



AL-HIDAYAH ISLAMIC SCHOOL

**Parent Information Booklet
2024**

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School Vision Statement

While being ever mindful of Allah, Glory is to Him the Most-High, and the Hereafter, in a **safe Islamic environment**, lay the **best possible foundation** for our students by way of **exemplary example** and **relevant Islamically oriented education** to the **highest possible standards**, so that they can make their way into the world as **confident, contributing Muslims**; and in so doing, ensuring that the **Islamic nature of the School takes precedence over all other considerations.**



A Safe and Caring Islamic Environment

We wholeheartedly encourage the practice of our **Islamic ethos** throughout the school day. We actively support a safe and caring Islamic environment. We are committed to providing a **child-safe environment** which safeguards all students and is committed to promoting practices which provides for the safety, wellbeing and welfare of our children. We are committed to having a nurturing school environment where children are respected, their voices are heard; where they are safe and feel safe and are happy and engaged.

Our commitment is drawn from and inherent in the teaching of Islam.

The Prophet (PBUH) says “Every one of you is a Protector and Guardian for those who are placed under your care”. (Bukhari and Muslim).

Al Hidayah Islamic School expects all school community members including the Governing Shurah, staff, parents, volunteers, students, practicum students, visitors and contractors to share this commitment. In all situations, and in particular regard to managing students’ behaviour, the school explicitly forbids corporal and degrading punishment and child abuse.

1.0 PRIORITIES

1.1 Islamic Akhlaq

'Akhlaq' consists of **good character, morals, ethics and manners** which are fundamental to the religion of Islam. Every two weeks, a different key to success and good Akhlaq will be introduced to the students for their practice. Our educators 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 Quranic Studies, Islamic Studies and Arabic

Our students have a **rich, engaging and personalised** learning program in Quranic Studies, Islamic Studies and Arabic. All students receive **ten lessons per week** from our Islamic Studies Teachers – four personalised Quran lessons, two focused Islamic Studies lessons, two engaging Arabic lessons based on the Australian Curriculum and two additional lessons depending on students' needs.

1.3 A Play-Based & Inquiry-Based Approach to Teaching & Learning

At Al-Hidayah Islamic School, we implement a **play-based** and **inquiry-based approach** to teaching and learning using the **Walker Learning (WL)** framework, which is an Australian-designed, developmentally appropriate pedagogy (process of teaching and learning) that embraces the concept of the '**whole child**'. The WL framework aims to **actively engage** and **motivate** children in their learning and strongly supports our educators to **personalise student learning**.

1.4 Developing Our Learning Assets

We aim to develop our students' **learning assets** which describe the **skills, attitudes and dispositions** that they need in order to become **effective and independent learners**. They include a broad range of capabilities that children need to thrive both inside and outside the classroom and include to become good: **Self-Managers, Communicators, Collaborators, Thinkers, Researchers** and **Contributors**.

1.5 Arriving On Time & Full Attendance

It is vitally important that students **arrive at school on time**. 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.

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, and neither is tutoring or after school classes (academic or religious). We want the children to **develop strong, healthy habits** that support **full day attendance at school**. Despite this, parents wishing to pick their child early from school should do so before 3.20pm.

2.0 GENERAL INFORMATION

2.1 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, current Australian Immunization Register (AIR) Immunisation History Statement, 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.

2.2 Kindergarten & Pre-Primary

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

2.3 Uniforms

Students are always required to wear school uniform when attending school days.

Please note the following uniform requirements:

GIRLS Light grey school blouse, dark grey school pants, white two-piece school hijab
Hijabs are a compulsory uniform for students from Pre-Primary to Year 6

BOYS Light grey school shirt, dark grey school pants

FOOTWEAR Plain white, grey, black socks only
Plain black shoes only that are sturdy and secured with laces (if they can independently tie them) or velcro straps (more suitable for younger children), shoes must be suitable for regular physical activity, no slip-on shoes

HAT School hat only

JACKET Dark grey school jacket (during extra cold days – plain grey jumpers can be worn UNDER the school jacket.

ACCESSORIES Jewellery and smartwatches are not permitted.

School uniforms can be purchased at the School Office during school hours.

