

FAHAN  
SCHOOL



# Fahan

## Years 9–12

# Information 2024

# YEARS 9–12 STAFF

## Deputy Principal

Mr Chris Summers

[summersc@fahan.tas.edu.au](mailto:summersc@fahan.tas.edu.au)



## Fenton

Ms Holly Lutzow

[lutzowh@fahan.tas.edu.au](mailto:lutzowh@fahan.tas.edu.au)



## Franklin

Ms Fiona Short (Acting Role - 2024)

[shortf@fahan.tas.edu.au](mailto:shortf@fahan.tas.edu.au)



## Freycinet

Mrs Liana Hayes

[hayesl@fahan.tas.edu.au](mailto:hayesl@fahan.tas.edu.au)



At Fahan, the House system organises students vertically across the grade levels from Years 7–12 and fosters a sense of belonging.

Heads of House are responsible for the academic care of students in their House and for enhancing student learning, wellbeing and resilience through pedagogies that are sympathetic to student needs, and embedded in positive educational experiences. The role is vertical so students and their families will generally work with one Head of House for the whole of their Senior School journey. The horizontal care of year groups will occur by maintaining specialist Pastoral Care teachers in Years 7 and 8, Years 9 and 10, and Years 11 and 12.

We aim to provide the right blend of challenge, support, expectation and care for each student, so they can value their learning, and build their understanding of themselves as individuals and as members of the Fahan Community. In each House, students are expected to work together to achieve common goals. They share a group identity, symbolised in their House name and logo. In essence, the Houses create a smaller community for students to interact with each other. Each girl belongs to a House: Fenton (navy). Franklin (white) and Freycinet (orange) and participates in House competitions and other House activities.

New students will be assigned a House maintaining a balance in numbers between each House. If students have a close relative who is currently at the School or is a Fahan Alumna, please ensure that the School is made aware of this since they can be allocated to the same House.

# PASTORAL CARE TEACHERS

The Pastoral Care Teachers for 2024 are outlined below and are the first point of contact for parents.

## **Year 9 Fenton**

Mr Chris Wood  
[woodc@fahan.tas.edu.au](mailto:woodc@fahan.tas.edu.au)

## **Year 9 Franklin**

Mrs Natasha Lambert  
[lambertn@fahan.tas.edu.au](mailto:lambertn@fahan.tas.edu.au)

## **Year 9 Freycinet**

Ms Allison Williamson  
[williamsona@fahan.tas.edu.au](mailto:williamsona@fahan.tas.edu.au)

## **Year 10 Fenton**

Dr Mel Fitzpatrick  
[fitzpatrickm@fahan.tas.edu.au](mailto:fitzpatrickm@fahan.tas.edu.au)

## **Year 10 Franklin**

Mr Bryce Coulson  
[coulsonb2@fahan.tas.edu.au](mailto:coulsonb2@fahan.tas.edu.au)

## **Year 10 Freycinet**

Miss Ella Kearney  
[kearneye@fahan.tas.edu.au](mailto:kearneye@fahan.tas.edu.au)

## **Year 11 Fenton**

Miss Cheree Harcourt  
[harcourtc@fahan.tas.edu.au](mailto:harcourtc@fahan.tas.edu.au)

## **Year 11 Franklin**

Miss Sophie Gibson  
[gibsons@fahan.tas.edu.au](mailto:gibsons@fahan.tas.edu.au)

## **Year 11 Freycinet**

Ms Hannah Warwarek  
[warwarekh@fahan.tas.edu.au](mailto:warwarekh@fahan.tas.edu.au)

## **Year 12 Fenton**

Mr Jake Bevan  
[bevanj@fahan.tas.edu.au](mailto:bevanj@fahan.tas.edu.au)

## **Year 12 Franklin**

Ms Felicity Jacobs  
[jacobsf@fahan.tas.edu.au](mailto:jacobsf@fahan.tas.edu.au)

## **Year 12 Freycinet**

Mr Jake Bevan  
[bevanj@fahan.tas.edu.au](mailto:bevanj@fahan.tas.edu.au)

Further information about our staff can be found on the School website at <https://www.fahan.tas.edu.au/people>. If you would like to email a Fahan staff member, please use their surname followed by their first initial followed by @fahan.tas.edu.au

# INFORMATION AT A GLANCE

## School Hours

Punctuality is important and all students are expected to arrive in time for the start of school at 8:30am. Class times for the Senior School are as below.

