

MALEK FAHD ISLAMIC SCHOOL
BEAUMONT HILLS CAMPUS



INFORMATION HANDBOOK
YEAR 7
2019

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NSW, 2155

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Telephone: 88145282 Fax: 88145283

SCHOOL PHILOSOPHY

"Oh Allah, give us good in this world and in the next, and save us from the fire of hell" (Success in this world and success after death)

The School aims to develop each child:

- Intellectually
- Socially
- Care and Protection of children
- Physically
- Religiously
- Vocationally
- Emotionally
- Morally

So that our students are model Muslims and successful citizens of Australia.

SCHOOL MOTTO

"Knowledge is Light and Work is Worship"

SCHOOL MISSION STATEMENT

Malek Fahd Islamic School is founded to provide opportunities to its boys and girls to excel in this life and the Hereafter.

SCHOOL VISION

Our school vision is to provide quality academic education and to graduate students who can make positive contributions to the Australian community through active citizenship and displaying a high standard of Islamic values. Students are encouraged to reach their potential and develop human attributes of care and compassion, respect, responsibility, right choice, and honesty by participating in activities with other students and community members in order to understand their own identities in the world and to appreciate and understand the differences that make the "other".

PROFILE

The Beaumont Hills Campus was established in April of 2011 and currently has over 340 students in Years K-12. The campus has high expectations of its students in all areas of education and to uphold the Islamic ethos and values of the School. MFBH has caring, well-qualified teaching staff who strive to achieve the best outcomes for their students.

2019 TERM DATES

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FIRST TERM

Wednesday 30th 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

HIGH SCHOOL TEACHING STAFF

PRINCIPAL

Mr Bruce Rixon

DEPUTY PRINCIPAL

Mr Steve Lord (operations)
Mr Aiyub Ahmed (curriculum)

ACTING HEAD OF CAMPUS

Mrs Mehar Khan

HIGH SCHOOL COORDINATOR

Mr Mohammed Shameem

TEACHING STAFF

Mrs Hale Cosar
Mrs Margaret Grand
Mrs Maya Itou
Mr Mohammed Shameem
Ms. Lorizah Usman
Ms. Shazia Khan
Mr. Recep Oz
Mrs. Amy Johnston
Mrs Athar Selbokh
Sheik Yousef Hassan

Library

Mrs. Yasmin Ali

OFFICE ADMINISTRATION

Ms Noorainah

HIGH SCHOOL BELL TIMES



High School has six 1-hour periods each day. The table below indicates bell times:-

8:25 AM	1 st Bell – All students must move promptly to Period 1 Class
8:30 AM	Students must be seated and be prepared for Period 1
8:30 - 9:30 AM	PERIOD 1
9:30 - 10:30 AM	PERIOD 2
10:30 – 10:45 AM	R E C E S S
10:45 - 11:45 AM	PERIOD 3
11:45 - 12:45 PM	PERIOD 4
12:45 - 1:05PM	L U N C H
1:05 - 1:30PM	MAKE WUDU AND MOVE PROMPTLY TO SALAAT
1:30 – 2:30 PM	PERIOD 5
2:30 - 3:30PM	PERIOD 6

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 High School Coordinator.

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 SALAAT HALL

All students are to display the highest standard of behavior in the prayer room 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 student misbehaving in the prayer room will be referred to the High School Coordinator by staff.

EXTERNAL EXAMINATIONS, CO-CURRICULAR ACTIVITIES AND PROGRAMS

SPECIFIC TO YEAR

Malek Fahd Beaumont Hills 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 the following **external examinations/ programs**:-

- NAPLAN TESTS
- ICAS tests (optional)
- Premier's Reading Challenge

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

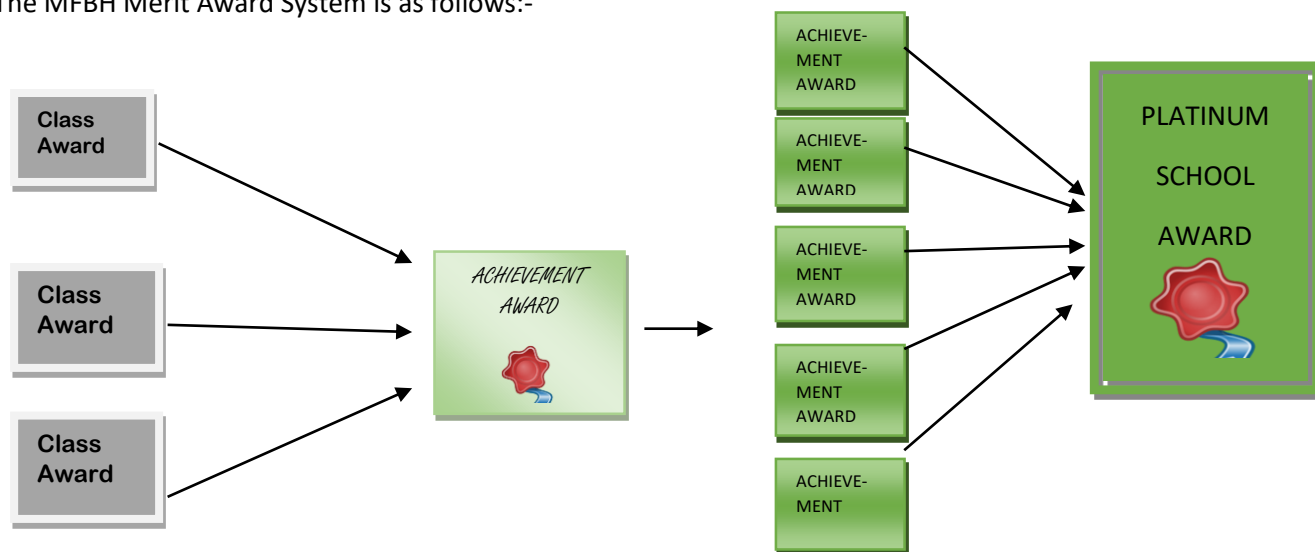
- **ANZAC Ceremony** – Each year in April, students participate in the ANZAC Commemoration. Ex-servicemen and women may also be invited to talk to our students about their experiences.
- **Student Leadership – SRC and Captains**
Student leadership is encouraged throughout the School. Every child is given the opportunity to be nominated for Class Captain and to be an MFBH 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. Camp is compulsory part of PDHPE curriculum.

