



ISLAMIC COLLEGE
OF BRISBANE

Seek Knowledge

YEAR 5

PARENT INFORMATION BOOKLET

2021

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COLLEGE MISSION STATEMENT & VALUES

MISSION STATEMENT

Motto: *Seek Knowledge*

Identity: *An Australian Islamic School*

Vision: *Best School; Best Learning Journey*

Mission: *Nurture growth and foster ethics to achieve full potential*

Purpose: *To educate, to inspire, to make a difference*

Ethos & Values: *Morality, Excellence, Innovation*

Our school values are based on Values for Australian Schooling- *Care and Compassion, Doing your best, Fair go, Freedom, Honesty and Trustworthiness, Integrity, Respect, Responsibility and Understanding, Tolerance and Inclusion.* From these values our college focuses on the acronym 'TRUTH' which stands for:

College Values

T	TOLERANCE
R	RESPECT
U	UNDERSTANDING
T	TRUSTWORTHINESS
H	Honesty

VISIBLE LEARNING AND TEACHING

“Whoever seeks a path to gain knowledge, Allah will make easy for him a path to paradise.”

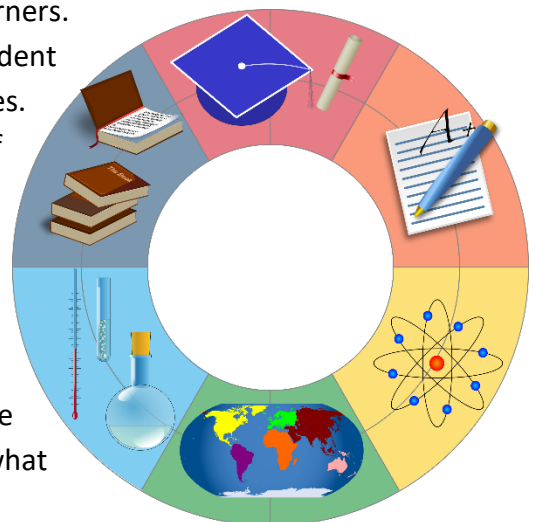
The school implements a model of John Hattie’s data informed pedagogy. Hattie expresses that when the teaching is visible the student knows what to do and how to do it. When the learning is visible the teacher knows if learning is occurring or not. Teaching and learning are visible when the learning goal is not only challenging but is explicit. Furthermore, both the teacher and the student work together to attain the goal, provide feedback, and ascertain whether the student has attained the goal. Evidence shows that the greatest effects on student learning come when not only the students become their own teachers (through self-monitoring, and self -assessment), but the teachers become learners of their own teaching. In successful classrooms, both the teaching and learning are visible.

The Year Five program offered at the Islamic College of Brisbane has been designed to meet the needs of students from all cultural, social and linguistic groups. We see ourselves as change agents. We identify the most important ways to represent the subjects we teach, we create an optimal classroom climate for learning which is based on mutual trust, in which errors are welcome in order for the students to progress and learning is cool! We monitor learning and provide feedback, because we see feedback as supporting student learning and we display a passion that all students can succeed!

As teachers, we encourage students to be self-directed and self-motivated in order to develop a sense of responsibility and ownership over their learning. We encourage and support them to develop a growth mindset which enables them to see problems as challenges and we support them in becoming assessment capable visible learners.

We also endeavour to exert positive influences on student outcomes which are not confined to improving test scores.

We hope that we influence students in a wide range of ways: helping them to develop deep and conceptual understandings, teaching them to develop multiple learning strategies, encouraging them to take risks in their learning, helping them to develop respect for themselves and others, and guiding them to develop into active citizens who participate in our world. Lastly, we encourage them to develop pride in themselves and what they are capable of achieving.



