

KNOWLEDGE IS LIGHT, WORK IS WORSHIP

MALEK FAHD ISLAMIC SCHOOL

Beaumont Hills CAMPUS



YEAR 7 ORIENTATION HANDBOOK

2020

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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 2020. I look forward to seeing and working with you in 2020.

Best wishes,

Mr Bruce Rixon
Principal



A Message from the Heads of Campus

Assalamu Alaykum Wa Rahmatullahi Wa Barakaatuhu

Welcome to Malek Fahd Islamic School Beaumont Hills. Year 7 marks the beginning of your high school education which culminates with HSC in Year 12.

Malek Fahd Islamic School's vision is to provide quality academic education together with extra-curricular activities influenced by core Islamic Values that nurture our students to make positive contributions to the Australian community.

At the Beaumont Hills Campus, we believe in nurturing the whole individual and understand the important role parents play in the education of a child. A growing body of research shows that effective partnership between schools and the parent community leads to improved outcomes for students. We therefore, urge our parents to be involved in their children's education. Parents and guardians can assist in their child's learning and success at school by reinforcing the following: that students are at school every day, on time, in full school uniform and have all of the equipment required for a successful school day (including a healthy lunch!).

The school's aim is to provide a high quality education in all areas of study including Quran and Islamic Studies. We expect our students to work very hard and parents to be supportive of the teacher and child. This attitude will ensure that our campus continues to achieve great results for our students in all areas of achievement.

Year 7 will have its share of rewards and challenges. As students you will have supportive teachers who will guide and assist you. However, as learners of the 21st Century you must take responsibility for your own learning. You must familiarise yourself with the timetable, organise your at-home study hours and know the syllabus you will be studying.

I look forward to having you at the Campus in 2020.

Kind Regards,

Mrs Mehar Khan
Head of Campus

MALEK FAHD BEAUMONT HILLS

2020 TERM DATES

FIRST TERM

Wednesday, 29th January to Thursday, 9th April 2020

School Holidays: Monday, 13th April 2020 to Monday, 27th April 2020

Australia Day – Monday 27th January

Good Friday - Friday 10th April

Easter Monday – Monday 13th April

Anzac Day – Saturday 25th April

SECOND TERM

Tuesday, 28th April to Friday, 3rd July 2020

School Holidays: Monday, 6th July 2020 to Monday, 20th July 2020

Queen’s Birthday – Monday 8th June

THIRD TERM

Tuesday, 21st July to Friday, 25th September 2020

School Holidays: Monday, 28th September 2020 to Friday, 9th October 2020

Labour Day – Monday 5th October

FOURTH TERM

Tuesday, 13th October to Friday, 4th December 2020

School Holidays: Wednesday, 9th December 2020 to Thursday, 28th January 2021

STAFF DEVELOPMENT DAYS

Tuesday 28th January 2020

Monday, 27th April 2020

Monday, 20th July 2020

Monday 12th October,2020

SECONDARY SCHOOL BELL TIMES

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

Time	Monday - Friday
Warning Bell - All students must move promptly to Period 1 Class	8.20am
Homeroom	8:25-8:40am
Period 1	8.40am – 9.35am
Period 2	9.35am – 10.30am
Recess	10.30am – 10.45am
Period 3	10.45am – 11.40am
Period 4	11.40am – 12.35pm
Lunch Wudu - Make wudu and move promptly to Mosque Prayer	12.35pm – 1.05pm 1.05pm – 1.10pm 1:15pm – 1:35pm (Friday 1:10-1:40pm)
Period 5	1.35pm – 2.33pm
Period 6	2.33pm – 3.30pm

ASSEMBLY IS HELD EVERY WEEK (Fridays) IN THE PS Hall.

LATENESS TO SCHOOL – Punctuality is of utmost importance. Students who are found to be frequently late, will be placed on AFTER SCHOOL DETENTION.

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 DURING SALAAT

All students are to display the highest standard of behavior 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 5 lesson.

Any misbehaving student will be dealt with firmly.

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. MFBH Year 7 students are required to participate in NAPLAN and NSW Premier’s Reading Challenge and have the option of doing ICAS

