



**AL-HIDAYAH ISLAMIC SCHOOL**

# **Parent Information Booklet 2017**

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## Vision Statement

**While in constant remembrance of Allah SWT and being ever mindful of the Hereafter,** in a safe Islamic environment, lay the best possible foundation for our students by way of good example and relevant Islamically oriented education to the highest possible standards, so that they can take their place as an integral part of multicultural Australia as confident, contributing Muslims, united in Islam as revealed in the Holy Quran AK and according to the Sunnah of the Prophet Muhammad SAW, who will automatically be good citizens, now and in future generations, and in so doing ensuring that: **The Islamic nature of the School takes precedence over all other considerations.**

ان شاء الله

### **1.0 Priorities for 2017**

#### **1.1 Islamic Akhlaq**

Every two weeks a different key to success and good manners will be introduced to the students for their practice at our Friday morning assembly. Parents are encouraged to check the Quranic verses and Hadiths that are placed on the school noticeboard that support each value. The teachers and education assistants regularly speak with their students about these values. It is our hope that this whole school approach will help our students to always be their very best in all ways.

#### **1.2 Arriving at school on time**

It is vitally important the children arrive at school on time. Being late for school should be an exception! This is another very good habit for the children to practice and develop. Arriving late in class causes disruption for the other students and the teacher. Plus it is a loss of lesson time for the child.

#### **1.3 Full attendance at school**

Students are expected to attend School on all required days. There should be very important reasons for your child to miss a day of school or to leave school early. Appointments are normally not a good reason to leave school early. We

want the children to develop strong, healthy habits that support full day attendance at school

#### **1.4 Implementation of Whole School Guided Reading Program**

As part of our School Improvement Plan, we plan to improve the level of our children's reading. Our teachers and education assistants will be up-skilled in the Sharp Reading Program in 2017 that explicitly teaches children how to read fluently and with understanding.

#### **1.5 Embedding the culture of safe practice in our school**

Our school community - the Governing Shurah, parents, staff and students have a strong commitment to embedding the culture of safe practice in our school. The Prophet (PBUH) says "Every one of you is a Protector and Guardian for those who are placed under your care". (Bukhari and Muslim).

### **2.0 General Information**

#### **2.1 Absences**

The parents of any student absent will be contacted by the school office and asked to give a reason for their child's absence. Any parents who cannot be contacted will be sent the following text message:

*"As salam, pls call Al Hidayah Islamic Sch on 93518593 in relation to your child not in school today."*

Parents are required to respond to the text message above and provide a reason for their child's absence. This is a legal requirement in the Education Act.

#### **2.2 Morning arrival at School / Afternoon Departure**

Children should not arrive at school before 8.00 am. Students are required to sit on the benches until class commences at 8:25 am. Students are supervised by staff from 8.00am until they go to their classes at 8:25 am.

The school day finishes at 3:30pm Monday to Thursday. Parents are required to pick up their children by no later than 3:45pm.

### **2.3 Early dismissal on Fridays (Jumu'ah - الجمعة)**

Students are dismissed after Friday Jumu'ah at 2.00 pm. Parents are required to pick up their children by no later than 2:15pm.

### **2.4 Late Arrivals**

Except for Students travelling on School Buses, Students arriving late are required to be escorted by whoever brings them to School to the School Office where they will be signed in as late-comers and their reason for being late will be recorded. Students will be issued a Late Pass from the office to hand to their teacher when they arrive at the classroom. Students without a Late Pass will be sent to the School Office.

Students arriving late for School results in lost lesson time and causes disruption to regular class activities.

### **2.5 Assemblies**

Formal assemblies are held on a regular basis. Assemblies will be held on Fridays commencing at 12:00 pm in the Musallah area. Please check with the class teacher when your child is involved in presenting an item.

### **2.6 Complaints (See Parent Complaints Policy & Procedure on school website)**

If you have any concerns, complaints or suggestions regarding your child's education, the school would like to hear about it. A problem can be solved if we are aware of it. Please contact the relevant staff member/s via the School Office on 9351 8593. If possible, the staff member will deal with it in person. If the staff member is not able to deal with it him/herself, he or she will refer the matter to the Principal, who is more able to respond to the matter you raise.

