



AL-HIDAYAH ISLAMIC SCHOOL

Annual Report 2014

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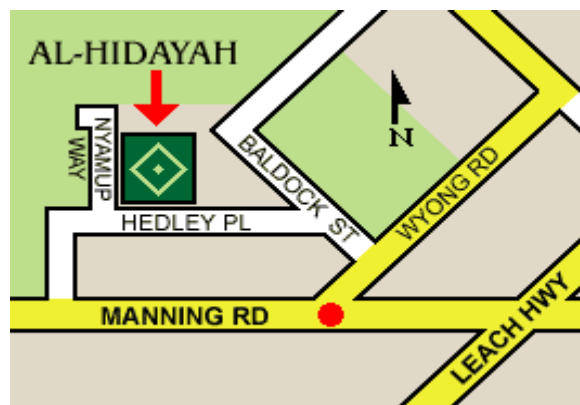


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Introduction

The Al-Hidayah Islamic Administration was **established for the pleasure of Allah** (SWT) as a **non-profit**, community based institution. Its only purpose is to provide the Muslim community in Perth, Western Australia with additional **Islamic oriented education** alternatives to the State Government and Non-Muslim school systems.

Located in Bentley, Perth, Western Australia, our school provides education to Primary school students from Pre-Primary to Year 6. (i.e. Children from five (5) years of age through to eleven (11) years of age).

Al-Hidayah means **The Guidance**, that is, Guiding and leading on the right way with kindness until one reaches the goal. The name *Al-Hidayah* was chosen for the School to remind all those who contribute towards the attainment of the objectives of the School, to do so after first having sought the guidance of ALLAH *Subhanah wa Taala*, and in the hope that His guidance will be given.

The School motto '**Quest for Knowledge**' was chosen to remind the students that they should not take their education and the acquiring of knowledge for granted, that the seeking of **beneficial knowledge** is our duty as Muslims requiring effort and sacrifice, and that it **does not begin and end at the School gate**.

Mission Statement

To provide education in Religion Studies and Government Curriculum to the highest possible standards in an Islamic environment suitable for any child irrespective of background or origin at a tuition fee rate that is both affordable to any family irrespective of its financial circumstance and viable in relation to these objectives; and in so doing, ensuring that the Islamic nature of the School takes precedence over all other considerations.

Outcome Statement

To lay the best possible foundation for our students by way of good example and comprehensive and balanced Islamically oriented education so that they can move forward successfully into higher education and vocational endeavours and ultimately take their place as an integral part of the diverse multicultural society that is Australia as confident, contributing Muslims who will be very much part of the solution to the ills of society and not part of the problem; while being ever mindful of the hereafter.

Looking Back - 2014

It has been an exciting year for Al-Hidayah Islamic School in 2014. Our students worked diligently throughout the year and parents supported our programs in class and activities to raise funds. The teachers have passionately embraced the requirements of the Australian Curriculum and the junior Primary teachers have worked very hard to embrace the National Quality Standards and Early Years Learning Framework. The school has fully implemented

Phase 1 of the new Australian Curriculum based on The School Curriculum and Standards Authority. The school has also introduced the new Protective Curriculum: Keeping Safe Curriculum which has been integrated into Health and Values education. The school has started to embark on the Quality Improvement Plan and completed the Early Years Learning Frameworks Professional Development for teachers and leaders. The dedication of the Administration staff, the teamwork and co-operation between staff members and our ever supportive parents made the 2014 a very productive year. Alhamdulillah.

Changes within School

In 2015, Year 7 is considered to be a part of High School. At the end of 2012 The Governing Shurah made an early, strategic decision that 2013 would be the last year the School had a graduating Year 7 class. 2014 marked the beginning of a new era where the first batch of Year 6 students graduated from the school. As a result the school had two extra classrooms available that were put to good use.

In Term 3 of 2014, Br Jamiel Pradhan made a decision to leave the school and a new Acting Principal, Br Roslan Abdul Jalil was appointed in his place.

Mission stays the same

The school mission and outcome statements were reviewed to see if the school was on track relative to its original purpose and see if the criterion under which the school was established was still relevant. The conclusion was yes to both and it was decided to leave them unaltered.

Accreditations program – Past and present

The school has been accredited for the following for the past few years:

1. Crunch and sip
2. Water wise school
3. Waste Wise school award
4. Asthma Friendly School
5. Food bank Breakfast program
6. Food bank Student nutrition program
7. Food bank Parents Nutrition program
8. Teacher training intake from Universities (Edith Cowan, Curtin and Murdoch)
9. Certificate 3 training from Certificate 3 training institutions
10. National Science awards program - Winner 2013.
11. Harmony Day participation in Bentley Community area.
12. 2007 –ICAS: Outstanding Achievement award.
13. Anaphylaxis trained teachers and Education assistants
14. Electrical certified tag representative

15. IFAP: Safety trained representative.
16. Bentley Primary and Al-Hidayah Islamic School science exhibition collaboration.
17. 123 "Magic" Behaviour program throughout the school.
18. Accelerated Reading program from school library.
19. First Aid: All staff are trained.
20. Jolly Phonics Pre Primary teacher and Accelerated class Education Assistant.
21. Mandatory Reporting: All Teachers and Education assistants.
22. First Steps Reading / Writing / measurement and maths.
23. Primary Science connections teacher leader training.
24. Test and Tag certification staff representative. (Electrical)
25. School's Australian Curriculum schedule.
26. School newsletters
27. Memos to parents and teachers.
28. Premises used by the Islamic community at weekends.
29. School assemblies
30. Annual exhibitions: Science/Islam.
31. School Psychologist : Non-Government
32. Lice/chicken pox/small pox: prevention letters.

Our school has laptops in trolleys and are accessible to all classes. The school constantly review teacher's resources and makes sure all teachers have adequate resources. The school has SMART Boards in all classes and the teachers are trained and competent to use the internet for educational purposes.

The school puts great emphasis in discipline. The Islamic Value system gives attention to character building and in teaching the students to achieve excellence in behaviour.

The school also places importance on community participation and last year, as the school did every year, participated in the Harmony day art display.

Progress towards 2015

The school has fully implemented Phase 1 of the new Australian Curriculum subjects, English, Maths, Science and History. The school has also introduced Geography into the curriculum and will continue to phase in other subjects into the school plan. Most of the teachers are trained to include the Protective Curriculum: Keep safe in their programs in 2015. We have bought all the resources for the teachers to initiate this important understanding for the students in our school.

We have done the training for the National Quality Standards and have written our Improvement Plan for the school, which is not mandatory until 2015. The teachers are trained to write the Quality Improvement plan as from 2015. They will be having training to keep records for the National Quality standards and the principal has been trained to be a supervisor so that the school can be rated according to the ratings of the National Quality Standards and in collaboration with the Early Learning framework.

Future Outlook

Our junior primary classes are full and looking positive. The enrolments look positive for the future and the school is supported by the community. The total capacity is 240 students and the school is confident that it is able to reach its goal in the coming years, Inshallah.

Qualifications and Teacher's Registration membership numbers.