2.4 Boys Haircut

Boys enrolled in Al-Hidayah Islamic School may only come to school with their hair cut in either:

- The standard combed evenly layered style with evenly tapering sides and back with no variations; or

For those parents who want their boys to wear their hair according to the Sunnah of the Prophet Muhammad SAW, due to the many variations reported in the Hadith, the following School Standard based on the Hadith will apply:

- The hair may be worn long and combed with a parting down the middle or on one side but the hair itself may be no longer than a point between the bottom of the ear lobes and the shoulders, the hair just touching the shoulders being the absolute limit in length.

Radical, currently 'fashionable' hairstyles, such as those worn by some celebrities, sports stars, entertainers and the like, are not acceptable. The Prophet Muhammad SAW has discouraged us from copying the fashions of the non-believers including in hairstyle.

Any boy who comes to school with a haircut that is a departure from the styles described in 1 & 2 above will always be required to wear a cap, including while in the classroom, until the hair grows sufficiently long enough for it to be re-cut according to this policy.

2.5 Student Absences

Students must attend ALL days of school. This is a legal requirement.

Parents/Guardians are required to provide a reason for their child's absence from school. If no reason is provided, the parents/guardians of the student absent will be contacted by the School Office and asked to give a reason for their child's absence.

The following text message will be sent to parents:

"Assalamu'alaikum, please contact Al Hidayah Islamic School on 9351 8593 in relation to your child's absence from school today or reply to this text message."

Parents/Guardians 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 1999.

2.6 Morning Arrival At School / Afternoon Departure

Children should not arrive at school before 8:00AM unless they are accompanied by a parent/guardian to supervise them. After 8:00AM, students in Pre-Primary to Year 6 who arrive early must move towards and stay inside their classrooms until the **morning assembly** which commences at 8:25 am. Students are only supervised by staff from 8:00AM onwards.

KINDERGARTEN

Parents/Guardians must accompany their child upon arrival to the classroom (unless the child is travelling by school bus). The school day for our **Kindergarten** students **starts at 8:30am** and **finishes at 2:30pm** during their designated days of instruction. Parents are required to pick up their child from the classroom by **no later than 2:45pm**.

PRE-PRIMARY TO YEAR 6

The school day for our **Pre-Primary to Year 6** students **starts at 8:25am** with our **morning assembly and du'a** and **finishes at 3:30pm Monday to Thursday**. Parents are required to pick up their children by **no later than 3:45pm**.

2.7 Early Dismissal On Fridays (Jumu'ah - *جمعة*) (Pre-Primary to Year 6)

Students in **Pre-Primary to Year 6** are **dismissed** after **Friday Jumu'ah at 2.00pm**. Parents are required to pick up their children by **no later than 2:15pm**.

Please note that **Kindergarten** students **do not attend school on Friday**.

2.8 Morning Assembly & Du'a (Prayer)

Whole school assemblies are held **every morning at 8:25am** where students and staff read the morning du'a (prayer) together in Arabic and in English. The Principal/Deputy Principal will then share important reminders with students and staff, and speak with students about different values they should develop and practice throughout the day. Any certificates awarded to students are usually presented at our Friday morning assembly.

Participating in the morning assembly is a central start to the day, and it is essential for all students to arrive on time to join in.

2.9 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.

Please note that students arriving late for School results in lost lesson time and causes disruption to regular class activities. ***Parents/Guardians are strongly encouraged to ensure that their children arrive at school BEFORE 8:25am.***

2.10 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. We appreciate your cooperation.

2.11 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.

2.12 Extended Leave/ Vacations

Students must attend ALL days of school. This is a legal requirement. The Principal cannot approve of Leave/Vacations. It is important that parents inform the Office of any absence by completing the **Notification of Leave Form** at least **four weeks in advance**.

Parents need to complete the written Notification of Leave Form for the Principal which might be followed up by an interview with the Principal.

Once formal acknowledgment by the Principal is given, **parents must contact the child's teacher at least two weeks in advance.**

Teachers will not make any arrangements with parents without written acknowledgment from the Principal.

Parents need to understand that the student is responsible for all work missed during his/her absence. The student may be required to take a test to assess whether they have mastered the grade material.

