



IPOH INTERNATIONAL SCHOOL SDN BHD
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7 July 2010

To: All Parents/Guardians

1. New Term for Autumn (Aug/Sept – Nov 2010)

As the summer term is coming to an end on 23 July 2010, I would like to wish all parents and students a happy summer holiday. The new school term for Autumn will be as follows:-

KBSR	Monday, 16 August 2010 – Friday, 19 November 2010
KBSM	
Preschool	Monday, 13 September 2010 – Tuesday, 30 November 2010
International School	

2. Security Measures for the School

As an added measure of security for the school, the entrance gate along Jalan Kelab Golf will be closed as follows, with effect from **Monday 12 July 2010**:-

	Gate Closed	Gate Opened
Monday – Wednesday	9.00am – 12.30pm and after 4.00pm	1.00pm – 4.00pm
Thursday	9.00am – 12.30pm and after 4.00pm	1.00pm – 4.00pm
Friday	9.00am – 12.00 noon and after 4.00pm	1.00pm – 3.00pm

The exit gate will be the only gate open at all times to enable the guard on duty to monitor the cars/people coming in/out when school is on.

As a trial run, the above schedule will take effect from **Monday 12 July 2010**. We hope all parents/guardians will take note of this new schedule and co-operate with the school to ensure the safety of all within the school compound.

We appeal to all of you to try to park your vehicles outside the school compound to prevent traffic congestion in the limited space we have in the school. Thank you for your co-operation and consideration in this matter.

3. The School Production 2010

The school production held on 12 June 2010 has been a success with the warm and enthusiastic support from all the parents and guardians. We thank you for appreciating the effort put in by the teachers in guiding and training your children/wards to give their best on production day.

Your constructive comments and feedback have been noted and will help us to improve in our next year's production.

3.1. Sale of Photographs for Production

The photographs for the production (costing RM2.00 each) will be on display in the basketball court from Monday, 12 July 2010 to Wednesday, 14 July 2010, at 8.00 – 10.00am. Parents and guardians are invited to view these photographs and hand in their order forms with their payment to the teacher/staff on duty.

3.2. DVD of School Production

DVD of the school production will be distributed before the term ends on 23 July 2010.

4. Class Photographs

Orders can be placed for the class photographs through your child/ward. Each photograph costs RM5.00 and payment should be made to the class teacher.

5. Bookshop and Book List for Preschool and International School

The school has outsourced the sale of books and uniform. The bookshop is currently being built next to the administration office and the sale of books and uniform will be in this new room from 1 September 2010.

The book list for Preschool and International School will be issued to your child/ward on Monday 19 July 2010.

6. Payment of Fees

We wish to remind all parents and guardians regarding the following clauses (3 and 4) in Section 7 of the admission form which is also included in the Parent-Student Handbook.

- 3. All fees must be paid before the commencement of the School term (there are 3 terms a year). The School reserves the right to impose a late payment charge of 5% per annum on all outstanding fees which has not been paid by the 15th day from the commencement of the School term.*
- 4. By reason of the above clause 3, the School reserves the right to refuse entry to any student and/or treat this contract as terminated without prior notice by the parents /student.*

After the 1st and 2nd reminders have been sent out (ie. one month after the term has begun), a final letter by AR registered mail will be issued to inform you of the exclusion of your child/ward from the school.

We seek your co-operation in ensuring that term fees are paid promptly as this will help us run the school more effectively and save your child/ward from the embarrassment of being excluded from school.

7. Circulars Sent Out Electronically

A final reminder to all parents/guardians to inform the school of your email address as all circulars/bulletins will be sent out to you by electronic mail beginning 16 August 2010 / 13 September 2010 when the new term begins.

8. Parents' Evening

Parents' Evening for all the schools (Malaysian and International) will be held on Thursday 22 July 2010. Marked scripts will be returned to the children on Monday, 19 July 2010 so parents will have time to look at the scripts before coming for the Parents' Evening. All parents/guardians are encouraged to be present on that day to discuss the performance of their child/ward.

9. Last Day of School

As Friday, 23 July 2010 is the last day of the academic year for the International School, there will be early dismissal. Dismissal times will be as follows:-

Year 1/Year 2/KBSR 1	11.00am
Year 3 – Year 10	11.30am
KBSR 2 – KBSR 6	
KBSM 1 – KBSM 5	

Children in the Junior Schools (International and KBSR 1) will have class parties on the day.

Thank you.

Yours sincerely,
Mdm Lee Yam Sei
Director