Tenby International School
Setia Eco Gardens

Family Handbook 2013

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SCHOOL OVERVIEW

Tenby International School, Setia Eco Gardens opened in January 2013 and is the fifth member of the Tenby Schools Group. The school currently comprises Early Years (Nursery, and Reception) and Years 1-9. Year 10 is due to open in January 2014 with Year 11 opening in January 2015. These two year groups will study courses leading to the International General Certificate of Education (IGCSE). Year 12 will then open in January 2016 with Year 13 opening in January 2017. These two year groups will study courses leading to either the International Baccalaureate Diploma or A levels (a final decision has not yet been made about which courses will be offered).

The School is licensed by the Ministry of Education, Malaysia (number SRJ 3899) and is currently in the process of being registered as a centre for Cambridge International Examinations (CIE).
TENBY VISION, MISSION AND CORE VALUES

Our Vision

A United World at Peace – Through Education

Our Mission

To enable students to:

- achieve their full potential for academic excellence and achievements in sports and the arts
- develop the values of compassion, responsibility and integrity
- become effective communicators, creative thinkers and independent learners

To encourage the values of cultural diversity and acceptance of others different from oneself

To promote the values of democracy, equality before the law and respect for The Universal Declaration of Human Rights.
- To promote international understanding for a peaceful world

Our Core Values

These are the core values we look for and seek to develop in all our staff; whether they are in the corporate office or our schools; whether they are teachers, administrators or support staff:

- education matters, it is central to all that we do
- international mindedness
- lifelong learning
- respect
- sensitivity to cultural diversity
- effective communication
History of Tenby Schools

Ipoh International School, the first school to be owned and operated by Tenby Educare Sdn. Bhd., was established in the 1960s by British expatriates. They wanted to ensure that their children received high-quality education based on the British system. Housed in the hall of a Presbyterian Church, the school started as a kindergarten and was originally named Tenby School after the fishing village in Wales, home of the founding Principal, Mrs Dorothy Nelson-Doig. The Tenby name has been retained as an important continuing link to the school’s historical origin.

Tenby Schools in Penang was originally founded by the Augustine family in the early 1980’s as a private school – Sekolah Sri Inai – the first private school on the island to offer a Malaysian curriculum. In January 2005 the school became part of the Tenby Group and was renamed Sekolah Sri Pinang. Tenby International School, Penang opened in 2007, sharing the site of Sekolah Sri Pinang Secondary School. In September 2011 the school moved to a new purpose built campus in Tanjung Bungah.

Tenby Schools, Setia Eco Park the first purpose built campus in the Tenby Group opened its doors in September 2008. Located in the award-winning Setia Eco Park development near Shah Alam, it provides both international and Malaysian private education.

Tenby International School, Miri originally opened as Piasau Primary school for employees of Shell. It has over many years gained a high reputation especially in the delivery of the International Primary Curriculum. As Tenby International School from September 2011, it opened its doors to both Malaysians and expatriate students of primary and secondary ages.

Tenby International School, Setia Eco Gardens, is the latest addition to the Tenby Schools group and opened in January 2013. It is situated within the Iskandar Development Region in Johor Baru.
CONTACT INFORMATION

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GENERAL INFORMATION

Academic Year
The academic year consists of 180 teaching days split over three terms.
• Term 1 starts in mid-January and ends in late March. There is a one week half-term holiday in mid-February.
• Term 2 starts in mid-April and ends in late July. There is a one week half-term holiday in the last week of May.
• Term 3 starts in late August and ends in mid-December. There is a one week half-term holiday in mid-October.

Admissions
Tenby Schools are open to all students whose educational needs can be met within the provision of the schools. Admission into a Tenby school and placement in classes, providing space is available, is based on successful completion of all application procedures, submission of required documentation and successful completion of an admissions test (appropriate to the year/form level).

Registration
To gain admission into a Tenby School, parents will need to complete the admissions form and submit this together with the following documents:
• copy of child’s passport
• copy of child’s birth certificate/Malaysian identity card
• copy of parents’ passports/Malaysian identity cards
• copy of parents’ employment passes (work permits)/visas (if relevant)
• copy of child’s previous school reports for the past year
• letter from company if the company is providing financial educational support
• five passport sized photographs

Upon application, parents will need to attach the application fee and to schedule a mutually convenient assessment date and time.

After assessment (with the approval of the Principal and the availability of places in the respective year group) parents will be informed of the school’s decision whether or not to offer a place. If the application is successful a letter of offer and the acceptance form will be issued to parents.

If the school gives an offer of a place, the family should confirm acceptance and pay the Registration Fee, Deposit and all Term Fees due within 10 working days. Upon receipt of the Registration Fee, Deposit and Term Fees by the school, the student’s place is secured.
Admissions testing

The CAT3 online tests in verbal, non-verbal and quantitative reasoning is used as the Tenby Admissions Test for Year 4 and above. Tenby Schools are non-selective and use CAT3 as a means of assessing potential, in order to best decide whether they will be able to meet a student’s educational needs. Students will sit the test applicable to the year group according to their year of birth. Students applying for Years 1, 2 & 3 will take a brief written test suitable for their age. Students applying for a place in the Nursery or Reception, will not take an admissions test but will be assessed on a one to one basis by a teacher in that section of the school. In this case the teacher responsible will be assessing the child’s readiness/independence to join the class.

Discovery Day

All prospective students are required to attend school for a Discovery Day (trial day). Prospective students for Early Years and Years 1, 2 and 3 will take their admissions test during their Discovery Day. Prospective students in Year 4 and above first have to take their CAT3 online test and their Discovery Day will be arranged for a separate day.

Assignment of students to classes

The Principal is responsible for assigning students to the various classes. Students will not be assigned according to parent and/or student requests. Students may also be placed in a year below their chronological age if it is viewed by the school that their educational needs would be better served at this level.

Special Educational Needs (SEN) and learning support

Tenby Schools will only admit students with special and/or learning support needs if the student is able to access the curriculum on offer with limited assistance. Each case will be considered on an individual basis.

English as a Second Language (ESL)

Support will be provided wherever possible and students will be monitored in terms of their progress in English. Parents are expected to support the development of English outside of the school.

Return of admissions fees

Tenby Schools will not refund any fees paid for admissions application and testing.

Fees for students joining during term time

Students joining in the 1st to 4th school week of the term – 100% fees payable.
Students joining in the 5th to 8th school week of the term – 70% fees payable.
Students joining after the 8th school week of the term – 40% fees payable.

----------------------------------------------------------------------------------------------------------------------------
Assemblies
Parents are invited to some assemblies whilst others are for students only. When attending an assembly please turn off your mobile phone or turn it to silent and leave the room/area if you need to talk to someone urgently on the phone. When taking photos or filming please make sure that you do not obstruct the view for other people. Please do not talk loudly as this often means that other people cannot hear what is being said. Visitors not following these simple courtesies will be asked to leave the assembly room/area.

