

**MALEK FAHD ISLAMIC SCHOOL**  
**BEAUMONT HILLS**  
**PRIMARY SCHOOL**



**Years 1-6 Parent/Student Handbook**  
**2019**

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# Message from the Head of Campus

Assalamu Alaykum Wa Rahmatullahi Wa Barakaatuhu

Welcome to Malek Fahd Islamic School Beaumont Hills Campus. 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 assignments and maintaining communication with the class teacher and the School through the various forms of communication used by the School.

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, Creative Arts, 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!).

It is also an expectation that students will demonstrate good behaviour and are well mannered while on Campus premises and in the School Uniform. Students are expected to respect their teachers and peers at all times.

Mrs Mehar Khan  
Acting Head of Campus  
Malek Fahd Beaumont Hills

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## **CAMPUS 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.

## **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**

MFIS is an Islamic school, which is founded to provide opportunities to its boys and girls to excel in this life and the Hereafter. It aims to develop:

o an Islamic environment, which leads students to make choices and choose paths of goodness.

o Brotherhood and sisterhood among students.

o Competent, caring and confident members of society with abilities to face and respond positively to new situations.

Malek Fahd Islamic School aims to develop each child intellectually, physically, emotionally, socially, religiously, morally, aesthetically and vocationally in an Islamic environment in Australia so that the children are happy and successful citizens of Australia.

Consistent with Islamic beliefs and the purpose of our school as a centre of academic excellence, all our students, staff, and other members of our school community have a right to a learning and work environment that is safe and supportive, where each individual is respected and treated with fairness and dignity

# GUIDELINES FOR PARENTS AND STUDENTS

## *Important information for students and parents/caregivers*

### SCHOOL RULES

The school aims to develop self-discipline in the students. The school has a discipline program based upon the following basic principles:

#### **A. Respect and care for yourself and others.**

-Treat others as you would like to be treated. The Holy Prophet (PBUH) said:

*"A person cannot be a perfect Muslim unless he desires for his brother (in faith) that which he desires for himself."*

-Follow instructions from staff politely.

-Be kind and courteous to others at all times. On the authority of Aisha (RAA), who said:

*The Holy Prophet (PBUH) said: "Allah is kind and likes kindness. He bestows (favours) upon kindness that which he does not bestow upon harshness or anything else other than kindness and tenderness."*

-Put rubbish in the bin, and keep the school tidy.

-Be considerate to others when travelling on public transport. Refer to the code of conduct.

- Eat healthy food and exercise regularly.

-Be well mannered. The Holy Prophet (PBUH) used to say:

*"The best of you are those who have the best manners."*

*Hazrat Aisha (RAA) also says that she heard the Holy Prophet (PBUH) as saying:*

*"A Believer can achieve the position of one who regularly fasts during the day and spends the night in prayer, through his good manners."*

#### **B. Take pride in your work. "Work is worship."**

-Complete all set work by the due date.

-Bring the necessary equipment for every lesson.

#### **C. Respect the school.**

-Wear full school uniform neatly.

-Do not wear any jewellery etc.

-Do not eat when travelling to and from school on the bus.

-Travel to and from school in full school uniform.

-Boys' hair should be short, clean and at one level. No undercuts and steps.

#### **D. Take responsibility for yourself by observing school rules.**

#### **E. Respect your property and other people's property.**

-No chewing gum.

-Label all clothing and other property.

-Do not bring large sums of money to school.

-Do not leave bags around school.

-Do not steal.