### **2.7 Enrolling**

Upon enrolment, the school requires original or certified copies of the following documents: student's passport or visa details, Australian Citizenship Certificate (if applicable), birth certificate, immunisation records, and the student's most recent school Academic and NAPLAN report (if applicable).

A Student Enrolment Form must be completed in full and signed by a parent or guardian. It is essential that the school have several alternative telephone numbers in the event of accidents or illness. A non-refundable registration fee of \$25 per child is payable upon submission of the enrolment form.

## **2.8 Leaving School Grounds During School**

During the hours from 8:00am to 3:45pm Monday to Thursday and 8:00am to 2:15pm Friday, Students are our responsibility, and whilst in our care must **not** leave the school grounds without our knowledge. If, for some very important reason, your child needs to leave school early, please inform the office and the classroom teacher. The process of picking up your child must commence through the School Office and follow our school procedure.

## **2.9 Library**

All children must have a library bag before they can borrow books from Bentley Library. Respective class teachers will advise their students on how many books they can borrow at any one time.

## **2.10 Lost Property**

Each year we have a substantial number of lost property items that remain unclaimed. To help prevent this from occurring, it is important all stationary and clothing including shoes, hats etc. are clearly labelled with a permanent laundry marking pen. All lost property is stored in the School Office and is displayed from time to time at the assembly. Unclaimed items will be disposed of at the School's discretion.

## **2.11 Money Collection**

If money is sent to school with students for such things as excursions, please place the correct amount in a sealed and taped envelope. Please print the student's name, Class Year and purpose of the payment on the outside of the envelope and hand to the class teacher. Tuition and bus fees may only be paid by Parents/Guardians.

## **2.12 Newsletters**

Newsletters will be sent home every term, informing parents of the school activities and forthcoming events. The eldest child of the family will be responsible for taking notices home. When the eldest child is absent, a copy of the newsletter is available from the office for parents to collect. Community notices may be included in the newsletter at the discretion of the Principal.

### **2.13 Parent Teacher Meetings**

There will be two formal Parent Teacher Meetings per year which will be held towards the end of Term 1 and Term 3 on Pupil Free days. It is ongoing School Policy that Parents/Guardians are welcome at any time to make an appointment with a Teacher via the School Office to discuss Student progress.

### **2.14 Parent Involvement**

The “Open Door” policy with regards to parent involvement has been and always will be encouraged throughout our school community. The staff are very keen to involve parents in school life as much as possible for you to play a vital part in the total education of your children. Therefore you are invited to participate in the following ways:

- In the classroom
- Whole school events- sports carnivals, special days, excursions etc.

### **2.15 Parking**

Provision for parking inside the School grounds is made for school staff and tradespeople. In the interest of children’s safety **no** parents or visitors are permitted to enter our School via the vehicle gate. Do not drive into the school grounds to drop off or pick up children. The speed limit inside the school is 5kmh for people who are authorised. We appreciate your cooperation.

### **2.16 Pre-Primary**

A special Pre-Primary Parent Information booklet will be issued to parents of Pre-primary children, Inshallah. Please collect this booklet from the Pre-Primary teacher if the need arises.

### **2.17 Student Progress Reports**

Student Progress Reports will be sent out by mail at the end of Term 2 and 4. Teachers will arrange meetings with Parents if considered necessary.

### **2.18 Uniforms**

Students are required to wear school uniform at all times. Uniforms can be purchased at the School Office



### **2.19 Valuables / Non-essential items**

Any valuables / non-essential items such as: jewellery / toys / collector cards / electronic devices / mobile phones / personal sporting equipment / books or literary items not included on the Book List or issued by the School / non-uniform items of clothing / and anything else deemed unessential that is brought into the School by Students will, at the sole discretion of the Principal, be confiscated and held in the Principal's Office for collection by the Parents concerned. The School will not be held responsible for any valuables or non-essential that are brought into the School.

