



# MINARET COLLEGE

Islamic College of Melbourne South and East

1 February 2023

Assalamu alaikum wa Rahmatullahi wa Barakatuh families,

InshaAllah this letter finds you in the best state of health and iman.

Alhamdulillah it's been a wonderful start to 2023. Throughout the holidays we have kept busy, with significant work completed at each campus. Seeing the improvements delivered is always a source of great excitement for students (and staff!) as they return for a new school year. Thank you to parents who ensured students had their books and resources ready and were 'dressed for success' to start the year. InshaAllah 2023 will be another productive year for students and their teachers.

Alhamdulillah our VCE Graduates from 2022 achieved outstanding results with 1 in 4 students achieving an ATAR above 80 – making them amongst the top 20% of the state. Congratulations to the College Dux, Mougadam Mougadam who achieved an impressive ATAR of 96.75 and has since been awarded the Vice Chancellors Academic Excellence Scholarship at Deakin University. Mougadam will soon start studying Optometry. Alhamdulillah all of our graduates have achieved strong results with 92% of graduates receiving at least one offer for their tertiary course of choice. With further offer rounds continuing, we expect this number will increase as places are finalised. We wish all our students well as they embark on a new chapter of their lives InshaAllah.

## **PRIORITIES FOR 2023**

### NATIONWIDE TEACHER SHORTAGES – MINARET'S STRATEGY

Families may be familiar through media updates, across Australia there is a teacher shortage; all schools are challenged to find innovative ways to ensure student learning continues with limited teachers available. In anticipation of these shortages, Alhamdulillah last year members of my team and I travelled to Singapore to interview teachers willing to join us in Australia. All teachers are well qualified and will only be permitted to teach after gaining their Victorian teaching registration. I hope you will join me in welcoming many of the successful candidates to the Minaret Family and local community in the coming months InshaAllah. In addition, families may observe some non-traditional ways of teaching so that all students can benefit from the support of the available teaching staff. As with any new challenge, I know our dedicated team will rise to the occasion and I thank our families for your ongoing support and understanding. Families will be updated if any subject or class is without a teacher in the coming weeks and our strategy to deal with this.

### NEW LEADERSHIP APPOINTMENTS

To start 2023 we have made some leadership changes to further increase our focus on curriculum delivery. Most importantly, our efforts are on core numeracy and literacy skills which are fundamental skills to have confidence to learn in any subject.

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#### **OFFICER CAMPUS**

67 Tivendale Road Officer VIC 3809  
T 03 5943 2058

#### **SPRINGVALE CAMPUS (HEAD OFFICE)**

36-38 Lewis Street Springvale VIC 3171  
T 03 9574 0567

#### **DOVETON CAMPUS**

146 Kidds Road Doveton VIC 3177  
T 03 9238 4200

To lead some important initiatives within the College, we welcome Kevin Roberson as a Primary School Numeracy Specialist. He will join Karen Green (Primary Literacy Specialist) to develop an evidence based approach for literacy and numeracy, specifically for our Primary school students.

We have also made appointments to a new role in both Primary and Secondary School, Head of Teaching and Learning. After many years as a Curriculum Specialist at Minaret College, Andrew Maclean has been appointed to the Primary Head of Teaching and Learning role. Dr Usman Ali Rana has been appointed to the same role dedicated to Secondary School. Dr Usman recently comes from a Secondary Science Coach role. In 2023, both leaders will ensure our students benefit from best practice teaching and curriculum practices now and in the future InshaAllah. Please join me in congratulating these leaders on their appointments and we look forward to seeing the impact their initiatives have on our teachers and students InshaAllah.

### PRIMARY SCHOOL REVIEW

In September 2019 the College engaged The Australian Council for Education Research (ACER) to complete a review of our Primary Schools. The review covered all aspects of Primary School – with heightened focus on areas which are empirically known to have a significant impact on student learning and wellbeing. The review highlighted many areas of strength for the primary team as well as opportunities for improvement. Regrettably with COVID commencing in 2020, our ability to follow through on the recommendations were compromised. This year we are recommitting to deliver on the opportunities highlighted with the ACER review as well as based on feedback from our students, parents and staff. Further changes will be shared with our Primary School parents as decisions are made and changes implemented.

