

P A R E N T - S T U D E N T  
H A N D B O O K

# AL-AMEEN COLLEGE

2023



57 Southgate Rd Langford WA 6147  
(T) 08 94585206 (F) 08 92585661  
(E): [admin@alameencollege.wa.edu.au](mailto:admin@alameencollege.wa.edu.au)  
[www.alameencollege.wa.edu.au](http://www.alameencollege.wa.edu.au)

## TABLE OF CONTENTS

TABLE OF CONTENTS .....	2
WELCOME .....	4
VISION .....	4
MISSION .....	4
VALUES .....	4
STRATEGIC OVERVIEW .....	5
HISTORY .....	6
TERM DATES 2023.....	6
HOURS OF INSTRUCTION.....	7
SEQTA ENGAGE .....	7
TERM PLANNER.....	8
TEST AND ASSESSMENT SCHEDULES .....	8
ATTENDANCE AND ABSENCE .....	8
NON-ATTENDANCE ON TEST AND EXAMINATION DATES.....	9
EARLY DEPARTURE .....	9
APPOINTMENTS.....	10
PHONE MESSAGES .....	10
VISITORS.....	10
MEDICAL CONDITIONS.....	11
ILLNESS AND DISEASES.....	11
STUDENT CODE OF CONDUCT .....	13
PLAYGROUND RULES .....	14
MOBILE PHONES, IPODS, SMART WATCHES & OTHER GAMING DEVICES .....	14
JEWELLERY AND MAKE-UP .....	15
UNIFORM.....	15
HATS.....	17
DISCIPLINE.....	18
BREACH OF ENROLMENT CONDITIONS.....	19
CHANGE OF CONTACT DETAILS.....	20
DENTAL SERVICE.....	20
NUTS AND NUT PRODUCTS.....	20
LOST PROPERTY.....	20
PARENT & VISITOR PARKING.....	21
COLLEGE FEES.....	21

CANTEEN..... 22  
REPORTS..... 22  
TESTS & ASSESSMENTS..... 23  
EXCURSION & CAMPS..... 25  
COMPLAINTS..... 26  
REVIEW HISTORY..... 27



## WELCOME

Your guide to understanding the requirements for success



This handbook is designed to be a handy reference guide for parents and students. It covers expectations, general College rules, uniform, fees, reports and much more. Please take some time to familiarise yourself with the contents of this handbook and feel free to contact the College for clarification.

## VISION

To be a world-class school providing a holistic education with a unique culture and community by honouring our Islamic identity.

## MISSION

Guided by our Islamic traditions we work in partnership with families enabling students to flourish and become compassionate and successful future leaders.

## VALUES

### Al-Ameen College School Values



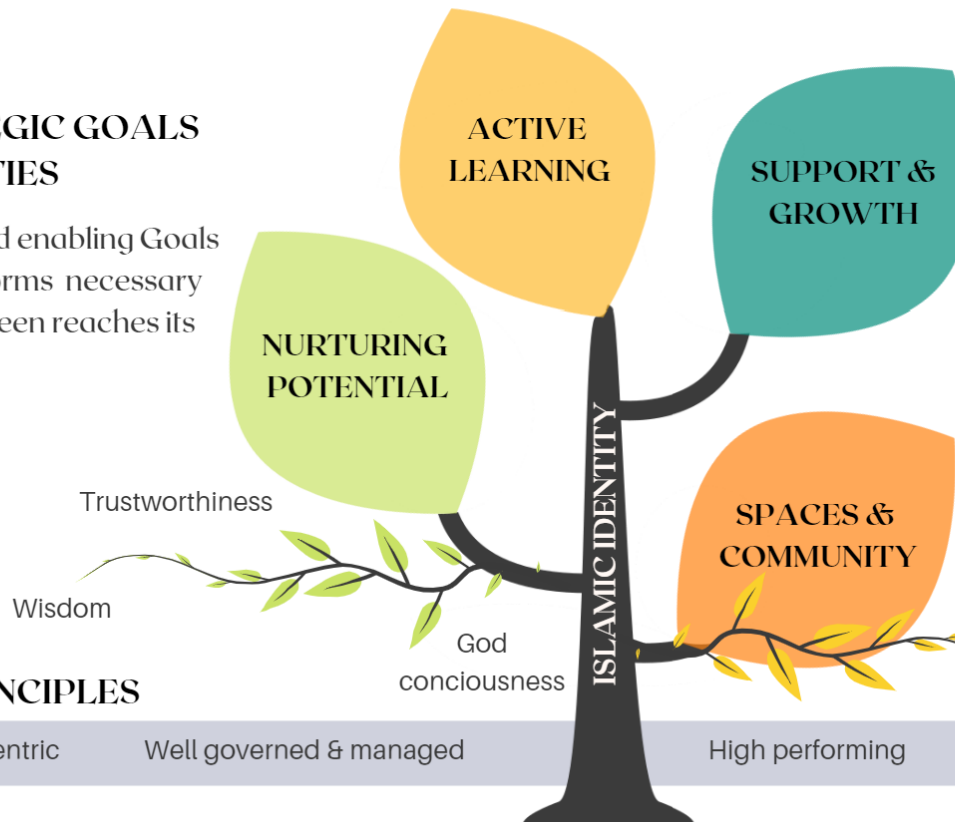


# NURTURING FUTURE LEADERS

## STRATEGIC OVERVIEW 2022-2026

### OUR STRATEGIC GOALS AND PRIORITIES

Five strategic and enabling Goals will drive the reforms necessary to ensure Al-Ameen reaches its full potential.



