



2020

**Secondary Information Booklet for
Parents and Students**

'Advance Through Knowledge'

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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.

SCHOOL CONTACT DETAILS

Address 2089 - 2109 Elizabeth Drive, Cecil Park NSW 2178

Phone (02) 9826 2885

Email office@irfancollege.nsw.edu.au



[Facebook](#)

OFFICE HOURS

The school office is open Monday to Friday from **8:15** am until **4:00** pm.

SCHOOL DATES FOR 2020

FIRST DAY OF SCHOOL

Monday 09 March

TERM DATES

2020 Irfan College Term Dates

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

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

SUBJECT TEACHERS 7-10

English	Mr Ozan Angin Ms Elif Tirzik
Mathematics	Ms Joumana Issa Mr Halil Ordukaya
Science	Mr Aladdin El Zoobi
Geography/History	Ms Aqsaa Khan
Creative Arts	Ms Danielle Jebara
Technology	Ms Sevinc Kuscu
Commerce	Mr Ayman Awad
PDHPE/Sports	Mr Said Kabalan
Arabic	Mr Ertan Othman
Turkish	Ms Sevinc Kuscu

Islamic Studies	Mr Ali Arabaci Mr Tarek Bagnato
Quran	Mr Erol Kaso Mr Tarek Bagnato

SUBJECT TEACHERS YEAR 11

English Standard English Advanced English Extension 1	Ms Elif Tirzik Mr Ozan Angin Mr Ozan Angin
Mathematics Standard Mathematics Advanced Mathematics Extension 1	Mr Halil Ordukaya Ms Joumana Issa Ms Joumana Issa
Biology Chemistry	Ms Zina Al Nakeeb
Business Studies Legal Studies	Mr Ayman Awad
Studies of Religion II	Mr Erol Kaso
Ancient History	Ms Aqsa Khan
Visual Arts	Ms Danielle Jebara
PDHPE	Mr Said Kabalan
Islamic Studies	Dr Samir Cantab

STUDENT SERVICES

Deputy Principal	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

PRINCIPAL'S WELCOME

It is with great joy and delight to announce that Irfan College commenced our Secondary College in 2017 with grades 7 and 8. We then went on to commence year 9 in 2018 and year 10 in 2019. Alhumdulillah by the permission and will of Allah (swt) we will be commencing Year 11 in 2020, after a long-awaited approval. The team at Irfan College are committed to providing our students with a holistic education embedded in an Islamic framework. 'Holistic education' in this sense refers to an education system that does not discriminate according to learning ability. 'Embedded in an Islamic framework' refers to the Islamic values and principles being the main source of motivation for our learning community. With this approach towards education, we aim to raise a generation of thinkers and leaders who have confidence in their Australian-Muslim identity and have a deeply rooted motivation to actively do good in the world.

In a very short period of time, Irfan College has become a reputable Islamic school within the Muslim community. The vision, mission, values, and staffing profile are the main reasons why Irfan College has come such a long way in a short period of time.

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

I pray to Allah (swt) that He grants us a beneficial and productive year.

Kind regards,

Mr Ali Arabaci
Principal

LESSON TIMES

Secondary Bell Times

Monday to Wednesday

Secondary (Monday-Wednesday)		
Period	Duration	Bell Time
Roll Call	15 min	8.45 – 9.00
Period 1	55 min	9.00 – 9.55
Period 2	50 min	9.55 - 10 .45
Recess	20 min	10.45 -11.05
Period 3	50 min	11.05 – 11.55
Period 4	50 min	11.55 – 12.45
Lunch	35 min	12.45 - 1:20
Prayer	25 min	1.20 – 1.45
Period 5	50 min	1.45 – 2.35
Period 6	50 min	2:35 – 3.25

