



Dar Alarqam Arabic Multicultural Association (DAAMA) Inc.

Web: daralarqam.asn.au

Email: daralarqam.daama@gmail.com

Since 2009



Application for Enrolment

Admission:

Dar Alarqam Arabic School North Dar Alarqam Arabic School North Kuttab Alarqam Library

Parent / Carer (1) Information (<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Carer)							
Family Name (English):				Family Name (Arabic):			
First Name (English):				First Name (Arabic):			
Mobile:				Email:			
Current Address:							
Suburb:				Post Code:			
Parent / Carer (2) Information (<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Carer <input type="checkbox"/> Emergency)							
Family Name (English):				Family Name (Arabic):			
First Name (English):				First Name (Arabic):			
Mobile:				Email:			
Current Address:							
Suburb:				Post Code:			
Students							
Name (English) <First> <Family>	Name (Arabic) اسم الطالب اسم العائلة	DoB DD/MM/YYYY	M/F	School Name	School Year	Library (Yes / No)	Medical Conditions (Yes / No)

If any of the students has a medical condition, please fill the medical condition table in next page.

How did you know about us? Family Friends social media Other _____

- I give permission to DAAMA to use my students **photographs and videos** on its website and/or any other advertisement media.
- I accept DAAMA **General** terms and conditions listed in this application.
- I accept DAAMA **Library** terms and conditions listed in this application (if opt-in for library service).

Parent/Carer Name

Signature

Date



Dar Alarqam Arabic School & Kuttab Alarqam Terms & Conditions

Founders (in Alphabetical order): Dr. Hoda Ragab, Mr. Issam Atta, Mrs. Rania Kanaan, & Mr. Yasser Mekled

1. School Learning Environment Policy

- Students are safe, have trust, respect, and feel valued.
- Students have friends at school.
- Everyday matters – attendance 95% plus. (Students should avoid being absent as much as they can).
- Students and staff on time and well prepared.
- Demand the best from every student.
- Expect and demand excellent behaviour.
- Ensure adequate resources. Malfunctioning or broken equipment is to be reported.
- Parents feel welcomed and informed.
- Parents' active participation and involvement in our school community.
- Agree to abide by the school's policies and other regulations which may be made from time to time.
- Always support the aims and objectives of the school.
- Consult with the Principal or teaching staff on problems, issues, and activities where appropriate.
- Exonerate the School, its staff, and agents from any legal responsibility for loss of personal effects, including money belonging to the student.
- Understand it is the duty of the parents to advise the school of any change of particulars shown on the original "Application for Enrolment Form".

2. Library Terms and Conditions (Only for Dar Alarqam Arabic School Students)

- Registration fee is **\$20 annually per member**.
- Deposit fee is **\$20 annually per member**. This amount will ONLY be refunded when the last book borrowed by the students is handled back to the librarian in an accepted condition.
- If a student cannot return a book or a book got lost or damaged, the **\$20 deposit-fee will NOT be refunded. Student needs to pay a new deposit to be able to continue borrowing books from the library.**
- Librarian has the choice to refuse to renew any membership for any student who did not follow the library terms and conditions.

3. Dress Code Policy

Students should always adhere to school uniform unless they have been advised to wear something different by the school administration or teachers.

4. Lost and Found Policy

All valuable items that are left unattended after the school day, will be left at the reception. Other will be discarded.



5. School Fees Structure, Procedure and Policy

Parent's Responsibility: Parents must understand the School is a financial as well as an educational institution, dependent upon fees to remain viable. The parent / guardian who signs the enrolment or re-enrolment form, accepts the ongoing responsibility for payment of the fees. When enrolling students in the School, the fee structure is outlined and parents commit themselves, to paying the full amount of School fees.

Fees Structure:

1. Full term payment is expected before the term starts.
2. If payment is NOT received by the **second (2nd) week** of the term, a surcharge of **20%** will be applied.
3. If by any reason, payment is NOT received by the **fifth (5th) week** of the term, student/s will be expelled.

It is the responsibility of the parents to notify the assigned Principal if they are having trouble with the payment of fees. School Board Committee* will review the case and provide an outcome (on a case-by-case basis). Parents must provide proof regarding their financial position (all confidential information are protected under the **PRIVACY ACT 1988**).

Expelling Students from the School: If expelling of student/s is happening during a term, this term will still be charged, but payment for remaining term/s will be credited and/or refunded where applicable.

Withdrawing Students from the School: If parents decide to withdraw their child from the School permanently, then they must notify the respective Principal prior to the withdrawal. If withdrawal of students is happening during a term, this term will still be charged, but payment for remaining term/s will be credited and/or refunded where applicable.