### VISION

To be a world-class school providing a holistic education with a unique culture and community by honouring our Islamic identity

### MISSION

Guided by our Islamic traditions we work in partnership with families enabling students to flourish and become compassionate and successful future leaders

### VALUES

Enduring Resistance  
Altruism

### GUIDING PRINCIPLES

Student & family-centric    Well governed & managed    High performing    Collaborative & accountable    Evidence led

## HISTORY



*Planning your success together*

Al-Ameen College was established in 2004 to provide a high-quality secular and religious education in an Islamic environment, thus enabling students to succeed in a constantly changing world. Al-Ameen College is governed by an Independent Board of Governors who are committed to providing educational facilities to all Australian Muslims in order to enable Muslim children to gain the highest level of secular and religious education within an Islamic environment so as to equip them with knowledge and values to take their rightful place as productive and respectful citizens of the Australian society.

## TERM DATES 2023

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### National & Islamic Holidays

6 Mar	Labour Day
7 Apr	Good Friday
24 Apr	Eid ul Fitr
25 Apr	Anzac Day
5 Jun	WA Day

29 Jun	Eid ul Adha [STMS]
30 Jun	Eid ul Adha [STMS]

### Pupil Free Days

27 Jan	T1 Pupil Free Day
30 Jan	T1 Pupil Free Day
2 Jun	T2 Pupil Free Day
22 Sep	T3 Pupil Free Day
2 Oct	T4 Pupil Free Day

### Term Dates

Term 1	31 Jan - Thu 6 Apr
Term 2	26 April - 30 Jun
Term 3	17 July - 21 Sep
Term 4	2 Oct - 7 Dec

### Days

## HOURS OF INSTRUCTION

**Drop-Off:** Please ensure that your child arrives at school by 8.20am for an 8.25am start. The College starts with a morning assembly and lessons commence at 8:30am sharp every day.

Pick-Up:

### **Kindergarten Times (Monday – Thursday)**

- Term 1 - Week 1 to Week 4: 08.20am – 12.00pm
- Week 5 onwards: 8.20am – 2.40pm
- Term 2 onwards - 8.20am – 2.40pm

### **Pre-Primary Times**

- 08.20am – 2.50pm

### **Year 1 to year 12 Times**

- 08.20am – 3.00pm

Please ensure that your child is picked up promptly in the afternoon. If for some urgent reason you are late to collect your child, you must notify the College administration immediately. Whilst our administration staff do hold Working with Children Check cards, they are not trained childcare workers and therefore, supervision cannot be assured after 3:30pm.

## SEQTA ENGAGE

SEQTA Engage is a dedicated parent portal. SEQTA Engage involves parents and carers in their child's education without additional burden on teachers. This parent portal can be accessed from any device via either the web portal or the dedicated SEQTA Engage app.

Parents have better visibility across their child's whole school life, including:

- Lesson information
- Homework
- Reports and teacher feedback
- Timetables
- Notices
- Attendance and wellbeing information
- Key school documents
- All assessment and feedback data

## TERM PLANNER

The term planner is available on SEQTA Engage at the beginning of each term to inform parents of upcoming events planned for that term. Public holidays, special assemblies and external competitions such as UNSW tests and Australian Mathematics Competition are also included in the term planner.

## TEST AND ASSESSMENT SCHEDULES

Test and Assessment schedules are also available on SEQTA Engage at the beginning of each term. The Test and Assessment schedule indicates students' test dates, assignment/homework deadlines and examination dates.

## ATTENDANCE AND ABSENCE

**Attendance:** The College monitors attendance daily and it reports students' absences to parents via SMS. Regular attendance helps your child make the most of his/her educational experience. It also prepares them for the future.

Division 3 of the School Education Act 1999 states attendance requirements.

23. (1) A student must on the days on which the College is open for instruction either:

- (i) "attend the school at which he or she is enrolled; or
- (ii) otherwise, participate in an educational program of the school whether at the school or elsewhere as required by the Principal".

Therefore, students must attend on school days, except where there is a reasonable excuse. This may include illness or any other reasonable cause.

**Short Term Absences:** Parents or Guardians must notify the college by replying to the absent notification received from the College in the morning and provide a reason for their child's absence.

