform daily wear options: Version 1, Version 2, or Version 3. Any of the versions can be worn each day. No alternative clothing is allowed. While it is not required to purchase each version, the PE Uniform must be worn for sports classes (Year 7-10). Your child may wear Version 3 every day if preferred.






to be accompanied with:



Positive Classroom Behaviour Model – 4- R process



FAIRHILLS HIGH SCHOOL POSITIVE BEHAVIOUR EXPECTATIONS

School Values	At all times	Hallways /Foyers	Learning Spaces Classroom	Admin/ Office	Toilets	On-line and Digital	Yard Duty Areas	Wellbeing Centre	Gym	Canteen/	Lockers	Out in the Community
 <p>Act Responsibility</p>	Use spaces and equipment for the intended purposes	Walk in hallways	Engage in learning activities	Label all belongings	Follow correct hygiene procedures	Leave your phone in your locker switched off	Play ball games on designated courts	Maintain a quiet and safe space	Use equipment safely and for the desired purpose	Queue and travel in the correct direction	Finish up before end of music	Wear your uniform proudly
	Be prepared and punctual	Put rubbish in bins	Strive to do your best work	Behave in a manner that is safe for all	Return to class promptly	Be careful about what digital spaces you use	Share the spaces	Be open to receiving support	Take care of borrowed equipment	Put waste into the correct bin	Place your timetable visibly in your locker	Be a positive ambassador for the school
	Seek and give help		Follow entry and exit routines			use them to enhance your learning	Contribute to a clean and tidy environment					
 <p>Build Relationships</p>	Be friendly and helpful	Look after your own and others property	Work together positively	Use your manners and be courteous	Meet your friends in the yard	Be aware of how your behaviour impacts on others	Follow teacher instructions	Use positive language	Encourage each other	Help other students when they ask for help	Speak politely in the shared space	Be aware of how your behaviours may impact others
	Be inclusive of all		Be encouraging of all	Be supportive of others	Be friendly	Use social media for positive communication	Check in on someone if they appear upset	Make others feel safe	Share equipment with each other	Only eat your own food	Smile & greet your locker neighbours	Smile at others
	Be kind to others		Look after each other	Welcome visitors to the school	Look out for younger students	Use digital spaces to share understanding	Maintain personal space	Include and accept others	Show Sportsmanship			Speak to your Team Leader with concerns
 <p>Show Respect</p>	Use the appropriate language & tone	Use appropriate language	Actively listen to others	Be kind to others	Leave the seat clean and flush the toilet	Think before you publish or respond	Place litter in appropriate bin	Speak in a quiet, calm tone	Follow the gym rules	Say please and thank you	Take turns to access the locker space	Use positive language and a calm tone
	We listen to and include others	Look after displays	Use appropriate language & tone	Use polite language	Use for toilet purposes only	Only use devices when instructed to	Use friendly positive language	Follow instructions	Listen to instructions	Finish lunch before class	Keep your locker neat and organised	Wear the school uniform correctly
	We share school resources and use them correctly	Place litter in bins	Raise your hand for questions and responses	Be calm and respect others	Give others privacy	Use your device for its intended use	Respect the garden beds	Respect people's privacy	Use appropriate language	Give others personal space	Only touch and use your own lock and locker	Care for the environment & put rubbish in bins
	Think carefully & communicate with kindness		Follow entry and exit routines	Be mindful of personal space	Wait your turn	Take care of your devices	Use outdoor furniture for sitting and eating	Treat wellbeing area with confidentiality – keep information private	Respect unmaking decisions	Speak respectfully to staff and students		Be thankful – express your gratitude