



# GREEN VALLEY ISLAMIC COLLEGE

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A Project of the Muslim  
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13 December 2016

## ADMINISTRATION MEMO

Dear Parents/Guardians

Assalaamu Alaikum

As we approach the end of another school year, some important dates and administration information to note are:

### **TERM 4**

Last Day for All Students	Friday 16 December 2016
Primary Awards Ceremony	Tuesday 13 December 2016
Secondary Awards Ceremony	Friday 16 December 2016

### **ADMINISTRATION OFFICE OPERATING HOURS**

The Administration Office operating hours over the holiday period are as follows:

2016 Office closes on:	Friday 16 December 2016
2017 Office reopens on:	Wednesday 25 January 2017 – Office Hours are 9am to 3pm
	Thursday 26 January 2017 - The Office will be closed due to the Australia Day Public Holiday
	Friday 27 January 2017 and thereafter - Office Hours are 8am to 4pm

### **TERM 1 START 2017**

Years K, 7, 11, 12	School starts on Monday 30 January 2017
All other Years	School starts on Tuesday 31 January 2017

Parents are reminded that school commences at 8.25am and finishes at 3.20pm.

### **UNIFORM SHOP OPERATING HOURS**

#### **At School:**

Opening Hours before school starts:	23 January 2017 to 3 Feb 2017 Every week day from 9.00am to 12.00pm, except Thursday 26 January.
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All other times:	Uniform shop is open at the school every Monday from 8.00am to 9.30am during the school Term.
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#### **At Regents Park:**

Address:	Unit 15, 364 Park Road Regents Park NSW 2143
Phone:	96447999
Open:	Monday to Friday 9.00am to 3.00pm. Shop is closed from 16 December 2016 to 3 January 2017. It reopens on 4 January 2017.

**Uniform Online Shop:**

[www.faz.com.au/uniformshop](http://www.faz.com.au/uniformshop)

Parents are reminded to buy all uniform clothing items from the School Uniform Shop only. Black School shoes that are closed and can be polished are only permitted.

**2017 TEXT BOOKS****PRIMARY**

All Text books and exercise books are supplied by the school and will be given to your child from Monday 30 January 2017.

All other stationery requirements are listed on the school website.

**SECONDARY**

Text books can be purchased from the Administration Office before school starts on Wednesday 25 January and Friday 27 January from 8am to 4pm. From Monday 31 January 2017, text books will only be sold before school, lunch and after school until Friday 17 February 2017.

Text book lists are available on the school website.

Exercise books will be given to students from Monday 30 January 2017.

All other stationery requirements are listed on the school website.

**2016 SCHOOL FEES**

We thank all those parents who have been prompt with their child's school fees this year.

For the small number of parents who have not yet cleared their child's fees account, we remind you that failure to pay the total outstanding amount by this Thursday, will result in termination of your child(ren)'s enrolment and the case will be referred to debt collectors. Any administration charges incurred for the recovery of the unpaid fees will be borne by you. If the fees remain unpaid after the cut-off date, application for any future enrolments will be treated as a new applicant and will be subject to availability of places and will incur an enrolment application fee.

**2017 SCHOOL FEES**

School Fees for Term 1 2017 are as follows:

PRIMARY	\$350 for Term 1
JUNIOR SECONDARY	\$420 for Term 1
SENIOR SECONDARY	\$555 for Term 1

School fees can be paid by cash, EFT (in person or over the phone) and BPAY. Term One statements will be emailed to you in February 2017. School Fees for Term 1 2017 are due by Friday, 17 February 2017.

**CONTACT DETAILS**

It is essential that parents ensure the Administration Office has the correct contact details on file for all students. If you have recently changed any of your details, please contact the administration office by phone or in person to change your details. This year the administration office has introduced emailing of newsletters, fees statements and other important letters. Therefore, it is necessary that we have your correct email details on file.

**HAPPY HOLIDAYS**

We wish you all a safe and happy holidays.

Kind regards



Mrs Mahnaz Ali  
Accountant



Dr Mohammed Jafar  
Principal