CURRICULUM AREAS

Units taught throughout 2021

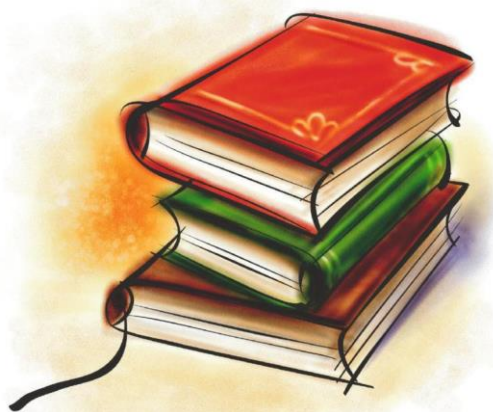
LEARNING AREAS	TERM 1	TERM 2	TERM 3	TERM 4
ENGLISH	Narrative on a given stimulus using fantasy and realistic elements	Persuasive review of a text	Informative article on how human actions change a place	Appreciating and responding to poetry
HASS	History - Exploring the development of British colonies in Australia	History – Significant people and events of Colonial Australia Civics and Citizenship - Participating in Australia’s democracy	Geography - Exploring how people and places affect one another Business and Economic - Exploring decision-making in everyday life	Geography – Impact of bushfires
SCIENCE	Light Shows	The Earth’s Place in Space	Animal Adaptations	What’s Matter
HEALTH	Emotions and Friendships	Let’s Be Healthy!	Take a stand against Racism and Cyberbullying	Celebrating Diversity
MATHEMATICS	<ul style="list-style-type: none"> • Whole numbers • Addition • Subtraction • Mass • Time • Temperature • Data • Probability 	<ul style="list-style-type: none"> • Fractions • Decimals • Maps • Coordinates • 2D and 3D shapes 	<ul style="list-style-type: none"> • Multiplication • Area • Volume • Length • Perimeter • Data • Probability 	<ul style="list-style-type: none"> • Division • Decimals • Angles • Financial maths

ENGLISH

The English curriculum is built around the three interrelated strands of Language, Literature and Literacy. These three strands focus on developing students' knowledge, understanding and skills in listening, reading, viewing, speaking, writing and creating. Learning in English builds on concepts, skills and processes developed in earlier years, which all Year 5 teachers will revisit and strengthen as needed.

The students will engage with a variety of texts for knowledge and enjoyment. They will listen to, read, view, interpret and evaluate spoken, written and multimodal texts in which the primary purpose is aesthetic, as well as texts designed to inform and persuade. These include various types of media texts including newspapers, advertisements, junior and early adolescent novels, non-fiction texts and poetry.

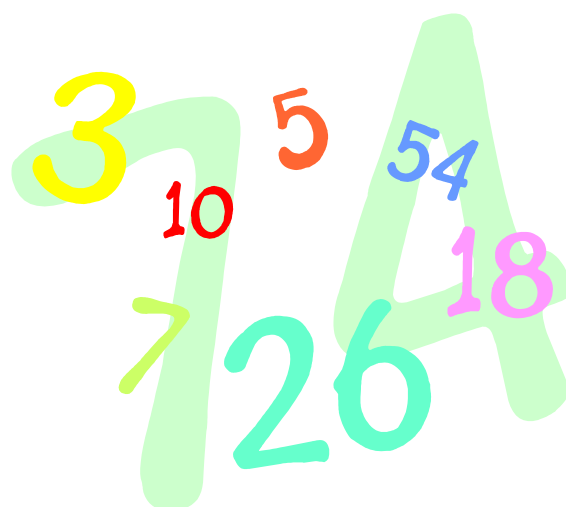
Students will use language features to show how ideas can be extended. Students will create a variety of sequenced texts for different purposes and audiences. They will develop imaginative texts using fantasy and realistic elements, write persuasive reviews to explain their points of view about a text, create informative articles after selecting information, ideas and images from a range of resources , as well as and respond to and create poetry. They will make presentations and contribute actively to class and group discussions, taking into account other students' perspectives. When writing, they will demonstrate an understanding of grammar, select specific vocabulary and use accurate spelling and punctuation, as well as edit their work to provide structure and meaning.



MATHEMATICS

The proficiency strands Understanding, Fluency, Problem Solving and Reasoning are an integral part of mathematics content across the three content strands: Number and Algebra, Measurement and Geometry, and Statistics and Probability. The proficiencies reinforce the significance of working mathematically within the content and describe how the content is explored or developed. They provide the language to build in the developmental aspects of the learning of mathematics.

By the end of Year 5, students should be able to solve simple problems involving the four operations using a range of strategies. They check the reasonableness of answers using estimation and rounding. Students identify and describe factors and multiples. They explain plans for simple budgets. Students connect three-dimensional objects with their two-dimensional representations. They describe transformations of two-dimensional shapes and identify line and rotational symmetry. Students compare and interpret different data sets. Students order decimals and unit fractions and locate them on number lines. They add and subtract fractions with the same denominator. Students continue patterns by adding and subtracting fractions and decimals. They find unknown quantities in number sentences. They use appropriate units of measurement for length, area, volume, capacity and mass, and calculate perimeter and area of rectangles. They convert between 12 and 24-hour time. Students use a grid reference system to locate landmarks. They measure and construct different angles. Students list outcomes of chance experiments with equally likely outcomes and assign probabilities between 0 and 1. Students pose questions to gather data, and construct data displays appropriate for the data.



HUMANITIES AND SOCIAL SCIENCES (HASS)

History

By the end of Year 5, students describe the significance of people and events/developments in bringing about change. They identify the causes and effects of change on particular communities and describe aspects of the past that have remained the same. They describe the experiences of different people in the past.