Assessment and Reporting
The objectives of assessment in our school are to:

- enable our students to demonstrate what they know, understand and can do
- help our students recognise the standards to aim for, and to understand what they need to do next to improve their work
- allow teachers to plan work that accurately reflects the needs of each student
- provide regular information for parents that enables them to support their student’s learning
- provide the Principal and School Board with information that allows them to make judgements about the effectiveness of the school

Effective assessment provides information to improve teaching and learning. To do this we undertake two different but complementary types of assessment, assessment for learning and assessment of learning.

Assessment for learning (formative assessment)
This involves the use of assessment in the classroom to raise student achievement. It is based on the idea that students will improve most if they understand the aim of their learning, where they are in relation to this aim, and how they can achieve this aim.

Assessment of learning (summative assessment)
This involves judging students’ performance against clear standards. Teachers make these judgements at the end of a unit of work, through the use of tests and when reports are written.

Cambridge Checkpoint tests
Year 6 students take the Cambridge Primary Checkpoint tests in English, Maths and Science in term 3. Year 9 students take the Cambridge Checkpoint tests in English, Maths and Science also in term 3.

Reports
We endeavour to keep parents fully informed of their child’s progress both formally and informally and we encourage parents to contact the relevant teachers directly if they have concerns about any aspect of their child’s work.
We report formally to parents five times during an academic year, twice in writing, once with a brief mid-year report near the end of term 2 and then with a full written report near the end of term 3. Verbal reports are given during Parent Teacher Conferences (PTCs) which take place three times a year at the end of each term.

What will a report tell me?
A verbal or written report will tell you many things but will always include information about:
- how your child is performing in relation to their potential and past achievements
- your child's strengths and their important achievements
- areas for development and improvement and how you as a parent can help
- whether or not your child is happy and behaving well

Full written reports carry details of the curriculum studied by your child. They also contain information about your child's attendance and punctuality as well as their school health checks.

attendance and punctuality
We expect all students to attend school every day as long as they are fit and healthy enough to do so. We do all we can to encourage the students to attend, and to put in place appropriate procedures. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school. To this end we strive to make our school a happy and rewarding experience for all students. We will also make the best provision we can for those students who, for whatever reason, are prevented from coming to school.

Definitions (Years 1-9 only)

authorised absence
An absence is classified as authorised when a student has been away from a school for a legitimate reason and the school has received notification from a parent or guardian, for example, if a student has been unwell and the parent writes a note or telephones the school to explain the absence. Only the school can decide if an absence is authorised, parents do not have this authority. Consequently not all absences supported by parents will be classified as authorised, for example, if a parent takes a student out of school to go shopping during school hours, this would most likely be counted as an unauthorised absence.

unauthorised absence
An absence is classified as unauthorised when a student is away from school without the permission of both the school and a parent.

late to school
A late arrival refers to a student in Years 1-9 who arrives at school after 7.45 am.
When a student is absent
If your child is unable to come to school for whatever reason please telephone the school office. When your child returns to school, please give them a note to give to their class teacher/tutor to explain the absence. A note may be sent to the school prior to, or on the day of absence, for example, if a student has a medical appointment.

If there is any doubt about the whereabouts of a student the school office will try to make contact straight away with the parent of guardian, in order to check on the whereabouts and safety of the student.

Requests for leave of absence
We believe that students need to be in school for all lessons, so that they can make the most progress possible. However, we do understand that there are circumstances where a parent may legitimately request leave of absence for a student to attend, for example, a special event. We expect parents to contact the class teacher/tutor at least a week in advance whenever possible, but normally any reasonable requests will be granted and the leave recorded as authorised.

Long-term absence
If a student has an illness that means they will be away from school for several days, the school will do all it can to send materials home, so that the student can keep up with their work.

Repeated unauthorised absences or consistent lateness
If a student has a high number of unauthorised absences or is consistently late to school, the class teacher/tutor will inform the parents or guardians of this in writing. Should the situation fail to improve the parents or guardians will be invited to discuss the problem and how to resolve it.

Banned Items
The following items may not be brought to school:
- alcohol
- chewing gum
- drugs and drug related items (unless medically prescribed in which case they should be given to the nurse immediately on arrival at school)
- expensive items such as toys, jewellery, mobile phones and tablet computers
- matches, cigarette lighters, firecrackers
- tobacco
- weapons (guns, knives, catapults etc.) this includes replica weapons

Students who have any of the above items in their possession will be disciplined.

The school accepts no responsibility for any damage or theft of any banned item brought to school.
Birthdays
We are happy to help celebrate a student’s birthday in school and we appreciate that some parents like to bring in birthday cakes, snacks etc. for their children and their friends. Parents wanting to do this should however be mindful of the wishes of other parents whose children may have allergies and/or prefer sweets, snacks etc. not to be consumed at school. Parents should therefore inform the class teacher/tutor about the type of food they wish to provide for their child’s birthday so that the nurse can check if any students have allergies to the food provided.

In view of the number of children who suffer from allergies, peanuts and peanut butter are absolutely not allowed in the school and should not be used in any circumstances.

Car Park
Parking for parents, staff and visitors is provided on campus.

All drivers should drive extremely carefully and slowly in the car park at all times. Please note that parking is at the driver’s own risk. The school accepts no responsibility for any damage to, or theft from, any vehicle whilst it is in the school car park.

Car Stickers
All vehicles entering school on a regular basis must display a Tenby Car Sticker. Each family is provided with two car stickers free of charge. Up to two more car stickers can be purchased from the school office at a cost of 5 MYR each.

Catering
Students in Early Years and Years 1 and 2 are provided with a meal plan for their snack and lunch. Students in Years 3-9 are able to purchase their food from the school cafeteria or bring in their own packed lunch.

Break (snack) / lunch
Students in Nursery and Reception students eat their snack and lunch in the Early Years Building. All other students eat their snack and lunch in the cafeteria.

Staff on duty will oversee the students ensuring that all students wash their hands, queue in an orderly manner (Years 3-9) and behave in a polite manner.
Please note that students who bring their own ‘packed lunch’ to school are not permitted to use any food preparation facilities including microwaves, hot water making facilities or gas/electric cooking facilities.

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**Class Placement**

Students are allocated to classes according to their age on January 1\textsuperscript{st} of the year of entry to school as shown below.

<table>
<thead>
<tr>
<th>Class</th>
<th>Age</th>
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<tbody>
<tr>
<td>Nursery</td>
<td>3 years</td>
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<td>Reception</td>
<td>4 years</td>
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<td>Year 1</td>
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<td>Year 2</td>
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<td>Year 12</td>
<td>16 years</td>
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<tr>
<td>Year 13</td>
<td>17 years</td>
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</tbody>
</table>

*Children who are less than 3 years of age may be admitted to the Nursery class depending on the class size and the child’s level of maturity.

