



MINARET COLLEGE

Islamic College of Melbourne South and East

12 October 2023

Assalamu alaikum wa Rahmatullahi wa Barakatuh families,

InshaAllah this letter finds you in the best state of health and iman. I hope your children have had an excellent start to term 4. I am sending this letter to provide you with important updates, including essential news and reminders regarding preparations for 2024:

School and Bus Fees and Concessions

1. School and bus fees will be revised in 2024, to cope with rising operational costs. There will be a 2.5% increase for school and 5% for bus fees.
2. The College continues to ensure that the fees remain affordable by offering means tested concession discounts and a discount for upfront payment:
 - Please be reminded that applications for means tested concessions are required to be submitted with each new school year. Concession applications will be accepted from 1 November 2023 and must be submitted before **9 February 2024**. Failure to do so will mean that you will be invoiced and required to pay the full fee.
 - Yearly invoices paid in full before the final due date of **30 April 2024** will attract a 10% discount. Invoices will be sent in March 2024.

2024 Bus Service

1. The College offers the bus service as a safe and convenient way for children to attend school each day.
2. Applications for school bus services in 2024 are now open and will close on **31 October 2023**. Application forms are available via our [website](#) or at the campus admin desk.

Attendance and Promotion

1. Students are required to attend school regularly. As per our Student Promotion Policy, to be promoted to the next year level each year, students must demonstrate the appropriate standard of academic performance, behaviours and attendance.
2. Students must attain an attendance rate of 90% or above under normal circumstances to be promoted.
3. VCE units are subject to regulation by VCAA. According to VCE guidelines, students must attend 80% or more of a class in order to be awarded a 'Satisfactory' grade for that unit. Failure to do so will result in an automatic fail for that subject, regardless of assessment scores. Overall student attendance below 80% will result in a decline of promotion to the next year level in line with the College's Promotions Policy.

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 Kiddy Road Doveton VIC 3177
T 03 9238 4200

4. Consistent attendance at school ensures students feel socially included and are able to participate in lessons to aid their learning. Please keep these expectations in mind as we head towards the final day of term 4 on Friday, 1 December 2023.

Other matters

1. Minaret College has designated Monday, 6 November 2023 as a professional development day for teachers and staff. As such, there will be no school for students on that day. Tuesday, 7 November 2023 is the Melbourne Cup Public Holiday. Students will return to school on 8 November 2023.
2. Invoices for student devices (laptops and iPads) for 2024 will be sent out in November and will have to be paid by the start of Term 1. Failure to pay for devices by the due date will result in your child's device being locked. To avoid unnecessary impact to your child's classwork, please make payment on time.
3. Booklists for 2024 will soon be available. Students will receive a paper copy of the booklist and it will also be available on our [website](#). Place your online order before 15 December 2023 to qualify for home delivery or school collection.
4. The café menu has been updated. It will be sent out to parents via Sentral.

Summary of important dates

Date	Item
31 October 2023	2024 Bus service – Final date to submit application
1 November 2023	2024 Concession – Applications start being accepted
6 November 2023	Professional Development Day – Student free day
7 November 2023	Melbourne Cup Public Holiday – College closed
1 December 2023	Final day of 2023 for students
15 December 2023	Online book orders – Final date for home delivery or school collection
2024	
9 February 2024	2024 Concessions – Final date to submit application
March 2024	2024 invoices emailed to families
30 April 2024	School fee due date to receive 10% upfront payment concession

While preparations are underway for a smooth start to 2024, we still have one term filled with learning and engaging activities for our students. I look forward to sharing many of these milestone moments with students and our families in the coming months.

Finally, I wish our VCE students and their families all the best as they complete their final year of schooling and prepare for their final exams. Please remember them in your dua in the coming weeks. May Allah (SWT) give them success in this life and the next. Ameen.

Kind regards,



Mohammed Taksim
Executive Principal