Guidance for Parents

We are delighted that you have enrolled your child at our school and welcome you and your family to the Tenby community. We hope that this document provides the information that you and your child need to make a successful start to school life at Tenby.

Any community needs to have common rules in order to ensure the safety and security of all its members, this particularly applies to a community of children and young people. At Tenby we have tried to take into account the needs and responsibilities that can be expected of young people from the age of six up to sixteen.

We shall undoubtedly find the need to amend and extend this guidance to parents with the benefit of experience. If you do have any concerns about any of the information and guidance that follows, then, please feel free to discuss it with your child’s teacher or the school office.

We hope that your child not only makes good educational progress but enjoys his or her school days with us.

Welcome to Tenby Schools, Setia Eco Park.

The School Day

<table>
<thead>
<tr>
<th></th>
<th>Primary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of Homeroom Period</td>
<td>07:40</td>
<td>07:40</td>
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<tr>
<td>Morning Break</td>
<td>09:50 – 10:20</td>
<td>10:10 – 10:30</td>
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<tr>
<td>School Ends</td>
<td>14:30 (Std 3-6)</td>
<td>14:30</td>
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<td></td>
<td>14:20 (Std 1&amp;2)</td>
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<tr>
<td>CCA Activities</td>
<td>14:40 – 15:40</td>
<td>14:40 – 15:40</td>
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</tbody>
</table>

Please note:
1. Children should aim to arrive at school by 07:30hrs when there will be morning assemblies at the Multi-purpose Hall (MPH) on Monday and Thursday. Children will not be admitted to the school campus before 07:00hrs.

2. Co-curricular activities (CCAs) are provided for students at Standard 1 (optional), 2, 3, 4, 5 and 6 (Primary) and in the secondary school. Standard 1 and 2 children will be dismissed everyday at 14:20hrs.

Travelling to and from School

Walking
There is a footpath alongside the road from Setia Eco Park to the school. We would advise that children should not be allowed to walk to school alone.
Cycling
There is no cycle lane alongside the road from Setia Eco-park; caution is therefore advised in allowing your child to cycle to school. Any child who does cycle to school is required to wear a safety helmet and to register the cycle with the school office. Children must dismount from their cycles at the guardhouse and walk them to the storage area. Students should not ride bicycles on the school campus.

Cars
In the interest of safety, children coming to school by car should be driven to school via the highway. A one-way system operates during school hours. Children are to be dropped-off and picked-up only at the cafeteria. Please be early to pick up your children at dismissal time. Secondary children who drive to school every day must inform the school Principal before doing so.

School Vans
There are several school transport operators who provide a transport service for students at Tenby Schools. They bring children to the school by 07:30hrs and leave at 14:40hrs after school and at 15:45hrs after co-curricular activities.

If you wish your child to use a school van, please contact Reception for the contact numbers of the transport operators for different areas. However, although the operators offer an extensive transport service, the fleet does not travel to all areas of Kuala Lumpur and the Klang Valley. Students using the school vans are expected to behave in a safe and responsible manner at all times.

Please note that although the school has a role in facilitating and monitoring the school van service, the contract for the service is directly between parents and the van operator.

Changes to travelling arrangements
For reasons of safety and security please notify the school office of any changes in your child’s travelling arrangements.

Children in the primary school will be directed to travel home by their usual arrangement and may not deviate from this unless the school has received written notification of a temporary change of arrangement from the child’s parent with 24 hours notice. This notice should be addressed to the child’s Homeroom Teacher. If this means a change to the usual bus/van arrangement, then your bus/van contractor must also be notified. This is important so as to ensure that adequate provision has been made for your child’s safety.

Children may not make any changes in their transport arrangement themselves and we would request that parents help us in this as your child’s safety is our prime concern.

Late Arrival
Children who arrive late at school should go to their respective class and their Subject Teacher in the class will register them.
Communication

School Diary
All children have a Student Diary. It is the responsibility of the child to take this home each day and to bring it back to school the following day.

The Student Diary allows for regular communication between school and parents. Please look at the diary every day and sign in the appropriate place each weekend. Similarly, the diary will be checked and signed by the teacher so please feel free to use the diary to write non-confidential messages to the teacher, including a note when your child returns to school after an absence. The diary should not, however, be used for confidential messages.