2.13 Concerns/Complaints (See Parent Complaints Policy & Procedure on school website. Copies are also available at the School Office)

If you have any concerns, complaints or suggestions regarding your child's education, the school would like to hear about it. A problem can only 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 will make every effort respond to the matter you raise.

2.14 Seesaw

Seesaw is an app which we require all parents/guardians to download. It allows you have secure, private, direct contact with your child's teachers. It also allows the teachers to share valuable content about the rich learning experience taking place in your children's learning environments. More information on Seesaw and parent login details are available from your child's Class Teacher.

2.15 Facebook

We encourage you to follow us on Facebook. The Teachers and Administration regularly upload information on what the children are doing. It is a great way to stay in touch with us. The link to our school Facebook page is: fb.com/islamicschool

2.16 Newsletters

Newsletters will be sent home every term via email and Seesaw, informing parents of the school's activities and forthcoming events.

Community notices may be included in the newsletter at the discretion of the Principal.

2.17 Library

Students will be provided with a school library bag upon their first visit to the School Library. Students must have their library bag each time they visit the School Library before they can borrow books. Respective Class Teachers will advise their students on how many books they can borrow at any one time and carefully monitor the books they choose.

All classes have access to our school library, which has a range of texts, including a **comprehensive** and **growing number of appropriate Islamic texts**.

2.18 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.

2.19 Parent Teacher Meetings

There will be two formal Parent Teacher Meetings per year which will be held at the end of Term 1 and Term 3 on Pupil Free days.

It is our ongoing School Policy that Parents/Guardians are welcome and encouraged at any time to make an appointment with a Teacher directly or via the School Office to discuss Student progress.

2.20 Student Progress Reports

Student Progress Reports will be made available to parents at the end of Term 2 and Term 4. Teachers will arrange meetings with Parents if considered necessary.

2.21 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.

2.22 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:

- Attending Parent Support Meeting that are held regularly.
- Excursions, Incursions.
- Whole school events e.g. School Breakfasts, Pop-Up Lunches, Fetes, Sports Days, etc.

2.23 Valuables / Non-essential items

Any valuables / non-essential items such as: jewelry / toys / collector cards / personal sporting equipment / books or literary items not included on the Resources 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 items that are brought into the School.

2.24 Mobile Phones / Electronic Devices

Any mobile phones or electronic devices (including Smart Watches) that are brought into school by the students will be, 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 mobile phones or electronic devices that are brought into the School.

If your child travels on the school bus and requires the use of a mobile phone, parents must seek written permission from the Principal stating the valid reasons for the child to be in possession of a mobile phone. If approved, the child may bring the mobile phone to and from school, however, the mobile phone must be turned off while the child is travelling on the bus, and must be handed in to the child’s Class Teacher upon arrival for safe keeping during school hours.

2.25 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 belongings 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 at the front gate on Friday. Unclaimed items will be disposed of at the School's discretion.

3.0 SCHOOL POLICIES

3.1 Student Behaviour

We wholeheartedly encourage the practice of our **Islamic ethos** throughout the school day. We actively support a safe and caring Islamic environment.

We are committed to providing a **child-safe environment** which safeguards all students and is committed to promoting practices which provides for the safety, wellbeing and welfare of our children.

We are committed to having a **nurturing school environment** where children are respected, their voices are heard; where they are safe and feel safe and are happy and engaged.

Al Hidayah Islamic School is committed to having processes in place for an effective behaviour engagement and management policy. At our School, behaviour engagement and management is based on the philosophy of pastoral care where all members of the school community are:

Treated with dignity and justice

Feel safe and secure

Free to be involved in the teaching and learning process unhindered by any anti-social behaviour

Aware of the rights, but also the responsibilities to themselves and others

Assured that teachers will be fair and consistent with discipline

Aware of the procedures that are put in place to manage inappropriate behaviour

Clear that students have been made aware of the consequences of their actions

IMPORTANT TO PRACTICE EVERYDAY AT SCHOOL

QUEST FOR KNOWLEDGE

“I will try my best to learn all that I can and to allow others to learn without any interference from me”

The Prophet (pbuh) said:

“Whoever travels a path in search of knowledge, Allah will make easy for him a path to Paradise.”
(Muslim)

GETTING ALONG

“I will practice getting along with everyone in all situations”

The Prophet (pbuh) said:

“Whoever wants to enter Paradise, let him treat people the way he would love to be treated.”
(Muslim)

DOING MY BEST

“I will practice doing my best in all situations at school and home”

The Prophet (pbuh) said:

“Allah loves that whenever any of you does something, he does it with perfection.” (Bayhaqi)

ACTING SAFELY

“I will act and play safely and allow others to play safely”

The Prophet (pbuh) said:

“The Muslim is the one from whose tongue and hand the people are safe.” (Nasai)

BEING HONEST AND TRUSTWORTHY

“I will practice being honest and trustworthy at all times”

The Prophet (pbuh) said:

“You must be truthful. Truthfulness leads to righteousness (being a person of good morals) and righteousness leads to Paradise. A man continues to be truthful and encourages honesty until he is recorded as a truthful person with Allah.” (Bukhari)

What do these practices look like in daily life at Al Hidayah Islamic School?

1. I want to enjoy my learning. I will avoid any distractions that interfere with this.
2. I will practice being safe and respect peoples' personal space: I will keep my hands, feet, and objects to myself and never intentionally harm another student.
3. I will use polite, kind, caring and respectful language at all times.
4. I will practice getting along with everyone. I will maintain friendly and courteous behaviour at all times.
5. I will follow individual Teacher & EA instructions, class rules, and expectations at all times.
6. I will not be a bully. I will say NO to bullying. If I see someone being bullied, I will intervene by telling them to stop or immediately report it to a staff member.
7. I will not become a distraction for others. I will give every other student the opportunity to maximise their potential. I will encourage my fellow students.
8. I will be in the right place at the right time with the appropriate materials, ready to work when the class begins.
9. I will practice telling the truth. I will take responsibility for my decisions and not blame others or the situation. I will try very hard to make amends. I want to learn from any mistakes I make.
10. I will practice good Akhlaq and manners at all times, and always be respectful towards all staff and students in the School.

3.2 Social and Emotional Development

Al-Hidayah Islamic School implements the 'Zones of Regulation' to help students self-regulate and manage their emotions. All teaching staff are involved in regular ongoing training in using the 'Zones of Regulation' framework.

The Zones of Regulation is a framework and curriculum that develops awareness of feelings, energy and alertness levels while exploring a variety of tools and strategies for regulation, prosocial skills, self-care, and overall wellbeing.

This framework provides an easy way to think and talk about how we feel on the inside and sort these feelings into four colored Zones, all of which are expected in life. Once we understand our feelings and zones, we can learn to use tools/strategies to manage our different Zones to meet goals like doing schoolwork or other tasks, managing big feelings, and healthy relationships with others.

For more information, visit <https://www.zonesofregulation.com>



3.3 Homework Policy

Homework is given at the discretion of each Class Teacher. If a Class Teacher decides to allocate homework to their students, the amount given should take no more than 30 minutes to complete per day.

3.4 Sun Safety Policy – No Hat, No Play

Students must wear a school hat otherwise they will not be allowed to play outdoors. During extreme hot weather, students will have their recess and lunch play indoors or under the shaded verandahs.

3.5 Excursion Policy

Since excursions & incursions are an important aspect of relevant teaching & learning experiences, all students are required to attend such events.

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.

3.6 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 held at the School Office for collection by the Parents concerned. A reminder letter routinely goes out to parents early in Term 1.

3.7 Photograph Policy

If parents do not want their children to be photographed at school, kindly notify your child's Class Teacher and the School Office.

3.8 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

Students enrolled at Al-Hidayah Islamic School are eligible to attend the Mt Henry Dental Health Service. Parents can contact them to make an appointment by calling (08) 9313 0555.

4.2 School Nurse

A school nurse works in the school on a need's 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 normally referred to the School Psychologist by the Class Teacher, with the consent of the parents and with the approval of 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 School Speech Therapist

The School Speech Therapist's role is to assess and provide targeted intervention with children who have speech and language difficulties.

Children are normally referred to the School Speech Therapist by the Class Teacher, with the consent of the parents and with the approval of the Principal. However, parents may make an appointment themselves to discuss any concerns they have regarding their child's speech and language development.

4.5 Medical Concerns

Should parents become aware of any serious medical concerns relating to their child, please notify your child's Class Teacher and the School Office of as soon as possible.