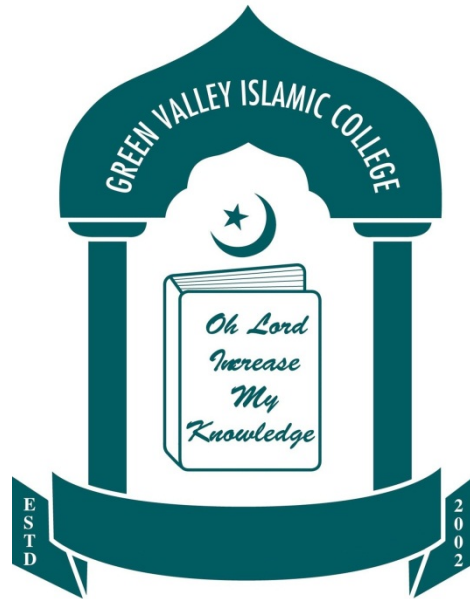


GREEN VALLEY ISLAMIC COLLEGE



Primary School Information Booklet 2020

264 Wilson Road, Green Valley NSW 2168

Phone: 02 8783 9188

Fax: 02 8783 9187

SCHOOL INFORMATION

Principal	Mr Riaaz Ali
Deputy Principal(Primary)	Mrs Samina Ali
Administration Staff	Ms Shana Chai, Ms Fauzia Aziz, Ms Naz Hussain, Ms Salma Shareen, Ms Safa Najem
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.

INFORMATION BOOKLET 2020

The information in this directory might prove useful to you during your child's schooling years at Green Valley Islamic College. It will help you to understand a little more about the way the school runs and the way the classes work. If you would like more information on these or other matters, please do not hesitate to contact the school. Please keep this directory in a safe place so that you are able to refer to it as necessary.

SCHOOL STARTS

For Kindergarten, Year 7, 11 and 12 students
For Years 1 to 6, Years 8, 9 and 10 students

Wednesday, 29th January 2020
Thursday, 30th January 2020

SCHOOL TERMS 2020

Term 1	Tuesday 28 th January 2020	-	Thursday 9 th April 2020
Term 2	Tuesday 28 th April 2020	-	Friday 3 rd July 2020
Term 3	Tuesday 20 th July 2020	-	Friday 25 th September 2020
Term 4	Monday 12 th October 2020	-	Friday 18 th December 2020

Please note that Pupil Free Days are informed through newsletters.

SCHOOL HOURS

Classes will commence at 8.15am and will finish at 3.20pm. Students will begin with DEAR or DEAW. All Students are expected to be in class at 8.15am. Students are required to be picked up from the school premises by 3.45pm. There is no supervision after this time.

OFFICE HOURS

The school administration office is open from 8:00am to 4:00pm Monday to Friday. You can call the school number on 8783 9188 for any queries that you may have.

SCHOOL FEES

The Primary School Fee is \$350.00 per Term. It must be paid within the first two weeks of the Term. Any extension of times must be applied for in writing to the Principal. Failure to pay school fees on time will result in cancellation of your child's enrolment for the following term.

TELEPHONE NUMBERS

Telephone numbers and email addresses are very important information for the school record system. Children can become ill at school or accidentally hurt themselves, and the school will have to contact the parents or an emergency contact number of a friend or relative. Therefore we ask that phone numbers are kept up to date with the office, including emergency phone numbers. If you change your address and/or phone numbers, this information should be reported to the office as soon as possible.

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 education activities which will produce good citizens imbued with Islamic spiritual values and knowledge of the Holy Quran.
- 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 that staff are actively engaged in their professional development and their welfare is enhanced by a supportive network.

- To encourage children to develop intellectually, physically, emotionally, socially, morally and spiritually, where they feel secure and happy.
- To develop in each child a sound character to live his/her life according to well defined moral values.

SCHOOL AIMS

The school aims to develop self-discipline in the students based upon the following:

- Respect and care for yourself and others
- Treat others as you would like to be treated
- Follow instructions from staff politely
- Be kind and courteous to others at all times
- Put rubbish in the bin, and keep the school tidy
- Be considerate to others
- Eat healthy food and exercise regularly
- Be well mannered
- Take pride in your work
- Respect the school
- Respect the property and other people's property
- Salaat is compulsory

SCHOOL RULES

- Children are to behave at all times whilst on school grounds, on excursions and when in the community
- Children are to enter and leave the school premises in an orderly and safe manner
- Children are to walk on the concrete
- Children are to play in a safe manner
- Children are to use acceptable language at all times
- Children are to be responsible for their own actions
- Children are to follow the teacher's instructions at all times
- Children are to respect school and other's property

CLASS RULES

- Class rules are to be determined by the class teachers and students
- Class rules will be written and displayed in the classroom for future references
- Children are to be aware of classroom rules and consequences for not obeying these.

Consequences:

Positive Rewards:

- Children may obtain rewards such as stickers and certificates for class achievements
- Children may visit another class to show their work achievement
- Children may be sent to the principal to acknowledge achievement. The Principal will reward and praise the child. For special achievement the child may receive a principal's certificate.

Rewards:

- If a child receives five class awards they will be entitled to a special achievement award which will be presented at the assembly.
- If a child receives three principal's certificates they will be entitled to receive a free treat from the school canteen.

We aim to focus on positive reinforcement and praise the children for their academic achievement and behaviour. Children will be rewarded either verbally or through certificates as often as we can. At the end of the term the children will receive a special treat if they have tried hard and have displayed good behaviour.

GRIEVANCE POLICY

The class teacher should be the first point of contact for students and/or parents.



If no resolution is reached the matter will be referred to the grade coordinator.



If no resolution is reached with the grade coordinator the matter will be referred to the Deputy Principal (Primary).



If no resolution is reached the matter is referred to the Principal.

ATTENDANCE

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 90% 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 class 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.

STUDENT ARRIVALS AND DEPARTURES

Students are required to arrive at school between 8.00am and 8.15am. No student is to be dropped off before this time as there is no supervision.

Kindergarten students must be picked up from the school hall by an adult or older sibling. Students will not be released unless this has occurred.

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 must go straight to class where they will be marked as partially absent.

Arrivals after 8.25am must report to the office with a parent to obtain a late note slip and hand it to his/her classroom teacher.

EARLY DEPARTURE NOTES

Parents are required to come to the office to sign an early leaver's note when picking up their children early. **No early leaver notes are given after 2.30pm.** Please try to make any out-of-school appointments after school hours as picking up children early disrupts the classroom.

LEAVE

The school discourages students going on leave as it affects their academic progress and under the 1990 Education Act students are expected to be at school on a daily basis. If leave is required, a leave application form needs to be collected from the office, filled out and returned for approval. Four weeks' notice is required and in the event of an emergency proof needs to be provided. The school reserves the right to reject leave applications.

CURRICULUM

The College has adopted the NESAs Curriculum which includes the 6 Key Learning Areas namely English, Mathematics, History/Geography, Science and Technology, PDHPE and CA.

- 10 hours of English
- 7 hours of Mathematics
- 2 hours of Geography and History
- 2 hours of Science and Technology
- 2 hours of Personal Development, Health and Physical Education
- 2 hours of Creative Arts

Apart from the NESAs Curricula we will also provide basic education in-

- Islamic Studies – This includes Imaaniyaat (Tawhid and Imaan), Ibaadaat (Tahaarah and Salah), Akhlaaq and Aadaab and Islamic History.
- Quranic Studies – Verses from the Holy Quran and their meanings.
- Prophet's Sunnah and Hadith

Through the above Curricula the College aims to provide students an Islamic Environment which will lead them to make choices and choose paths of goodness; develop Brotherhood and Sisterhood and become competent, caring and confident members of society with abilities to face and respond positively to new situations.

TEXT BOOKS AND EXERCISE BOOKS

Text books and exercise books are provided by the school up to Year 6. Students must keep them in good order and have them covered at the beginning of the year.

EXCURSIONS

Excursions are important and part of the Teaching programs. They occur once a term and are arranged by each grade. The studies in the classroom are brought to life by taking children to places like the zoo, museum, historical buildings, etc.

HOMEWORK

Homework is an integral part of learning and is designed to give additional practise on topics being covered in class. This will ensure consolidation of key skills.

- Homework is given to students as a booklet that outlines the week's tasks.
- Students will receive the booklet on a Monday for Years 1-6 and on a Friday for Kindergarten.

Homework will consist of:

- a) Spelling words
- b) Times tables
- c) An English and Mathematics activity each night
- d) Home readers or Premier's Reading Challenge book

ASSESSMENT POLICY

Report outcomes will be assessed through various ongoing assessments. The assessment tasks may take the form of:

- observations
- running records
- class work samples
- exams
- projects (individual or group)
- oral presentations

Assessment schedules will be sent home at the beginning of each Term. All assessment tasks must be students' own work (own sentences), no plagiarism. Students work will not be marked if students are absent on the day of an assessment. They are required to bring a medical certificate. If overseas, students will obtain a zero on the assessment.

DHUR PRAYER

Children will be involved in praying the Dhur prayer during their lunch break. It is very important that children have clean uniforms, underwear and socks. Please ensure that your child is wearing clean clothes and girls have a clean white scarf to perform prayers. Please provide a small prayer mat for your child to use.

LIBRARY VISITS

Students will visit the library on a weekly basis with their teacher to borrow books. All students are required to have a GVIC library bag which is available from the uniform shop. Library will be open from 8.00am to 4.00pm. Note: Before and after school visit is only for high school students.

AFTER SCHOOL ACTIVITIES

The school does provide after school activities in the form of After School Support Program. Siblings are to be picked up at the appropriate time and are not to be left on school grounds. Failure to pick up students on time will result in exclusion from the activity. All after school activities require exemplary behaviour. Students attending Saturday or holiday classes require full school uniform.

MONEY

On occasions, it will be necessary for your children to bring money to school (for lunch, excursions, etc). When sending money to school, please place it in a sealed envelope clearly marked with the child's name, class, the amount and the purpose.

STATIONERY

Please provide the following for your children:

HB Pencils, Coloured Pencils, Crayons, Sharpener, Glue Stick, Rubber, Document Folders, Wooden Ruler, A packet of Tissues, Pencil Case labelled with students name and class. These items in a pencil case must be brought to school each day. Borrowing from other students will not be allowed.

Also provide an old shirt or apron for painting classes. Also leave spare pants in the child's school bag for kindergarten children. Please ensure that all your children's belongings are properly labelled e.g. hats lunch box, plastic drink bottles, etc. A Library Bag is also compulsory and this can be bought from the School Uniform Shop.

GREEN VALLEY ISLAMIC COLLEGE IS A POSITIVE BEHAVIOUR SUPPORT SCHOOL(PBS)

PBS is consistent, school-wide system of support that helps define, teach and support appropriate student behaviour, creating a positive school environment. Our logo is ROCKS:

Respect

Ownership

Caring

Knowledge

Safety

ROCKS is explicitly taught, reinforced and implemented in classroom and non-classroom settings to create a positive school environment.

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 students in their current level and promoting students to a higher 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 level.

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 achieving an acceptable standard
2. Develop good work and organisational habits
3. Satisfactorily complete assigned work and Assessment tasks
4. Have acceptable attendance
5. Have acceptable behaviour

All decisions regarding non-promotion are communicated to parents in writing, who may either accept these as being in the best interest of the student or request an interview with the Primary Grade Coordinator and the Deputy Principal (Primary) according to school policy.

DISCIPLINE POLICY

Discipline is a process whereby students are seen to be striving towards responsible decision making in accordance with their level of development and conforming to the acceptable standards and values of home and school. These acceptable standards receive positive reinforcement.

This policy stresses the fact that students are responsible for their behaviour. The policy covers Rights and responsibilities, school playground rules, awards for good behaviour and the consequences of unacceptable behaviour.

AWARD SYSTEM

Green Valley Islamic College strives to encourage and motivate all students through various rewards.

School Awards

- Achievement Award
- Attendance Award = 2 achievement awards
- Homework Award = 2 achievement awards
- Respect and Kindness Award = 1 achievement award
- Uniform Award = 1 achievement award
- 5 Playground tokens = 1 achievement award
- 10 Spelling Awards = 1 achievement award
- 10 Prayer Awards = 1 achievement award

Special Events/Awards

- Honesty Award
- Public Speaking Award
- Writing Award
- Spelling Award

- Maths Award

MERIT AWARD SYSTEM FLOW DIAGRAM

Achievement Award: the class teacher awards this to any student deserving of recognition.

