



<b>Madrasah Nurul Islam Educational Centre</b> Site Address: 144 Allied Drive, Arundel, QLD 4214 Postal Address: PO Box 557, Labrador, QLD, 4215 Tel: (07) 5594 9097 Fax: (07) 5574 4137 E-Mail: madrasah@goldcoastislam.com.au Website: www.goldcoastislam.com.au/21/madrasah		2015 General Student Enrolment Form (Page 4 of 4)		 Gold Coast Islam	
		ENROLMENT DATE		STUDENT NUMBER	
<b>STEP 1</b>		<b>PAYMENT RECORD SUMMARY</b>			
ITEM DESCRIPTION <small>CIRCLE ALL ITEMS PAID + TICK &amp; DATE ITEMS ON ISSUE</small>		PAYMENT TYPE		AMOUNT (\$)	
		CC	CASH		
Term 1 FEES (S1) - \$55.00 Per Term					
Term 2 FEES (S1) - \$55.00 Per Term					
Term 3 FEES (S2) - \$55.00 Per Term					
Term 4 FEES (S2) - \$55.00 Per Term					
Payment of Full Year FEES - \$200.00					
MADRASAH BAG		DATE ISSUED			
MADRASAH DIARY		DATE ISSUED			
BOOK PACK		BOOK LEVEL	DATE ISSUED		
<b>TOTAL PAYMENT</b>					
<b>STEP 2</b>		<b>BEHAVIOUR MANAGEMENT</b>			
Signed & Returned Student, Teacher & Parent Learning Agreement		YES		DATE	NO
Record of Rewards	Date	Reason		Outcome Notes	
Record of Warnings	Date	Reason		Outcome Notes	
<b>STEP 3</b>		<b>ATTENDANCE REPORT SUMMARY</b>			
		TERM DAYS	ATTENDED	ABSENT	%
Term 1 & Term 2 (Semester 1)		64			
Term 3 & Term 4 (Semester 2)		63			
<b>STEP 4</b>		<b>MID &amp; END OF YEAR PARENT MEETING ATTENDED</b>		<b>MID &amp; END OF YEAR REPORTS ISSUED</b>	
		YES	NO	YES	NO
Term 1 & Term 2 (Semester 1)					
Term 3 & Term 4 (Semester 2)					

 Gold Coast Islam		<b>Nurul Islam Educational Centre - General Enrolment (2015)</b> New & Existing Students (Page 1 of 4) <b>PERSONAL PARTICULARS - ONE FORM PER CHILD ONLY</b>				
<b>STUDENT'S INFORMATION ( One form per Child)</b>						
Date of Enrolment		Number of Years Enrolled				
Date of Birth		Age				
Surname						
First Name		Other Names				
Home Address						
Suburb		Postcode				
Country of Birth		City of Birth				
Language Spoken At Home						
If not born on Gold Coast, which year did student arrive? (D/M/Y)						
Please tick which days child will be attending Madrasah?		Monday	Tuesday	Wednesday	Thursday	Saturday
<i>Note: Enrolment from 4:30pm to 6:30pm (Mon to Thurs) during all weeks of term is strongly encouraged)</i>						
<b>PARENTS' / GUARDIANS' INFORMATION</b>						
Father's Name						
Home Tel Number:		Father's Mobile:				
Father's E-Mail						
Mother's Name						
Home Tel Number:		Mother's Mobile:				
Mother's E-Mail						
<b>STUDENT'S MEDICAL HISTORY</b>						
Does your child suffer from any medical conditions? If yes, please describe the condition/s briefly.						
Does your child have a disability?		Yes	If yes, briefly describe support needs			
		No				
If medical assistance is required, would you prefer treatment at a hospital or your family doctor? Please Tick.						
Hospital			Family Doctor			
Doctor's Name						
Doctor's Address						
Doctor's Tel Number						
Emergency Contact						
Relationship to Student						
Emergency Tel No						
<b>ADMISSION TERMS &amp; CONDITIONS</b>						
<i>The rules and regulations as set out by the Nurul-Islam Education Centre are adhered to.</i>						
<i>All fees are to be paid (if any financial difficulty, please see members of the Management Committee).</i>						
<i>Admission of your child is subject to handing in this correctly completed enrolment form, payment of fees, purchase of text books/resources, homework diary and signed student, teacher and parent learning agreement on Pages 3 &amp; 4 of this enrolment of form by the parent/carer, student and their class teacher.</i>						
Parent Signature				Date		

**Student, Teacher & Parent Learning Agreement - 2015 General Enrolment Form - Page 2 of 4**

The student, teacher and parent learning agreement is a signed agreement to be signed by every student, their teacher and their parent(s) at the beginning of every academic year. It is based on four equally important cross cutting themes. The four themes are 'respecting others and ourselves', 'respecting and creating a pleasant madrasah environment', 'respecting safety' and 'respecting and learning knowledge'.

