



MINARET COLLEGE

Islamic College of Melbourne South and East

22 January 2021

Dear Minaret Family

Assalam Alaykum wa Rahmatullahi wa Barakatuhu,

I hope this letter finds you in the best state of health and iman.

We are now excitedly preparing for the return of students for a new school year. Our Doveton campus will open next week for students from Foundation to Year 2 and with that, Minaret College is now a three campus college Alhamdulillah! We're feeling refreshed and optimistic about the year ahead. This letter is to update our families on a few important aspects to start the school year.

IMPORTANT DATES

- The College will be closed on Monday 25 and Tuesday 26 January (Public Holiday).
- Year 1 to Year 12 students will return on Wednesday 27 January
- Foundation students will begin their first day of school on Thursday 28 January

2020 GRADUATE UPDATE

After an extraordinary year, our Year 12 students delivered strong results Alhamdulillah. Achieving an ATAR of 80 or above means a student performed amongst the top 20% of Victorian students. Alhamdulillah 32% of our students achieved this remarkable result, making them our high achievers. We're proud of the achievements of all our students and know our Minaret Family is too.

Testament to our strong results, when round one university offers were released last week, 90% of our students received an offer. These are outstanding results for first round offers. Congratulations to all our 2020 graduates and their families. We wish you further success in your future endeavours InshaAllah.

COVIDSAFE IN 2021

Aligned with public health advice, Alhamdulillah schools will commence the school year with minimal restrictions in place. We will continue to keep informed and will implement appropriate measures to do our part to keep the community COVID safe. Consistent with current public health advice, the following guidelines will apply to start 2021:

SPRINGVALE CAMPUS
36-38 Lewis Street, Springvale 3171
P.O. Box 264 Springvale 3171
T (+613) 9574 0567 | F (+613) 9548 4755
admin@minaret.vic.edu.au

OFFICER CAMPUS
67 Tivendale Road, Officer 3809
T (+613) 5943 2058 | F (+613) 5943 2205
officeradmin@minaret.vic.edu.au

- Physical distancing will continue to be encouraged as much as practical, particularly for secondary students
- Masks must be carried by secondary students. Wearing a mask is no longer mandatory at school however continues to be recommended when physical distancing is not being maintained
- Masks must be worn by secondary students while on the bus or public transport
- Good hygiene habits will continue to be encouraged and sanitiser will be available throughout the College
- Drinking fountains are not available on site. Students should bring a water bottle to school. Bottles can be refilled at taps throughout the day
- Parents are able to leave their car at pick up and drop off times; physical distancing must continue to be maintained
- The start and end of each day will be the same for all students. Students should be dropped no later than 8:25am and will be dismissed at 3:35pm
- Early pick up is available by exception if a child has an appointment to attend. Pick up must be BEFORE 2:45pm as the last 45 mins are left for teachers to end the day with minimal disruptions. Parents should request early pick up via our Administration team at the relevant campus.
- All visitors onsite are expected to record their attendance upon arrival at the admin building, abide by signed instructions and follow staff requests

We expect all families will work together to ensure the safety of our Minaret and broader community. This includes staying at home if unwell, getting tested and complying with public health advice.

ADDRESS COLLECTION NOTICE

On the following pages I've included a notice from the Department of Education, Skills and Employment regarding address collection. The letter outlines the requirement and purpose for schools to provide address details to the department. Maintaining accurate records is a responsibility of the College. It not only ensures we are complaint to government requirements but is an important way for us to ensure we can contact families for College communications or in the case of an emergency. If you have recently change address, phone number or any of your personal circumstances have changed, please ensure you contact our Administration Team to provide us your updated details.

I look forward to sharing news of the progress of our students and celebrating key milestones with our families in the coming year InshaAllah.

May Allah (SWT) continue to bless all our families and give us patience during our trials. Ameen.

Kind regards,



Mohammed Taksim
Executive Principal



Collection Notice for parents/guardians

2021 Student Residential Address and Other Information

The Australian Government Department of Education, Skills and Employment (the department) would like to advise you that a request has been made for your child's school to provide residential address and other information as required under the *Australian Education Regulation 2013* (Cth).

The school is required to provide the department with the following information about each student at the school:

- Names and residential addresses of students' 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).

Your child's school generates a **unique and unidentifiable** record number for each student record. The number is **only** used by the school for this collection. **It is not allowed to be used for any other purpose.** The number indicates to the department that each record provided is for one student.

Purpose of the collection

The Student Residential Address and Other Information Collection (the Collection) informs Australian Government school education policy and helps ensure funding for non-government schools is based on need.

The information collected will be used to inform school funding calculations. It is combined with data held by the Australian Bureau of Statistics (ABS) to calculate a non-government school community's anticipated capacity to contribute to the costs of schooling.

From 2020, a new measure of capacity to contribute, the Direct Measure of Income (DMI), was introduced. The DMI is based on the median income of parents or guardians of students at a non-government school using data collected through the Collection. More information about the DMI can be found at <https://www.education.gov.au/what-direct-measure-income>.

Use and disclosure of personal information

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

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

- disclosed to the ABS for the purposes of capacity to contribute calculations and analysis as a part of the Multi-Agency Data Integration Project (MADIP). Further information about MADIP can be found on the [MADIP page](#) on the ABS website.
- disclosed to a contracted auditor where the department may from time to time, carry out an audit of a school's submission to the Collection. The contracted auditor compares the school's submission with the student enrolment information held by the school and will not use the information for any other purpose
- disclosed to its service providers for the purposes of the provision of information and communications technology support services to the department
- 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.

The department's privacy policy can be found at www.dese.gov.au and includes information on:

- how individuals can access and seek correction of the 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.

The department commissioned an independent privacy impact assessment (PIA). The PIA assesses the flows of information under the Collection, compliance with the Privacy Act and measures in place to safeguard the personal information being collected. The report is being updated, and will be available in 2021 on the [SchoolsHUB Address Collection help and support page](#). The current version is available at <https://docs.education.gov.au/node/51436>.

What do you need to do?

You are not required to do anything. Your school is responsible for providing the requested details to the department; however, you may wish to ensure that your school has the most up-to-date and correct details for your family.

Contacts for further information

Your school can provide additional information about the Collection process.

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