### **2.20 Special needs**

Parents are advised to talk to the Teacher and Principal about any special needs that may be required while the students attend the school. The school has limited resources and facilities to cater for special needs.

### **2.21 Extended Leave/ Vacations**

Except in exceptional circumstances, students must attend ALL days of school. Parents, who wish to take their child out of school for a period of time need to be aware of the following:

1. Parents need to make a written application to the Principal which might be followed up by an interview with the Principal.
2. Once approval is given, parents contact the child's teacher at least two weeks in advance. Teachers will not make any arrangements with parents without written permission from the Principal.
3. Parents need to understand that the student is responsible for all work missed during his/her absence.
4. The student may be required to take a test to assess whether they have mastered the grade material.

## **3.0 Policies**

### **3.1 Student Behaviour**

The development of appropriate and acceptable behaviour is a staff, parent and student concern. Its success is based upon the recognition of the dignity and worth of all individuals.

Al-Hidayah Islamic School aims to:

- Create a positive Islamic environment within the school and the classroom so that the teachers and students can work together in harmony.
- Create a safe and caring school environment where the rights and responsibility of the individual are recognised and respected.
- Recognises those members of the school community whose exemplary behaviour promotes a positive and caring school environment.
- Establish a set of rules that protect the rights of all individuals.
- Establish a clear set of consequences for individuals who do not accept their responsibilities and break the rules, so that they are encouraged to recognise and respect the rights of others as per Islam.
- Establish procedures so that conflicts can be resolved through conflict resolution processes, fairly and respectfully.

### **Code of Behaviour**

- ❖ Fear Allah and hope for His mercy.
- ❖ Always act in an appropriate and safe manner.
- ❖ Display respect and courtesy.
- ❖ Be punctual, prepared and well presented for class.
- ❖ Respect personal possessions and school property.
- ❖ Be proud of achievements and our school.

A Behaviour Management Plan will be developed with children who continually misbehave. The class teacher will contact parents and organise a meeting.

### **Our School Rules**

1. **Learning:** I will try my best to learn and to allow others to learn without interference.
2. **Respect:** I will respect myself and other people, their beliefs, opinions and belongings.
3. **Safety:** I will act and play safely and allow others to play safely.
4. **The Environment:** I will take care of my environment.
5. **School Pride:** I will represent my school with pride.

### **Playground Rules**

1. No Hat, No Play.
2. No fighting or rough play.
3. No running or playing on the verandas.
4. No throwing sticks, stones or sand or tree climbing.
5. All litter in bins.
6. Swearing will not be tolerated.
7. Use toilet as per Islamic procedure.

### **3.2 Homework Policy**

Monday – Friday: Class homework  
Sat-Sun: Religious homework

### **3.3 No Hat, No Play**

Students must wear a hat otherwise they will not be allowed to play outdoors.

### **3.4 Excursion Policy**

To ensure the safety of your child, it is essential we have up-to-date medical information. Please make sure the school office has your child's medical records.

### **3.5 Healthy Food Policy - (No 'Junk-Food')**

Please be familiar with the School's Healthy Food policy which is aligned with Education Department and Health department recommendations. Anything that

would fall into the category of 'Red-Light' ('Junk-Food') is not allowed. 'Red-Light' food items will be confiscated and will be held at the School Office for collection by the Parents concerned.

### **3.6 Photograph policy**

If parents do not want their children to be photographed at school, please kindly notify the school office.

### **3.7 Student bag weight policy**

The maximum allowable weight of a school bag is 10% of body weight.

## **4.0 School Support Services**

### **4.1 Dental Therapy Centre**

Parents will receive information from the dental centre, for appointments.

### **4.2 School Nurse**

A school nurse works in the school on a needs basis. Children can be referred by a teacher, or parents can request an appraisal by telephoning the school.

### **4.3 School Psychologist**

The School Psychologist's role is to assist with children who have academic, behavioural or emotional problems. Children are usually referred to the School Psychologist by the Principal however, parents may make an appointment themselves to discuss any concerns they have regarding the progress and development of their children.

### **4.4 Medical concerns**

Please notify school office of any medical concerns.