Geography

Students explain the characteristics of places in different locations at local to national scales. They identify and describe the interconnections between people and the human and environmental characteristics of places, and between components of environments. They identify the effects of these interconnections on the characteristics of places and environments.

Civics and Citizenship

Students identify the importance of values and processes to Australia's democracy and describe the roles of different people in Australia's legal system.

Economics and Business

They recognise that choices need to be made when allocating resources. They describe factors that influence their choices as consumers and identify strategies that can be used to inform these choices. They describe different views on how to respond to an issue or challenge.

Inquiry and Skills

Students develop questions for an investigation. They locate and collect data and information from a range of sources to answer inquiry questions. They examine sources to determine their purpose and to identify different viewpoints. They interpret data to identify and describe distributions, simple patterns and trends, and to infer relationships, and suggest conclusions based on evidence. Students sequence information about events, the lives of individuals and selected phenomena in chronological order using timelines. They sort, record and represent data in different formats, including large-scale and small-scale maps, using basic conventions. They work with others to generate alternative responses to an issue or challenge and reflect on their learning to independently propose action, describing the possible effects of their proposed action. They present their ideas, findings and conclusions in a range of communication forms using discipline-specific terms and appropriate conventions.



SCIENCE

In Year 5, students are introduced to cause and effect relationships that relate to form and function through an exploration of adaptations of living things. They explore observable phenomena associated with light and begin to appreciate that 'phenomena' have sets of characteristic behaviours. They broaden their classification of matter to include gases and begin to see how 'matter' structures the world around them. Students consider Earth as a component within a solar system and use models for investigating systems at astronomical scales. Students begin to identify stable and dynamic aspects of systems, and learn how to look for patterns and relationships between components of systems. They develop explanations for the patterns they observe.

The *Science Inquiry Skills* and *Science as a Human Endeavour*, *Science Understanding* are the three major strands of Science. The three strands of the curriculum are interrelated and their content is taught in an integrated way.

Science Understanding

- Biological sciences
- Chemical sciences
- Earth and space sciences
- Physical science



Science Inquiry Skills

- Questioning and predicting
- Planning and conducting
- Processing and analysing data and information
- Evaluating
- Communicating



Science as a Human Endeavour

- Nature and development of science
- Use and influence of science

THE ARTS

The Arts offer ways to learn about the world that include far more than spoken and written language. When students participate as artists and as an audience, they engage their senses, physical skills, emotional and spiritual sensibilities, as well as their intellect to make meaning of the world. Through Drama, Media, Music and Visual Art we express and communicate what it is to be human and we develop, share and pass on understandings of ourselves, our histories, our cultures and our worlds to future generations.

In each of the Arts, students develop an expressive 'language' with which to represent their observations and their response to experiences. The building blocks of that language are the Arts elements that are combined, according to particular design 'rules' or principles, so as to express particular feelings and ideas.



DESIGN AND TECHNOLOGIES

Students describe competing considerations in the design of products, services and environments, taking into account sustainability. They describe how design and technologies contribute to meeting present and future needs. Students explain how the features of technologies impact on designed solutions for each of the prescribed technologies contexts.

Students create designed solutions for each of the prescribed technologies contexts suitable for identified needs or opportunities. They suggest criteria for success, including sustainability considerations, and use these to evaluate their ideas and designed solutions. They combine design ideas and communicate these to audiences using graphical representation techniques and technical terms. Students record project plans including production processes. They select and use appropriate technologies and techniques correctly and safely to produce designed solutions.

DIGITAL TECHNOLOGIES

ICT program will show these changes through the introduction of Robotics while still maintaining ICT focus to ensure students are competent users of Digital Technologies. Students have access to computers in the classroom, computer laboratory and library. Students use interactive software and the internet across the whole curriculum. In Year 5, students have a specialist teacher for a computer lesson once a week.

Computer Topics include:

- **Data and information:** Design and create digital information that incorporates a data visualisation i.e. info graphic.
- **Problem solving processes:** Design and create a digital solution Using Scratch
- **Digital Citizenship:** Apply protocols while interacting in a collaborative learning space.
- Robotics

Computer Skills include:

Operate effectively within the desktop environment

- Computer Configuration
- Microsoft Office 2016
- ICAS
- Hour of code
- Microsoft Kodu
- Start up and shut down a computer safely.
- Use a computer control panel.
- Manage, organize and arrange files and directories/folders.
- Copy, delete, move and rename files and directories/folders.
- Move and resize windows—maximize and minimize windows.
- Use the find features of the operating system to locate specific files.
- Demonstrate understanding of ergonomic and occupational health and safety issues related to computer use.