**Long Term Absences:** If your child is absent for an extended period of time throughout a term, the College must be informed in writing of the duration and reason. **A leave form needs to be completed.**

If your child is not attending the first day/s of term one at the beginning of the year or at the beginning of a new term due to an extended holiday or any other reason, the Principal must be informed in writing, with an estimated date of your child's return to school. Failure to comply may result in the termination of your child's enrolment.



## NON-ATTENDANCE ON TEST AND EXAMINATION DATES

**Year 1-6 Medical Certificate Required:** If your child is not fit to sit for his/her tests and exams due to illness, you must provide the College with a medical certificate in order for your child to sit for the missed exams or tests at a later date. If your child is frequently absent from sitting for his/her term tests, exams and/or misses the assessment due dates, the medical certificate must state the medical condition that results in frequent absences from the College.

**Year 7-9 Medical Certificate required:** Students who miss out on the day of an assessment or are absent when an assessment is due for submission, must show evidence of a medical certificate for the days in which they are not present. Students WILL NOT be eligible to sit the missed task however they will be exempted from the task without an academic penalty.

**Year 10-12 Misadventure/sickness form:** A student in years 10-12 must complete a sickness/misadventure form available from the office for any missed task. It is upto the teacher to update the assessment outline and decide if a different assessment can be given as a replacement. Otherwise the student is exempted from the task as per school and WACE assessment policy/requirements.

## EARLY DEPARTURE

If you are collecting your child from the College before the end of the day, you are required to:

- **Inform the College:** First call or submit an electronic request to the College and inform administration of your intention to collect your child early and report to the administration office on arrival. The administration staff will contact the teacher concerned, who will make arrangements for your child to come to the office. Under no circumstances are parents permitted to directly approach classrooms to collect their child.
- **Sign Your Child Out:** Once your child arrives at the office, you then sign your child out. This important procedure helps the College keep track of students in case of an emergency and satisfies legal requirements for Duty of Care.
- **Leaving School Grounds-Permission Required:** For safety reasons, Primary students are not permitted to leave the College premises for any reason during the school day. If Primary students are to leave the College early, they must be accompanied by a parent/guardian or a responsible adult as advised by the parent/guardian. High School students may be permitted to leave College grounds with a note from their parent/guardian and permission from the Principal. A call will be made to parents to confirm the written permission provided. Senior High School

students may, after the completion of their semester examination, be permitted to leave early without being accompanied by their parent however, parents must request for an early departure in writing. Early departure request forms are made available prior to the examination period.

## APPOINTMENTS

**Call the College:** You are welcome to meet and speak with our Teachers, the Principal, the Assistants Principals, the Business Manager, or members of the Accounts Team, regarding the academic and/or pastoral welfare of your child. Simply ring the College on (08) 94585206 and request an appointment with the concerned staff.

**After 3.00pm Preferred:** Please note that our teachers are teaching throughout the day, and depending on their availability, there may be a waiting period before you can meet with them. The best time to meet teachers is after 3:00pm. On-the-spot meetings will not be available without prior arrangement with the teacher or staff member.

## PHONE MESSAGES

**Urgent Messages:** As the administration staff are often busy, they may only take a phone message to your child in an emergency. For any other non-urgent matter, please contact Administration staff who will make arrangements to address your matter with the respective teacher.

## VISITORS

**Must Report to Admin:** Visitors must report directly to the administration office upon arrival, and they are required to sign in. A Visitor's Pass will then be issued before they are permitted to proceed into other areas of the College. They are expected to comply with the College's rules and policies at all times.

**College Can Refuse Entry:** The College reserves its right to refuse entry to anyone it sees as a threat to its staff, students, environment, and the community.

## MEDICAL CONDITIONS

**Imperative to Notify the College:** It is imperative to keep the College informed of all medical/health condition/s that your child may have, as the College needs to ensure that there is a management plan and resources are available for treatment as required.

**Asthma:** In order for the College to manage students with Asthma, an integral part is the development of a written asthma action plan by their parents and family medical practitioner. An asthma action plan will assist the College recognize worsening asthma and take appropriate actions as required. Parents are required to provide an Asthma action plan to the College and to their child's teacher.

**Nut and Other Allergies:** The College must be informed of nut and all other allergies that your child has and provide any treatment plans that have been issued by your medical practitioner.

**Anaphylaxis:** This is a potentially life threatening, severe allergic reaction and needs to be treated as a medical emergency. Not all students with allergies are at risk of anaphylaxis. If your child is anaphylactic, you must notify the College and the class teacher. In addition, you are required to provide a plan of action if provided by your medical practitioner

**Administering Medication During School Hours:** Our staff are not medically trained to administer medication to students. If for some reason your child is required to take medication during the school day and you require the class teacher to administer it, you must put the request and grant your permission in writing. In such cases, you must provide clear instructions, preferably from the prescribing doctor, on how to administer the medication correctly. If a student, especially High School student, can self-medicate, then he or she is required to keep his/her medication in a secure place, such as the administration office.

