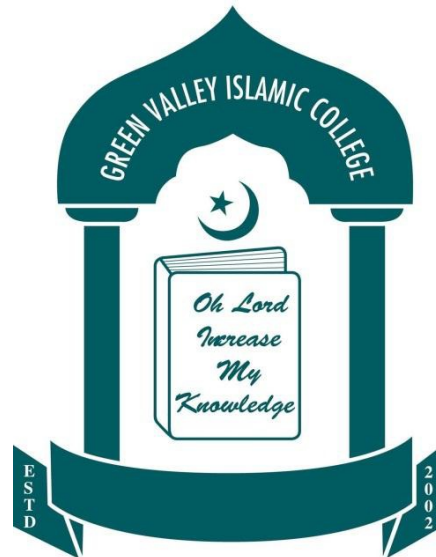


GREEN VALLEY ISLAMIC COLLEGE



High School Information Booklet 2020

264 Wilson Road, Green Valley NSW 2168

Phone: 02 8783 9188

Fax: 02 8783 9187

“Working together to achieve excellence in education and Islamic morality”

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SCHOOL INFORMATION

Principal	Mr Riaaz Ali
Acting Deputy Principal and Head of Discipline & Welfare	Mr Davindar Singh
Head of Girls Discipline & Welfare	Ms Danielle Kalaizis
Administration Staff	Ms Shana, Ms Fauzia Ms Menaz, Ms Salma, Ms Safa
Address	264 Wilson Road, Green Valley NSW 2168
Telephone number	02 8783 9188
Fax Number	02 8783 9187
Email	info@gvic.nsw.edu.au
Website	www.gvic.nsw.edu.au
School office hours	8:00am – 4:00pm
Green Valley Islamic College Ltd	Project of Muslim League of NSW Inc.

FIRST DAY ARRANGEMENTS

Years 7, 11, 12 - School starts on Wednesday, 29th January 2020

Years 8, 9, 10 – School starts on Thursday, 30th January

School commences at 8.15am and finishes at 3.20pm

Our school policies are available on our website: www.gvic.nsw.edu.au

STAFF FOR THIS YEAR – HIGH SCHOOL

Mr Riaaz Ali
Principal

Administration Staff
Ms Shana, Ms Fauzia, Ms Menaz, Ms Safa, Ms Salma

Mr Davindar Singh
Acting Deputy Principal & Coordinator – Maths / Discipline / Welfare

Ms Danielle Kalaizis
Coordinator – PDHPE / Girls Discipline / Welfare

Mrs Nazneen Khan
Coordinator – English

Mrs Ifroza Anwar
Coordinator – Science

Mr Hussain Abrar
Coordinator – TAS

Mr Rihan Ali
Coordinator – Commerce/Business Studies/Legal Studies

Mrs Saireen Hussain
Coordinator – HSIE

Science & Maths

Mr Riaaz Ali
Mr Davindar Singh
Ms Noor Shah
Mr Amit Maharaj
Mrs Farina Ali
Mr Mukesh Chand
Mr Christopher Reid
Mrs Priya Deo
Mrs Ifroza Anwar
Mrs Zabia Bano

Mrs Sofia Ali (Lab Technician)

TAS

Mr Hussain Abrar
Mrs Farina Ali
Miss Amrita Lal
Mrs Priya Deo

Mr Mukesh Chand
Mr Zia (Technician)
Ms Sofia Ali (Lab Technician)

LIBRARY

Mrs Fareesha Mohammed

HSIE/ English/Commerce

Mrs Saireen Hussain
Mrs Nazneen Khan
Mr Rihan Ali
Ms Jessica Whiteoak
Ms Jia Lu Pan
Ms Muryum Landi
Ms Bernadette Leonello (Leave)
Mrs Labiba Soueid
Mr Haris Sheranzey
Mrs Sangita Lal
Mr Dale Paton
Mr Afroz Ali

PDHPE

Mrs Danielle Kalaizis
Mr David Dang

Quran/Arabic/Islamiyat

Mr Rasheed
Mr Tanzeel
Ms Shireen Hawashin
Mr Toufiq Dehan

INTRODUCTION TO GREEN VALLEY ISLAMIC COLLEGE

Green Valley Islamic College was established in 2002 by the Muslim league of NSW and is located in the South – Western Sydney region. It began with 40 students and by the will of Allah (SWT) today we have over 900 students.

We are very proud of our strong Islamic ethos and the values we impart to students to make right choices.

We believe in encouraging our students to achieve their personal best and to aim for excellence in everything they do.

Our school has a proud tradition of academic, cultural and sporting excellence.

MISSION STATEMENT

Green Valley Islamic College is an Islamic school which was established to provide opportunities to boys and girls to excel in this life and the hereafter. It aims:

- To provide educational activities within an Islamic environment to support the development of good citizens within Islamic spiritual values and knowledge.
- To develop caring and confident members of society with the ability to respond positively to new situations.
- To support the optimum development of all students.
- To achieve excellence through the provision of enriched learning experiences.

SCHOOL GOALS

- To provide a centre of educational activities which will produce good citizens imbued with Islamic values and knowledge of the Holy Qur'an.
- To ensure that all students benefit from effective welfare programs.
- To achieve excellence in the Key Learning Areas through the provision of enriched learning experiences.
- To provide adequate facilities to enable the school to function effectively and efficiently.
- To ensure the staff are actively engaged in their professional development and their welfare is enhanced by a supportive network.
- To encourage students to develop intellectually, physically, emotionally, socially, morally and spiritually.
- To develop in each child the strength and character to live his/her life according to well-defined moral values.

CLASSROOM CODE

Before the lesson starts:

- All students must line up outside their classrooms and wait for the bell. No student is allowed to enter the classroom unless directed by a teacher.
- Hats are not to be worn at any time in class.
- All students must be punctual to class. If a student is late to class without an acceptable reason and a note to verify this, they will be referred to a welfare teacher.

During the Lesson

- Students must always be mindful of their own safety and the safety of others. Do not rock the chairs and engage in dangerous or unacceptable behaviour.
- Students must not engage in vandalism or graffiti. Report such instances to the duty teacher immediately.
- No eating or drinking is allowed during lesson time. This includes lozenges and chewing gum.
- Students must use appropriate language at all times. Foul language will not be tolerated.
- All students must have the correct equipment for all classes. Teachers will advise students of the equipment required for each subject.
- No mobile phones or other electrical devices including games may be brought to school. Such items will be confiscated and parents will need to pick them up from the office.

At the end of the lesson

- The classroom is to be cleaned and properly arranged before any student is allowed to leave.
- All rubbish is to be placed in the bins provided.
- Students are not allowed to leave without teachers' direction.