## **F. Salaat is compulsory (Grades 3-6).**

### **Wudu and Salaat**

1. Allah (SWT) has ordered us to be mindful of Salaat, saying, *“Guard strictly your salaah especially the Middle Salaat and stand before Allah with all devotion” (Quran Sura 2 Verse 238)*. Allah (SWT) has made Salaat the way to success, prosperity, and happiness. *“The Believers must (eventually) be prosperous who are humble in their (prayers) Salaat.”(Quran 23:1-2)*.
2. Cleanliness. Wudu must be carried out perfectly. *“Allah loves those who turn to Him constantly and He loves those who keep themselves pure and clean” (Quran 2:22)*. The prophet (PBUH) said *“Cleanliness is half of faith.”* The key to Salaat is cleanliness.
3. Behaviour. Behave as if you are in Salaat after and before Salaat. Abu Hurairah (RAA) states that the Holy Prophet (PBUH) said: *“As long as you stay in a mosque waiting for prayer (congregation) and held up there only for the sake of Salaat and only this thing prevents you from returning home, you will be treated as continuously in Salaat.” (Bukhari and Muslim)*.
4. Organisation of Salaat. Complete the front rows first and stand close to each other. Jabir Bin Samurah (RAA) says: The Holy Prophet (PBUH) once came to us and said: *“Why do you not make your lines (in Salaat) as do angels before their Lord?” We submitted: “O Messenger of Allah how do the angels stand before their Lord?” He (PBUH) answered: “They complete the front row first and stand close to each other.”*
5. Position in Lines (in Salaat). Stand in straight lines during Salaat. Hazrat Anas (RAA) quoted by Hazrat Uqbah bin Amr relates that the Holy Prophet (PBUH) said, *“Keep your lines straight, for keeping them straight is the part of the proper observance of Salaat” (Bukhari and Muslim)*.
6. Quietness in Salaat. Listen to the Imam and never occupy yourself with anything which distracts you

**MALEK FAHD BEAUMONT HILLS SCHOOL STAFF**

**PRINCIPAL**

Mr Bruce Rixon

**DEPUTY PRINCIPAL**

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

**ACTING HEAD OF CAMPUS**

Mrs Mehar Khan

**PRIMARY SCHOOL TEACHERS**

Mrs Sekandari  
Mrs Rehana  
Mrs Colledge  
Mrs Tamana  
Mrs Barez  
Ms Usman  
Mrs Munshad  
Mrs Musa  
Ms Esmat  
Mrs Karan  
Mrs Azwar  
Mr Imadojemun

**LEARNING SUPPORT TEACHERS**

Ms Khazma

**PRIMARY QURAN/ARABIC TEACHERS**

Ms Athar  
Ms Altaf  
Sheik Aslam  
Sheik Yousef

**OFFICE ADMINISTRATION**

Ms Noorainah

## ATTENDANCE

Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of **compulsory school-age** to cause the child:

*(a) to be enrolled at, and to attend, a government school or a registered non-government school, or*

*(b) to be registered for home schooling with the Board of Studies and to receive instruction in accordance with the conditions to which the registration is subject.*

**School attendance is compulsory.** Regular attendance at school is important for students to reach their potential. 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.

Truancy will not be tolerated and students who do not have permission or a good reason explaining their absence will face further disciplinary action. Poor attendance to school may result in students repeating or asked to leave the school.

**School begins at 8:30am for Years 5-6 students and 8:45am for Years K-4 students.**

**School ends at 3:10pm for Grades K-2 and 3:20pm for Grades 3-6.**

**Students must not arrive early and must leave the school promptly at the end of the day.**

**Students must be picked up no later than 3:45pm**

**There is no supervised before 8:10am and after school.**

### Notes:

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

For all other reasons leave from School must be applied for.

**Early departure from school notes:** Parents/caregivers must 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 Years K-4 and 8:40am for Years 5-6, he/she should report to the front office with their parent/guardian to obtain a late note 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 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.



## STUDENT WELFARE

### *The five “R’s”*

Our student welfare policy is based on Islamic and universal human values. It aims to teach students to **respect** others, to be **responsible** towards themselves and other stakeholders, to make **right choices** that lead to paths of goodness and kindness, to be **resilient** and learn how to **respond** to new or difficult situations.

### **Good Behaviour Code**

We must respect one another. We must respect one another’s property. We must show respect through our words and our actions.