Please note that for legal and health reasons, the College and its staff reserve the right to refuse a parent's request to administer medication/s to students.

## ILLNESS AND DISEASES

**Must Stay Home:** Parents are strongly encouraged to keep their child at home if he/she is unwell (e.g., fever, coughing, cold, flu, runny nose, breathing problems etc.), in order to stop the illness from spreading to other students and staff. In cases of highly infectious diseases

such as coronavirus, measles, and whooping cough, you must ensure that your child stays at home during the exclusion and recovery period. A clearance letter from your GP is required before your child is permitted to return to the College.

Some of the viruses, conditions and diseases that require exclusion/absence from the College include:

- COVID-19 – to be excluded for a minimum of fourteen days and only permitted to return to the College with a doctor's letter. Coronaviruses are a large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases. COVID-19 is the disease caused by a new coronavirus. Some of the symptoms are fever, dry cough, difficulty breathing, chest pains and tiredness
- Head Lice – Please refer to the College's letter in the appendices. Head lice are infectious and difficult to control if not treated immediately on detection. If a child has been identified as having lice, parents will be notified. It is strongly recommended you treat your child's hair using a procedure recommended by a chemist or doctor. Parents are required to check and ensure their children's hair is free from head lice before returning to the College. Please contact the Health Department WA for further information and treatment options.
- Chicken Pox – to be excluded for two days before rash appears until sores have formed crusts.
- Mumps – to be excluded for nine days after the onset of symptoms, in consultation with Public Health staff.
- Measles – to be excluded for four days after the onset of symptoms, in consultation with Public Health staff.
- Rubella – to exclude for four days after the onset of symptoms.
- Whooping Cough or Pertussis – to be excluded for fourteen days from the onset of cough or for five days after the antibiotic treatment commences.
- Impetigo – to be excluded for 24 hours after antibiotic treatment commences. Lesions on exposed skin surfaces should be covered with a waterproof dressing.
- Ringworm – to be excluded until the person has received anti-fungal treatment for 24 hours.
- Scabies – to be excluded until the day after treatment has commenced.
- Conjunctivitis – to be excluded until discharge from eyes has ceased.
- Diarrhea – to be excluded until diarrhea has ceased.
- Hepatitis A – to be excluded for fourteen days after the onset of illness (if not jaundiced) or seven days after jaundice appears.

- Meningococcal Disease – to be excluded until the antibiotic treatment is completed.
- And all other notifiable diseases according to State and Federal Legislation.

More information can be found at the Government of Western Australia Department of Health website: <http://www.public.health.wa.gov.au/cproot/471/2/2101%20GUIDE.pdf>

## STUDENT CODE OF CONDUCT

At Al-Ameen College, we expect students to be courteous to teachers, parents, visitors, and their peers at all times and abide by all College's rules and policies. Students:

- must wear clean well-presented full uniform every day
- must be punctual in the morning and to class
- must be serious about learning and not be disruptive in class. Disruptive behavior hinders the learning process and will not be tolerated. Parents need to ensure that their child understands why he/she is being sent to school and encourage him/her to embrace a correct and positive attitude towards learning
- must endeavor to be truthful and honest at all times
- show respect to all by speaking politely and display good mannerisms
- should treat others with kindness as they wish to be treated themselves.



Unacceptable behaviors include (but not limited to):

- bullying (physical or cyber)
- fighting
- play fighting
- enticing others to fight
- being disruptive in class
- teasing (including racial remarks)
- threatening students
- aggression and/or assault (including attempts of assault)
- backbiting and gossiping
- inappropriate, abusive, or racist language towards staff or other students
- insolence
- truancy
- late to College /class without a valid reason

- unexplained absence from class
- not following instructions
- intimidation of staff and students
- transgression.

Personal hygiene:

- Clean hair cut for boys no designs or styles
- School attire to be clean well-presented with no rips, slits, or tears
- Girls scarf to be clean and worn in a neat and correct manner covering hair and neck. Scarves are not to be worn free flowing.
- Nails are to be kept short and clean.

## PLAYGROUND RULES

When students play outside especially on the playgrounds and/or the oval during recess and lunch, students must:

- wear a hat at all times (the 'NO HAT NO PLAY' policy is enforced throughout the year)
- treat others with courtesy
- always display acceptable and good mannerisms
- listen carefully and follow all instructions
- respect one's own and others' belongings
- seek teachers' permission to leave the play area
- not to play roughly
- use equipment appropriately
- walk on designated pathways and not cut across gardens
- line up quietly upon hearing the siren
- report all problems to the teacher/s on duty.

