

2024

Primary Information Booklet for Parents and Students

School motto

'Advance Through Knowledge'

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PRINCIPAL'S WELCOME

At Irfan College, our students enjoy the benefits of being located on a semi-rural property in the Southwest Sydney suburb of Cecil Park.

Students spend their breaks and Physical Education lessons on five acres of land that invoke a feeling of warmth and serenity.

Prophet Muhammad (peace be upon him) had a fascinating relationship with the natural environment. He would spend hours contemplating about his community, purpose, and the order of the cosmos and universe. We pray that the natural environment of our College has a similar binding effect upon our students.

Since our inception in 2013, Irfan College has built a strong and honorable reputation within the Muslim schooling sector. Our vision, mission, values, beliefs, moral purpose and dedicated staff have allowed us to establish a positive culture for our students and College. We have taken it upon ourselves to:

'Raise thinkers and leaders who have confidence in their Australian-Muslim identity, with a deeply rooted motivation to actively do good in the world'.

Our unique approach is underpinned by core philosophies and projects:

Holistic Education

Irfan College values holistic education. We believe that every human being has been created with a unique mould that deserves individual attention.

Every student at our College is seen as a bearer of distinct talent, hence it is our duty as educators to recognise the strengths of our students and assist them in reaching their full potential. Academia and academic growth are but a single portion of the whole child and a child's development.

At Irfan College, all facets of our students are celebrated and nurtured. We believe that this wholesome approach to education will act as a breath of fresh air to the Islamic schooling sector.

Integration of Islamic Worldview

An important project we are currently developing at Irfan College is the integration of

Islamic Worldview into our schooling systems. Raising students who have confidence in their Australian-Muslim identity can only transpire through a well-rounded and

coherent education that is imbued and inspired by the Islamic tradition.

Islamic Studies has traditionally been taught as an appended subject in Australian

Muslim schools. At Irfan College, we intend to continue teaching Islamic Studies as a

separate subject but also integrate Islamic worldview into our education philosophy,

assessment philosophy, the Australian curriculum, policies and our well-being

framework; all through our own authentic theme-based model.

Community

Irfan College celebrates the notion of community. We believe that active and aware

members of society emerge from grassroots initiatives. Irfan College works closely with

community and non-for-profit organisations on several levels to ensure our students

are exposed to civic responsibility from a young age. Exposure to this kind of work

develops a sense of responsibility and altruism within our students.

With that said, I look forward to meeting you and thank you sincerely for entrusting us

with the education of your child.

Mr Mustafa Ayvaz

Principal

MISSION AND VISION

MISSION

Move from being a young Islamic school to a nurturing and supportive place of holistic learning. We will achieve this by creating a culture of effective and passionate teaching built on positive relationships and sincere concern for each individual student, embedded in an Islamic framework that values Iman and Ihsan.

VISION

Raising thinkers & leaders who have confidence in their Muslim-Australian identity, with a deeper sense of inspiration to do good in the world.

VALUES

Personalised Care

Commitment to creating a nurturing environment of sincere care for the holistic education of each individual student.

Spiritual Excellence

Guided by Islamic principles in all that we do to strive for spiritual excellence (ihsan), as an anchor for the guidance we provide.

Community

Connecting with the broader community to enable our students to be active and aware members of society.

HISTORY

Muslim parents know that a good Islamic Education is the best investment that they can provide for their children. Bearing this in mind, Irfan College was established in 2013 to provide a sound Islamic Education in a disciplined environment where the values of Islam are of primary importance. The aim of Irfan College is very simple; we seek to equip students with enough knowledge and confidence to put Islamic beliefs, values and morals into practice in their own lives.

At Irfan College, children are taught to be proud of their Islamic identity and be proud Australian Muslims. The College aims at the development of the whole person, intellectually, spiritually, socially, and physically and the development of individual talents and abilities. The College motto "Advance Through Knowledge" summarises the values we instil in our students. By attending Irfan College, all students benefit in their academic and spiritual progress and in the development of their self-esteem, in a caring educational and Islamic environment. All curriculum and extracurricular programs aim to:

 Provide the knowledge and skills required by students for their full participation in the affairs of the Australian and world community.