*The Holy Prophet (pbuh) said, “A person cannot be a perfect Muslim unless he desires for his brother (in faith) that which he desires for himself”.*

### **Consequences, Rules and Procedural fairness**

There are consequences for everything that we do. The school rules have been developed to ensure the wellbeing of each student in our care. The rules are there to protect the right of each child to a safe learning environment. If a student breaks the school rules disciplinary action will take place. Any disciplinary action that may result in a sanction against the student including suspension, expulsion or exclusion provides processes based on procedural fairness.

### **Anti Bullying**

Malek Fahd Islamic School is a strictly no bullying zone. Bullying is not tolerated and where a student is found to have engaged in such behaviour will be suspended immediately and will only return after an interview with the Counselor and Welfare Coordinator. (See the anti bullying policy for further details)

## **CLASSROOM RULES**

- *Follow all class rules set out by subject teachers.*
- *Show respect to the teacher (includes student teachers, guests etc) at all times.*
- *Raise your hand to speak.*
- *Leave seats only with the teacher's permission.*
- *Be attentive.*
- *Complete all class work and homework by the due date.*
- *Be courteous while others are speaking and working.*
- *Respect others and their property.*
- *Ensure a clean and tidy environment. Pick up rubbish and put chairs up at end of the school day.*
- *No liquid paper is to be used in school. White out tape is acceptable but unnecessary.*
- *Display good manners at all times.*
- *Be punctual and prepared for class.*
- *No food or drink (except water) is to be consumed during lessons.*
- *Students are not permitted in the classroom during recess and lunch without teacher supervision/ permission. Corridors are also out of bounds.*
- *Move promptly and quietly to class at all times.*
- *No throwing of any objects around the room*
- *Bring all necessary equipment for every lesson.*

*Please see the School Discipline Policy for a comprehensive understanding of acceptable and unacceptable behaviour and consequences.*

## CODE OF CONDUCT FOR PARENTS AND VISITORS

Education is a partnership between the children, the parents and the teachers. In order to maximize the most from this partnership a code of conduct for parents and visitors ensure that everyone who is on school grounds can feel safe and students can learn in a safe and secure environment. It is expected that when parents and visitors come to our school they:

- Treat all teaching and non-teaching staff with courtesy and respect
- Stay clear of the school grounds. When picking up students early, parents are to wait for their child in the office area
- Support the school's attendance policy and ensure students arrive to school on time
- Make appointments to see staff
- Leave the grounds when requested
- Not smoke on school grounds
- Allow staff to supervise, investigate and manage students without interference
- Make complaints or discuss issues of concern regarding the school, staff or students by using the correct complaints procedure used by our school.

Failure to abide by this code of conduct will lead to the provisions of the Inclosed Lands Protection Act (1901) and its Amendments being implemented when any of the following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents or community members at the school or during the course of school activities
- Behaviour in the presence of students, staff, parents or other visitors to the school that causes alarm or concern to the students, staff, parents or other visitors
- Use of offensive language in the presence of students, staff or other visitors to the school
- Any interruptions to the learning environment of the school, such as entering classrooms without permission.

Parents must not approach teachers during class/lesson, morning/recess/lunch/carline duties as this disrupts student learning and interferes with teachers active supervision of students.

*Your cooperation is sought in maintaining a safe and happy school environment.*

## **SCHOOL ADMISSION POLICY**

### **School Fees**

- The school fees must be paid in the first week of the term. Any extension of time needs to be applied for in writing.

### **Enrolment**

- Admission is given on a yearly basis.
- Kindergarten applicants will be selected using an interview process due to the large number seeking admission.
- Enrolment will comply with the Disability Discrimination Act.

### **Re-enrolment**

- Parents will have to sign a re-enrolment form if they wish their children to return to the school the following year.
- Pre-requisites for re-enrolment will be the required levels of academic performance, attendance, behaviour and payment of school fees, and the continued support of parents.