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**Co-Curricular Activities (CCAs)**

We offer a range of Co-Curricular Activities (CCAs) for students in Year 1 and above. These CCAs provide students with opportunities to explore new areas, develop their talents and/or to further their academic study.

**Details**

- All CCAs run for 10 hours each term.
- CCAs run between 2.45-3.45pm unless otherwise stated.
- Some CCAs are by invitation only, such as training for a school sports team.
- Most CCAs charge a fee. The fees for CCAs run by school staff are standardised at 5MYR per hour for 2013 (i.e. 50MYR per term).
- CCAs are not available for students in Nursery or Reception.
- Primary students are encouraged to take part in at least two CCAs each week, one of which must be a sports/health/fitness activity.
- Secondary students are required take part in at least two CCAs each week, one of which must be a sports/health/fitness activity.
• Students (of any age) can take a maximum of four CCAs each week.
• If a student knows they are unable to attend their CCA on any given day, they must inform their CCA teacher in advance or parents may write a letter to explain their child’s absence.

Selection procedure and payment
• During the first week of term parents/students select which CCAs they would like to join and give their CCA form to the relevant class teacher/tutor by the end of the first week of term. (Forms handed in late and/or not completed properly will only be processed after the allocation of students who have handed in the form on time.)
• Students wishing to change their CCA must first of all see the CCA Co-ordinator who will check whether or not the change is possible.
• Full payment must be made by the end of the first week during which CCAs are running.
• Cheques should be made payable to ‘TENBY SOUTHERN SDN BHD’.

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Communication
The school aims to publish a newsletter called Tenby Times six times a year (i.e. approximately every half term). This newsletter will highlight the main events of each half term. Parents/guardians also receive letters from school about specific events as required. We also have an SMS system to remind parents of important dates and to pass on school news. In an emergency situation vital information will be sent via SMS.

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Concerns or Complaints
Even in the very best organisations, things can sometimes go wrong, no organisation, and no human being is perfect! Concerns may arise from a lack of awareness of school policies or procedures, from a misunderstanding between individuals or from a weakness in our procedures or communication. Our aim is not to eliminate complaints but to ensure that when they do occur that they are handled fairly and appropriately. Please see below for details about how to handle your concern or complaint.

Informal stage
Every effort should be made to resolve a concern or complaint informally with the relevant member of the school staff. At this stage in our school’s development any concern or complaint should be sent directly to:
• the class or subject teacher – if the complaint is related to teaching and learning, if you are not sure of your child's class or subject teachers please contact the school office
• the relevant member of the administration team – if the complaint is related to non-academic matters; if you are not sure which member of the administration team to contact please contact the Bursar (Astrid Chung)
• the Principal – if communication has been established with the class or subject teacher and a resolution is not satisfactorily reached
• the Bursar – if the complaint is related to non-academic matters and a resolution is not satisfactorily reached

If informal methods do not succeed and you remain dissatisfied with the outcome or response then the formal procedure below should be followed.

Making a formal complaint

Complaints must be made in writing. If the complaint is in the form of a letter it must be signed and if made by email then the person making the complaint must be clearly identified. Anonymous complaints or complaints on behalf of another member of the school community will not be considered. If making a formal complaint please include:
• the details on which the complaint is based
• how you have attempted to deal with the complaint informally
• your name and contact details

At this stage in our school’s development any letter or email of complaint should be addressed to the Principal (for academic matters) or the Bursar, Ms Astrid Chung (for non-academic matters). If you wish to make a complaint about the Principal this should be made to Mr Robert Lloyd, Director of Education, Tenby Schools. If you wish to make a complaint about the Bursar this should be made to the Principal.

Dealing with a complaint

Receipt of a complaint will be acknowledged within 7 days and the complaint will be investigated by the appropriate member of the school or corporate staff who is independent of those involved in the complaint and who will:
• provide a copy of the complaint to the person who is the subject of the complaint
• investigate the complaint fully, ensuring all relevant facts are taken into consideration
• provide an opportunity for a meeting with the person making the complaint
• respond to the complaint within 25 school days of the receipt of the complaint

Within 30 days of the response to the complaint, the person making the complaint will have the opportunity of indicating whether he or she is satisfied or dissatisfied with the response and in the latter case the reasons for this. If the complainant is dissatisfied and the reasons are judged reasonable then the matter may be considered further, however the Director of Education has the right to inform the complainant that the complaints procedure has been exhausted and that the matter is then closed.

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Curriculum

Early Years and Years 1-5

All the children follow a curriculum based on several broad areas of study:
• International Primary Curriculum (IPC)
• Literacy (English)
- Numeracy (Mathematics)
- Additional languages, currently Bahasa Malaysia and Mandarin

The IPC is taught in English and is based on the latest approaches to teaching and learning. It follows a child centred thematic approach and there is rigorous assessment ensuring that each child attains the highest possible standard. This integrated curriculum includes the study of art, geography, history, science, ICT, art, music and PE and reinforces the learning in the literacy and numeracy programmes.

Numeracy and Literacy are taught according to the English National Curriculum syllabus through daily literacy and numeracy lessons. The school places a significant emphasis on the student’s ability to achieve in both Literacy and Numeracy. The students will be involved in related work each day.

**Years 6-9**

The school follows the National Curriculum for England appropriately modified for international students. All students study:

- Art & Design
- Bahasa Malaysia
- Design & Technology
- English
- Geography
- History
- Information and Communication Technology (ICT)
- Mandarin
- Mathematics
- Music
- Personal, Social and Health Education (PSHE)
- Physical Education (PE)
- Science

**Years 10 & 11**

In Years 10 and 11 students will choose from a range of subjects leading to the IGCSE examinations.

**Years 12 & 13**

It is planned to open either the Cambridge A level courses or IB Diploma courses starting in January 2016.
Curriculum Information for Parents and Students

Early Years and Years 1-5
At the beginning of each IPC theme, teachers will prepare an information sheet for parents to inform them of the sorts of things the students will be doing whilst studying the theme. This letter will also identify how parents can best support their child’s work.

Years 6-9
In Years 6-9 subject teachers will prepare information sheet for students at the start of each topic. This information sheet will contain brief details about:

- the title of the topic
- a brief summary of what will be studied
- the books/equipment/resources students need
- important subject specific vocabulary

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Daily Routines

Morning drop off and afternoon pick up for students in Nursery, Reception, Years 1 & 2
Students should be dropped off and collected from the covered bay area directly outside the Early Years Building. Please do not park in this area.

Morning drop off for students in Years 3 - 9
Students should be dropped off near the school office. Please do not park in this area. In the event of rain students can be dropped off under the sheltered area near the school office.

Afternoon pick up for students in Years 3, 4 & 5
Students can be collected from 2.30pm from their classroom or the canteen area.

Afternoon pick up for students in Years 6 - 9
Students can be collected from 2.30pm from the canteen area.

Please ensure your child is dropped off on time and not after the start of lessons. For drop-offs before 7.30am, a parent or guardian is expected to remain with the child until academic staff start duty at 7.30am. All students should be collected by 4.00pm at the latest.

