## Contents

**Welcome**  
3

**Guidance for Parents**  
4

The School Day  
4

Travelling To and From School  
4

Communication  
5

Administrative Charges  
6

Reporting to Parents  
6

Absence From School  
7

Leaving School Early  
7

Lunch Arrangements  
7 – 8

Health and Medical Matters  
8 – 9

School Uniform  
10 – 11

Student Behaviour  
12 – 13

The House System  
13

Homework  
13 – 14

Tuition  
14

Co-Curricular Activities  
15

Excursions & Residential Trips  
15

Physical Education  
15

Students’ Personal Property  
15 – 16

Security  
16

Additional Security Arrangements  
17

Notification of Withdrawal  
17

Conclusion  
17
Dear Parents/Guardians,

Welcome to Tenby International School. We are delighted that you have enrolled your child at our school. We 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 three up to seventeen and eventually eighteen.

If you do have any concerns about any of the information and guidance that follows, please feel free to discuss it with your child’s class/form teacher in the first instance. Class/Form teachers may refer any notes to the relevant key person(s). Here is a list of key staff for your reference:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Giles Mongare</td>
<td>Vice Principal/Head of Secondary</td>
<td><a href="mailto:giles.mongare@tenby.edu.my">giles.mongare@tenby.edu.my</a></td>
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<tr>
<td>Matthew Gilberthorpe</td>
<td>Secondary Deputy Principal Curriculum</td>
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</tr>
<tr>
<td>Tom Robinson</td>
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</tr>
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<td>Key Stage 4 Leader (Years 10 &amp; 11)</td>
<td><a href="mailto:ewarnes@tenby.edu.my">ewarnes@tenby.edu.my</a></td>
</tr>
<tr>
<td>Tara Keetley</td>
<td>Early Years’ Leader</td>
<td><a href="mailto:tara.keetley@tenby.edu.my">tara.keetley@tenby.edu.my</a></td>
</tr>
<tr>
<td>Diane Dennis</td>
<td>Year 1 Leader</td>
<td><a href="mailto:diane.dennis@tenby.edu.my">diane.dennis@tenby.edu.my</a></td>
</tr>
<tr>
<td>Anita Kesavan</td>
<td>Year 2 Leader</td>
<td><a href="mailto:himalini@tenby.edu.my">himalini@tenby.edu.my</a></td>
</tr>
<tr>
<td>Lam Wee Sim</td>
<td>Year 3 Leader</td>
<td><a href="mailto:weesim.lam@tenby.edu.my">weesim.lam@tenby.edu.my</a></td>
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<tr>
<td>Emily Price</td>
<td>Year 4 Leader</td>
<td><a href="mailto:emily.price@tenby.edu.my">emily.price@tenby.edu.my</a></td>
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<td>Year 5 Leader</td>
<td><a href="mailto:samantha.savage@tenby.edu.my">samantha.savage@tenby.edu.my</a></td>
</tr>
<tr>
<td>Louise Shepard</td>
<td>Year 6 Leader</td>
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</tr>
<tr>
<td>Claire Cuthbert</td>
<td>Year 7 Leader</td>
<td><a href="mailto:claire.cuthbert@tenby.edu.my">claire.cuthbert@tenby.edu.my</a></td>
</tr>
<tr>
<td>Jeffrey Ison</td>
<td>Year 8 Leader</td>
<td><a href="mailto:jeffrey.ison@tenby.edu.my">jeffrey.ison@tenby.edu.my</a></td>
</tr>
<tr>
<td>Mark Simpson</td>
<td>Year 9 Leader</td>
<td><a href="mailto:mark.simpson@tenby.edu.my">mark.simpson@tenby.edu.my</a></td>
</tr>
</tbody>
</table>

We hope that your child not only makes good educational progress but enjoys coming to school.

Regards,

Jane Kuok
Principal & Head of Primary
janekuok@tenby.edu.my
Guidance for Parents

The School Day

<table>
<thead>
<tr>
<th></th>
<th>Nursery &amp; Reception (Years 1 &amp; 2)</th>
<th>Key Stage 1 (Years 3 to 6)</th>
<th>Key Stage 2 (Years 7 to 9)</th>
<th>Key Stage 3 (Years 10 &amp; 11)</th>
<th>Key Stage 4 (Years 12 &amp; 13)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>08:30</td>
<td>08:00</td>
<td>07:40</td>
<td>07:40</td>
<td>07:40</td>
</tr>
<tr>
<td>End</td>
<td>13:15</td>
<td>14:20</td>
<td>14:30</td>
<td>14:30</td>
<td>14:30</td>
</tr>
</tbody>
</table>

Please note:
- Children should aim to arrive at school fifteen minutes before school starts. Children will not be admitted to the school campus before 07:00hrs.
- If parents have children in KS2/Secondary and EY/KS1, there will be supervision for children in EY/KS1 from 07:40hrs – 14:30hrs. If parents have children in EY/KS1 only, they will need to ensure that they are picked up on time.
- Co-curricular activities are provided for students from Key Stage 1 upwards.

