



Ilim College of Australia

**Year 9-10
Parent Information Handbook
2009**

Our Vision

You have chosen Ilim College of Australia because you know that a good Islamic Education is the best investment you can provide for your child. Ilim College was established in 1995 to provide a sound Islamic education in a disciplined environment where the values of Islam are of primary importance. Our aim 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. Furthermore, at Ilim College we aim to:

- Develop the whole person, intellectually, spiritually, socially and physically
- Encourage a positive and nurturing learning environment that is accessible to all members of the community and enables students to explore and develop their creative and academic potential;
- Build a close educational partnership between parents, teachers and community
- Equip students with skills to become responsible citizens in today's changing world

At Ilim College, children are taught to be proud of their Islamic identity and be proud Australian Muslims. The College motto "**Advance Through Knowledge**" summarises the values we instill in our students.

The Curriculum at Ilim College

By attending Ilim 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 love of learning in its students.
- ▶ Provide an avenue for the constructive involvement of the Muslim community in issues of education, training and community development

The curriculum at Ilim College of Australia is organised to cater for the educational, recreational and spiritual development of all students. The College curriculum is seen as a process rather than as a product and is subject to constant review, renewal, and development. The learning experiences within the curriculum aim to develop the conceptual understandings, skills, and attitudes of all students. The curriculum includes learning experiences that inform students about *how their world works* (geography, demography, political systems, economics, religions) *how the world is interlinked* (information systems, technological systems, global communities) *how the world is humane* (spirituality, philosophy, civics, ethics).

Years 7-10: Middle Years

The middle years of schooling are among the most important years. Extensive pastoral care and welfare programs are effective during these years. During the middle years of schooling, students undertake studies in the following KLA

Year 9 course outline

KLA	Lessons per week	Course Content
Quranic Studies	3	Reading IQRA series on Quran Memorising Yaseen, sakta, sajdah, Rules of waqf
Islamic Studies	2	Students learn about their role and responsibility as Muslims in Australian society, Islamic law and application to their daily lives
English and ESL	6	Students read text 'Boy overboard' and engage in debating, reading and writing poetry and prose and debating.
Mathematics	6	Students learn about space and number, chance and data, algebra, measurement and mathematical tools
Science	5	Students study about unit of life, everyday substance, photosynthesis, respiration, chemical reaction.
Health and Physical Education	2	Students learn the theory of common sports and learn to play soccer, basketball, T-Ball
L.O.T.E	3	Students undertake intensive study involving speaking, reading, writing and listening.
Art	2	Students experiment with different medium and appreciate the work of artists
S.O.S.E	3	Students learn about settlement, government in Australia, economy.
Information Technology	2	Students learn to work with hyper studio, powerpoint

Year 10 course outline

KLA	Lessons per week	Course Content
Quranic Studies	3	Reading IQRA series on Quran Memorising Ar-rahman, and mulk
Islamic Studies	2	Students learn about their role and responsibility as Muslims in Australian society, Islamic law and application to their daily lives
English and ESL	6	Students read text 'Looking for Alibrandi', Romeo and Juliet, and engage in debating, reading and writing poetry and prose and debating.
Mathematics	6	Students learn about numerical operations, surds, geometry, algebra, linear and quadratic functions
Science	5	Students study about trigonometry, probability, energy in our lives, electricity..
Health and Physical Education	2	Students learn the theory of common sports and learn to play soccer, basketball, T-Ball
L.O.T.E	3	Students undertake intensive study involving speaking, reading, writing and listening..
Art	2	Students experiment with different medium and appreciate the work of artists
S.O.S.E	3	Students learn about the great way, depression and Australian law
Information Technology	2	Students learn to work with Microsoft, spreadsheets, and publisher.

Assessment and Reporting

The assessment and reporting procedure at Ilim College of Australia aims to:

- Form the basis for planning future curriculum decisions and learning activities
- Monitor the progress of your child. It is the process of making decisions about teaching relating specifically to your child's learning needs
- Enhances the relationship between teacher and student and the relationships among students as well as
- Provide parents with feedback on their child's performance

COLLEGE REQUIREMENTS

Student Records

Please inform the general office of any:

- change of address
- change of telephone numbers
- change in medical information
- other factors of importance

Students leaving the College must give notice in writing at least 4 weeks before departure to allow time for the College Bursar to adjust fees.

Maintenance Allowance

The government contributes towards the educational costs of a student through an Educational maintenance Allowance which is available to all who hold a Commonwealth Health Care Card.

Application forms for the Maintenance Allowance are available from the general office. Application must be renewed each semester and are treated in confidence.

Youth Allowance

Students who are 16 years of age and over may be eligible for financial assistance through the Youth Allowance Scheme. Eligibility is subject to a means test based on the parents/guardians income.

Lost Property

Lost property is collected and deposited in lost property. Everyone is expected to hand in lost property, whether it is named or not. Due to respect for private and public property is considered to include a willingness to help in the apprehension of anyone who is responsible for damages of property.

