

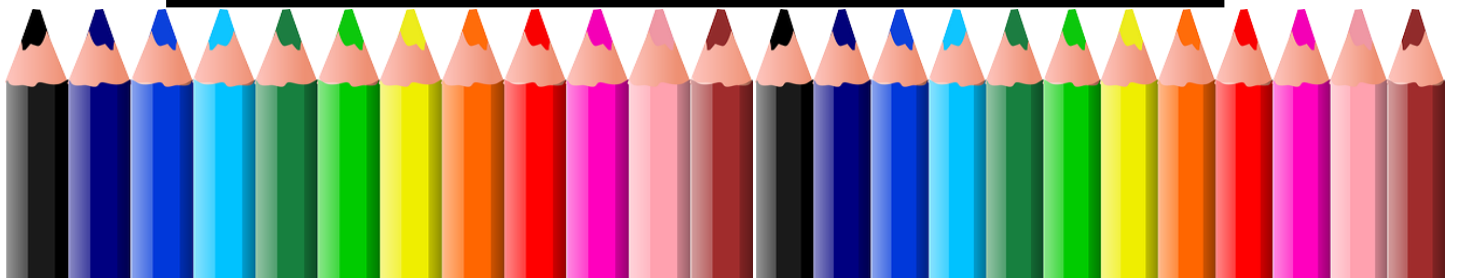


MALEK FAHD
HOXTON PARK
2018



Kindergarten

PARENT INFORMATION BOOKLET



Message from the Head of Campus

Dear Parents,

Assalamu Alaykum Wa Rahmatullahi Wa Barakaatuhu

Welcome to Malek Fahd Hoxton Park (MFHP). As the Head of Campus, it is important to me that everyone who steps through our doors - staff, students and parents are excited to be here! This attitude enables us to meet the challenges of academic excellence in a positive, fun and nurturing environment.



I am privileged to be leading a rapidly growing school. As a Campus of Malek Fahd Islamic School located at Greenacre, MFHP aims to provide quality education coupled with extra-curricular activities and nurture its students into becoming excellent citizens whilst associated with an established and renowned education facility.

MFHP is expanding in size each year and the development of the Stage 3 Building site is currently in progress. The school will eventually consist of 800 students In Shaa Allah. MFHP has catered for Kindy to Year 10 in 2018 and will have the facilities to provide a learning environment for Year 11 in 2019.

Again in 2019, we look forward to the school engaging with the community by taking part in Running Kids League Tag Shield organised by Green Valley and Liverpool Police, an AFL program held by the Greater Western Sydney Organisation and Speaking 4 the Planet public speaking competition held by Liverpool City Council.

At Hoxton Park we will also cater for our student's educational development by involving students in programs such as the Student Representative Council (SRC), computer classes, online Mathletics and Reading Eggs, Crunch and Sip, computer coding ICT, Go Green Project, D.E.A.R, Quran memorisation competition, Year 10 work experience, careers program, book character parade, swimming lessons, athletics carnival, cross country, swimming carnival, basketball, table tennis, Premier's Reading Challenge (PRC), ANZAC Day Ceremony and Harmony Day activities.

Excursions are organised each year for each Stage. This year the students have already participated in RYDA Program – Year 10, Mt Keira Excursion - Year 7, Bicentennial Park – Year 9, Warragamba Dam – Year 8, Marine Esplanade, Cronulla – Year 10, The Royal National Park , Raw Challenge in Doyalson – Year 9, Nicholson Museum – Year 7 , National Museum, Rouse Hill House and Farm – Year 1 & 2,

Parliament House – Year 6, The Royal Botanic Garden – Year 3 & Year 4, The Seymour Centre – Kindergarten, with further excursions organised for Swimming Carnival, Camp and other end of Year activities to be placed on the calendar of events.