PRINCIPAL		
Br. Roslan Abdul Jalil	<ul style="list-style-type: none"> B. of Arts PGDE (Pri) M. Ed (Curriculum & Teaching) Cert IV in TESOL 	Member # 33070328 Registered since 24/01/2011
TEACHING STAFF		
Sr. Supreeya Megharfi - Pre Primary	<ul style="list-style-type: none"> M. of Human Sciences B. of Education 	Member # 33077417 Registered since 24/11/2009
Mrs. Minna Grieco - Yr 1	<ul style="list-style-type: none"> B. of Arts (Education) 	Member # 32015338 Registered since 27/10/2005
Sr. Farida Budree - Yr 2	<ul style="list-style-type: none"> B. of Education (Early Childhood) Camb. Level 5 (CELTA) 	Member # 32004372 Registered since 12/01/2006
Sr. Joanna Hoglin - Yr 3 (Maternity)	<ul style="list-style-type: none"> B. of Education (Pri) M. of Financial Planning B. of Commerce 	Member # 33082595 Registered since 19/07/2011
Sr. Aziza David - Yr 3 (Relief)	<ul style="list-style-type: none"> B. of Education (Early Childhood) 	Member # 33095171 Registered since 11/09/2014
Sr. Hawa Mohamed Hussain Yr 4	<ul style="list-style-type: none"> B. of Arts PGDE (Pri) 	Member # 33095313 Registered since 30/10/2014
Sr. Zarina Kuthubutheen - Yr 5/6	<ul style="list-style-type: none"> M. of Science Dip in Education B. of Science (Hons) B. of Science 	Member # 32017042 Registered since 28/10/2005
TEACHING STAFF (ISLAMIC STUDIES)		
Br. Abdullhakim Mohamud	<ul style="list-style-type: none"> B. of Arts (English) TESOL Cert. Teacher Aide Cert 	
Br. Idris Omer	<ul style="list-style-type: none"> B. of Commerce Degree 	Member # 32059086 Registered since 27/3/2006
Sr. Fatima Syaid	<ul style="list-style-type: none"> Cert. TA Cert. Introduction to Child Psychology 	Member # 32006633 Registered since 14/10/2005
Sr. Hoda Nawar	<ul style="list-style-type: none"> M. Ed (Applied Linguistic) B. of Arts B. of Education IDLTM Diploma Cert IV in Training & Assessment 	Member # 32004131 Registered since 16/06/2015
TEACHERS' AIDES		
Sr. Hana Mohamed (Maternity)	<ul style="list-style-type: none"> Cert. 3 TA Cert. 4 TA 	
Sr. Aysha Farrukh	<ul style="list-style-type: none"> Cert. 3 in Children Services 	
Sr Khadra Ibrahim	<ul style="list-style-type: none"> Cert 3 TA 	
Sr. Noraini Aman	<ul style="list-style-type: none"> Cert. 3 TA Cert. 4 in Education Support 	
Sr. Shereen Jhatam	<ul style="list-style-type: none"> Cert. 3 Education Assistant 	
Sr. Iman Hoglin	<ul style="list-style-type: none"> Cert. 3 in Education Support 	
Sr. Sadaf Fatimah Anwar	<ul style="list-style-type: none"> M. of Education B. of Education B. of Science 	

Sr. Parveen Pasha	<ul style="list-style-type: none"> • Cert. 3 TA • Cert. 4 TA
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ADMINISTRATION	
Br. Benjamin Koch (IT/Projects Manager)	<ul style="list-style-type: none"> • B. of Arts (Interactive Multimedia) • Dip of Arts (Arts & Design) • Cert. 4 in Business
Br. Ali Shariff (Business Manager)	<ul style="list-style-type: none"> • B. Commerce (Accounting & Information System)
SCHOOL OFFICE	
Sr. Indri Prameswari (School Office Manager) - Maternity	<ul style="list-style-type: none"> • Grad. Dip of Acct • Cert. 2 BA
Sr Aisyah Abdad - Relief	<ul style="list-style-type: none"> • Cert. 2 BA
Sr. Marmah Morshid (Administrative Officer)	<ul style="list-style-type: none"> • GCE 'O' Level • LCCI Typing (Distinction) • LCCI Shorthand Speed (70 wpm) • LCCI English for Business – Lvl 2 (Pass with credit) • LCCI Audio Transcription – Lvl 3 (Pass) • LCCI Manuscript Transcription – Lvl 3 (Pass with distinction) • LCCI Use of English – Lvl 3 (Pass) • LCCI Office Orgn & Secretarial Procedures – Lvl 3 (Pass with credit)
BUS DRIVERS	
Br. Mahomed Yusuf (Bus Supervisor)	<ul style="list-style-type: none"> • LR Licence
Br. Mohammed Hassan	<ul style="list-style-type: none"> • LR Licence
Br. Mohd Noor Soobrattee	<ul style="list-style-type: none"> • LR Licence
Mr Gary Formica	<ul style="list-style-type: none"> • MR + F Licence
GROUNDSMAN	
Br. Mohamed Abdi Nor	

Attendance requirements

Education is compulsory for students from the beginning of the year they turn 5 years 6 months, until the end of the year in which they turn 17. From 2014, this will become until the end of the year in which the student reaches the age of 17 years and six months, or until the student reaches the age of 18, whichever happens first.

For students in their final two years of compulsory education, this requirement may be met by approved alternative arrangements to full time schooling.

The *School Education Act 1999* requires compulsory aged students to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction, unless an alternative written arrangement has been entered into for the student (Sections 23 - 26).

Students must attend school on a regular basis to gain the maximum benefit from schooling and optimise their life opportunities. Research has established that every day counts and that there is no safe level of absence from school.

The school principal is responsible for the accurate recording and monitoring of all students' attendance. The principal will implement appropriate measures to restore the attendance of students where there is cause for concern.

The attendance rate of Al-Hidayah Islamic School is estimated to be more than 90% in 2014.

Al-Hidayah Islamic School's Attendance Procedure

1. The school class register is supervised by the class teacher and roll call is done two times a day.
2. Office staff calls each class by 8.45 AM to ask for absentees.
3. Transferred to School Pro
4. Call each student's parents or guardian, ask for reason.
5. True copy to School pro
6. Enter absences , add attendance records, absence reason, comments
7. Print absences
8. Copy to principal before 9 am.

If we have no contact with the parents by phone, we send an Absentee note home when the students return to school. The parents have to fill in the note and return it to school. This is kept in the school records. (Sample included)

ABSENTEE NOTE



AL-HIDAYAH ISLAMIC SCHOOL

Mr/Mrs _____

Your child _____ was absent from school on

without a written explanation. Sickness or other unavoidable cause may be regarded as a reasonable excuse for a child's absence from school if a parent of the child gives the class teacher written notice of the cause of absence within seven days after the first day of absence.

Kindly state below the reason for your child's absence and return this form to the class teacher without delay.

