

MALEK FAHD ISLAMIC SCHOOL



BEAUMONT HILLS CAMPUS

20 Mungerie Road, Beaumont Hills, NSW 2155

Ph: 88145282/88145283,

Email: admin_bh@mfis.nsw.edu.au

PARENT INFORMATION BOOKLET

KINDERGARTEN 2019

Message from the Head of Campus

Assalamu Alaykum Wa Rahmatullahi Wa Barakaatuhu

Welcome to Malek Fahd Islamic School Beaumont Hills. Let me begin by congratulating you on becoming part of our Malek Fahd family. I look forward to having our children learn in a positive and nurturing environment.



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 by helping them complete homework and maintaining communication with the class teacher and the School. Our School uses various forms of communication such as telephone, SMS, emails, Schoolbag App, student diaries, parent teacher interviews and Semester Reports.

The school's aim is to provide a high quality education in all areas of Literacy and Mathematics as well as Science and Information Technology, History and Geography, Personal Development, Health and Physical Education, Music, Art, Arabic, 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 assessments and other areas of achievement.

We encourage all parents and guardians to take an active role in the education of their child. We welcome parent involvement in the classroom and on a range of school activities, including excursions. 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!).

Mrs Mehar Khan
Acting Head of Campus
Malek Fahd Beaumont Hills

School Attendance

What your child learns each day builds on what they learnt the day before. If your child misses school, their learning routine is broken, they lose confidence and they miss out on building their friendships.

You have a legal responsibility to send your child to school. School attendance is compulsory. The school is required to record the reason for any absences as a way of ensuring that students are absent from school only when they are sick or have another good reason for missing school.

School begins at 8.45am for Kindergarten students where they line up in the assembly area for Morning Prayer. We ask that parents drop off their children and leave promptly to avoid disruption to the morning assembly and unsettling the Kindergarten and other students. Teacher supervision is provided in the playground from 8.10am.

School finishes at 3.10pm for kindergarten students. We ask that all parents wait outside the gates and collect their child from the carline to ensure the teacher can see the students leave with their parent/guardian safely. If you have other arrangements for an adult to pick up your child, please inform the teacher in writing.

Please do not approach the classroom to pick up your child.

If you need to speak to your child's classroom teacher, please ensure you have made an appointment by contacting the office or emailing the teacher.

Did you know?

If your child misses as few as eight days each school term, by the end of primary school they will have missed a year of education.

Absences and Holidays



Absence Notes/ Doctor's certificates: An SMS will be sent to you on the day your child is absent. Please reply to this SMS explaining why your child is absent from school. A doctor's certificate is required if a student is absent for two or more consecutive days.

Early departure from school notes: Parents/caregivers need to come to the front office first for an early departure note to be issued. Parents are not to approach the classroom. Students will be instructed to move to the front office where parents should be waiting.

Late arrival to school notes: When a student arrives late to school, which is after 9:00am for kindergarten, he/she should report to the front office with their parents/guardian to obtain a late note and hand it in to his/her classroom teacher.

All visitors including parents MUST REPORT TO THE FRONT OFFICE FIRST. Parents must not approach the classroom or teacher during lessons.

Parents and caregivers of students who are persistently late will be contacted by the student's teacher to discuss their child's punctuality and the consequences of being late to class.

If after the parents/caregivers have been contacted by the school and the student continues to arrive late to school, the student will be referred to the Welfare Coordinator/Head of Campus.

Please note that holidays taken by students outside of school vacation periods will be **included as absences**. A Leave Application will need to be submitted. The forms are available through the front office. Continued enrolment/progression to the next grade may be affected if leave is decline but a student still chooses to go on holidays during term.

For more information regarding Attendance, please refer to the Attendance Policy, which can be found at <http://www.mfis.nsw.edu.au/policies>

Fees

As per the school's Enrolment Policy, parents must pay student school fees per term. Term fees must be paid in the first week of the term. Failure to do so can jeopardise continued enrolment at the school.

Sports

Beaumont Hills Campus offers outsourced sports program each term. This includes swimming in Term 4. All students are expected to pay and participated in these programs. All payments must be made with the School fees.