Thursday

Secondary (Thursday)		
Period	Duration	Bell Time
Roll Call	10 min	8.45 – 8.55
Period 1	45 min	8.55 – 9.40
Period 2	45 min	9.40 - 10.25
Period 3	45 min	10.25 -11.10
Recess	20 min	11.10 - 11.30
Period 4	45 min	11.30 - 12.15
Period 5	45 min	12:15 – 1.00
Period 6	45 min	1.00 – 1.45
Prayer	25 min	1.45 – 2.10
Lunch	20 min	2.10 – 2.30
Sports	55 min	2.30 - 3.25

Friday

Secondary (Friday)		
Period	Duration	Bell Time
Roll Call/Wellbeing	30 min	8.45 – 9.15
Period 1	50 min	9.15 – 10.05
Period 2	50 min	10.05 - 10 .55
Recess	20 min	10.55 - 11.15
Period 3	50 min	11.15 -12.05
Period 4	50 min	12.05 – 12.55
Period 5	45 min	12.55 – 1.40
Lunch	25 min	1.40 – 2.05
Jumu'ah Prayer	35 min	2.05 – 2.40
Period 6	45 min	2:40 – 3.25

CURRICULUM ORGANISATION

Stage 4 and 5 Curriculum

YEARS 7 and 8 (STAGE 4)

Years 7 and 8 students study the following courses:

- English
- Mathematics
- Science
- History
- Geography
- PDHPE
- Technology
- Creative Arts
- 100 hours Language other than English (Turkish or Arabic)
- Technology Mandatory

Sport is an important and compulsory part of the curriculum and an additional time is allocated for this.

In addition to these subjects, all students in Year 7 and 8 will study one (1) lesson of Islamic Studies and two (2) lessons of Quran Studies.

YEARS 9 and 10 (STAGE 5)

Years 9 and 10 students' study towards the award of RoSA. The Record of School Achievement (RoSA) is the credential awarded by NESAs for students who satisfactorily complete their education to the end of Year 10 and beyond.

Course Structure for Year 9 and 10

Subjects are divided into two groups:

- Compulsory Subjects
- Elective Subjects

In addition to these subjects, all students in Year 9 and 10 will study one (2) lesson of Islamic Studies and two (2) lessons of Quran Studies.

Compulsory Subjects: All students must study

- English
- Mathematics
- Science
- History
- Geography
- PDHPE

Elective Subjects: All students must study two electives in year 9 and two electives in year 10 from the following choices:

Year 9

- Commerce or Physical Activity and Sport Studies
- Arabic or Turkish

Year 10

- Commerce or Visual Arts
- Arabic or Turkish

Key Learning Area	Number of Periods Per Week			
	Year 7	Year 8	Year 9	Year 10
English	5	5	6	6
Mathematics	5	5	5	5
Science	4	4	4	4
History / Geography	3	3	3	3
Geography / History				
PDHPE + Sports	2	2	3	3
Technology (Mandatory)	3	3		
Creative Arts (Visual Arts & Music)	3	3		
Mandatory Language (Arabic / Turkish), Quran 2 2	4	4		
Elective : Commerce /Physical Activity and Sports Study Commerce / Visual Arts			3	3
Elective: (Arabic / Turkish), Quran 2 2			4	4
Islamic Studies	1	1	2	2
Total Periods Per Week	30	30	30	30

YEARS 11 and 12 (STAGE 6)

In **Years 11 and 12** students study a mandated number of units. English is the only compulsory subject studied in accordance with the NSW Educational Standards Authority requirements. Students achieve the Higher School Certificate by completing an approved set of courses by the end of Year 12. For most students, this will include sitting for the HSC written examinations.

Parents can access information about the curriculum from the following website:

<http://educationstandards.nsw.edu.au>

Year 11 (2020)

Compulsory Subjects: All students must study

- English Standard **or** English Advanced
- Islamic Studies

Elective Subjects:

- Mathematics Standard **or** Mathematics Advanced
- Chemistry **or** Business Studies
- Biology **or** Ancient History
- Legal Studies **or** Studies of Religion II
- PDHPE **or** Visual Arts
- English Extension 1
- Mathematics Extension 1

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. At Irfan College, effective assessment is ensured as it gives feedback to students on their progress, help students monitor and improve their learning, provide information for teachers about the student's strengths and weaknesses as well as provide information to parents.