OTHER

- Students are not allowed to enter staff rooms or kitchen.
- Students must not play or gather in out of bounds areas in the playground.

ATTENDANCE REQUIREMENTS

Under the 1990 Education Act, all students between the ages of 5 – 15 are required to attend school regularly and be punctual. Students with attendance below 95% will be interviewed and parents will be notified.

If your child is away they are required to supply a medical certificate or note explaining their absence and given to their roll call teacher. The absence note must be written and signed by a parent or guardian and must state the date and reason as to why the child was absent from school.

Our school believes that it is important for young people to develop self- discipline necessary for punctuality and regular attendance. Research has shown a strong correlation between high attendance rates and higher academic achievement.

STUDENT ABSENCES

If a student is absent because of illness or for some other acceptable reason, a note with the reason for the absence must be given to the Roll Call Teacher on the first day of his/her return to school.

- Any absence must be explained in writing immediately upon the students return to school.
- If extended absence is anticipated, parents are required to provide a note to the office, or phone, stating the reason and dates of the absence.
- Parents are required to notify the school if their child's absence exceeds or is expected to exceed two (2) days. Where notification has not been received, you may be contacted by phone requesting for an explanation in accordance with Attendance Policy.

EARLY DEPARTURE NOTES

Parents are required to take an early leave note from the office when picking up their child early. **No early leave notes are given after 2:30pm.** Please try to make appointments after school hours as picking up children early makes them miss out on the learning. Early leave is only allowed with justification, where absolutely necessary.

LATE NOTES

All students should be at school by 8:15am. However, when a student arrives late to the school due to unforeseen circumstances, he/she should report to the office to obtain a late note slip and hand it to his/her roll call or subject teacher.

PARKING AND SPEED ZONES

The safety of our students is our primary concern. Please make sure that you park appropriately and keep to a speed limit of 5 km/hr in the school carpark and the drop off zone area. Make sure that you pick up your child on time. The school grounds and carparks are **NO SMOKING** zones. All parents should vacate the school grounds and carpark immediately after dropping off or picking up their children.

When exiting the carpark, there is a **NO RIGHT TURN** onto Wilson Rd. Also, there are several **NO STOPPING** signs at the front of the school. Please follow these rules to avoid accidents and collisions. Parking or standing is not allowed in the Drop – off zone.

SELLING ON PREMISES

Under no circumstances are parents to sell items on the school grounds or immediately outside the gates.

MEDICATION

The school cannot accept responsibility for giving students any medication or tablets. If your child is not feeling well in the morning please do not send him/her to school.

ITEMS NOT PERMITTED AT THE COLLEGE

- Any kind of anti-perspirant or deodorant sprays, including perfumes
- Chewing gum
- Nail Polish
- Jewellery
- Make up
- Liquid Paper (students are allowed to bring correction tape only. No correction pens or bottles)
- Toys
- Electronic devices or other games.
- Mobile Phones
- Energy drinks such as Red Bull, V and drinks similar to this. No soft drinks of any kind.

LOST ITEMS

If students lose a book, bag or any other item they are advised to check with their teachers and the main office. It will help if they clearly label all of their belongings including clothes, calculators and pencil cases. If they find valuables or other items lying about they should hand them in to the main office. To avoid theft, students should **never leave valuable items in a bag**, especially money. Students are to lock their belongings in their lockers. The school does not take any responsibility for valuables lost or stolen at school. It is the responsibility of students to protect their possessions.

MESSAGE FROM THE WELFARE COORDINATORS

Green Valley Islamic College is a Positive Behaviour Support (PBS) school and we instil the ROCKS values. ROCKS stands for Respect, Ownership, Caring, Knowledge and Safety. Our school is unified in supporting students both academically and behaviourally.

- The behaviour expectations are defined (ROCKS).
- The behaviour expectations are taught.
- There is an ongoing behaviour reward system.

The school diary is an effective communication tool between teachers and parents and helps students to be extremely organised and prepared for assessments.

The school diary needs to be purchased from the school and needs to be completed by the student on a daily basis and signed by the parent on a weekly basis.

STRATEGIES TO PROMOTE GOOD DISCIPLINE AND EFFECTIVE LEARNING

The school:

- provides appropriate curriculum to meet the needs of every student.
- supports students in achieving success by implementing a code of conduct which is fair, clear and consistently applied.
- discusses with parents their role in promoting acceptable student behaviour.
- provides programs that develop self-discipline, self-evaluation, communication and conflict resolution skills, e.g. peer support.

PRACTICES DESIGNED TO RECOGNISE AND REINFORCE STUDENT ACHIEVEMENTS

The school:

- has developed a student award scheme that recognizes the academic, cultural and sporting achievements at school.
- staff are encouraged to maintain regular contact with parents through progress reports, diaries, direct phone contact, etc.
- staff teach value systems such as consistent and caring behaviour.

STRATEGIES FOR DEALING WITH UNACCEPTABLE BEHAVIOUR

The school has developed agreements with staff on specific aspects of student behaviour that aim to improve:

- informing parents when behaviour is unsatisfactory and the nature of such misconduct.
- involving parents and staff in jointly monitoring future behaviour over negotiated periods of time.
- providing support through welfare personnel.

Schools generally function best when there is trust, a positive atmosphere, cooperation and general observance of school rules. We aim to build a good environment where there is a healthy attitude to work, friendliness, fair competition and recognition of effort and achievement.

WHAT TO DO IF YOU HAVE A CONCERN

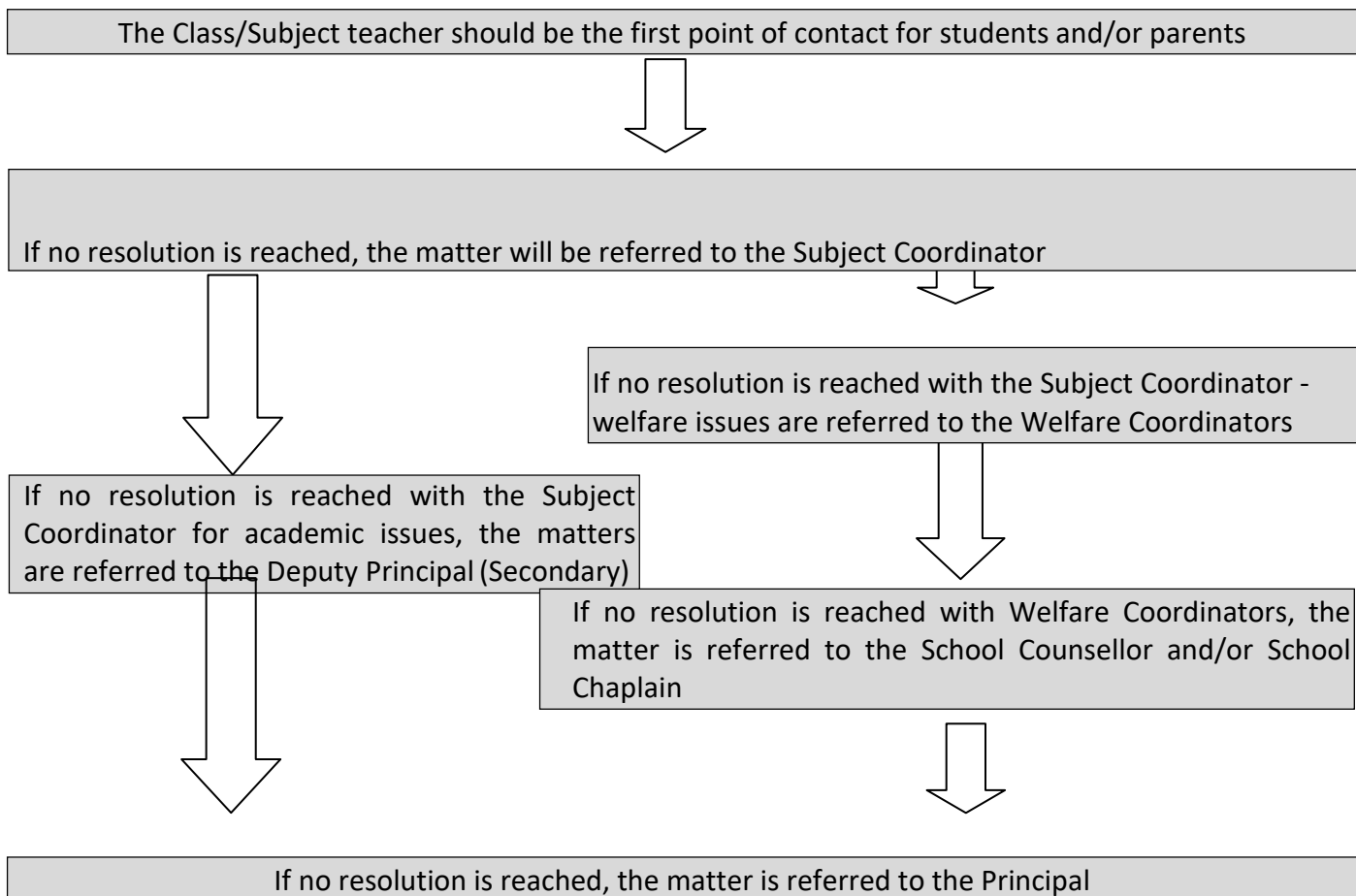
Students

If something is concerning you, either personally or because of something happening in the school, talk it over with someone you feel comfortable talking to. Generally the best place to start is with your class teacher. You may also refer yourself to the Welfare Coordinators. They are Ms Kalaizis for girls and Mr Singh for boys, who are always happy to speak to students.

Parents

If your concern is subject based e.g. about an assignment in a particular subject, it is best to make contact with the subject teacher. As teachers are unable to leave classes unattended either make contact by phone or if you require an interview, you are able to arrange these through the office. Please note written notices will be sent to you about a child's academic failures such as not doing homework, not submitting assessment tasks, poor performance etc during the year and special meetings will be arranged with the subject teachers if required.

GRIEVANCE PROCEDURE



CORE RULES FOR STUDENTS IN NSW SCHOOLS

Core rules for student behaviour have been developed to establish consistent expectations in all NSW schools.

THE CORE RULES

All students in NSW schools are expected to:

- attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- maintain a neat appearance by adhering to the requirements of the school's uniform or dress code policy.
- behave safely, considerately and responsibly, including when travelling to and from school.
- show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- treat one another with dignity and respect.
- care for property, the school's and others'.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

THE CORE VALUES

The Government recognises the importance of the following core values to the community. These values represent the aspirations and beliefs of the Australian community as a whole, including its concern for equity, excellence and the promotion of a caring, civil and just society. They are common to a range of secular and religious world-views and are found in most cultures.

The core values are:

INTEGRITY	Being consistently honest and trustworthy.
EXCELLENCE	Striving for the highest personal achievement in all aspects of schooling, individual and community action, work and life-long learning.
RESPECT	Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing views.
RESPONSIBILITY	Being accountable for your individual and community's actions towards yourself, others and the environment.
COOPERATION	Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict.
PARTICIPATION	Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation.
CARE	Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion.
FAIRNESS	Being committed to the principles of social justice and opposing prejudice and dishonesty.
DEMOCRACY	Accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen.

STUDENTS' RIGHTS AND RESPONSIBILITIES

All students enrolled at Green Valley Islamic College are expected to understand their rights and responsibilities, and that their purpose for being at school is to achieve Islamic and personal success.

Being a student at GVIC means enjoying the following **RIGHTS** while accepting the following **RESPONSIBILITIES**.

RIGHTS	RESPONSIBILITIES
To learn in a safe environment	<ol style="list-style-type: none"> 1. To act safely and encourage others to do so 2. To respect the property of others and the school
To be treated fairly and with respect	<ol style="list-style-type: none"> 3. To treat others fairly and with respect
To be recognized and valued as an individual	<ol style="list-style-type: none"> 4. To value and respect each other's differences
To learn in an enjoyable environment	<ol style="list-style-type: none"> 5. To come to school prepared and ready to learn 6. To help others to learn 7. To approach work in a positive way
To learn in a clean and healthy environment	<ol style="list-style-type: none"> 8. To keep our school clean and help others keep it clean
To achieve success and fulfil my academic potential	<ol style="list-style-type: none"> 9. To complete all class work, homework and assessment tasks to the best of my ability 10. To make a sustained and genuine effort in all set tasks and experiences in each course, provided by the school
To ensure and expect that our school has an excellent reputation in our community	<ol style="list-style-type: none"> 11. To speak positively about our school and be proud of it 12. To wear the uniform everyday 13. To follow the school rules 14. To behave in a way that enhances our school's reputation 15. To contribute to and maintain a positive sense of school spirit

SCHOOL FEES AND CONTRIBUTIONS 2020

STUDENT LOCKERS

Lockers will be available to students for hire. The hire fee is \$20.

SCHOOL DIARY

The School Diary will be made available from school. It is compulsory for students to keep a diary. The School Diary cost is \$10

SCHOOL FEES

Year 7 - \$400 per Term

Year 8 - \$400 per Term

Year 9 - \$400 per Term

Year 10 - \$400 per Term

Year 11 - 2019 - \$535 per Term

- Please note fees are paid over 3 Terms instead of 4

Year 12 - 2019 - \$535 per Term

- Please note fees are paid over 3 Terms instead of 4

ADDITIONAL COST

A \$20 fee per year is to be paid at the beginning of the year for maintenance and material costs for practical classes by all students in Years 7 to 12.