Class Teacher _____ **Date** _____

Reason _____

Date _____ **Signature of Parent/Guardian** _____

**CLASS TEACHERS
ABSENTEE NOTE PROCEDURES**

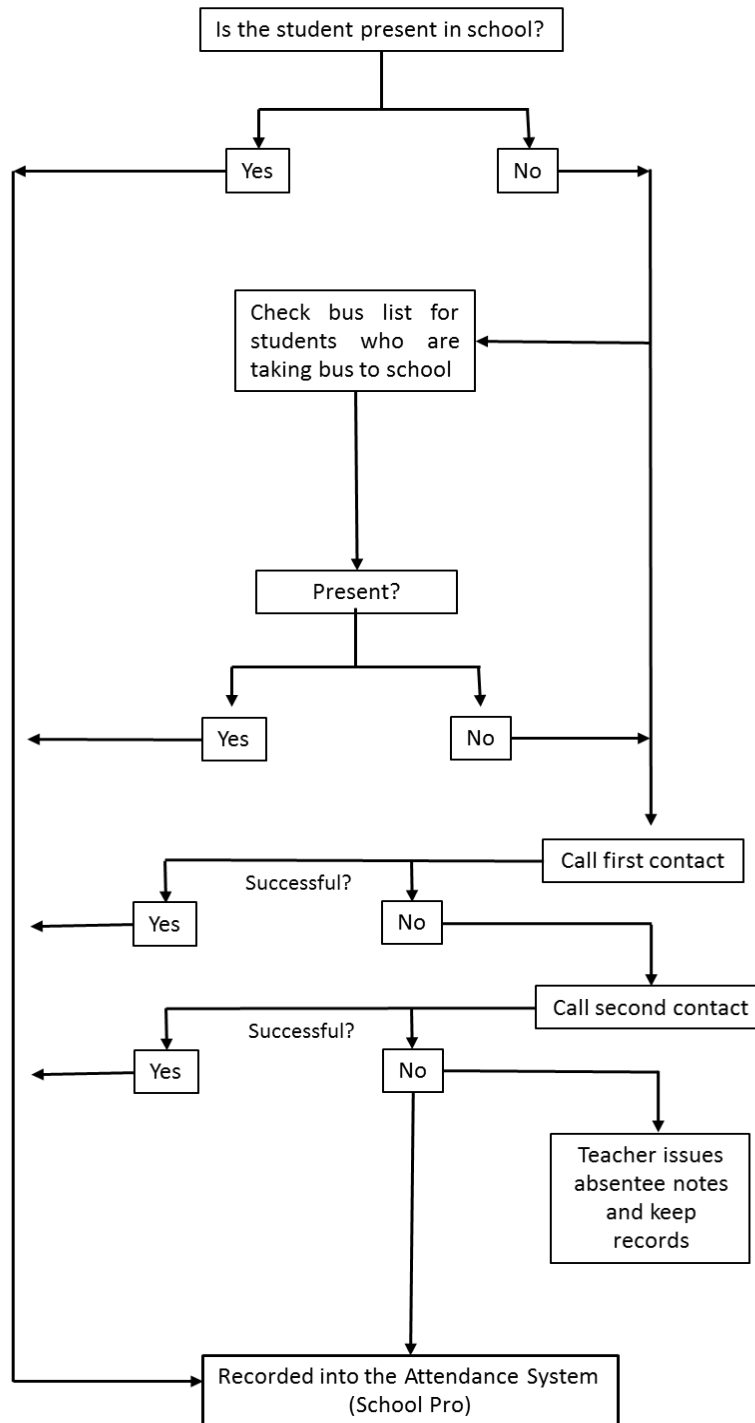
ABSENTEES

1. If a student is absent for any reason, the class teacher must be satisfied that the explanation given is genuine.
2. If no written explanation for an absence is received from the student's parent or guardian, an absentee note must be given to the student by the class teacher.
3. If the absentee note is not completed and returned on the day following its dispatch to the parent or guardian, the matter must be reported to the school principal.
4. If a student is absent for two consecutive days without an explanation, an absentee note must be forwarded immediately to the parent or guardian.
5. If the absentee note or other adequate written explanation is not received within seven days of its dispatch to the parent or guardian, the matter must be referred to the school principal.
6. Written explanations from parents or guardians must, if not dated, be so marked by the class teacher, specifying the precise date of receipt.
7. Written explanations and medical certificates relating to each Register of Attendance must be filled in the order of date of receipt and retained in the school for at least six months after end of school year to which the Register refers.
8. Written explanations and medical certificates relating to each Register of Attendance must be filed in order of date of receipt and retained in the school for at least 6 months after the end of the school year to which the register refers. Al-Hidayah Islamic School has these records behind all registers.



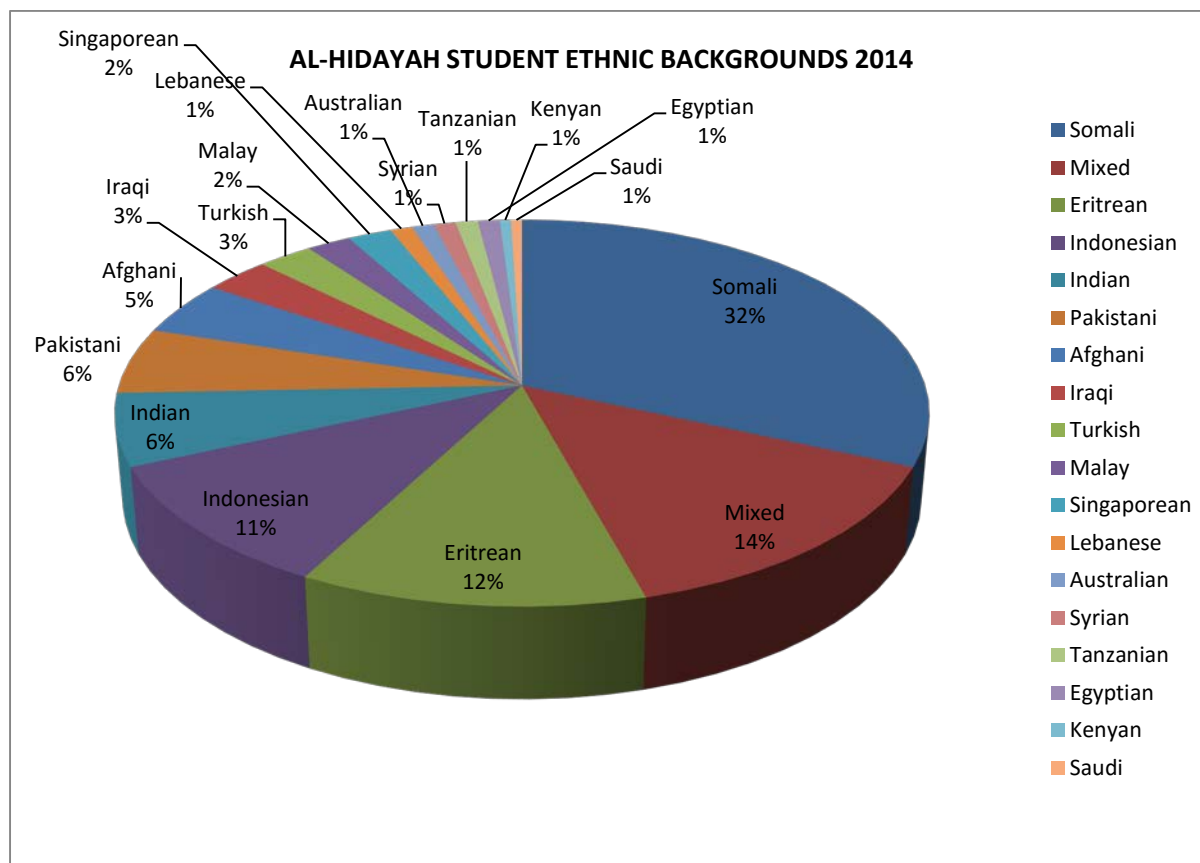
AL-HIDAYAH ISLAMIC SCHOOL

ATTENDANCE FLOW CHART



Characteristics of Students

Our students are from various ethnic and cultural backgrounds. 32% of our students are of Somali background. Almost all students are ESL.



The school is co-educational from Pre-Primary to Year 6

Total Enrolment: April 2014: 199.