8.30am – 8.45am	Pastoral Care
8.45am – 9.35am	Period 1
9.35am – 10.25am	Period 2
10.25am – 10.50am	Recess
10.50am – 11.40am	Period 3
11.40am – 12.30pm	Period 4
12.30pm – 1.10pm	Lunch
1.10pm – 1.45pm	Pastoral Care/Activities/Assembly/Study
1.50pm – 2.40pm	Period 5
2.40pm – 3.30pm	Period 6

## Before School

Students are welcome on the grounds and in classrooms from 8:15am when supervision commences for the day. Prior to this time there is no supervision and classrooms are not open.

## School Office Hours

Reception hours are 8:00am - 4:00pm during term time and 9.00am- 3:30pm during school holidays. The School Office is closed over the Christmas period.

## 2024 Term Dates

### Term 1 (Summer Uniform)

Monday 5 February - Friday 12 April

*(Easter: Friday 29 March - Tuesday 2 April incl.)*

### Term 2 (Winter Uniform)

Tuesday 30 April – Friday 5 July

### Term 3 (Winter Uniform)

Tuesday 23 July – Friday 27 September

### Term 4 (Summer Uniform)

Monday 14 October – Monday 9 December

*(Kinder to Year 6 finish Friday 6 December)*

*Show Day Break Thursday 24 Oct – Friday 25 Oct incl.*

*Speech Night: Monday 9 December*

# STUDENT ABSENCE

## Absence

If your child is absent from School for any reason, please use the Fahan School App, email [absence@fahan.tas.edu.au](mailto:absence@fahan.tas.edu.au) or call Reception, by 9:00am. Please do not email class teachers directly regarding an absence.

Students taking holidays during term time can impact on the ability of teachers and, more importantly, other students, to complete programs of work effectively. If foreseen absences are unavoidable, permission should be sought from the Principal in writing using the [Request for Absence Form](#) found on our website.

## Late Arrivals

Students who arrive late must sign in at Reception before walking to class.

## Appointments During the School Day

Please email [absence@fahan.tas.edu.au](mailto:absence@fahan.tas.edu.au) with the time your child needs to be collected from School and an approximate return time.

This can also be communicated through the Fahan School App where appointment times can be added in the comments. The relevant teachers will be advised depending on your daughter's timetable.

All students must be signed in and out by Reception staff and proceed promptly to class on their arrival back at School.



[absence@fahan.tas.edu.au](mailto:absence@fahan.tas.edu.au)

# INFORMATION AT A GLANCE

## Drop Off and Pick Up Procedures

An express drop off and pick up zone exists at the front of the School. Please use the designated areas for drop off and pick up as per the illustration below. These zones are designed to facilitate a smooth flow of traffic, preventing congestion and reducing the risk of accidents.

Coolabah Road entrance is also open for foot traffic.

Please do not park in restricted areas including over private driveways in our surrounding neighbourhood. Avoid distractions like texting or talking on the phone while driving through the school zone. Keep your attention on the road and the children around you.

Please drive slowly and always follow the traffic rules, including speed limits, stop signs, and crosswalks. The safety of pedestrians – especially our students – is paramount.



## Uniform

It is important that all students wear the uniform with dignity, pride and respect.

Please thoroughly read the [Uniform Guidelines](#) that outline important uniform rules and the uniform requirements for every year level. These guidelines ensure each student is wearing the correct and appropriate uniform at all times. We request your support in ensuring your daughter/s adhere to these guidelines.

Students will regularly be reminded of these guidelines and it is expected that they are followed. Classroom teachers will be checking uniform regularly and asking for immediate attention to areas that require improvement. All articles of clothing are to be clearly labelled and kept in good order.