Admission Fees

Years 7 to 12 \$150

GVIC STUDENT LOCKER POLICY

Lockers are Green Valley Islamic College Property rented to students for \$20 per year.

These lockers are for your convenience and the safety of your belongings. The student is responsible for the lock, the key and the locker. Locker hire is optional; however, the school encourages the students to use lockers for convenience and security of their belongings. The school takes no responsibility on items lost from the lockers or otherwise. Locker rent will be charged in the school fee.

LOCKER RULES

1. Do not keep perishable food items in your locker.
2. Cleanliness of locker is the student's responsibility.
3. Any form of graffiti or stickers is not allowed on or inside lockers.
4. Inspection of the student lockers and its contents may be conducted by the school staff.
5. Lockers need to be kept locked at all times.
6. Students can only go to lockers at:
 - First morning bell
 - Recess
 - Lunchtime
 - Home bell

Consequences for not following the above rules/conditions will result in the student not having access to the locker for 3 days for the first offence, 7 school days for the second offence and 1 term for the third offence. The student will have no access to the locker for the rest of the year for any further offences and the locker fee will not be reimbursed.

LOCKER CONTRACT FORM

Student Name: _____

Class: _____

Student's Signature

Parent's Signature

.....

.....

For office use only

Locker Number _____

Staff In-charge _____

UNIFORM

UNIFORM SHOP AT SCHOOL

Opening Hours: 20 January 2020 to 31 January 2020
Every week day from 9.00am to 11.30pm, except Monday 27th.

Otherwise: Uniform shop is open at the school every Monday from 8.30am – 9.30am during the school Term.

UNIFORM SHOP AT REGENTS PARK

Unit 15, 364 Park Road Regents Park NSW 2143

Phone: 96447999

Open Monday to Friday 9.00am to 3.00pm.

ONLINE SHOP

www.faz.com.au/uniformshop

UNIFORM POLICY

Green Valley Islamic College takes great pride in its uniform. Being in full school uniform demonstrates a student's commitment to being a positive member of the school community and enhances the good name of the college.

Full School uniform must be worn by all students on all official or formal occasions, when travelling to and from school, when on an excursion or when involved with any activity associated with the school. The following regulations govern the wearing of School Uniform at GVIC.

Boys

Summer (Term 4 & Term 1)	Winter (Term 2 & Term 3)
Shirt GVIC long or short sleeved shirt Green (K – 6) Blue (Y7 – Y10) White (Y11 – Y12)	All items as for summer uniform
Trousers Long navy regulation trousers with white/grey ankle socks (Y7 – Y12) Long green regulation trousers with white/grey ankle socks (K – 6)	Blazer Green (K – 6) Grey (Y7 – Y10) Navy (Y11 – Y12)
GVIC green jumper (K – 6) (optional) GVIC navy v-neck jumper (7 - 10) (optional)	GVIC jumper (optional)

GVIC navy vest (Y11 – Y12)	Undershirts/skivvy – plain white T-shirts or singlets, without logos or writings
GVIC tie (Y7 – Y12) [Y7 – Y8 with elastic attachment]	
Black, laced, leather, black-soled closed school shoes, polished (Y5 – Y12) Closed black shoes with Velcro fastenings (K – Y4) White/Grey socks (K – Y12)	
Black belt with silver buckle (7 – 12)	
GVIC sun hat (green) (K – Y6) GVIC sun hat (navy) (Y7 – Y11) for PE/sports only	GVIC neck scarves and Hand gloves (optional) Green – Primary Navy – Secondary
No jewellery is allowed other than a wrist watch	Green Beanie (optional) – Not to be worn in class Green – Primary Navy – Secondary
Hair to be cut so that it is away from eyes, ears and the collar. Clipper cuts should not be lower than number 2 and must be blended. No deep steps and undercuts or grade zero and shaved heads are permitted.	
Hair dye, gel or wax is NOT permitted	

Girls

Summer (Term 4 & Term 1)	Winter (Term 2 & Term 3)
Blouse GVIC long sleeved blouse White(K – Y6) Light blue (Y7 – Y10) White (Y11 – Y12)	All items as for summer uniform
GVIC checked skirts (Y7 – Y12) Green full length tunic (K – Y6) Stockings/tights White or bottle green (K – Y6) White or navy (Y7 – Y12)	Blazer Green (K – Y6) Grey (Y7 – Y10) Navy (Y11 – Y12)
GVIC green jumper (K – 6) (optional) GVIC navy v-neck jumper (7 - 10) (optional)	GVIC jumper (optional)
GVIC navy vest (Y11 – Y12)	GVIC neck scarves and Hand gloves (optional) Green – Primary Navy – Secondary
Hijab White (Y3 – Y6) Light blue (Y7 – Y10) White (Y11 – Y12) Hijab is to be kept outside the blouse	
Black, laced, leather, black-soled closed school shoes, polished (Y5 – Y12) Closed black shoes with Velcro fastenings (K – Y4) White/Grey socks (K – Y12)	Undershirts/skivvy – plain white T-shirts or singlets, without logos or any writing

Bottle green hair bands/hair ties (K – Y2)	
GVIC sun hat (green) (K – Y6), navy (7 – 12) for PE/Sports	No jewellery is allowed other than a wrist watch and ear studs
Make up is NOT permitted	

Sports Uniform

Boys	Girls
GVIC tracksuit (K – Y11)	GVIC tracksuit (K – Y11)
GVIC polo shirt (K – Y11)	GVIC polo shirt (K – Y11)
White socks (K – Y11)	White socks (K – Y11)
Sports shoes/sneakers	Sports shoes/sneakers
GVIC sun hat (Summer), green (K – 6), navy (7 – 11)	GVIC sun hat (Summer) green (K – 6), navy (7 – 11)
Green Beanie – Primary (Winter – not to be worn in class)	Green beanie (Winter)
Navy Beanie – Secondary (Winter – not to be worn in class)	White Skivvy/undershirt
White Skivvy/undershirt	Sports Hijab (no pins)

It is GVIC policy that all students wear full school uniform. Students are expected to wear the uniform with pride and self-respect. Being in full school uniform also demonstrates a student's commitment to being a positive member of the school community and it further enhances the good image of our College. If a student is not wearing the correct uniform then a written note from a parent clearly explaining the reason is required.

Students are not permitted to wear makeup, nail polish or jewellery (except for a plain and simple watch). Hair is to be cut so that it is away from eyes, ears and the collar. Clipper cuts should not be lower than number 2 and must blend. No deep steps and undercuts or grade zero and shaved heads are permitted.