Electronic Communication
We shall also be using e-mail to communicate with you. Please ensure the school has an up-to-date email address for you. General information about school events and activities will be published via the Newsletters. Weekly newsletters are posted by Saturday each week on the school web-site: http://www.tenby.edu.my/v2/setiaecopark/newsletters. School updates can also be followed via twitter at @TenbySEP_SST.

Absence from School

Absence for Non-medical reasons
Students are expected to be present on all school days unless they are unwell. Regular attendance at school ensures that a student receives full benefit from his or her education and establishes a responsible attitude towards his/her commitments.

Please avoid scheduling non-emergency medical or dental appointments during school hours and please do not take children on holiday during the school term. If absence for non-medical reasons on school days is unavoidable, then please complete an Absence Request Form, available from the School Office, in advance of the absence. The school does not set work for children who are taken out of school for non-medical reasons during term-time.

Absence due to ill-health
If your child is ill and unable to attend school then please follow the procedure below:

- If possible, ring the School Office (03-3342 1535 extn. 3003) on the first morning of absence so that the Homeroom Teacher can be informed immediately.

- If your child is away from school for more than two days, please ring the School Office again on the third morning to let us know more about the nature of the problem and the likely duration of absence. In the absence of a phone call, the school may phone you to check on the reasons for the child not attending school.

- On the return to school, please write and sign a letter or a note in the Student Diary to the Homeroom Teacher briefly describing the reason for absence.
• If there is an examination on the absent day, the Subject Teacher will arrange for the child to sit for the examination within the week of absence on his/her return to school.

• Medical Certificates are required for absence of more than two (2) days.

Leaving School Early
For safety as well as educational reasons students are not allowed to leave the campus before the normal end of the school day. If for some unavoidable reason your child needs to leave earlier, then, please inform the Home Room Teacher by letter or a note in the Student Diary. The child will be given a “Exeat” form signed by the Homeroom Teacher, chopped with the School’s stamp and then given to the guard on duty before leaving school.

Lunch Arrangements
The Cafeteria provides lunches for students. It provides a choice of food and drinks including vegetarian, western and local options. There is a policy of encouraging healthy eating. Carbonated drinks (with the exception of isotonic drinks), sweets and pre-packed “junk food” are not sold. Payment is by means of a debit card system or cash. A set meal is provided for all Standard 1 students and the set meal payment is made in advance on a termly basis.

We encourage all students to make use of the Cafeteria facilities. However, we appreciate that in some cases parents may wish to send their older children to school with a packed lunch. These can only be eaten in the designated eating areas. **We cannot however, take deliveries of meals for children, nor are maids, drivers or parents allowed to come to the school to bring food for, or feed children.**

There are water coolers to be found around the school but we also advise that your child brings drinking water to school in an unbreakable container. Carbonated (Fizzy) drinks are not allowed.

All eating is to be in the Cafeteria.

Health and Medical Matters

The School Nurse
There is a full time Nurse to advise and treat pupils and staff when illness or injury occurs during the school day. Your child’s health details should be completed on the enclosed medical form and returned to the school. Please remember to update the school with any changes in the information you provide.

The School Nurse can only agree to accept responsibility for the administering of medicines to students on the following basis:

• A doctor’s note should be received, preferably delivered by the parent. The note should give clear instructions concerning the required dosage.
The medicine, in the smallest practicable amount, should be brought to school by the parent, not the child, and delivered personally to the Nurse.

Medicines must be clearly labelled with contents, the child’s name, class and dosage.

When children suffer headaches, toothaches, aches and pains, etc., the Nurse may provide a mild analgesic. However, prior consent must be given by parents for this to be administered. Please see the consent form enclosed in this information pack.

When a child is taken ill during the school day and is deemed by the School Nurse to be unfit to return to class, parents will be informed and asked to make arrangements to take the child home. In the interests of the sick child and the rest of the school population, we do not keep children in the medical room for long periods.

**Asthma**

Asthma is a widespread, serious but controllable condition affecting many young people. This school encourages students with asthma to participate and achieve their potential in all aspects of school life.

Pupils with asthma are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough to do so. The inhalers of younger children are kept in the classroom by the Homeroom Teacher. If your child is asthmatic and too young to look after the inhaler then please discuss this with the Homeroom Teacher.