<p><b>Uniform Guidelines</b></p> <p><b>Uniform Guidelines</b></p> <p><b>Uniform Rules for Wearing and Displaying School Uniform</b></p> <ul style="list-style-type: none"> <li>1. The school uniform is to be worn at all times during school hours.</li> <li>2. The school uniform is to be worn in a neat and tidy manner.</li> <li>3. The school uniform is to be worn in a way that does not attract attention.</li> <li>4. The school uniform is to be worn in a way that does not detract from the school's reputation.</li> <li>5. The school uniform is to be worn in a way that does not cause embarrassment to the school.</li> <li>6. The school uniform is to be worn in a way that does not cause embarrassment to the student.</li> <li>7. The school uniform is to be worn in a way that does not cause embarrassment to the parent.</li> <li>8. The school uniform is to be worn in a way that does not cause embarrassment to the community.</li> <li>9. The school uniform is to be worn in a way that does not cause embarrassment to the nation.</li> <li>10. The school uniform is to be worn in a way that does not cause embarrassment to the world.</li> </ul>	<p><b>Uniform Requirements</b></p> <p><b>KINDERGARTEN- PREP</b></p> <table border="1"> <thead> <tr> <th>Item</th> <th>Requirements</th> </tr> </thead> <tbody> <tr> <td>Skirt</td> <td>Dark blue, knee-length, with a white waistband and a white pocket.</td> </tr> <tr> <td>Blouse</td> <td>White, short-sleeved, button-down, with a white pocket.</td> </tr> <tr> <td>Cardigan</td> <td>Dark blue, long-sleeved, button-down, with a white pocket.</td> </tr> <tr> <td>Shoes</td> <td>Dark blue, closed-toe, with a white sole.</td> </tr> <tr> <td>Hair</td> <td>Neat and tidy, pulled back for girls.</td> </tr> <tr> <td>Accessories</td> <td>None.</td> </tr> </tbody> </table>	Item	Requirements	Skirt	Dark blue, knee-length, with a white waistband and a white pocket.	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# CAMPUS MAP



# PARENT INFORMATION

## Mobile Phones

We recognise that parents often wish their child to carry personal mobile phones and that there are times when it is genuinely appropriate for students to have access to one. Mobile phones are powerful tools and, as such, must be managed appropriately.

In Years 9 to 10, students' mobile phones should be switched off and kept in their lockers during the School day. Years 11 and 12 students may carry a mobile phone but they must not be visible during class time and may only be used in the Years 11 and 12 Common Room. Sometimes, the use of devices may be required in lessons and will be at the discretion of the teacher.

Parents are asked to not call or message students during School hours. We ask that communications to students during the day are made via Reception or Fahan staff.

The School seeks to assist the development of resilience and independent problem solving and so a student should not contact parents with a problem while at School but rather seek assistance from the appropriate staff member. The School will not accept responsibility for the theft of mobile phones, personal electronic devices or student belongings.

## Canteen

The Canteen is open Monday to Friday. Online orders must be made before 8:30am through the [Flexischools](#) App which is available free from the [Apple](#) and [Android](#) App stores. A variety of foods are offered and healthy, nutritional choices are encouraged.

The canteen is cashless and students can purchase items using their student ID card (linked to their Flexischools account) or their own credit or debit card.

## Recess and Lunch

### Nut Allergies

Fahan is an allergy-aware School. To ensure the health and safety of all students at Fahan, we ask that food containing nuts (including, but not limited to, muesli bars, peanut butter and any nuts or nut-based products or oils) is not packed as part of student lunches or brought to School. This action has been necessitated by the number and severity of allergies amongst our community. We appreciate your support and understanding.

### Food Wrap

At Fahan we strive to advance our environmental practices and awareness including waste reduction across the School. We ask that children bring lunch that has sustainable packaging and minimise single-use plastics in the form of wraps and bags. Where possible, please provide reusable containers and paper packaging.



# PARENT INFORMATION

## Books, Stationery and Device Program

Textbooks are ordered online through Box of Books. The textbooks assigned to subjects are listed on the Fahan website along with stationery requirements. Stationery may be purchased from a retailer of parents' choice. All stationery must be labelled and exercise books should be covered.

Students in Years 7 - 12 are required to bring their own laptop. Any Apple or Windows laptop running a current operating system is acceptable.

Laptops are personally managed. These devices are purchased by the family and not covered under School levies or insurance. More information about the [Fahan School Device Program](#) is available on our website.

## Excursions, Camps and Outdoor Experiences

It is part of the School's practice to take students on various educational excursions. At the beginning of each year all parents are required to complete an excursion permission form. No child may take part in an excursion without parental permission for legal and insurance reasons. Notification of intended excursions will be communicated via EdSmart.