### **Promotion**

- Students will be promoted to a higher class only if their work and attendance are satisfactory.
- Parents will be informed of any additional specific promotion criteria at the start of each school year.
- Parents will be informed whether their children have been promoted.

**Please note that admission to the children is given on a yearly basis and *relies on good behaviour, attendance and results.***

## **EDUCATIONAL PROGRAMS AT MFIS**

Key Learning Areas include:

- English
- Mathematics
- History and Geography
- Science and Technology
- Creative Arts
- Physical Education, Health and Personal Development

Languages and Religious Instruction:

- Arabic
- Qur'an
- Islamic Studies

Other Programs include:

- Outsourced sports programs including swimming
- Premier's Reading Challenge
- Excursions and incursions which are tied with the curriculum and our school programs.

## **ASSESSMENT**

The purpose of assessment is to gather valid, reliable and useful information about student learning in order to monitor student achievement in relation to outcomes, guide future teaching and learning opportunities, provide ongoing feedback to students to improve learning. Students are provided with opportunities to demonstrate their learning through a variety of assessment activities as part of an ongoing process. Strategies include observations, collaborative activities and activities of a reflective nature.

## **REPORTS**

Semester 1 and 2 reports are sent home with the students at the end of Terms 2 and 4. These reports are based on the student's performance over the semester including class tests, projects, bookwork and other class activities. This also indicates curriculum areas that your child has been learning about, a description of their achievements and advice about improving their weaknesses.

## **PARENT/TEACHER INTERVIEWS**

The homeroom teacher will organise a time to meet with you at the end of Terms 1 and 3 to discuss the student's progress and any concerns you or they may have. Parents are more than welcome to arrange an interview at another time but appointments to see the teacher need to be made in advance.

## **HOMEWORK**

The School believes that homework provides the key for improving and strengthening student academic achievement in all subject areas. Homework is an extension of schoolwork and its purpose is to reinforce what has been learned in the classroom. When a homework task is given the teacher will check that it has been done and provide constructive feedback. It is

recommended that students purchase a diary to allow for the monitoring of school/class tasks and enable easy communication between teachers and parents. Incomplete and/or unacceptable homework is met with disciplinary action.

1. Students will be given homework to complete at home.
2. Homework will reinforce what the students are learning at school.
3. Parents will be contacted if homework is incomplete / unsatisfactory.
4. Parents will support the school in its endeavours to assist their child.

Continued failure to complete homework may result in Lunchtime Reflection.  
Continued defiance of the School's Homework Policy may result in suspension

## **STUDENT REPRESENTATIVE COUNCIL**

A Student Representative Council (SRC) operates within the primary school. Students from Years 5 and 6 are selected to assume leadership roles within the school and assist in many general school service activities. The SRC is responsible for initiating fundraising events to help the needy in our society and community.

## **SPORT HOUSES**

The students are allocated a sports 'house'. Each house has a colour associated with it and the students are encouraged to dress in their house colour at the athletics carnival. Athletics Carnival is usually held in Term 3 of each year.

SAFA: BLUE; MARWA: (RED); MEDINA: (GREEN); MENA: (YELLOW).

## **STAFF DEVELOPMENT DAYS**

At the commencement and/or end of every term, a Staff Development Day is held for teacher training. Students DO NOT attend school on these days (outlined on the annual School Term Dates).

## **SCHOOL LIBRARY**

All students visit the school library as part of the teaching / learning program. Students need to have a library bag in order to borrow books from the library. This assists in preventing damage to the school books. Our librarian keeps a record of all books: borrowed, lost and damaged. Parents are requested to assist in reinforcing with their child the importance of looking after their borrowed books and ensuring they are returned on time. You will be notified of the day your child has library at the beginning of the year by the Homeroom teacher.

## **LOST PROPERTY**

Please label all your child's items clearly with their full name and class and check from time to time that the name has not worn out nor washed off. All lost property is kept in the lost property boxes for a period of time before being donated. Please check that your child brings home their own belongings.