As a precaution against damage or loss, students are encouraged to have all their property, including books, bags and clothing, clearly and permanently marked.

Breakages and Damage to College Property

Broken windows and other breakages of college property must be reported immediately to the general office. Students found responsible will also be required to cover cost of charges.

Policy on Detention

Detention is used to discourage inappropriate behaviour. The Department of Education provides the College with the authority to impose detention which is conducted by teachers, level coordinators and the principal. Detentions may be given for failure to work in class, failure to complete homework, breaking classroom/College rules, lateness and truancy. The work allocated for a detention is at a teacher's discretion.

Detentions will take place everyday Tuesday and Thursday from 3:40 pm to 4:30 pm. Coordinators will issue detentions to notify parents.

Diary

Each student is expected to carry the college diary to all classes. Provision is made in the diary for teacher and parent/guardian communications. It is intended that students keep a record of all set work, tests and homework and that parents/guardians regularly check the diary to acknowledge that homework is completed.

Homework

All students are expected to complete homework which is regularly set. It is essential for students to develop good study and homework habits and parents/guardians can play a vital role in this (see attached notice to parents). In all subjects, at some time, there is home study. The College diary functions as a homework diary, not a social diary, thus stickers are not permitted.

Excursions

Excursions are held to consolidate and enrich the learning experience. They are an important component of the educational program. Parents/guardians are requested to give permission for their children to attend. Every attempt is made to keep the expenses to a minimum. Full college uniform should be worn by students attending the excursion unless otherwise advised. The college reserves the right to exclude any student from this type of activity.

Uniform

The students of the College must wear complete uniform. The support of parents/guardians in this matter is essential. Parents/guardians are requested to:

- be familiar with the required uniform and exercise supervision of it;
- ensure your child does not substitute fashion garments of similar colour or style for College uniform;
- any variation to footwear for medical reasons

If a student is unable to wear the school uniform for any reason, a note must be supplied by the parent/guardian. A temporary "Uniform Pass" will then be provided to the student who must carry it all times.

The College expects that students will wear their uniform with pride.

Girls Uniform

School blazer
School jumper
School skirt
Beige VCE shirt
White scarf
White socks
Black school shoes

Boys Uniform

School blazer
School jumper
Black pants
Beige VCE shirt
Tie
White socks
Black school shoes

Attendance

In the case of illness it is College policy that your child attends school during the academic calendar year. Attendance and punctuality contributes to the aims of quality of education

promoted at Ilim college. Student attendance records are well maintained at the school and in the case where students fail to meet this College policy, parents and guardians are notified. In the case of any absence, your child is required to bring a note explaining the reasons for his or her absence. This note can be found in the Ilim College Student diary.

Absences and Lateness

Punctuality and regular attendance are requirements. Any absences during College hours must be accounted for by a written note signed by parents/guardians. The Education Act provides that a parent/guardian must then inform the College of the reason for the absence. Regular monitoring safeguards against truancy and supports their education program

Late Arrivals

All students who arrive late to school must obtain a 'Morning Late Pass' from the General Office. Students will have a detention after every three late arrivals.

Early Leavers

No student is allowed to leave the school grounds without parent's or the official guardian's permission. Any student who claims his/her need to leave the school the day for whatever reason must bring a note from the parents to Year Level coordinator who must check via the phone and counter sign it before issuing an Early Leave Pass to that student. If the parent is not personally contacted and confirmed, student is not allowed to leave the school grounds.

LOCKERS

Each student is issued with a locker at the beginning of the academic year. Students are required to rent a medium sized padlock from the College with refundable deposit of \$15.

COLLEGE SERVICES

STUDENT WELFARE

The Student Welfare Coordinator's job is to offer help to students who have problems which directly affect their education. These may be concerned with methods of study or difficulty in getting along with staff or fellow students.

ACCELERATED PROGRAMS

Ilim College has recognised the needs of more able students by offering acceleration opportunities. The following accelerated programs are offered:

- Accelerated Mathematics Program for highly able Year 9 students.
- Units 1 and 2 for Year 10 and Units 3 and 4 for Year 11 students

COMPUTER FACILITIES

Computers are available for students to complete their work. The Information Technology Laboratory and Library have computers available when regular timetabled classes are not using them.

TUTORIAL SUPPORT

Staff are available at different times to provide extra assistance to students in all subject areas.

INDIVIDUAL SUPPORT

Students needing assistance with study skills, motivation or just coping with their studies are allocated to particular staff on an individual or small group basis.

LIBRARY AND BORROWING

Ilim College has a new well equipped and resourced library for teacher and student use. All students are encouraged to visit the library and borrowing sessions are allocated during class time. The library is also opened before and after school hours to encourage frequent borrowing.

Study Tips- Making the most of your school work

Studying is not only homework

Why study?

- Doing more than the basic homework will help you see the relevance of what you have been taught.
- Effective study will reduce the time spent on exercises in class and at home.

