

KNOWLEDGE IS LIGHT, WORK IS WORSHIP

MALEK FAHD ISLAMIC SCHOOL

GREENACRE CAMPUS



YEAR 7 ORIENTATION HANDBOOK

2019

Greenacre Campus

405 Waterloo Road, GREENACRE NSW 2190

PO Box 5548

CHULLORA NSW, Australia 2190

T (02) 8732 7800

F (02) 9742 3201

E admin@mfis.nsw.edu.au

Hoxton Park Campus

210 Pacific Palms Circuit,
HOXTON PARK NSW 2171

PO Box 283

HOXTON PARK, NSW, Australia 2171

T (02) 8783 5190

F (02) 8783 5187

E admin_hp@mfis.nsw.edu.au

Beaumont Hills Campus

20 Mungerie Road, BEAUMONT HILLS NSW 2155

PO Box 6486

ROUSE HILL, NSW, Australia 2155

T (02) 8814 5282

F (02) 8814 5283

E admin_bh@mfis.nsw.edu.au

A Message from the Principal



Dear Year 7 Students,

Welcome to everyone, in particular new students, to our wonderful school! Year 7 is a very special and exciting time in your life. As you enter secondary schooling you will meet new friends, gain a greater depth of knowledge and learn new skills.

The focus of Malek Fahd is to provide the best of academic education and prepare young men and women to make positive contributions to the Australian community. Our desire is that you reach your potential and develop the human attributes of care, compassion, respect, responsibility, honesty and develop discernment to make the right choice. In your life's journey, at school and beyond, you will meet many people. It is important that you appreciate, understand, accept and celebrate the differences of each other. In your time at Malek Fahd you are encouraged to participate in activities with other students and community members.

My experience is that many students find the transition to secondary school can be quite challenging. In primary you are mostly in the one room with the same teacher while in secondary you will move between classrooms and have different teachers for each subject. You will receive additional homework. Any concerns you may have can easily be overcome. It is alright to tell people how you feel. When uncertain, be sure to ask questions. Remember we are there to help you settle into secondary schooling and to be as successful as you can be.

This booklet contains so much valuable information that will be of great assistance to help you prepare and help you for a successful transition into secondary schooling. Be sure to read it several times so you become confident in the operation of our secondary school.

Enjoy the orientation time to get to know information provided to you, to meet new friends, understand the expectations of secondary school and explore layout of the secondary school and feel more comfortable with the transition.

Congratulations on graduating to Year 7 to commence secondary schooling in 2019. I look forward to seeing and working with you in 2019.

Best wishes,

Mr Bruce Rixon
Principal

A Message from the Heads of Campus



Assalamu Alaikum Year 7 Students,

I would like to welcome you with open arms to Greenacre Secondary. These are exciting times for you. Our fabulous staff waits for you in anticipation to start you on her Secondary schooling journey.

This booklet presents to you valuable information about the secondary school; from our awards system, academic program, discipline standards, attendance procedures, textbooks, uniform dress code, mobile phone use policy, assessment and reporting and more. Please take the time to sit down and read it by yourself.

Malek Fahd Islamic School aims to equip you with skills and develop your knowledge from an Islamic perspective, give you every opportunity to excel academically, in extracurricular activities and on the sporting fields. Embracing all that MFIS has to offer, and enthusiastically participating in school events will make your time with us all the more enjoyable and rewarding.

You will face a significant change to the normal school day and routines you followed during your time in Primary School. The day is organized into 6 periods, each approximately an hour in length. You will have different teachers teaching you in subjects such as English, Mathematics, Science, History, Geography, PDHPE, Technology, Music Arts, Islamic Studies and Arabic. You will be expected to take on more responsibilities: of meeting deadlines, being punctual to class and displaying leadership qualities.

You will also play a part in contributing to the safe and supportive Islamic environment of Greenacre Secondary.

Congratulations on successfully completing your Primary Education! Inshallah all of you are happy and successful in 2019!