## MOBILE PHONES, IPODS, SMART WATCHES & OTHER GAMING DEVICES

The use of mobile phones, iPods, smart watches and other gaming devices is disruptive to the learning environment of students and therefore, not permitted at any time during school hours.

***Use of Cameras Not Permitted:*** Under no circumstances are built-in cameras on mobile phones or any other type of cameras to be used on College premises without the express permission of the Principal.

**Disciplinary Actions:** Disciplinary action (and possibly legal action) may be taken against a student who films or photographs other individuals without their consent; or uploads these films or photographs to the internet (social media); or sends harassing, threatening or derogatory messages to staff or students. It is a crime to film any person without their consent. When a student is found to misuse any electronic device and breach the College rules, the electronic item will be confiscated for the following time periods:

1<sup>st</sup> offence – item will be confiscated for one full day

2<sup>nd</sup> offence – item will be confiscated for three days

3<sup>rd</sup> offence – item will be confiscated for one week

Misconduct forms will be issued for all breaches and entered into SEQTA. Email notifications will be sent to parents. After the confiscation period, parents are requested to collect the confiscated item from the administration office. Parents may be asked to see the Principal or their representative upon collection. The following highlights the consequences of using a mobile phone without official parent consent letter.

## JEWELLERY AND MAKE-UP

Students are not permitted to wear any form of jewellery to the College. It may pose unwanted risk of injury to your child or to other students. More is detailed below:

- only a wristwatch is permitted for boys and girls
- earrings are only permitted for girls in the first hole of the ear in case of multiple piercings
- no body piercing on visible parts of the body, e.g. nose piercings
- earrings are strictly not permitted for boys
- no chains or bracelets
- no nail polish and no fake nails
- only one ring of minimal design and size can be worn by girls
- no visible make-up, is allowed for girls
- no colored contact lenses.

## UNIFORM

The College uniform plays a vital role in establishing community identity and contributes to the promotion of Islamic values and the ethos of the College. Therefore, students must be mindful of the way they present themselves with respect to the College uniform.

- ***Students Must Wear Full Uniform Every Day:*** Students are expected to wear the College uniform every day, including to and from the College and while attending College activities and other out-of-College excursions. The uniform is to be in good condition and neatly ironed. Students are encouraged to be responsible for the maintenance of their uniform under their parents' supervision. Parents are asked to ensure that their child has sufficient changes of uniform, especially during winter and rainy seasons. Scarves are part of the school uniform. Girl's scarves must be 2-piece navy hijabs, worn in a neat, clean, and correct manner, non-free flowing and covering hair and neck. Winter jumpers must be purchased from the uniform shop.
- ***High School Students must wear the uniform as purchased from the uniform shop.*** No substitutes or alternatives will be accepted. No mixing of the new uniform with old uniform will be accepted. Please see the appendix for pictures of the uniform.

***Consequences of Not Wearing Full Uniform:*** Students will be sent to the administration office and parents will be contacted if they are not wearing full uniform. Parents must supply the correct uniform or grant permission to their children to purchase a new uniform.

Misconduct forms may be issued to students on repeated offences.

***Uniform Shop:*** The uniform shop operates once a week on Mondays between 8:00am – 4:15pm. An appointment is required to visit the Uniform Shop and may be scheduled via <https://calendly.com/tudoruniforms/al-ameenuniforms>. Refunds and returns may only be permitted if goods are not used, in their original packaging, and returned in a good condition within 14 days of purchase.

## **High School Boys**





School Uniform  
(short sleeve)

School Uniform  
(long sleeve)

Winter School Uniform  
Soft Shell Hooded Jacket



Summer Sports Uniform  
(short sleeve)

Winter Sports Uniform  
(long sleeve)

Summer Sports Uniform  
Light Sports Jacket

### High School Girls



School Uniform Blazer  
(Compulsory for females)

School Uniform

Sports Uniform

Summer Sports Uniform  
(Light Jacket)

Winter Uniform  
Soft Shell Hooded Jacket  
(Wet weather only)

### HATS

The 'No Hat No Play' policy is in place throughout the year. Parents are requested to ensure that their child has his/her hat which must be worn for all outdoor activities. Students with no

hats will be requested to play in undercover areas. Parents will be contacted if students are not abiding by school policy.

SunSmart recommends hats that provide good shade to the face, back of the neck, eyes, and ears when in the sun, **broad-brimmed**, **bucket** and **legionnaire** hats provide satisfactory UV radiation protection. Caps offer little protection to the head and face and are therefore not recommended as school hats.

## DISCIPLINE

Al-Ameen College is to provide a safe, caring, and orderly learning environment where the rights of all students to learn and all teachers to teach are respected. A student's behavior should not interfere with a teacher's right to teach nor should it disrupt another students' right to learn. According to Standard 12: (Management of Students' Behavior) of the Standards for Non-Government Colleges:

- All students receive positive guidance and encouragement towards acceptable behavior and are given opportunities to interact and develop respectful and positive relationships with each other and with staff members and volunteers.
- The school explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment as defined and provides clear guidance to all members of the school community about what forms of behavior management, discipline or punishment are permitted.
- The administration of permitted forms of behavior management, discipline or punishment conforms to the rules of procedural fairness and non-discrimination.

Parents are requested to familiarise themselves with the College's views on discipline and communicate these to their children. The College places great importance on student conduct within its premises, and more especially during lessons. It is the College's policy to ensure that there is productive learning at all times. Parents of disruptive students will be notified and requested to address their child's behavioral issue/s before they return to College. We believe that the support from parents is crucial for effective behavior management. Parents & Students are required to review the Al-Ameen College Student Code of Conduct & Discipline Policies which outline the expected behavior and the consequences for infractions of the expected behavior at the College.

Teachers will establish within their classrooms a behavior management plan early in the year, so as to ensure that students are aware of the simple rules established to promote academic and social development. The College has established policies, on health and

safety, bullying, complaints, child protection, and emergency management, to name a few. These policies are there to protect your child and to guide the actions of teachers and other employees of the College.

The College takes a very serious view of any breach of its Positive Behavior Policy. If a student is found to misbehave, disciplinary measures will be taken as the College sees fit, and in accordance with school policy.

The Principal holds the right to override these policies and procedures and make a final decision based on the nature and severity of the misconduct when there has been a serious breach of college rules, serious disobedience, or severe misconduct.

## **BREACH OF ENROLMENT CONDITIONS**

Students may be suspended from school for serious misdemeanors and be placed on contract which may affect their enrolment at the College. The steps are:

- Received a caution letter
- Received a warning letter
- Final contract
- Expulsion from school

Among the more serious violations are the following:

- Bullying / Cyber Bullying
- Using profane, obscene, or ethnically offensive language
- Possessing pornographic material
- Theft (from another student or from the school)
- Gambling on school grounds
- Threatening the safety of another student or staff member
- Fighting with another student or staff member
- Assaulting a student or staff member
- Vandalising
- Taking unauthorised videos or pictures of staff, students, or parents in school
- Indecent exposure
- Smoking, vaping, selling or distributing vapes, smokes, or illicit substances

The Principal holds the right to override these policies and procedures and make a final decision based on the nature and severity of the misconduct when there has been a serious breach of college rules, serious disobedience, or severe misconduct.

The College can refuse to re-enrol a student if he/she poses a risk to the safety or wellbeing of other students and staff. If the Principal believes that the re-enrolment of a student poses an unacceptable risk to the safety or wellbeing of the school community, they may take a decision not to re-enrol the student(s).

## CHANGE OF CONTACT DETAILS

Prompt communications with you about your child is possible only if your details are kept up to date on our records.

**Immediate Update Required:** If you change your postal address, phone number/s or any other details please notify the administration staff immediately. You can do so by calling the College or via email or in person.

**Temporary Residents:** Temporary residents are required to keep the College informed of their residency status and all visa changes.

## DENTAL SERVICE

**Contact Details:** The College's Dental Service program provides general and preventative dental care for students from Pre-primary to Year 11. If you require dental service for your child, please ring the Mt Henry Dental Clinic on 93130552 to arrange an appointment.

## NUTS AND NUT PRODUCTS

**Nut Free School:** Nuts and nut products are not permitted in the College.

## LOST PROPERTY

**Label All Items:** You can make enquiries about your child's lost property directly with the administration staff. Responsibility cannot be taken for lost property and all items should be clearly labeled with your child's name on it (such as stationery, lunch boxes, uniform, College bag and books).

We suggest that only enough money to meet a child's expense at the canteen or for purchase of uniform should be brought to school. Entrusting your child with large sums of money to pay school fees is strictly discouraged.

## PARENT & VISITOR PARKING

**Parent & Visitor Car Park:** Parking is provided for parent and visitors at the Main Car Park which is located on Osten Drive. There is also parking along Jamaica Crossing and Norbury Way (verge parking). Please observe the speed limit and other parking signs as these are provided for safety reasons. Please be informed that the Council Ranger and WA Traffic Police make spontaneous checks and issue spot fines regularly.

While the main car park is open during the day, the pedestrian gate used to enter the College premises will be closed between 9:00am to 2:55pm on College days. If you need to come to the College between these hours, please park your vehicle in the main car park and make your way to the pedestrian gate from where you can buzz the Administration office to let you enter.

**Staff Car Park:** Please do not use the Southgate Road Staff Car Park. This is a restricted area and only to be used by College staff.

## COLLEGE FEES

**Compulsory:** The College revises its fees on a yearly basis to provide for rising costs of resources and operations of the College. Al-Ameen College is an independent, non-government community-based College, and as such receives some government contributions in the form of grants. However, we rely largely on fees collected from parents to cover the additional costs of providing quality education to our students. Fees enable us to provide better resources, programs and to employ the best teachers available.