Males: 97

Females: 102

Class sizes

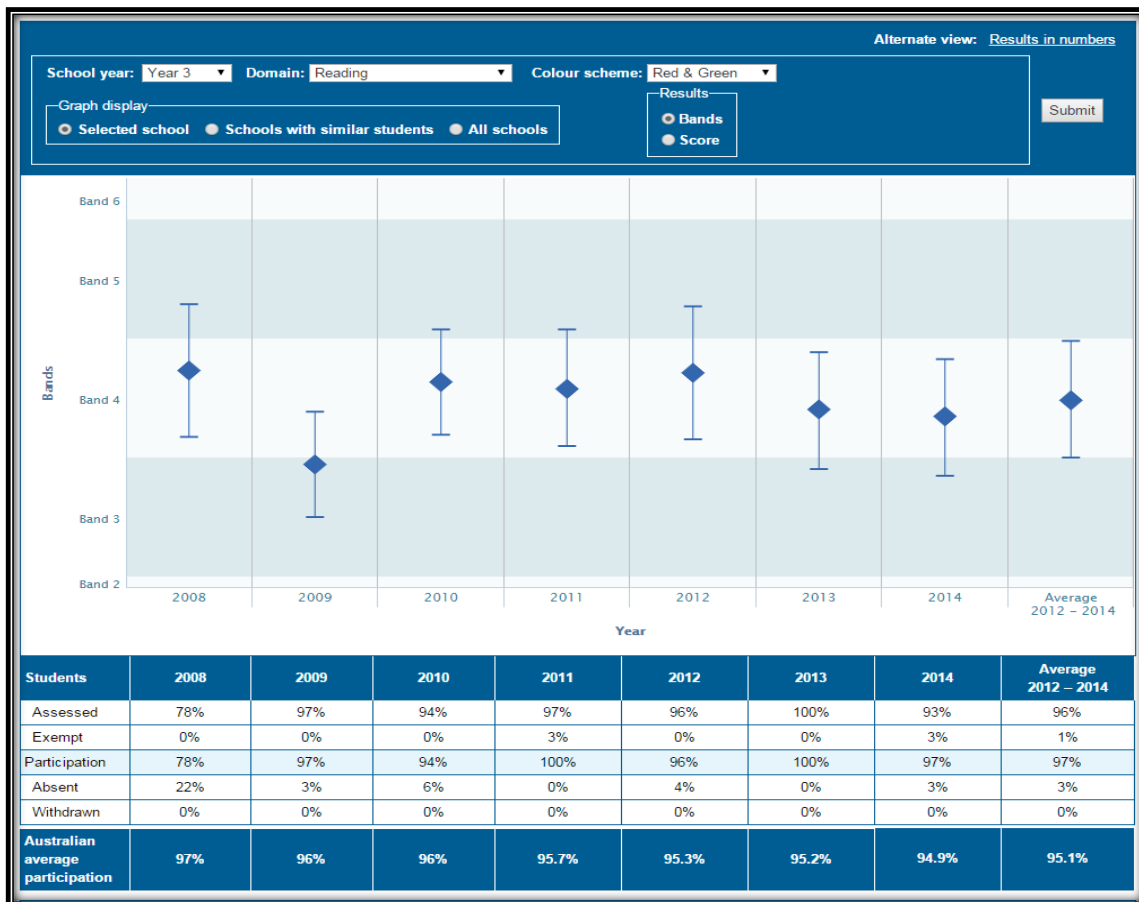
	Female	Male	Total
PrePrimary	16	14	30
Yr 1	15	19	34
Yr 2	17	19	36
Yr 3	18	11	29
Yr 4	12	15	27
Yr 5	10	8	18
Yr 6	14	11	25

NAPLAN 2014

Year 3

Generally, the students have been performing well in NAPLAN. The school encourage every students to take NAPLAN and no one is allowed to withdraw from taking it. On the average, the Year 3 students were on Band 4 in Reading, Persuasive Writing, Spelling, Grammar and Punctuation and Numeracy. The school has a high participation rate in NAPLAN.