Outdoor Education is a large part of learning at Fahan. The Outdoor Education Program provides experiential learning opportunities with the aim of cultivating courage, positive self-evaluation, and relational development, through trust and cooperation in a range of outdoor pursuits.

All students in Years 9 and 10 participate in a Tasmanian-based 5-day camp during the year. At the end of the year, all students in Years 7-10 participate in Activities Week in their House Groups.

Students in Years 9 and 10 will be expected to have their own waterproof jacket, a good quality sleeping bag, head torch, and inflatable sleeping mat. This is the minimum basic equipment the students will require for compulsory Outdoor Education through to the end of Year 10.

## Homework

Homework is designed with particular purposes in mind. The aim of homework is to nurture the development of good study habits and routines. Homework should reinforce concepts and allow time for completion of work assigned during the School day.

Homework may also be completed during study periods, which are timetabled during the week.

# PARENT COMMUNICATIONS

We ask that communication with students during the day is made only via Reception or Fahan staff. You can communicate with teachers in person or via email, with the exception of absences which must be sent to email [absence@fahan.tas.edu.au](mailto:absence@fahan.tas.edu.au).

## EdSmart

School notices will be sent home via EdSmart, an online forms system for parents. This relates to important School information and some content may require your acknowledgement or permission.

## Assessment, Feedback and Reporting

Assessment, feedback and reporting are integral components of learning with invaluable information that:

- enables students to reflect on their learning, what they have done well and how they might extend or improve.
- provides teachers with evaluation strategies and ways to identify areas of necessary support or extension
- provides parents with an ongoing indication of student progress

Assessment and feedback occurs on an ongoing basis and in many different forms. Wherever practical, assessment and feedback information is recorded on The Tree and is available for students and parents to view at any time. Shared information on assessment, feedback and reporting is a key aspect of the partnership between parents and teachers, which supports student learning and progress.

## The Tree

The Tree is Fahan School's virtual learning environment and is a useful resource for all parents and carers. It is used as a tool to share and access information relevant to classes and School life. By logging into The Tree, you will be able to view general School information, the School Calendar, Timetable, Assessment Calendar (due work) and Academic Reports.

## Fahan School App

The Fahan School App, is available free from the [Apple](#) and [Android](#) app stores and contains similar information to what is found on The Tree.

## School Newsletter - *A Fortnight at Fahan*

The online fortnightly newsletter, entitled *A Fortnight at Fahan*, is emailed to parents every second week and is also available to view on the Fahan School App. News from around the School, important dates, upcoming events, news from our Parents and Friends' Association and more is included. This is a useful way of keeping in touch with the School Community on a regular basis.

# PASTORAL CARE

## Student Wellbeing

Student wellbeing is very important at Fahan School. Pastoral Care teachers are the first port of call if a wellbeing issue arises. Should an academic concern emerge, direct contact with the subject teacher is the preferred pathway.

If there is a wellbeing concern, parents are encouraged to make an appointment as soon as possible with their child's Pastoral Care teacher to discuss. We welcome any information that will help us better understand and work with your child. It is important to share any problems evident at home that may be affecting your child's performance or behaviour. If parents feel unable to talk to the class teacher or the Pastoral Care teacher, they should then contact the relevant Head of House.

## Counselling and Support

Counselling, welfare and support services are available for students at Fahan School. Students may make appointments with School Counsellor, Mrs Maria Conway, via The Tree. Psychologist appointments are also available, based on referral through consultation with the relevant Head of House.

## Academic Support

Class teachers address the individual and diverse academic needs of students through a differentiated curriculum in all subject areas. Students with additional needs, gifted students and English as an Additional Language or Dialect (EALD) students may access further support through the Academic Support program. The Academic Support program invites eligible students to receive additional literacy and numeracy support in small groups and individually.

Some students may require an individual Learning Plan or Gifted Profile. Learning Plans and Gifted Profiles outline a student's specific strengths, interests and challenges. These documents support teachers to address the individual needs of students to ensure that the student can reach their potential and engage fully in the Fahan curriculum.

Coordinator of Academic Support, Ms Stephanie Hogan, can be contacted for advice and further information about Fahan's Academic Support program.