We also organise incursions such as Road Safety and Cyber Safety workshops, Author visits, mini fun camps, Kindifarm experiences, Science incursions and many more activities as the opportunities arise. MFHP also provides opportunities for extra curricula activities and developing students' skills in Public Speaking competitions. We hold weekly assemblies to celebrate the great results the students achieve at this Campus. Students celebrate Eid El Fitr and Eid El Adha linked to charitable projects each year. The staff at MFHP have organised numerous charitable events geared towards encouraging our students to be better global citizens, while also helping the greater community. We have given to organisations such as the Human Appeal charity, built 8 wells with the Build a Well Foundation, created food packs for refugees, sent cold food to Syria and sponsored needy children from Palestine. We also encourage students to participate in Jeans for Genes day and White Ribbon Day.

The school's aim is to provide high quality education in all areas of Literacy and Mathematics as well as Information Technology, Physical Education, Music, Art, Arabic, Quran and Islamic Studies education.

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!).

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 8.30am for primary 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 3.20pm for kindergarten to Year 6 students. We ask that all parents wait outside the classroom and collect their child one at a time to ensure the teacher can see the students leave with their parent/guardian safely. Parents must collect their children from the classroom as they will not be sent out on their own. If you have other arrangements for an adult to pick up your child, please inform the teacher in writing.

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

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.

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Absences and Holidays



Absence Notes/ Doctor's certificates: Students are required to bring absence notes the next day they come to school and hand it in to the class teacher. 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 office and sign the early departure book before collecting their child(ren) from the classroom.

Late arrival to school notes: When a student arrives late to school, he/she should report to the office with their parents/guardian to obtain a late note slip and hand it in to his/her classroom teacher.

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.

Please note that holidays taken by students outside of school vacation periods will be **included as absences**. A Certificate of Exemption will **NOT** be granted for this purpose. This may affect continued enrolment/progression to the next grade etc.

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

Eid

The school celebrates Eid El Fitr and Eid El Adha. Normally the school will be closed in that period for 2 days. The exact dates are identified closer to the dates by the School Head of Campus.

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 enrolment at the school. Once term fees have been paid, families will not be refunded the term fee if the student leaves school throughout the term. Malek Fahd Hoxton Park reserves the right to engage the services of a Debt Collection agency should the fees not be paid within the first week of each term.

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



Sports

Our Campus offers outsourced sports programs throughout the year. It is compulsory for all students to participate in these programs.

Payments

Payment of all incursions, excursions and sports must be made in an envelope. The correct amount must be enclosed in a clearly labelled envelope with the permission note. Each student must pay to their classroom teacher and not the front office.

Canteen/Lunch Orders

The lunch order must be clearly labelled with the child's name, class, food ordered and the correct amount enclosed. Please put the exact amount of money in the lunch orders. All lunch orders must be placed in the lunch order basket in front of all classrooms.

MERIT AWARD SYSTEM

Bronze Award

This award is issued as recognition of achievement over an extended period of time. Students 'earn' a Bronze Certificate by achieving a total of five Merit Awards. These are to be given to the class teacher where they will be checked. The Bronze Award is to be presented in class.

Silver Award

This is the third tier of the award system. Students will be considered for Silver award status by having been awarded three Bronze Awards. Again, the class teacher will prepare these awards to be signed by the Head of Campus and presented in assemblies.

Gold Award

Gold Awards are awarded to students who collect three Silver Awards. These certificates recognise exceptional, long term achievement and will be presented at an assembly. This award is signed by the Primary and Head of Campus and is the highest tier of the award system.

Other Awards

Each week students will be selected by their teacher to receive 'Class Merit Awards'.

These Awards will be handed out by Head of Campus once a week at morning Assemblies.

Head of Campus Award

In Terms 1, 2 and 3 one student from each class will be recognized for their overall academic performance, behaviour and citizenship. A panel of teachers will decide on the student and awards will be presented at morning Assembly.