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. If your child(ren) walk to school, please inform your child’s class/form teacher.

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. All bicycles will be checked periodically for safety. 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. Bikes should be locked up at school. If your child(ren) cycle to school, please inform your child’s class/form teacher.

Cars
In the interests of safety, children coming to school by car should be driven to school via the highway. A one-way system operates during school hours. Pupils may be dropped off at the designated areas for Early Years children, international secondary students/Malaysian private school students and international primary students. We ask that parents are courteous to other road users whilst on campus and that the speed limit is adhered to.

School Vans & School Buses
There are several school transport operators who provide a transport service for students from Year 1 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 (CCAs).

If you wish your child to use a school bus, please contact Reception for the contact numbers of the transport operators for the 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 buses 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 bus service, the contract for the service is directly between parents and the bus 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 Early Years and 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 class 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 in Nursery, Reception, Year 1 and Year 2 who arrive late at school should go to their respective class and their Assistant Teacher will register them at the office. Children in Year 3 and above who arrive late should go directly to the TIS Office (Secondary & Early Years students)/Primary Resource Room (Primary students) to be entered on the register.

Communication

Student Planner
All children have a Student Planner. It is the responsibility of the child to take this home each day and to bring it back to school the following day. Students are required to take their planners to each lesson.

The Student Planner allows for regular communication between school and parents. **Notes should be referred via the class/form teacher in the first instance.** Class/Form teachers may refer any notes to the relevant key person(s), namely the Year Leader, Key Stage Leader, Deputy Pastoral, Deputy Curriculum or Head of School depending on the matter raised. Please look at the planner every day and acknowledge any notes from the teacher(s) by replying or signing next to the note. Similarly, notes in the planner will be checked and acknowledged by the teacher, so please feel free to use the planner to write non-confidential messages to the teacher, including a note when your child returns to school after an absence. The planner should not, however, be used for confidential messages.

Electronic Communication
We shall also be using e-mail to communicate with you. Please ensure that the school has an up-to-date e-mail address for you, that you clear your mailbox regularly and check your e-mail daily. This way you will not miss out on any communication from the school.

General information about school events and activities will be published via the Newsletters. Weekly newsletters are posted by Saturday each week on the school’s website (http://www.tenby.edu.my/setia-eco-park/newsletters). An e-mail to parents is sent each Friday by the respective school secretaries as a reminder. Newsletters are the main form of communication regarding school activities/events. Therefore, it is important that parents read the Newsletters each week.

Twitter
We encourage all parents to join us on Twitter for real time updates/information. Please follow us via the following links:

- TIS SST: @TenbySEP_SST
- TIS Secondary School: @TenbySEPTISsec
- TIS Primary School: @TenbySEP_TISpri
- Tenby CCA & Tenby Eagles: @TenbyCCAEAGLES

The information is correct at the time of printing (July 2013) and may be subject to change without prior notice.
Administrative Charges

Any request for additional copies of school reports, testimonials, certificates or other documents from the school will incur an administrative charge of RM5.00 per document.

Reporting to Parents

Primary

Students Early Years – Year 6 will receive feedback regarding student progress during the academic year as follows:

<table>
<thead>
<tr>
<th>Method</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Teacher Conferences (PTC) – Term 1</td>
<td>To meet class teachers only to discuss social and academic progress, particularly focusing on students’ aptitude and attitude towards learning. Students are expected to be present at the conferences.</td>
</tr>
<tr>
<td>Mid-Year Report – Term 2</td>
<td>To provide a summary of student achievement in the areas covered by class teachers up until this time. Students will have identified targets to achieve between this report and the end of the academic year.</td>
</tr>
<tr>
<td>PTC2/Specialist PTC – Term 2</td>
<td>This will be an opportunity to discuss the report with class teachers and meet specialist teachers on students’ progress within each specialist subject area. Students are expected to be present at the conferences.</td>
</tr>
<tr>
<td>End of Year Report – Term 3</td>
<td>This will be a summary of students’ achievements in the whole year in all subjects.</td>
</tr>
<tr>
<td>PTC – Term 3</td>
<td>An opportunity to have a final meeting with your child’s class teacher to discuss their End of Year Report. Students are expected to be present at the conferences.</td>
</tr>
</tbody>
</table>

Secondary

Students in Years 7 – 10 will receive feedback regarding student progress at various points during the academic year. As a minimum all students will receive:

One PTC: To meet teachers on students’ progress within each specialist subject area.

