Dear Parents,

It is part of the culture of international schools that parents are welcome and indeed encouraged to participate in the life of the school. This term has seen some good examples of this. The Deepavali lunch provided by a group of parents to the whole school; the support of parents for the introductory sessions of the IPC topics, and the assistance that has been provided in the preparation of resources for the primary classes have all enhanced the life of the school and the education of our students.

We are extremely grateful for all the support we have received and our thanks go to all those involved. We must of course all understand that such help is given to benefit the life of the school community as a whole not to seek any special privilege or advantage for one’s own child or indeed influence for the parent. We also need to ensure that all parents who wish to do so have equal opportunity of making a contribution. This is the international standard of voluntary service that we aspire to.

On our part we have this term tried to encourage participation in the school community by inviting you to have breakfast and to meet and mingle with other parents in the school cafeteria until 9.00am. We shall need to review this at the end of term; it may not be feasible with a larger number of parents and students joining the school in January. We do however plan to introduce a parent–teacher organisation next term as well organising parent “coffee mornings” focussed on specific aspects of school life.

There are some specific matters on which I would ask for your support.

- A teacher’s time with the children is sacrosanct! Please do not attempt to see a teacher even if it will, “Only take a minute”, whilst the teacher is with children. Please do not enter the classroom or knock at the door during teaching time - or even after the end of the lesson whilst children are still in the room. If you need to see a teacher please use the school diary to arrange a convenient time with her or him.

- Please do not bring food into school during the school day for your own child, for your child to share with others or even for the whole class. Someone is always left out and it sets unreasonable expectations on other parents to do the same. The only exception to this, in the primary school, is the provision of cake for the whole class on a birthday. This however should be kept reasonably simple and NOT be a substitute lunch!

- Please use English for communication within the school whether conversing with staff or other parents. This is the language of international education (including in China!) it is the one language we all have in common. I know that this is a challenge for some of you and I would ask that you accept the challenge! The use of other languages has the effect of making other parents feel excluded.

Best Regards,

Robert Lloyd

Robert Lloyd
The End of Term
We shall be ending school on the last day of term (Friday 5th December) at 12.15pm. Lunch will be available at this time for any students who wish to stay for it. There will be no CCA programme on the final day and all students should have left the school site by 1.15pm. I should be grateful if you would make the appropriate arrangements to enable this.

School Reports
We are planning to issue reports on Thursday 4th December 2008. Please note that if your child started after Monday 3rd November, no report will be given. There will be a Parent/Teacher Conference for all secondary students on Wednesday 7th January and for primary students during the week beginning 12th January. These conferences will provide an opportunity to discuss any issues arising from the reports as well as the overall progress of your child.

If you are leaving early for holiday, the reports will be available from the Administration Office for your collection during the holiday. No reports will be given out early. If you are re-locating to another country, please leave a forwarding address for the report to be posted to you.

Co Curricular Activities
Please note:
• In the event of a late cancellation of a CCA, for example due to the weather, then students will be directed either to wait in the cafeteria or to use the school library until collected by parents or taking school transport home.
• Many apologies for the breakdown in communication with regard to the cancellation of the Speech and Drama CCA on Tuesday of this week. This CCA will take place on the 25th November and 2nd December so as to complete the seven sessions scheduled for this term.

Fees for Term Two
The fee invoices for Term Two will be given in a sealed envelope for your child to bring home on Monday (24th November). Please remind your child to pass the envelope on to you.

Kindly take note that the payment for Term Fees/Meal Plan is to be made by 24th Dec 2008 at the latest. We accept payment by cash or cheque. Please issue cheques in favour of “Tenby World Sdn. Bhd.”

If you do not receive the invoice(s), please contact Ms. Lim at 03-3342 2293 ext 104 or aglim@tenby.edu.my

Lim Ai Gaik
Finance and Accounts

Security Passes
From the start of next term entry security passes will be necessary for entry to the school campus. The pass will also need to be visibly worn whist present on the campus. Security passes are colour coded for different categories of personnel
Blue Tenby Schools Staff
Green Parents
Red Drivers and maids
Yellow School transport drivers

The initial issue of passes to parents is free. There is a charge of RM20 for passes for drivers and maids.

You should already have received, via your child, a letter giving details of the arrangements and an application form to obtain your passes. Copies of the letter and form are also available from the school reception.

Chua Yam Ken
Chief Operating Officer