



AL-HIDAYAH ISLAMIC SCHOOL

Parent Information Booklet 2020

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Table of Contents

SCHOOL'S VISION STATEMENT	4
A Safe and Caring Islamic Environment.....	4
1.0 PRIORITIES	
1.1 Islamic Akhlaq	5
1.2 Arriving at school on time	5
1.3 Full attendance at school.....	5
1.4 The Walker Learning Approach	5
1.5 Whole School Guided Reading Approach.....	5
2.0 GENERAL INFORMATION	
2.1 Absences	6
2.2 Morning Arrival at School / Afternoon Departure.....	6
2.3 Early Dismissal on Friday.....	6
2.4 Late Arrivals.....	6
2.5 Assemblies.....	7
2.6 Complaints	7
2.7 Facebook	7
2.8 Seesaw.....	7
2.9 Enrolling	7
2.10 Leaving School Grounds During School Hours	8
2.11 Library.....	8
2.12 Lost Property	8
2.13 Money Collection	8
2.14 Newsletters	8
2.15 Parent Teacher Meetings.....	9
2.16 Parent Involvement	9
2.17 Parking	9
2.18 Pre-Primary	9

2.19	Student Progress Reports	9
2.20	Uniforms	10
2.21	Valuables / Non-essential Items	10
2.22	Special Needs	10
2.23	Extended Leave/ Vacations.....	10

3.0 POLICIES

3.1	Student Behaviour	11
3.2	Homework Policy	13
3.3	No Hat, No Play	13
3.4	Excursions Policy	13
3.5	Healthy Food Policy (No 'Junk-Food')	13
3.6	Photograph Policy	13
3.7	Student Bag Weight Policy	13
3.8	Boys Haircut Policy.....	13

4.0 SCHOOL SUPPORT SERVICES

4.1	Dental Therapy Clinic	14
4.2	School Nurse	14
4.3	School Psychologist.....	14
4.4	Medical Concerns.....	14



Vision Statement

While in constant remembrance of Allah SWT and being ever mindful of the Hereafter, in a safe Islamic environment, lay the best possible foundation for our students by way of good example and relevant Islamically oriented education to the highest possible standards, so that they can take their place as an integral part of multicultural Australia as confident, contributing Muslims, united in Islam as revealed in the Holy Quran AK and according to the Sunnah of the Prophet Muhammad SAW, who will automatically be good citizens, now and in future generations, and in so doing ensuring that: **The Islamic nature of the School takes precedence over all other considerations.**



A Safe and Caring Islamic Environment

We wholeheartedly encourage the practice of our **Islamic ethos** throughout the school day. We actively support a safe and caring Islamic environment. We are committed to providing a **child-safe environment** which safeguards all students and is committed to promoting practices which provides for the safety, wellbeing and welfare of our children. We are committed to having a nurturing school environment where children are respected, their voices are heard; where they are safe and feel safe and are happy and engaged.

Our commitment is drawn from and inherent in the teaching of Islam. The Prophet (PBUH) says “Every one of you is a Protector and Guardian for those who are placed under your care”. (Bukhari and Muslim).

Al Hidayah Islamic School expects all school community members including the Governing Shurah, staff, parents, volunteers, students, practicum students, visitors and contractors to share this commitment. In all situations, and in particular regard to managing students’ behaviour, the school explicitly forbids corporal and degrading punishment and child abuse.

1.0 Priorities

1.1 Islamic Akhlaq

Every two weeks a different key to success and good manners will be introduced to the students for their practice. Parents are encouraged to check the Quranic verses and Hadiths that are placed on the school noticeboard that support each value. Our educators regularly speak with their students about these values. It is our hope that this whole school approach will help our students to always be their very best in all ways.

1.2 Arriving at school on time

It is vitally important the children arrive at school on time. Being late for school should be an exception! This is another very good habit for the children to practice and develop. Arriving late in class causes disruption for the other students and the teacher. Plus, it is a loss of lesson time for the child.

1.3 Full attendance at school

Students are expected to attend School on all required days. There should be very important reasons for your child to miss a day of school or to leave school early. Appointments are normally **not** a good reason to leave school early, and neither is tutoring or after school classes (academic or religious). We want the children to develop strong, healthy habits that support full day attendance at school. Despite this, parents wishing to pick their child early from school should do so before 3.20pm.