Canteen Lunch Orders

All lunch orders must be made in a brown paper bag. It must be clearly labelled with the student's name, class, food item and the amount of money enclosed. This order should then be placed in the Lunch Order Basket provided in each classroom.

Please **DO NOT** include sibling payments together in the same envelope. Each student must have a separate envelope.

Award System

Classroom Awards

Each classroom teacher has their own reward system where students are recognized for great behaviour and achievement.

Class Awards

During the K-6 Friday Assembly at 8:45am, students from each class will be presented with a Class Certificate for their achievement.

Merit/Achievement Award

Once a student has received at least three class awards, they will be presented with the Merit/Achievement award in the Friday Assembly.

Green Awards

Students are also presented with a green award for acceptable behaviour. Achieving 5 green awards equals a Class Award in the Friday assembly.

Principal's Award

In Terms 1, 2 and 3 one student from each class will be recognized for their overall academic performance, behaviour, leadership qualities, respect and responsibility. A panel of teachers will decide on the student and awards will be presented in a special end of term assembly.

End of Year Presentation Day

In Term 4 during the End of Year Awards Ceremony, students will be awarded with an excellence award in different areas of study.

Discipline

RULES AND CONSEQUENCES- GENERAL INFORMATION

Our school rules are designed to foster respect and responsibility as well as the value of self-discipline in our students. There are a range of consequences for not respecting school rules. These may include the withdrawal of privileges, detention, and restitution for damage, isolation from school activities, exclusion, suspension, long suspension or expulsion. Penalties will be applied based on procedural fairness.

It is important to note that:

- **Physical Violence is not permitted and is not used to discipline students attending Malek Fahd Islamic School Beaumont Hills**
- **Non-school persons, including parents, must also note that physical violence is not permitted and not to be used to enforce discipline at the school.**

GENERAL RULES

Students are expected to abide by the School's Rules and to follow the directions of teachers and other people with authority delegated by the school.

Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the school, staff members or other students, the students may be subject to disciplinary action.

THE SCHOOL EXPECTS ITS STUDENTS TO:

- ❑ Attend the Zuhur prayer.
- ❑ Remain silent and respectful during prayer.
- ❑ Attend Islamic Studies and Quran classes.
- ❑ Arrive at school on time,
 - Primary students from K-3 must be at school by 8:45am
 - Students should not arrive earlier than 8:10am as there is no supervision before this time.
 - Students should be picked up by 3:45pm as there is no supervision after school.
- ❑ Be neatly dressed in full school uniform in accordance with the school uniform policy. (Refer to Uniform Policy).
- ❑ Wear the school sport uniform for sport classes and sporting activities.
- ❑ Be punctual to all lessons and activities organised by the school.
- ❑ Show respect to staff members, peers and guests by using polite language at all times.
- ❑ Practice, respect, acceptance and tolerance of difference.
- ❑ Respect other people's opinions.
- ❑ Not fight, swear or engage in anti-social behaviour such as bullying.
- ❑ Report bullying behaviour to the Welfare coordinator/Grade Coordinator or a trusted adult.
- ❑ Line up at the canteen and be respectful to canteen staff.

