



MINARET COLLEGE

Islamic College of Melbourne South and East

2 February 2024

Assalamu alaikum wa Rahmatullahi wa Barakatuh families,

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

Alhamdulillah it has been a wonderful start to 2024. Throughout the holidays we have kept busy, with new additions and upgrades completed at each campus. As we welcomed students back this week, it was fulfilling to see their excitement as they noticed the improvements made. We would also like to thank parents who ensured students had their books and resources ready and were 'dressed for success' to start the year. InshaAllah 2024, will be another productive year for our students and teachers.

On the VCE front, we extend our heartiest congratulations to the College Dux, Ayman Ibrahim who achieved an impressive ATAR of 96.35 and will be pursuing an Engineering (Honours) Degree at Monash University. Alhamdulillah all our graduates have achieved strong results with 97% 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.

PRIMARY SCHOOL REORGANISATION

At Minaret College, we view your child as an amanah, and in our constant efforts to provide the best possible education for all our students, we have instituted some important changes to the primary school structure. These changes will provide even better opportunities for all students to explore their interests and develop skills, within a supportive and respectful learning environment.

Previously, the primary school years were split into Junior Primary and Senior Primary. From this year, Primary School will be a single entity, offering a more holistic educational experience for our students. The leaders for the primary schools across Minaret College campuses are:

Role	Springvale	Officer	Doveton
Head of School	Dr Ahmad Sujan	Sr Imrana Roomi	Sr Fairooza Gaffar
Deputy Head of School	Sr Hasnija Avdic Sr Sadet Selmanov	Sr Yumna Thaufeeg Sr Zahra Amirdeen	N/A
Assistant Head of School	Sr Jancy Faber-Louis	Sr Shaakirah Khan	Sr Semra Kara

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

While continuing to ensure that our Islamic values and principles underpin all that we do, we are further investing and strengthening our focus on core literacy and numeracy skills. Sr Amna Khan and Br Kevin Roberson have been appointed as the Head of Literacy and the Head of Numeracy respectively. These experienced and specialised leaders will ensure our students across all three campuses are supported with best practice resources and teaching methods.

A third role – Head of Wellbeing – completes the senior leadership team of primary school. Sr Masouda Keshtiar has been appointed to this role and will work to ensure all our primary students have access to appropriate and relevant programs to support their emotional development and develop the understanding and skills to create positive mental health.

Amongst other changes to coach roles, to even how we timetable class time throughout the day, these changes are made with our students at the core of our decisions. And these are just the start of many improvements that will be made to provide even more personalised numeracy and literacy support to the students who need them most. More details will be announced as we roll out these new programmes. We know that investing additional support in these early years will lead to more confident, capable learners in the years to come InshaAllah.

IMPORTANT UPDATES AND REMINDERS FOR 2024

SENTRAL PARENT PORTAL

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

- Registering an absence and receiving notification when your child is not at school
- Access to school reports (school reports are no longer 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 to create and link your account to your child via a unique ID.

MINARET CAFÉ – NEW MENU FOR 2024

A new Minaret Café menu for each campus will be available via the Sentral Parent Portal by early next week. To avoid delays at lunchtime, we encourage parents to submit orders online via the Flexischool app.

HIFZ – STARTING MONDAY 5 FEBRUARY

Students enrolled in the Hifz program will start at 7.20am from Monday 5 February. We wish all our Hifz students well as they continue with their memorisation this year. If you are interested in enrolling your child for Hifz, please email admin@minaret.vic.edu.au for more information.

2024 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 2023 will not automatically be applied in 2024. If you would like to apply for concession in 2024, please submit your application before Friday 9 February. Invoices will be generated after this date and 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 by Tuesday 30 April will attract a 10% discount.

OBSERVING GOOD ROAD HABITS

We would like to remind parents of the importance of observing traffic rules in and around the campus, to ensure your safety, that of your children, and all other road users. As Muslims, we should be courteous and patient to other road users, and be mindful of any inconvenience we may be causing to others, including the residents in the vicinity of the campus. As parents, we should strive to model appropriate behaviour for our children. We ask for your understanding and support, as we work hard to ensure a safe environment for all.

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 more 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 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 UPDATED 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. You can 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 and up-to-date.

ROLLCALL FOR BUS STUDENTS

Bus families are reminded to 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.

ANNUAL DEVICE FEES FOR NEW STUDENTS

Devices are a required resource for all students at Minaret College, and is one of the many ways we engage our students to aid in their learning. If payment has been made at Lilydale Books, no further action is required.

- If your child is in Foundation to Year 5, they will be issued an iPad and the annual fee is \$135
- If your child is in Years 6-12, they will be issued a Chromebook and the annual fee is \$120

Payment will need to be made **by Fri 9 February** so that College devices can be issued to your child. Please contact our Admin team for details.

2024 TERM DATES AND HOLIDAYS

Below are some important dates to keep in mind for 2024:

2024	Term Begins	Term Ends	Comments
Term 1	Tue 30 January	Thu 28 March	<ul style="list-style-type: none">Foundation Students start on Wed 31 JanuaryMonday 11 March - Labour Day HolidayMonday 11 March - Ramadan (TBC)Tuesday 9 April - Eid ul Fitr (TBC)
Term 2	Tue 16 April	Fri 28 June	<ul style="list-style-type: none">Thursday 25 April - ANZAC DayMonday 10 June - Queens B'dayMonday 17 June - Eid ul Adha (TBC)
Term 3	Tue 16 July	Fri 20 September	
Term 4	Mon 7 October	Fri 6 December	<ul style="list-style-type: none">Monday 4 November - Student-Free DayTuesday 5 November - Melbourne Cup

Term 1 Payment Schedules

Date	Payments & submissions
9 February 2024 (Fri)	Deadline for Annual Device Fee Payments
9 February 2024 (Fri)	2024 Concessions – Final date to submit application forms. Application forms can be found here
March 2024	2024 school fee invoices will be emailed to families
30 April 2024 (Tue)	School fee due date to receive 10% upfront payment concession

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