

NEWSLETTER NO: 1

30th January 2020



## Assistant Principal's Communication

Dear Parents and Carers

As Salaamu Alaikum Wr., Wb.,

Welcome back to the New Year! I hope you all had a wonderful break and had the chance to spend lots of quality time with your families. It was great to see children returning to school looking refreshed and excited about the coming year. It was also enjoyable to see the Prep children beginning their school life.

### Welcome to our new and returning staff

As you are aware, we have a number of new or returning staff this year and I would like to welcome them to the ICB school community. New to the school include Rakshinda Zareen who has joined the Prep team, Manni Kaur, Susan Baki, Felicity Brennan and Farida Hashim the Year 1 team, Nazia Khan the Year 4 team, Sheilagh Martin and Christina Dye the Year 5 team, Maneesha Iqbal and Suraiya Girach the Year 6 team, Ameer Sarfuddin Arabic teacher and Youcef Mesbah Islamic teacher. We also welcome Donna Guilfoyle returning from her maternity leave. Donna has joined the Year 2 team.

### Parent Information Afternoons

Beginning week 2, each year level will hold an Information Afternoon to explain class routines, expectations and events for the year ahead. Please make these afternoons a high priority in your diaries, and utilise these opportunities to support your child's education. Each year level Co-ordinator will send out an invitation regarding dates, times and venues for these sessions. We look forward to seeing all parents.

### Communication

Close and effective two-way communication between the school and the home is vital to the educational process. Our newsletters keep parents informed of what is happening at our school and important information about coming events. The Primary School newsletter is published at the beginning of each term. The school also uses Class Dojo to communicate with families. This will require you to sign up with your mobile phone or email address via your child's teacher. A term information letter will come home at the beginning of the term outlining the general routines of the classroom and a basic overview of the term's units of work. All students from Years 2 to 6 will be issued with a school diary. This diary is an important document as it assists and promotes communication between home and school. Teachers will discuss with students and parents, the routines associated with the diary and the requirement for it to travel between home and school each day. Parents are requested to ensure that this occurs, giving support to younger children as they develop independent routines and responsibilities. It is important that parents sign their child's diary at the end of each week.

## Parent Lounge

The Islamic College of Brisbane has a portal for parents called the Parent Lounge. School events, bulletin items, progressive and final academic assessments, timetable information and much more are available via this portal. Parent Lounge access will allow checking and updating of your child's information, such as home address, phone numbers and emergency contact details (Please note: Your updates will be effective after admin officer's review.). We ask that you log in and verify your child's details and make any necessary changes so that the college has the most up-to-date information. We also have a parent notification system, which will send you an SMS if your child is absent from school without parent notification. Notification to the college about an absent student is very easy; simply call the college from 8:00 am. This will ensure that the college's records are accurate at all times.

### Instructions

Log on to ICB's website – [www.icb.qld.edu.au](http://www.icb.qld.edu.au)

Click on the **Parent Lounge** link which can be found under the **PARENTS** tab

or

Click on the link below:

<https://sms.icb.qld.edu.au/parentlounge/login.cfm>

Type your username \_\_\_\_\_ and your password

\_\_\_\_\_ and click on Login button (**please call Admin for your username and password**).

You will be able to navigate to necessary pages to check and update contact details using the menu on the left of the page. Please change your password after a successful login from the **Parent Details** menu.

### Bring Your Own Device (BYOD) in Year 4

This year will see the extension of our BYOD program to include Year 4 classes to educate and engage them in utilising the rapidly developing and changing world of technology. A note went home to families at the end of last year providing information about this program. There was further information shared at the parent session in week 9 explaining the process. It should be noted that it is the family that is purchasing the device so it belongs to them and not the school. Students will take the device home each evening and take it with them when they graduate.



## Student Supervision by Staff

Our college hours are between **8:00 am** to **3:10 pm**.