Under no circumstances should your child be dropped off at the entrance gate and left with a security guard.

Early collection
On occasions it might be necessary to collect your child early. If this is the case, please let the school office know in advance so the relevant teacher(s) can be informed. An Exit Pass must
be completed by the person collecting the child and must also be signed by a member of school staff. This Exit Pass must be given to the security guard before leaving campus.

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**Educational Visits (School Trips)**

Educational visits aim to extend the curriculum and learning experiences of students. Relevant teachers will provide full information about any visits. Although all parents/guardians have already given their permission for their child to go on any visit by signing the school’s admission form we do ask parents/guardians to sign an individual permission form for their child to go on each visit. Please note that if the school does not receive a signed permission form your child will not be allowed to go on the visit and will be excused from school for the day(s) concerned.

**Day and overnight visits**

It is hoped to start day visits in term 2 after staff have received appropriate training. Residential (i.e. overnight) visits will probably start in the 2014 academic year.

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**Emergency Procedures**

The school has emergency procedures in place to evacuate the buildings in case of a fire or other emergency situations. All rooms have instructions posted inside them and regular drills take place to ensure that students and staff are familiar with these instructions. All people on campus at the time of an emergency are required to follow the procedures and instructions without hesitation.

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**English**

Tenby International School, Setia Eco Gardens is an English medium school. Students are also encouraged to speak English at all times including snack and lunchtimes and on educational visits.

Parents are strongly encouraged to read to their children at home, older children should be encouraged to read aloud for their parents in English. The more exposure you can give your child to the English language outside of school time the better.

**English in the classroom**

All lessons (with the exception of Bahasa Malaysia and Mandarin) are conducted in English.

**English on campus**

When students of the same nationality are talking on campus they are free to do so in their national language(s). However in any group of mixed nationalities the common language of conversation must be English.
English Language Support (ELS)

What is the aim of the ELS programme?
The aim of our ELS programme is very simple, to improve the student’s command of the English language as quickly as possible so they can take a full part in all mainstream lessons.

How long does it last?
For as long as the student needs for their English standard to reach that required to integrate fully into the mainstream class.

How much does cost?
There is no additional charge for ELS.

Equal Opportunities
Tenby Schools are committed to ensuring equality of opportunity for all and valuing the diversity of our school communities.

- All members of the Tenby community shall be treated equally irrespective of culture, race, ethnicity, language or religion.
- Racism in any form is unacceptable. Racial abuse, derogatory comments and racial discrimination by either students or members of staff will be dealt with severely through the disciplinary system.
- The school values the cultural and linguistic diversity of its staff and students and will encourage all members of the community to respect and learn from those of different cultures from themselves.
- All staff and students should be given the opportunity to develop the values understanding and skills to participate in an international community.

Facilities
The school occupies its own dedicated campus with excellent facilities. The campus currently consists of five main buildings.

- Administration Building (containing the school and administration offices, Medical Centre and Library)
- Early Years and Key Stage 1 Building (containing classrooms for Nursery, Reception, Years 1 and 2, an ICT room, theme room, snack/lunch room and specialised play equipment)
- Main Building (containing classrooms for Years 3, 4 and 5, Bahasa Malaysia, English, Geography, History, ICT and Mandarin.
- Science and Technology Building (containing Science laboratories and Design and Technology workshops).
- Expressive Arts Building (containing classrooms for Art, Drama and Music and an
• Auditorium
• Sports Complex (containing an indoor sports hall, outdoor swimming pool, sports field, tennis courts and basketball courts)

Fees (Charges)

Tuition and other fees are set annually by the School Board. Parents / guardians are charged for the following items.

• Application fee per child. This is payable prior to taking the entrance assessment and is non-refundable.
• CCAs. Fees are paid each term and will vary according to the nature of the CCA.
• Deposit of one term’s fees. This is refundable provided notice is given in writing on or before the first day of term that a student will be leaving the school at the end of term. Failure to give such notice will result in the forfeiture of the deposit.
• Educational visits. Fees vary depending on the exact details of each visit.
• Exams / tests. Externally set exams such as Cambridge Checkpoint tests, IGCSEs etc. Fees vary depending on the exact details of each examination.
• Extra car stickers. Each family is provided with two car stickers free of charge. Up to two more car stickers can be purchased from the school office at a cost of 5 MYR each.
• ID card per child. One ID card is provided free of charge but replacements cost 10 MYR each.
• Meal Plan. This is compulsory for students in our Nursery, Reception, Year 1 and Year 2 classes.
• Registration fee per child. This fee is non-refundable.
• Tuition fees per child. (See below for full details about the Term Fees Payment policy and due dates.)

Please note that all payments made by parents or guardians must be made to the Administration Office who will issue a receipt. **Other members of staff are not allowed to accept payments of whatever kind (cash, cheque etc.) under any circumstances.**

Parents are also responsible for providing/purchasing general school supplies such as exercise books, stationery, textbooks and uniform for their children (all these items are available from the school shop).

**Term fees payment policy and due dates**

Term fees are invoiced three times a year and are due and payable before the beginning of each term. The school reserves the right to impose a late payment charge of 5% per annum on all outstanding fees which have not been paid by the 15th day of the commencement of the new school term.

Fees can be paid by cheque, wire transfer, online transfer or by credit card.
Health Care

General information
The school has a full time nurse located in the Medical Centre opposite the school office. It is very important that we have at least one name and number of someone who can be contacted in case of any emergency. It is the parent/guardian’s responsibility to notify school if any of the telephone numbers change. The school cannot be held responsible in cases where a parent/guardian cannot be contacted because an incorrect or invalid telephone number has been provided.

If a child becomes ill during the school day, we will telephone a parent/guardian to inform them to take the child home. In the event of a serious illness or accident parents/guardians will be informed by telephone immediately.

Medication
Any parent/guardian who wants the nurse to give their child specific medication during school hours should contact the nurse and sign a consent form allowing the nurse to do so. The nurse will contact parents before administering over the counter medication. Other members of staff are not allowed to give medication to students under any circumstances.

The nurse may use the following items to give relief to students depending on the student’s particular medical needs.

All students
- Isotonic drinks/oral rehydration salts to restore fluid balance following diarrhoea or excessive sweating.
- Optrex eye bath/drops to clean minor foreign bodies from eyes.
- Topical anti-inflammatory gels for sprains/strains.
- Bronchodilators for asthma.

Early Years students
- Oral paediatric paracetamol/ibuprofen for pain/fever.