1.4 The Walker Learning Approach to Teaching & Learning

The implementation of the Walker Learning Approach (WLA) across the whole school continues throughout 2020. The WLA aims to actively **engage** and **motivate** children in their learning and strongly supports our educators to **personalize** student learning.

1.5 Whole School Guided Reading Program

As part of our School Improvement Plan, we continue working to improve the level of our children's reading. Our educators have been up skilled in the Sharp Reading Program that explicitly teaches children how to read fluently and with understanding.

2.0 General Information

2.1 Absences

The parents of any student absent will be contacted by the school office and asked to give a reason for their child's absence. Any parents who cannot be contacted will be sent the following text message:

"As Salam, pls call Al Hidayah Islamic Sch on 93518593 in relation to your child not in school today."

Parents are required to respond to the text message above and provide a reason for their child's absence. This is a legal requirement in the Education Act.

2.2 Morning arrival at School / Afternoon Departure

Children should not arrive at school before 8.00 am. Students are to sit on the benches until class commences at 8:25 am, including those who arrive early. Students are supervised by staff from 8.00am until they go to their classes at 8:25 am.

The school day finishes at 3:30pm Monday to Thursday. Parents are required to pick up their children by **no later than 3:45pm**.

2.3 Early dismissal on Fridays (Jumu'ah - الجمعة)

Students are dismissed after Friday Jumu'ah at 2.00 pm. Parents are required to pick up their children by no later than 2:15pm.

2.4 Late Arrivals

Except for Students travelling on School Buses, students arriving late are required to be escorted by whoever brings them to School to the School Office where they will be signed in as late-comers and their reason for being late will be recorded. Students will be issued a Late Pass from the office to hand to their teacher when they arrive at the classroom. Students without a Late Pass will be sent to the School Office.

Students arriving late for School results in lost lesson time and causes disruption to regular class activities.

2.5 Assemblies

Formal assemblies are held on a regular basis. Assemblies will be held on Fridays commencing at 12:00 pm in the Musallah area. Please check with the class teacher Facebook when your child is involved in presenting an item.

2.6 Complaints (See Parent Complaints Policy & Procedure on school website. Copies are also available at the school office)

If you have any concerns, complaints or suggestions regarding your child's education, the school would like to hear about it. A problem can be solved if we are aware of it. Please contact the relevant staff member/s via the School Office on 9351 8593. If possible, the staff member will deal with it in person. If the staff member is not able to deal with it him/herself, he or she will refer the matter to the Principal, who will make every effort respond to the matter you raise.

2.7 Facebook

We encourage you to follow us on Facebook. The teachers and Administration regularly upload information on what the children are doing. It is a great way to stay in touch with us. The link to our school Facebook page is: fb.com/islamicschool

2.8 Seesaw

Seesaw is an app which we encourage parents to download. It allows you have secure, private, direct contact with your child's teachers. It also allows the teachers to share valuable content about the rich learning experience taking place in your children's learning environments.

2.9 Enrolling

Upon enrolment, the school requires original or certified copies of the following documents: student's passport or visa details, Australian Citizenship Certificate (if applicable), birth certificate, current Australian Immunization Register (AIR) Immunisation History Statement, and the student's most recent school Academic and NAPLAN report (if applicable).

A Student Enrolment Form must be completed in full and signed by a parent or guardian. It is essential that the school have several alternative telephone numbers in the event of accidents or illness. A non-refundable registration fee of \$25 per child is payable upon submission of the enrolment form.

2.10 Leaving School Grounds During School

During the hours from 8:00am to 3:45pm Monday to Thursday and 8:00am to 2:15pm Friday, Students are our responsibility, and whilst in our care must **not** leave the school grounds without our knowledge. If, for some very important reason, your child needs to leave school early, please inform the office and the classroom teacher. The process of picking up your child must commence through the School Office and follow our school procedure.

2.11 Library

Children in Years 3 to 6 must have a library bag before they can borrow books from Bentley Library. The students also need to have a Bentley Library card, which can be collected from the library. Respective class teachers will advise their students on how many books they can borrow at any one time and carefully monitor the books they choose.

All classes also have access to our school library, which has a range of texts, including a growing number of appropriate Islamic texts.

2.12 Lost Property

Each year we have a substantial number of lost property items that remain unclaimed. To help prevent this from occurring, it is important all stationary and clothing including shoes, hats etc. are clearly labelled with a permanent laundry marking pen. All lost property is stored in the School Office and is displayed at the front gate on Friday. Unclaimed items will be disposed of at the School's discretion.