Parents are strongly advised **not** to drop their children at the college before 8:00 am. There is no supervision prior to 8:00 am and the college does not assume any duty of care until this time. Camp Australia will operate Before and After School Care on site. The service will be available from Prep to Year 6.

Parents who pick up their children daily are to do so between 3:10pm and 3:40pm.

Supervision is provided in the pickup bays until 3:40pm. After this time, for safety reasons, children who are not collected, will be required to attend the After School Care program or parents will need to make alternative arrangements.

Outside School Hours Care Program (Before and After School Care Program) – Camp Australia

### Camp Australia Program Details

To find out more about Camp Australia program, view fees and to register visit [www.campaustralia.com.au](http://www.campaustralia.com.au)

## School Photos

### 2020 Photography Dates

**Thursday 20th February 2020– Primary School photo day**

**Thursday 5th March 2020 - Family photo day (Primary & Secondary) and Catch up day for absentees.**

Envelopes will be sent home with children once we receive them. These **need to be handed directly to the photographer at the time of their individual photo, even if they have opted not to purchase photos.**

Please ensure the correct money is enclosed in your envelope as **NO** change can be given on the photo day by the Photographer or the School. All payments are to be made to Academy Photography with the options being cash or credit card.

**If you do not wish your child to be photographed under any circumstances, please make sure you have specified this on the PHOTOGRAPH AND VIDEO FILM CONSENT FORM, which can be obtained from the class teacher.**

## Arrival Procedures

### G Block (only Prep with siblings)

Only prep students with their siblings will be dropped off in front of the G block.

- Please join the queue to drop-off your child **at the curb** and remain in the driver's seat. Please do not let them out where all the cars are parked. If your child is unable to open the car door, please drop off at Bay 4 and walk them in.
- There is **NO OVERTAKING** after you turn right at the College gate as this is very dangerous. Please wait in the queue.

## Departure Procedure

There is **NO RIGHT TURN** after 3pm towards **G block** and no child is allowed to be collected from this area. This area is reserved for the use of College buses **only**. Could parents please ensure that they do not park out in front of G block.

Pick up bays are organised and based on the first letter of the surname. Your child will be waiting for you in their allocated bay.



**Bay 1: H to M**



**Bay 2: A to G**



**Bay 3: N to Z**



**Bay 4: Prep & their Siblings**

At dismissal time, we require all parents to remain in their vehicle (**do not leave your car**).

Please **do not park** at the pickup area and block traffic. Please make sure you stop in the allocated pickup bays and not on the roadway.

**You may park in the visitor parking for appointments or other College business.**

As parents, we all need to ensure that our children are safe. Our children and everybody else's are our responsibility. So, when you pick up your children from College please remember that every child is precious and every child has parents to whom their child is very special. So be aware and take care.

## College Values

At our college we are giving a great deal of thought and emphasis to the values that we promote. As a school community we believe the ethos of the college should be built on a foundation of some core values which are in our Strategic Plan 2018 – 2022.

These values are important in improving the quality of education that support the development of the whole child as reflective learner. These values will be implemented throughout the year.

We will be implementing the following values throughout the year:

Our values define the word “Truth”.



*We believe that the primary development of values and character in children come essentially from students' families. Our college wishes to build on these foundations by working together with parents to reinforce values that create better communities. Working with values help children improve in the areas of self-confidence, respect towards adults, ability to co-operate and progression in the areas of respect towards peers and ability to resolve conflicts.*

## **Uniform**

All students must wear the school uniform at all times to school and to any school function. All items of clothing can be purchased from the uniform shop. The only exception is shoes which need to be purchased independently – the shoes should be black and socks white. Canvas shoes and shoes with coloured soles or stripes are unacceptable.

Students are only allowed to wear their sports shoes on the day they have a PE lesson.

All children are required to wear the College hat. Yr 3-6 students are required to wear a formal hat with formal uniform and a bucket hat with sports uniform.

Boys are encouraged to wear black belt to keep their shirt tucked in.

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.