Contacts:

[hogans@fahan.tas.edu.au](mailto:hogans@fahan.tas.edu.au)

# GENERAL INFORMATION

## ***Big Sister, Little Sister***

The purpose of the *Big Sister, Little Sister* program is for each student to get to know other students from different year groups within their own House. A variety of activities are organised on an informal basis by the Junior School Chair. The students from the younger grades love the opportunity to be with the older students. The program also allows for the older students to visit the younger students during special classroom events.

## **Fahan Parents and Friends' Association**

The Parents & Friends' Association (P&F) at Fahan School is integral to the sustained success of the School's overall operation. All parents of a current student of the School who are interested in being involved in furthering the aims of the Association are entitled and welcomed to be members. Small or large, time donated to the P&F helps to enrich your child's school.

The P&F Class Representative (Class Rep) acts as a liaison between the parents of a class, the P&F and the class teacher.

The P&F send out a request at the start of each year asking for volunteers. It is not a big time commitment, but some prefer to share the load. Some classes keep the same rep for a few years and some like to change every year. Once finalised, a list of Class Reps is included in the School newsletter, A Fortnight at Fahan.

## **Lunchtime Activities**

Students are encouraged to be active and involved during the lunch break. Team sports and trainings, athletics practices, choir rehearsals, orchestra rehearsals and study sessions are held on different days.

## **Senior Library**

The Senior Library is open from 8:30am-3:30pm everyday (closed 12:30pm-1:10pm).

The Senior Library is the hub of the Senior School and plays a vital role in the learning needs of the Senior School students. The Senior Library is staffed by Teacher-Librarians specifically qualified to assist and work with students and staff. Individuals, small groups and whole classes make use of the learning space for research, study and recreational reading purposes.

The Senior Library resource collections support the curriculum and teaching program. It provides users with access to information via print, audio-visual and digital forms, with 24/7 access through the Tree. The Library also aims to develop and sustain in the students the habit and enjoyment of reading through the provision of diverse and high quality reading material.

# CO-CURRICULAR PROGRAMS

Fahan encourages student participation in co-curricular activities. There are many advantages to this, which include connection with peers, development of teamwork, commitment, leadership, improved self-esteem and confidence.

Fahan offers its students an extensive co-curricular program to suit the needs and passions of all girls. Students can participate in activities such as sport, music, visual arts, performing arts, debating, student leadership, community service, exchange programs and intrastate and interstate trips.

## Music

Fahan offers a variety of opportunities for students to participate in choirs, ensembles and private instrument tuition.

### Ensembles

During your daughter's musical education at Fahan she may join a choir or one of the instrumental ensembles on offer.

### Private Music Tuition

Private music tuition is offered to all students. This is an arrangement between parent and music teacher. The School has a number of highly qualified peripatetic music staff who teach a wide range of instruments. This arrangement is made through the Music Administrator and is done so at the beginning of each Term.

There is a set timetable with lessons generally being held on the same day each week. Students will generally have their lessons before or after School or during recess or lunch break times.

Information regarding the [Co-Curricular Music Program](#) is on The Tree.

## Amnesty Group

All Senior School students can join the Amnesty Group which is run by the Year 12 Community Chair. The aim of the group is raising awareness of social justice issues and in turn raise money for chosen charities (eg, in 2023, funds were raised to purchase a generator in Ukraine). The group holds inclusive weekly meetings to discuss upcoming guest speakers and to work on presentations for assemblies.

## Book Club

The student-driven vertical group (open to Years 7-12) agree on a set novel and meet once a week for silent reading and twice a week for Discussion group. The group runs all year and students are welcome to dip in and out of depending on their other extra-curricular activities. Students can earn a bar for their commitment to Book Club.

# CO-CURRICULAR PROGRAMS

## Da Vinci Decathlon

Students in Years 9 and 10 can take part in the Da Vinci Decathlon. This is an academic competition designed to challenge and stimulate the minds of school students. Students compete in teams of eight across 10 disciplines: engineering, mathematics and chess, code breaking, art and poetry, science, English, ideation, creative producers, cartography and legacy.

## Debating

Debating offers students the opportunity to develop confident public speaking skills, as members of a cohesive team. The girls develop valuable life skills and how to present counter persuasive perspectives using structured, evidence-based arguments.

Students have the opportunity to participate in House Debating competitions.