Attendance Trophy: This is awarded on Presentation Day for outstanding attendance for the whole academic year. Maximum of 3 days absence with medical certificate.

Merit Certificate: The Principal at the assembly awards this to any student who achieves 5 Achievement Awards.

Bronze Medal: The Principal at assembly awards this to any student who gains 5 Merit Awards

Silver Medal: The Principal at assembly awards this to any student who gains a further 5 Merit Certificates, after receiving the Bronze Medal

Gold Medal: The Principal at assembly awards this to any student who gains a further 5 Merit Certificates, after receiving the Silver Medal

School Badge: The Principal at assembly awards this to any student who gains a further 10 Merit Certificates, after receiving the Gold Medal

Bronze Goblet: The Principal at assembly awards this to any student who gains a further 10 Merit Certificates, after receiving the School Badge

Silver Goblet: The Principal at assembly awards this to any student who gains a further 10 Merit Certificates, after receiving the Bronze Goblet

Gold Goblet: The Principal at assembly awards this highest award to any student who gains a further 10 Merit Certificates, after receiving the Silver Goblet

PARENT – TEACHER RELATIONSHIPS

We believe that a good parent-teacher relationship is important for a School's success. There will be different types of communication such as notes, telephone calls, student diaries, newsletters, progress reports and parent-teacher conferences. We encourage you to call the school or send us a note when you have questions or concerns. We will then get back to you as soon as possible. If you wish to see one of the teachers, make an appointment through the office.

REPORTS AND PORTFOLIOS

Each term your child will receive their portfolio which will report on the learning outcomes that your child has achieved, as well as examples of their work and level of progression. It should be signed and returned to the class teacher. The portfolios are available from the class teacher. If your child does not receive their portfolio, you should contact the teacher or the office.

INTERVIEW WITH TEACHERS

Please do not hesitate to contact your child's teacher if you have queries about your child's development, work or behaviour. However, please make sure that these appointments are made through the office before school or after school. Speaking to teachers during class hours interrupts the classroom.

Parents will be advised in writing about the scheduled Parent-Teacher meetings.

PARENT INFORMATION SESSION

In Term 1 a parent information session will be held to provide parents with more detailed information about the year's curriculum, goals, expectations and tips on how to help their child. It is also an opportunity to meet the teachers.

NEWSLETTER

Our school newsletter is published twice a Term and when necessary to communicate important information to parents. Primary Newsletter Publication is once per Term. In addition to this, other notes are sent during the week such as reminders or excursion notes. The school newsletter also provides helpful hints on how to improve students' academic performance. Please read the newsletters and notes and take action if required.

SCHOOL UNIFORM

Green Valley Islamic College takes great pride in our uniform and we believe being in full school uniform demonstrates a student's commitment to being a positive member of the school community and enhances the good image of our College; therefore it is school policy that all students wear full school uniform, without any exception.

The school uniform is available for purchase from the Uniform Shop on Mondays from 8.00am to 9.30am or from:

- FAZ Uniforms, 15/364 Park Road, Regents Park, NSW 2143. Phone: 9644 7999. Online Shop: www.faz.com.au/uniformshop

Sports uniform must be worn only on sport's days and excursions. Haircuts must be blended in and one level. If students arrive with an inappropriate haircut, parents will be contacted and given a period or a few days to seek possible corrections. Students are expected to wear **GVIC green hats** when they are out playing. Plain black leather school shoes are a part of the uniform as well.

If for some reason an item of school uniform cannot be worn the student is required to have a note of explanation. There are consequences for students being out of uniform with no explanation.

