

1. TEXTBOOKS & STATIONERY (ESSENTIAL) :

Parents are asked to purchase textbooks for those subjects where textbooks are used extensively for personal study and homework purposes as well as class use.

Items are purchased from the Link Educational Supplies Pty Ltd booklist which can be accessed on-line (please see separate sheet entitled "How to shop at Link"). Printed copies of the booklist are included in this package. Materials may be purchased elsewhere but we encourage parents to make use of Link Educational Supplies Pty Ltd because:

- They provide convenient ordering arrangements and either mail delivery to your home or delivery to school in January
- They pay the school a percentage of takings which contributes towards various student benefits including the provision of a 24 hour accident insurance cover for all students

2. STUDENT LOCKERS (OPTIONAL) :

All new students are expected to pay a one-off Locker Fee (\$60 at Year 7, reducing by \$10 per year for new enrolments at other year levels. Once paid, the fee entitles the student to a combination lock free of charge.

3. EXCURSION AND CAMPING COSTS (OPTIONAL) :

(Including fares and/or admission charges and / or replacement teacher costs) – Most are payable when the excursion or camp is organised but in some cases the cost is included in the subject fee. Some parents are eligible for the government Camps/Sports/Excursions grant and can have part or all of the costs covered by this.

4. FAIRHILLS HIGH SCHOOL BULK PURCHASE SUBJECT FEES SCHEME (OPTIONAL) :

More extensive learning materials and services are desired by most parents above those provided from the quite limited student per capita Government allocation to schools. The specific subject fees are set by the School Council each year with the expectation that all parents will want to contribute. Parents alternatively may choose to provide the items themselves but, without the bulk purchase arrangements available to the school, this would be a more expensive and less convenient option.

Council has set the subject fees at \$555 for the whole year. This amount is then distributed to the specific Key Learning Areas of English, Maths, Languages, Humanities, Science, Physical Ed, and Arts.

The subject fees cover a wide range of items including:

- Expendable materials such as –
 - Wood
 - Art Supplies
 - Clays and glazes
 - Photography materials
 - Graphics supplies
 - Science chemicals and equipment
 - Sports equipment.
- The various cultural activities and incursions organised by the different Key Learning Areas to enrich the curriculum
- Some entrance fees for subject competitions
- The provision of student reference books in some subjects
- Sports days
- Some excursion costs (including transport) in some subjects
- Participation in our KIOSC programs
- Participation in the year 9 Global Classroom program

To ensure consistency with Government Policy the Council provides parents with three options with regard to paying the Subject Fees:

1. Pay the fees as requested
2. In the case of genuine financial difficulty, the school asks the parent to contact the Business Manager to request an extension to the collection date, or a support subsidy to cover part of the costs of the materials/services
3. Provide the materials and services themselves. This is usually more expensive and is often inconvenient.

We prefer parents to pay before the end of the preceding year, but at the latest by the due date of 6th February 2017. We ask parents to respond promptly so that:

- we have the money for materials available right from the start of the year
- the school doesn't have to waste time and money sending out reminder letters to parents.

5. YEARS 7 & 10 COMPUTER FEES (ESSENTIAL) :

Parents of years 7 & 10 students can pay a \$690 Computer Package Fee. This is used to provide each student with a school-owned Notebook computer for their personal use together with a protective carry case, a Department software package (Edustar) and technical support for the following three years. Alternatively, parents can provide their student with a suitable computer of their own (BYOD) and remain responsible for any maintenance / repairs that are needed.

6. COMPUTER PRINTING ACCOUNTS (ESSENTIAL) :

Each student is provided with \$2 of credit to start each year. Thereafter students are responsible to top up their printing accounts throughout the year as required.

7. SCHOOL UNIFORM: (ESSENTIAL) :

All students are required to wear the uniform stipulated by School Council. Buxwear Uniforms, our supplier, operates its own shop at the school, generally setting its prices at or below other uniform retail outlets. Second-hand items are also available. A list of items and prices can be obtained from the office and are detailed on our Website. The shop is open on Wednesday afternoon each week. A special Uniform Support Fund is available for parents experiencing significant financial difficulty. Parents are invited to seek assistance by contacting the Associate Principal, Ms Kathryn Middleton.

8. DONATIONS (VOLUNTARY) :

The Council believes that many parents are willing to make donations to provide additional resources for their students' benefit. The Council invites donations to the following Funds, two of which have been structured to provide significant taxation benefits.