- ❑ Not leave school grounds without written consent from parents and welfare coordinator. Students must sign out if they leave before the end of the school day.
- ❑ Attend all classes. Truancy from school or individual lessons is not allowed.
- ❑ Respect and look after all school property. Do not damage or vandalise school property such as trees, gardens, furniture, classrooms, fans and computers.
- ❑ Look after their personal belongings by writing their names on their property and where available use their lockers or place valuable items in the office.
- ❑ Keep their mobile phones switched off and out of sight during school hours whilst at school and on school excursions.
- ❑ Refrain from using social media at school.
- ❑ Walk quietly through corridors and not disrupt others who are learning.
- ❑ Complete all class work and homework set by the teacher.
- ❑ Be prepared to do all set exams. Remain silent in exam rooms.
- ❑ Not cheat or attempt to cheat in exams, assignments, class work and home work.
- ❑ Take personal responsibility for keeping their classrooms and work areas neat, clean and tidy.
- ❑ Put rubbish in rubbish bins.
- ❑ Follow safety rules provided, both whilst on school grounds and on school excursions.
- ❑ Play safely and responsibly in the school playgrounds during recess and lunch.
- ❑ Respect teachers on recess and lunch duty and follow their instructions.
- ❑ Use the library responsibly. No eating, drinking or talking in the library. Bags must remain outside.
- ❑ Stay away from out-of-bounds areas.
- ❑ Actively and enthusiastically participate in all aspects of school life.
- ❑ Pay for and participate in Selective Tests, NAPLAN and various other competitions as advised by the school.
- ❑ Pay for school text books and Mathletics.
- ❑ Provide absentee letters or medical certificates for absences.
- ❑ Represent Malek Fahd Islamic School Beaumont Hills to the highest of standards.
- ❑ Work hard and do the best they can.
- ❑ Eat well and live a clean and healthy lifestyle.
- ❑ Respect their elders by giving up their seat on public transport to members of the public.

THE SCHOOL EXPECTS PARENTS TO:

- ❑ Support the school rules.
- ❑ Pay school fees in the first week of each term. Any extension of time needs to be applied for in writing and directed to the Head of Campus.
- ❑ Respect all staff members at the school.
- ❑ Ensure their child arrives to school on time.
- ❑ Provide their child with an absentee letter or medical certificate to give their class or roll call teacher.
- ❑ Apply to the school when taking their child away for a holiday during school term.
- ❑ Apply to the school for short leave when their child will be absent for a reason other than illness or holiday.
- ❑ Inform the school when their child leaves Malek Fahd Beaumont Hills to attend elsewhere.

- ❑ Pay for damages caused by their child.
- ❑ Make appointments to see members of school staff to discuss matters related to their child with respect for authority of seniority and teachers.

PROCEDURES FOR INAPPROPRIATE BEHAVIOUR OR POOR EFFORT IN THE CLASSROOM

Examples of classroom behaviour that is inappropriate:

- Ignoring classroom rules and instructions provided by a teacher.
- Engaging in disruptive behaviour that prevents other students from learning.
- Engaging in disrespectful behaviour towards teachers and peers.
- Failing to make an effort to complete set class work or homework.
- Behaving in a way that may harm others or other people's property including school property.
- Eating in the classroom.
- Littering in the classroom.

A THE SUBJECT TEACHER – LEVEL 1

The classroom procedure

1. Verbal warning stating the unacceptable behaviour and directions to follow classroom instructions.
2. Moving the student to another seat in the class.
3. Placing the students on community service e.g. playground clean-up.
4. Recess or lunch detention.

If the student does not respond to the behaviour management strategies implemented by the teacher, the teacher will contact parents.

If the issue continues;

1. The classroom teacher, in conjunction with the Grade Coordinator will develop a plan of action for improvement with the student.
2. The classroom teacher, in conjunction with Grade Coordinator will meet with parents or caregivers for an interview at the school to discuss the unacceptable behaviour, action taken by the school thus far and consequences of continued misbehavior. Please refer to MFIS Discipline Policy for further information on the Discipline Process.

Key Learning Areas

The subjects taught in primary school are English, Mathematics, Science and Technology, History and Geography, PDHPE (personal development, health and physical education), Creative Arts, Arabic, Quran and Islamic Studies.

You can find more information about what your child will learn on the School website and NESA website: <http://educationstandards.nsw.edu.au/wps/portal/nesa/home>

Homework

Generally, all weekly homework is handed out each Monday and is due back Friday of the same week. Please attend the information session and meet the teacher in Week 2 of Term 1, 2019 for further information.

Home Readers



Students in K-2 will bring home a book to read or a book will be assigned on the ABC Reading Eggs. Please read the home reader with your child and discuss what has been read to explore reading for meaning. Sit together in a quiet room at home and make it a pleasant experience. Help develop a love for reading with your child.