- Support Muslim families in the development of an Islamic consciousness in their children.
- Foster the development of Islamic manners and love of learning in its students.
- Provide an avenue for the constructive involvement of the Muslim community in issues of education, training and community development.

Irfan College also recognises that the purpose of schooling in our current times is to shape and foster multidimensional citizens. It recognises that these citizens live in multicultural societies in a global world. The school philosophy reflects the values and beliefs that permit students to explore their potential to become these citizens, whilst strengthening their Islamic faith commitment. Irfan College school philosophy is also built on certain beliefs we hold about students and their environments in which we expect them to learn. We believe all children come to school with valuable potential. All children have things they can do and all learning experiences must begin from there. Our primary responsibility as educators is to recognise each child's potential and create learning pathways that allow this potential to blossom.

SCHOOL CONTACT DETAILS

Address: 2089 - 2109 Elizabeth Drive, Cecil Park NSW 2178

Phone: (02) 9826 2885

Email: office@irfancollege.nsw.edu.au
Website: www.irfancollege.nsw.edu.au

Facebook: https://www.facebook.com/IrfanCollegeNSW/

OFFICE HOURS

The school office is open Monday to Friday from 8:00 am until 4:00 pm.

SCHOOL DATES FOR 2024

TERM DATES

TERM	TERM DATES	SCHOOL BREAK
Term 1	Tuesday, 30 th January − 5 th April	8 th April – 22 nd April
Term 2	Wednesday, 23 rd April – 28th June	1st July — 15th July
Term 3	Tuesday 16 th July – 19 th September	20 th September - 8 th October
Term 4	9 th October -12 th December	Starts 13 th December (Summer Holidays)

Primary Bell Times (Monday-Thursday)

Primary (Monday - Thursday)			
Period	Duration	Bell Time	
Assembly	10 min	8.45 – 8.55	
Period 1	45 min	8.55 – 9.40	
Period 2	45 min	9.40 – 10.25	
Recess	20 min	10.25 – 10.45	
Period 3	45 min	10.45 – 11.30	
Period 4	45 min	11.30 – 12.15	
Lunch	25 min	12.15 – 12.40	
Period 5	45 min	12.40 – 1.25	
Period 6	45 min	1.25 – 2.10	
Prayer	25 min	2.10 – 2.35	
Period 7	45 min	2.35 – 3.20	

Primary Bell Times (Friday)

Primary (Friday)		
Period	Duration	Bell Time
Assembly	5 min	8.45 – 8.50
Period 1	45 min	8.50 – 9.35
Period 2	45 min	9.35 – 10.20
Recess	20 min	10.20 – 10.40
Period 3	45 min	10.40 – 11.25
Period 4	45 min	11.25 – 12.10
Lunch	25 min	12.10 – 12.35
Period 5	45 min	12.35 – 1.20
Period 6	45 min	1.20 – 2.05
Prayer	30 min	2.05 – 2.35
Period 7	45 min	2.35 – 3.20

3:20 – Bus Students Dismissal

3:30 – Parent-pick up Students Dismissal

CURRICULUM ORGANISATION

Primary curriculum is comprised of the core learning experiences mandated by the *NSW* Education Standards Authority (NESA) and other specialist subjects. We believe that it is essential to combine the skills and knowledge gained in each Key Learning Area (KLA) with the values and the principles of Islam in order to provide a holistic education to our students.

According to NESA, there are four stages in Primary:

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Early Stage 1 – Kindergarten
Stage 1 – Year 1 and 2
Stage 2 – Year 3 and 4
Stage 3 – Year 5 and 6
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Students in each stage undertake core experiences in the following Key Learning Areas (KLAs):

- English
- Mathematics
- Science and Technology
- Human Society and its Environment (HSIE)
 - History
 - Geography
- Personal Development, Health and Physical Education (PDHPE)
- Creative Arts

In keeping with our vision to equip our students for the future, we have enriched our curriculum with specialist subjects such as:

- Language Other Than English (LOTE)
 (Parents have the choice of selecting either Arabic or Turkish)
- Islamic Studies
- Qur'an Studies

Parents can access information about the curriculum from the following web site: https://syllabus.nesa.nsw.edu.au/