Perform basic operations within computer software packages

- Open a required software package.
- Create a new document.
- Work with an existing document template.
- Amend an existing document.
- Save a document in a specified location.
- Save a document in a specified format, other than the default format



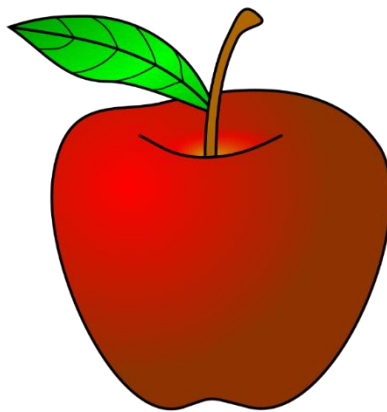
HEALTH AND PHYSICAL EDUCATION

Health

They recognise the influence of emotions on behaviours and discuss factors that influence how people interact. They describe their own and others' contributions to health, physical activity, safety and wellbeing. They describe the key features of health-related fitness and the significance of physical activity participation to health and wellbeing. They examine how physical activity, celebrating diversity and connecting to the environment support community wellbeing and cultural understanding.

Physical Activity

Students demonstrate fair play and skills to work collaboratively. They access and interpret health information and apply decision-making and problem-solving skills to enhance their own and others' health, safety and wellbeing. They perform specialised movement skills and sequences and propose and combine movement concepts and strategies to achieve movement outcomes and solve movement challenges. They apply the elements of movement when composing and performing movement sequences.



ARABIC STUDIES

The learning of Arabic with English is an important part of the common curriculum in school because Arabic language:

- Fosters educational, intellectual, cultural, cognitive and effective development.
- Enhances the understanding of Islam and the Qur'an.
- Develops positive intercultural attitudes and international understanding.
- Prepares students to function in the Islamic country.
- Provides the skills to communicate with Muslim people all over the world.
- Is one of the eight essential areas of learning as formulated by the Australian Education Council.

The learning of the Arabic language offers learners the potential to:

- Communicate in Arabic.
- Enhance their intellectual and social development.
- Enhance their understanding of the language.
- Expand their knowledge and approach to Islam with common sense.
- Magnify their self-esteem.
- Develop their sense of social justice.
- Enhance their vocational prospects.

When should we start teaching Arabic?

The ideal time to start teaching Arabic is the pre-school and primary school stage because:

- Children at this stage are normally eager, enthusiastic and aware learners who are quickly and effectively supported by their native oral perceptiveness.
- This age group has no psychological barriers and no hesitations on performing speaking tasks in Arabic.
- Students have acquired basic learning skills and will develop this further within the Arabic curriculum.
- Being exposed to Arabic from an early age doesn't only form the basis for further Arabic language studies in the Islamic religion.
- From an early age children will develop more positive Islamic intercultural attitudes that will enhance their lives in a multi-cultural, multi-racial and multi-lingual Australian and global society.

Goals for Arabic program

The major goals of Arabic language teaching are to:

- Develop levels of communicative competence appropriate to the age and maturity age of the student.

- Develop the learner ability to negotiate meaning in Arabic.
- Enable the student to use Arabic comfortably, confidently and competently in a variety of situations.
- Develop the learners' ability to expand their knowledge of Arabic and to increase their flexibility in using their Arabic language skills.

Objectives

- Identify / say numbers to 100
- Talk about age
- Identify / say colours
- Identify days of the week
- Give simple phrases about themselves
- Become familiar with simple Islamic and Arabic traditional stories
- Identify Islamic and Arabic cultural items
- Give phrases referring to greeting, animals, body parts and family names
- Respond to classroom instructions
- Know about the symbolic significance of same number sin the Islamic culture

Assessment

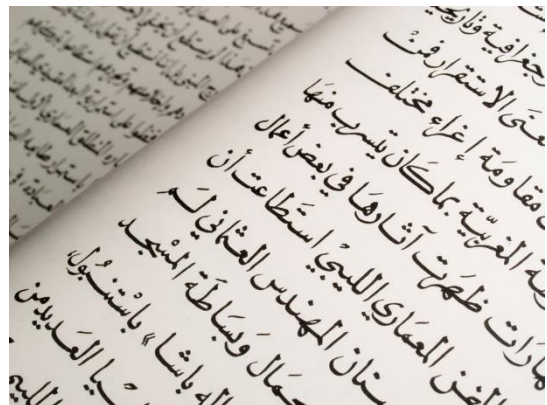
Assessment in Year 5 is carried out in two parts:

- Continuous, ongoing assessment on a fortnightly basis in reading, Writing and comprehension.
- A structured 1 hour exam at the end of the semester makes up the other part of the total mark.
- Weekly Spelling words test.

Resources

- A large collection of stories in Arabic used by various Arab countries
- I Love and Learn the Arabic Language student's book – level 5
- I Love and Learn the Arabic Language exercise book – level 5
- Nahla and Nahil online resources/platform

** Nahla wa Nahil is an Arabic language literacy platform that is designed to educate and entertain students. N&N aims to improve students' Arabic reading and comprehension skills. Assignments on nahlawanahil.com are to be done weekly. Students are encouraged to read every day on the website. Nahla wa Nahil app is now available on the app store on smart devices (smart phones, iPads).*



QUR'AN AND ISLAMIC STUDIES

Rationale: Learning Islamic Studies is a very essential part of the common curriculum and activities in the Islamic College of Brisbane for the following reasons:

- a. The development of student's cultural understanding, religious beliefs and mental skills as a Muslim.
- b. Allow the easy understanding of the Qur'an recitation with all the Tajweed rules and memorize (Hifz) the prescribed Surahs.
- c. The development of the great cross-cultural and interfaith understanding.
- d. The development of skills for students to allow them adapt to living in an Islamic situation and to communicate with Muslims in different places and environments.

Course outline of each lesson

Fiqh

Miscellaneous Points of Wudhu, Tayammum in Detail, Sunan of Salaah, Forbidden and Disliked Times of Salaah, Salaah of a Masboooq, Qadha Salaah, Eed Salaah, Hajj and 'Umrah, Ziyaarah

Hadeeth

Promises, Use of the Tongue, Gheebah, Intoxicants, Beauty of a Person's Islam, Carrying Tales

99 Names of Allah, Importance of the Last 3 Surahs (Mu'awwadhatayn) Speaking Good, Good Character

Seerah and Taareekh

Treaty of Hudaibiyah, Bay'ah ar-Ridwaan, The Message of Islam Spreads, 'Umratul Qada, Conquest of Makkah, The Battle of Hunain, The March to Tabuk, The Farewell Pilgrimage, The Messenger Leaves the World, Moosa (AS), Isa (AS)

Aqeedah

Death, Journey after death, Jannah, Description, Seeing Allah, Actions that Lead to

Jannah, Jahannam: Description, Actions that Lead to Jahannam A'raf,

Introduction to Taqdeer, our Beliefs with Regard to Allah

Our Beliefs with Regard to the Prophets and the Sahaabah

Akhlaaq wal Aadaab

Asking Advice (Mashwarah), Patience, Ties of Kinship, Exchanging Gifts and Honouring the Guest, Virtues of Dhikr, Ghusl, Social Interaction, Writing, Siwak, Visiting the Sick

Qu'ran Recitation and Memorisation

Recitation- Juz 30

Memorisation (Surahs)- Infitaar, Tariq, A'laa

Meaning of Surah Al Fatiha, Surah Al Ikhlas and Surah Al-Falaq, Al-Masad and Al-Nas.

Memorisation (Duas)- Returning from a journey, Protection from calamity, Dua when entering the market place, dua when angry (steps to cool anger), When looking in the mirror, Kalimah Radd-al-Kufr, Before going to bed.

10 Names of Allah from 55 to 75

Assessment

Assessment tools used in this subject include small examinations or worksheets, multiple choice and true or false questions, classroom demonstrations, presentations and semester examinations will be used in the evaluation of the student's achievement of objectives. The learner's participation in the class activities and his/her growth and development will be main criteria.

Resources

An- Nasihah Publications workbook, Nasihah World- online textbook and resources



CLASSROOM ORGANISATION

NAPLAN- *National Tests in Numeracy and Literacy*

The students will also take part in the National tests in Numeracy and Literacy.

Purpose of the tests

The NAPLAN tests are designed to assess the skills of Australian students in literacy and numeracy. The specific purposes are:

- to collect data from the population of Years 3, 5, 7 and 9 students for reporting to parents/carers and schools for systematic reporting
- to accommodate the assessment of students against national minimum standards.

What is tested?

A series of tests will assess areas of literacy and numeracy.

The following areas of **literacy** are assessed:

- Language conventions - spelling, grammar and punctuation
- Writing - knowledge and control of written language
- Reading - comprehension.

In **numeracy**, the content areas assessed are:

- Number
- Measurement, chance and data
- Space
- Algebra, function and pattern (formal algebra for Year 9 only).

Results from the tests will provide important information about children's progress in literacy and numeracy. Following the tests, schools and students/parents will receive a statement of performance in relation to the national minimum standards.

Format of the tests

For the Writing test, students will be given a stimulus and asked to write a response to the task in a maximum of three pages. Students will be required to write an exposition (persuasive writing) or a narrative.