Years 1-9 students
- Analgesics and antipyretics for pain/fever.
- Antacids for heartburn/reflux.
- Ant flatulence for intestinal gas causing pain.
- Antihistamines for minor allergic reactions.
- Herbal cough syrup (Prospam) for a dry cough.
- Panadol menstrual for menstrual cramps.
- Throat lozenges to give comfort from a sore throat.
Preventing childhood infection

Most infections are spread from faecal-oral and respiratory routes from other infected children. To help prevent a childhood infection from spreading:

- cover the nose and mouth with a tissue or elbow when coughing or sneezing, throw the tissue away after use
- wash hands frequently and thoroughly with soap and water, especially after coughing or sneezing or using the toilet or changing a nappy (diaper) and before preparing food and eating
- avoid touching the eyes, nose, or mouth, germs spread that way
- try to avoid close contact with sick people
- avoiding sharing food or drinks with other people

If you or your child gets sick, you or your child should stay at home and keep away from work or school and limit contact with others to keep you away from infecting them.

When to keep children at home

If your child is sick the best place for them is at home. Parents/guardians should never bring their child to school if they know their child is sick. The Medical Centre is for the treatment of minor accidents and illnesses; it is not a free day care centre. If you believe that your child is not well enough to participate in the entire day’s programme including after school activities, educational visits, PE, swimming lessons etc. you should keep them at home.

Your child must remain at home if they have any of the following:
- fever of 37.5°C or above or 37.9°C with symptoms nausea, reoccurring vomiting, diarrhoea or severe abdominal pain
- gastro intestinal problems such as vomiting or diarrhoea
- red eye
- head lice
- rashes such as impetigo, also known as Guam sores
- a persistent cough
- red inflamed or discharging eyes
- any open sore oozing fluid or pus

Parents/guardians should always keep a child at home if the child contracts a contagious disease such as herpes simplex, measles, chicken pox, red eye etc. If this is the case they must also contact the nurse so that other families can be notified and the disease contained.

We know it can be difficult to make an early morning decision about whether or not your child is too sick to go school. Often you may not be able to tell if they are going to get better or worse during the school day. Also, if your child frequently complains of being sick and wants to miss school, you should think about whether or not your child is deliberately trying to avoid school. It is important to find out the reason if this appears to be the case. To help you here are some guidelines to help make that early morning decision.
Chickenpox
Your child should stay at home until all bumps are scabbed and no new bumps have shown up in two days. See your doctor for treatment of symptoms.

Diarrhoea and vomiting
One event of watery diarrhoea or more than one event of vomiting are reasons to keep your child home. If vomiting or diarrhoea continues or your child also has fever, rash or weakness, see your doctor.

Fever
Children with fever over 37.8ºC should stay home until there is no fever for 24 hours. If you treat a fever with medicine before school, the fever can return and your child may still be contagious. See your doctor if your child has a fever with pain, rash, weakness, vomiting or diarrhoea.

Impetigo
If your child has impetigo (red, oozing blister areas with yellow-gold scabs on the body or face) they should stay at home as long as your doctor says.

Lice
If your child has lice, they need to be treated and nits (eggs) removed and they must stay at home until the nurse says they can return.

Persistent coughing
If your child’s cough is worse than you would expect with a cold, keep them at home. If they have hard time breathing or have a fever, see your doctor.

Persistent ear pain
Your child should stay at home if they have a lot of ear pain. See your doctor for treatment.

Red eye/conjunctivitis
If your child’s eye is red with cloudy or yellow drainage, they should stay home until symptoms are gone. See your doctor for treatment.

Scabies
If your child has scabies (a contagious disease caused by a mite which involves itching and rash) they should stay at home for 24 hours after treatment.

Sore throat
If your child has a sore throat and fever, or a severe sore throat without fever, they should stay home. See your doctor if there is a quick onset of fever and sore throat without cold symptoms.
Stomach-ache
If your child complains of a stomach-ache, especially if they say it hurts to move and they do not want to eat, they should stay at home. See your doctor.

Homework

Early Years
Homework is not set in Early Years but teachers will advise parents/guardians about appropriate activities that could be done at home to help enhance the learning done during school time.

Years 1-9
Homework is considered an important extension of a student’s training towards independent learning and individual responsibility. Please make sure that your child has a suitable and quiet place to complete their homework. If you find that your child has difficulty in completing homework assignments, please contact their class teacher/tutor.

Homework timetables for Years 1-9 will be developed and published during the first half of term 2.

What sort of activities will students be doing?
Our homework activities are related to the work your child is doing at school but will not always be written work. For young children it will usually be reading with parents or carers or perhaps games or activities to help learn English or Maths.

For older children, homework may also include:
• completing work
• designing or making something
• finding information
• preparing a presentation for the class
• reading
• solving problems
• trying out a simple experiments

Should I help my child with their homework?
Homework allows you to see what your child is doing and to support their learning. This partnership between school and home is a vital part of successful education. We take the view that children are likely to get more out of an activity if parents get involved - as long as they do not take over too much! If you are unsure about how much help to give, you should discuss it with your child's teacher. They will be pleased to talk to you and will help you to get the balance right.
Twelve things you can do to help your child to learn

1. Give your child confidence through lots of praise and encouragement.
2. Read to, and with, your child as much as possible, at least 20 minutes per day.
3. Encourage your child to observe and talk about what they see, feel, think etc.
4. Make use of the school library.
5. Visit museums, parks and other places you think your child might find interesting.
6. If your child likes watching television, watch it together sometimes and talk about what has been watched. Children enjoy sharing their experiences and will gain a lot from the discussion.
7. Try to provide a reasonably quiet and suitable place where your child can work and show that you and all members of the family value and respect their homework activities.
8. Try to set time aside to support your child’s homework activities whilst also allowing some independence where appropriate.
9. Encourage your child to discuss homework with you, including feedback from teachers.
10. Try to help your child to see the enjoyable aspects of homework.
11. Help your child to see the importance of homework and teach them to become more independent and take more responsibility for themselves as they get older.
12. Remind your children to complete and hand in homework on time.

Please contact us if you have any questions or concerns. We want your children to succeed.

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House (Team) System

There are three different houses, the names of which were chosen during the first term of the 2013 academic year by a ballot of all students.

Each student is placed in a house on admission to the school, (please note that children from the same family are placed in the same house). All students should buy a house shirt in the correct colour from the school shop (please note that at the time of writing this handbook these are not yet available). These shirts should be worn for all house competitions and can also be worn for normal PE lessons.

In Early Years a student’s house allocation is simply used to help organise teams for the two main events of the year these being Sports Day and the Swimming Gala. In Years 1-9 all students take part in the Inter-House Championship.

House names and colours

- Dragons (yellow)
- Phoenix (green)
- Unicorns (blue)
Inter-house championship (Years 1-9)

Each house competes against the others throughout the school year in order to try and win the Inter-House Trophy. This championship involves a number of different competitions, academic, sports and other (see below for further details). At the end of the year the points from all the competitions are added together to find the overall champions.

Academic competition
(See Rewards and Sanctions.)