2.13 Money Collection

If money is sent to school with students for such things as excursions, please place the correct amount in a sealed and taped envelope. Please print the student's name, Class Year and purpose of the payment on the outside of the envelope and hand to the class teacher. Tuition and bus fees may only be paid by Parents/Guardians.

2.14 Newsletters

Newsletters will be sent home every term, informing parents of the school activities and forthcoming events. The eldest child of the family will be responsible for taking notices home.

When the eldest child is absent, a copy of the newsletter is available from the office for parents to collect. Community notices may be included in the newsletter at the discretion of the Principal.

2.15 Parent Teacher Meetings

There will be two formal Parent Teacher Meetings per year which will be held at the end of Term 1 and Term 3 on Pupil Free days. It is ongoing School Policy that Parents/Guardians are welcome and encouraged at any time to make an appointment with a Teacher directly or via the School Office to discuss Student progress.

2.16 Parent Involvement

The “Open Door” policy with regards to parent involvement has been and always will be encouraged throughout our school community. The staff are very keen to involve parents in school life as much as possible for you to play a vital part in the total education of your children. Therefore, you are invited to participate in the following ways:

- Attending Parent Support Meeting that are held regularly.
- Excursions, Incursions.
- Whole school events- School Breakfasts, Pop-Up Lunches, Fetes, Sports Carnivals, special days, excursions etc.

2.17 Parking

Provision for parking inside the School grounds is made for school staff and tradespeople. In the interest of children’s safety, **no** parents or visitors are permitted to enter our School via the vehicle gate. Do not drive into the school grounds to drop off or pick up children. The speed limit inside the school is 5kmh for people who are authorized. We appreciate your cooperation.

2.18 Pre-Primary

A special Pre-Primary Parent Information booklet will be issued to parents of Pre-primary children. Please collect this booklet from the Pre-Primary teacher if the need arises.

2.19 Student Progress Reports

Student Progress Reports will be sent out by mail at the end of Term 2 and 4. Teachers will arrange meetings with Parents if considered necessary.

2.20 Uniforms

Students are always required to wear school uniform, and appropriate foot ware that is sturdy and secured with laces or Velcro straps (no 'slip-ons'). Uniforms can be purchased at the School Office.

2.21 Valuables / Non-essential items

Any valuables / non-essential items such as: jewelry / toys / collector cards / electronic devices / mobile phones / personal sporting equipment / books or literary items not included on the Book & Resources List or issued by the School / non-uniform items of clothing / and anything else deemed unessential that is brought into the School by Students will, at the sole discretion of the Principal, be confiscated and held in the Principal's Office for collection by the Parents concerned. The School will not be held responsible for any valuables or non-essential that are brought into the School.

2.22 Special needs

Parents are advised to talk to the Teacher and Principal about any special needs that may be required while the students attend the school. The school has limited resources and facilities to cater for special needs.

2.23 Extended Leave/ Vacations

Students must attend ALL days of school. This is a legal requirement. The Principal cannot approve Leave/Vacations. It is important that parents inform the Office of any absence by completing the Leave Form.

1. Parents need to complete the written Leave Form for the Principal which might be followed up by an interview with the Principal.
2. Once formal acknowledgment by the Principal is given, parents contact the child's teacher at least two weeks in advance.

Teachers will not make any arrangements with parents without written Acknowledgment from the Principal.

3. Parents need to understand that the student is responsible for all work missed during his/her absence.
4. The student may be required to take a test to assess whether they have mastered the grade material.

3.0 Policies

3.1 Student Behaviour

We wholeheartedly encourage the practice of our **Islamic ethos** throughout the school day. We actively support a safe and caring Islamic environment. We are committed to providing a **child-safe environment** which safeguards all students and is committed to promoting practices which provides for the safety, wellbeing and welfare of our children. We are committed to having a nurturing school environment where children are respected, their voices are heard; where they are safe and feel safe and are happy and engaged.