If your child is asthmatic please ensure that the school is informed and that the school is provided with a labelled back-up reliever inhaler. The School Nurse will hold this separately in case the pupil's own inhaler runs out, or is lost or forgotten. All inhalers must be labelled with the child’s name by the parent.

Taking part in sports, games and activities is an essential part of school life and students with asthma are encouraged to participate fully in all PE lessons. PE teachers are aware of which students have asthma from the school's medical register. PE teachers will remind pupils whose asthma is triggered by exercise, to take their reliever inhaler before the lesson and to thoroughly warm up and down before and after the lesson.

**Allergies & Children with Infectious Illness**

Any serious allergies should be brought to the attention of the Home Room Teacher as well as the Nurse.

Children who are ill with communicable diseases must be kept at home until the infection is over. The advice of a medical officer is needed to confirm the recommended period of exclusion from school. If children have been ill overnight they should not be sent into school unless they are well enough to participate fully in lessons.

Within any school, head lice infestation will occur from time to time amongst young children. Should your child have head lice, he or she should be treated at home and will then be checked by the School Nurse on returning to school. Please ensure that the school is immediately informed of any infestation.
**Accident Procedure**

In the event of any accident occurring at school, appropriate immediate action will be taken by the School Nurse. Parents will then be informed by the School Nurse or a senior member of the teaching staff and will be given advice about seeking further medical treatment. In the case of an emergency, children will be taken to the nearest hospital accompanied by a member of staff.

After any accident a report form is completed by the School Nurse. This gives details of the incident, the nature of the injury, any action the Nurse has taken and any medications administered.

**School Uniform**

All students are expected to wear school uniform during the school day, on the way to and from school, at school events and on school trips and activities unless otherwise instructed.

The School Uniform is as follows:

**Primary (Std. 1 – 6)**

- **Girls**: Grey skirts and blue shirt with school name above pocket, grey socks and plain black leather shoes.
- **Boys**: Grey shorts and blue shirt with school name above pocket, grey socks and plain black leather shoes.

Standard 6 boys are allowed to wear long trousers and black leader belt.

**Secondary (Form 1 – 5)**

- **Girls**: Grey skirt and blue shirt with school name above pocket, house tie, grey ankle socks and plain black leather shoes.

Secondary girls have the option to wear ladies’ grey trousers instead of the grey skirt.

- **Boys**: Grey trousers and blue shirt with school name above pocket, house tie, grey ankle socks and plain black leather shoes.

The trousers must be worn with black leather belt.

A school sweat shirt is optional for students, but no other form of cardigan or coat should be worn in school.

**Sports and PE Kit**

For all students this consists of T-shirts in house colours with black shorts (with school name), white trainers and white socks. Caps in house colour are required for out-door use for primary children. They are optional for secondary students. For swimming, children may wear their own one-piece swimsuit in navy blue. Bikinis are not allowed. The school’s swim suit is available in the school shop.

**Footwear**

Shoes for students in Primary 1 to Secondary 5 should be black leather of a plain design and with low heels. Boots, sandals and trainers, even if black are not allowed.

Please label your child’s belongings with their full name and class.
**Children with Special Insoles for ‘Flat Feet’**
On occasions, children may be asked to wear orthopaedic shoes to remedy this condition. Please arrange for them to be in black shoes and provide a doctor’s note to inform the Home Room Teacher.

**School Shop**
All the above items of uniform and PE kit, except for shoes, are available from the School Shop.

**Personal Appearance**
All students are expected to present themselves in a manner that is mature, responsible and maintains the good name of the school both within the school campus and in the local community.

**Hair Style**
Hair for both boys and girls should be neat, tidy and of a natural colour. Neither shaved heads nor extremes of fashion are acceptable. Hair dye is not allowed.

Boys’ hair should be of a reasonable length (above the collar). Girls with long hair must keep it tied back with black or navy blue ribbon, whilst at school. Colourful hair clips are not allowed.

**Jewellery**
In general, jewellery should not be worn to school for reasons of safety and to prevent loss. The only exceptions are that students may wear one pair of simple studs in their ears.

No other jewellery should be worn. Anything in excess of the above will be confiscated.