Sports competitions

Most of these competitions take place during lunch time or after school as a CCA with the exception of the Swimming Gala and Sports Day both of which take place during school time. Sports competitions may include but are not limited to badminton, basketball, football, table tennis etc. Points for final house places in sports competitions are awarded as follows:

Sports Day and Swimming Gala

1\textsuperscript{st} place  60 points
2\textsuperscript{nd} place  40 points
3\textsuperscript{rd} place  20 points

Other sports

1\textsuperscript{st} place  30 points
2\textsuperscript{nd} place  20 points
3\textsuperscript{rd} place  10 points

Other competitions

These include but are not limited to quizzes, treasure hunts, problem solving etc. Points for final house places in these types of competitions are awarded as follows:

1\textsuperscript{st} place  30 points
2\textsuperscript{nd} place  20 points
3\textsuperscript{rd} place  10 points

Insurance

All students enrolled in the school are covered by personal accident insurance with AXA Affin General Insurance Berhad. The policy covers personal accident 24 hours a day, 365 days a year, worldwide.

Library

The school has one central library. Students should take care of library books but should any deliberate damage occur a charge will be made to replace the item. There are library rules on display. Students are required to follow these rules at all times.
Overdue books
A charge of 50 sen will be made for each day a book is overdue.

Photocopier/Printer
A photocopier/printer is available in the library. Colour copying/printing costs 1MYR per sheet whilst black and white copying/printing costs 10 sen per sheet.

Lockers
All students in Years 3-9 are provided with a locker free of charge, students must however provide their own padlock.

Mobile Phones & Other Expensive Items
Only students in Years 7-9 are allowed to bring mobile phones to school, all other students are not allowed to bring mobile phones to school. The following conditions apply.

• The phone must be turned off and stored in the student’s locker until 2.30pm. It can only be turned on and used after 2.30pm.
• If any student breaks the above rule the teacher witnessing the event will confiscate the phone and return it to the student at the end of the school day. A note of the incident will be made by in the student’s planner by the teacher confiscating the phone.
• If there is a second such incident the phone will be confiscated by the teacher concerned and given to the Principal who will return it to the student after one week (seven days). A note of the incident will be made by in the student’s planner by the Principal.
• If there is a third incident the phone will be confiscated by the teacher concerned and given to the Principal who will return it to the student’s parents or guardians after one week (seven days). The Principal will write a letter to student’s parents or guardians clearly stating that any further incidents will mean that this privilege will be withdrawn from the student.

The school accepts no responsibility for any damage or theft of any mobile phone or other expensive item brought to school. We strongly suggest that students in Years 7, 8 and 9 buy an inexpensive mobile phone for use at school.

Parent Teacher Association (PTA)
An interim Parent Teacher Association was formed during the second half of term 1 and the first ever PTA event (a Fun Day) was held on Saturday April 20th. If you would like to know more about the interim PTA and how to get involved in future events to support the school you can contact them via email at pta.tisseg@tenby.edu.my.
Physical Education and Swimming

Physical Education and swimming are both important parts of the curriculum and students are therefore expected to participate in all lessons. If a child is well enough to attend school, they will be expected to join in these lessons. If your child cannot participate in these lessons for medical reasons, please send a doctor's report to the nurse. Please ensure that your child comes to school with the appropriate equipment for these lessons.

Students will shower after all PE and swimming lessons. This is to encourage cleanliness and personal hygiene amongst the students. Please help us by ensuring your child brings a towel and shower gel or soap with them on the days they have PE or swimming lessons.

**Years 1-5 PE**

On PE days students in Years 1-5 can wear their PE kit to school and bring their school uniform with them to change into after PE lessons.

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**Reading Time**

Students in Years 1-9 have time for quiet reading at the start of each day. This time is meant for reading for enjoyment.

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**Rewards and Sanctions**

**Individual classroom & subject Rules**

Individual teachers establish classroom or subject rules and sanctions and share these with students and parents at the beginning of the school year/when a student joins school. It is important that students will have an understanding of the reasons behind the rules. Rules should fit in with the ethos of the school.

**Early Years Star of the Month**

Classes in Early Years have the opportunity to award a Star of the Month certificate to deserving students. The criteria for a Star of the Month certificate is set by the appropriate class teacher and is displayed inside the classroom and is also shared with parents. Personalised Star of the Month certificates are presented by the Principal at a special assembly each month. Class teachers may award more than one Star of the Month certificate each month.

**Years 1-9 merits**

Students are rewarded with merits; these merits earn individual students a personalised certificate and also earn points for the student’s house.

Merits are awarded for:
- excellent behaviour/attitude
outstanding work or effort
excellent use of English (relative to the student’s ability in English) or excellent use of another language (again relative to the student’s ability in that language)

Notes:
• one merit can be given for any of the above reasons
• once given a merit cannot be taken away
• multiple merits cannot be awarded
• merits will not be given for meeting normal expectations, (i.e. a student should not be given a merit for completing their homework on time)

Each student is given a merit chart on which they record their merit. This merit chart will be displayed in their classroom (Years 1-5) or stuck in their planner (Years 6-9). Each merit chart has room for 100 merits.

Years 1-9 certificates

Bronze certificate
When a student has won 100 merits they will be awarded a personalised bronze certificate at an assembly. When they win a bronze certificate a student also wins 10 points for their house.

Silver certificate
When a student has won 200 merits they will be awarded a personalised silver certificate at an assembly. When they win a silver certificate a student also wins 20 points for their house.

Gold certificate
When a student has won 300 merits they will be awarded a personalised gold certificate at an assembly. When they win a gold certificate a student also wins 30 points for their house.

School sanctions (Years 1-9)
Students who misbehave in some way will receive an appropriate sanction.

Individual teacher action
This will be based on the individual classroom or subject rules and sanctions. If individual teacher action is repeatedly not effective the student will be placed on report.

Report
Students will be placed on a daily report card for a set period of time so that all relevant staff can comment on the student’s conduct. This information will be shared with the student’s parents or guardians and a copy placed in the student’s file.
Isolation (in school)
If the report card has proved ineffective the student will work outside the Principal’s office a set number of days and will have a different break and lunch time to other students.

Suspension (out of school)
If isolation has proven ineffective students will be given work to do at home for a set number of days. They must come to school each morning of their suspension period to collect this work and to hand in work from the previous day. The student and their parents or guardians will have to sign a behaviour contract before the student is re-admitted to school.

Exclusion
If all the above actions have not had the desired effect, the Principal may suggest to the School Board that the student is excluded from the school. This means the student is not allowed to study at school anymore.

Please note that the final decision about any exclusion is the School Board’s decision.

School Board
The School Board has three scheduled meetings each year, although special meetings may be held if appropriate.

School Shop
During term time the school shop is open from 7.30am until 3.30pm (with the exception of Fridays when it is closed from 1.20pm until 2.20pm). During school holidays the shop is open from 8.30am until 3.30pm, (with the exception of Fridays when it is closed from 1.20pm until 2.20pm). The shop is closed on Saturdays, Sundays and public holidays.