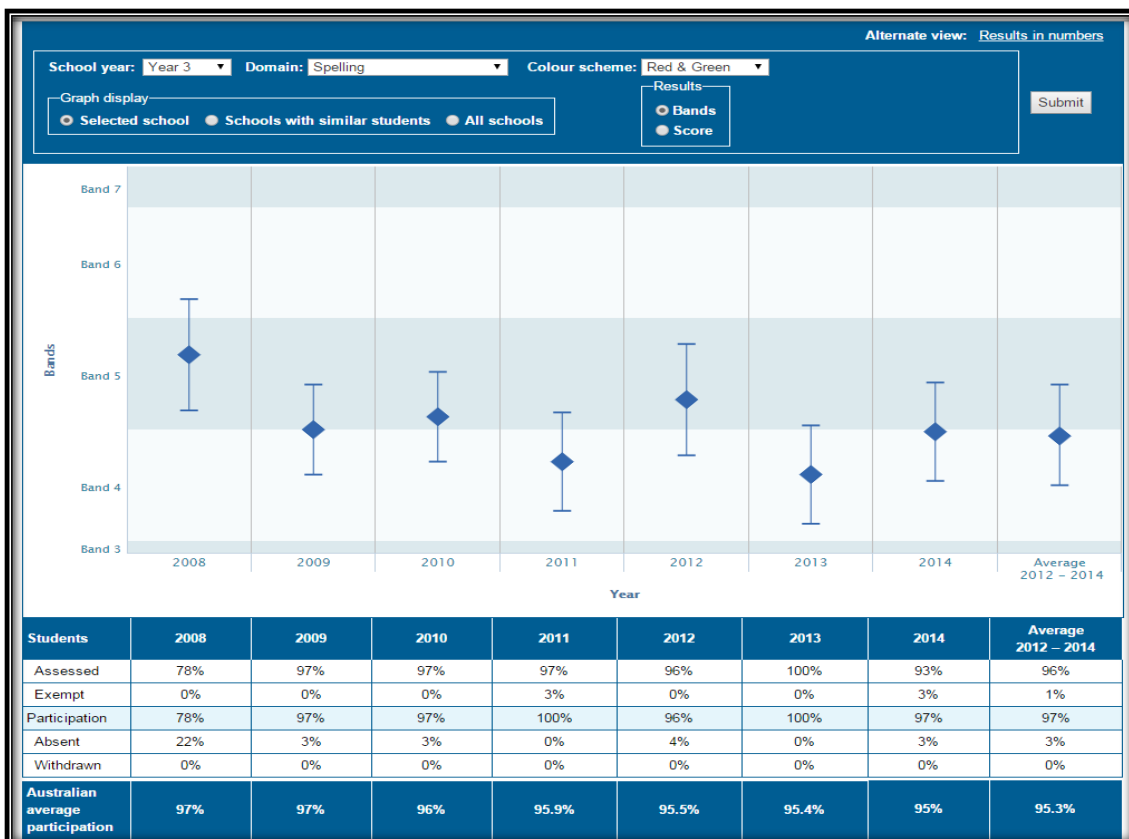
Year 3 Reading



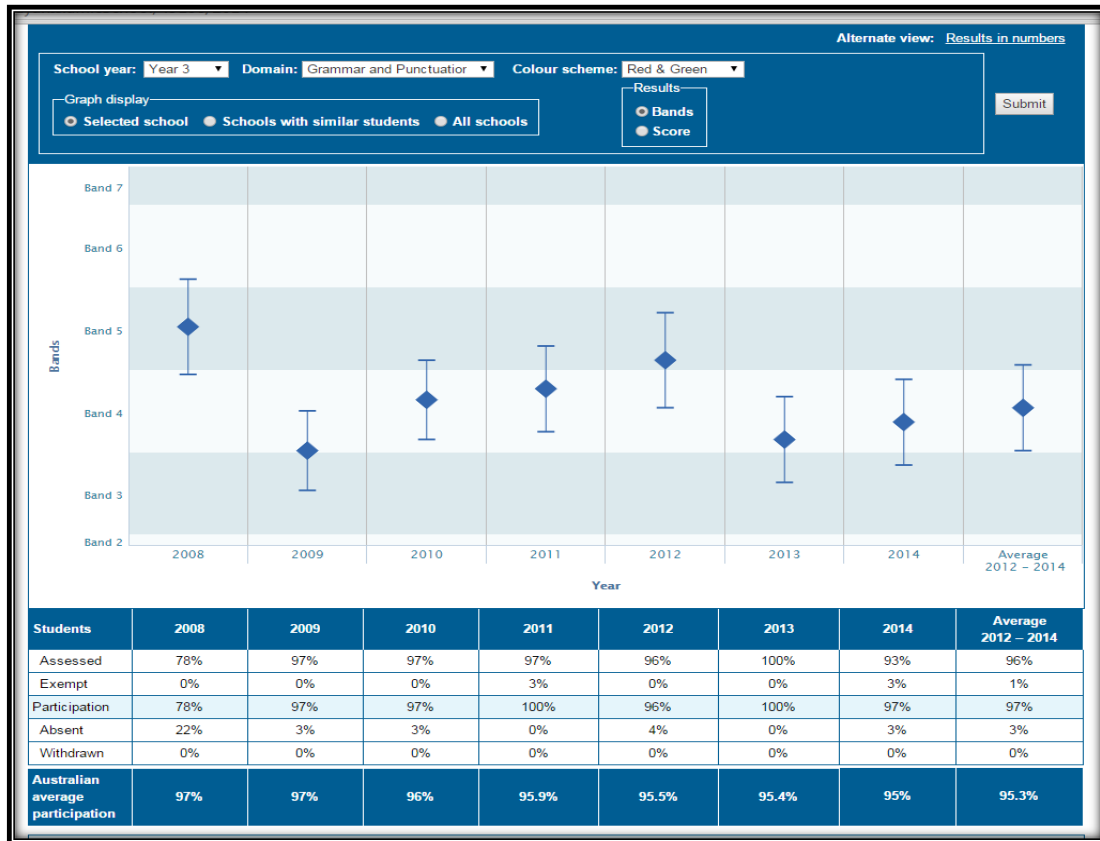
Year 3 Persuasive Writing



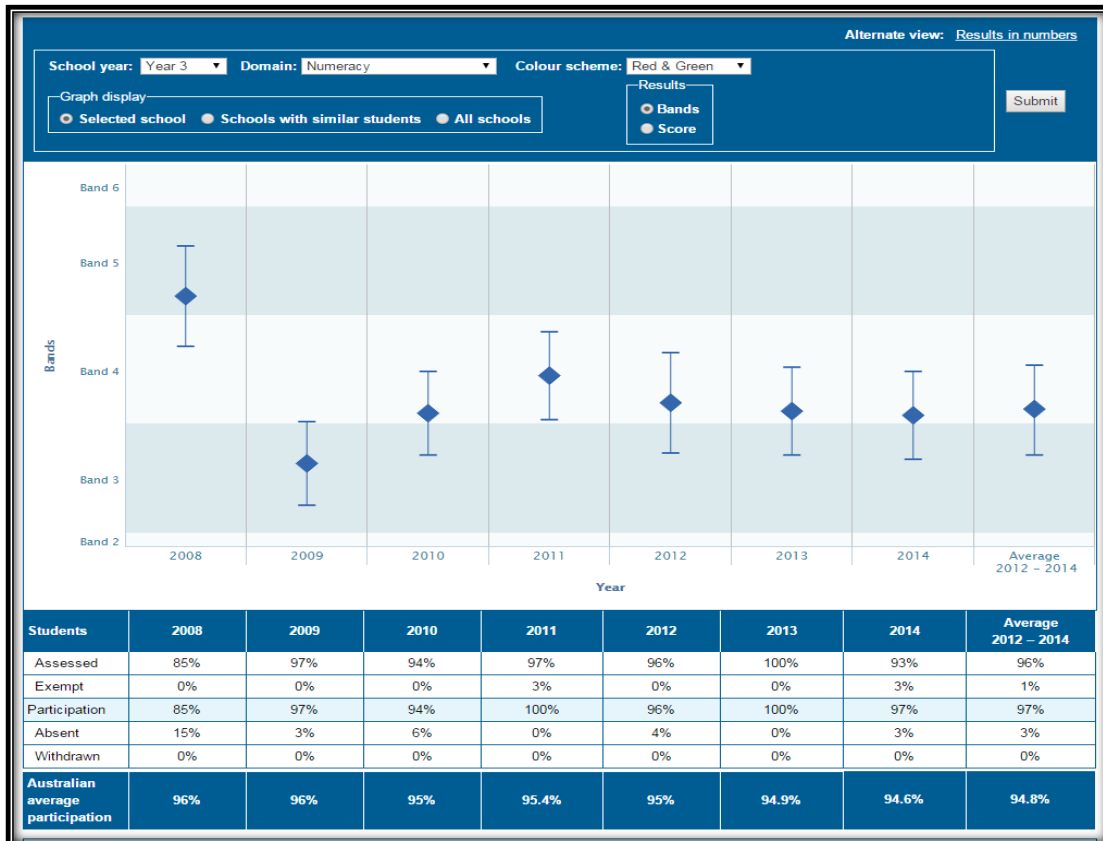
Year 3 Spelling



Year 3 Grammar and Punctuation



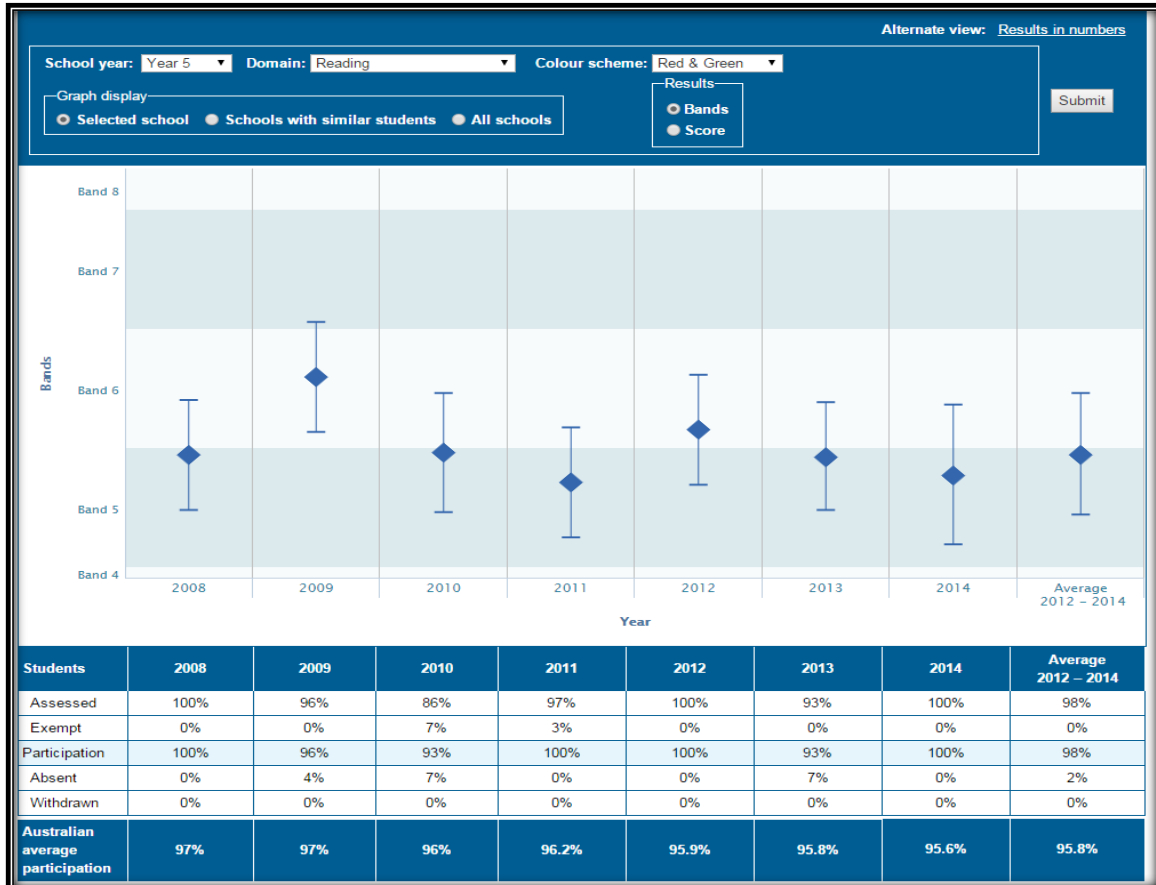
Year 3 Numeracy



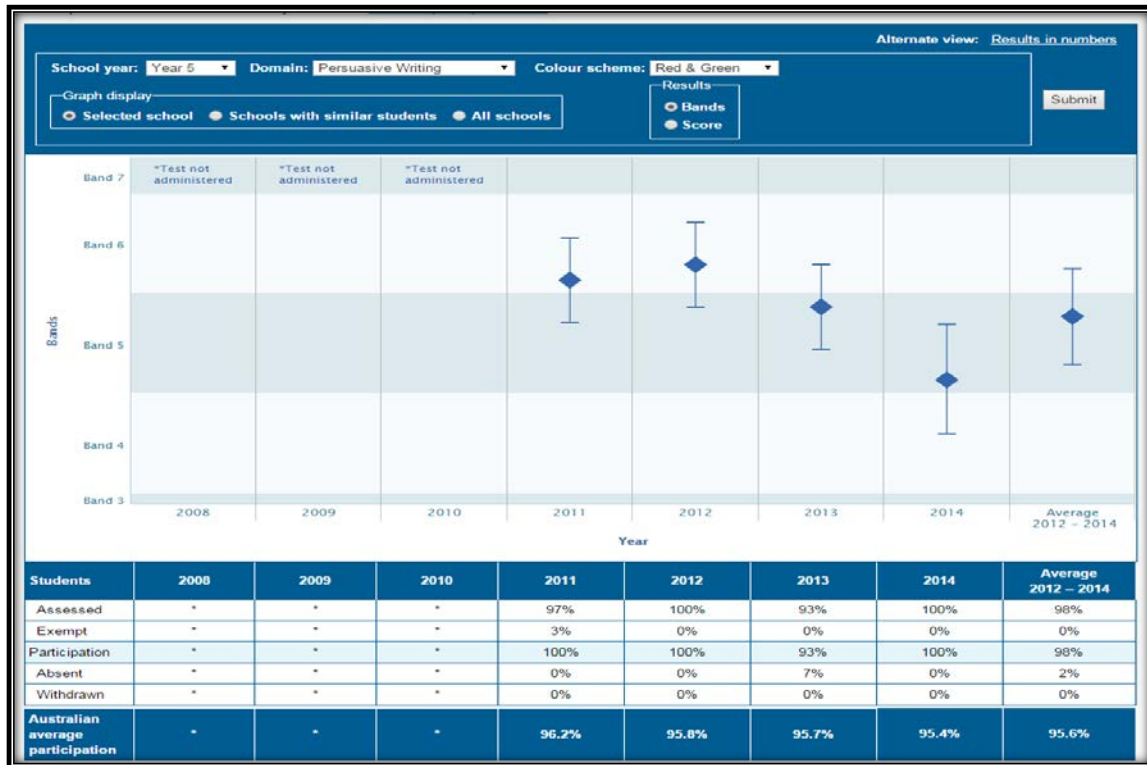
Year 5

Generally, the students have been performing well in NAPLAN. The school encourages every student to participate in NAPLAN and no one is allowed to withdraw from taking it. On the average, the Year 5 students were on Band 5 in Reading, Persuasive Writing and Numeracy and Band 6 in Spelling, Grammar and Punctuation and Numeracy. The school's participation rate is well above the national average.