**Prompt Payment Required:** Invoices are usually issued during the College break before the start of each term. This should provide parents with adequate time for ensuring prompt payment of fees. 'Statements of Account' are also issued, when necessary, to remind parents of their obligation.

In order to run the College in an efficient and effective manner, the College requests that payments of fees are made promptly.

**Payment Plans Available:** If you are unable to meet the given due date, please immediately contact our Accounts team or the Business Manager through the administration office. Payment plans and Centrelink deductions are also available upon request. Where it sees fit, the College reserves its right to place suspensions on its students for non-payment of fees.

A sample of the 'Fee Structure' is included in the addendum section of this handbook.

## CANTEEN

**Halal Menu:** Our College canteen 'The Crunch & Munch Lunchbox' is proudly run by the P&F Association and parent volunteers. It strives to provide healthy and halal food to our College community.

**Days of Operation:** The canteen operates on Monday-Friday during recess and lunch. The food and drinks are reasonably priced, and a copy of the Lunch Menu is usually sent home with your child at the beginning of summer and winter.

**Volunteers Welcome:** Parent volunteers are always welcome to assist our P&F in the canteen. If you wish to volunteer, please leave your name, and contact details at the administration office. You are required to hold the Working with Children Check card. Forms are available from your local post office and the administration office.

## REPORTS

In general, the College communicates with parents regarding their children via SMS, emails, phone calls, through letters/memos, face to face interviews during Parent-Teacher meetings, via appointments and through academic reports.

Parents can expect to receive the following reports throughout the year:

- Interim reports (issued for High School students only, at the end of Term 1 and Term 3)
- Semester reports (issued for all students, at the end of Term 2 and Term 4)
- Others – e.g. NAPLAN (available in Semester 2), UNSW test results, Australian Mathematics Competition results.

If you have any concerns or questions about your child's progress, please make an appointment with the administration office to see the class/subject teacher.

## TESTS & ASSESSMENTS

### 1. Overview

Assessment assists teachers and Colleges in:

- monitoring the progress of students and diagnosing learning difficulties
- providing feedback to students on how they may improve their achievement
- adjusting programs to ensure all students have the opportunity to achieve the intended outcomes
- developing subsequent learning programs
- reporting student achievement to parents
- whole- College and system planning, reporting and accountability procedures.

Assessment procedures must therefore be fair, valid, and reliable.

### 2. Student responsibilities

It is the student's responsibility to:

- complete the prescribed work requirements in each course by the due date
- maintain a good record of attendance, conduct and progress (a student who is absent for five periods/days or more per term is deemed to be at risk)
- initiate contact with teachers concerning absence from class, missed assessments, extension
- requests and other issues pertaining to assessment.
- maintain a folio of evidence for each course studied and to make it available whenever it is required (Yr. 11 &12)

### 3. Staff responsibilities

It is the responsibility of the teaching staff to:

- develop a teaching/learning program that adheres to current SCASA guidelines
- provide students with a course outline and scheme of assessment at the commencement of the year/term
- ensure that assessments are fair, valid, and reliable
- maintain accurate records of student achievement and assessment
- meet College and external time frames for assessment and reporting
- inform students and parents of academic progress as appropriate.

### 4. Non-submission of assessments

(a) General

If an adjustment to a deadline is necessary, it will be made in close consultation with all students and clearly publicized. It is essential that these deadlines be met. It is a teacher's responsibility to manage the assessment schedule. It is a student's responsibility to submit assessments by the published deadline. Parents/guardians will be notified in cases where concern for a student's progress emerges.

#### (b) Extensions

Generally, **it will not be possible** for students to seek an extension for submission of assessments (unless they are ill or there are exceptional circumstances). Extensions need to be negotiated by the student with respective teachers.

In cases where work is not submitted on time, a penalty of 10% reduction in marks (per day) may apply.

Extensions may be given at the discretion of the teacher in cases of illness or significant personal problems. If there is a prior commitment, such as soccer or an excursion, the work must be submitted prior to the published deadline. If a student does not apply for or receive an extension, then the consequences will be the same as for missed work when there is no satisfactory explanation of an absence.

### 5. Examinations

#### (a) Regulations

When attending examinations, students must adhere to the regulations that pertain to that examination.

Regulations will be issued with the examination timetable. Infringement will result in a penalty as stated on the examination Regulations.

#### (b) Attendance

Students must attend scheduled examinations. In exceptional circumstances, special alternative arrangements may be negotiated through the Principal prior to the examination date. Participating in family holidays will not be accepted as an exceptional circumstance.

### 6. Cheating, collusion and plagiarism

Students shown to have cheated in assessed work or in examinations will not have that work accepted as valid evidence of their achievement. Collusion is when a student submits evidence that is not his or her own work for assessment. Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so (a work is



essentially copied). This applies to material found on websites. If work that is not the original product of that student is submitted for assessment, it will not be accepted as valid evidence of achievement.