School Rules
A high standard of self-discipline and behaviour is required from all students, who must:
• leave at home all items that are not appropriate for school, are expensive or which may cause harm to others
• not enter classrooms unless they have permission from a teacher
• obey all members of staff without argument
• respect school property and other people’s personal belongings
• show courtesy and respect to all teachers, non-teaching staff and visitors to the school
• talk in English during lessons (except for Bahasa Malaysia and Mandarin lessons)
• take responsibility for their own actions
Security

Security guards are on site 24/7 and no unauthorised visitors should be allowed to enter the school. All visitors must sign in and pick up a badge at the entry gate identifying them as a visitor. All visitors must wear this badge whilst on campus then sign out and return their badge upon departure.

Smoking

Smoking is not allowed on campus, this rule applies to all students, parents, staff and visitors alike.

Teaching Staff

The Tenby Schools group has a policy of employing 30% expatriate teachers and 70% Malaysian teachers.

The School Day

Nursery

08.00 – 08.30 Outdoor / indoor play (depending on the weather)
08.30 – 09.15 Lessons
09.15 – 09.45 Snack and play
09.45 – 11.30 Lessons
11.30 – 12.15 Lunch
12.15 – 13.15 Nap time
13.15 – 14.00 Lessons

Reception

08.00 – 08.30 Outdoor / indoor play (depending on the weather)
08.30 – 09.15 Lessons
09.15 – 09.45 Play and snack
09.45 – 11.45 Lessons
11.45 – 12.45 Lunch
12.45 – 14.00 Lessons

Years 1-5

07.45 – 08.00 Registration and reading time
08.00 – 09.30 Lessons
09.30 – 09.55 Break
09.55 – 11.25 Lessons
11.25 – 12.15 Lunch
### A United World At Peace

#### Through Education

**Years 6-9**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>07.45 – 08.10</td>
<td>Registration, form period &amp; reading time</td>
</tr>
<tr>
<td>08.10 – 09.00</td>
<td>Lesson 1</td>
</tr>
<tr>
<td>09.00 – 09.05</td>
<td>Movement time</td>
</tr>
<tr>
<td>09.05 – 09.55</td>
<td>Lesson 2</td>
</tr>
<tr>
<td>09.55 – 10.20</td>
<td>Break</td>
</tr>
<tr>
<td>10.20 – 11.10</td>
<td>Lesson 3</td>
</tr>
<tr>
<td>11.10 – 11.15</td>
<td>Movement time</td>
</tr>
<tr>
<td>11.15 – 12.05</td>
<td>Lesson 4</td>
</tr>
<tr>
<td>12.05 – 12.45</td>
<td>Lunch</td>
</tr>
<tr>
<td>12.45 – 13.35</td>
<td>Lesson 5</td>
</tr>
<tr>
<td>13.35 – 13.40</td>
<td>Movement time</td>
</tr>
<tr>
<td>13.40 – 14.30</td>
<td>Lesson 6</td>
</tr>
<tr>
<td>14.30 – 14.45</td>
<td>Movement / Preparation time</td>
</tr>
<tr>
<td>14.45 – 15.45</td>
<td>CCAs (Co-Curricular Activities)</td>
</tr>
</tbody>
</table>

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### Student Pass

Possession of a Student Pass is compulsory for non-Malaysians even if the student already has a MACS. Obtaining a Student Pass involves two stages, the first stage is to get approval from the Education Department and the second stage is to get the Student Pass from the Immigration Department.

#### Stage 1 Education Department

The process should take from 3 – 7 working days. The following documents are required:
- two copies of a student’s photo (passport size)
- a copy of the student’s passport and latest pass (e.g. Malaysian Automated Clearance System (MACS) / Dependant’s Pass)

#### Stage 2 Immigration Department

The Immigration Department should take from 7 – 14 working days to process the application. The following documents are required:
- two copies of the student’s photo (passport size)
- copy of student’s birth certificate
- copy of the parents’ marriage certificate
- copies of the parents’ and student’s passport and latest pass (MACS / Dependant’s Pass)
Transportation Service

Whilst the school does not provide a transport service itself parents can contact Mr Tan of the Point to Point Transport Service on 016-7726665 or 012-7900919 if they would like transport for their children to and from school.

Point to Point Transport Services is a private transportation provider with 4 years of experience. The types of vehicle used are:

- Toyota Innova (7-seater)
- Toyota Unser (7-seater)
- Proton Exora (6-seater)
- Hyundai Starex (10-seater)

The estimated costing per term inclusive of toll charges & insurance is shown below:

<table>
<thead>
<tr>
<th>ZONES</th>
<th>AREAS</th>
<th>COST PER TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Taman Pelangi, Sentosa, Sri Tebrau, Suria Iskandar, Melodies, Kebun Teh, Abad, Maju Jaya</td>
<td>1350</td>
</tr>
<tr>
<td>2</td>
<td>Taman Perling, Sutera, Bukit Indah, Nusa Bestari, Taman Ungku Tun Aminah, Tampoi Indah, Utama, Uda, Horizon Hill, Skudai</td>
<td>1300</td>
</tr>
<tr>
<td>3</td>
<td>Taman Impian Emas, Universiti, Kempas, Bukit Kempas</td>
<td>1650</td>
</tr>
<tr>
<td>4</td>
<td>Senai, Setia Indah, Saleng, Kulai</td>
<td>1900</td>
</tr>
<tr>
<td>5</td>
<td>Taman Delima, Daya, Setia Tropika, Mount Austin, Desa Tebrau, Gaya</td>
<td>1650</td>
</tr>
<tr>
<td>6</td>
<td>Taman Megah Ria, Rinting Seri Alam, Masai, Pasir Gudang</td>
<td>1900</td>
</tr>
<tr>
<td>7</td>
<td>Taman Molek, Johor Jaya, Desa Jaya, Permas Jaya, Plentong</td>
<td>1650</td>
</tr>
<tr>
<td>8</td>
<td>Ulu Tiram, Gaya, Pelangi Indah, Puteri Wangsa</td>
<td>1750</td>
</tr>
<tr>
<td>9</td>
<td>East Ledang, Nusa Idaman Anjung, Nusa Perdana</td>
<td>1050</td>
</tr>
<tr>
<td>10</td>
<td>Setia Eco Gardens</td>
<td>750</td>
</tr>
</tbody>
</table>
If you are interested in using their service, arrangements and payment should be made directly to the Point to Point Transport Service.

Rules for students using the transport service

- Students must wear seat belts.
- Students must remain seated throughout the journey.
- Loud noises may distract the driver, so students are expected to ride quietly.
- Students must be ready for collection at the correct time.
- Students must respect and obey the driver.
- No food or chewing gum is allowed.

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Tutoring

The following conditions apply to the provision of tuition to students who are currently enrolled in school.

- Teachers cannot give tuition to students whom they normally teach as part of the school programme.
- If as a result of class or timetable changes a student for whom tuition is being given becomes a member of a class taught by the teacher then tuition must end within the period of one month.
- The tutee’s class or subject teacher as relevant must be informed that tuition is being provided.
- Tuition cannot be provided to any former students who have been on the school roll during the current school year without the specific prior permission of the Principal.