Teachers use a variety of ways to assess the knowledge, skills and understanding of their students. Students will benefit from a wide range of formal and informal, internal and external assessment programs.

Students must comply with the assessment requirements of each of their subjects as outlined in the School Assessment Policy.

Separate School Assessment Policy Guidelines will be handed to students.

REPORTING

Semester and Interim school reports are sent to Parents via our online Parent Portal.

YEAR	INTERIM REPORT	HALF YEARLY REPORT	INTERIM REPORT	YEARLY REPORT
7	Term 1	Term 2	Term 3	Term 4
8	Term 1	Term 2	Term 3	Term 4
9	Term 1	Term 2	Term 3	Term 4
10	Term 1	Term 2	Term 3	Term 4
11	Term 1	Term 2		Term 3

REPORTING PROCEDURES

Two types of reports are issued to all students:

(a) **REPORTS ON STUDENT PROGRESS** - These reports are issued to all students to report on progress, issued at the end of Semester 1 and semester 2.

(b) **INTERIM REPORTS** - These are issued during Terms 1 & 3 to all students

PARENT – TEACHER MEETING

YEAR	TERM	
7	Term 1	Term 3
8	Term 1	Term 3
9	Term 1	Term 3
10	Term 1	Term 3
11	Term 1	Term 3

SUBJECT INFORMATION

ENGLISH:

English is a mandatory course that is studied substantially in each of Years 7–10 with at least 400 hours to be completed by the end of Year 10.

The English course gives students the opportunity to read critically, and respond imaginatively and analytically to a range of texts. Students study a range of texts such as fiction, drama, poetry, film, multi-media and media. By investing time and energy into the study of English students will develop as confident and informed citizens. The study of English is central to the learning and development of all students.

Students engage in the close reading of texts and wide reading of a range of different kinds of texts. Students explore texts through a balance of listening, speaking, reading, writing, viewing and representing.

MATHEMATICS:

Mathematics is a mandatory course that is studied substantially in each of Years 7–10 with at least 400 hours to be completed by the end of Year 10.

In the Mathematics module in this stage there is an emphasis on working mathematically.

The aim of Mathematics in K–10 is for students to: be confident, creative users and communicators of mathematics, able to investigate, represent and interpret situations in their personal and work lives and as active citizens; develop an increasingly sophisticated understanding of mathematical concepts and fluency with mathematical processes, and be able to pose and solve problems and reason in Number and Algebra, Measurement and Geometry, Statistics and Probability; recognise connections between the areas of mathematics and other disciplines and appreciate mathematics as an accessible, enjoyable discipline to study, and an important aspect of lifelong learning.

SCIENCE:

Science is a mandatory course that is studied in Years 7–10 with at least 400 hours to be completed by the end of Year 10.

The aim of Science in Years 7-10 is to develop students interest in and enthusiasm for science, as well as an appreciation of its role in finding solutions to contemporary science-related problems and issues; knowledge and understanding of the nature and practice of scientific inquiry, and skills in applying the processes of Working Scientifically; scientific knowledge of and about phenomena within the natural world and the application of their understanding to new situations and events; appreciation of the development and dynamic nature of scientific knowledge, its influence in improving understanding of the natural world and the contribution of evidence-based decisions in informing societies' use of science and technology.

HISTORY:

The History (Mandatory) course requires students to complete 100 hours of History in Stage 4.

In Years 7 and 8 students study world history from ancient times to the modern world. They acquire knowledge and understanding of archaeology and its contribution to the study of the past. A variety of ancient societies such as Egypt, Greece, India, China and Rome are studied in Year 7 while Year 8 concentrates on medieval times, colonisation and contact history.

GEOGRAPHY:

The Geography (Mandatory) course requires students to complete 100 hours of Global Geography in Stage 4.

The study of Geography enables students to become active, responsible and informed citizens able to evaluate the opinions of others and express their own ideas and arguments.