### **IMPORTANT UPDATES AND REMINDERS FOR 2023**

#### SENTRAL PARENT PORTAL

The Sentral Parent Portal continues to be a significant means of communication and information to our parents such as:

- Registering an absence and receiving notification when your child is not at school
- Access to school reports (school reports will no longer be printed)
- The College calendar including term dates and holidays
- Access to the Minaret Café menu
- Letters and important communications

If you have not registered, please contact our Admin team who will assist you create an account and link to your child via a unique ID.

#### MINARET CAFÉ – NEW MENU FOR 2023

A new Minaret Café menu for each campus is now available via the Sentral Parent Portal. Changes have been made to provide more nutritious options for students throughout the day. To avoid delays at lunchtime, we encourage parents to submit orders online via the Flexischool app.

#### HIFZ – STARTING MONDAY 6 FEBRUARY

Students enrolled in the Hifz program will start from 7:20am on Monday 6 February. We wish them well as they continue with their memorisation this year. If a family is interested in enrolling for Hifz, please email [admin@minaret.vic.edu.au](mailto:admin@minaret.vic.edu.au) for more information.

## 2023 CONCESSION APPLICATIONS AND 10% PAYMENT DISCOUNT

Each year we request that parents provide us with current information regarding their eligibility for fee concession – concessions from 2022 will not automatically be applied in 2023. If you would like to apply for concession in 2023, please ensure to **submit your application before Friday 10 February**. Invoices will be generated after this date and so accounts with no concession will be invoiced as full fees. Keep an eye out for invoices later in Term One - **paying the annual fees in full within 6 weeks of receiving the invoice will attract a 10% discount**.

## COLLEGE HOURS

As a reminder, the College is open and offers supervision for students between 8:15am and 4pm each day. With the exception of Hifz students, students should not be dropped earlier or picked up later than these times. If by exception you are running late, please call Admin in advance so that alternate arrangements can be made.

## ATTENDANCE EXPECTATIONS AND EARLY PICK UP

Students are expected to attend school every day, unless unwell or exceptional circumstances apply. If your child is unable to attend school on any given day, we ask that you notify us via the Sentral Parent Portal. If you plan to be on leave for greater than 3 days, a leave application should be submitted in advance to our Admin team. We ask that parents submit an application prior to booking travel so that disruption to a student's learning can be minimised.

We understand there may be times when parents need to pick-up their child early to attend medical appointments etc. The end of day is also an important time when teachers are wrapping up the day with students and all staff are preparing for the safe student dismissal. To minimise disruption during this important time of transition, we ask that **all early pick ups are completed PRIOR to 2:45pm** via the Admin desk. This will also allow parents to leave before being delayed by end of day traffic.

## THE IMPORTANCE OF CURRENT PERSONAL INFORMATION

Families should always ensure the College has their current personal information on file. This should include contact details of emergency contacts in case of emergency.

All schools are also required to provide information to the government to shape educational policy. Information is also used to calculate funding received by the College. Full details about the purpose and nature of information collected is included as an attachment to this letter. You can also refer to our Privacy Policy online for details on how and why information is collected and shared.

Please contact our Admin team to ensure your contact details are correct.

## ROLL CALL FOR BUS STUDENTS

Bus families are reminded to please download the Rollcall app to track the bus as it arrives each day. Students are expected to be ready to board the bus on arrival – buses will not wait if students are not ready as it delays all students unnecessarily. Parents can also see if a student has tapped on/off the bus for each journey. If you require assistance with Rollcall, please contact our Admin team.

## VCE BUILDING – SPRINGVALE CAMPUS

Alhamdulillah I'm pleased to share that we have commenced work to build a new VCE building at Springvale Campus. The building will face Whitworth Avenue, behind the current Secondary School building. This is an important addition to our facilities at Springvale Campus and will offer custom-made learning spaces for Senior School students. Our current planning estimates the building will open in the second half of this year InshaAllah. During this time, to ensure the safety of students during the construction period, we will not be using Whitworth Avenue gate. Junior Primary students should return to using Lewis street, or the main entrance.

## ALMAGHRIB CONFERENCE – 40% DISCOUNT FOR MINARET COLLEGE FAMILIES

On 17 – 19 February, AlMaghrib institute is holding a conference to address contemporary issues while raising Muslim children in the west. The conference is taught by Sheikh Waleed Basyouni and will answer 245 questions regarding fulfilling the trust of parenthood. The AlMaghrib team have generously offered Minaret College families a 40% discount to attend the course. Full information and registration details are now available at <https://www.almaghrib.org/children-minaret>.

