Dear Parents,

Welcome to our Enrolment Information Kit for 2016. As you will see, there are a number of important things for you to do and tick on the check list provided.

May I draw your particular attention to several features –

- During 2009 we revised our School Values, Mission and Vision and brought our Fairhills Ethos into accord with the ‘Educational Goals of all Young Australians’.
- **At Fairhills our parent contributions include an overall subject fee of $545 which covers all subjects at all year levels.** Please see ‘Details of Costs to Parents 2016’ for further explanation. Fairhills High School expects all parents to pay these subject fees. The school receives no extra government money if a parent chooses not to pay. In reality the other parents end up paying for the student materials of any parents who don’t pay. We believe that when this is properly understood, very few parents would choose not to pay because this would mean that the school would have less money to spend on all of its students.
- Prompt payment by all parents is greatly appreciated as it saves the extra costs associated with reminder notices or phone calls.
- We include an Enrolment Confirmation form for parents to read, fill in and return to the school. Similarly we include a Behavioural Expectations form for students to read, sign and return to the school.
- At Fairhills all students need to have their own Notebook computer. Please read the information to understand how this can be arranged.
- School Council has set up two Tax Deductible Funds (Building & Library). We encourage parents to support these funds particularly as it is recognised that this is a way for Fairhills to get the Tax Office to subsidise the provision of enhanced facilities and materials for our students. In 2014 we raised a total of $9,965 which was used to:
  - purchase additional library resources
  - carry out several minor building improvements.
- The Government has discontinued the previous EMA financial support scheme for low income families. Relevant families may apply to the Business Manager for an agreed reduction in subject fees.
- Uniform: we expect all students to **fully** comply with the uniform requirements provided in this Enrolment Kit. This includes wearing the **correct school jacket or blazer and black shoes** rather than other alternatives. If any parents find this difficult for financial or other reasons, they are requested to phone Kathryn Middleton (Associate Principal).

School Council recognises that our requests for money do place considerable financial pressure on many families. **We can arrange credit card or BPay payments to be spread over three months to assist parents with cash flow.** May I encourage you to carefully read the ‘Details of Costs to Parents’ document so that you have a clear understanding of the issues involved and of the support the school has in place for those of you with Health Cards or with significant financial difficulties. Please phone if it is appropriate.

We look forward to another exciting year of ‘Achieving Excellence’ in 2016.

Yours sincerely,

HARVEY WOOD
Principal
1. TEXTBOOKS & STATIONERY:
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

As a cost saving to parents, the school council also runs a second-hand book exchange. This enables parents to recoup part of their outlay by selling books no longer needed and purchasing good condition second-hand copies for about 2/3rd of the new price.

2. STUDENT LOCKERS:
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:
(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:
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 pay. 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 $545 for the whole year. This amount is then distributed to the specific subjects 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 Departments 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 5th February 2016. 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.

Financial Assistance (School Kids Bonus) is available from the Federal Government for eligible parents.

5. YEARS 7 & 10 COMPUTER FEES
Parents of years 7 & 10 students can pay a $570 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
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:
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. VOLUNTARY DONATIONS:
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 two Funds 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 2015 the Fund provided $3885.

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 2015 the Fund raised $3735 which was used to purchase additional library books and digital resources.

As there are sometimes misunderstandings about these parent costs, a copy of the Department policy can be found on the Fairhills Website – go to ‘Our School’ / ‘Communications’ / ‘Parent Payments’.
o 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.

o 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 –

Thursday, 21st January 2016 from 12noon – 6pm
Friday, 22nd January from 12noon – 6pm
and on
Wednesday, 27th January 2016 from 12noon – 4pm.

o 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.

o 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.

o Sport uniform is unisex and consists of polo shirt, shorts and optional trackpants.

o 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.

o We look forward to meeting you and your son/daughter and helping you with your uniform needs.

o 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.
Dear Parents,

The School Council encourages the involvement of all parents directly in the enhancement of their students’ learning and of the environment in which they learn.

By asking families for this assistance the School is able to save money, enhance our learning programs and student support services, keep our campus attractive and build ownership of the School by parents.

To distribute this work fairly and to reduce to a minimum the time commitment from each parent, we ask all parents to complete this questionnaire and return it to the School when paying the Bulk Purchase Subject Fees. Families have made a significant contribution to our School grounds, buildings and educational programs in the past. We would value your participation next year and look forward to working with you.

Yours sincerely,

Mike Hurd
School Council President

Parent Name(s) : ____________________________________________

Ph. : Home_____________ Mobile : ________________

Email : ______________________________

Student Name(s) : ________________________________ Home Group: ______

________________________________ Home Group: ______

________________________________ Home Group: ______

We would like all parents to be involved with the School in two ways:

A GENERAL WORKING BEE

☐ I am able to give 3 hours of my time at one of the general working bees held during the year.

  Exact dates and times will be advertised in the school newsletter and published on Compass. Working Bees are a great way to get to know some of the other parents.

  OR

☐ I would prefer to give a donation .

  This is an option for those parents whose time commitments prevent them attending working bees. The money will be used to provide the materials for other parents to use at the working bees. Please indicate the amount of your donation on the invoice when you pay the subject fees.

B SKILLS DATABASE

The School maintains a computer database listing parents who have particular skills and who are willing to provide them at minimal or no charge to the School. If we need your assistance we will contact you to discuss the details. You retain the right to decline at the time if it is not convenient.

Please tick the appropriate boxes on the back of the sheet.
PUBLIC RELATIONS
1. Professional photographs □
2. Computer Layout □
3. Media Access □
4. Copy Writing □
5. Sign Writing □
6. Advertising □

TRADE / PROFESSION
10. Electrician □
11. Plumber □
12. Welder □
13. Painter □
14. Builder □
15. Gardener □
16. Nursery □
17. Drainage □
18. Architect □
19. Computer Programming □
20. Secretary/Office Work □
21. Word Processing □
22. Fund Raiser □
23. Carpenter □
24. Glazier □
25. Plasterer □
26. Mechanic □
27. Draftsman □
28. Fencing Contractor □
29. Air Conditioning □
30. Electronics □
31. Roofing Contractor □
32. Locksmith □
33. Gas Fitter □
34. Floor Coverer □
35. Concreter □
36. Florist □
37. Tree Feller □
38. Dress Maker □
39. Cabinet Maker □
40. Excursion Supervision □
41. Sports Coach □
42. Library Aide □
43. Subject Aide □
44. Bushwalking □
45. Camp Assistant □
46. Co-curricular Activities □
47. Hobby/Collector □
48. Lunchtime Grounds Supervisor □
49. Musical Production □
50. Music Support Group □
51. Dance Competition □
52. Presentation Ball □
53. Second Hand Book Sale □
54. Mentor □
55. Costume Making □
56. Guest Speaker □
57. Mini-bus Driver (need endorsed licence) □

ASSISTANCE WITH SCHOOL ACTIVITIES
60. Earth Mover/ Bobcat □
61. Rotary Hoe □
62. Spray Painter □
63. Ditch Digger □
64. Tip Truck □
65. Removal Van □
66. Mulcher / Chipper □
67. Asphalt Laying □
68. Chainsaw □
69. Paving Equipment □
70. Motorized Post Hole Digger □

SOCIAL
75. Fundraising □
76. Venue Provider □
77. Parent Group Coordinator □
78. Music Provider □
79. Lighting Provider □
80. Catering Provider □
81. Sound System □

CLASS AIDES
82. English □
83. Maths □
91. Wood □
92. Science □
93. Electronics □
94. Photography □
95. Ceramics □
96. General Art □
97. Computer Design □
98. Music □
99. Sport Which? □

OTHER
Please write down any other ways you are willing to participate
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

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