AWARDS

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

- Class awards
- Achievement Awards
- Principal's Award

The MFBH Merit Award System is as follows:-



ACADEMIC PERFORMANCE AND PROGRESS

At MFBH 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.

HIGH SCHOOL DISCIPLINE POLICY

DISCIPLINE FLOWCHART

LEVEL 1: SUBJECT TEACHER

1. Classroom management strategies
2. Letter Home #1. Inform parents via phone.

Continued Misbehavior



3. Contact parents for interview with High School Coordinator
4. Plan of Improvement accompanied by Letter Home #2.
(developed with the High School Coordinator and student and teacher)

Continued Misbehavior



LEVEL 2: Head of Campus

For the complete MFIS Discipline Policy please refer to our Policies Section on the MFIS Website

AFTERNOON DETENTION

For certain breaches of School Rules students may be placed on Afternoon Detention. These detentions are run by the Coordinators on specific days of the week from 3:30 – 4:15pm. Parents will be notified via a letter /phone call if this should occur.

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 8.30 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.

If a student is late : -

1. Any student arriving after 8.35am 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 note indicating the time of arrival and then should
4. Proceed quickly to class. The student will not be accepted into class without a note.
5. The office staff will update the electronic rolls indicating the time of arrival.
6. If a student is late three times without suitable explanation, parents are notified **AND THE STUDENT MAY BE PLACED ON AFTERNOON DETENTION.**

If a student is absent: -

1. Parents should respond to the SMS the reason for the absences. A doctor's certificate should be given to the Roll Teacher on the day the student returns to school if absent for 2 or more consecutive days. If a reason is not received; the absence is classified as 'unexplained'.
2. For absences for reasons other than sickness a completed Leave Form must be handed in to the front office. Leave Forms are available through the front office.

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.

****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 programs 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 MFBH 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. Students are expected to have pens, pencils, erasers, sharpeners, glue sticks, scissors and a calculator.

UNIFORM

MFBH 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. MFBH 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.

UNIFORM SHOP

Midford Uniform Shop:

Phone: 0498 518 916

Email: malek.fahd@midford.com.au

Address: Malek Fahd Islamic School, 405 Waterloo Road Greenacre, NSW 2190

Normal trading hours: 8am – 4pm Monday to Friday.

HIGH SCHOOL BOYS

- ✓ MFIS School Shirt (Lime Green for Years 7-10, White for Years 11 and 12)
- ✓ MFIS School Tie
- ✓ Closed black Lace -up Leather Shoes
- ✓ MFIS Long Grey Trousers
- ✓ MFIS Boys Sport Uniform for Sport/ PE Lessons and some excursions as required.
- ✓ No step hair cuts
- ✓ MFIS School Blazer
- ✓

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/shawls permitted
- ✓ MFIS Girls Sport Uniform for Sport/ PE Lessons and some excursions as required
- ✓ MFIS School Blazer
- ✓ No Jewellery
- ✓ No Makeup/Nail polish/ Henna
- ✓ White Socks

PERMITTED FOOTWEAR FOR GIRLS



FOOTWEAR NOT PERMITTED



- 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, Art etc.
- Students not wearing correct footwear will not be ALLOWED TO ENTER SPECIALTY LABS and miss out on that lesson.

MOBILE PHONE POLICY

- At MFBH mobile phones, are not to be used during school hours. Phones are to be handed in to the front office every day and collected at the end of 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.

HIGH SCHOOL LIBRARY

The MFBH 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.

Library Hours are : 8:30am – 3:30 pm Wednesday-Friday.

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

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

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 MFBH 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 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 MFBH 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

Mathematics

Science

English

History

Geography

PDHPE (Sport)

Music

Art

Technological And Applied Studies

Arabic

Islamic Studies/Qur'an

EQUIPMENT /BOOKS

All subject teachers will advise students what exercise books/equipment is required for their subject during the Year 7 Orientation.

TEXT BOOKS

All MFBH 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/>

MFBH DOES NOT TOLERATE BULLYING

PREFACE

At MFBH, 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.

PURPOSE

Preventing and responding to bullying behavior 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 Beaumont Hills. It also acknowledges that bullying behavior 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 behavior 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

Please visit our Website www.mfis.nsw.edu.au (Click on Policies) for the MFIS Ant bullying Policy.

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 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.

All meetings with the School Counsellor are kept confidential.

LOCKERS

- All students are required to purchase a School locker on a Yearly basis for \$10 from The Front Office.
- Lockers are essential to minimize clutter on student desks and to safeguard student property from getting 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.