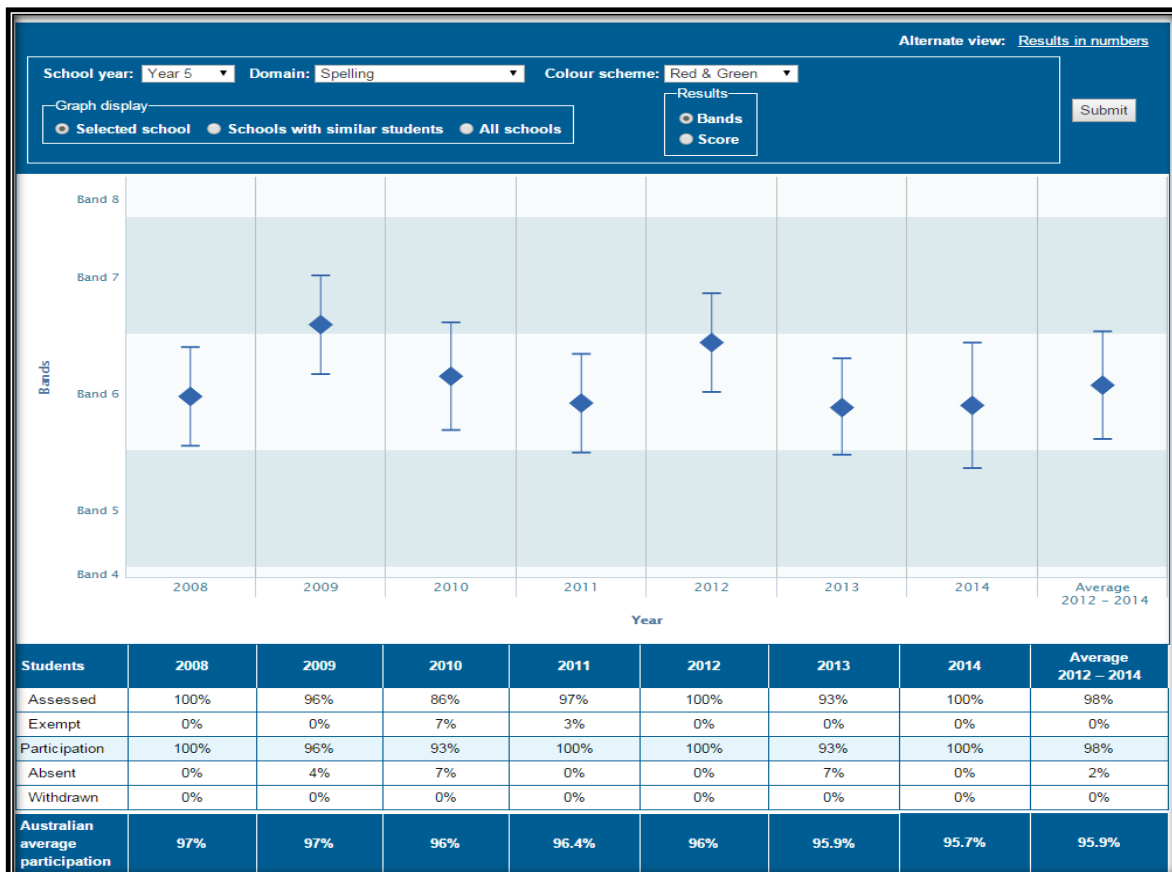
Year 5 Reading



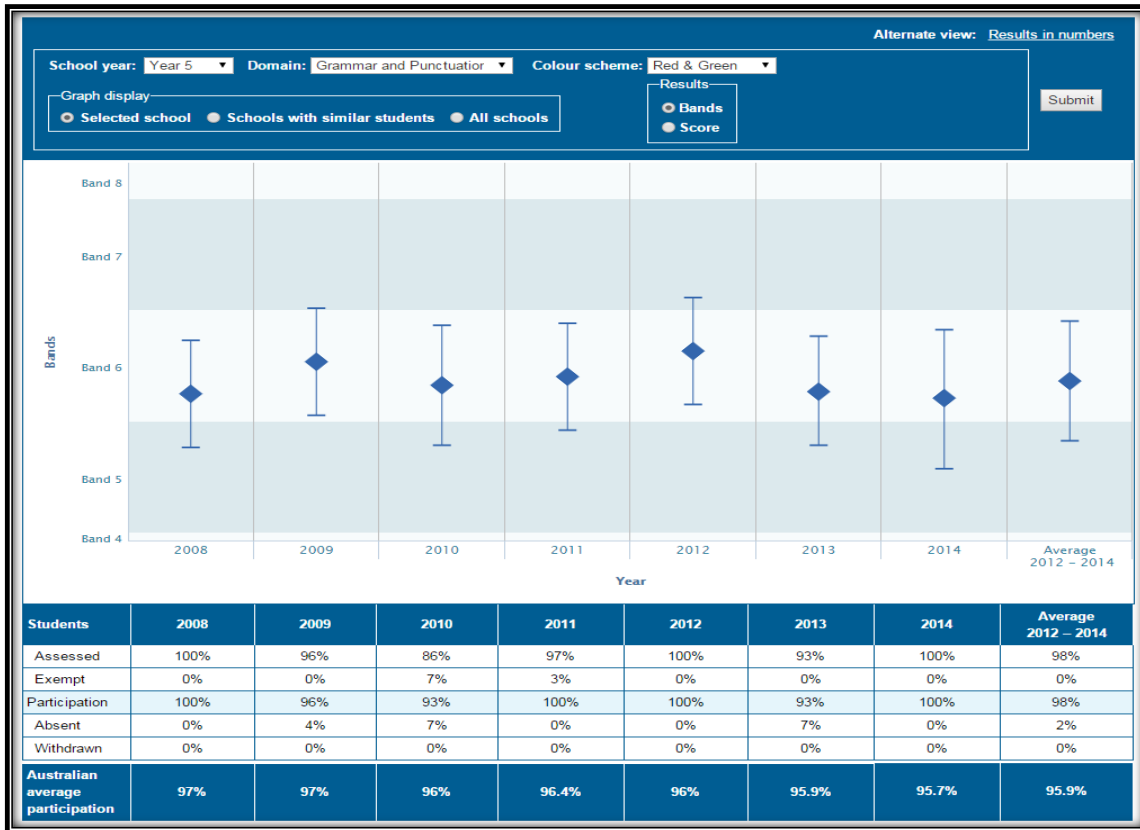
Year 5 Persuasive Writing



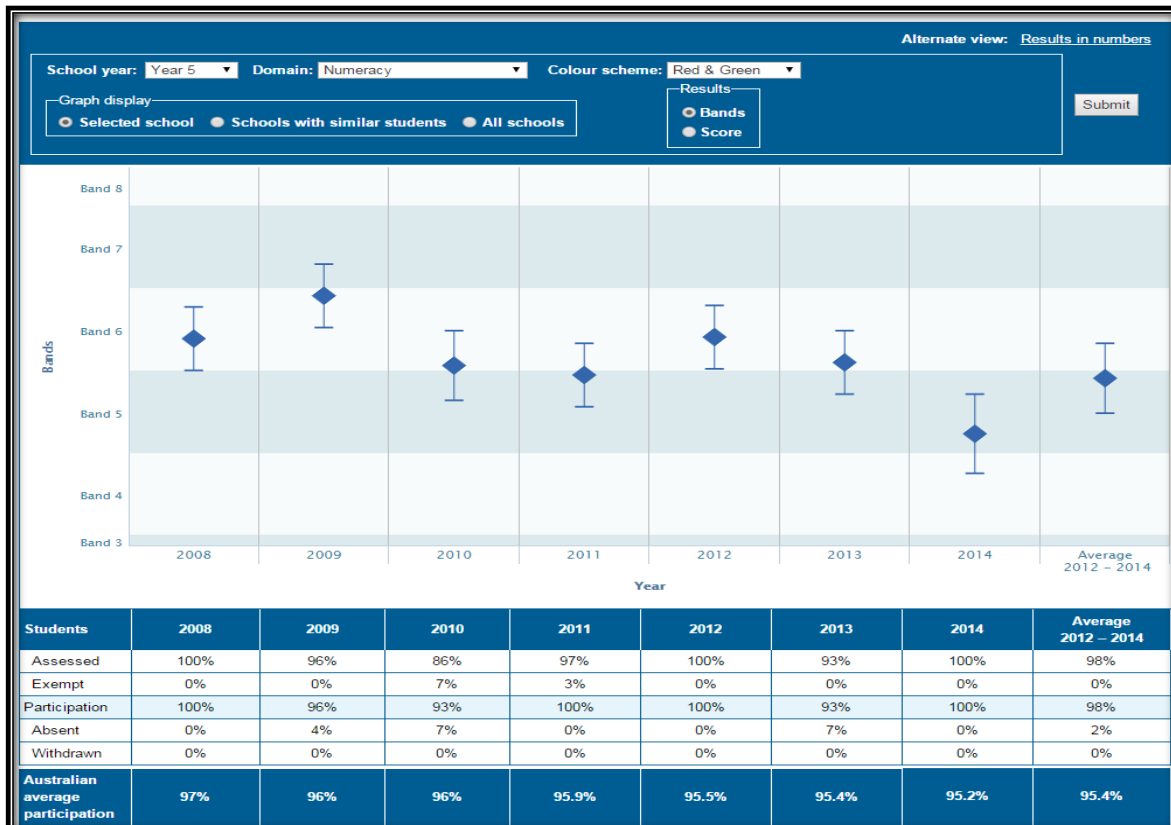
Year 5 Spelling



Year 5 Grammar and Punctuation



Year 5 Numeracy



Survey

The school conducted a satisfaction survey for parents and students. This is the result of the survey.