It allows students to perceive the world in a variety of ways and helps them make sense of a complex and changing world.

Geography learning area offers students a range of extracurricular activities including subject specific competitions, excursion and fieldwork.

Topics studied in Years 7 and 8 are:

- Landscapes and Landforms
- Place and Liveability
- Water in the World
- Interconnections

CREATIVE ARTS:

The Years 7–8 mandatory course in Visual Arts is taught as a coherent study of 100 hours, spread over two years. The Years 7–8 mandatory course in Music is taught as a coherent study of 100 hours, spread over two years.

In Visual Arts students are introduced to an awareness of cultural, social and historical contexts that are embodied in artwork which in turn allows them to link their own production to a given context. Students are introduced to a critical analysis framework to analyse artworks and use art terminology when responding.

Within music learning area, students engage in a range of communication processes in general and specific areas of the arts. Music studies extend the students' understanding of historical, social and cultural influences of Music.

TECHNOLOGY (MANDATORY):

The Technology (Mandatory) course is studied for 200 hours, typically in Stage 4 (Years 7 and 8).

Technology (Mandatory) introduces all students to a range of technologies through the completion of design projects. It is also the foundation course for a range of elective courses in the Technology learning area.

Students complete six units from different context areas over two years using different equipment, materials and technologies. Food technology, textile technology and computing technology are the primary focus areas for design projects undertaken by students.

All students will learn about the processes of designing through the development of design projects in the areas of:

- Design and production
- Agriculture and Food Technologies
- Digital Technologies
- Engineered Systems

- Material Technologies

They will learn about the properties and applications of a range of materials and the tools and equipment that are used to shape, form and join these materials. Students will gain an understanding of the factors that influence design including function and aesthetics. They will study the work of designers and the impact of technological advancement on society and the environment.

PDHPE:

Personal Development, Health and Physical Education (PDHPE) is a mandatory course that is studied in each of Years 7–10 with at least 300 hours to be completed by the end of Year 10.

PDHPE develops students' capacity to enhance personal health and wellbeing. It promotes their enjoyment of and commitment to an active lifestyle and helps them to achieve confidence and competence in a wide range of activities. Through PDHPE students develop knowledge, understanding, skills, values and attitudes that enable them to advocate lifelong health and physical activity.

LANGUAGE:

The Years 7–8 mandatory course in Languages is taught as a coherent study of 100 hours, spread over two years.

Students have opportunity to learn one or more Language other English throughout their school life. The Languages offered at Irfan College are:

- Arabic
- Turkish

Each Language is supplemented by Quran Reading with students to extend students pronunciation, vocabulary and cultural understanding skills.

ELECTIVE COURSES

COMMERCE

The aim of Commerce is to enable young people to develop the knowledge, understanding, skills, values and attitudes that form the foundation on which they can make sound decisions about consumer, financial, economic, business, legal, political and employment issues. It develops in students the ability to research information, apply problem solving strategies and evaluate options in order to make informed and responsible decisions as individuals and as part of the community.

Central to the Commerce course is the development of an understanding of the relationships between consumers, businesses and governments in the overall economy. Through their investigation of these relationships, students develop the capacity to apply problem-solving strategies which incorporate the skills of analysis and evaluation. Students engage in the learning process which promotes critical thinking, reflective learning and the opportunity to participate in the community.

To function competently in our democratic and pluralistic society, students need to develop the ability to research information, evaluate options, and participate in collaborative decision-making within the commercial and legal framework and acquire the necessary skills to become self-directed lifelong learners.

PHYSICAL ACTIVITY AND SPORT STUDIES

Physical Activity and Sports Studies aims to enhance students' capacity to participate effectively in physical activity and sport, leading to improved quality of life for themselves and others. Students engage in a wide range of physical activities in order to develop key understandings about how and why we move and how to enhance quality and enjoyment of movement.

Physical Activity and Sports Studies represents a broad view of physical activity and the many possible contexts in which individuals can build activity into their lifestyle. It incorporates a wide range of lifelong physical activities, including recreational, leisure and adventure pursuits, competitive and non-competitive games, individual and group physical fitness activities, and the use of physical activity for therapy and remediation.