All students who attend ICB must wear the approved school uniform. If for any reason your child is unable to wear a particular item of our school uniform, parent/guardian should provide a note advising the school of the situation and take appropriate steps to correct the uniform as soon as possible.

Make up, excessive jewellery, tattoos and items of clothing not part of the approved uniform are also not permitted in school. In some cases, items will be confiscated and parents will need to see the office to have them returned.

## **Hot Weather**

PE/Sport uniform may be worn in Terms 1 and 4 unless they are to attend school functions (photo day, assembly, End of Year award ceremony).

Consequences for Not Wearing College Uniform:

- Classroom teachers will monitor and give verbal warning
- Write a note in the diary
- Send Uniform note home
- Parents/Guardians of children who regularly do not wear correct uniform will be contacted by the Deputy Principal/Assistant Principal.

## **Hair**

All children are expected to adhere to the following guidelines:

- Boys' hair must be neat and tidy, above the collar and out of their face.
- Tinting, colouring, streaking, hair extensions, hair wraps etc. are not permitted.
- Punk-styles, undercuts, spikes, dreadlocks, rats' tails, tracks, skin-heads etc., are not permitted.
- Styling products e.g. gel, mousse, wax must not be used.

## Health Matters

The College Health Centre is a first aid station and designed for short term care only. If you receive a call from the nurse or administration staff regarding your child, please organise prompt pick up. Your child may require medical assistance or a visit to the doctor.

It is a requirement that the person who collects your child for early departure signs the register at the reception desk. The College requests that parents and carers update their telephone numbers and those of their emergency contacts, so that the College can make contact quickly in the event of an illness or injury.

The College requests that you please keep children who are unwell or contagious at home. If you are unsure please speak to the College Nurse or your doctor. Queensland Health has recommended exclusion times for certain illnesses and conditions and the College is required to follow these guidelines for infection control.

The College is only allowed to administer labelled medication:

- as directed by a medical practitioner with a written request by a parent or carer
- when emergency first-aid medication is needed.

*Please complete the Medication Administration form available on our website or see the nurse. The College discourages self-administration of most medications except asthma puffers. Medication in the wrong hands can be dangerous.*

You must inform the College if your child has any specific medical needs and/or requires medication during school hours. Action Plans and labelled medication must be provided for the following conditions:

- Asthma
- Allergies
- Anaphylaxis
- Diabetes
- Epilepsy
- Any other severe medical condition

If you have any questions about health matters you can contact the College Nurse on Email: [nurse@icb.qld.edu.au](mailto:nurse@icb.qld.edu.au) or by calling the Islamic College of Brisbane on 07 38413645.



## College Guidance Counsellor

Guidance officer provides counselling and career services. For counselling, the College counsellor, through mutually respectful partnerships, improve, maintain and promote emotional, social, physical and mental wellbeing and support whole school approaches that encourage and enhance life-long learning. The information you share with the College counsellor would be kept confidential/private unless there is a threat to your life or safety.

### Role of College counsellor:

Identify and understand issues facing students

Initiate and manage preventative mental health programs and interventions

Assist teachers, parents and students to resolve issues and problems

Support and Guide students through their academic journey

**The College counsellors at ICB are Akrim Mahouachi and Ms Aida Nicevic.**

### How can you contact the counsellor?

**Teacher's referral:** Referrals are available on the school website or on the Intranet.

**Student self-referral:** The counsellors work at ICB **Mondays to Fridays** during school hours. Students are welcome to access directly the service if any issue arise. There is also a **mail box** in front of the counselling room, where students can leave their details for the counsellor to contact them. **Counselling is located in building B, near the computer labs.**

**Parents:** Call to make an appointment directly with the counselling office or ask the teacher

**Via email:** amahouachi@icb.qld.edu.au (Akrim Mahouachi) anicevic@icb.qld.edu.au (Aida Nicevic)



## **Year 3-6 Arabic and Islamic Textbooks Hire Scheme**

Please note that Year 3-6 Arabic and Islamic Textbooks have been taken out from the 2020 Primary Booklist and added into the Textbooks Hire Scheme.

