



MALEK FAHD ISLAMIC SCHOOL

ABN: 41003 864 891

KNOWLEDGE IS LIGHT & WORK IS WORSHIP

www.mfis.nsw.edu.au

04/02/2020

Assalamualaikom WRWB

Dear Parents/Carers

On behalf of the Primary School staff, I'd like to extend a warm welcome to all our students and their families. We also have several new students who have joined us this year. We wish them all the best as they grow and learn at our school. To help everyone settle into school life, please see the information below that will be helpful to you.

School Times, punctuality, attendance and early dismissal



School starts for K – 6 at 8:45am.

Students should **not** be at school before **8:30am** as there is very limited supervision.

School ends at 3:10pm for K – 2 students. Children are picked up from the classroom.

School ends at 3:20pm for students in years 3 – 6.

Please pick your child up from school on time. There is limited supervision after school.

Early Dismissal

Students who leave early or arrive late should have a note from their parents explaining the partial absences.

Students cannot be signed out after 2:45pm. They have to wait until the end of the day.

Punctuality

The school day officially starts with the Morning Assembly and prayer at 8:45am. Students who arrive after this time are marked as being late. Please help your child have a strong start to each day by getting a good night of sleep, waking up early, having a healthy breakfast and arriving to school on time. Being punctual to school contributes to children's overall wellbeing as it eliminates any unnecessary stress associated with being late and rushing to get to school.

Attendance

School attendance is compulsory for ALL K – 6 that attend Malek Fahd Islamic School. Learning is most effective when children are in the classroom interacting with their peers and the classroom teacher, therefore the School does not approve extended leave for holidays during the school term. If your child is sick then they should stay at home until they are well enough to return to school. All absences must be explained, so please ensure your child brings a note or medical certificate when they return to school. This is to be given to the classroom teacher. If your child has a contagious illness such as mumps, please inform the Primary school office by phone, email or in person as soon as possible. If you request confidentiality please make that known when you contact the school.

Greensacre Campus

405 Waterloo Road, GREENACRE NSW 2190

PO Box 5548

CHULLORA NSW, Australia 2190

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F (02) 9742 3201

E admin@mfis.nsw.edu.au

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Meet the Teacher

We will be having meet the teacher sessions for all grades in Week 3. This is an opportunity to visit your child's classroom and meet the teacher. It's an opportunity to find out the class expectations and routines, and ask general questions about how you can support your child's learning. Please see the last page for the dates.

Contact details

If you have changed your address or phone number please provide your new contact details to the office.

Contacting Staff

If you would like to discuss any matter concerning your child please make an appointment to see your child's teacher or any other staff member. Staff are very busy and will not be able to have meetings to discuss your matter while they are teaching or supervising students. To have a fruitful discussion about your child, it is best to make an appointment with any staff member. The first person to contact with any matter regarding your child is the class teacher. You may call the School, or email us at psadmin@mfis.nsw.edu.au or complete a Parent form in person at the office.

Parking and Driving in and around the School

Please be aware that we have limited parking on school grounds, so we recommend that you park outside the school in order to make the sessions and avoid the traffic afterwards.



We have many children walking in around the school both before and after school. While we do teach them about road safety and have staff about, we still need your help to keep them safe. Please follow the road rules when driving in and around the school. Help us keep your child safe by following the speed limit signs and instructions given by staff. Unfortunately if students are put in danger by dangerous driving behaviour, you can be prevented from driving into the school.

Remember we have a speed limit of 5kp. The gates are closed after 9am and reopened for pick up at 2:45pm.



Parking on School grounds

We have a "Kiss and go" zone operating in the morning. There is strictly no parking in this area. In the afternoon K – 2 parents and carers have to return to their vehicles immediately once children have been picked up from class.

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Allergy Aware School



We are an allergy aware school. Many of our children have mild to serious allergies to certain foods, in particular nuts. We all want the children to be as safe as possible during school hours, so we ask ALL families to avoid sending nut products in their child's lunchbox. This includes Nutella, peanut butter, and nut bars. During Eid celebrations food such as mamoul and baklava should not be sent to school. If your child has an allergy please make it known to the school immediately and provide a health plan from your doctor.

School Uniform

All students have to be dressed in full school uniform every single day. They must wear the sport uniform for sport days only.

Boys

- Short, neat hair above the collar
- School tie
- Shirts tucked in
- Black leather shoes
- Grey, black or white socks

Girls

K – 2

- School pinafore
- White socks
- Black leather shoes
- Hair tied back neatly

Years 3 – 6

- School pinafore
- White socks
- Black leather shoes
- School hijab

Volunteering at the School

If you would like to be a parent volunteer at the School, please provide the office with a Working with Children Clearance number, and your driver's licence. All volunteers must go to the office to sign in, and must wear a visitors badge while on school grounds. At the end of the day sign out and return your visitor badge to the office.

Visitors to the School

All visitors to the School including parents must go to the office and wait for whomever they are here to say.

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School Photo Day

The Primary School will have its photo day on Thursday 27 February, Week 5. Students must be dressed neatly in their full school uniform.



Events you should know about

- PSSA starts Friday 14 February
- Meet the teacher sessions –
 - Year 5 & 6 – Monday 17 February, Week 3 at 2:30pm
 - Year 3 & 4 – Tuesday 18 February, Week 3 at 2:30pm
 - Year 1 & 2 – Wednesday 19 February, Week 3 at 2:30pm
 - Kindergarten – Thursday 20 February, Week 3 at 2:30pm
- K – 6 General Parent Information Session – Tuesday February 25 Week 4 at 9:15am in the Primary School Hall
- School Photo Day -Thursday 27 February
- School Harmony Day - March 26
- Swim School - Year 4 and Year 6 student will be attending swim classes in weeks 10 and 11 every day except Fridays. Wk 10, 30 March – 2 April and Wk 11, 6 April -9 April
- K – 6 Term 1 Parent Teacher interviews - Week 10 and 11
- Annual Ramadan Food Drive - starts in week 10 and ends on 2 April
- Shoe Box for Syria

Wasalam

Ms El-Ahmad

Head of Campus

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