## Mathematics Relay

Students in Years 9 and 10 can take part in the Mathematical Association of Tasmania (MAT) Mathematics Relays which held annually across the state. The relays see teams of four students take on mathematical problems of increasing difficulty as they race to beat other competitors and the clock.

## Writing Club

The Writing Club meet regularly throughout the year and are given writing prompts and creative writing activities to explore. The group also work on entries for potential writing competitions throughout the year where they can check in and seek mentoring and assistance.

## Cocurricular Sporting Program

Fahan is an active member of Senior Sports Association of Tasmanian Independent Schools (SSATIS) and, as such, seeks to provide the students with a range of sporting experiences, in which all students, regardless of ability, can participate. There are numerous sporting offerings for the students' enjoyment with a variety of sports offered each Term.

Information about the sports, teams, signing-up and training is available and regularly updated on the Tree and displayed on the Sports Notice Board in the Years 7/8 Foyer. Students will receive an EdSmart notice in the Term prior to the sport commencing with information and sign-up details.

Fahan Senior Sports Coordinator, Jo Banks-Smith, can be contacted for further information about Fahan's sporting programs. Contact: [bankssmithj@fahan.tas.edu.au](mailto:bankssmithj@fahan.tas.edu.au)

# CO-CURRICULAR PROGRAMS

## Years 9 to 12 Sport (indicative list)

Term 1	Term 2	Term 3	Term 4
Cricket (Years 7–10) (Thursday)	Netball (Monday)	Basketball (Monday)	Touch Football (Monday)
Rowing	Waterpolo (Friday evening)	Hockey (Monday or Thursday)	Rowing
Sailing (Tuesday or Wednesday races)	Badminton (Friday)	House Swimming Carnival	AFL (Thursday)
Soccer (Wednesday)	House Cross Country	SSATIS Swimming Carnival	Sailing (Wednesday)
Volleyball (Monday)	SSATIS Cross Country	SATIS Swimming Carnival	Tennis (Tuesday)
House Athletics Carnival	All Schools Cross Country		Triathlon - Secondary All Schools
SSATIS Athletics Carnival	Winter Sports Day		Beach Volleyball Schools Cup
SATIS Athletics Carnival			

All games will be played during the week after School.

Games usually begin at 4:15pm; some games are played at 5:00pm. Sport training sessions will be advised and students will need to arrange transport to all games.

# FAHAN SCHOOL POLICIES

## Child Safe Commitment Statement

Fahan School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Fahan School has zero tolerance for child abuse.

Fahan School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Every person involved in Fahan School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the well-being and safety of all children and young people is at the forefront of all they do and every decision they make.

To read more about our commitment to child safety, [click here](#).

## Bullying

Bullying is the **repeated and intentional** behaviour of causing fear, distress or harm towards another person that involves an imbalance of power. It can involve humiliation, domination, intimidation, victimisation and harassment. In any bullying incident there are likely to be three parties involved: the bully, the person being bullied, and bystanders.

Fahan School recognises its duty to students to provide a safe and positive learning environment where individual differences and diversity within the School is respected and accepted.

Bullying is not tolerated at Fahan School. To read our Bullying Policy, [click here](#).

## Medication

We will not administer analgesics or medication of any kind unless parent permission has been given in writing, and it is safe to do so.

Parents are requested to notify the school of all medical conditions that may require the administration of prescription medication during School hours.

Student medical records are maintained in accordance with our Student Medical Records Policy which includes a provision to ensure that Fahan School is regularly updated as to the status of existing medical conditions.

Fahan's Policy on [Medication Administration](#) is available on the Fahan website.



# FAHAN SCHOOL POLICIES

## Sun Protection

Fahan encourages all students to be aware of the problems of skin damage and to take preventative measures when outdoors at School or away from School on camps or excursions. These preventative measures are the application of sunscreen and the wearing of sun hats when and wherever it is necessary during Terms 1 and 4.

Two styles of cotton sun hats are available at the Uniform Shop. Students are required to have a sun hat that is also to be worn during Physical Education lessons.