- A hiring charge is included into school levies which parents need to pay at the beginning of the year.
- Students will hire the book from the library at the beginning of Term 1 and return the book at the end of the school year.
- ALL students are responsible for the care of the books they hire. Any lost or damaged books must be paid for.

## **Notes from the Library**

The library team is looking forward to welcoming everyone back to the library to borrow and enjoy the great facilities we have for students.

Just a friendly reminder that ALL students are required to have a library bag when they come to borrow books. Please ensure your child's name is clearly written on their bag.

- Prep to Year 2 may borrow two books. These year levels borrow every week.
- Years 3 and Year 4 may borrow 3 books, Years 5 and 6 may borrow 5 books. These classes borrow every fortnight.

Please note that students in Years 3 to 6 are welcome to return and borrow their books during breaks and before and after school.

We encourage all students to read for pleasure in the hope that they will develop a life-long love of reading. Our library has an extensive range of books to cater for all ages and interests.

This year we will be further developing our lunchtime activities to include board games, Lego, robotics, computer games and of course areas to just chill out and read.

Ms Rifai

P-12 Library Coordinator



## **Resolving issues respectfully at school**

A key priority of ICB staff, parents and families is to foster a safe and healthy learning environment for all students. As a parent, there may be times when issues arise that affect your child, for example a playground incident with another child or issues within the classroom. How those issues are handled can make a significant difference to the learning and development of our students, and the positive environments we aim to create and nurture. The following information can assist parents, families and ICB staff to manage issues respectfully and reach an outcome that is in the best interest of the student.

### **Talk to your child**

Ask your child questions (who, what, where, when, how) to clarify the issue. This can give you an idea of whether your child is able to find their own solution to a problem, or if staff intervention is required. One of the skills children need to develop to operate in the world is to solve their own problems if they can, and adults play an important role in modelling how to do this effectively.

### **Talk to your child's teacher about academic or social issues**

If you are concerned about your child's academic progress or school work, the teacher may be able to suggest ways to help your child at home or help you to access additional support at school. If the issue is regarding Arabic, Islamic, PE or IT, please contact the relevant teacher. If your child is experiencing persistent social issues, make an appointment with your child's teacher as soon as possible. Together, you and your child's teacher should be able to resolve the issue calmly and respectfully.

### **Talk to your child's Year level coordinator or Director of Arabic and Islamic about general year level issues**

If you have a general issue — for example, have concerns about your child's class teacher or Arabic and Islamic teacher — you can get in touch with the Year level coordinator or Director of Arabic and Islamic to calmly discuss the issue and find a workable solution.

### **Talk to the leadership team (Assistant Principal/Deputy Principal/Principal) if the issue remains unresolved**

If you have approached your child's teacher or Director of Arabic and Islamic and your issue remains unresolved, make an appointment to see the leadership team to discuss the issue further.

### **Other useful tips for resolving issues**

- Remain calm and be respectful towards college staff when raising an issue with them.
- Try to keep an open mind and accept that multiple views reflect different perspectives.
- Remember, sometimes it may take time to resolve certain issues.
- Have a clear idea of the outcome you are seeking and communicate this desired result. If an agreed solution isn't working, discuss other options.

## **EXPECTED PARENT ACTIONS**

All parents are expected to abide by the action statements below to ensure the behaviours they model are appropriate at all times.

**Support your child in all their educational endeavours by giving praise and showing interest in their school activities.**

Help your child to discover that it is often the process that is experienced rather than the end product that makes it all worthwhile; that giving of your very best is what matters rather than always comparing yourself against the capabilities of others.

**Ensure all our children have the right to feel safe at school.**

There may be times when you feel that the actions of another child have infringed upon the rights of your own child. *Under no circumstances is a parent or guardian to approach another child whilst they are in the care of the school to discuss or chastise them because of their actions towards their own child.* It is appropriate to approach the class teacher or the School Principal to seek their intervention in bringing about an equitable and peaceful solution to the situation.