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Uniform

School uniform is compulsory (except for ‘non-uniform’ days or other special occasions) and all items listed below are available from the school shop. All items of clothing must be clearly marked with the student’s name, especially shoes and hats. All students are expected to have a high standard of personal appearance at all times.

Early Years

- white round necked t shirt with Tenby logo
- red and white checked shorts
- grey socks
- black shoes

Years 1-6

- blue shirt with Tenby logo
- grey short trousers (boys)
- grey culottes (girls)
grey socks
blue hat with Tenby logo and neck cover
black shoes (not sports shoes or plimsolls)

Years 7-9

blue shirt with Tenby logo
grey long trousers (boys)
grey skirt or long trousers (girls)
blue tie
grey socks
blue baseball hat with Tenby logo
black shoes (not sports shoes or plimsolls)

PE uniform (Years 1-9)

white round necked t-shirt
black shorts
white socks
sports shoes (with non-marking soles)

Swimming costumes (Years 1-9)
The school does not yet have a standard swimming costume. Until one is available the following guidelines apply.

one piece swim suit for girls (two piece costumes are not allowed)
swimming trunks/shorts or one a piece costume for boys
swim cap (optional)
goggles (optional)

Jewellery
On health and safety grounds we do not allow students to wear large items of jewellery to school. The exceptions to this rule are earring studs in pierced ears, and small objects of religious significance. We ask the students either to remove these objects during PE and swimming, or to cover them with a plaster.

Footwear
The school wants all students to grow into healthy adults. We believe that it is dangerous for students to wear shoes with platform soles or high heels in school, so we do not allow this.

The role of parents
We expect all parents who send their students to our school support the school uniform policy. We believe that parents have a duty to send their students to school correctly dressed and
ready for their daily schoolwork. Parents should ensure that their student has the correct uniform, and that it is clean and in good condition.

The school welcomes students from all backgrounds and faith communities. If there are serious reasons, for example religious objects, why parents want their student to wear clothes that differ from the school uniform; the school will look sympathetically at such requests. Similarly, should an item of school uniform prove problematic for a pupil with disabilities, the parents are invited to draw this to the attention of the Principal.
Appendix 1: Learning English as a Second Language (ESL)

How long does it take for a child to achieve competence in English?

ESL students will develop conversational language skills at different rates. Some learners enter a non-verbal or silent period that research shows can last up to six months. Some students, especially young children begin to speak fluently and with native like pronunciation very quickly. Conversational skills alone are not enough in an academic setting. Research suggests there are two levels of language ability:

- Basic Interpersonal Communicative Skills (BICS).
- Cognitive Academic Linguistic Proficiency (CALP).

**Basic Interpersonal Communicative Skills (BICS)**

This is often called conversational fluency. Children who have this can interact with their peers, join in classroom activities and demonstrate social confidence and competence. However if they are to learn effectively in English they must develop CALP.

**Cognitive Academic Linguistic Proficiency (CALP)**

Students must be able to use English in order to reason, hypothesise, discuss abstract ideas and cope with information presented in school texts. Academic language is more formal, abstract, with subject specific vocabulary. This is sometimes called EAP (English for Academic Purposes).

Research suggests that the time the English language learners require to become peer competitive in an academic setting is 5-10 years.

**What Tenby International School, Setia Eco Gardens Does**

We ensure that children speak English during lessons (apart from Bahasa Malaysia and Mandarin classes). We also have an ELS teacher to help students whose English is weak.

**Learning strategies**

We use a number of different learning strategies to help all students for whom English is not their first language. There are two broad types of strategy, direct and indirect.

**Direct strategies deal directly with language learning**

- How to memorise words and structures.
- How to analyse and effectively send and receive messages.
- How to employ strategies to compensate for limitations in language proficiency.

**Indirect strategies deal with the general management of learning**

- How to focus, plan and evaluate your learning.
- How to ask and answer questions.
• How to work with and co-operate with others.

What Students Should Do
Understand that whilst in school they should strive to speak English at every opportunity and always use English as the shared language of the school.

What Parents Should Do
These are some ideas which we believe complement what we do in school. Some parents may wish to use some or all of these ideas – some may choose to use none of them.

• Encourage your child to understand the importance of speaking English.
• If you are able to, please speak English whilst on the campus. Whilst we recognise that not all parents can do this please try if you can.
• Speak English with your child at home whenever you can.
• When your child watches the TV or a DVD encourage them listen to the English soundtrack first, then look again later with the soundtrack (not the other way round).
• Sit down as a family once a week and watch TV together in English.
• Sit down once a week as a family and have a meal together where everyone speaks English.
• Encourage your child to read English books and magazines. Many good bookstores carry a wide range of English language titles, e.g.
  o Books Kinokuniya
  o Popular
• Read with your child every day.
• Ask them in English what they did at school today. They will even start to teach you what to say and explain things more as time goes on.
• Encourage them to write a simple diary entry each day. Maybe you can combine this with the previous activity.
• Encourage your child to listen to an English radio station.
Appendix 2: Teacher Talk

Sometimes the words used by teachers can be a bit confusing. We try to make our reports and documents as easy to understand as possible but the following explanations may be of some help to you.

**A level (Advanced level)**

English curriculum courses that students study in Years 12 and 13 to prepare them for university entrance worldwide.

**Coursework**

Work completed by students during normal lessons but which counts towards their final exam.

**CIS**

Council of International Schools, a membership and accreditation agency for international schools.

**Early Years**

The two years before the start of primary education in England, i.e. our Nursery and Reception classes.

**FOBISSEA**

Federation of British International Schools in South East Asia, a regional grouping of international schools offering a ‘British’ style of education.

**GCSE**

General Certificate of Secondary Education - exams generally taken at the end of Year 11.

**IB Diploma**

International Baccalaureate Diploma- courses that students study in the last two years of school to prepare them for university entrance worldwide.

**IGCSE**

International General Certificate of Secondary Education - international exams generally taken at the end of Year 10 or 11.

**IPC**

International Primary Curriculum

**Key Stage 1**

The first two years of primary education in England (Years 1 & 2).
Key Stage 2
The next four years of primary education in England (Years 3, 4, 5 & 6).

Key Stage 3
The first three years of secondary education in England (Years 7, 8 & 9).

Key Stage 4
The fourth and fifth years of secondary education in England (Years 10 & 11).

Key Stage 5
The sixth and seventh years of secondary education in England (Years 12 & 13).

NC
National Curriculum - a programme set by the UK Government that details the subjects taught during Key Stages 1, 2, 3 and 4.

NEASC
New England Association of Schools and Colleges, an American based accreditation agency.

Post-16
Courses taken by students over 16 years old, normally once they have finished their (I)GCSE courses.

WASC
Western Association of Schools and Colleges, an American based accreditation agency.