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, 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 Hoxton Park**
- **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 IT'S STUDENTS TO:

- ❑ Attend the Zuhar prayer. Salaat is compulsory at Malek Fahd Hoxton Park.
- ❑ Remain silent and respectful during prayer.
- ❑ Attend Islamic Studies and Quran classes. These are compulsory for all students at Malek Fahd Hoxton Park.
- ❑ Arrive at school on time,
 - Primary and High school students must be at school by 8:30am Monday to Friday.
 - Students should not arrive earlier than 8:10am as there is no supervision before this time. Parents who have no choice but to drop their children at 8am must provide a written request and must seek approval by Head of Campus. Students should not be left waiting at the front gate without an adult present with them.
 - When the home bell rings at 3:20pm for K-6 and 3:30pm for High School, students should leave promptly 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, Reading Eggs and Athletics.
- ❑ Provide absentee letters or medical certificates for absences.
- ❑ Represent Malek Fahd Hoxton Park to the highest of standards.
- ❑ Be polite on the school bus.
- ❑ 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 Hoxton Park 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.
- ❑ Write a letter to the Head of Campus with matters of concern.

CLASSROOM RULES

- ❑ Be on time to all lessons.
- ❑ Late notes are needed after 8:35am.
- ❑ Students should line up outside the classroom for Period 1 and after recess and lunch for High School. For Primary, students are to line up in the assembly area at 8:30am. Students are not allowed in the classroom during recess and lunch without the permission or supervision of a teacher.
- ❑ Be prepared for class and bring all necessary equipment for every lesson. Students are not to go to lockers or other classrooms to get equipment during class time.
- ❑ Teachers are to be appropriately addressed, that is Miss, Mr., Sir, Mrs., Ms or Sheikh.
- ❑ Always show respect to your teachers by listening to and following all class rules set out by subject teachers.
- ❑ Display good manners at all times by respecting the rights of others to teach and learn.
- ❑ Respect others and their property. If damage has occurred the teacher will inform the Welfare Coordinator/Grade Coordinator.
- ❑ Raise your hand to speak; only one person should be speaking at any given time.
- ❑ The teacher will handle classroom discipline matters - students will not argue with teachers.
- ❑ No throwing of any objects around the room.
- ❑ The teacher will manage classroom movement. Students are to remain seated unless given permission or instructions by their teacher to leave their seats.
- ❑ Be attentive. Always do your best.
- ❑ Complete all class work and homework by the due date.
- ❑ Students should not have conversations through classroom windows to friends outside the class.
- ❑ Teachers expect students to be responsible for keeping their classroom clean and tidy.
- ❑ Furniture that was moved during a lesson needs to be returned to its original place at the end of the lesson.
- ❑ All rubbish should be picked up and put in the bin and work spaces kept tidy. No books are to be piled on desks or on the floor. Chairs are to be put up at end of school day.
- ❑ No food, drink or gum is to be consumed inside the classroom. All food need to be out of sight. Water bottles are permitted on hot days. Chewing gum on school grounds will result in immediate suspension.
- ❑ The teacher will use all class time to teach you. There will be no parties in classrooms.
- ❑ Books should be in lockers, not piled up on desks. Lockers to be used in morning, recess, lunch and after school, not during class time (High School)
- ❑ The teacher will dismiss the class, not the ringing of the bell. The teacher will ensure that students remain seated until they are dismissed.
- ❑ Move promptly, quietly and in an orderly fashion to your next class.

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 school 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 parent and send a letter home (Letter Home 1) which parents need to sign and return to the issuing teacher. This will be placed in the student's file.

If the issue continues;

1. The classroom teacher, in conjunction with the Head of Department/Grade Coordinator will develop a plan of action for improvement with the student (Letter Home 2).
2. The classroom teacher, in conjunction with Head of Department/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 MFHP Discipline Policy for further information on the Discipline Process.

Key Learning Areas

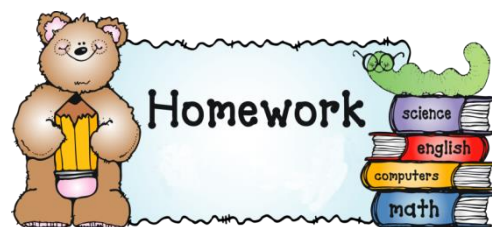
The subjects taught in primary school are English, Mathematics, Science and Technology, HSIE (History and Geography), PDHPE (Personal Development, Health and Physical Education), CAPA (Creative and Practical Arts) Arabic, Quran and Islamic Studies.

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

Homework

Generally, all weekly homework is handed out each Monday. Must be completed on a daily basis and sent back to school daily.