Building Fund: The School Building Fund is registered with the Australian Taxation Office. Parent contributions made to this fund can be claimed in taxation returns at the marginal rate. For most parents this is approximately 30%. As a consequence, the school receives 30% more than it actually costs the parents to make the donation, by courtesy of the Australian Tax Office eg if the school receives a \$40 donation it would only cost the parent about \$27. The funds raised are used for minor building projects to enhance the appearance of the school and/or provide additional facilities which are not provided for by the Government. The Council Facilities Committee identifies the priorities for projects early each year. In 2016 the Fund provided \$2,185.

Library Fund: A number of changes have occurred in the provision of Library services over recent years, including computerised cataloguing and borrowing, the provision and maintenance of audio visual equipment, including video cameras and digital cameras for students to borrow when producing work requirements, a much more extensive range of magazines and journals for individual research purposes and CD, DVD and Internet facilities. The Library Fund has been introduced to enable parents to contribute to improving the range of books, magazines and computer resources available for their students. It is registered with the Taxation Office in the same way as the Building Fund so again the school can receive significantly more than what it actually costs the parents. In 2016 the Fund raised \$2,290 which was used to purchase additional library books and digital resources.

Working Bee Fund : Each year our Facilities Manager organises several working bees to enhance the school environment for our students. We ask parents to either attend one of these and/or make a donation to the Working Bee Fund. In 2016 this fund provided \$2,665 which was used to provide materials used at working bees.

POLICY MONITORING AND REVIEW :

School Council is responsible for the implementation of the Department Parent Payment Policy, the consideration of the school's provision to students, the setting of the amounts, the integrity and transparency of the arrangements, the communication to parents, the support for parents with financial difficulties and an annual review of these implementation arrangements.

The attached table summarises these various costs and provides contact details and arrangements for parents experiencing financial difficulty. A copy of the Department policy document has been included in this Enrolment Kit for your information. Please phone the Business Manager if you any questions about the Department Policy and the arrangements we have at Fairhills.



FAIRHILLS
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**FAIRHILLS HIGH SCHOOL
PARENT PAYMENT ARRANGEMENTS 2017**

Revised 13/10/16

Student Priority	Item	Payment Category	Contact Person	School Response to Parent Financial Hardship
1	Uniform	Essential	Kath Middleton A/P	<ol style="list-style-type: none"> 1. Second hand (reduced cost) 2. State Schools Relief
2	Stationery Approx. \$100	Essential	Paul Graham SWC	<ol style="list-style-type: none"> 1. Second hand (previous years leftovers) 2. State Schools Relief
3	Textbooks Approx. \$50 per book	Essential	Paul Graham SWC	<ol style="list-style-type: none"> 1. Second hand (reduced cost) 2. State Schools Relief
4	Notebook Computer Package \$690 for 3 years	Essential	Jennie Oliver Director of e-Learning	<ol style="list-style-type: none"> 1. BYOD 2. Second hand (1-3 years old-reduced cost) if available 3. Second hand (3+ years old-no cost) if available 4. Access to a similar desktop computer in the library (while on waiting list)
5	VET Materials Fee Amount depends on which course	Essential	Liz Rundell Careers Advisor	<ol style="list-style-type: none"> 1. Instalments (the last by VET cut-off date) 2. Transfer to a cheaper VET option
6	Subject Fees \$555	Optional	Penny Niven B/M	<ol style="list-style-type: none"> 1. Instalments 2. Partial contribution 3. Waived
7	Sport/Camps/Excursions Various	Optional	Penny Niven B/M	<ol style="list-style-type: none"> 1. CSEF (if eligible) 2. State/National sport representative (Council subsidy) 3. Student fundraising
8	Special Events (Socials, Presentation Ball, Musical etc.)	Optional	Emma Mulvogue Student Voice Coordinator	<ol style="list-style-type: none"> 1. Student fundraising
9	Donations (including Building, Library & Working Bee Funds) \$40 each	Voluntary	Penny Niven B/M	<ol style="list-style-type: none"> 1. Attend working bee instead of making a donation



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FAIRHILLS HIGH SCHOOL UNIFORM INFORMATION – 2017

- It is expected that all students of Fairhills High School wear the official school uniform.

All items of uniform should be as currently specified. In particular girls grey slacks and boys trousers / shorts should have the school logo on the pockets. Inconsistent alternatives are not acceptable.

- School uniform is available from the on-campus uniform shop, which is open each **Wednesday from 12noon - 4.00pm during term time** and is located in Room R4. Phone contact can be made during this time on 9758 5022. This is the only place where you can purchase Fairhills High School uniform.

Please note – the shop will also be open on –

Wednesday, 25th January 2017 from 12noon – 6pm
Monday, 30th January 2017 from 12noon – 6pm
and on
Wednesday, 1st February 2017 from 12noon – 4pm.