How much time should be spent?

Spread your time between your subjects.

- Each subject should have approximately the same share or at least of equal share
- Don't spend all of your time on only one or two subjects.
- Spend extra time on subjects you find hard

How should you allocate your time?

1. Allocate your time according to a plan. **Use a study timetable.**
2. Get into the habit. **Study at fixed times.**
3. **Plan your time** before you start and spend a fixed amount of time on each task.
4. **Force yourself to be efficient.** A long time on one task is inefficient. Set a time to finish the task and keep to this.
5. Do the subjects you find hardest or dislike when you are fresh and not late at night.
6. Reward yourself with enjoyable tasks when you have done the hard ones.
7. Have **extra tasks** for nights with little set homework, e.g, research for an upcoming assignment, getting ahead with math problems, revision of work from last week, etc. Never say "I don't have any homework tonight!"
8. Include time for exercise or sport.

Where should you study?

1. **Have your own place** – a desk in your room – where you. Be prepared with all you need before you start, eg, pens, calculator, pencil sharpener, ect. You need a reading lamp. Don't study lying down; your mind will think that that its bed time.
2. **Don't have any distractions** where you study; posters, magazines, TV, radio, loud music, or music that you will want to sing along with.
3. **Leave the door open**; this will encourage you not to daydream or do other things.
4. **Don't accept phone calls** when you are supposed to be studying
5. Ask your parents to check on you regularly. This will make them feel better and keep you from daydreaming.
6. Always leave your desk tidy so you don't waste time next time.
7. You need **fresh air**. If you are too warm you will become sleepy.
8. Take **regular breaks** to keep your mind fresh.

Complete the following sentence stems.

What are your attitudes about different aspects of study?

A little study each day is.....

Plan to study in short,.....

Don't despair!.....

Always go to your.....

Prioritise your.....

Start by setting.....

Make connections between.....

SELF EVALUATION: REASONS FOR STUDY

You are more likely to succeed in your study goals if you have a clear sense of purpose. It is useful, at the beginning of your academic year, to consider all the reasons you may have for understanding a course of study. To help clarify your ideas, here are some of the reasons other people give. How many of them apply to you?

Reasons for study	Very True	True	Not relevant	Untrue	Definitely untrue
I want to have suitable qualifications					
It will help me to get a good job					
I want to prove something to myself					
I want to show my family/friends that I can do it					
I want to experience university life					
I'm bored and I need a challenge					
I want the opportunity to study					
I enjoy learning new things					
I want to get more out of my life					

Changing your negative Attitudes

Complete the following exercises. Remember that negative attitudes are often based on incorrect information or ideas.

i) Check your attitudes/ belief. Is it true or false?

Is there evidence to support this belief?
(e.g. “I never get good grades.”)

ii) Is this attitude leading an obstacle to your success?
(e.g. “I hate homework.”)

iii) Is this attitude leading you to be upset or worried?
(e.g. “I can’t do maths.” “I’m hopeless at art.”)

iv) Are you doubting your own ability and talking yourself into performing badly?
(e.g. “I can’t do maths.” “I’m hopeless at art.”)

v) Now.....

Make a more positive statement, that is realistic, yet consistent with your goal of success in whatever you do.

e.g. “I know is not my best subject, but because I have chosen to do it I’ll work extra hard so that I’ve got the best chance of a successful year.”

e.g. “Even though I would like to be out having fun, I can choose to do my study / homework, despite it being hard. After all, it’s a stepping stone to my future success.”

<p>Remember, what separates the achievers from the non achievers is a POSITIVE ATTITUDE.</p>

HOMWORK PRACTICE

Dear Parents,

So that you are better informed and have a clear understanding of homework expectations the following handout has been prepared.

One purpose of homework is for children to develop organizational, self-discipline and self-management skills. During their primary schooling, it is important that we, parents and teachers, support the children in establishing and reinforcing these skills.

Children need to be given adequate time to complete set tasks. Teachers understand how busy family life is and are realistic with expectations. The following strategies may assist you when planning homework times with your child.

- Make an after school time-table with your child listing commitments e.g. Sport, favourite television shows, meal times, and bed time.
- Negotiate with your child a nominated homework time (ownership of chosen times is more likely to ensure a commitment to homework and avoid conflict)
- Display the timetable in a place where it can be seen daily
- Parental interest is necessary but participation is dependent on the needs of the student. It is important to encourage students to become responsible learners.

When students are experiencing difficulties with homework, assist by

- Acknowledging what is known
- Talk over difficulties
- Suggest some ways to solve the problem
- Support and encourage the student in their efforts

Establish a working environment by providing

- Quiet homework areas free from distractions
- Adequate lighting
- Large work space
- Comfortable seating
- Easy access to necessary materials, i.e. books, stationery, stapler, ruler

Encourage a small amount of work to be done regularly over several nights

Your support of our approach to homework will be beneficial to your child

Thank-you