## **VALUABLES**

Electronics, expensive toys, jewellery, large amounts of money, valuables and other personal items should not be brought to school.

## **ILLNESSES AND ACCIDENTS**

In the event of an illness or accident your child will be sent to the sick bay to be assessed. Minor first aid will be administered, and the child will return to class or if an injury or the illness is more serious, parents will be notified and requested to pick up their child for further treatment. In the case of a very serious injury, an ambulance will be called and the parents will be notified immediately.

## **CUSTODY ARRANGEMENTS**

If you have custody court orders relating to your child, please notify the school so we are aware of legal restrictions.

## PRIMARY SCHOOL TIMES

### Years K-4

8:45 AM	1 <sup>st</sup> Bell – All students line up for assembly
8:55 AM	Morning Session
<b>11:00 – 11:15 AM</b>	<b>R E C E S S</b>
11:15 - 1:15 PM	Middle Session
<b>1:15 - 2:00PM</b>	<b>L U N C H</b>
2:00 – 3:10 PM	Afternoon Session
<b>3:10</b>	<b>K -2 DISMISSAL</b>
<b>3:20</b>	<b>Year 3-4 DISMISSAL</b>

### Years 5-6

8:25 AM	1 <sup>st</sup> 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
<b>10:30 – 10:45 AM</b>	<b>R E C E S S</b>
10:45 - 11:45 AM	PERIOD 3
11:45 - 12:45 PM	PERIOD 4
<b>12:45 - 1:05PM</b>	<b>L U N C H</b>
<b>1:05 - 1:30PM</b>	<b>MAKE WUDU AND MOVE PROMPTLY TO SALAAT</b>
1:30 – 2:30 PM	PERIOD 5
2:30 - 3:20PM	PERIOD 6
<b>3:20PM</b>	<b>DISMISSAL</b>



## UNIFORM

MFIS strongly supports the wearing of full school uniform by students and the upholding of high standards of dress. Part of being a student at MFIS is to wear the school uniform with pride during school hours, while travelling to and from school and when engaged in school activities out of school hours.

- Students must wear a hat for outside activities.
- Students are required to wear appropriate footwear and other protective clothing to avoid injury.
- Jewellery or other items that could cause an injury to themselves or other students are not to be worn.

### Why we wear school uniforms

The wearing of school uniforms by students will assist school communities in:

- Defining an identity for the school within its community
- Developing students' sense of belonging to the school community
- Providing an opportunity to build school spirit
- Enhancing the health and safety of students when involved in school activities
- Promoting a sense of inclusiveness, non-discrimination and equal opportunity
- Reinforcing the perception of the school as an ordered and safe environment
- Increasing the personal safety of students and staff by allowing easier recognition of visitors and potential intruders in the school
- Promoting positive community perceptions of our school
- Making school clothing more affordable for families by eliminating the risk of peer pressure to wear transiently fashionable and expensive clothes.

### Procedures:

1. Wearing the MFIS uniform is **compulsory**.
2. Students must be in full school uniform at all times during school hours, while travelling to and from school and when engaged in school activities unless stated otherwise.
3. In accordance with work, health and safety legislation students must wear fully closed leather shoes to school. Appropriate and supportive footwear must be worn for all sporting activities.
4. If a student arrives at school with incorrect footwear, parents will be contacted. If they have a note signed by their parent or guardian indicating inability to wear the required footwear, the Coordinator will assess the risk and determine an appropriate management of the issue. This may involve specific conditions or limits on access to parts of the school.
5. Parents of students who are not in correct uniform or footwear will be contact to take them home or bring the correct uniform to school.
6. If a student is persistently not dressed in full school uniform parents or caregivers will be contacted to discuss the uniform policy and the consequences of not complying with the school uniform policy.
7. If following a discussion with parents or caregivers the student continues to not wear the school uniform, the student will be given a formal warning of a detention.
8. If non-compliance with the school uniform continues the student may be isolated from all school activities and classes until the problem is rectified.