Upon a conclusive investigation all students involved in cheating, collusion or plagiarism will have a score of zero (0) registered for that assessment. It is left to the respective coordinator to arbitrate on a student's behalf should he/she have a genuine case.

## EXCURSION & CAMPS

College camps and excursions are conducted as either an integral or an incidental part of the educational program. Camps and excursions are defined as activities generally conducted away from the College campus for educational and/or religious education purposes. 'Camps' would normally involve overnight stays whereas 'excursions' would normally involve single-day trips. It is important to ensure that students' safety and welfare are given paramount importance when undertaking such activities.

The purpose of the College's camps and excursions policy is to ensure that:

- Maximum emphasis is placed on safety and wellbeing and that the safety and wellbeing of all participants are assured at excursions and camps through the implementation of the College's procedures/guidelines.
- All camps and excursions are designed to enhance and be a part of the educational program offered by the college.
- Appropriate prayer/religious practices form an integral part of camp and excursion program.

Some rules for camps and excursions are:

- All camps and excursions must be approved by the Principal.
- Students shall not be allowed to attend a College camp or an excursion unless a written permission is received from their parent/guardian.
- The duty of care of staff, including a ban on intoxicating substances must be explained prior to departure.
- A Working with Children Check for all supervisors and volunteers is required and must be checked.
- One of the adults accompanying any group should be a registered teacher.
- For mixed groups, it is preferable that there is a male teacher and a female teacher present.
- A minimum of two adults should accompany the group irrespective of the group size, with one of the adults being a teacher. If an adult other than a teacher is busy with

students, a teacher should always be present to take overall responsibility for duty of care.

- For some excursions, some staff will need to have the appropriate First Aid qualification and experience.
- Ensure the correct teacher/student ratio is adhered to when organizing any excursion depending on the age, capability, location, and the nature of the activity.

## COMPLAINTS

Al-Ameen College has a policy for managing complaints. This policy can be viewed on the College's website. Parents and guardians can lodge their complaint by completing a Complaint Lodgment form which is available from the administration office. Alternatively, parents and guardians can email their complaint to [complaints@alameencollege.wa.edu.au](mailto:complaints@alameencollege.wa.edu.au) or lodge it in-person at the Administration Office.

Al-Ameen College values the partnership between parents and the College community and accordingly, is committed to responding positively to concerns, queries and complaints. Parents, staff, students, and the College community are assured that the administration staff will listen and respond to their concerns in a confidential manner.

A complaint may be made by parents, staff, students or members of the community about the College as a whole, or about a specific section in the College, or about an individual member of staff, the Principal, the Business Manager or the Chairman of the College Board.

The College is committed to resolving all complaints expeditiously and takes every complaint seriously. The College's complaints and disputes policy endeavors to solidify the three-way partnership of parents/community, staff, and students with the aim of creating a harmonious and productive educational environment where healthy relationships are nurtured, and Allah (SWT) is revered. In order to achieve this, it is imperative that the College has an established Complaints and Disputes policy and clear processes for resolution.

The procedure for complaints is accessible to all aggrieved parties and is underpinned by a commitment to cooperation by the administration staff. Procedural fairness is assured to all parties and resolution at the local level is preferred, if appropriate to do so.

Confidentiality is maintained (in accordance with legislative requirements), complaints are monitored, and their management evaluated to minimise recurring problems.

In all matters, the educational well-being of students is a priority and complainants are able to make enquiries, raise concerns or lodge complaints about the provision of education or the conduct of the college staff and have the complaint dealt with efficiently, fairly and promptly. The processes are straight forward and information regarding concerns or complaints is available to parents, staff, students, and members of the College community.

Anonymous complaints are not entertained, and any complainant will have to give their names. However, strict confidentiality will be observed. If they persist to remain anonymous, it is at the Principal's discretion as to what action, if any, should be taken, depending on the nature of the complaint.

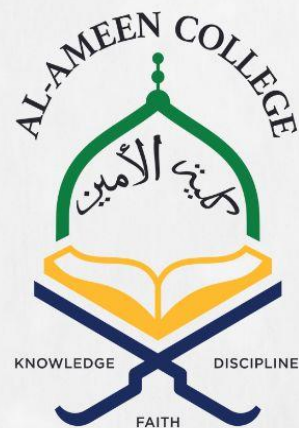
### REVIEW HISTORY

YEAR OF REVIEW	REVIEWED BY	AMENDMENTS/RERVIEW
2017	NM & HD	Originally Released
2019	NM	
2021	MJ & NM	Amended
2022	RA	
2023	MJ	Amended

# AL-AMEEN

DISCOVER THE  
WONDERS

COLLEGE



[WWW.ALAMEENCOLLEGE.WA.EDU.AU](http://WWW.ALAMEENCOLLEGE.WA.EDU.AU)