**Make-up and Nail Varnish**
Make up, coloured contact lenses and nail varnish should not be worn in school. Fingernails must be kept clean, neat and short. Body piercing and tattoos are not allowed.

**Student Behaviour**
The reputation of a school is judged by the students’ behaviour; both on and off the school site.

All students are expected to behave in a manner which is responsible and which shows consideration and respect to all other members of the school and also maintains the good name of the school, both on the school campus and within the local community.

There should be an expectation of good behaviour both inside and out of the classroom, but this should not be taken for granted. Every effort should be made to maintain high standards of behaviour on the basis of mutual respect between students and between students and staff. It is of equal importance, however, to ensure that good behaviour is also recognised and praised.
Some of the general expectations of students are given below.

**Behaviour in the Classroom**
High standards of academic achievement are only possible when lessons are closely focused on learning and teaching. No individual student should be allowed to behave in a manner that interferes with the right of other students to learn and of the teacher to teach.

- Students should not enter the classroom unless a teacher is present, but line up quietly outside the room until the teacher asks them to enter.
- Students should greet the teacher on arrival at the lesson.
- No one else should be talking whilst the teacher is speaking to the class.
- No shouting out unless asked to do so.
- At the end of the lesson, chairs should be pushed neatly under desks, any litter put in the waste-paper basket and the classroom left tidy.
- If a student arrives late, after the class has started, then he or she should knock at the door and then remain there until given permission by the teacher to enter.
- No student should leave the classroom without the permission of the teacher.
- The teacher, not the student, determines where students sit.
- No student should use the interactive whiteboard, write on the traditional whiteboards or touch the LCD projector or other equipment in the classroom without the permission of the teacher.
- There should be no eating or drinking inside the classroom - except for water.
- No outdoor clothing should be worn in the classroom.
- Bags left inside the classroom should cause neither obstruction nor hazard.

**Food and Eating**
The school aims to create a clean and healthy environment in which to eat and drink. It is the responsibility of individual pupils to play their part in maintaining high standards in this area.

To achieve this aim:
- packed lunches are to be eaten in the Cafeteria and designated eating areas only.
- pupils are responsible for clearing away their personal litter after their meal.
- no eating or drinking (except for water) is allowed in the classrooms.
- pupils should ensure that all litter is placed in the bins after eating.

**Anti-Bullying**
Bullying, both physical and emotional, is totally unacceptable. It can lead to worry, confusion and despair, as well as fear. It can undermine a student’s self-value and impede his or her education.

The school considers that bullying occurs when there is a pattern of:
- name calling
- making fun of others in a nasty way
- making pupils feel isolated
- stealing or damaging other people’s belongings
- frightening or forcing others to act against their will
- hitting or other aspects of violence or the threat of violence.

All reports of bullying should be treated seriously and investigated.
Travelling on the Van/Bus
All students travelling on the school buses and vans should abide by the same standards of behaviour as are expected at school. They are still representing the school and should behave as such. Further to this there are some specific guidelines to follow when travelling on a school bus.

- No standing is allowed
- Senior students should act with a sense of care towards younger children travelling on the same bus, especially when embarking and disembarking
- No seats are to be taken by bags
- Respect should be shown to fellow travellers
- Respect should be shown to drivers and their assistants
- Litter should be carried off the bus and placed in the nearest bin
- Gum should not be chewed
- Where fitted, safety belts must be worn

Remember roads are public areas and all road users should be shown respect and should not be subjected to any unruly behaviour by the students of this school.

The House System
On admission to the school, children are placed in one of the four school ‘houses’. They are Dragon (Green), Phoenix (Red), Falcon (Blue) and Tiger (Yellow). Where possible, siblings are placed in the same house. The aims of the house system are as follows:

- To provide a basis for intra-school competition and activities.
- To provide opportunities for students to work together in teams and to develop leadership skills.
- To encourage cooperative activities between students in the international school and private Malaysian school.

Homework
Homework is designed to reinforce and consolidate classroom skills as well as to help develop students as independent learners with a sense of self-discipline. It is also an opportunity to promote a partnership between home and school in supporting each child’s learning.

Students will be given homework according to a specific schedule which will be given to you early in the term. However, homework may sometimes be in the form of a project extending over several weeks rather than being given on a daily basis.