Equipment Required

Your child will need the following items on a daily basis. Please ensure your child has all the equipment, labeled clearly with their name and replenish as needed. This is to ensure students don't miss out on critical activities during lessons.

- At least 3 sharp lead pencils to avoid sharpening during class;
- A glue stick;
- A set of sharpened coloured pencils;
- The MFBH Kindergarten Book pack;
- A library bag
- A long sleeved paint shirt or smock;
- A box of tissues;
- Spare underwear and pants in a plastic bag, to be kept in their school bag at all times, in the case of a minor accident.

Encourage your child to respect all books and take pride in maintaining a neat book.

Lunch Boxes



Our school is committed to improving children's health through education and by supporting the Australian Government's Crunch & Sip ® initiative. Your child needs to bring healthy snacks for recess and lunches every day as well as some fruit/vegetables to Crunch and water to sip on during the morning session. Food needs to be in packages that your child can open independently.

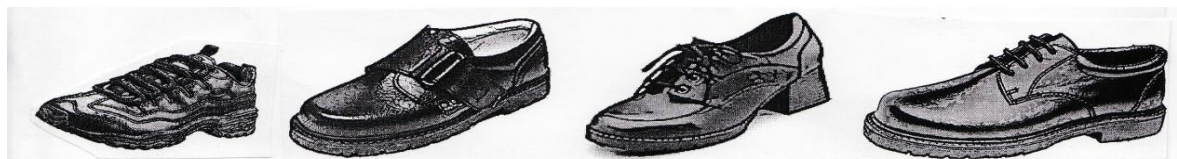
A healthy lunchbox should include a variety of fresh foods including fruit, crunchy vegetables such as carrots, cherry tomatoes and celery, wholegrain sandwiches or wraps and dairy food such as yoghurt or cheese sticks. Please avoid chips, sweet biscuits, chocolate and other sweet processed foods. Snacks may be placed in a plastic container but please do not place any food items in glass containers.

Your child also needs a bottle of water every day. Fizzy drinks and cans are not permitted nor considered appropriate drinks for your child. If you choose to send fruit juices, screw topped bottles or 'pop-tops' are a better option as your child can securely close it. Please **DO NOT** send nuts or nut products such as peanut butter or Nutella to school with your child as some students may have allergies to nuts.



Uniform and Appearance

MFBH strongly supports the wearing of full school uniform by students and the upholding of high standards of dress. Part of being a student at MFBH is to wear the school uniform with pride. Students are required to wear appropriate footwear which includes **black Velcro polished shoes**. Shoes must be kept clean and polished. Students in particular **must wear a school hat** for outside activities.



School uniform garments that become worn, damaged, deteriorated, or ill-fitting are to be replaced and shoes are not to be worn with holes in the front or without laces.

Hair – General Styles, regardless of gender should be neat, tidy, and not of an extreme nature. Use of hair dyes, streaks and coloured tips are not appropriate.

Girls Hair below shoulder length is to be tied up neatly. Hair accessories are to be in school colours – fancy bows or combs are not permitted. Beads and Bali plaits are not acceptable.

Boys Hair should be ‘short, one level and well groomed’, completely off collar, not over eyes or tucked behind the ears.

Jewellery- Girls may wear one pair of silver or gold stud earrings in the earlobe- not sleepers (rings). Medical chains or bracelets may be worn. General rings, necklaces, bracelets and other jewellery (other than stud earrings) may not be worn. There are to be no other piercings or tattoos. Nail polish and false finger nails are not permitted.

Chewing gum is banned at school and on all school activities. While in school uniform, students should not chew gum. During winter, plain bottle green or black neck scarves may be worn. Girls must not wear tights with socks.

Boys	Girls
1x Blazer	1x Blazer
2x Lemon School Shirt	2x White School Blouse
2x Grey School Pants	2x Pinafore (ankle Length)
1x White Short Sleeve Sports Polo	1x White Long Sleeve Sports Polo
1x Green Tracksuit	1x Green Tracksuit
1x School Jumper (Optional for Winter)	1x School Jumper (Optional for Winter)
1x School Hat	1x School Hat
1x School Bag	1x School Bag
1x School Tie	Grey/White/Black stockings (winter) Or socks (summer)
Grey/White/Black socks	

Complaints

Malek Fahd Beaumont Hills aims to foster a safe and supportive school community for all stakeholders. It is recognised that from time to time members of our school community may be unhappy and feel aggrieved by something that is happening at the school or by a decision that has been taken by the school. Our school has formal and informal methods for resolving such grievances.