## Anaphylaxis and Allergies

We aim to minimise the possibility of exposure to potential allergens such as nuts. Food brought into the School from home must not contain nuts (peanuts or tree nuts). This includes packets of nuts and products such as peanut butter, Nutella, muesli bars or chocolate bars containing nuts or traces of nuts, or nut-based oils, etc. This policy applies in all situations and covers School lunches, birthday cakes, etc, brought in by the students, as well as food provided by parents for Fair days, cake stands etc. This requirement will be regularly communicated to all parents.

A detailed version of the [Anaphylaxis Policy](#) is available on our website.

## Student Illness and Health

We ask that parents check their child's health each morning before School. No student should be sent to School if there is any indication that they are unwell. Parents will be contacted if a teacher is concerned about a student's health. A student who becomes ill at School will be made comfortable in the first aid room at Reception until they are collected.

If your child requires medication during School hours, please contact their Pastoral Care Teacher for guidance. Parents need to give detailed information on the confidential health form regarding known illnesses and allergies to enable the teacher to take the appropriate action. This information will be made available to allow teachers on duty to act appropriately in case of an emergency.

# FAHAN SCHOOL POLICIES

## Senior School Late Submission Policy

The Late Submission Policy has been developed by staff to foster a sense of responsibility in students in meeting deadlines of all summative assessment tasks. While there will be penalties for late submission or non-submission of work, the emphasis of this policy is more focused on the students taking ownership of their work and communicating appropriately with staff.

The procedures for the submission of tasks are outlined below:

### Requesting Extensions

Extensions may be requested for significant reasons provided a minimum of 48 hours' notice is given. This should be communicated to the teacher, in person by the student, or if the student is not able to be at School due to illness, email will be sufficient. At that time the student should be prepared to show the progress already made on the task.

The Class Teacher will then use their discretion as to whether the extension will be granted and the length of the extension. Should an extension be declined by a teacher, the student may choose to appeal this decision by writing formally to the subject Coordinators (or Deputy Principal if the teacher is the subject Coordinator).

Students granted extensions are not penalised for late submissions, provided the assignment is submitted on or prior to the extended due date.

### Late Submission of Work

Should a student fail to submit a task on the due date, as published in the Tree, an email will be sent home and they will incur a half grade penalty (eg. an A grade will be recorded as an A- if the task is one day late, a B+ if two days late etc) until such time that they do one of the following steps:

1. Submit the task to the teacher or via the Tree.

or

2. See the teacher about the task, show progress to date and negotiate an appropriate deadline.

The minimum penalty will be a half grade unless otherwise advised by the Subject Coordinator. This policy is designed to foster a greater sense of responsibility in students and for them to take ownership of their learning and submission of tasks.

It will be the students' responsibility to see that work is completed to their usual standards and submitted by the negotiated deadline. Should this deadline not be met then the process will begin again and they will incur another half grade penalty. Should students fail to submit a task a third time (original due date, 2nd chance, 3rd chance), they will receive no grade for the task and will be required to complete the task at a detention to be held at Lunch (taking precedent over any co-curricular activities), to be supervised by an appropriate teacher.

# FAHAN SCHOOL POLICIES

## Academic Integrity Policy

Academic integrity encompasses upholding the values of honesty, fairness, and authenticity in every aspect of academic work. It is about acknowledging the contributions of others, respecting intellectual property rights, and engaging in responsible research and scholarly practices. By adhering to these principles, we create an environment where knowledge is valued, ideas are celebrated, and learning flourishes.

This [Academic Integrity Policy](#) serves as a framework to guide our community in upholding the principles of academic integrity. It outlines clear definitions, expectations, and consequences related to plagiarism, cheating, and other forms of academic dishonesty. By adhering to these guidelines, we reaffirm our commitment to nurturing a community that values integrity and honesty.

## Cybersafety

Fahan's Cybersafety Policy manages the risks of ICT being used inappropriately at School while maximising the benefits of ICT for students. Students, parents and staff sign a Cybersafety User Agreement at the beginning of the School year, which outlines specific expectations regarding the School's ICT facilities.

Fahan's approach provides students with the knowledge, application skills and ethical decision-making skills to ensure that their online experience is a safe, positive and responsible one.

## Sharing Problems or Concerns

If there is a concern, parents are encouraged to contact their child's Pastoral Care Teacher to discuss it. We welcome any information that can be provided that will help us better understand and work with your child. It is important to share any problems evident at home that may be affecting your daughter's performance or behaviour.