Students are expected to write details of the homework set in their Student Diaries. This is primarily for their benefit but it also enables you to check that your child is doing all of the set work. Please check and sign the diary on a weekly basis.

Homework will not always consist of formal written activities; it may consist of research activities, preparation of presentations, learning of essential vocabulary or
spellings, reading or practical activities. Homework will sometimes require the use of ICT. This can always be carried out in the school library if facilities are not available at home. In Primary, students are expected to read on a daily basis as per the Student Diary suggestions.

The amount of homework increases as the child progresses through the school. The approximate amount of homework that you should expect your child to be doing is shown in the table below. If your child spends much less, or much more than this, then please discuss this with your child’s Home Room teacher.

<table>
<thead>
<tr>
<th>Year Groups</th>
<th>Time each day (minutes)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard 1</td>
<td>60</td>
<td>Guided homework is regularly set. Parents should spend time each day reading to their child, listening to the child reading, practising writing and listening to their child talking about the school day.</td>
</tr>
<tr>
<td>Standard 2 &amp; 3</td>
<td>90</td>
<td>Encourage your child to establish good habits and routines in relation to homework. A little each evening – without television or other distractions.</td>
</tr>
<tr>
<td>Standard 4 - 6</td>
<td>120</td>
<td>Homework should now have become a regular, but not all-pervading aspect of your child’s life. Your child should take increasing responsibility for organising and completing it.</td>
</tr>
<tr>
<td>Form 1 - 3</td>
<td>120</td>
<td>Good homework habits should now have been established; if not, this is the stage at which you will need to monitor your child’s homework regularly. Children at this age can find many other distractions!</td>
</tr>
<tr>
<td>Form 4 &amp; 5</td>
<td>120</td>
<td>At this stage assignments may also be set over the school holiday periods. The quantity of work which your child needs to do will increase as examinations draw near.</td>
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Homework may not be given on days of significant school events or activities. Teachers are not normally expected to set homework over school holiday periods.

**Tuition**

As a general rule we do not recommend that students receive tuition in addition to the time spent in school and carrying out homework.

There may, however, be specific situations where tuition may be helpful. For example, where a child has gaps in his or her knowledge and understanding due to a period of ill health and absence from school.

We advise that if you are considering tuition for your child, you discuss this first with the child’s Home Room Teacher. Please note that it is school policy that teachers do
not provide private tuition for children that they teach at school; so please do not ask them!

**Co-curricular Activities**

Co-curricular activities (CCAs) are an integral part of the educational programme provided by the school. They are a major element of the school’s policy of providing an all-round holistic education. All students in Standards 2-6 and Forms 1–5 are expected to participate in two, CCAs each week i.e. one of Games/Sports and another Club/Society. Standard 1 children are encouraged to take only one CCA.

CCAs take place each afternoon between 14:40hrs and 15:40hrs. There is no additional charge for activities organised by the school’s teaching staff. Where specialist instructors are employed there is a charge to cover the costs involved. Payment is on a termly basis.

**Physical Education**

There is growing concern across the world about the physical health and fitness of children. Young people in Malaysia are no exception! Physical education is therefore an important part of the school’s curriculum. Full participation is expected as for any other subject in the curriculum. All students have time-tabled PE lessons.

Please be reminded that swimming is a component of the Physical Education curriculum and is an essential life skill. Students are not allowed to opt out of the lesson unless a medical certificate is provided. Students who are well enough to be in school are considered well enough to participate in all curriculum activities.

Please ensure that your child has PE kit with him/her on the days of PE lessons. A student who through ill-health that needs on occasion to be excused from a PE lesson should bring a medical note/certificate.

**Students’ Personal Property**

**Lockers**

All students are allocated a locker in which to keep their personal possessions. You should provide your child with a key-operated padlock (not number combination lock) to secure the locker. You are advised to keep a duplicate key at home in the event of loss. The locker is intended to provide reasonable security for books and other necessary educational equipment that a student needs to bring to school. They are not intended for valuable or expensive items of personal property that should be left at home.

Although the school will ensure the security of students’ possessions it cannot take responsibility for them in the event of loss.