Students who breach the school's uniform policy will:

- be issued with a uniform pass for the first breach provided there is a note from the parent explaining the reasons for not wearing the correct uniform.
- be sent home for inappropriate haircuts and will only return to school once the haircut conforms to the uniform policy.
- have their jewellery confiscated and returned after five school days and will do community service.

For four or more breaches of the uniform policy, the parents will be contacted and asked to collect the students from school or bring the correct item of clothing to the school. The student will not be permitted in to the classroom until in full and correct uniform.

It is the student's responsibility to obtain a uniform pass from the Welfare Coordinator before the start of period 1.

All students at GVIC must wear the school uniform. This includes wearing black school shoes and not sports shoes. Sports shoes can only be worn on sports days. We believe that it is important for all students to wear uniform to enhance our sense of community and belonging, to show students' pride in the school and for safety reasons, so our students are easily identifiable.

A student who is out of uniform for a legitimate reason must bring in a note from a parent or guardian, clearly explaining the reason for this, and obtain an out of uniform pass from the Welfare Coordinators. This should be done before school commences.

Uniform will be monitored on a daily basis by the class/roll call teachers, and students who fail to comply with uniform requirements will be referred to the Welfare Coordinators.

2020 SCHOOL TERM DATES

Terms	Dates
Term 1	Wednesday 29 th January – Thursday 09 th April
Term 2	Tuesday 28 th April – Friday 3 rd July
Term 3	Tuesday 21 st July – Friday 25 th September
Term 4	Monday 12 th October – Wednesday 16 th December

Please note that Pupil Free Days are informed through school newsletters.

REPORTING

YEAR	INTERIM REPORT	HALF YEARLY	YEARLY
7-12	TERM 1	TERM 2	TERM 3 (Y11 & 12) TERM 4

NOTE: Students must return all books borrowed from the Library or any other school book prior to the collection of the Yearly Reports.

LESSON TIMES

Monday, Tuesday, Wednesday, Thursday, Friday

PERIOD	DURATION	TIME
1	55 min	8.35 – 9.30
2	60 min	9.30 – 10.30
3	55 min	10.30 – 11.25
RECESS	20 min	11.25 – 11.45
4	60 min	11.45 – 12.45
5	60 min	12.45 – 1.45
LUNCH	40 min	1.45 – 2.25
6	55 min	2.25 – 3.20

A lockdown commences when **engaged signal** is given.

CURRICULUM

The college has adopted NESAs curriculum which includes the eight Key Learning Areas; namely English, Mathematics, HSIE (History, Geography & Commerce), Science, Technology, PDHPE, Creative Arts(CA), Music & Visual Arts and Language (Arabic).

Apart from the NESAs curriculum we will also provide basic education in:

- Islamic studies – this includes Imaniyat (Tawheed and Iman), Ibadat (Taharah and Salaat), Akhlaq, Adaab and Islamic history.
- Quranic Studies – memorising selected Surahs from the Holy Qur'an with Tajweed.
- Prophet's Sunnah and Hadith.

A broad curriculum is offered to students that provide a general education as well as allowing specialisation as students' progress through High School.

HIGH SCHOOL CURRICULUM 2020

SUBJECT	YEAR 7	YEAR 8	YEAR 9	YEAR 10
English	5	5	5	5
Mathematics	5	5	5	5
Science	4	4	5	5
History	2	2	2	2
Geography	2	2	2	2
PDHPE	2	2	2	2
Sports	1	1	1	1
Quran/Islamic Studies			2	2
Arabic	3	3		
Technology(Mandatory)	3	3		
Creative Arts (Visual Arts & Music)	3	3		
Electives - Commerce			3	3
Electives – Arabic/IST			3	3
TOTAL PERIODS PER WEEK	30	30	30	30

YEAR 11 AND 12 SUBJECTS

- Advanced English
- Standard English

- Mathematics - Extension 1
- Advanced Mathematics
- Mathematics Standard 2

- Biology
- Chemistry
- Physics

- Business Studies
- Legal Studies
- Ancient History
- Studies of Religion II
- Information Processes and Technology
- Personal Development Health and Physical Education

SUBJECT REQUIREMENTS

EXERCISE BOOKS

Years 11 and 12

These will be provided by the school. Students will receive 15 A4 128 page Exercise Books. Students will be required to use one book per term per subject except for Maths. Students will also receive 3 A4 Maths Grid Books. They will be required to use one book per term for Maths. Students should take care of their books. The school will not provide additional books if they are lost or damaged.

Years 7 to 10

These will be provided by the school. Students will receive 2 A4 128 page Exercise Books per subject, one for each semester. Students will also receive 2 A4 Maths Grid Books and one Science Lab Book. Exercise books will be provided by the school to all students and students will be responsible for looking after their exercise books.

General Stationery

Pens (Blue, Black and Red), HB and 2B Pencils, Coloured Pencils, Ruler, Glue Stick, Eraser, Highlighter, Scissors.

Please ensure your child has an adequate supply of stationery throughout the year.

OTHER SUBJECT REQUIREMENTS

For Mathematics - Geometry Set, Casio Scientific Calculator FX

For Year 7 and 8 Technology – Apron

For Year 7 and 8 Arts – Acrylic Paint, Paint Tray, A4 Visual Arts Portfolio Diary, Oil Pastels, Paint Shirt/Apron.

TEXT BOOKS

TEXTBOOK – YEAR 7 - 12

Parents need to purchase text books for all subjects directly from the book supplier. The school has engaged Five Senses book store in Seven Hills for students to purchase their text books. The school will provide a text book list to all students before the end of the year to get their books for the following year.

HOMework POLICY

Homework is used to support the teaching and learning activities within the classroom. In this sense, homework can be initiated by teachers, parents or students themselves. Homework has a positive effect on students' achievements and is a critical part of the learning process. It helps to develop better time management and study skills.

Homework is set to allow for different work rate and abilities of students.

1. Each faculty develops its own homework policy consistent with the guidelines from the Department of Education and Training and Green Valley Islamic College. Each faculty will make clear what it perceives as the needs of students and how the faculty homework policy will assist in meeting the needs of the students.
2. Homework is planned as an integral part of the lesson or unit of work. In all homework activities the objectives and/or tasks the student is expected to complete should be clear to students and parents.
3. Homework should have a limit e.g. Year 7 – an average of 1½ - 2 hours per day. When homework cannot be completed a note of explanation from parents/guardians is required.
4. A penalty is imposed for not completing homework. Parents will be notified when a student consistently fails to complete homework.
5. Immediate follow-up of homework is of great importance in ensuring successful completion of set work and reward of student effort. The checking of homework is essential in motivating students by giving feedback and indicating teacher concern. Follow up at this level could include assessment, diagnosis, discussion or other appropriate actions. Completion of homework will be recorded in the teacher's mark book.
6. Under **NO** circumstances will homework be given as a punishment.
7. All students need a diary and it should be brought to school each day. Teachers direct students to record homework details in their diary for their own reference.