The response formats for questions on all other test papers will be either multiple choices - shade a bubble to indicate the answer - or constructed response - write the answer in a box or on a line.

What can you do?

Parents and Carers can best assist students by making them feel comfortable about the nature and purpose of the tests. Completing the set homework and on-going revision of the class content as well as daily reading with follow up discussion will all be beneficial in preparing your child to do their best. Students can be assured that the assessments will give them an opportunity to show what they have learned in class. **2021 dates will be advised on school website when available.**

ASSESSMENTS

Assessment of students' progress is a continuous process involving both formal and informal methods. Formal assessment involves testing, completion of tasks, questioning and checklists. Informal assessment involves observation, anecdotal notes, work samples and student profiles. Performances in both academic and non-academic areas are recorded and your child's effort, as well as achievement, is noted. School reports are sent home at the end of each semester.

PAT TESTING

PAT Testing occurs in January and October, over all subject areas, and is used as a measure of a student's progression over the year.

HOMEWORK

The homework program gives students the opportunity to develop independent work skills and will reflect the classroom learning.

Homework will consist of a selection of the following:

- Daily Reading (e.g. library book)
- Grammar and punctuation/proofreading activities
- Weekly reading and viewing activities
- Mathematics
- Finishing off incomplete work

Additional activities may require work to be done at home, for example research, investigation or project completion. If students are experiencing difficulty with their homework, require extensive assistance from someone at home or takes more than three hours a week to complete the set work, it is important that parents/ carers discuss this with the classroom teacher.

HOMEWORK EXPECTATIONS

At the Islamic College of Brisbane, we believe in the Primary School that homework benefits students by complimenting classroom learning, fostering and creating good study habits and providing an opportunity for students to be responsible and developing learners.

Middle Years (4-6)

- Independent reading on a daily basis.
- Tasks that are continuation of classroom work. This may include project and research tasks.
- Homework will not exceed **50 minutes a day**. This includes all homework assigned by Specialist teachers.

- It is acceptable for teachers to assign unfinished class work as homework tasks.
- Basic tasks that support continuation of class work may be sent home as holiday homework.

PLAGIARISM

What is Plagiarism?

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense.

- All of the following are considered plagiarism:
- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you reference it or not.

http://www.plagiarism.org/plag_article_what_is_plagiarism.html

Students must submit their own work and correctly reference any websites or books used for information in projects. It is crucial that students learn the skill of reading information for projects/ investigations and writing it into their own words and referencing when necessary. It is fantastic when parents help throughout projects and investigations, however it is necessary that a student think and write for themselves. A parent's role is to guide and support a child into completing work independently. If it is suspected that a student has plagiarised work then a fail grade will be given and it will be noted on a student's file for future reference.

PROJECTS

As part of regular assessment your child will be given projects to complete. Most of these will be completed during class time however students may be required to finish some of their work at home. We encourage you to help your child with project work, however, please resist the temptation to complete the work for them. Projects enable children to develop valuable research skills and need to be completed independently with guidance from parents and teachers. All projects should be submitted on time and should be written in the students own words, as copying text directly from books or the Internet is considered plagiarism and projects that contain plagiarized material will have marks deducted.

SPELLING

Soundwaves, a phonetic program is used holistically throughout the school for Spelling. Spelling words are given out each week. It is vital that students develop an understanding of the sounds of letters and letter combinations rather than just memorizing word lists.

Children are expected to follow the following format to learn their spelling words. "Look, Say, Cover, Write, Check"

Look at the word

Say it aloud twice

Cover it up

Write it (Without looking)

Check it (Did you get it right? If you didn't, do these steps again).

LIBRARY

Students without a book bag will not be allowed to borrow.

During the fortnightly class visits to the library, students will return and borrow books. They must care for the books otherwise an invoice for the cost of a replacement book will be sent home. Students will participate in learning experiences that promote the enjoyment of literature through book and author studies during their visits. Students must carry their library book in a book bag so that it does not get lost or damaged.

EXCURSIONS

Excursions or special events are an important part of the curriculum program and all students are expected to participate as it allows students to consolidate classroom learning in real life contexts. The topics and excursions may change as the year progresses, in accordance with availability and student interest.

SCHOOL UNIFORM

The wearing of a school uniform gives a strong school identity. Our school uniform is compulsory and the correct school uniform must be worn to school at all times. It is extremely important that children come to school in neat, clean clothes every day.

All students **MUST** wear a broad brimmed school hat during playtime and any other outdoor activity. Students without hats will not be permitted to play. To avoid your child missing out on play, please ensure that they bring their hat to school **EVERY DAY**. Hats must be labelled clearly with the child's name and class.

Boys must have appropriate haircuts.

SCHOOL BAG

Students are required to purchase an ICB school bag. Please ensure your child's school bag is clearly named. It is advisable to put a key chain or tag that your child can use to help identify their own bags when on the racks.

Please refer to the Primary Uniform Policy on our Website for more information.

SCHOOL LUNCHES

Being at school is hard work, so by the time recess and lunchtime comes your child will be hungry and thirsty. What they will need is a nutritious and filling snack and lunch. You play a central role in developing your child's eating habits and providing a consistent message about a healthy lifestyle. An interesting, healthy lunchbox will encourage your child to refuel properly during the day. Make sure that you provide a dentist-friendly drink as well (such as water or fresh juice). **Please note that students are not allowed to bring canned food or soft drinks to school.**

FOOD POLICY

We have guidelines in place for all our staff at Islamic College of Brisbane to follow in order to ensure that food served in the school is Halal. We request parents to follow the guidelines on the Food Policy when bringing food for class functions. Please refer to the Food Policy on our Website for more information.

MEDICATION AND ACTION PLANS

It is a requirement of enrolment at the College for parents to provide an annual action plan and medication to the school for asthma, allergies and anaphylaxis. The action plans and medication are kept in the classroom for use for excursions and sport in the primary school and should be carried by senior students. Parents are sent reminders in the newsletters, on Facebook and class DOJO, plus phone calls from nurse when the student presents to the Health Centre with symptoms. If the parents have not provided a copy for the class room then the students will **be excluded from excursions, (this includes swimming)**. Please ensure all contact details and medication are up to date.

ATTENDANCE POLICY

“It’s not okay to stay away!”

Children should **attend school on every day** when instruction is offered unless the school receives a valid reason for being absent (eg. illness).

It is a legal requirement that parents provide an explanation for all student absences. This may be in the form of a letter, note in the diary (there is a section in the diary that needs to be filled out by parents), phone call or personal contact with teachers.

Parents/caregivers must let the school know **prior to an extended absence (3 days or more)** and **apply in writing (application for exemption is available from admin)** to the Principal for an **exemption**.

Teachers shall not be expected to provide detailed classroom work and Homework assignments for students who are away for 2 weeks or more as a result of family- or parent-initiated absences. For absences due to extended illness, parents may contact the classroom teacher to discuss available options. Absences and lateness will be noted on your child's report. Vital information and lessons are missed due to absences and it is your child's responsibility to make the necessary arrangements to catch up on his/her work.

Students who do not complete Term 4 assessments will be required to sit for the next year level enrolment test (e.g. Year 2 students will sit for Year 3 test) upon their return. The test will be marked and the suitability of the student for the next year level will be determined.

In order to enforce regular and minimum attendance the following procedures have been put in place:

1. Parents must call the school office and inform the office and provide reason for absence. Students absent from college for a day or more must provide a medical certificate explaining the reasons.
3. In the absence of this letter/call from parent or medical certificate the teachers will send those students to the office where the office secretaries will ring the parents asking explanation and a letter to follow.
4. Any student absent from college for more than 5 days (without medical reasons) will have to meet the Deputy Principal to discuss and explain their absence from the college.

NB: When a student is required to **leave the school grounds** for any part of the day (e.g. appointments) parents/caregivers are required to **sign them out** through the front office. If the student returns to school they must be **signed back in**.

PUNCTUALITY

Students should arrive at school **between 8:00 and 8:20am**.

As part of the ongoing relationship between home and school, we believe that it is a parental responsibility to ensure that children arrive at school on time. When students come to class late, it can disrupt the flow of a lesson or discussion, distract other students, impede learning, and generally erode class morale. Late arrival disadvantages students and disrupts everyone else so punctuality is expected of all students.

Students who arrive after 8:20am are considered to be late.

Please find below the school procedures when a student is **late for school**:

1. Students coming 10 minutes late (8:20 – 8:30 am) must be signed in by office student service officers.
2. Persistent late comers will be dealt through other consequences.

PARENT - TEACHER COMMUNICATION

Education is collaboration between the student, Parents/ Carers and Teacher. To assist each other in providing the best education for your child, we encourage your feedback, questions, concerns and support. The school sends home newsletters every term. From time to time you may also receive newsletters from the class teacher regarding upcoming events.

Any messages from home can be written in your child's school diary. If you wish to meet in person, please contact the school administration and make an appointment. All teachers have an email and can also be contacted via this method. Some teachers may have use Class Dojo to communicate too. Parent must contact teacher to establish the agreed method of communication.



