**Muhammadi Welfare Association**

**Saturday School**

**Parent/Guardian Information Guide**

Dear Parents / Guardians of Children

Salaamun Alaykum

Please ensure you review this guide thoroughly and if you have any queries, please raise them with a member of the School team.

**School Days and Timings**

![C:\Users\S Rizvi\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\UVH6KYOK\MC900441468[1].png]()The school conduct classes on Saturdays during NSW School Terms. The timings are:

3:00 pm – 7:00 pm

 **TIMELY ARRIVAL IS A MUST!**

 Please ensure children are dropped and picked on time. The assembly will start at 4:00pm and all the students are expected to attend the assembly.

**You must send sms on 0405220741 if you are going to be late or absent.**

**Leaving early?** Please inform the respective teacher**.**

**School Fees**

All fee payments must be received by the School within two first two weeks of the term. If any parent / guardian would like to discuss fees in confidence with the School then contact Sr. Sukaina.

The school fees for each term are:

|  |  |
| --- | --- |
| **Number of children** | **Fees** |
| 1 | $50 |
| 2 | $80 |
| 3 | $110 |
| 4 | $140 |
| 5 | $170 |

Please submit the fees in a sealed envelope indicating children’s names, amount and date on it either to Br. Hassan Bukhari or Sr. Sukaina

**School Dress Code**

**Observe** Modest dressing. All the girls and boys must **wear appropriate clothing.** Girls needsto wear long tops with full sleeves and must wear a scarf. Boys need to wear full pants, shorts are not allowed in the school.

Kindy and Pre- Kindy students are requested to bring a spare set of clothes every week, in case of any toilet accidents. Please note we cannot change children who have soiled their clothes. Instead, you will be called in to change them.

**![C:\Users\S Rizvi\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\7U1BQ6M5\MC900410979[1].wmf]()Snacks**

We are pleased with your contribution last year in regards to preparation for snacks each week. This year also you are requested to prepare snacks for all students when you get your turn. Please choose the week when it’s convenient for you to prepare snacks and inform us as soon as possible.

**![C:\Users\S Rizvi\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\7U1BQ6M5\MC900446070[1].wmf]()Medications**

We do not administer medication on the premises unless it is a life threatening situation i.e. epi-pen or inhalers. (Epi-pens will only be administered by trained teachers and inhalers by first aiders.)

You MUST inform the administration in writing if your child may require this medication to be administered and also bring in a doctors letter alongside your consent for us to administer this.

**ALLERGIES**

If your child suffers from any food allergies (EG: eggs, nuts, dairy products, etc.) **YOU MUST** inform the respective class teacher.

**![C:\Users\S Rizvi\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\S1L5TXAO\MP900305811[1].jpg]()General**

* Make sure that your child brings their **own** stationary.
* **Books** will be handed out together with a **note book** used for work done in class. Must be brought in every School week.
* **Quran** – children will be assessed during initial weeks and grouped accordingly. If your child recites Quran at home please inform the teacher.
* Check your child’s notebook regularly for **home works**.
* A **test** will be taken at the end of each term.
* **Photographs** – occasionally taken whilst working or in programmes for our archives or Newsletter – if you are not happy with this let us know!

If you have any question about anything please talk to us.