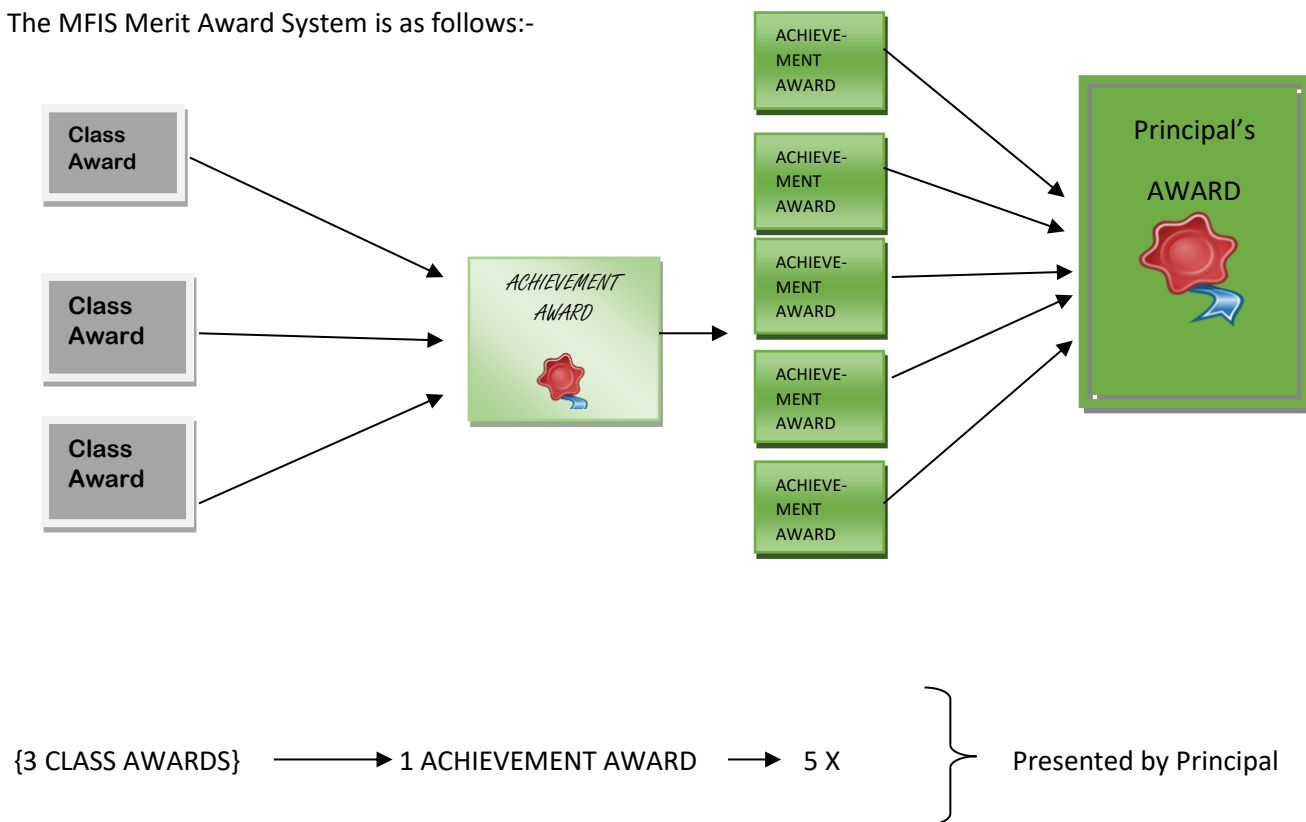
Some of the **extracurricular activities** that are offered to MFBH students are: -

- **After School enrichment activity**
- **In house Sport** – All Year 7 Students participate in a Compulsory Swimming Program. MFBH Athletics Carnival is held each year at the Blacktown International Sports Park, Doonside. Prior to the Carnival, all students are assigned to one of the four Sport Houses: MEDINA (Green), Marwa (RED), Mina (YELLOW) and Safa (BLUE).
- **Student Leadership – SRC and Captains**
Student leadership is encouraged throughout the School.
- **Camps**
All Year 7 students are given the opportunity to go to a 3-Day School Camp each alternate year.
- **Quran reading competition**
- **Other sporting competitions**

AWARDS

Each week awards are presented to students for good behavior and academic performance.

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.

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). 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 Maths, English and Science in order to secure continued enrolment.

MOBILE PHONE POLICY

- At MFBH mobile phones, are not to be used during the day. Phones are to be handed in to the front office every day and collected after school.
- 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. The student will also be placed on Afternoon Detention.

ATTENDANCE PROCEDURES

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

1. Attendance is taken each morning during homeroom.
2. Rolls are marked every lesson providing a record of attendance for each lesson for each student.
3. 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.
4. A daily report is generated that checks a student's attendance to ensure they are present every lesson.
5. 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 8.30am 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 High School Coordinator who will monitor the student's punctuality and attendance.

If a student is absent: -

An SMS will be sent to parents and the nature of the absence must be explained. If 'sick' nothing further need to be done. If sick for 2 or more days, then a doctor's certificate must be provided.

If absence is for reasons other than sickness, then a Leave Form must be completed. Please note the School strongly discourages taking of leave during term.

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 a LEAVE 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. High school must have pens, pencils, erasers, glue sticks, scissors and a mathematical calculator. All students must have a USB and at least 1 exercise book 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 /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.

*In winter months students may wear bottle green or black scarves and gloves.

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 must be handed in to the Admin Office before proceeding to class.
- 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 High School Library has a wide range of resources to support students' study needs.

Library Hours are: *8:30am –3:30 pm* each school day.



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, practicals 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 SUBJECTS - 2020

Mathematics
Science
English
History
Geography
PDHPE
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 the NESA website.

MFIS DOES NOT TOLERATE BULLYING

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.

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.

All meetings with the School Counsellor are kept confidential.
