

Parents' & Students' Handbook



Ipoh Campus

2018

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Welcome

Dear Parents/Guardians,

Welcome to Tenby Schools. We are delighted that you have enrolled your child at our School and we welcome you and your family to the Tenby community. We hope that this document provides the information that you and your child will need to become familiar with the School's operations. We hope that you will find the time to peruse this document. This document should be a point of reference for parents with regard to community procedures and expectations.

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 two to eighteen as well as adults in the community.

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 leaders/contacts for your reference:

Name	Position	E-Mail Address
Richard Davidson	Head of Schools	richard.davidson@tenby.edu.my
Lee Siew Peng	Personal Assistant to Head of Schools	siewpeng.lee@tenby.edu.my
Doug Foo	Head of Student Affairs	doug.foo@tenby.edu.my
Nicola Jane Cameron	Additional Needs Co-ordinator	nicola.cameron@tenby.edu.my
Lam Wee Sim	Head of Primary (TIPSI)	weesim.lam@tenby.edu.my
Samantha Leuty	Deputy Head of Primary (TIPSI)	samantha.leuty@tenby.edu.my
Umahrani A/P Sundaram	TEYCI Leader (TIPSI)	umahrani@tenby.edu.my
Shona Chin	Academic Secretary (TIPSI)	shona.chin@tenby.edu.my
TBC	Head of Secondary (TISSI)	
Eugene Azor	Deputy Head of Secondary (TISSI)	eugene.azor@tenby.edu.my
Madame Lau	Assistant Head of Secondary (TISSI)	pslau@tenby.edu.my
Louis Rozario Doss	Head of Sixth Form (TISSI)	louis@tenby.edu.my
Mangalespary Balasundaram	Head of Key Stage 4 (TISSI)	mangales@tenby.edu.my
Paul Wilson	Head of Key Stage 4 (TISSI)	paul.wilson@tenby.edu.my
Susan Thomas	Head of Key Stage 3 (TISSI)	susan.praveena@tenby.edu.my
Tan Yun Ru	Head of Key Stage 3 (TISSI)	yunru.tan@tenby.edu.my
Tan Hui Ru	Academic Secretary (TISSI)	huiru.tan@tenby.edu.my
Wong Kin Tung (Jack)	Head of Sekolah Tenby (ST)	ktwong@tenby.edu.my
Zainap Bt Syed Yusoff	Assistant Head of Primary (ST)	zainap@tenby.edu.my
Mohandas Naidu	Assistant Head of Secondary (ST)	mohandas@tenby.edu.my
Rita Lourdesamy	Academic Secretary (ST)	rita.lourdesamy@tenby.edu.my

Abbreviations to Note: *Tenby International Secondary School Ipoh (TISSI), Tenby International Primary School Ipoh (TIPSI), Sekolah Tenby (ST), Tenby Early Years Centre Ipoh (TEYCI)*

It is our hope and intention that your child will experience amazing learning during their time at Tenby Schools, Ipoh.

From the Tenby Schools' Leadership Team

International Schools Partnership (ISP)

Tenby Schools Ipoh, is a part of the International Schools Partnership whose vision is “to be an international schools group of quality and scale, recognised across local communities and the education sector for amazing learning, ambition and growth”

ISP has a clear **purpose**:

We are a focused, growing and financially secure group of schools. All our schools:

- **Help children and students learn to levels that amaze them;**
- **Inspire children and students to be successful now and equip them to be successful later;**
- **Are truly international, working in partnerships within and across regions, cultures and languages;**
- **Aim to be the first choice for children, students and their families, wherever we are.**

Our **principles** emphasise and underpin how we do what we do.

We:

- **Begin with our children and students;**
Our children and students are at the heart of our business. Simply, their success is our success.
- **Treat everyone with care and respect;**
We look after one another, embrace similarities and differences and promote the well-being of each other.
- **Operate effectively;**
We focus relentlessly on the things that are most important and will make the most difference.
- **Are financially responsible;**
We make financial choices carefully based on the needs of the children, students and our schools.
- **Learn continuously**
Getting better is what drives us.

Added to ISP’s vision, purpose and principles we have the Tenby Vision, Mission and Core Values:

Tenby Schools’ Vision

“A United World At Peace – Through Education”

Tenby Schools’ 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

Tenby Schools’ Core Values

- Education matters, it is central to all that we do
- International mindedness
- Lifelong Learning
- Respect
- Sensitivity to cultural diversity
- Effective communication

International Mindedness

The School Community's agreed definition of international mindedness:

"is being able to share, understand, respect and accept cultural diversity of all communities of the world, thus enabling us to collaborate, and co-exist peacefully and harmoniously within a United World at Peace."

Respect Charter

All students are encouraged to sign up to the Schools Respect Charter at the start of each year. Our agreed charter is:

CHOOSE RESPECT CHARTER

Respect is to choose to treat with care and consideration

Principles

<p style="text-align: center; color: red;">No. 1</p> <p>Every human being is unique, and has inherent worth and value, and therefore, should be treated with respect.</p> <p>Respect is to be treated with care and consideration.</p> <p>This type of respect is different from the type of respect that you can earn.</p>	<p style="text-align: center; color: red;">No. 2</p> <p>Respect is not only an attitude, but an observable behaviour.</p> <p>Respect will be clearly demonstrated in the following areas:</p> <ul style="list-style-type: none"> respect for others respect for yourself respect for property respect for positions of authority respect for the environment 	<p style="text-align: center; color: red;">No. 3</p> <p>Every member of our school community knows inherently how to demonstrate respect.</p>
<p style="text-align: center; color: red;">No. 4</p> <p>If a member of our school community is not treating others or themselves with respect, they are making a conscious choice NOT to do so.</p>	<p style="text-align: center; color: red;">No. 5</p> <p>Every member of our school community is responsible for their own actions and choices. These actions and choices will always have consequences.</p>	<p style="text-align: center; color: red;">No. 6</p> <p>It is acknowledged that every member of our school community will at some time fall short of the Code of Behaviour.</p> <p>However, by providing an explicit standard or benchmark for what is right and acceptable behaviour, we are holding up a "standard of behaviour" to work towards.</p>