Mr Ali Dib

Head of Campus

2019 TERM DATES

FIRST TERM

Wednesday, 30th January to Friday, 12th April 2019

School Holidays: Monday, 15th April 2019 to Monday, 29th April 2019

SECOND TERM

Tuesday, 30th April to Friday, 5th July 2019

School Holidays: Monday, 8th July 2019 to Monday, 22nd July 2019

THIRD TERM

Tuesday, 23rd July to Friday, 27th September 2019

School Holidays: Monday, 30th September 2019 to Sunday, 13th October 2019

FOURTH TERM

Monday, 14th October to Wednesday, 4th December 2019

School Holidays: Thursday, 5th December 2019 to Monday, 27th January 2020

STAFF DEVELOPMENT DAYS

Australia Day – Monday 28th January

Good Friday - Friday 19th April

Easter Monday – Monday 22nd April

Anzac Day – Thursday 25th April

Queen's Birthday – Monday 10th June

Labour Day – Monday 7th October

STAFF DEVELOPMENT DAYS

Tuesday 29th January 2019

Monday, 29th April 2019

Monday, 22nd July 2019

Thursday, 5th December 2019

Friday, 6th December 2019



SECONDARY SCHOOL BELL TIMES

Secondary School has 1 hour lessons except on Friday when all lessons are shortened by 5 -10 mins to allow time for the Juma'aa Prayer. The table below indicates bell times: -

Time	Monday - Thursday	Friday
Warning Bell - All students must move promptly to Period 1 Class	8.25am	8.25am
Dua – Recorded Prayer	8.30am	8.30am
Period 1 - Students must be seated and be prepared for Period 1	8.30am – 9.28am	8.30am – 9.28am
Period 2	9.28am – 10.26am	9.28am – 10.26am
Recess	10.26am – 10.41am	10.26am – 10.41am
Homeroom	10.41am – 10.56am	10.41am - 10.51am
Period 3	10.56am – 11.54am	10.51am – 11.49am
Period 4	11.54am – 12.52pm	11.49am – 12.47pm
Lunch Wudu Prayer - Make wudu and move promptly to mosque	12.52pm – 1.15pm 1.15pm – 1.35pm	12.47pm – 1.10pm 1.10pm – 1.50pm
Period 5	1.35pm – 2.33pm	1.50pm – 2.40pm
Period 6	2.33pm – 3.30pm	2.40pm – 3.30pm

NOTE: Friday has shortened periods and will be indicated by the bell.

ASSEMBLY IS HELD EVERY FORTNIGHT (Tuesdays) IN THE BOYS AND GIRLS COURTYARDS. The school relies on parental support to curb student lateness.

LATENESS TO SCHOOL – Punctuality is of utmost importance. Students who are late more than twice a week will be placed on AFTER SCHOOL DETENTION by Welfare Coordinators.

MOVEMENT BETWEEN CLASSES

Some lessons require students to move out to another Specialty Classroom (Computer labs, Science labs, Library, Tech/Music/Art Rooms). Students will wait for their teacher who will escort them to the Specialty Room and back to Class at the end of the lesson.

Students are expected to move quickly and quietly between rooms to maximize learning time.



BEHAVIOUR IN THE MOSQUE

All students are to display the highest standard of behavior in the mosque and concentrate on prayer at all times. Upon conclusion of prayer students are to move quietly and quickly, put on their shoes and head straight to their Period 6 lesson.

Any student misbehaving in the Mosque will be referred to the School Sheikh & teachers and may be placed on Afternoon Detention and parents will be informed.



EXTERNAL EXAMINATIONS, CO-CURRICULAR ACTIVITIES AND PROGRAMS SPECIFIC TO YEAR

Malek Fahd Islamic School programs aim to enhance the academic, sporting and personal pursuits of all students and cater for their talents, interests and natural abilities.

Therefore, students are encouraged to participate in extracurricular and sporting events offered by the School. MFIS Year 7 students are required to participate in the following **external examinations/ programs**: -

- NAPLAN TESTS
- USYD Science Alliance Tests for the Gifted and Talented Program
- ICAS tests
- Premier's Reading Challenge

Some of the **extracurricular activities** that are offered to MFIS students are: -

- **After School Sport** – we are pleased to offer all students after- school sports at MFIS Greenacre. The program has been very popular with our girls and boys and is run by the PDHPE Department from 330-430pm on various days of the week on School Grounds. (Times /Terms for After school sport are subject to change)
- **Interschool sport** and Islamic Schools Gala days in Oz tag and soccer are offered to both girls and boys. Our students have been very successful in the past and brought back various trophies.
- **In house Sport** – All Year 7 Students participate in a Compulsory Swimming Program during the year to enhance their swimming ability. MFIS Athletics Carnival is held each year at the Crest, Bass Hill where our students get the chance to enter events that they excel in in sport. Prior to the Carnival, all students are assigned to one of the four Sport Houses: MEDINA (Green), Marwa (RED), Mina (YELLOW) and Safa (BLUE).
- **NSW Lifesaving** –our students participate in The NSW Lifesaving Program at Cronulla Beach to learn essential lifesaving skills in the water and learn about the dangers of rips in the Ocean and how to handle ocean rips.
- **Duke of Edinburgh Program** – = MFIS Greenacre is proud to offer all students an opportunity to participate in the world – renowned Duke of Ed. Program. Many MFIS students have successfully completed the Program and achieved silver and gold medals. This program is offered Year 9, 10 & 11 students
- **ANZAC Ceremony** – Each year in April, students attend the ANZAC Commemoration Ceremony in Hyde Park. Ex-servicemen and women may also be invited to talk to our students about their experiences.
- **Student Leadership – SRC and Captains**
Student leadership is encouraged throughout the School. Every child is given the opportunity to be nominated for Class Captain and to be an MFIS SRC Prefect and School /Vice Captain in the Senior Years. Students in leadership positions often organize school events such as fundraisers, assist teachers in organizing and running extracurricular activities, assisting in Mosque supervision etc.
- **Camps**
All Year 7 students are given the opportunity to go to a 3-Day School Camp each year.
- **MFIS School Choir** – All students are offered the opportunity to become a member of the MFIS School Choir run by The Music department.
- **Swimming Carnival**
Students go into a swimming program for 6 weeks in Term 4 and then take part in the swimming carnival.
- **Quran reading competition**

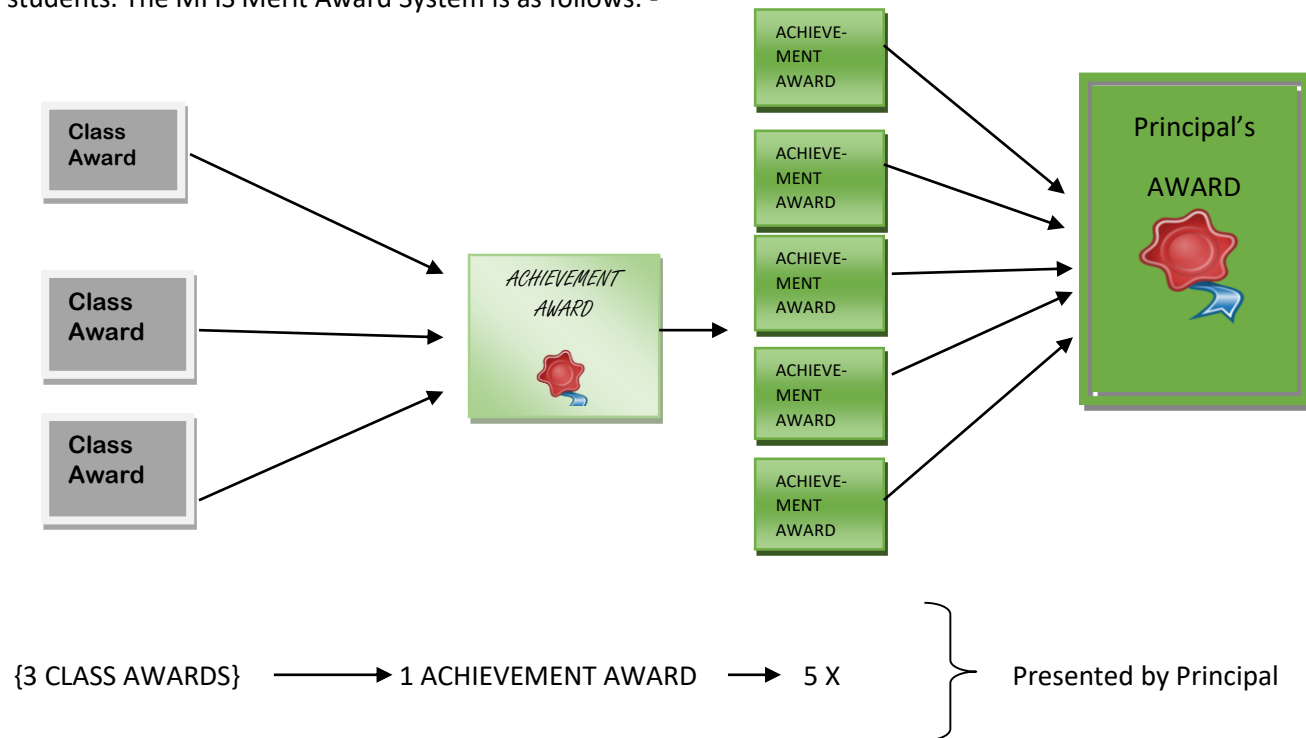
AWARDS

Each year MFIS holds a Presentation Assembly to celebrate student achievement. Awards are presented to students for: -

- Academic Excellence / Most Improved
- Sporting Achievement
- Personal Achievement



Throughout the year, General Assemblies are held for both Girls and Boys at which certificates are presented to students. The MFIS Merit Award System is as follows: -



ACADEMIC PERFORMANCE AND PROGRESS

At MFIS high importance is placed on students' academic performance and student progress is closely monitored. Students are encouraged to work to their full potential and set high goals and standards.

Students in a grade are ranked according to their results throughout the term in assessments and exams.

There will be movement of students between classes once a year which is performance –based.

YEAR 7 ENROLMENT POLICY

To determine enrolment at MFIS into Year 7, the following criteria are taken into account: -

- Outcome of the Selective (ALL WELL) Test
- Year 3 and Year 5 NAPLAN Results where applicable
- An interview with Executive Staff
- Behaviour /Discipline
- School Year 6 midyear/annual year report

The Year 7 Selection Criteria applies to both Internal and External applicants. Year 6 students enrolled at MFIS will not automatically be offered a place in a Year 7 at MFIS class.

In extenuating circumstances (such as serious misadventure) the school can, at its own discretion, ask parents to provide previous school reports, Principal's recommendations/reports and any other supporting documentation, which the school deems necessary to make an accurate assessment of the student's eligibility.

CONTINUED ENROLMENT

Students enrolled at MFIS will not automatically progress to the next Grade each year. Students are enrolled at MFIS on a Yearly basis. For this reason, parent(s) or caregiver(s) will be required to fill out a re-enrolment form signed at the end of each School Year.

As such, continued enrolment is subject to:

- **The student's adherence to School Rules** (refer to student Welfare policy and Discipline Policy at www.mfis.nsw.edu.au) & also to Page 9 of this Booklet for a Summary. Students need to remain on Level 1 of the Discipline Policy, as progression to latter levels could jeopardize their enrolment.
- **Student's Attendance** (refer to the Attendance Policy) - students need to ensure 100% Attendance or provide sufficient documentation justifying absences). Prolonged/recurring unexplained absences could jeopardise students' enrolment.
- **Students' Academic Achievement** – students need to achieve a minimum of 50% in each subject of Math's, English and Science in order to secure continued enrolment.

AFTERNOON DETENTION

For certain breaches of School Rules, students may be placed on Afternoon Detention. These detentions are run by the Welfare Coordinators on specific days of the week from 3:30 – 420pm. Parents will be notified via a letter /phone call if this should occur.

Students will report to the relevant Welfare Office to undertake Afternoon Detention. Students will spend detention writing a self-reflection on their behavior and discuss ways in which to improve their behavior with the Welfare Coordinator.

SAFE AND SUPPORTIVE ENVIRONMENT

MFIS provides a safe, clean and caring learning environment for all students. Students should enjoy their time at school. However, our school has a zero tolerance approach to serious infringements of the Discipline Policy and students' enrolment will be reviewed if necessary.

ATTENDANCE PROCEDURES

Parents are responsible for ensuring their children attend school. The school has a number of procedures for checking the attendance of students and informing parents or carers. Below is a summary of the process:

1. At 8.25 am each morning a warning bell is sounded to notify students to proceed to their period 1 class.
2. At 8.40 am electronic rolls are marked in every class by every teacher.
3. Rolls are marked every lesson providing a record of attendance for each lesson for each student.
4. For all students who are marked absent in period 1 an SMS message is sent to the parent/caregiver on the day of the absence.
5. A daily report is generated that checks a student's attendance to ensure they are present every lesson.
6. Parents are notified if a student is found to truant or a student's attendance is of concern and written explanation may be required.

If a student is late: -

1. Any student arriving after 8.40am is classified as LATE.
2. The student must go to the Front Office and provide an explanation for their lateness to the Office staff.
3. The student will be issued with a LATE NOTE indicating the time of arrival and then should proceed quickly to class.
The student will not be accepted into class without a LATE NOTE.
4. The office staff will update the electronic rolls indicating the time of arrival.
5. When a student presents a consistent and regular pattern of lateness (3 consecutive days), the roll call teacher will refer the student the relevant Year Advisor/Welfare Coordinator. The Year Advisor/Welfare Coordinator will monitor the student's punctuality and attendance.

If a student is absent: -

- A. A note should be given to the Roll Teacher on the day the student returns to school. If
- B. A note is not received; the absence is classified as 'unexplained'.
- C. For all unexplained absences letters are sent to the parent(s) or carer(s) seeking an explanation for the absence.
A medical certificate need to be provided if your child is absent for 2 or more consecutive days.
- D. Parents are notified by SMS if their student is absent from School.

If a student needs to leave early: -

1. The student must be accompanied by a Parent or a Legal Guardian and the Early Dismissal Note must be given to the Class Teacher before leaving the School Grounds.

If a student needs to apply for leave: -

1. Parents/Guardians need to apply for an EXEMPTION FROM SCHOOL ATTENDANCE by filling the *Application for Leave Form* at the Front Office. This is necessary if the child is going to be Absent during the School term. All applications are dealt with on a Case by case manner and subject to approval by the Deputy Principal.

****A common cause of poor or unsatisfactory school progress is regular absences.***

Absences due to illness are inevitable and a Medical Certificate from the Absence Period must be provided upon the first day back from the absence.

*****Dental and medical appointments should be arranged outside of school hours, including Sport, wherever possible. Sport is a compulsory component of a student in Years 7 – 11 program and attendance is mandatory.***

Attendance at all school events such as Excursions, Swimming and Athletics Carnivals is compulsory.

For the detailed Policy on Attendance please visit www.mfis.nsw.edu.au (Click on Policies)

TEXTBOOKS

- All textbooks required for School are ordered online at www.fivesenseseducation.com.au
- Choose Malek Fahd Islamic School from the dropdown menu listing schools.
- The MFIS School Diary is a compulsory item purchased in the School Textbook bundle. The Diary is an integral communication/organizational tool for students.



SUBJECT EQUIPMENT

Individual subject teachers will advise students on the specific equipment needed for each subject.

UNIFORM

MFIS is a proud uniform-wearing school and all students are expected to be in FULL SCHOOL UNIFORM at all times. School Uniform defines our students and our School. MFIS Students are expected to uphold the Uniform Policy at all times and be in the correct School Uniform Daily.

Repeated failure to wear full school uniform will result in Afternoon Detention and Parents will be contacted.

HIGH SCHOOL BOYS

- ✓ MFIS School Shirt (Lime Green for Years 7-9, White for Years 10 and 12)
- ✓ MFIS School Tie
- ✓ Closed black Lace -up Leather Shoes
- ✓ MFIS Long Trousers
- ✓ MFIS Boys Sport Uniform for Sport/ PE Lessons and some excursions as required.
- ✓ Boys haircuts must be neat, short and one level. No step allowed. No fashionable lines. No undercuts.
- ✓ Consequences of not wearing correct uniform or hair, the parents will be notified by the admin/welfare coordinators and ask the child to be taken away, correct hair and uniform must be worn then brought back to school.
- ✓ MFIS School Blazer or Jumper

HIGH SCHOOL GIRLS

- ✓ Long sleeve white MFIS Girls School Shirt.
- ✓ Closed black Lace -up Leather Shoes
- ✓ SQUARE White Hijab (Available at Uniform Shop)
- ✓ NO Rectangular Scarves permitted
- ✓ MFIS Girls Sport Uniform for Sport/ PE Lessons and some excursions as required
- ✓ MFIS School Jumper or Blazer
- ✓ No Jewelry, No makeup, No nail polish, No facial piercing, No henna tattoos, No acrylic fingernails. Any jewelry will be confiscated and left in the front office for parents to pick up only.
- ✓ White Socks
- ✓ Only black or bottle (dark) green tights are permitted to be worn under the school skirt.

PERMITTED FOOTWEAR FOR GIRLS



FOOTWEAR NOT PERMITTED FOR GIRLS



- Correct footwear is for Student Safety and to comply with WHS Regulations set out by the Dept. Of Education.
- Closed leather shoes ensure adequate foot protection from injury at school and when students conduct Practical lessons in Science, Cooking, and Art etc.
- Students not wearing correct footwear will not be ALLOWED TO ENTER SPECIALTY LABS and miss out on that lesson.

MOBILE PHONE USE

- At MFIS mobile phones, are not to be used .Phones are to be switched off during the day.
- If used inappropriately, the mobile phone will be confiscated and parents will be informed to collect the phone after 3:30pm from the Front Office where it is kept for security. The student may also be placed on Afternoon Detention.



LOCKERS



- ❖ Lockers are essential to minimize clutter on student desks and to safeguard student property from being lost and/or damaged.
- ❖ Students must visit lockers only at Recess and Lunch or Before and After School and NOT in between classes.
- ❖ Each student must purchase their own locker – No sharing of lockers is permitted.
- ❖ Students must buy their own locks.
- ❖ All Lockers must be cleared at the end of the school year.
- ❖ All books should be in lockers or in the bag
- ❖ End of day there shouldn't be any books left behind in classrooms

SECONDARY SCHOOL LIBRARY

The MFIS High School Library has a wide range of resources to support students' study needs. An extensive book stock which is regularly updated is supplemented by computers all having Internet, CD-ROM and network facilities. Students can photocopy at 10c /copy in the Library.



Library Hours are: 8:00am –3:45 pm each school day.

www.mfishighschoollibrary.com for helpful digital resources and educational websites.

All Year 7 students will be issued with a Library card in Term 1, 2018 to activate borrowing books from the Library.

Students are to ensure all borrowed items are taken care of and returned by the due date to the Library.

Our Librarian is Ms Thomas.

ASSESSMENT AND REPORTING

Student assessment seeks to promote a positive attitude towards learning and to encourage the pursuit of personal excellence. As such, assessment practices at MFIS focuses upon the positive aspects of student learning and provides the basis for further learning. Subject teachers, Subject Coordinators continually monitor student performance and progress within the classroom.

A variety of Assessment practices are embedded into the Year 7 Curriculum. Assessment can be (but is not limited to): -

- Formal testing
- Individual written work e.g.; exercises, essays, practical's and animation in science and tech subjects, assignments, research, bookwork;
- Individual and group projects
- Oral presentation, PowerPoints, Lab Reports etc.
- Creative Works e.g.; Models, painting in arts, Islamic studies, HSIE and Science
- Participation and Skills demonstrated.

Self and peer-assessment, reflection and goal-setting are employed at various stages within a Unit of work, plus timely and relevant feedback, ensure a personalized approach to student learning.

All the above assessment practices mentioned above, plus observations, provide the basis by which teachers report on Student Progress. Parents/ Guardians receive regular information regarding their child's Academic Progress, with A Mid-Year and Annual School Report issued for every student.

PARENT-TEACHER INTERVIEWS

Twice a year MFIS holds Parent/ Teacher evenings which provide parents/ guardians an opportunity to discuss their child's progress with all of their Subject Teachers. Together with the child, parents/guardians are encouraged to attend these interviews to discuss student progress with their Subject Teachers. Parents are invited to contact the School, via their child's subject teacher; at any time should they have concerns about their child's progress.

YEAR 7 CORE SUBJECTS - 2019

Mathematics
Science
English
History
Geography
PDHPE (Sport)
Music
Art
Technology
Arabic
Islamic Studies/Qur'an

EQUIPMENT /BOOKS

All subject teachers will advise students what exercise books/equipment is required for their subject at the commencement of Term 1.

TEXT BOOKS

All MFIS textbooks can be purchased online from following FIVESENSES **EDUCATION COMPANY**.

Log on to www.fivesenseseducation.com.au and follow the prompts. All textbooks ordered will be delivered to your address.

For helpful information about the NSW Syllabuses for High School aimed at parents, please visit:
<http://www.boardofstudies.nsw.edu.au/parents/>

MFIS DOES NOT TOLERATE BULLYING

PREFACE

At MFIS, we believe that all members of the community have the right to a learning and work environment free from intimidation, humiliation and hurt. We all share a responsibility to foster, promote and restore relationships. We believe that bullying is unacceptable and we (students, staff and parents) all share a responsibility for preventing it. This policy builds on the School's Discipline, Welfare and Cyber Bullying Policy to provide clear procedures and strategies to prevent, reduce and respond to bullying. OUR ISLAMIC ETHOS TEACHES US TO RESPECT EACH OTHER AND ACCEPT EACH OTHER'S DIFFERENCES.



PURPOSE

Preventing and responding to bullying behaviour in learning environments is a shared responsibility of all staff, students, parents, and members of the wider school community. All members of the school community contribute to the preventing bullying by modeling and promoting appropriate behavior and respectful relationships.

GENERAL

The School's policy in relation to the issue of bullying. It reflects a belief that bullying is **NOT ACCEPTABLE UNDER ANY CIRCUMSTANCES AND WILL NOT BE TOLERATED** at Malek Fahd Islamic School.

It also acknowledges that bullying behaviour is problematic for the perpetrator and target alike and embodies support and management strategies that are pragmatic.

PRINCIPLES

All children have an absolute right to be educated in a safe, secure and supportive environment and to be protected from others who may wish to harm, degrade or abuse them.

There is **no justification whatsoever** for bullying behaviour and it should not be tolerated in any form.

Effective management of bullying is a shared responsibility and strategies should involve school staff, parents and other professionals involved with children who are the targets or perpetrators of bullying.

Helpful E –Resources for Students and Parents/Caregivers on Anti Bullying Strategies

Bullying No Way website ~ www.bullyingnoway.com.au

Kids Helpline website ~ www.kidshelpline.com.au/

Mind Matters website ~ www.mindmatters.edu.au

Cyber bullying related sites:

E smart school website www.esmartschools.org.au

Cyber smart website www.cybersmart.gov.au

ROLE OF THE SCHOOL COUNSELLOR



Essentially the role of the Counsellor is to assist students who are experiencing significant difficulties in any area within the school. The Counsellor provides counselling, assessments and referrals to community agencies. Their work supports student learning, behaviour and special needs of students.

The Counsellor is located in the Library and appointments can be made through either the child's teacher, parent or Welfare Coordinator.

All meetings with the School Counsellor are kept confidential.

The Secondary School Counsellors are Ms Al- Jamal.