**As a STUDENT of Madrasah Nurul Islam Educational Centre I commit to:**

- Being neat and tidy in appearance – this means wearing Madrasah uniform, having clipped clean nails without nail polish and an Islamic haircut.
- Being respectful to one another - this means using respectful and polite language; and discouraging bad behaviour such as bullying, bad language and being untruthful.
- Making healthy and halal life choices – this includes what I eat, being physically and mentally healthy in terms of how I behave, making good friends and learning that will benefit me, my family and my community.
- Cleaning up after myself after lessons and not dropping litter.
- Conserving energy and resources – not wasting electricity, photocopying, stationary and water.
- Respecting Madrasah property and each others property by using it as directed – safely and when permitted to do so.
- Moving around the Madrasah safely – no running.
- Standing in an orderly line for my teacher(s) when coming into and leaving Madrasah, returning to class to class after a break and when returning from prayers.
- Following Madrasah safety instructions and procedures such as the fire drill being coordinated by responsible staff - Fire Warden(s) & First Aider(s).
- Punctually attending and arriving on time for registrations and lessons.
- Approaching my studies with the correct attitude by putting in my best effort at all times.
- Bringing all necessary equipment to class – correct text books, pencil, pen, eraser, sharpener, exercise books and homework diary.
- Listening and following instructions from my teachers and Madrasah staff the first time every time.
- Not wasting my time or other people's time by being a distraction in class – this means no eating, drinking, sleeping, playing games, internet or mobile telephone in class.
- Ask questions by raising my hand when I need help or am not sure of what to do.
- Keeping on track with my studies in class by completing and handing in my homework on time; and getting my parents to review and sign my Madrasah Diary each week.

**As your TEACHER at Madrasah Nurul Islam Educational Centre; and on behalf of other teachers, administrative staff and school volunteers we are all committed to:**

- Being neat and tidy in appearance – this means complying with Islamic dress and appearance.
- Being respectful to one another - this means using respectful and polite language; and discouraging bad behaviour such as bullying, bad language and being untruthful.
- Valuing each and every student by bringing out his/her full potential.
- Ensuring a clean classroom environment is maintained by setting up a cleaning roster and monitoring system for students to follow during the last 10 minutes of each lesson.
- Conserving energy and resources by not wasting electricity, photocopying, stationary and water.
- Respecting Madrasah property and each others property by ensuring it is used safely.
- Ensuring students move around the Madrasah safely – no running.
- Reporting any problems with structural or equipment safety defects within Madrasah facilities to administrative staff so that items can be repaired/replaced or results in further training or guidelines being put in place.
- Attending all Madrasah meetings, staff training sessions and classes on time.
- Instilling attendance and punctuality; good citizenship and responsibility in all students.
- Ensuring statement of learning outcomes, expected student progress, lesson plans and assessments are in place and approved by the Madrasah Principal before each term starts.
- Keeping students and their parents informed about progress in learning and behaviour through the Madrasah Diary.
- Organising a teacher, student and parent progress meeting at least once a year.
- Keeping students and parents informed and involved in the life of our Madrasah via letters, newsletters, SMS, the ISGC web site, Student & Teacher Council (STC), Annual Student Satisfaction Survey, Parent & Teacher Council (PTC) and Annual Parent Satisfaction Survey.

Respecting Ourselves & Others  
Respecting & Creating A Pleasant Madrasah School Environment  
Respecting Safety  
Respecting & Learning Knowledge

**Student, Teacher & Parent Learning Agreement - 2015 General Enrolment Form - Page 3 of 4**

**As PARENT(S) of our child attending Madrasah Nurul Islam Educational Centre we commit to:**

- Ensuring our child arrives to Madrasah with a neat and tidy in appearance – this means wearing Madrasah uniform, having clipped, clean nails without nail polish and an Islamic haircut.
- Engaging with Madrasah staff, volunteers and fellow parents in a respectful and polite manner.
- Supporting our child to make healthy and halal life choices – this includes what they eat, being physically and mentally healthy in terms of how they behave, making good friends and engaging in learning that will benefit your child, your family and the community.
- Supporting the Madrasah to maintain good behaviour, caring attitudes and concern for others.
- Instilling respect and duty in my child regarding cleanliness of their Madrasah, not wasting resources and using Madrasah property as directed – safely and when permitted to do so.
- Ensuring my child is collected and dropped off from Madrasah by a known contact at all times.
- Advising Madrasah, as soon as possible, about any factors, which might affect our child's behaviour.
- Advising Madrasah of any medications our child takes and providing a medication management plan which will be agreed to by the Madrasah through a formal record.
- Advising the Madrasah of any changes to our personal or emergency contact details, including address, landline, mobile telephone numbers and email addresses.
- Ensuring our child is regular and punctual in attending classes by arriving and leaving Madrasah on time i.e. arrives at for 4:25pm and is collected by 6:30pm (Monday to Thursday) or arrives at 9:55am and is collected by 1pm (Saturday).
- Contacting Madrasah by 5:00pm (Monday to Thursday) or 10:30am (Saturday) if our child is ill or not going to be able to attend Madrasah on the day they should be attending.
- Avoiding long absences or holidays during term time, particularly during assessments and graduation events; and notifying the Madrasah in advance where this will take place.
- Ensuring our child approaches their studies with the correct attitude by enabling them to put forward their best effort at all times.
- Ensuring our child has all necessary equipment for classes – correct text books, pencil, pen, eraser, sharpener, exercise books and homework diary.
- Support our child to keep on track with studies by taking an interest in their learning and ensuring their homework is completed and handed in on time; by reviewing and signing our child's Madrasah Diary each week.
- Maintaining good communication between our family and Madrasah through engagement with teacher, student and parent progress meetings and respecting Madrasah policies.

Respecting Ourselves & Others  
Respecting & Creating A Pleasant Madrasah Environment  
Respecting Safety  
Respecting & Learning Knowledge

Name of Student (IN CAPITALS)		Date	
Signature of Student			
Name of Teacher (IN CAPITALS)		Date	
Signature of Teacher			
Name of Parent/Carer 1 (IN CAPITALS)		Date	
Signature of Parent/Carer 1			
Name of Parent/Carer 2 (IN CAPITALS)		Date	
Signature of Parent/Carer 2			