



# MALEK FAHD HOXTON PARK

210 PACIFIC PALMS CIRCUIT  
HOXTON PARK, NSW 2171

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## Parent Newsletter Term 1, Week 1 2017

A warm welcome to all our Malek Fahd Hoxton Park families, both new and returning. What a delight to see all the students smiling faces, bringing the 'life' back into our school. We trust all students will settle in well and embrace all the new experiences and opportunities that the new year brings with it!

### Staff News

We welcome the following teacher to our school this year. Mrs Abdelkafi who will be teaching High School, Maths and Computers. She will be replacing Mr Naidu who has resigned from his position.

It is with great pleasure that I introduce Mr Stephen Lord taking on the role of Acting Head of Campus (HOC) while I am on Maternity Leave. Mr Stephen Lord has extensive **leadership** experience including roles as Classroom Teacher, Acting Deputy and Acting Principal at Malek Fahd Greenacre Campus spanning over 22 years which has given him a wide scope of skills to undertake this important role.

Mr Stephen Lord and I will be working together this term to ensure a smooth transition of roles while I take maternity leave from Week 3 Term 2. I propose to be back as the Head of Campus Term 1, 2018 In shaa Allah. I will also be taking a short leave this term from Wednesday 1<sup>st</sup> February, and will be back beginning of Week 4 this term.

**Mr Lord will be Acting Head of Campus during this short leave.**

Message from Mr Stephen Lord: "I am looking forward to meeting the wonderful Hoxton Park Community and ensuring that quality teaching is at the forefront of my commitment to the school".

### Child's health and wellbeing

MFHP asks for medical and additional needs information when you enroll your child. It is important that you let us know if there is a change in your child's physical, social, emotional, cognitive or sensory care needs or if a new health condition develops.

Information about allergies, medical conditions such as asthma and diabetes, mental health conditions, vision/hearing impairment, intellectual/physical disability, language disorder, autism and other health and wellbeing/care-related issues (including prior conditions such as medical procedures in the last 12 months) should be provided to the school by the parents. Please provide this information in writing with supporting documentation to your child's classroom teacher.

Please also remember to notify staff in the school office of any changes to your contact details or other people nominated as emergency contacts.

MFHP appreciates your assistance in this regard. All information you provide is stored securely and will only be used in order to support your son or daughter's health and wellbeing needs.

### Medication

Please be aware that parents are responsible to inform the Class Teacher if their child has any medication in their bags to be administered during the day at school. A form must be filled out at the office and given to the teacher by the parent. The Administration officer cannot administer the medication without the form being complete. If you are aware of your child not being well, it is not the administration officer to check up on the child, you do not send them to school. If child is seen unfit for school, the parents will be contacted to pick up their child.



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## Uniforms

Thank you to everyone for supporting our school uniform policy. A reminder, that students must wear an approved school hat.

Greenacre Campus Shop is open from 9am to 3pm.

## Fees

Thank you to all families who have already paid Term 1 fees. Families who have not paid this term fees, please pay by 3<sup>rd</sup> February, 2017. Payments can also be done by phone using credit card.

## School Operation hours

Kindergarten to Year 6, 8:30am to 3:20pm

Year 7, 8 and 9, 8:30am to 3:30pm

The **front gate of the school will open at 8:10**, when our teachers are on duty. Before that time there is no one on duty to supervise the students. **Do not leave students to wait at the gate without an adult for security reasons.**

## Communication with staff

I kindly ask that you make appointments to see your child's teacher or HOC, as most times the staff are on duty or busy setting up for the day and/or have meetings after work. A request to see Head of Campus form must be completed before being seen. We have a suggestion box in the office if any families have concerns and questions and we will attempt to address your concerns as soon as possible.

## Photography

I know parents can get very excited about their child starting school. However, please be aware that you are not to video tape or take pictures of other students to protect the privacy of others who may have not given the school permission for their child to be photographed.

## Assembly

Kindergarten to Year 2 will have Assembly Monday to Friday at 8:30am.

Year 3 to Year 6 will have Assembly on Mondays and Fridays at 8:30am. Year 7 to Year 9 students will have Assemblies every second Tuesday beginning Week 2.

I'm looking forward to an exciting Term, take care!

**Ms Kassem**  
**Head of Campus**  
**Malek Fahd Hoxton Park**