Please do not allow your child to complete the weekly tasks in one day as homework complements what is learnt in class. Your child should be able to complete their homework with little assistance. You may assist and discuss tasks with your child but please do not do it for them.



Home Readers



Students in K-2 will bring home a book to read. 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. Please note that any misplaced or damaged books incur a replacement fee.

Parent Teacher Interviews

Parent Teacher Interviews usually occur in the last week of Terms 1 & 3. This is an opportunity for all parents to meet individually with teachers to discuss their child's progress and areas of future focus. Written reports are usually given out in Term 2 and Term 4.

Equipment Required

Your child will need the following items on a daily basic. 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 MFHP Kindergarten Book pack;
- A MFHP library bag (students are not allowed to borrow from the library without one);
- A long sleeved paint shirt;
- 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.

We request that all books are covered with clear contact only. Encourage your child to respect all books and take pride in maintaining a neat book.



Lunch Boxes

Please refer to the 'Healthy Eating at Malek Fahd Hoxton Park' pamphlet in your orientation pack.



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.

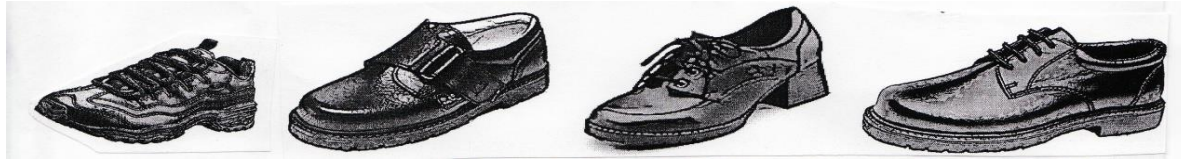
Your child also needs a bottle of water every day. Fizzy drinks and cans are not permitted nor considered appropriate drinks for your child. If you choose to send fruit juices, screw topped bottles or 'pop-tops' are a better option as your child can securely close it if they do not complete it. Please do not send cartons or 'poppers'.

Kindergarten students are not permitted to bring money to school nor make a lunch order in the first 2 weeks of school Term 1.



Uniform and Appearance

MFHP strongly supports the wearing of full school uniform by students and the upholding of high standards of dress. Part of being a student at MFHP is to wear the school uniform with pride reflecting the Islamic ethos of modesty. 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 white neck scarves may be worn. Girls may wear bottle green stockings, leggings below the knee are not permitted to be worn under the school uniform.

All **girls** must wear tights or bike shorts up to the knee under their pinafore.

School uniform: Please refer to Uniform Shop information sheet and Uniform Price list enclosed in Package.

Complaints

Malek Fahd Hoxton Park aim 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 on the school Website

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

Communication

Malek Fahd Hoxton Park 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)
- SMS messages
- Letters home
- Informal mechanisms used by the school staff to communicate to parents and stakeholders interested in students' education and well-being:
 - Communication via a student's workbook/diary
 - Phone calls
 - Annual report
 - P and F meetings

If you have any further questions, please arrange a time to discuss these with your child's classroom teacher, the Head of Campus, Kindergarten teachers and Welfare Coordinator. Thank you for support and cooperation and we look forward to a prosperous year.



MALEK FAHD HOXTON PARK



2019 MFIS TERM DATES

FIRST TERM

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

Australia Day – Monday 28th January

Good Friday - Friday 19th April

Easter Monday – Monday 22nd April

Anzac Day – Thursday 25th April

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

SECOND TERM

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

Queen's Birthday – Monday 10th June

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

THIRD TERM

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

Labour Day – Monday 7th October

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

Tuesday 29th January 2019

Monday, 29th April 2019

Monday, 22nd July 2019

Thursday, 5th December 2019

Friday, 6th December 2019

Bell Times

Morning Assembly 8.30am - 8.40 am

Morning Session Class 8.40am - 10.55am

RECESS 10.55am – 11.15am

Middle Session 11.15am – 1.15pm

Wudu and Prayer 1:15pm -1:30pm

LUNCH 1.30pm – 2.00pm

Afternoon session 2.00pm – 3.20pm

SCHOOL ENDS 3.20pm