ASSESSMENT POLICY

Report outcomes will be based on the following:

Topic test	Field work
Assignment	Exam
Half yearly Exam	Oral presentation
Skills test	Research
Semester Exam	Group work
Yearly Exam	Role play
Design Project	

Note: Your book will be assessed during the course and will be part of the class work.

Assignment Policy

- Follow the assignment sheet instructions carefully
- Submit with a cover sheet including title, name and class
- Submit in one manilla folder or in one plastic sleeve
- Assignments completed on the computer should be at least a size 12 font.
- Penalties for lateness
 - 1 day late 10%
 - 2 days late 20%
 - 3 days late 30%
 - 4 days late 40%
 - 5 days late 50%

A zero mark will be awarded if assignments are late by more than 5 days.

- A detailed bibliography with internet sites must be attached
- All direct quotes must be referenced.

Note:

- Broken USBs, computer and printing problems will not be accepted as valid excuses for late work.
- It is the absent students responsibility to ask the subject teacher to complete the missed task. This has to be done on the first day of return.
- If a student is absent on a task date and does not provide appropriate proof of illness or misadventure – 10% will be deducted for each late day after students return to school.
- If a student misses any formal (half yearly/yearly exams) written assessments and does not provide appropriate proof of absence such as medical certificate (notes from parents is not sufficient in this case) will be awarded a zero mark. However, to fulfil the requirement of NESAs the student will be required to complete the written exam at the time arranged by the subject teacher.

Plagiarism

Plagiarism is when you use another person's ideas in your writing without acknowledging it. If you plagiarise you will receive a mark of ZERO and parents will be notified.

Tips to Avoid Plagiarism:

- Never use someone else's words
- Write everything in your own words as you understand it
- See your teacher for more information

- Always acknowledge the source of your information

STUDENT PROMOTION POLICY

Purpose

The purpose of this promotions policy is to assist students in meeting the required standard. This policy defines procedures and rules for retaining non performing students in their current level and promoting students to the next level.

Green Valley Islamic College believes that students should progress to the next level of study only after they are proficient in their knowledge and application of the current curriculum.

Aim

The Aims of the Promotion Policy are to:

- Encourage students to take their school work seriously;
- Discourage careless attitudes towards schoolwork;
- Provide transparent processes regarding student promotion.

For Students to be promoted to the next level they must:

1. Demonstrate an ongoing commitment to their studies by working consistently throughout the year and achieving an acceptable standard;
2. Develop good work ethic and organisational skills;
3. Satisfactorily complete assigned work and Assessment tasks;
4. Have acceptable attendance;
5. Demonstrate acceptable behaviour;
6. Achieve a combined average of at least 50% in the Half Yearly and the Yearly Examinations. Failing to achieve this, An Unsatisfactory Performance letter will be sent to the parents.

Inability to meet promotion requirements

If students do not meet these promotion requirements they will be:

1. Principal may apply his discretion;
2. Offered a chance to repeat their current year level;
3. Assisted in moving to another school;

Promotion of Students to Year 11

1. The student's progress will be monitored and when teachers consider it necessary, Parents/Guardians will be advised of any academic concern as it arises.
2. The teacher(s) and Subject Coordinators will communicate with the Parents/Guardians by writing in the student's diary, and in parent meetings.
3. The Half Yearly Examination results will be used as an indicator for unsatisfactory performance and parents will be notified: An Unsatisfactory Performance letter will be sent to parents.
4. Promotion to Year 11 is not automatic but is dependent on a satisfactory performance in key and/or all Disciplines: English, Mathematics, Science, History, and Geography.
5. At the end of Year 10, each student's results will be assessed, and their promotion to Year 11 will be decided by the Promotions Committee.
6. The **Half Yearly and Yearly Examination** marks will be taken into consideration when determining promotion. Only students with a combined average of at **least 50%** in the above mentioned disciplines (No.4) in both the exams will be promoted. In special cases Principal's discretion may be applied.
7. If a student is away for any one of the Examinations their promotion will be determined by the Promotions Committee on a 'case-by-case' basis.
8. Decisions regarding non-promotion will be communicated to parents in writing at the end of the school academic year.

Promotion of Students to Next Level Years 7 - 10

1. The progress for all students will be monitored and when teachers consider it necessary, Parents/Guardians will be advised of any academic concern as it arises.
2. The teacher(s) and Subject Coordinators will notify the Parents/Guardians through communication by writing in the student's diary, and in parent meetings and this will be documented.
3. The Half Yearly Examination results will be used as an indicator for unsatisfactory performance and parents will be notified: An Unsatisfactory Performance letter will be sent to parents.
4. Promotion to next level is not automatic but is dependent on a satisfactory performance in all subjects.
5. At the end of the year each student's results will be assessed, and their promotion to next level is decided by the Promotions Committee.
6. The **Half Yearly and Yearly Examination** marks will be taken into consideration when determining promotion. Only students with a combined average of **at least 50%** will be promoted. In special cases Principal's discretion may be applied.

7. If a student is away for any one of the Examinations their promotion will be determined by the Promotions Committee on a 'case-by-case' basis.
8. Decisions regarding non-promotion will be communicated to parents in writing at the end of the school academic year.

DISCIPLINE CODE

Student discipline will be a main focus at Green Valley Islamic College. At all times students will be expected to behave in a responsible and safe manner.

The following outcomes are to be achieved by all students during their time at Green Valley Islamic College.

- Regular attendance and punctuality
- Sustained application to learning
- Safety within the school and at all school activities
- Due respect for teachers and others in authority
- Respect for other individuals and their property
- Positive and respectful relationships with all members of the school community
- No violence, discrimination, harassment, bullying or intimidation
- Peaceful resolution of conflicts
- Compliance with all school rules

AIMS

The aim of this discipline/welfare policy is to encourage students towards more positive behaviour. The system is designed to allow students to feel that they are able to feel the rewards and at the same time understand that there are consequences for undesirable behaviours. This is to be achieved through a generous disciplinary system which promotes positive behaviour and self- esteem.