Participation in regular physical activity is essential to improving health status and quality of life. Health experts agree it can reduce the likelihood of obesity, non-insulin dependent diabetes, coronary heart disease, hypertension and cancers. Research shows regular physical activity to also be effective in stress management, therapy and rehabilitation, injury prevention and the promotion of physical fitness. Individuals who lead an active lifestyle enjoy a positive sense of general wellbeing, heightened energy levels and improved ability to concentrate.

VISUAL ARTS

The study of visual arts enables young people to develop an interest in and enjoyment of investigating the world through the ideas, aesthetic and contexts of artists and their work in a broad range of forms, media and styles. Through critical reflection and acquiring understanding, knowledge and skills, students respond by creatively developing their own ideas and artworks.

Visual Arts places great value on the development of students' intellectual and practical autonomy, reflective action, critical judgement and understanding of art in artmaking and in critical and historical studies of art.

Visual Arts plays an important role in the social, cultural and spiritual lives of students. Visual Arts fosters interest and enjoyment in the making and studying of art. Visual Arts builds understanding of the role of art, in all forms of media, in contemporary and historical cultures and visual worlds. In contemporary societies many kinds of knowledge are increasingly managed through imagery and visual codes and much of students' knowledge is acquired in this way.

SUBJECT REQUIREMENTS

Students from Years 7 to 10 will receive a textbook pack at the beginning of each school year.

Subject Equipment Requirements Year 7, Year 8, Year 9 and Year 10

Irfan College Student Diary	Supplied by school and is included in the school fees
e- textbooks	Included in the school fees and details supplied by the school with the textbook pack

A3 Visual Arts Portfolio Diary Year 7 and 8	Supplied by school and is included in the school fees
Geometry set - Year 7	
Canvas (A3) – Year 7 and 8	
Casio Scientific Calculator – Year 8 only	
Exercise book A4 size 200 pages (10 books per student) Years 7-10	

Pencil Case with the following items, students are required to bring.
Blue, black and red pens
1 x glue stick
1 x small set of coloured pencils
1 x ruler
1 x 2B soft lead pencil 1X HB Pencil
1 x eraser
1 x pencil sharpener
1 x paper scisso

UNIFORM REQUIREMENTS

UNIFORM SHOP - FAZ UNIFORMS

Our Uniform Shop operator, FAZ Uniforms, stocks all of 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

Irfan College High School Uniforms are available at FAZ Uniforms.

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

Lower & Middle Secondary (Year 7 – Year 10) Uniform Guide

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

Boys Uniform	Boys Sports Uniform
(IC) Navy Blazer (must be worn to school all year round)	(IC) Sport track suit jacket (must be worn to school on sports day during Term 2 and 3)
(IC) Navy Jumper	(IC) Sport track suit pants
(IC) Blue Shirt	(IC) Royal blue polo shirt
(IC) Grey trousers	(IC) Slouch Hat (must be worn whilst outdoors)
(IC) Tie	(IC) Secondary school bag
(IC) Slouch Hat (must be worn whilst outdoors)	Dark Navy or Black socks (business style)
(IC) Secondary school bag	Runners (any colour) – No casual shoes
Black leather belt	
Dark Navy or Black socks (business style)	
Black Leather School Shoes (business style only)	

Girls Uniform	Girls Sports Uniform
(IC) Navy Blazer (must be worn to school all year round)	(IC) Sport track suit jacket (must be worn to school on sports day during Term 2 and 3)
(IC) Navy Jumper	(IC) Sport track suit pants
(IC) Sky blue long sleeve shirt	(IC) Royal blue long sleeve polo shirt
(IC) Skirt (Ankle length)	(IC) Sky blue chiffon hijab (untucked)
(IC) Sky blue chiffon hijab (untucked)	(IC) Navy full-coverage hijab under-cap
(IC) Navy full-coverage hijab under-cap	(IC) Visor hat (must be worn whilst outdoors)
(IC) Visor hat (must be worn whilst outdoors)	(IC) Secondary school bag
(IC) Secondary 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*)