NUMBER OF PERIODS ALLOCATED TO EACH KEY LEARNING AREA/COURSE
10 periods of English + 1 period of Library (incorporated into English) = 11 periods
8 periods of Mathematics
2 periods of Science and Technology + 1 period of ICT
2 periods of Human Society and Its Environment (History/Geography)
1 period of Personal Development, Health + 2 periods of Physical Education
2 periods of Creative Arts
2 periods of Language Other Than English - LOTE (Arabic/Turkish)
3 periods of Qur'an
1 period of Islamic Studies

ASSESSMENT AND REPORTING

ASSESSMENT

Assessment is an integral part of teaching and learning. Effective assessment assists student learning and forms the basis for planning future learning activities. At Irfan College, effective assessment encourages, assists and enhances the learning of all students, and is inclusive of race, culture, class, gender, disability and enhances the relationship between teacher and student and the relationships among students. Through effective assessment techniques, we aim to give feedback to students on their progress, help students monitor and improve their learning, provide information for teachers about the students' strengths and weaknesses as well as provide information to parents.

Teachers use a variety of ways to assess the knowledge and understanding and skills of their students. Students benefit from a wide range of formal and informal, internal and external assessment programs. Summative and informative assessment procedures take place throughout each term.

Parent-Teacher Interviews for Primary

At Irfan College, parent-teacher interviews are held two times per school year. These are:

GRADES	PARENT - TEACHER INTERVIEWS	
Kindergarten – Year 6	End of Term 1	End of Term 3

Parents are notified of the upcoming parent-teacher interviews through one or more of the following communication methods:

- letter sent home
- College newsletters
- the College website
- SMS text messages via College portal
- Sentral Parent Portal
- Google Classrooms

The importance of Parent-Teacher Interviews

Parent-teacher interviews are a great opportunity for you to find out about your child's academic, emotional, social and physical development. By coming to parent-teacher interviews, you also show interest in your child's learning and school life. It will help you get to know your child's teacher and foster a positive and respectful relationship with your child's school. By asking questions and finding out more information about your child's progress, you have an opportunity to become further involved in your child's learning and give support where needed. Parent-teacher interviews give the teacher more understanding about your child and results in everyone working together with the child's best interests as the priority.

REPORTING

Grades	INTERIM	SEMESTER 1	INTERIM	SEMESTER 2
	REPORT	REPORT	REPORT	REPORT
Kindergarten- Year 6	Term 1	Term 2	Term 3	Term 4

REPORTING PROCEDURES

Two kinds of reports are issued to all students:

- (a) **SEMESTER 1 and SEMESTER 2 REPORTS** These reports are issued to all students to report on their progress. Digital copies of Semester reports are emailed out:
 - End of Semester 1
 - End of Semester 2
- (b) **INTERIM REPORTS** These are issued at the end of Term 1 and Term 3 to all students.

Students are expected to comply with the assessment requirements for each of their subjects. The Common Grade Scale is used to report student achievement which describes performance at each of five grade levels. (A-E)

School reports are emailed to the parents through the Sentral Parent Portal App during the term breaks.

STUDENT PACKS

Textbooks +	These need to be purchased by referring to the 'Textbook Order for 2023'
Exercise	document.
Books	

Students receive a 'Primary Student Pack' on the first day of school which has been included in the College tuition fees.

The 'Primary Student Pack' contains items such as:

- Stationery to utilise in the classroom such as pencils, crayons, texta, rubber, sharpener, ruler, glue, protractor, scissors, etc.

As part of the pack, primary students will also get a pencil case to use in class with all the necessary stationery included. *This pencil case and the contents are to remain in class for the whole year and will not be sent home.*

Please provide your child a home-use set of necessary stationery items in a pencil case at his or her study area. The home-use pencil case should contain the following stationery items:

- Glue
- Eraser
- Sharpener
- Lead pencils
- Coloured pencils
- School scissors
- Ruler (Please do not get rulers with calculators as it stops students from practising the skills taught in class.)
- Protractor (Years 3-6)

Your child will need these items to complete homework and revise school content.

CURRENT SCHOOL FEES

Please refer to the College website for more details.

UNIFORM SHOP

FAZ UNIFORM

Our Uniform Shop operator, FAZ Uniforms, stocks all our College Uniform requirements.

FAZ Uniform details can be found below.