One Tracking Report: A summary of students’ progress (levels/grades), attitude to learning and homework.

One Full Written Report: A comprehensive report assessing pupil progress in relation to subject specific criteria. This report will include written comments and targets for improvement.

Students in Year 11 will receive a PTC and a Full Report. Please see the table below which shows when each year group will receive a PTC, Progress Tracking or Full Written Report.

<table>
<thead>
<tr>
<th>Year/Phase of Education</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7</td>
<td>PTC &amp; Progress Tracking</td>
<td>Progress Tracking</td>
<td>Full Report</td>
</tr>
<tr>
<td>Year 8</td>
<td>PTC &amp; Progress Tracking</td>
<td>Full Report</td>
<td>Progress Tracking</td>
</tr>
<tr>
<td>Year 9</td>
<td>Full report</td>
<td>PTC &amp; Progress Tracking</td>
<td>Progress Tracking</td>
</tr>
<tr>
<td>Year 10</td>
<td>PTC &amp; Progress Tracking</td>
<td>Progress Tracking</td>
<td>Full Report</td>
</tr>
<tr>
<td>Year 11</td>
<td>PTC &amp; Progress Tracking</td>
<td>Full Report (February)</td>
<td>-</td>
</tr>
<tr>
<td>Year 12</td>
<td>Progress Tracking</td>
<td>PTC/Full Report</td>
<td>Progress Tracking</td>
</tr>
<tr>
<td>Year 13</td>
<td>Progress Tracking</td>
<td>PTC/Full Report</td>
<td>-</td>
</tr>
</tbody>
</table>

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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.

Please note that students who are deemed to have a high rate of absence i.e. more or equal to fifteen (15) days may receive a letter from the Principal.

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) on the first morning of absence so that the class/form 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 Planner to the class/form teacher briefly describing the reason for absence.

Medical Certificates are required for absences 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, please inform the class/form teacher by letter or a note in the Student Planner. The child will be given an “Exeat” form with the School’s stamp, signed by the class/form teacher/leadership team and then given to the guard on duty before leaving school. Exeat Forms are available from the respective school offices.

Lunch Arrangements

Early Years (Nursery & Reception): There is a separate servery and dining area in the Early Years Centre (Nursery and Reception). A compulsory ‘Meal Plan’ is provided for all Nursery and Reception children. The menu can be found on the school website. Parents of children on the ‘Meal Plan’ are requested to pay for the set meal in advance on a termly basis. Therefore, please do not send your child to school with money.

Key Stage 1 (Years 1 & 2): There is a separate servery and dining area in the Primary School Block. The ‘Meal Plan’ is optional for Key Stage 1 children. Please note that parents will be automatically billed for the ‘Meal Plan’ unless we are informed otherwise in writing. The menu can be found on the school website. Parents of children on the ‘Meal Plan’ are requested to pay for the set meal in advance on a termly basis. Therefore, please do not send your child to school with money. Students not on the ‘Meal Plan’ are expected to bring a packed lunch (for Break & Lunch) to school. Key Stage 1 students are not allowed to purchase food from the Cafeteria. We cannot however, take deliveries
of meals for children, nor maids, drivers or parents allowed to come to the school to bring food for, or feed children.

Both the Cafeteria and the Early Years Centre can make provision for a range of dietary requirements if these are known in advance.

**Key Stage 2 (Years 3 – 6):** There is a separate servery and dining area in the Primary School Block. Children in Key Stage 2 may purchase food from the servery or bring a packed lunch (for Break & Lunch) to school. These can only be eaten in the designated eating areas. **We cannot however, take deliveries of meals for children, nor maids, drivers or parents allowed to come to the school to bring food for, or feed children.**

**Secondary (Years 7 – 13):** The Cafeteria provides lunches for students from Year 7 and above. 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.

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.

**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, aches and pains, toothaches, 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 and 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 class teacher. If your child is asthmatic and too young to look after the inhaler, then please discuss this with the class 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 Class Teacher (Primary) or Form Tutor (Secondary) as well as the Nurse. Please ensure that these are noted on the Medical Information Form.

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, including PE.

If you suspect that your child(ren) has/have a temperature of 38 degrees Celsius or above, please seek medical advice and do not send them to school, but remember to keep us informed.

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 class/form teacher/office is immediately informed of any infestation.