Accept that **bullying** has no place within our community and as such will not be tolerated. This is as true for adult-to-adult interaction as it is for child-to-child. Instances of **bullying** must quickly be brought to the attention of the school staff so that justice may be achieved for all involved in the conflict.

**Always be positive.**

We all have bad days and, at times, events occur which don't always appear fair. However, it is often the case that the injustice was not intentional, and many times not even apparent to others. Always approach these situations in a spirit of co-operation and genuine partnership. It is amazing how easily and quickly most situations can be resolved.

**Show awareness that a child's perception is not the same as an adult's due to developmental maturity.**

A child is not necessarily lying when their story conflicts with another or when the teacher's perspective does not match what you have been told at home. Children see their world through their own limited experiences, which colour their perceptions. Adult perceptions are balanced with life experiences. Listen to your child as they tell you their "reality", but remember that a different "reality" may possibly exist elsewhere. Open, honest discussion with school staff is essential in these situations.

**Understand that children may and do act differently at home and school.**

When faced with an audience of their own peers often children will act/react in a way, which appears completely out of character to you and the saying "My child wouldn't do that", might not hold for all situations. Be open to all possibilities.

continued...

### **Protect people's good name.**

Problems, differences of opinion and personality clashes are not resolved by involving other people in a disagreement or by taking sides in an argument. Attempt to resolve these issues through calm dialogue between the parties directly involved whilst respecting the dignity of each and every person.

### **Separate opinion from fact.**

An approach to the relevant personnel within the school to verify the factual basis of a story can assist in allaying your fears of an event in question and the intent involved.

### **Actively listen to another's point of view.**

It may be that the perspective from which the parent is approaching the situation is foreign to the other party and each may be equally of value.

### **Follow correct procedures in times of conflict to ensure all parties are heard and for harmonious solutions to be reached.**

(Please use the guide resolving issues.)

*We trust that parents and carers will fully support this Code of Conduct to ensure a positive environment for all.*

## **Teaching & Learning**

### *Bounce and run, time for fun*

Using sports and games to practise vocabulary, counting and measuring

Playing sports and games with your child is great for their physical and social development. Even better, there are lots of ways to help your child practise letters, vocabulary, matching and counting while having fun with you. Here are just a few things you can do together:

- think of doing words related to sports such as bounce, throw, catch and hit, and act them out
- play guessing games on a sports theme – e.g. 'You use me to play tennis. What am I?' (answer: racquet)
- pick a letter and think of as many sport-related words as you can
- play counting games while throwing, kicking or bouncing a ball. If counting by ones is easy, make it more challenging – e.g. counting by twos, starting at a number other than one, or counting backwards from twenty

measure how far your child can run in a certain time, or how long it takes them to run a certain distance.

Don't worry about whether something is 'a sport' or not. The aim is to have fun with words and numbers, not to get stuck on definitions!

## **Dates to Remember:-**

### **Term 1**

#### **January**

28 Term 1 begins

29 Primary Assembly

#### **February**

3 - 14 Parent Information Afternoons

17- 28 Life Education Van

19 Primary Assembly

20 Primary Photo Day

#### **March**

2-3 Life Education Van

5 Family Photo Day

9 - 12 Yrs 1 & 5 Swimming Days

11 Primary Assembly

16 - 19 Yrs 4 & 6 Swimming Days

23 - 26 Yrs 2 & 3 Swimming Days

23 - 27 Yrs 1 - 6 Parent/Teacher Interviews

23-31 Ramadan Book Fair

25 Primary Assembly

31 Primary Quran Competition (Year 1-3)

#### **April**

1 Primary Quran Competition (Year 4-6)

1 Ramadan Book Fair

3 Last day of Term

We look forward to a positive and enriching year for all In shaa Allah!

*Regards, wasalaam,*

*Mrs Ashraf*