Upper Secondary (Year 11 & Year 12) Uniform Guide

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

Boys Uniform	Boys Sports Uniform
(IC) Navy Blazer with trims on the sleeve and the pocket (must be worn to school all year round)	(IC) Sport track suit jacket (<i>must be worn to school on sports day during Term 2 and 3</i>)
(IC) Navy Jumper	(IC) Sport track suit pants
(IC) White Shirt with on the inside of the collar	(IC) Royal blue polo shirt
(IC) Charcoal grey trousers	(IC) Slouch Hat (<i>must be worn whilst outdoors</i>)
(IC) Tie (black)	(IC) Secondary school bag
(IC) Slouch Hat (<i>must be worn whilst outdoors</i>)	Dark Navy or Black socks (<i>business style</i>)
(IC) Secondary school bag	Runners (<i>any colour</i>) – <i>No casual shoes</i>
Black leather belt	
Dark Navy or Black socks (<i>business style</i>)	
Black Leather School Shoes (<i>business style only</i>)	



Girls Uniform	Girls Sports Uniform
(IC) Navy Blazer with trims on the sleeve and pocket (must be worn to school all year round)	(IC) Sport track suit jacket (must be worn to school on sports day during Term 2 and 3)
(IC) Navy Jumper	(IC) Sport track suit pants
(IC) White double layered shirt long sleeve shirt	(IC) Royal blue long sleeve polo shirt
(IC) Charcoal grey skirt (Ankle length)	(IC) Light grey chiffon hijab (untucked)
(IC) Light grey chiffon hijab (untucked)	(IC) Navy full-coverage hijab under-cap
(IC) Navy full-coverage hijab under-cap	(IC) Visor hat (must be worn whilst outdoors)
(IC) Visor hat (must be worn whilst outdoors)	(IC) Secondary school bag
(IC) Secondary 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)	

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 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.

Electronic Devices

Irfan College discourages bringing mobile phones to school or on supervised school activities (e.g. school excursions) by students. If mobile phones are brought to school, it must be handed in to the office before roll call and collected after school. In case of emergency students can make calls from the school office.

Use of mobile phones, cameras and any other recording devices, portable music and video players, portable gaming devices or any other electronic device with similar functionality is not allowed at school and on supervised school activities (e.g. school excursions). If students are found in possession of this equipment during school hours he/she will be subject to disciplinary action.

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 ring of the bell.

- Once the bell is ringing continuously 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 alphabetical order in roll classes and wait for the teacher to mark your roll. 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 3.20 pm and all other students at 3.30pm. Please do not park at the bus zone and ensure that speed is limited to 10km/hr in the school car park.

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. Secondary homework is uploaded onto the Google Classrooms platform. Parents and students can access the homework for all subjects on this site. The class codes will be sent out in a separate form at the beginning of the academic year.

As a guide only, study/homework time for students in Years 7 & 8 usually means an average of 1-2 hours per school day and for students in Years 9 &10 is 2-3 hours. When homework cannot be completed a note of explanation from parents/guardians is required. However, these stipulated times may vary because students work at different rates.

Failure to complete homework

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

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

When setting assignments, project, essays, other homework tasks and tests, teachers should allot a reasonable amount of time for completion and instruct the students to enter the deadline in their diary. Students should not leave work to the last minute, rather begin the task as soon as it is set. Due dates must be adhered to.

When no specific homework is set, students should:

- Revise their work and prepare for tests.
- Read books in connection with wide reading programs.
- Complete long-term work in any subject.
- Practicing for mastery e.g. spelling words, grammar exercises
- Revising information about a current topic
- Practicing words or phrases learnt in a language other than English
- Reading for pleasure
- Background reading
- Researching topics for a class unit of work
- Collecting items e.g. newspaper articles for a media unit
- Working on solutions to mathematics questions
- Preparation of speeches and oral presentations based on research
- Spelling revision

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