The school's Complaint Procedure can be found at:

<http://www.mfis.nsw.edu.au>

Communication

Malek Fahd Beaumont Hills provides both formal and informal mechanisms to facilitate communication between those with an interest in the students' education and wellbeing. This may include communication between some or all of the following: student, parent or guardian or other significant family member of the student, teacher, counsellor, Head of Campus, representative of an appropriate government, welfare, health or other authority.

Formal mechanisms of communication used by the School to inform stakeholders interested in students' education and wellbeing include:

- Reports
- Appointments with teachers/welfare coordinators. Parents wishing to speak with a subject/ class teacher or welfare coordinator need to make an appointment by phoning the school's front office.
- Official school newsletters
- The school website- <http://www.mfis.nsw.edu.au>
- Semester 1 Report (End of Term 2)
- Semester 2 Report (End of Term 4)
- Parent-Teacher Interview (End of Term 1)
- Parent-Teacher Interview (End of Term 3)
- Letters home
- Communication via a student's workbook/diary
- Phone calls
- Annual report
- Schoolbag App
- Emails

If you have any further questions, please arrange a time to discuss these with your child's classroom teacher, kindergarten teachers or the Head of Campus.

NO HAT NO PLAY

The school has a policy of 'No hat no play'. Students must wear a school hat during playtime. Please ensure all hats are labelled with students' name. It is important that we understand the importance of sun safety to ensure the protection of our children.

LIBRARY

Students are able to visit the library once a week for an hour to borrow books.

CLEANERS

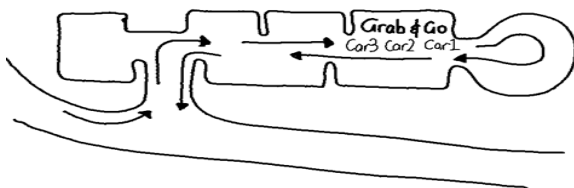
The school has daily cleaners who clean the school every day. Students are still expected to put all rubbish in the bins and take pride in their school environment.

CAR PARK

There is no **RIGHT TURN** into the school car park. Please use the roundabout at the end of Mungerie Road if necessary.

SAFE USE OF THE CAMPUS CARPARK

- Cars must be reverse parked at all times.
- Left turn into and out of the car park permitted only.
- 30 second time limit at the pickup/ drop off zone.
- Driver should not leave the vehicle at the pickup/ drop off zone.
- 10km/h speed limit
- Always use zebra crossing.
- Cars not to queue across the zebra crossing. Students are not permitted to get out of the vehicle at the crossing.
- Students under the age of 10 permitted to walk to their parked cars under the supervision of an adult or older sibling.



MALEK FAHD BEAUMONT HILLS

2019 TERM DATES

FIRST TERM

Thursday 31st January to Friday 12th April

Holiday: Monday 15th April to Monday 29th April

SECOND TERM

Tuesday 30th April to Friday 5th July

Holiday: Monday 8th July to Monday 22nd July

THIRD TERM

Tuesday 23rd July to Friday 27th September

Holiday: Monday 30th September to Sunday 13th October

FOURTH TERM

Monday 14th October to Wednesday 4th December

Holiday: Thursday 5th December 2019 to Monday 27th January 2020

PUBLIC HOLIDAYS	
Australia Day	Monday 28 th January
Good Friday	Friday 19 th April
Easter Monday	Monday 22 nd April
Anzac Day	Thursday 25 th April
Queen's Birthday	Monday 10 th June
Labour Day	Monday 7 th October

Tentative Holidays:

Eid Ul Fitr – 4th – 5th June 2019

Eid Ul Adha – 12th – 13th August 2019