## MFIS PRIMARY SCHOOL UNIFORM

BOYS UNIFORM	GIRLS UNIFORM
MFIS School Blazer/jumper <ul style="list-style-type: none"> <li>MFIS Yellow shirt</li> <li>Grey trousers (with optional black leather belt)</li> <li>School tie</li> <li>Grey/White/Black socks</li> <li>Black leather shoes</li> <li>ONLY School hats are permitted</li> <li>Boys haircuts must be neat, short and one level. No steps allowed; no fashionable lines. No Undercuts.</li> <li>No jewellery</li> <li>No facial piercings</li> </ul>	MFIS School Blazer/jumper <ul style="list-style-type: none"> <li>Plain white scarf*</li> <li>Long sleeved white shirt (buttoned)**</li> <li>Green plaid MFIS pinafore (ankle length and neatly hemmed)</li> <li>White headband/cap/band</li> <li>Grey/White/Black socks</li> <li>Black leather shoes</li> <li>No jewellery, No makeup, No nail polish, No facial piercings, No henna tattoos, No acrylic fingernails.</li> </ul>
BOYS SPORTS UNIFORM	GIRLS SPORTS UNIFORM
MFIS white polo sport shirt <ul style="list-style-type: none"> <li>MFIS green sport shorts/trackpants</li> <li>MFIS Sport Jacket</li> <li>Sneakers/runners ONLY</li> </ul>	MFIS long sleeved white polo sport shirt <ul style="list-style-type: none"> <li>MFIS green, long and LOOSE trackpants</li> <li>MFIS Sport Jacket</li> <li>Sneakers/runners ONLY</li> </ul>

*\*Scarves must be a plain, white square and pinned under the chin. Instant scarves from the School Uniform Shop permissible. Long shawls; see through scarves, prints, tassel edging or any other variations are not part of the school uniform.*

*\*\*Boys sports shorts is to be worn in Terms 1 and 4 only.*

*\*\*\*ONLY a white top is to be worn underneath the white school shirt.*

## MFIS FOOTWEAR POLICY

Safe footwear is a work health and safety requirement for many school activities. The following is an extract from a **Department of Education and Training** instruction concerning footwear and safety in practical work.

*"Thongs, open type sandals or shoes, canvas type shoes and/or gym boots, shall not be worn in practical classes where there is a possibility of injury through spillage of hot liquids, metals, or the dropping of heavy or sharp instruments, tools etc."*

While it is not possible to specify any one standard to meet all situations, fully enclosed shoes with a stout sole that has grip and firm leather uppers with a leather tongue are considered necessary. The co-operation of parents is requested in ensuring that their children wear correct footwear. For girls, the ballet type slip-on shoe is not acceptable. Students who wear incorrect footwear will be sent home. Please see the uniform policy on the School Website.

**ACCEPTABLE STYLES** – The school expects that students wear closed in leather, lace-up style shoes. They must cover the top of the foot and have a small heel. It includes the following types:



**STYLES THAT ARE NOT ACCEPTABLE** – Students **MUST NOT** wear skate shoes, black soft 'ballet' style shoes, open styled 'Mary Jane' shoes, canvas shoes or any similar. It includes those shown below:



**Note: If you are not sure as what is appropriate footwear for school, consult with the school before buying a new pair.**

Enclosed leather shoes must be worn at all times during practical lessons. Similarly appropriate and protective footwear is to be worn for all sporting activities. Canvas shoes or shoes that can be twisted and bent back on themselves are **not protective or supportive** footwear. Students who do not wear correct footwear for sporting activities will not be allowed to participate in sport. Students are also not permitted to wear soccer boots to school unless otherwise stated.

## **MOVEMENT BETWEEN CLASSES**

Some lessons require students to move out to another Specialty Classroom (Computer lab, Library,). 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 EXPECTATIONS**

### **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 classroom. Any student misbehaving in the prayer room will be referred to the Coordinators.