Parent Survey

Questions	Strongly Agree	Agree	Not sure	Disagree	Strongly Disagree
1. School Environment					
a. The school is well maintained.	32%	48%	4%	8%	4%
b. My child feels safe at this school.	68%	24%	8%	0%	0%
c. Student behaviour is well managed at school.	48%	44%	8%	0%	0%
d. My child likes being at the school.	68%	24%	0%	4%	0%
e. This school looks for ways to improve.	36%	52%	8%	4%	0%
f. My child's learning needs are being met at this school.	40%	32%	20%	4%	0%
g. This school works with me to support my child's learning.	52%	36%	8%	0%	0%
h. It has a friendly environment.	64%	36%	0%	0%	0%
i. You feel welcome when you enter the school.	60%	36%	4%	0%	0%
j. I like to send my child to this school.	68%	28%	4%	0%	0%
2. Administrative Staff					
a. The staff are friendly.	56%	44%	0%	0%	0%
b. The staff are helpful.	56%	36%	8%	0%	0%
c. The staff have excellent telephone manners.	64%	28%	0%	4%	0%
d. The staff are able to direct my queries to the right person.	64%	28%	0%	4%	0%
e. The staff are efficient and professional.	44%	44%	8%	4%	0%
3. Teaching Staff					
a. Teachers expect my child to do his or her best.	64%	32%	4%	0%	0%
b. Teachers provide my child with useful feedback about his or her school work.	48%	48%	4%	0%	0%
c. Teachers treat students fairly.	52%	28%	20%	0%	0%
d. I can communicate with my child's teachers about my concerns.	72%	16%	8%	0%	0%
e. Teachers motivate my child to learn.	60%	36%	4%	0%	0%
f. Teachers help my child to make good progress at this school.	56%	32%	8%	0%	0%
g. Teachers are friendly and warm.	60%	36%	4%	0%	0%
h. Teachers prepare engaging lessons in class.	52%	24%	20%	0%	0%

Questions	Strongly Agree	Agree	Not sure	Disagree	Strongly Disagree
i. Teachers use IT in the classrooms.	40%	36%	20%	0%	0%
j. Teachers listen to my feedback	48%	36%	16%	0%	0%
4. Principal					
a. The principal is friendly.	44%	36%	12%	0%	0%
b. The principal treats the students fairly.	48%	28%	16%	0%	0%
c. I can communicate with the principal on issues pertaining to the school.	40%	36%	16%	0%	0%
d. The principal listens to parents' opinions.	36%	40%	16%	0%	0%
e. The principal manages students' behaviour well.	44%	44%	4%	0%	0%

Student Survey

Questions	Strongly Agree	Agree	Not sure	Disagree	Strongly Disagree
5. School Environment					
k. My school is well maintained.	49.6%	24.4%	14.1%	8.9%	3%
l. I feel safe at this school.	60.7%	22.2%	12.6%	3.7%	0.7%
m. Student behaviour is well managed at my school.	43%	24.4%	25.9%	2.2%	3.7%
n. I like being at the school.	57.8%	20%	8.1%	6.7%	6.7%
o. My school looks for ways to improve.	51.9%	20.7%	23.7%	1.5%	1.5%
p. My school takes students' opinion seriously.	39.3%	17%	19.3%	8.9%	14.8%
q. My school gives me opportunities to do interesting things.	68.1%	22.2%	5.2%	3%	0.7%
r. My learning needs are being met at this school.	62.2%	23%	13.3%	0.7%	0%
s. My school has a friendly environment.	48.1%	17%	25.2%	4.4%	4.4%
t. I feel welcome when I enter the school.	56.3%	23.7%	11.9%	2.2%	4.4%
6. Administrative Staff					
f. The office staff are friendly.	85.9%	11.1%	3%	0%	0%
g. The office staff are helpful.	88.1%	10.4%	0.7%	0%	0.7%
7. Teaching Staff					
k. My teachers expect me to do my best.	85.9%	11.9%	2.2%	0%	0%
l. My teachers provide me with useful feedback about my school work.	66.7%	20.7%	9.6%	1.5%	1.5%
m. Teachers treat students fairly.	51.1%	23.7%	14.8%	6.7%	3.7%
n. I can communicate with my teachers about my concerns.	64.4%	21.5%	8.9%	3.7%	1.5%
o. My teachers help me to make good progress at this school.	69.6%	20.7%	7.4%	1.5%	0%
p. My teachers are friendly and warm.	60.7%	24.4%	11.1%	1.5%	2.2%

Questions	Strongly Agree	Agree	Not sure	Disagree	Strongly Disagree
q. My teachers prepare engaging lessons in class.	71.9%	17.8%	8.1%	1.5%	0.7%
r. My teachers use IT in the classrooms.	77.8%	15.6%	5.2%	1.5%	0%
s. My teachers listen to my feedback	45.2%	20.7%	28.1%	3.7%	2.2%
t. My teachers motivate me to learn.	72.2%	15.8%	8.3%	2.3%	0.8%
8. Principal					
f. My principal is friendly and approachable.	48.1%	9.6%	14.8%	5.9%	20%
g. My principal treats the students fairly.	54.1%	17.8%	12.6%	5.2%	8.9%
h. I can communicate with the principal about school's issues.	44.4%	14.8%	17.8%	7.4%	15.6%
i. My principal listens to students' opinions.	34.1%	8.9%	24.4%	5.9%	26.7%
j. My principal manages students' behaviour well.	82.2%	8.1%	6.7%	0%	3%

School Income

The following is the school income for 2013. More information on the NAPLAN results and School Income can be found at the following:

<http://www.myschool.edu.au/SchoolProfile/Index/90391/AlHidayahIslamicSchool/49106/2014>

Full-time equivalent enrolments relating to recurrent income and capital expenditure:

215

Interpreting school financial information

The following table and charts summarise the recurrent and other income of the selected school together with its capital expenditure for the calendar year. Where data are available for a minimum of three consecutive calendar years, total cumulative capital expenditure for those years will be displayed. Caution should be taken in using the information presented below when making direct funding comparisons between schools. The financial resources available to schools are directly influenced by the nature of the school (including its location and profile), its programs and its operations. Further information on the methods used and on the comparability of the data is available in the [financial limitations](#). Further information is also available about [financial reporting for non-government multi-campus schools](#).

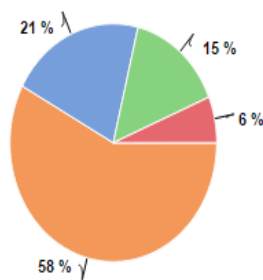
Net recurrent income 2013

	\$ Total	\$ Per student
Australian Government recurrent funding	1,207,479	5,616
State/territory government recurrent funding	436,725	2,031
Fees, charges and parent contributions	310,797	1,446
Other private sources	130,534	607
Total gross income (excluding income from government capital grants)	2,085,535	9,700
Less deductions	0	0
Total net recurrent income	2,085,535	9,700

Capital expenditure 2013

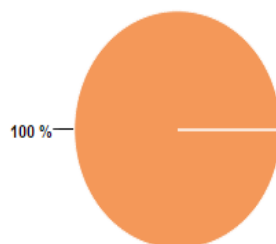
	\$ Total	\$ Total 2009-2013
Australian Government capital expenditure	781	105,077
State/territory government capital expenditure	0	0
New school loans	0	0
Income allocated to current capital projects	0	0
Other	0	393,505
Total capital expenditure	781	498,582

Total gross income 2013

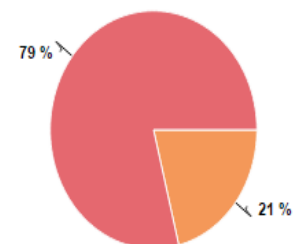


(excluding income from government capital grants)

Total capital expenditure 2013



Total capital expenditure 2009-2013



Percentages are rounded and may not add to 100%.