Preventing the Spread of Viruses
We are instrumental in keeping our community healthy. We ensure that students wash their hands regularly during the day and that the classroom and equipment in daily use is cleaned regularly as a precaution. Hand sanitisers in primary classrooms are provided by the school. Additional precautions for Early Years are that children will need to wash their hands the moment they arrive at school and classrooms will be aired for at least 10 minutes each day. The precautions are in line with the World Health Organisation’s guidelines.

Parents (of young children in particular) can help prevent the spread of viruses into school by following the advice below:

- Please have hand sanitiser available for children in the car so that they can disinfect their hands regularly;
- Bathe children as soon as they reach home;
- Wash school uniform daily (not re-wear items of uniform for school); and
- Disinfect toys with one (1) cap of bleach in 500ml of water for 15 minutes.

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. This is kept in school.
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:

Nursery and Reception
Girls: Navy skorts with a school white T-shirt. White socks and black shoes.
Boys: Navy shorts with a school white T-shirt. White socks and black shoes.

Year 1 to Year 6
Girls: Grey skorts 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.

Year 7 to Year 11
Girls: Grey skirt/trousers and blue shirt with school name above pocket, coloured tie (following the house they belong to), grey socks and plain black leather shoes.
Boys: Grey trousers and blue shirt with school name above pocket, coloured tie (following the house they belong to), grey socks and plain black leather shoes. A black belt may be worn (optional).

A school sweat shirt is optional for students in Years 1 to 11, but no other form of cardigan or coat should be worn in school.

Years 12 & 13 - Guidelines
Female Students:
- Formal shirt/blouse: Plain or striped with a collar.
- Dark grey or black formal full length trousers (not tapered at the ankles).
- Dress or skirt worn at knee length (garments made from Lycra are not allowed).
- Black or brown shoes, flat or with a broad heel.

Male Students:
- Formal shirt: Plain or striped with a top button.
- Formal trousers: Dark grey or black.
- Shoes: Black or brown leather.
- Ties: Striped or plain.

The following items are not to be worn:
- Denim
- Sweatshirts and hooded tops
- T-shirts, patterned tops, tops with straps, sleeveless tops
- Trainers, sports shoes and army style boots
- Body piercings which are visible
- Tops with shoestring straps, vests, T-shirts, polo shirts, sweat shirts, football or other sports shirts
- Denim or leather trousers, jeans, cargo pants, track suit bottoms, leggings, shorts or culottes
- Flip-flops, stiletto heels, sports shoes or trainers.

Sports and PE Kit
For all students, this consists of T-shirts in house colours with black shorts, white sports trainers and white socks (only for PE lessons). Hats in house colours are required for out-door use for early years and primary children. They are optional for secondary students.

Children may wear their own one-piece swimsuit in navy blue. Bikinis and board/surf shorts are not allowed.

The information is correct at the time of printing (July 2013) and may be subject to change without prior notice.
Any jewellery should be taken off before PE classes and kept safely in lockers. For those who wear earrings, a plastic ear stick can be worn as a replacement. Any jewellery for religious purposes can be worn during lessons with a letter given to the PE teacher beforehand.

If a child is unable to participate in PE lessons owing to injury or illness, PE kit should still be worn and a medical certificate should be provided.

N.B. 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, including PE.

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

If you are unable to visit the shop for purchases, you may download an order form from the school website, complete it and send it with a cheque in payment by post or via your child. Cheques should be made payable to “Tek Distributors Retail”.

Footwear
Shoes for students in Years 1 to 11 should be black leather of a plain ‘office’ type design and with low heels. Boots, sandals, trainers/sneakers/plimsolls (any sports type/looking) and canvas shoes, even if black are not allowed.

Please label all your child's belongings with their 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 class/form teacher.

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.

Boys’ hair should be of a reasonable length (above the collar). Girls with long hair must keep it tied back whilst at school.

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 or sleepers in the ears
- One simple finger ring.

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 outside 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, plates and cutlery 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.

Birthdays

Students are not permitted to have birthday parties in school. However, cupcakes can be contributed. These may be consumed during break or lunch, provided students have eaten their meal.

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 (including cyber 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 School Van and School 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’: Dragon (Green), Phoenix (Red), Falcon (Blue), 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.
- House activities take place throughout the year at lunchtimes and occasionally after 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 at Key Stage 2 and Key Stage 3 will be given homework according to guidance published in the Curriculum Handbook. However, homework may sometimes be in the form of a project extending over several weeks rather than being given on a daily/weekly basis.

Students are expected to write/refer to details of the homework set in their school planners. This is primarily for their benefit, but it also enables you to check that your child is doing all of the set work.