What is important to practice every day at school:

LEARNING: QUEST FOR KNOWLEDGE

“I will try my best to learn all I can to allow others to learn without any interference from me”

The Prophet (pbuh) said:

“Whoever travels a path in search of knowledge, Allah will make easy for him a path to Paradise.”
(Muslim 2699)

GETTING ALONG

“I will practice getting along with everyone in all situations”

The Prophet (pbuh) said:

“Whoever wants to enter Paradise, let him treat people the way he would love to be treated.”
(Muslim)

DOING MY BEST

“I will practice doing my best in all situations at school and home”

The Prophet (pbuh) said:

“Allah loves that whenever any of you does something, he does it with perfection.”
(Bayhaqi)

ACTING SAFELY

“I will act and play safely and allow others to play safely”

The Prophet (pbuh) said:

“The Muslim is the one from whose tongue and hand the people are safe.”
(Nasai -4998)

BEING HONEST AND TRUSTWORTHY

“I will practice being honest and trustworthy at all times”

The Prophet (pbuh) said:

“You must be truthful. Truthfulness leads to righteousness (being a person of good morals) and righteousness leads to Paradise.

A man continues to be truthful and encourages honesty until he is recorded as a truthful person with Allah.”
(Bukhari 5743)

What do these practices look like in daily life at Al Hidayah Islamic School?

1. I want to enjoy my learning. I will avoid any distractions that interfere with this.
2. I will respect peoples’ personal space: I will keep my hands, feet, and objects to myself and never intentionally harm another student.
3. I will use polite, kind, caring and respectful language at all times.
4. I will practice getting along with everyone. I will maintain friendly and courteous behaviour at all times.
5. I will follow individual teacher & EA instructions, class rules, and expectations at all times.
6. I will not be a bully. I will say NO to bullying. If I see someone being bullied, I will intervene by telling them to stop or immediately report it to a staff member.
7. I will not become a distraction for others. I will give every other student the opportunity to maximise their potential. I will encourage my fellow students.
8. I will be in the right place at the right time with the appropriate materials, ready to work when the class begins.
9. I will practice telling the truth. I will take responsibility for my decisions and not blame others or the situation. I will try very hard to make amends. I want to learn from any mistakes I make.

3.2 Homework Policy

Monday – Friday: Class homework

Sat-Sun: Religious homework

3.3 No Hat, No Play

Students must wear a hat otherwise they will not be allowed to play outdoors.

3.4 Excursion Policy

Since excursions & incursions are an important aspect of relevant teaching & learning experiences, all students are required to attend such events.

To ensure the safety of your child, it is essential we have up-to-date medical information. Please make sure the school office has your child's medical records.

3.5 Healthy Food Policy - (No 'Junk-Food')

Please be familiar with the School's Healthy Food policy which is aligned with Education Department and Health department recommendations. Anything that would fall into the category of 'Red-Light' ('Junk-Food') is not allowed. 'Red-Light' food items will be held at the School Office for collection by the Parents concerned. A reminder letter normally goes to parents early in Term 1.

3.6 Photograph policy

If parents do not want their children to be photographed at school, please kindly notify the school office.

3.7 Student bag weight policy

The maximum allowable weight of a school bag is 10% of body weight.

3.8 Boys Haircut policy

Boys enrolled in the Al-Hidayah Islamic School may only come to school with their hair cut in either:

1. The standard combed evenly layered style with evenly tapering sides and back with no variations; or

For those parents who want their boys to wear their hair according to the Sunnah of the Prophet Muhammad SAW, due to the many variations reported in the Hadith, the following School Standard based on the Hadith will apply:

2. The hair may be worn long and combed with a parting down the middle or on one side but the hair itself may be no longer than a point between the bottom of the ear lobes and the shoulders, the hair just touching the shoulders being the absolute limit in length.

Radical, currently 'fashionable' hairstyles such as those worn by some celebrities, sports stars, entertainers and the like are not acceptable. The Prophet Muhammad SAW has discouraged us from copying the fashions of the non-believers including in hairstyle.

Any boy who comes to school with a haircut that is a departure from the styles described in 1 & 2 above will always be required to wear a cap, including while in the classroom, until the hair grows sufficiently long enough for it to be re-cut according to this policy.

4.0 School Support Services

4.1 Dental Therapy Centre

Parents will receive information from the dental center, for appointments.

4.2 School Nurse

A school nurse works in the school on a need's basis. Children can be referred by a teacher, or parents can request an appraisal by telephoning the school.

4.3 School Psychologist

The School Psychologist's role is to assist with children who have academic, behavioral or emotional problems. Children are normally referred to the School Psychologist by the class teacher, with the consent of the parents and with the approval of the Principal. However, parents may make an appointment themselves to discuss any concerns they have regarding the progress and development of their children.

4.4 Medical concerns

Please notify school office of any medical concerns.