## **EXCURSION AND SCHOOL EVENTS**

It is an expectation that students of MFIS Beaumont Hills will wear the School uniform with pride and represent the school to the highest of standards. Students are expected to be very polite and well behaved during all excursions, incursions and any School Event. Any behavior, that causes or may cause harm or embarrasses the School, staff and other students will not be tolerated.

Students MUST respect all staff and students at the Campus.

## **AWARDS**

A weekly assembly (K-6), usually on Friday, is held where students from each class are presented with a class award for merit, behavior or leadership. Once a student has received three of these awards s/he is then eligible for the Achievement Award. Other certificates such as Mathletics and ICAS are also presented at the assembly. The assembly is held in Primary School Hall at 8:45am.

An end of term assembly is also held in Terms 1, 2 and 3 where one student from each class is presented with the prestigious Principal's Award for overall excellence in areas of academics, behaviour, leadership and citizenship.

MFBH Presentation Day is held at the end of Term 4 to recognize the efforts of our hard working students in various areas.

## **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. Student progress is communicated to parents through Parent Teacher Interviews, Semester Reports and meetings throughout the year.

## **School 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.

## **LOCKERS**

- All students in years 5-6 are required to hire a School locker on a Yearly basis. Price will be included in the statement of invoice.
- 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 (combination locks recommended).
- All Lockers must be cleared at the end of the school year

## **CAR PARK**

Parents must follow the car park rules to ensure the safety of all users. Children under 10 years of age must cross with an older sibling or a parent only. Parents must not stop or park in the 'No Stopping' area.

- 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 MUST 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.

Please remember that our school is private property and is protected under the Inclosed Lands Act which includes schools.

## **CHANGE OF ADDRESS**

It is important that Change of Address details are given to the school as soon as possible. This includes contact phone numbers and electronic addresses.

## **COMPLAINTS AND GRIEVANCES**

Parents and students are encouraged to communicate with the teacher concerned where possible to voice complaints. The next step would be to see the grade coordinator then the Head of Campus.

## **CAMPUS NEWSLETTER**

The campus newsletter is sent home fortnightly with all relevant information such as due dates and upcoming events. Newsletter from the School board and the Principal are also sent home. These newsletters are available on the School website and the Skoolbag app.

## **COMMUNICATION**

### **STUDENT DIARY**

The Student Diary is an important communication tool between the teachers and parents.

### **EMAILS**

Teachers will also communicate via emails so it is important that parents provide their emails to the staff.

### **TELEPHONE**

Parents may also be contacted via phone where necessary; therefore, it is important that the school has your current, reachable number.

## **2019 TERM DATES**

### **FIRST TERM**

Wednesday 30<sup>th</sup> January to Friday 12<sup>th</sup> April

Holiday: Monday 15<sup>th</sup> April to Monday 29<sup>th</sup> April

### **SECOND TERM**

Tuesday 30<sup>th</sup> April to Friday 5<sup>th</sup> July

Holiday: Monday 8<sup>th</sup> July to Monday 22<sup>nd</sup> July

### **THIRD TERM**

Tuesday 23<sup>rd</sup> July to Friday 27<sup>th</sup> September

Holiday: Monday 30<sup>th</sup> September to Sunday 13<sup>th</sup> October

### **FOURTH TERM**

Monday 14<sup>th</sup> October to Wednesday 4<sup>th</sup> December

Holiday: Thursday 5<sup>th</sup> December 2019 to Monday 27<sup>th</sup> January 2020

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

#### **Tentative Holidays:**

Eid Ul Fitr – 4<sup>th</sup> – 5<sup>th</sup> June 2019

Eid Ul Adha – 12<sup>th</sup> – 13<sup>th</sup> August 2019



*Thank you in advance for your cooperation and support.*

*Wasalaamu alaykum wa Rahmatullahi wa Barakaatuhu*

*From the staff at MFIS.*