SCHOOL RULES & BEHAVIOURAL EXPECTATIONS

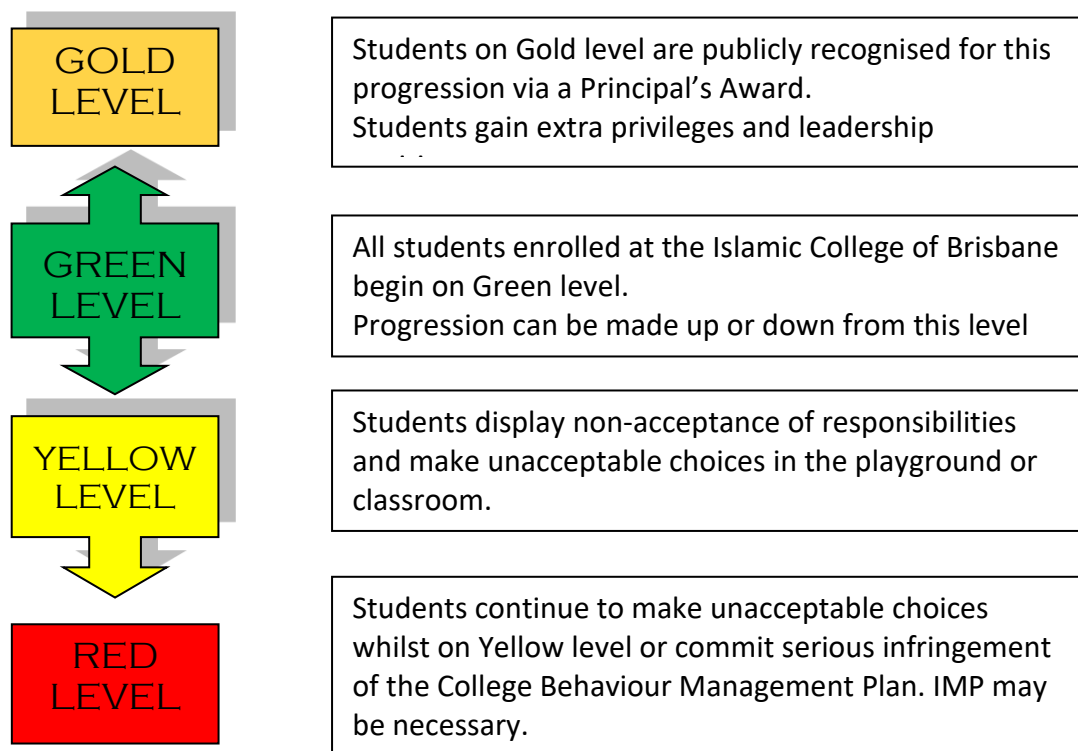
Each teacher/ classroom will have their own rules and rewards that students are expected to adhere to. Parents/Carers are requested to read our school's Behaviour Management Plan (BMP) regarding the School Code of Behaviour and School Rules. This is available from the school office. We adopt 'Harmony Matters' as an approach for promoting positive relationships within the school community. This approach is explicitly taught in classrooms and communicated to all stakeholders via assemblies, school newsletters, classroom posters and focused teaching episodes.

HELP OTHERS
ASK FOR ASSISTANCE
RESPECT DIFFERENCES
MAKE FRIENDS
OFFER ALTERNATIVES
NICE WORDS
YOUR CHOICE

The Behaviour Management Plan outlines **four levels of behaviour**. The Green Level and Gold level indicate expected to excellent behaviour while levels Yellow and Red indicate behaviour that is less than satisfactory or unacceptable.

All students will enter or start the year at the Islamic College of Brisbane on the Green Level and it is through their actions that any change to their level is made.

The school staff initiates any downward movement of behaviour levels based on the choices and actions made by the individual student. The matter will be discussed with the school administration and the student involved. All parents will be notified of any level changes and the reasons for the change occurring.



CONFLICT RESOLUTION

1. The initial point of contact will be the class teacher before or after school or by telephone to arrange a mutually convenient time to discuss the concerns or send a note asking for such an appointment. Parents should not approach any student in school ground to solve conflict as this can turn into unpleasant relationship between parents.
2. Be calm and non-threatening when approaching / talking with staff.
3. Set up good communication processes with the class teacher.
4. When an issue is raised with the classroom teacher, it should be followed through by the teacher. The parent should be contacted and given a report on what has been done to address the issue.
5. If parents are dissatisfied with the outcomes, they should contact the school office and make an appointment with the Assistant Principal. She must be informed about the reason for the appointment. She will discuss an appropriate way forward with you. This may include organizing a meeting with relevant parties at a mutually convenient time.
6. If the above process does not result in resolution then it must be brought to the attention of the principal with supporting document.