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. In Primary, students are expected to read on a daily basis as per the Student Planner suggestions.

It is our policy not to ask children to only complete work started in class as homework.
The amount of homework increases as the child progresses through the school. Your child will have regular homework, set daily/weekly. For KS2 parents, please check your child’s Student Planner and sign to acknowledge that you have done so. 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 class teacher or form tutor.

<table>
<thead>
<tr>
<th>Year Groups</th>
<th>Time each day (minutes)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursery &amp; Reception</td>
<td></td>
<td>Formal homework is not regularly set at this stage but 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>Years 1 &amp; 2</td>
<td></td>
<td>Formal homework is not regularly set at this stage but 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>Years 3 &amp; 4</td>
<td>30</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>Years 5 &amp; 6</td>
<td>60</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>Years 7, 8 &amp; 9</td>
<td>90</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>Years 10 &amp; 11</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>
</tr>
<tr>
<td>Years 12 &amp; 13</td>
<td>3 hours/subject per week</td>
<td>Independent study</td>
</tr>
</tbody>
</table>

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 owing to a period of ill health and absence from school, where a child’s first language is not English and specialist tuition in English as Another Language may be appropriate or where a child has a specific learning difficulty and specialist tutoring is available.

We advise that if you are considering tuition for your child, you discuss this first with the child’s class/form 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) and house activities 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. CCAs are offered for students from Key Stage 1 upwards. Students in Key Stage 2 upwards are expected to participate in at least one and ideally two, CCAs each week. It is recommended that one of these is sports-related.

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.

Excursions & Residential Trips

Educational outings and camps are an integral part of the school’s curriculum provision. These have been extremely successful, etching many worthwhile memories of personal growth with students. Many students have found the camps have changed them for the better citing examples of becoming improved communicators, having more confidence, developing team work skills, being more reflective individuals, developing compassion for others and altering views on what integrity and responsibility are.

Students are expected to participate in educational outings and camps. On rare occasions where students are unable to attend, parents need to make arrangements for students to be supervised at home.

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 compulsory part 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, including PE. Students who miss swimming lessons will be expected to make up their missed lessons at the earliest opportunity. This may involve joining another class, if necessary.

Please ensure that your child has their PE kit with them on the days of PE lessons. A student who through ill-health needs on occasion to be excused from a PE lesson should bring a medical note/certificate and will still be required to change into their PE kit for the lesson.

Students’ Personal Property

Lockers

All students from Year 3 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 do all it reasonably can to 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, although 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 mobile phones are brought to school they must be turned off (not silent mode) during the school day between 07:45hrs and 14:30hrs and should be locked in lockers. If a child needs to make a phone-call as a genuine emergency, then he or she should do so at the respective 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), matches, lighters etc. 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.

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. These include uniform, socks, PE Kit, mobile phones, wallets, shoes, socks, watches, glasses, pencil cases, textbooks, thumb drives, water bottles, exercise books, food containers, etc. Only named items will be returned. Unclaimed items will be given to charity or disposed of, depending on the condition of the items.

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 RM20.00 for the extra car sticker. Please return the car sticker if you change your vehicle so that the correct registration number plate 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 on to their Smart Tags. Parents can upload money onto their children’s Smart Tags thereafter.
Additional Security Arrangements

Parents/Guardians of Early Years' students are expected to leave the campus by 08:45hrs, Key Stage 1 by 08:15hrs and Key Stage 2 upwards by 08:00hrs. Parents will only be allowed in later to collect students from 13:15hrs for Early Years, 14:20hrs for Key Stage 1 and from 14:30hrs for Key Stage 2 upwards. 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 to lessons each morning.

Please note that drivers/body guards are not permitted to leave their vehicles unattended. They are to remain with their vehicle at all times. Only parents/guardians may enter school buildings.

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 or Form teacher, preferably at least 24 hours beforehand.

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.

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. Food should not be sent in during the school day.

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.

Supervision at the Homework Club after school is ONLY for students who are waiting for siblings who are doing CCAs. This only applies to students in Year 3 upwards. The venues for the Homework Club will be published in the Newsletter when CCAs begin in Term 1. Please endeavour to collect your children on time.

We expect all students to leave the campus by 16:00hrs. Any students who are still on site at that time are expected to wait in the Foyer. Please note that school offices close at 16:30hrs.

Notification of Withdrawal

Where a child will be leaving school, parents are required “to give” in writing to the Principal at least one full term’s notice i.e. before the start of an academic term. Failure to do so will result in the forfeiture of the deposit.

Conclusion

We hope that these notes are helpful 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.