## 2023 TERM DATES AND HOLIDAYS

Below are some important dates to keep in mind for 2023:

Term	Start	End	Additional Comments
Term One	Mon 30 Jan	Thurs 6 April	Labour Day Holiday – Mon 13 March Eid in term break.
Term Two	Wed 26 April	Fri 23 June	Queens Birthday Holiday – Mon 12 June Eid in term break.
Term Three	Tues 11 July	Fri 15 Sept	
Term Four	Mon 2 Oct	Fri 1 Dec	Student Free Day – Mon 6 Nov Melbourne Cup Holiday – Tues 7 Nov

While this has been a lengthy letter, I hope it provides you valuable information to start the school year. I look forward to sharing further updates with the school community throughout the year InshaAllah. In the coming weeks I will share the College's arrangements for Ramadan InshaAllah.

May Allah (SWT) bless our families and put barakah in our time and efforts. Ameen.

Kind regards,



**Mohammed Taksim**

Executive Principal



## Collection Notice for parents/guardians

### 2023 Student Residential Address and Other Information

The Australian Government Department of Education (the department) would like to notify you that we have requested for your child's school to provide residential address and other information.

Under the *Australian Education Regulation 2013*, the school is required to provide the department with the following information about each student at the school:

- Names and residential addresses of student's parent(s) and/or guardian(s)
- Student residential address (**excluding student names**)
- Whether the student is a primary or secondary student (education level)
- Whether the student is boarding or a day student (boarding status).

The school collects the above information by generating a **unique and unidentifiable** – student reference number (SRN) for each student record. The school only uses the SRN for this collection. **It is not allowed to be used for any other purpose.** The number only indicates to the department that each record provided is for one student.

#### Purpose of the collection

The Student Residential Address and Other Information Collection (the Collection) informs Australian Government school education policy and helps ensure funding for non-government schools is based on need.

The information collected will be used to inform school funding calculations. It is combined with Australian Bureau of Statistics (ABS) data to calculate a non-government school community's capacity to contribute to schooling costs.

From 2020, the department introduced a new measure of capacity to contribute: the Direct Measure of Income (DMI). The DMI is based on the median income of non-government school students' parents or guardians using the Collection data. Find more information about the DMI on the [What is the methodology for the Direct Measure of Income \(DMI\)? Department web page](#).

#### Use and disclosure of personal information

**Your personal information is protected by law** under the *Privacy Act 1988* (Cth) (Privacy Act). Personal information is information or an opinion about an identifiable individual. Personal information includes an individual's name and contact details.

Any use or disclosure of your personal information must occur in accordance with Privacy Act and the *Australian Education Act 2013* and *Australian Education Regulation 2013*.

Your personal information provided to the department through the Collection may be:

- disclosed to the ABS for the purposes of capacity to contribute calculations and analysis as a part of the Multi-Agency Data Integration Project (MADIP). Find more information about MADIP on the ABS website [MADIP page](#).
- disclosed to a contracted auditor where the department may from time to time, carry out an audit of a school's collection submission. The contracted auditor compares the school's submission with the school's student enrolment information. The contracted auditor will not use the information for any other purpose.

- disclosed to its service providers for the purposes of providing the department with information and communications technology support services.
- used or disclosed where it is otherwise required or authorised by law.

The department does not intend to disclose your personal information to any overseas recipients.

Find the department's privacy policy on the [Department of Education](#) website which includes information on:

- how individuals can access and seek correction of personal information held by the department;
- how complaints about potential breaches or breaches of the Privacy Act can be made;
- how the department will deal with these complaints.

The department commissioned an independent privacy impact assessment (PIA). The PIA assesses the flows of information under the Collection, compliance with the Privacy Act and measures in place to safeguard the personal information being collected. The current version is available on the [2018 Student Residential Address Collection: Additional Required information Privacy Impact Assessment web page](#).

## What do you need to do?

You are not required to do anything. Your school is responsible for providing the department with the requested details; however, you can contact the school to update your family's details.

## Contacts for further information

Your school can provide additional information about the Collection process.

Alternatively, please visit the [SchoolsHUB Address Collection help and support page](#).

To contact the department about privacy-related matters, email [privacy@education.gov.au](mailto:privacy@education.gov.au) or write to:

Privacy Officer  
Legal Services  
Department of Education  
LOC: C50MA1  
GPO Box 9880  
Canberra ACT 2601