Girls - Summer	Girls - Winter	Boys - Summer	Boys - Winter
School Uniform			
Green tunic	Green tunic	Green school shirt	Green school shirt
White shirt	White shirt	Green school pants	Green school pants
White socks	White/green stockings	White/grey socks	White/grey socks
Black leather shoes 	White socks	Black leather shoes 	Black leather shoes
3-6 White hijab	White hijab	School jumper/blazer	School jumper/vest/blazer
K-2 green hair bands/hair ties	White skivvy or undershirt		White skivvy or undershirt
School jumper/blazer	School jumper/vest/blazer		Green beanie
	Green neck scarf		Green scarf
Sports Uniform			
School track suit	School track suit	School track suit	School track suit
School polo shirt	School polo shirt	School polo shirt	School polo shirt
White socks	White skivvy/undershirt	White socks	White skivvy/undershirt
Sneakers 	White socks and Sneakers	Sneakers 	White socks and Sneakers

Girls in K-2 are not required to wear the hijab during the summer months. Green Valley Islamic College expects those students to wear their hair tied up neatly with green bands, ribbons or headband.

NO HAT NO PLAY POLICY

The school endorses a no hat no play policy. All students are to be wearing the GVIC green hats at recess, lunch, during sport activities and on excursions. Students who do not have hats will not be allowed to participate in any sporting events.

HAIR

Hair styles should be appropriate to the College setting. Haircuts must be blended in and one level. K-6 boys are expected to have short neat haircuts that are blended. No student is allowed to have the following haircuts:

- a) Shaved head
- b) Rat's tail
- c) Mullet
- d) A clear undercut
- e) Spike (no hair gel is allowed to create this style)
- f) Undercuts / steps

Please check your child's hair for head lice regularly. If head lice is found your child is required to stay home for 3 days.

LUNCH

The children will be eating during recess and lunch. The children can bring their lunch from home or buy from the canteen. Please pack healthy lunches for your children. Students are given 10 minutes at lunch time to eat in class. A healthy lunch is made up of:

- Fresh fruits
- Raw vegetables
- Sandwiches
- Pasta and Rice
- Reduced fat yoghurt, cheese and milk
- Dried fruit, rice cakes and popcorn
- Bottle of Water

Tuna and Egg sandwiches are also acceptable. Food such as nuts, nutella and peanut butter is banned due to students with allergies. Sports drinks such as Gatorade, Powerade and Staminade etc are not to be brought to school.

CANTEEN

The school canteen operates five days a week. Lunches and a variety of refreshments can be obtained from the school canteen. If you would like your child to order lunch, please write his/her name on a paper bag with the class and lunch order, containing the correct money. This is to be given to the class teacher in the morning.

LOST PROPERTY

All items of clothing should be named. This is because named clothing can be returned to the child. Unnamed clothing will be kept in the office area for a while and then given away to charity.

VACCINATIONS AND BIRTH CERTIFICATES

Proof of immunisation and child's birth certificate is to be provided to the school at the time of enrolment. They will be photocopied and returned to you. If you haven't already given in these documents to the office, please do so immediately.

MEDICATION

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

Students who have a chronic medical condition and are on daily medication are required to bring their medication in a weekly medication box clearly labelled with their name and class. The medication is to be kept in the office however it is not the office staffs' responsibility to remind the student to take their medication. This does not include panadol, cough syrup and antibiotics.

Asthmatics are required to have their medication in their bags or on them at all times. Another one is to be kept in the office clearly labelled with their name and class for emergencies.

SELLING ON PREMISES

Under no circumstances are parents to sell items on the school grounds.

PARKING AND SPEED ZONES

The safety of our children is our primary concern. Please make sure that you park appropriately and keep to a speed limit of 5km/hour in the school car parks. Also, the school grounds and car parks are non-smoking zones. All parents should vacate the school grounds and car park immediately after dropping off their children. Parking or waiting is not allowed in the Drop – off Zone. Please note all children after 3.45pm will be in undercover B area.

When exiting the car park, there is a **NO RIGHT TURN** onto Wilson Road. Also, there are several **NO STOPPING** signs at the front of the school. Please follow these rules to avoid accidents and possibly hefty fines. Council Rangers and Police patrol the area. The front car park gates will be locked after 8:25am each morning.

ITEMS NOT PERMITTED AT THE COLLEGE

- Chewing Gum
- Nail Polish
- Jewellery
- Makeup
- Liquid Paper
- Marker Pens
- Expensive Toys
- Mobile Phones
- Electronic Games
- Anything larger than Tennis Balls are not permitted (eg, basketballs, soccer balls, footballs etc)