- Girls basic uniform consists of summer dress, winter skirt, slacks (grey with Fairhills Logo), jumper with school logo (purple for Middle School – years 7 – 9 and green for Senior School – years 10 – 12), white socks (summer), black socks / tights (winter), black shoes and school back-pack. All students are expected to have a school blazer and / or a green school jacket. A school tie is optional.
- Boys basic uniform consists of white shirt, grey trousers/shorts (all with Fairhills Logo), jumper with school logo (purple for Middle School – years 7 – 9 and green for Senior School – years 10 – 12), grey socks, black shoes and school back-pack. All students are expected to have a school blazer and / or a green school jacket. A school tie is optional.
- Sport uniform is unisex and consists of polo shirt, shorts and optional trackpants.
- Optional accessories are also available from the uniform shop – see the price list. At Fairhills hats are optional but non-uniform hats **may not** be worn to school.
- We look forward to meeting you and your son/daughter and helping you with your uniform needs.
- Any parent experiencing significant financial difficulty in providing their student with school uniform is asked to phone our Associate Principal, Ms Kathryn Middleton (9758 5022) to discuss a uniform subsidy.

To overcome a number of problems previously associated with lockers and school bags the following arrangements are now made at Fairhills.

Padlocks

All students on entering Fairhills are provided free of charge with a Master brand combination lock.

We use these locks for the following reasons:

1. Students can re-use them each year
2. They are more secure than most other locks available in shops
3. There is no problem with keys lost, left at home or locked in the locker
4. The school keeps a register of serial numbers so that lost locks can be returned to their owners

Replacement locks can be purchased for \$12 if the student loses his/her lock.

To encourage compliance, we charge a fee of \$12 (paid in advance) to cut other locks off lockers and for this fee we provide a school type lock to replace the non-standard one.

Types of Lockers

The Education Department originally supplied the school with folded metal type lockers which are easily vandalised and not particularly secure. Since that time a new 'Trinity' style locker with a strong steel frame and wooden doors and side panels has been developed. These are more secure, easier to look after and less subject to vandalism. Both types of lockers provide space for the student's school bag, a shelf for books and a hook for coats.

Allocation of Lockers

Year 7: Students are allocated the same locker for the next six years. These are arranged under cover around the various courtyards. The courtyards are protected by security fencing and gates which are locked at nights and weekends. A locker fee is set at \$60 to cover all six years 7 – 12. It is expected that all year 7 students will pay this fee. This up front fee provides the funds for the school to purchase and maintain the Trinity lockers.

At the start of the year, all year 7 students will already have a Trinity locker allocated to them but will not be provided access to them until the \$60 fee has been paid. Any students who do not pay the up-front fee by the end of the first week will be reallocated to an old metal type locker.

Years 8 – 12: The same arrangements apply for students enrolling at Fairhills in later years except that the students pay an adjusted amount because they will have the locker for fewer years.

ie. Year 8s pay \$50, year 9s pay \$40, year 10s pay \$30, year 11s pay \$20, year 12s pay \$10.

Students who pay the up-front fee but leave the school before completing Year 12, can at that time claim a pro-rata refund of \$10 per unused year.

School Bags:

- All students are expected to use the ergonomically designed black backpack available from the Uniform Shop.
- 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. At the end of recess time, students collect books for period 3 as well as period 2.
- For storage, security and safety reasons, school bags are not permitted in the classrooms.
- For safety reasons, bags (and their contents) left in doorways or corridors where they impede traffic will be collected by the Learning Environment Manager and stored till the end of the day before being returned to the owner.
- Bags left unattended encourage theft. The school accepts no responsibility for any items removed from bags.
- Students with a PE class may go to their lockers between classes to collect their PE uniform, in a plastic bag, (rather than their school bag) to take to the Gym change rooms. The uniform should be taken back to the lockers before the student goes to their next class. Students should not take their school bags to the gym and leave them unattended.
- Notebooks should be locked in lockers when not required and never left in unattended school bags.

Student Responsibilities:

1. Keep a copy of your combination number at home
2. Do not tell any other student your combination number
3. Make sure another student is not looking over your shoulder when you are dialling your lock
4. If your number becomes known, see the Locker Coordinator and he will swap locks for you
5. Keep your padlock locked except when accessing your locker
6. Keep your locker tidy, clean inside and out and free of graffiti / stickers etc
7. Report any damage or vandalism immediately to the Locker Coordinator who will arrange for it to be repaired asap
8. Take appropriate care with your school bag (by keeping it in your locker throughout the day including recess and lunch times)
9. Keep your books and other possessions with you when they are not in your locker.

School Procedures:

To ensure that these arrangements work smoothly the school will arrange for:

1. The cleaner to remove any locker graffiti on a daily basis
2. The maintenance contractor to repair any lockers reported damaged on a weekly basis
3. The Associate Principal to remove and store any bags left around the school.