

# AUSTRALIAN ISLAMIC COLLEGE KEWDALE PRIMARY

## PARENT HANDBOOK



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# AUSTRALIAN ISLAMIC COLLEGE (KEWDALE PRIMARY)

## COLLEGE VISION STATEMENT

**“TO ASSIST ITS STUDENTS TO ACHIEVE SUCCESS IN THIS LIFE AND THE HEREAFTER”**

The Australian Islamic College strives to provide the highest Islamic moral guidance along with quality education to prepare students for further education and equip them to live in and enhance society without losing their identity.

## LEARNING HOURS

- School begins: 8.25 am
- Morning Assembly: 8.30 am
- Morning recess: 10.40 am
- Lunch and prayer break: 12.45
- School dismisses: 3.20 pm
- Teachers are not expected to commence duties before 8:15 am. However, yard duties commence at 8.00 am and some teachers are rostered for the duties. Parents are reminded that we cannot provide supervision before this time. If parents need to drop their children off to school before 8:00 am because of work commitments, a note to the office would be appreciated. Children arriving before 8:00 am are to remain seated outside the school office until the teachers arrive.

## TRANSITION FROM PRE PRIMARY TO YEAR 1

Parents play a major role in ensuring that their Year 1 child settles into the classroom with minimum fuss and tears. After the long vacation, attendance at school and interaction with so many older students for the first time may well be a daunting and traumatic experience for the Year 1 child. Details of the Kindergarten & Pre-primary operation can be found in the respective Parent Information. If you have any concerns, please discuss these with your child’s teacher early in the New Year.

## SETTLING IN TO SCHOOL

Aspects that will help your child settle into formal school routines very readily are:

1. Your child should know their name, address and home telephone number.
2. Your child should know how to take off and put on outer clothes - including shoes and tying shoe laces.
3. Your child should know how to use toilets.
4. Your child should know that it is important to wash hands after a visit to the toilet.
5. Your child should know that it is important to be well mannered and to speak to others politely.
6. Your child should know that they must not take or accept rides with strangers.

## COMMUNICATION WITH THE SCHOOL

An essential component of school policy is the fostering of sound home/school relationships. Parents are welcome to make contact with the school to discuss student progress or problems at any time by arranging a mutually convenient appointment time. Parents are invited to attend our assemblies or to participate in special activities or functions that are held during the course of the year – ie Quran Recitation Competition, Seerah Celebrations, Awards Ceremonies, Harmony Day, Sports Carnivals etc. Some teachers welcome the assistance of interested parents in classroom activities such as hearing oral reading, assisting with maths, science, art/craft activities and help in the library is always very welcome.

Parents are asked to ensure that the school office has your preferred email address so that electronic communications are not missed. Most information concerning upcoming events, as well as newsletters, term planners etc can be found on our website: [www.aic.wa.edu.au](http://www.aic.wa.edu.au) You are encouraged to check it on a regular basis.

## ATTENDANCE

Punctuality and regular attendance assist in individual and class progress. If it is necessary for a child to be late or absent, a brief written explanation is required containing the following information:

- Date of absence;
- Child's name;
- Child's class;
- Reason for absence;
- Signature of parent or guardian.

Permission to leave the school grounds will not be generally granted unless a written advice has been received from a parent. In the event of illness or accidents at school, parents will be contacted to arrange care for the child, if at all possible. We have set attendance targets and must report against these. Lateness to school is an area where children can improve and is reflected in our attendance data.

**Please Note:** The only acceptable excuse for a child missing school is illness or other unavoidable occurrences. Telephone calls to explain a child's absence are much appreciated.

## ABSENCES THROUGH HOLIDAYS

Parents are expected to take family vacations during school holidays. Under the Education Act 1999 parents are required to have children attend school each day of term, unless authorised leave has been approved on compassionate grounds. Absences where families choose to remove students from school for periods of time cause significant disruption to the class and teachers concerned. Please send a written request to the office explaining the reason your child is being removed from class during the school terms.

## TRANSFER TO OTHER SCHOOLS

As soon as it becomes known that you will be leaving our school, please notify the school office of the date on which your child will leave. Early notification allows all outstanding matters to be dealt with, eg:

- Payment of outstanding contributions
- Return of library books
- The collection of personal work books and effects
- The child's new school (if in WA) will notify us as soon as enrolment is completed.

## TOILET

Most children are toilet trained before coming to school but they may be unaware of procedures once a formal classroom routine is established. To ask permission to leave the room the child only has to ask the teacher, "May I go to the toilet please?" Attention can be obtained by raising the hand or by speaking to the teacher. Please discuss this with your classroom teacher if needed.

## LUNCHES

Please note the Nut & Soy Minimisation Policy and ensure that young children know how to open their school bag and lunch boxes. Wrap their play lunch (morning recess) and their main lunch separately and inform them clearly which is which. For play lunch a small sandwich or a nut free biscuit and some fruit is usually sufficient. Lunch needs to be nutritious and appealing.

Please label all lunch boxes and drink bottles or containers clearly with your child's name and classroom number etc. Lunch is eaten in the classrooms and is supervised by the teachers. Whilst children will be able to deposit food scraps, banana peels, apple cores and other messy items in bins, we are encouraging them to try and reduce the amount of plastic, wrapping and packaging they have in their lunch box. As a result they are being asked to reuse containers and put used plastic and packaging back in their lunchbox.

## NUT AND SOY MINIMISATION POLICY

We have children enrolled throughout the school who have the potential to suffer anaphylaxis. This is a sudden, severe and potentially fatal allergic reaction to nuts, especially peanuts and nut products.

It is important to understand that even trace amounts of nuts can cause anaphylaxis. The sensitivity is such that these children can have a reaction from just touching another child's hands or sharing toys and equipment with others who have been eating peanuts or nut products. We ask for your cooperation to minimise the risk of these students coming into contact with problem foods by following these simple steps:

- Please don't give your children foods containing nuts or peanuts to bring to school.
- Be aware many sweets and biscuits contain traces of these nuts – e.g. Peanut butter, Nutella, certain muesli bars, chocolate bars and biscuits containing nuts.
- Please encourage thorough washing of hands and face with a damp cloth if your child has eaten these foods before coming to school.
- Please avoid nuts and peanuts in birthday cakes that may be brought to school.
- Please be aware of the dangers of cross contamination.

Children have been taught not to share or accept foods from others and this is a school rule. The school's main aim is to assist the students in the avoidance of allergies. Our school Nut Free School Policy is in line with the Department of Education Duty of Care Policy and Emergency Response Plans are in place for all activities we conduct. Further information regarding anaphylaxis can be found at [www.allergyfacts.org.au](http://www.allergyfacts.org.au) and [www.allergy.org.au](http://www.allergy.org.au)

## CANTEEN

The canteen operates under the private contract. The canteen is open on all days of week. Orders for the day are to be handed in to the Canteen through room teachers.

## CURRICULUM

The curriculum focuses for the whole school will be English, Maths, Science, and HASS which support the Australian Curriculum and WA Curriculum. Teachers will continue using a problem solving approach to the teaching of spelling that reinforces the acquisition of common rules, sounds and incorporates a range of learning strategies. English includes the teaching of reading, writing, spelling, punctuation and grammar. In Maths, staff from Pre Primary to Year 6 use an approach that focuses on the key numeracy skills; moving from concrete to abstract understandings.

## ASSEMBLIES

Morning assembly is an integral part of school curriculum. It is compulsory for all students to attend. This first bell for assembly rings at 8.25 am and second bell rings at 8.30 am. Morning assembly lasts for 15 minutes. Parents and friends are always cordially invited to attend.

## PHYSICAL EDUCATION

Physical Education is a compulsory subject. All students are to have a minimum of one hour per week of physical activity. Plans are under way to include morning fitness, one skill lesson & sport (from Years 3 to 6). A wide range of sporting activities are programmed during the course of the year. All students are expected to participate in Physical Education Skill Lessons and Faction Sport, where relevant. The school has a "NO HAT, NO PLAY" policy. During Physical Education activities students are to wear appropriate clothing including a sun safe hat.

Generally, children who are too sick to take part in Physical Education are too sick to be at school. Children who wish to be excused from Physical Education must bring a note signed by a parent or guardian. A medical certificate must accompany any request for permanent or long term exclusion.

## SCHOOL FACTIONS:

Upon enrolment children are placed in one of our four factions:

1. Golden Wattles
2. Royal Blue Bells
3. Red Waratahs
4. Green Banksia

Children new to the school will be advised of their faction house shortly after arrival. Students remain in the same faction house from year to year. Wherever possible, all members of a family are placed in the same house.

## LIBRARY

The Library operates as per school working days. Please encourage your child to become a regular library user as this will have a big influence on the child's all-round educational development. Books borrowed may be kept for one week but children should change them as soon as they have read them to support the development of regular reading habits. We prefer that children protect their library book by carrying it with them to and from school in a waterproof bag. Parents can assist the school by checking on the books brought home and ensuring their prompt return in good order. Damaged or lost books will have to be replaced at the parents' expense. Parents are welcome if they wish to drop in to the Library and anyone interested in volunteering to be rostered for library duty should contact the Library Officer. Help is always needed and much appreciated.

## NEWSLETTER

An electronic newsletter 'SCHOOLZINE' is published on our website at the end of each term. These contain vital information about school activities, important notices, holiday activities and sporting results. It is also sent to parents on their email addresses. Please ensure that you are not missing out on electronic communications from the school.

## REPORTING TO PARENTS & Parent Teachers Meetings

- The reporting methods for the school is as follows:
- TERM 1: mid Term & End of Term
- TERM 2: Mid Term & End of Term Reports (Semester 1 Reports)
- TERM 3: Mid Term & End of Term Reports
- TERM 4: Mid Term & End of Term Reports (Semester 2 Reports)
- Term 4: Kindergarten & Pre Primary – Work samples & portfolios

A reflection of children's work will be available throughout the course of the year to illustrate progress across the range of learning areas.

## PERSONAL INTERVIEWS

Personal interviews can generally be organised by phoning the school office. Teachers are not available to come to the telephone during lesson times. Please do not ring them at home. Please do not approach to teachers in the classroom.

## COMPLAINTS

The school values your feedback, positive or otherwise. In the first instance, please discuss matters with your classroom teacher. If the need requires please contact the Principal. In some cases, parents discuss what they feel are problems with other parents and neglect to notify the school. No problem can be solved if the school is not aware of it.

## COLLECTING CHILDREN FROM SCHOOL

If you collect your child by car, please make sure you clearly establish exactly where you will pick your child up and please always be on time. Parking is a problem around the school and parents are asked to be patient and courteous to other road users and students. A 5km/h limit applies in the school area in the mornings and afternoons on school days.

## PARKING - Pick & Drop

A drive through spot is provided at the Primary Entrance for the purpose of setting down and picking up children only. This is clearly signposted. It is anticipated that parents will respect the school by driving in a clockwise lap on the road if their child is not waiting to be collected when they reach the head of drive through spot. Under no circumstances should double or triple row parking be attempted. The car park is for the use of parents for a very short time. Parents are requested not to wait on drive way as it creates delay and safety hazard.

## SCHOOL SECURITY

Parents are expected to drop their children at primary entrance through Gate 1 between 8.00 to 8.25 am. The other permissible entrance for the primary children is through high school entrance that is Gate 7. Gate Number 3 is exclusively for staff & school buses, parents are not expected to drive through the gate and drop their children. Gate Number 4 is exclusively for bus services and emergency transportation, parents are not allowed to use Gate Number 4 for entrance and exit at any time of the day. Office staff are not authorised to remotely open Gate 4 for parents' entry or exit under any circumstances.

Gate Number 1 and 3 will be closed at 9.00 am, parents whose cars are parked in the primary school premises need to remove their cars before 9.00 am. Students who come late after 9.00 am need to come through high school entrance Gate Number 7 and register themselves at Primary School reception.

Please be advised that school has taken these measures to protect basic rights of children to feel safe and be safe at all times.

## SCHOOL RULES & DISCIPLINE POLICY

To ensure the safety and well-being of all students in the school at all times, it is essential that children are made well aware of the need to conform to the requirements of the basic and essential school rules. These are reinforced to the children via our values program. Find out more information on our website [www.aic.wa.edu.au](http://www.aic.wa.edu.au)

## SCHOOL DISCIPLINE

In our endeavour to provide a systematic plan for both in-class and out-of-class behaviour, and reward suitable choices of behaviour by children, a Student Behaviour Policy that reflects our values and expectations is implemented throughout our school. Children are very involved with the preparation of rules for their classroom. More information about our values and virtues program can be found on our school website.

## HOMEWORK

Homework is a contentious issue. The setting of homework for primary students is the responsibility of the classroom teacher who is aware of the individual needs of the children in their charge.

## INTERNET USE

At Australian Islamic College Primary we recognise that student and staff access to the Internet is a valuable resource in the location and manipulation of information. Access to the internet is provided at school to support student learning. All year 5 & 6 students and their parents are expected sign Student Code of Conduct for internet use.

## MOBILE PHONES & ELECTRONIC GADGETS

The school does not allow children to have mobile phones or electronic gadgets (iPods, Camera etc.) at school for contact with parents before and after school. The school accepts no responsibility for the safety of mobile phones or electronic gadgets if they are brought to school and found lost.

## TOYS AND PERSONAL EFFECTS

Students should **not** be encouraged to bring toys, jewellery or valuables to school.

## WITHDRAWAL OF STUDENTS FROM SCHOOL

Parents taking students to appointments during the day must visit the office, sign their child out and then present the official slip to their child's teacher. When returning children to school, parents then sign them back in at the office. Teachers will not release students during lesson times unless they receive the official notification from the school office.