Address:

15/364 Park Rd REGENTS PARK NSW 2143

Telephone:

02 9644 7999 / 0412 599826

Website:

https://fazuniform.com/

Uniform Policy

A school uniform plays an important role in any school. A school uniform contributes to a sense of belonging, identity and self-confidence. The school uniform is a visible sign of a student's membership of a school. Parents are expected to provide active support to the college's uniform policy. The uniform at Irfan College is one that adheres to the Islamic dress code. It is compulsory for every student to wear Irfan College's full school uniform. Uniform is expected to be clean, neat and tidy in appearance at all times. Uniforms can be purchased from the school's uniform shop. These items are listed in the tables below as (IC), which refers to specific Irfan College apparel that can only be purchased from the uniform shop. All items brought to school should be clearly labelled with the student's name to avoid any loss of property.

Students out of uniform must bring a note from their parent or guardian clearly stating the reason for not wearing the full school uniform and the date they will be rectifying the issue.

The parent or guardian note must be presented by the student to their roll call or class teachers during the marking of the student roll. Students will then be provided with a uniform slip. Uniform slips must be carried always when students are out of uniform and must be produced when requested by a teacher. The uniform slip must be taken home to be filled out by the parent and returned to school the following day.

Students are only allowed to attend excursions if in full school uniform. Students are expected to wear their full school uniform whilst on the school premises at all times. Parental cooperation is sought in ensuring that students leave home wearing clothes that meet the conditions stated in this policy.

- The following steps serve as a guide to show the procedures undertaken for students out of full school uniform:
 - 1. Uniform slips to be handed out during roll call every morning. Teachers are to write the student's name, class and tick the missing uniform on the slip.
 - 2. Teachers are to record negative incidents on Sentral under 'uniform'.
 - 3. Students are to keep uniform slips with them throughout the day and provide it once asked by staff.
 - 4. Students are to return signed slips with a clear reason and date they expect to rectify the matter to roll call/class teachers. Roll call/class teachers will keep uniform slips in students' files.
 - 5. Once the student has brought in the uniform slip, allow the allocated time as requested by parents (within reason).
 - 6. After three uniform infringements, the roll call/class teacher will contact parents to provide further clarification on the matter.
 - 7. If a student has continuously been out of uniform, students will be sent home and only allowed back on school grounds once the student is in full compliance of the Irfan College Uniform Policy.
- To summarise, the following steps are undertaken:
 - Step 1 \rightarrow Issue uniform slip (x3)
 - Step 2 → Roll call/class teachers contact parents (Phone or in-school meeting)
 - Step 3 → Escalated to the Deputy Principal (Phone or in-school meeting)
 - Step 4 → Send home/Indefinite Suspension until uniform issue is resolved

Primary Uniform Guide - Lower Primary (Kindergarten - Year 2) Uniform

(IC) = Irfan College apparel that is purchased from the uniform shop. Items must be labelled with student name.

Boys Uniform	Girls Uniform	
(IC) Navy Jumper (must be worn to school	(IC) Maroon Jumper (must be worn to school	
during Term 2 and 3)	during Term 2 and 3)	
(IC) Sky blue shirt	(IC) Sky blue shirt	
(IC) Navy Pants	(IC) Navy Pants	
(IC) Legionnaire Hat (must be worn whilst	(IC) Legionnaire Hat (must be worn whilst	
outdoors)	outdoors)	
(IC) Primary school bag	(IC) Primary school bag	
Dark Navy or Black socks (business style)	Dark Navy or Black socks (business style)	
Black Leather School Shoes (business style	Black Leather School Shoes (business style	
only)	only)	
Boys & Girls Sports Uniform		
(IC) Sport track suit jacket (must be worn to school on sports day during Term 2 and 3)		
(IC) Sport track suit pants		
(IC) Grey polo shirt		

Primary Uniform Guide - Middle & Upper Primary (Year 3 - Year 6) Uniform

(IC) = Irfan College apparel that is purchased from the uniform shop. Items must be labelled with student name.

