



MINARET COLLEGE

Islamic College of Melbourne South and East

25 February 2025

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 2025. As students came back onto campus at the start of term, they would have noticed that there have been several updates to their common areas, facilities, classrooms, and even a new VCE facility at the Officer Campus. These upgrades were made with our students and staff in mind, to ensure that we provide the most conducive environment for our young minds and future leaders, InshaAllah.

On the VCE front, we extend our heartiest congratulations to the College Dux, Farjad Safwan who achieved an impressive ATAR of 99.45 and received a direct entry to study medicine. We are proud of all our 2024 graduates, and are happy to announce that more than 98% of students who applied received at least one offer for their tertiary course of choice. We wish all our students every success as they embark on this chapter, ameen.

RAMADAN ARRANGEMENTS

Alhamdulillah, our Welcome Ramadan Week is in full swing with fun activities and special lessons to get our students Ramadan ready. Here are a few things to take note during Ramadan.

Ramadan Timetable

From Monday, 3 March, the College will implement our Ramadan timetable for students. There will be no change to the start of school time at 8.30am, and our Hifz program will continue to run each morning for students at each campus.

There will be a change to end time – **school will end for students at 2.35pm each day**, so do make the necessary arrangements for your child to be picked up. If your child is on the bus service, the necessary arrangements have been made; please prepare to receive your child at the earlier time. The College (including admin) will close at **3.15pm** throughout Ramadan. The Canteen will also be closed throughout Ramadan.

Taraweeh Prayers

I am happy to announce that Minaret College will host our College Family and the broader community for taraweeh prayers again this year, InshaAllah. Both our Springvale and Officer campuses will host taraweeh prayers each evening, with slightly different arrangements for each, in order to cater for the diversity of the surrounding communities.

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

Taraweeh prayers at both campuses will commence on Friday, 28 Feb 2025, as announced by the Board of Imams Victoria.

Springvale Campus	Officer Campus
<ul style="list-style-type: none"> • Number of Rakat: 8 plus 3 (Witr) • Isha prayers will commence at these timings: <ul style="list-style-type: none"> - Ramadan 1-10: 9.25pm - Ramadan 11-20: 9.10pm - Ramadan 21-30: 8.50pm • Khatm: No 	<ul style="list-style-type: none"> • Number of Rakat: 20 plus 3 (Witr) • Isha prayers will commence at these timings: <ul style="list-style-type: none"> - Ramadan 1-10: 9.25pm - Ramadan 11-20: 9.10pm - Ramadan 21-30: 8.50pm • Khatm: Yes

Eid Prayer

The College will hold congregational Eid Prayer at our Springvale Campus only. As per tradition, we will pray on the date announced by the Board of Imams Victoria. Details will be shared on our social media accounts and webpage closer to the date InshaAllah.

IMPORTANT UPDATES AND REMINDERS FOR 2025

2025 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 2024 will not automatically be applied in 2025. If you have yet to apply for concessions in 2025, please contact our finance department. Invoices for 2025 school fees will be issued soon, and accounts with no concession will be invoiced as full fees.

Keep an eye out for invoices soon – paying the annual fees in full by the due date listed in the invoice, will attract a 10% discount.

PERSONAL INFORMATION

Families should always ensure the College has their current personal information on file. This should include current ailments and updated contact details of emergency contacts. Please contact our Admin team to ensure your contact details are correct and up-to-date.

In addition, all schools are also required to provide information to the Department of Education to shape educational policy to improve schooling outcomes for students in Australia. Please refer to our Privacy Policy on our [website](#) for details on how and why information is collected and shared. Please find the Department of Education’s Address Collection Notice for Parents attached with this letter, or read their Privacy Policy [here](#).

SCHOOL SAVING BONUS REIMBURSEMENT

In a letter sent on 22 January on Victorian Government’s School Saving Bonus, we had explained that for Independent Schools like Minaret College, eligibility of families is based on those who qualify for

the Camps, Sports, and Excursions Fund (CSEF) in 2025. We would like to remind you that the College will notify you once eligibility is confirmed. In the meantime, please hold on to your receipts from Academy Uniforms and Lilydale Bookstore and we will notify you when you can submit them to the College's Finance Office for reimbursement.

We hope that the upcoming month of Ramadan will be a source of forgiveness and mercy for all in our community and may He alleviate the suffering and hardship of our brothers and sisters overseas. May Allah (SWT) allow us to benefit from this special time and increase us all in taqwa. Ameen.

Kind regards,

A handwritten signature in black ink, appearing to read 'Mohammed Taksim', written in a cursive style.

Mohammed Taksim
Executive Principal



Collection notice for parents/guardians

2025 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 Regulations 2023, the school is required to provide the department with the following information about each student at the school:

- names and residential addresses of the 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. **The SRN cannot 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 (address collection) informs Australian Government school education policy and helps ensure funding for non-government schools is based on need.

The information collected is used to inform school funding calculations. It is combined with Australian Bureau of Statistics (ABS) data to calculate a non-government school community's anticipated capacity to contribute to schooling costs, known as the capacity to contribute (CTC) score. More information is available on the [CTC page](#).

Use and disclosure of personal information

Your personal information is protected by law under the *Privacy Act 1988* (Cth) (the 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 the Privacy Act, the *Australian Education Act 2013* and Australian Education Regulations 2023.

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

- disclosed to the ABS for the purposes of the ABS linking names and address(es) with their personal income taxation data using the capacity to contribute calculations and analysis as a part of the Person Level Integrated Data Asset (PLIDA – previously known as MADIP). Find more information about PLIDA on the ABS website [PLIDA page](#)
- disclosed to an authorised person (for example, contracted auditor or identified departmental official) where the department may audit a school's collection submission. The authorised person compares the school's submission with the student enrolment information. The authorised person will not use the information for any other purpose
- disclosed to our service providers for the purpose of providing the department with information and communications technology support
- 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.

Aggregated information will be provided to your school in the form of school level median income for the last 3 years, rounded to the nearest \$5,000. This information is provided to help your school understand their level of government funding. Your personal income information **will not** be provided to your school.

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

- how individuals can access and modify 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.

In association with this, the department commissioned an independent Privacy Impact Assessment (PIA). The PIA assessed the flows of information under the address collection, compliance with the Privacy Act and measures in place to safeguard the personal information being collected. The current version is available on the [Department of Education web site](#).

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 address collection process.

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