6. Anti-bullying School Policy

Bullying may involve:

- *Verbal Bullying:* The repeated use of words to hurt or humiliate another individual or group. For example, insulting language, name-calling, swearing, nasty notes and racist, or sexist comments.
- *Relational Bullying:* Usually involves repeatedly ostracising others by leaving them out or convincing others to exclude or reject another individual or group, making up or spreading rumours, and sharing or threatening to share another's personal information.
- *Physical Bullying:* Includes repetitive low level hitting, kicking, pinching, pushing, tripping, 'ganging up', and unwanted physical and damage to personal property. More serious violent behaviours are not necessarily treated as bullying and may be better managed through the Board's Committee* discipline processes (as discussed below).

When a bullying incident is first reported, teacher will:

- *Meet with those students concerned individually (Bully and the student being bullied)*
- *Inform parents and Principal*

Depending on the range of seriousness:

- *Possible expulsion from the school for a specific period (determined on a case-by-case basis).*



7. Serious Incidents Policy

Examples include Physical violence, Abusive behaviour, Damage to school property, and Threats and Intimidation.

When a serious incident is first reported, teacher will:

- *Inform parents and Principal.*
- *First warning will be issued (by the Board Committee*) to student/s involved.*
- *If second warning is issued, student/s will be suspended from school for at least 2 weeks.*
- *If third warning is issued, student/s will be expelled from the school (for the remaining period of the year).*

In all cases, if damage to property incurs financial losses to the school, student/students involved will be issued a fine that compensate the loss (as determined by the Board Committee*). Payment is expected instantly.

All incidents will be documented and recorded (by the Board Committee*). The incident will be completed in as much details as possible, and will include names of witnesses to the incident, date, and any extra important information.

8. Student Behavioural Policy

Students should be responsible and consider the following:

- *Respect teachers and staff,*
- *Respect the rights of others,*
- *Let others learn,*
- *Keep hands off one another,*

If any of the above conduct is breached, the following consequences may result:

For MAJOR Breaches of Conduct:

Examples include physical and/or verbal abuse to any staff member may lead to suspension, or the student may be expelled directly (as determined by the board committee*).

For MINOR and/or CONSISTENT Breaches of Conduct:

Examples include distractions in class, bad behaviour or other forms of misconduct, the following process will be applied in this order:

- **1st warning:** Staff/Teacher (involved in the misconduct) talks to student.
- **2nd warning: WHITE Slip:** Staff/Teacher talks to principal, and parents will be called for a meeting.
- **3rd warning: WHITE Slip:** Staff/Teacher talks to principal, and parents will be called for a meeting.
- **4th warning: YELLOW Slip:** the student will be suspended for one week.
- **5th warning: RED Slip:** the student will be expelled from the school.



9. Student personal electronic devices (Mobile-Phones, tablets, etc) Policy

At Dar/Kuttab Alarqam school, there is a ban on the use of personal electronic devices such as mobile phones, tablets, etc for all students from the time they arrive to the conclusion of their class (“*off and away all day*”) unless the student has been granted an exemption from the school Principal.

The following rules will be implemented for students in different year levels:

Students from Pre-Arqam to Preparatory 1 (or Pre-Kuttab to Level 1 at Kuttab Alarqam) are NOT permitted to have personal electronic devices in their possession during their attendance at the school; and

Students from Preparatory 2 to Pre-ATAR (or Levels 2 and 3 at Kuttab Alarqam) are permitted to be in possession of personal electronic devices during their attendance at the school, however, they must be turned off and neither seen nor heard.

If, in any case, personal electronic devices have been seen/heard by teacher, they will be confiscated till the end of the class. If student refuses to handle them to the teacher, the student will be given the next Warning Slip (WHITE, YELLOW, or RED; as per Policy 7 above).

10. Student Self Harm policy

Any member of staff who is aware of a student engaging in or suspected to be at risk of engaging in self-harm should immediately report to the principal, and the Board Committee*. Following the report, the principal, and Board Committee* will decide on the appropriate course of action, and parents/carers will be contacted immediately.

With our best wishes from the school’s administrative and academic staff.

We wish your child/children a happy, distinct, and enjoyable educational atmosphere.

***Board Committee Members:** Dr. Hoda Ragab (Director), Mr. Sammy Atta (Assistant Director), Mr. Yasser Mekled (Secretary), and Mrs. Rania Kanaan (Treasurer).

I accept the above POLICIES and commit myself to adhere to them.

Family Name:

Student/s Name/s:

Parent Name:

Parent Signature: Date: