



2020

**Primary Information Booklet for
Parents and Students**

School motto

'Advance Through Knowledge'

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SCHOOL ADMINISTRATION

College Board President	Mr Adnan Levent
Principal	Mr Ali Arabaci
Deputy Principal	Mr Mustafa Ayvaz
Business Manager	Mr Ahmet Taslak
Head of Policy and Compliance	Ms Sameema Ali
Primary Coordinator	Ms Mehtap Tekin
Secondary Coordinator	Ms Jena Yalcinkaya

PRIMARY TEACHERS

Kindergarten	Ms Saide Islek
Year 1	Ms Semra Abali
Year 2	Ms Amena Yatim
Year 3	Ms Bilgesu Sezer
Year 4	Ms Hunaiza Yousaf
Year 5	Ms Nicole Abdelwahed
Year 6	Mr Mohammed Odeh
Arabic Language Teacher	Mr Ertan Fuoad Othman
Turkish Language Teacher	Ms Yuksel Doganci
Islamic Studies	Mr Abdulsamed Sari (K-2) Mr Mehmet Sula (Year 3-6)
Quran	Mr Abdulsamed Sari (K-2) Mr Mehmet Sula (3-6) Mr Muhammed Ordukaya (Qur'an Support)
NCCD Coordinator and Learning and Support	Ms Ilkdem Turk
Learning and Support	Ms Cansu Sezer
Teacher Aide/Library Assistant	Ms Beyhan Yatagan

STUDENT SERVICES

Wellbeing Coordinator	Mr Mustafa Ayvaz
Girls' Wellbeing	Ms Jena Yalcinkaya
Counsellor	Mr Yusuf Acar
College Chaplains	Mr Erol Kaso Mr Muhammed Ordukaya

SCHOOL SERVICES

Office Assistants	Ms Sharine Khan Ms Ruveyda Levent
Assistant Business Manager	Mr Hasan Sula
IT Support	Mr Zane Al-Said
Security and Maintenance	Mr Umit Gunes
Canteen Staff	Ms Turkan Salih Ms Nuray Atalay

SCHOOL DATES FOR 2020

TERM	TERM DATES	SCHOOL BREAK
Term 1	9 th March – 8 th May	
Term 2	11 th May – 9 th July	School Break 10 th July – 17 th July 1 week holiday
Term 3	20 th July – 2 nd October Students start 20th July	School Break 5 th October - 9 th October 1 week holiday
Term 4	12 th October - 16 th December Students start – 12th October	Summer Break starts 17 th December Last day for students- 16th December

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 extra curricula 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 lover 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.

PRINCIPAL'S WELCOME

The primary years of a student's life are without a doubt the most important in their academic development. Primary education is the place where students are taught 'skills' in order to access knowledge and learning. Skills such as reading, writing, speaking and listening provide students with the appropriate foundation to become lifelong learners. Research suggests that the lesser students learn in their foundational years, in particular kindergarten to year two, the more the gap widens as the students get older.

There are a number of factors that hinder the learning experience in those foundational years including socioeconomic disadvantage, students coming from an 'English as an Additional Language/Dialect background, learning disabilities and/or learning difficulties, to name just a few. At Irfan College, however, we believe we have the right vision, mindset and approach to provide the best learning opportunities for our students.

Learning should be the main focus of all schools, regardless of their status, context or background. It has unfortunately become commonplace amongst independent schools to prioritise business over learning. This approach continues to disadvantage and limit the development of our children as they are perceived solely on an academic level. However, there is more to our children than academic results, grades and figures.

I am confident with our primary team and firmly believe that they will do an amazing job with your child's academic, social, spiritual and psychological development.

I hope you find this information booklet helpful and pray to Allah (swt) that He grants us a beneficial and productive year.

Kind regards,

Mr Ali Arabaci
Principal

Primary Bell Times (Monday-Thursday)

Primary Bell Times (Monday-Thursday)		
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
Period 5	45 min	12.10 – 12.55
Extended P5 & eating (K-2) – Prayer (3-6)	25 min	12.55 – 1.20
Play Lunch (K-6)	35 min	1.20 – 1.55
Period 6	45 min	1.55 – 2.40
Period 7	45 min	2.40 – 3.25

Primary Bell Times (Friday)

Primary Bell Times (Friday only)		
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
Period 5	45 min	12.10 – 12.55
Extended P5 & eating (K-2) – Play Lunch (3-6)	25 min	12.55 – 1.20
Jumu'ah Prayer (K-2 Play Lunch)	35 min	1.20 – 1.55
Period 6	45 min	1.55 – 2.40
Period 7	45 min	2.40 – 3.25

3:25 – Bus Students Dismissal

3:30 – Parent-pick up Dismissal

CURRICULUM ORGANISATION

Our 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:

Early Stage 1 – Kindergarten

Stage 1 – Year 1 and 2

Stage 2 – Year 3 and 4

Stage 3 – Year 5 and 6

Students in each stage undertake core experiences in the KLA's of:

- English
- Mathematics
- Science and Technology
- Human Society and its Environment (HSIE)
- 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) - 2 periods of per week
Parents have the choice of selecting either Arabic or Turkish
- Islamic Studies - 1 period per week
Tawheed (Oneness of God) and Iman (Belief and Creed), Ibadah (Worship), Akhlaq wal Adab (Islamic Manners and Ettiquette) and Tareekh (Islamic history)
- Qur'an Studies – 3 periods per week

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

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

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 REPORT	SEMESTER 1 REPORT	INTERIM REPORT	SEMESTER 2 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 Sentral Parent Portal App during the term breaks.

STUDENT PACKS

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

The **Primary 'Student Pack'** contains the following items:

- Textbooks for Mathematics, Spelling, Handwriting
- Exercise books - A4 or scrapbook size for each subject
- Art book
- Maths grid book
- Document folders
- All necessary stationery to use in class (pencils, eraser, sharpener, crayons,

coloured pencils, scissors, pencil case, ruler, protractor, crayons, glue, etc.)

Please note that the parents are expected to provide their child/ren with the necessary stationery at home whilst completing homework.

SUMMARY OF SCHOOL FEES

School Fees	1st Child		2nd Child		3rd Child		4th Child		5th and subsequent children	
	Term	Year	10% Discount	25% Discount	50% Discount	75% Discount	Term	Year	Term	Year
PRIMARY	\$537.5	\$2150	\$483.75	\$1935	\$403.1	\$1612.5	\$269.75	\$1075	\$134.4	\$537.5
Year 7 to 10	\$602.5	\$2410	\$542	\$2169	\$452	\$1807.5	\$301.2	\$1205	\$150.6	\$602.5
Year 11 & 12	\$665	\$2660	\$598.5	\$2394	\$498.7	\$1995	\$332.5	\$1330	\$166.2	\$665
Bus Fee	\$650	\$2600	\$650	\$2600	\$650	\$2600	\$650	\$2600	\$650	\$2600

Levy	Excursion / Incursion <i>Per student</i>	Stationery / Textbook <i>Per student</i>	Digital Learning Resources <i>Per student</i>	Tech & Creative Arts Fee <i>Per student</i>	Capital Levy <i>(Per new family)</i>
PRIMARY	\$100	\$120	\$190	-	\$200
SECONDARY (Year 7 & 8)	\$150	\$300	-	\$150	\$200
SECONDARY (Year 9 & 10)	\$150	\$340	-	-	\$200
SECONDARY (Year 11 & 12)	\$150	\$120	-	-	\$200

UNIFORM REQUIREMENTS

UNIFORM SHOP - FAZ UNIFORMS

Our Uniform Shop operator is FAZ Uniforms. The trading hours and address can be found below.

Address:

15/364 Park Rd
REGENTS PARK NSW 2143

Telephone:

02 9644 7999 / 0412 599826

Uniform

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. Uniform 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.

Uniform Policy

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 student's name, class and tick missing uniform on the slip.
 2. Teachers are to record negative incident 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 file.
5. Once student has brought 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 student has continuously been out of uniform, students will be sent home and only allowed back on school grounds once student is in full compliance of the Irfan College Uniform Policy.

- To summarise, the following steps are undertaken:
 - Step 1 → 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 (<i>must be worn to school during Term 2 and 3</i>) (IC) Sky blue shirt (IC) Navy Pants (IC) Legionnaire Hat (<i>must be worn whilst outdoors</i>) (IC) Primary school bag Dark Navy or Black socks (<i>business style</i>) Black Leather School Shoes (<i>business style only</i>)	(IC) Maroon Jumper (<i>must be worn to school during Term 2 and 3</i>) (IC) Sky blue shirt (IC) Navy Pants (IC) Legionnaire Hat (<i>must be worn whilst outdoors</i>) (IC) Primary school bag Dark Navy or Black socks (<i>business style</i>) Black Leather School Shoes (<i>business style only</i>)
Boys & Girls Sports Uniform	
(IC) Sport track suit jacket (<i>must be worn to school on sports day during Term 2 and 3</i>) (IC) Sport track suit pants (IC) Grey polo shirt (IC) Legionnaire Hat (<i>must be worn whilst outdoor</i>) (IC) Primary school bag	

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

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.

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

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

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/Accessories	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 expectations and Classroom expectations

Whole-school Expectations
<ol style="list-style-type: none"> 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. Uniform: We will always wear our full school uniform.
Classroom Expectations
WE ALL HAVE A RIGHT TO LEARN
<p>To learn well we will:</p> <ol style="list-style-type: none"> (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: <p style="text-align: center;">Check first  Ask a friend  Go on with other work until teacher comes</p>

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 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 College office.

Students arriving late to school must:

- 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.

If a student needs to leave school early, the following procedure applies:

- 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.

The College seeks the support of parents in ensuring that their children do homework on a regular basis. They should make sure that they check what homework has been set and ensure that it is completed.

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

- Monday - Friday: Spelling, English and Mathematics
- Reading Eggs (K-6), MathSeeds (K-2), Mathletics (3-6) - Friday and weekend
- Home Readers – Per night

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

Kindergarten	20 minutes
Grade 1	25 minutes
Grade 2	30 minutes
Grade 3	40 minutes
Grade 4	50 minutes
Grade 5/6	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
-

EMERGENCY EVACUATION

Emergency situations can arise at any time. In the event of the emergency evacuation, the first consideration is the overall safety of the students and staff. The signal to evacuate will be a continuous ringing of the bell. When the bell rings continuously for an emergency evacuation:

- Students cease work immediately
- Leave all books, practical work, personal possessions and bags
- At the direction of the teacher, students stand and move out of the room in a controlled and quiet manner
- Proceed to the designated area accompanied by the teacher
- Follow the escape route indicated on the Emergency Evacuation Map next to the room exit
- The door is to be closed after the last person exits - do not lock it
- Each year level is to go to their allocated assembly point
- Sit in roll classes and wait for the teacher to mark the roll. Students do not leave the area until instructed to do so.

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 3.25 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.

WELLBEING AND BEHAVIOUR MANAGEMENT

Refer to Well-being & Behaviour Management Policy on our school website:

www.irfancollege.nsw.edu.au

SUN SMART POLICY

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