(IC) Legionnaire Hat (must be worn whilst outdoor)

Dark Navy or Black socks (business style)
Runners (any colour) – No casual shoes

(IC) Primary school bag

Boys Uniform	Boys Sports Uniform

(IC) Grey Blazer (must be worn to school all year	(IC) Sport track suit jacket (must be worn to
round)	school on sports day during Term 2 and 3)
(IC) Navy Jumper	(IC) Sport tracksuit pants
(IC) Sky Blue shirt	(IC) Grey polo shirt
(IC) Navy Pants	(IC) Legionnaire Hat (must be worn whilst
(IC) Tie	outdoors)
(IC) Legionnaire Hat (must be worn whilst outdoors)	(IC) Primary school bag
(IC) Primary school bag	Dark Navy or Black socks (business style)
Dark Navy or Black socks (business style)	Runners (any colour) – No casual shoes
Black Leather School Shoes (business style only)	

Girls Uniform	Girls Sports Uniform
(IC) Grey Blazer (must be worn to school all year round) (IC) Maroon Jumper	(IC) Sport track suit jacket (must be worn to school on sports day during Term 2 and 3) (IC) Sport tracksuit pants
(IC) Sky Blue long sleeve shirt (IC) Skirt (Ankle length) (IC) White hijab (2-piece, untucked)	(IC) Grey polo long sleeve shirt (IC) White hijab (2-piece, untucked) (IC) Visor hat (must be worn whilst outdoors)
(IC) Visor hat (must be worn whilst outdoors)	(IC) School bag
Dark Navy or Black socks (business style)	Dark Navy or Black socks (business style)
Black Leather School Shoes (business style only) (IC) Primary school bag	Runners (any colour) – No casual shoes

Additional Uniform Requirements:

Blazer	Must be worn to school all year round from Years 3 to 12.
Jumper	Jumper is optional for Years 3 to 12, but it is recommended to be worn during winter.
Sports Jacket	Students must wear their sports jackets to school during Term 2 and 3. Sports uniform must be worn only on sports day and on occasions to excursions.
Shoes/Socks	School shoes must be suitable for business attire. Shoes should not be similar to casual, runners or ballerina type shoes. Runners are to be only worn on students' sports day. Only full-length black or dark navy business style socks to be worn. No ankle socks to be worn.

Additional clothing	Students wishing to wear additional clothing for extra warmth in winter must ensure this is not visible either above or below shirts. Optionally, a Blue skivvy matching the shirt can be worn underneath the shirt during winter. Also, students have the option to wear a dark navy beany, scarf and/or gloves.
Boys Hair	Fringe should be above the eyebrow line and the rest of the hair should be even length throughout. Hair must be blended on the side. No slits or step haircuts.
Hair Products & Colour	Students are not permitted to have hair colouring or any hair products, such as gel, mud/clay and mousse.
Makeup/Nails	Students are not allowed to wear makeup, fake nails or nail polish under any circumstances and will be requested to remove it whilst at school.
Jewellery/Accessorie	Students should not wear jewellery other than watches (no smart watches). Jewellery will be confiscated by teachers and returned at the end of term. No coloured contacts allowed.

Whole-school and Classroom Expectations

Whole-school Expectations

- 1. Effort: We will strive for the best that we can do.
- 2. Foul language: We will speak good or remain silent.
- 3. Disrespect: We will show respect towards others, staff and the school environment.
- 4. Back chatting: We will follow the teacher's instructions without negotiation.
- 5. Purify: We will strive to purify our physical and spiritual selves.

Classroom Expectations

WE ALL HAVE A RIGHT TO LEARN

To learn well we will:

- (1) Get to class on time;
- (2) Renew your intention;
- (3) Settle/relax/prepare resources;
- (4) Hands up: To talk or to move from your seat;
- (5) Speak in a soft tone;
- (6) Whilst waiting for teacher's help:

Check first Ask a friend Go on with other work

ATTENDANCE

Attendance at school is compulsory, five days a week. Apart from the legal requirements for attendance, it is important that students gain continuity in their education in order to move ahead as they should. Regular attendance at school is essential if students are to maximise their potential. Irfan College, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as a part of their duty of care, monitors part or whole day absences. The teachers ensure that lateness and absence both are being recorded and communicated to parents to improve the education of all students.

Roles and Responsibilities

Parents/Guardians

Parents are required to abide by the law as it pertains to school attendance in accordance with the *Education Act 1990*. As such parents are expected to:

- Ensure that their children attend school regularly.
- Explain the absences of their children promptly to the school by sending a letter, contacting the office or message the roll call/class teacher through the Sentral Parent Portal app.
- Provide a medical certificate where applicable.
- Take effective measures to resolve attendance issues involving their children.
- The parents who use the College bus service are advised to contact the bus driver the night before, or before the morning run (as advised in bus policy) if their child will not be using the service that day and the reason for their absence.