**Mobile Phones**

There is not a “ban” on mobile phones, though, students are advised and encouraged to leave them at home and not bring them to school. If this advice is not followed the school cannot take responsibility for mobile phones which “go missing”.
However, if hand-phones are brought to school they must be turned off (not silent mode) and to be kept in their locker during the school day between 07:40hrs and 14:30hrs. If a child needs to make a phone-call as a genuine emergency, then he or she should do so at the School Office.

Students are not allowed to use either a mobile phone or camera to take photographs/video footage on the school campus at any time unless specifically requested to do so by a teacher.

Valuables
Students should not bring valuable items such as expensive watches, electronic equipment, cameras or large sums of money with them to school.

Dangerous Items
Fire-arms (including “mock” weapons), knives, other bladed instruments, and explosives (including fireworks) are totally prohibited from the school campus and on school trips and off–site activities. Any failure by a student to adhere to this requirement will be regarded as a serious disciplinary matter.

Prohibited items
These include any form of markers, liquid erasers, aerosols, laser light gadgets and any other items announced from time to time.

Lost Property
The school does not keep lost property. Therefore, please ensure that your child’s belongings are clearly labelled with their name and class. Only named items will be returned.

Security

Car Stickers
All cars driven onto the school premises should have a current Tenby School car sticker displayed on the windscreen. A sticker is given in the first instance, but should you require an additional one, you will need to complete a requisition form and pay RM20 for the extra car sticker. Please return the car sticker if you change your vehicle so that the correct registration can be updated into our system. Please do not alter the sticker yourself. Please note that car stickers will need to be replaced periodically.

Identity tags
All adults of the school staff, parents and other visitors - are required to wear identification tags whilst on the school campus. For visitors, these are obtained from security staff on access to the school. Please do not be offended if you are challenged by school staff if your identification is not visible; this is a part of how we ensure security for your children.

The tags are colour coded for different categories of personnel:
Blue - Tenby School Staff
Green - Parents
Red - Drivers/Guardians
Yellow - School Transport Drivers/Outsourced Coaches
**Students’ Smart Tags**

Smart Tags are provided to all students. These tags can then be used to upload money for the dual purpose of purchasing food and drinks from the Cafeteria as well as for the purchase of school books and stationery from the School Shop. Please note that it is recommended that students should always have a minimum of RM10.00 loaded onto their smart tags.

Parents can upload money into their children’s Smart Tags thereafter at the front desk.

**Additional Security Arrangement**

a) All parents are expected to leave the campus by 08:00hrs. Parents will only be allowed in later to collect students from 14:10hrs.

b) Although parents are expected to vacate the campus by 08:00hrs, please be mindful of the fact that the school day starts at 07:40hrs for most students. Therefore, once the whistle has been blown or the school bell has sounded, parents need to leave the buildings where classrooms are located. This will assist with a smooth start each morning of lessons.

c) Parents/drivers will not be allowed back on campus after exiting without a prior appointment. If you wish to enter the school premises after dropping off your son/daughter, you will need to seek permission from the respective School Office or inform the Class/Form/Homeroom teacher, preferably at least 24 hours beforehand.

d) Fee Payment can be made between 07:30hrs – 08:00hrs or after school when you come and collect your child(ren). If you need to come in at any other time, please make an appointment.

e) Students are welcome to have food brought in from home, however, this needs to be sent in via your son/daughter in the morning as a packed food item. Hot food can be placed into a thermos and kept warm until their meal time.

f) Students who have forgotten items at home are not encouraged to ask for the items to be brought in during school hours unless it is an item that is for urgent medical reasons e.g. an inhaler for asthma. This is because we aim to develop students’ sense of responsibility and self-organisation.

g) Supervision after school is ONLY for students who are waiting for siblings who are doing CCAs. This only applies to students in Std 2 upwards. Parents may pick up their children from the following venues:

- SST Primary  : Ground Floor
- SST Secondary : 1st Floor

Parents are advised to pick up their children promptly at 14.20hrs for Standard 1 & 2 and 14.30hrs for all others.
Notification of Leaving
Where a child will be leaving school, parents are required “to give” in writing, on the first day of the term, notice of a student leaving the school at the end of the term or at least four months’ notice before student leaves the school. Failure to do so will result in the forfeiture of the deposit.

Conclusion
We hope that these notes are useful to you, but recognise that there is much more that you may wish to know about the school. We shall try to keep you informed through regular School Newsletters and opportunities to visit the school during the term.