Through the implementation of an effective discipline policy and PBS we aim to help students develop:

- An ability to communicate effectively
- A sense of satisfaction from learning
- A coherent set of values to guide behaviour
- A personal and social responsibility for their actions
- A sense of personal dignity and worth
- A sense of cultural identity
- A feeling of belonging to the wider community
- A caring attitude towards others
- An ability to form satisfying and stable relationships

The school, together with parents and students, will utilise three approaches to realise these aims:

- General measure to promote the development of all students
- Preventative measures to ensure the safety and well-being of all students
- Remedial measures to deal with specific student's difficulties

SCHOOL RULES

In order for the school to promote the importance of the right of teachers and the right of students to learn, five important school rules have been devised:

1. **Work hard** - (Al-Ijtihad)
We will try our best
2. **Show manners** – (Al – Adaab)
We will use our manners at all times
3. **Be obedient** – (Táah)
We will follow instructions at all times
4. **Seek permission** – (Istizaan)
We will ask a teacher for permission when we want to do something
5. **Show respect** – (Ihtiraam)
We will respect our peers, teachers, visitors and our school

POSITIVE BEHAVIOUR SUPPORT

Green Valley Islamic College is a Positive Behaviour Support School. PBS is a systematic approach that involves explicit teaching of social skills and rewarding students with positive feedback when they demonstrate the skills taught. At GVIC a whole school approach will be adopted to teach the five social skills, namely **Respect (R)**, **Ownership (O)**, **Caring (C)**, **Knowledge (K)** and **Safety (S)** – **ROCKS**.

Students will be taught, for example, expectations of respect in the canteen (use of polite words such as 'please', 'thank you', 'may I', etc.); expectations of respect in the playground (taking turns, sharing, etc.). Teachers have undertaken professional development in order to teach the five social skills (ROCKS) as mentioned above. Through explicit teaching of social skills and providing positive feedback to the students who demonstrate the skills, it is certain that the positive environment will promote expected behaviour.

CODE OF BEHAVIOUR

- ❖ Always aim to do our best
- ❖ Take pride in our school and ourselves
- ❖ Be courteous to all staff, students, parents and visitors
- ❖ Be honest, fair and trustworthy
- ❖ Wear the school uniform pride
- ❖ Respect people, property and the environment
- ❖ Value individual differences – be tolerant
- ❖ Maintain a good name for our school
- ❖ Be punctual and prepared for all classes
- ❖ Complete all set work in class and at home
- ❖ Be thoughtful and cooperative
- ❖ Be proud of the College and keep it clean, safe and attractive
- ❖ Practice self - discipline

CIRCULARS / NEWSLETTERS/ FORMS

Students and parents must read any newsletters and circulars that are handed out by the office as it gives important information about the school and any other issues concerning the wellbeing of the students. It is important that these are handed to the parents to read and get informed about the day to day activities of the school. Newsletters and upcoming events are also posted on our website: www.gvic.nsw.edu.au. Any forms that require parent's signature should be returned by the due date. Failure to submit forms by due date that requires parent's signature will result in students sent home or parents notified.

BEHAVIOUR MANAGEMENT POLICY FLOW DIAGRAM

4.4.2 CONSEQUENCES FLOWCHART (SECONDARY)

The flowchart below describes the steps and processes for addressing student discipline concerns at Green Valley Islamic College (Secondary)

CLASSROOM BEHAVIOUR MANAGEMENT FLOW DIAGRAM

Stage 1: Official verbal warning + behavior noted in students' diary and Sentral. Subject Teacher also calls home to inform parents of the issue and makes them aware of the consequences should misbehavior continue.

Stage 2: Subject teacher issues "Student Concern Letter" generated from Sentral. Parents are to sign and return to the issuing teacher. Subject teacher also notes in the student's diary and informs the admin staff to send SMS to the parents advising about the letter in student's bag.

Stage 3: In School Reconnection Meeting during lunch break with the **subject teacher and the subject coordinator**. The student completes "In School Reconnection Meeting Report" (Annexure 8) generated from Sentral by the subject teacher and noted in student diary. After completion, a copy of the report is sent home for parents' comments and filed with Welfare upon return. Subject teacher to inform Admin staff to send SMS to parents advising of the report with the student.

Stage 4: Welfare Coordinator issues "After School detention" and notes on Sentral. Welfare Coordinator informs parents at least 48 hours prior via phone-call and/or SMS and student diary. Detentions are to be held on Thursdays after school from 3:25pm till 4:15pm. While on detention, the student completes "After School detention report" and a "Behavior Reflection Report". A copy of this report is sent home with the student and filed

Stage 5: Welfare Coordinator issues a one-day at home suspension and informs the parents at least 24 hours prior. Details to be entered on Sentral. Upon return from suspension, the student reports to the Welfare office where he/she is placed on a two week Progress Report Card (Annexure 13)

Stage 6: Welfare Coordinator refers the student for Counselling after parent permission. Details are to be entered on Sentral by the relevant Welfare Coordinator. In the absence of parent permission, the student is moved to Stage 7.

Stage 7: Head of Welfare issues a Long Suspension for 5 days after an in-school meeting with the parents. Upon return from the Long Suspension, the student completes a "Post Suspension Contract" with Head of Welfare.

Stage 8: Recommendations to the Principal for Expulsion

STUDENT REPRESENTATIVE COUNCIL

Rationale

SRC is a body within the school consisting of School captains, vice captains, prefects and staff representatives. It provides a platform through which students can promote their views/welfare and participate in school decision making process within a framework which ensures that the advice presented to them is based on school values/ethos and relates to enhancing the quality of school life for all students. It further exists to provide opportunities for students to address their concerns, interests and to develop leadership skills.

Aims of the SRC

The aim of the SRC is to:

- Provide a student perspective on school issues to the school executives.
- Develop and promote leadership and responsibility.
- Provide a link between teachers and students, and between the school and the wider community.
- Provide peer support – help Year 7 students to adjust to a new environment.
- Encourage the involvement of students in the school decision making process, when appropriate.
- Help in organizing school events such as sports carnivals, parent teacher nights, Awards ceremonies, ANZAC day ceremony, Quran competition, Ramadan.
- Raise funds for charities such as Cancer society, Human Appeal, Natural disasters, etc.
- Provide a forum for students to raise issues/concerns and consider their ideas.
- Represent Green Valley Islamic College at official functions.
- Conduct school assemblies.
- Promote school values and ethos.

Composition

The SRC will comprise of prefects from Years 1 – 12, SRC coordinator and two teachers (Primary and Secondary). Primary and Secondary schools will each have their own SRC. The SRC may consist of the following:

Secondary

- School Captains (2) from Year 12
- Vice Captains (2) from Year 12
- SRC Reps (2) from Y12 (2B/2G)
- SRC Rep (2) from Y11
- SRC Reps (3) from Year 10
- SRC Reps (3) from Year 9
- SRC Reps (3) from Year 8
- SRC Reps (3) from Year 7

Primary

- School Captains (2) from Y6
- Vice Captains (2) from Y5
- SRC Reps (3) from Y6
- SRC Reps (3) from Y5
- SRC Reps (3) from Y4
- SRC Reps (3) from Y3
- SRC Reps (3) from Y2
- SRC Reps (3) from Y1

Any SRC member who has broken a school rule (seriousness to be determined by welfare coordinators) and/or has at least three negative incident reports on Sentral will have his/her SRC membership revoked and will be de-badged.

PREFECTS

Prefects are the leaders of the student community and play a vital role in working with both the staff and students toward creating an effective and enjoyable learning environment at the school. The appointment of Prefects at GVIC is not a popularity contest, they are elected by their peers as young men and women who possess leadership potential and commitment to the role.

The Prefects at GVIC are expected to be role models in dress, attendance, conduct and involvement in school affairs. Their duties include assistance in prayer monitoring, participating at school functions of all kinds and conducting school assemblies. They are also assigned responsibilities connected with particular activities, including sports and community service.

The Role of Prefects

Prefects:

- are the leaders of the student community at GVIC.
- are expected to model appropriate behaviour at all times.
- are to uphold the values/ethos of the School and to support the Staff in maintaining high standards.
- firmly and fairly guide the student community in upholding school rules.
- have a sense of responsibility and duty towards the school and its community.
- have a sense of responsibility for the students and pastoral care.
- participate in and encourage active involvement in school activities.
- work together as a team towards reinforcing School expectations.
- effectively communicate to the students at Assemblies and school events.
- aim to fulfill their academic requirements and balance the demands of students leadership with school work.
- mentor, guide and support younger student leaders in the school.

Qualities of a Student Leader

- Organisational skills – can plan and organize events and activities.
- Commitment - determination to uphold the values and traditions of the school
- Communication skills – can communicate effectively with staff and students
- Self-discipline and self-motivation – in regard to their work and other commitments
- Confident
- Punctual
- Cooperative
- Non-confrontational – both in speech and actions.
- Determination – does not give up when faced with challenges or obstacles.
- A desire to grow in the role as Prefect, and to develop leadership skills.

Considerations:

Prospective Prefects need to consider the above roles, responsibilities and personal qualities, and reflect on their ability to carry out the role effectively.

You also need to consider:

1. Your commitment to being a Prefect. DO you truly feel you would be a role model to other students, an ambassador for the School and be able to carry out the role throughout the year?
2. If you can follow through on the expectations of being a Prefect. Would you be able to ask your peers to behave appropriately, wear correct uniform, abstain from risky behaviours? Would you be able to act on evidence of inappropriate behaviour?
3. Can you manage your academic work and other activities effectively with the commitments associated with being a prefect? Do you have the self-discipline and self-motivation to ensure your academic work does not suffer?
4. Can you maintain the high standards expected of you throughout the year?
5. Will you feel comfortable, after some training, to speak publicly to students in either Assemblies or Class/Form meetings?
6. Are you able to be at school early to carry out an assigned Duty? Attend evening/weekend functions and other Prefect commitments when required?
7. Have you considered how your life at school would change if you were elected a Prefect?
8. Are you excited by the prospect of learning new skills and being a part of the Student Executive?

Roles and Responsibilities:

Each Prefect is expected to be a role model for the students. As such he/she is to uphold school rules, and support the School with respect, loyalty and commitment.

Prefects are expected to:

- Support the Islamic values/ethos of GVIC.
- Support the school community by attending events and activities involving students from GVIC.
- Assist Staff organising events/activities at the school – as hosts, in a supervisory role, in an administrative role, etc.
- Perform assigned duties (mornings and/or afternoons).
- Take an active role in supporting the uniform and behavioural expectations of the school.
- Meet once a fortnight as a Prefect Group.
- Take a personal, active interest in the year group. Each Prefect will be assigned to have particular responsibility to a year group.
- Initiate, organize, coordinate at least one major initiative during the year.
- Mentor and support younger students in the school through sport, the Arts or Co curricular activities.
- Attend an external event where GVIC students are competing/hosting.
- Develop strong link with Primary School Captains and students with positions of responsibility.

- Maintain a personal register/log of activities/involvement at the school in the capacity of Prefect.
- Evaluate individual performance as a Prefect, and participate in an evaluation process.

Expectations of a Prefect

- Maintain a strong academic record.
- Be an excellent role model, demonstrating exemplary conduct.
- Have an excellent attendance record.
- Be respected by students and staff members and vice versa.

The school recognises the contributions Prefects make to the school community and will support Prefects in their role. We acknowledge the demands placed on a final year student and aim to support Prefects as they develop leadership skills with a balance in maintaining academic focus.

SRC Projects

SRC projects include, but are not limited to the following:

- Sponsorship of an under privileged child
- Creating and maintenance of the school courtyard garden
- School Captain representing the school at the Constitutional Conference at Sydney Parliament House.
- Prayer monitoring
- Welfare assistance to students at GVIC (school scarves, sports pants, stationery)
- Hosting ANZAC ceremonies
- Hosting School assemblies
- Organising Harmony Day activities
- Organising lunch for Athletics Carnival
- Organising program for Islamic Dress Day
- Taking responsibility to write articles for school magazine
- Fundraising for victims of natural disaster

GVIC Merit Award System (Secondary)

Classroom Teacher Award (5 Points)

Attendance Award (10 Points)

Extra Curricular Award (10 Points)

- Achievement
- Outstanding academic achievement
- Academic improvement
- Exemplary behaviour
- Improved behaviour
- Classroom leadership
- Consistency

- Perfect attendance record
 - Minimal absences
- (Awarded Once per Term)*

- Achievement
- Leadership
- Student of the week
- SRC Award
- ISD Participation
- Offering assistance/help

Sports Award (10 Points)

- After school sports
- Outstanding achievement in athletics carnival
- School sport
- District
- Regional
- State
- National

Uniform Award (10 Points)

- Wearing the GVIC Uniform with pride
- (Awarded Once per term)*

Civics and Citizenship Award (15 Points)

- Citizenship
- Sportsmanship
- Ownership

PROGRESSION THROUGH POINTS ACCUMULATED:

100 Points – Positive note/phone call

200 Points – Acknowledgement in School Assembly

300 Points – Canteen Pass

400 Points – 2 x NRL Tickets

450 Points - Acknowledgement in School Newsletter

500 Points – Free of Charge School Organised Fun Day (For Example, Wet n Wild, A day at the Cinemas, etc.)

Welfare Award (20 Points)

- Exemplary Student

Sheikh's Award (25 Points)

- a student who is an exemplary Muslim in his/her everyday actions and follows the example of the Prophet. These students are peaceful, loving, hopeful, prophetic, creative and religious.

(Awarded Once per Year)

NOTES