Student

- Attend school regularly and arrive at school on time.
- Provide a note for an unexplained absence.
- All students are to provide notes/letters written by parents to explain absence within seven school days.

Unsatisfactory Attendance

It is possible that due to an unsatisfactory record of attendance or frequent lateness, the student will not meet the course outcomes. This could affect a student's eligibility to complete the year successfully and be promoted to the following year level. It is, therefore, important that students cultivate habits of good attendance from the start of the year.

If a child is absent through illness or any other unforeseen reason, then the Sentral Parent Portal Attendance feature should be used to record the reason for absence, or a note should be produced on the first day back to school and presented to the Class/Roll Call teacher. In cases when parents know that an illness or injury will prevent attendance for two or more days, it is advisable to phone the school office and inform the office admin staff. All parents

must update their home and emergency details as soon as there are changes to ensure communication is maintained.

STUDENT EXTENDED ABSENCE REQUEST

The duration of a student extended absence comprises of four weeks in total which includes the term break. If a long-term student absence is anticipated, then a 'Student Extended Absence Request Form' should be filled out **before** the absence and presented to the office admin staff, which is then passed onto the relevant Primary/Secondary Curriculum Coordinator, and Principal for approval. The relevant coordinator will then contact the parents/guardians and inform them of the consequences surrounding the risks of not satisfying the educational requirements of their child. Once the relevant coordinators have reviewed the extended absence request, the forms will be presented to the Principal for his approval. Student extended absence forms can be obtained from the College office.

Student late arrival

- Report to the office immediately on arrival at school and receive a late slip.
- The late slip is to be signed by the office staff and the attendance roll is updated.
- The student will then report to the class teacher for that period. The student will give the late pass to the class teacher.
- The Deputy Principal will discuss with parents where there are ongoing concerns.

Student early leave

- Parents must sign out at the front office and receive an early leave pass.
- The office staff will deliver the early leave pass to the class teacher at the time of leaving.

HOMEWORK POLICY

Irfan College encourages students to take responsibility for their learning, to be very active in their learning and to know the value of homework and study in order to achieve success.

It is therefore expected that teachers set homework as a means of consolidating what is learned in the classroom and as an extension/enrichment of what is taught. The number of homework tasks is consistent within Key Learning Areas at each level.

It is mandatory for students to complete all homework set out for the week. The College seeks the support of parents in ensuring their children do homework on a regular basis. Parents are required to check the homework that has been assigned for each day and ensure that it is completed.

Students will receive a weekly homework booklet every Monday. The homework will cover activities based on:

- o Monday Thursday: English, Mathematics, home readers
- o **Friday and weekend:** Teachers assign homework from the following educational online programs:

Reading Eggs (K-6) MathSeeds (K-2) Mathletics (3-6)

The following are broad recommendations about the amount of time students should spend on homework each evening:

Kindergarten 20 mins
Grade 1 25 mins
Grade 2 30 mins
Grade 3 40 mins

Grade 4 Grades 5&6 50 mins 1 hour

Immediate follow up of homework is of great importance in ensuring successful completion of set work and reward of student effort. Teachers ensure that students have completed their homework by marking homework and providing meaningful feedback on a daily basis. A record of homework completed will be recorded by the teachers.

Failure to complete homework

Failure to complete homework on a regular basis could result in one or more of the following:

- Completion during lunchtime (first time offence)
- Letter to parent/guardian
- Parent/student/teacher meeting
- Referral to Coordinator

WELLBEING AND BEHAVIOUR MANAGEMENT

Refer to Well-being & Behaviour Management Policy on our school website: www.irfancollege.nsw.edu.au

Parking and Speed Zone

The safety of our students is our primary concern. Only students who use the College bus service will be dismissed at 3.20 pm and all other students at 3.30pm. Please do not park at the bus zone and ensure that speed is limited to 10 km/hr in the school car park.

SUN SMART POLICY

Refer to the SunSmart Policy on our school website: www.irfancollege.nsw.edu.au