To choose respect is to:

- treat others with respect, no matter how they treat you.
- treat yourself with respect.
- forgive others who do not treat you with respect.
- apologise when you do not treat others with respect.
- resist your natural desire to pay back or take revenge.
- support others who are not treated with respect.
- ask for support when others do not treat you with respect.

EARLY YEARS CHOOSE RESPECT CHARTER PRINCIPLES

No. 1 I am unique

No. 2 I am kind and helpful

No. 3 I look after things.

No. 4 I say 'sorry' and 'thank you'.

No. 5 I can share and take turns.

No. 6 I make good choices.

Community Code of Conduct

All students and parents are asked to sign an agreed community code of conduct each year:

Our Core Values

- Education matters; it is central to all that we do
- International mindedness
- Lifelong learning
- Respect
- Sensitivity to cultural diversity
- Effective communication

General Expectations

- Be ready to learn – e.g. apply the IPC Personal Goals
- Be on time to school, ready and equipped to learn and take part in school activities
- Contribute to the school community
- Practise being a global citizen by being caring, considerate and respectful towards different cultures and traditions
- Treat others with courtesy
- Move around the building in a safe, sensible manner and show regard to others
- Respect the school environment, and your own and others' property
- Communicate effectively to respect different points of view and understanding

Student Expectations

- Students represent the school whenever school uniform is worn and thus should behave accordingly whether in or out of school
- Attend all lessons if in school, including PE
- Wear complete PE attire for PE lessons and when performing outdoor activities & change back into complete school uniform after PE lessons and after performing outdoor activities
- When representing the School e.g. in Teams, Music, Drama, events, etc. students must attend all practices and the actual competition/event
- Attend at least one (Standard4/Y4 – Standardd 6/Y6) CCA and two CCAs per week, of which one must be a sport (secondary)
- Stay within the school grounds at all times
- English, Malay and Chinese are the chosen languages of communication on campus
- Arrive on time to lessons
- Hand in homework/home learning tasks at the time requested
- Food and drinks (except water) should only be consumed in the Canteen
- Make-up should not be worn in school
- Mobile phones may only be used by Secondary students **before 07:30hrs, after 15:00hrs, or as instructed as part of a learning activity.**
- Mobile phones may not be used by Primary School students during school hours
- If using social media, school behaviour expectations apply. Bad language, use of images and cyber bullying may result in being excluded/expelled from school
- Valuables are not encouraged however, secondary students should lock any in their lockers at all times
- Reduce, reuse and recycle appropriately
- Ensure all litter is put in the bin

Parental Expectations

- Be aware of and support the school's Vision, Mission and Core Values
- Ensure that your children attend school punctually with appropriate attire/equipment
- Any communication should be via contact with the class/form/homeroom teacher in the first instance
- Administrators of social media groups should be ambassadors of the school
- Messages circulated on social media groups must be factually correct. Naming of children/teachers on these groups are in breach of the Personal Data Protection Act 2010
- Parents must monitor their children's participation in class social media groups
- Keep up-to-date with school news via the Weekly School Newsletter & the ENGAGE Parent Portal
- Keep your children at home if they have a temperature of 38°C and above
- Provide the school with explanation of reasons for any absence
- Keep the school updated on any changes in contact details
- Show interest in your children's progress and school activities
- Attend Parent-Teacher-Student Conferences
- Support school Teams, Music, Drama, events etc. when your child represents the school and on occasions when they do not
- Ensure that your children, as expected, attend all practices and the actual competition/event if representing the School
- Ensure that your child(ren) attends at least one (Std4/Y4 – Std 6/Y6) CCA and two CCAs per week, of which one must be a sport (Secondary)
- Understand that Tenby offers education from Nursery through to A Level (Sixth Form)
- Understand that one full term's notice is required in order to secure the return of deposit, including when transitioning from Primary to Secondary and Secondary to Sixth Form

Daily Schedules & Procedures

The School Day for Meru Raya Campus (Main Campus)

	Nursery & Reception	ST Std 1 – 3	TIS Y1 - 3	ST Std 4 - 6	TIS Y4 - 6	ST Secondary	TIS Secondary
Arrival at School	0745	0730	0730	0730	0730	0730	0730
Start of School	0800	0745	0745	0745	0745	0745	0745
Start of First Lesson	0800	0800	0800	0800	0800	0750	0755
Break	1000 – 1030	0930 – 0950	0920 – 0950	0930 – 0950	0920 – 0950	0950 – 1010	1010 – 1030
Lunch	None	1120 – 1200	1150 – 1230	1150 – 1230	1150 – 1230	1240 – 1330	1245 – 1330
End of Day (Monday – Thursday)	1300	1445	1430	1445	1430	1500	1500
End of Day (Friday)	1230	1225	1235	1225	1235	1245	1245 1500 Y10+

Please note:

- Students who arrive after the first 10 minutes of the day will be marked late.
- When arriving late to school students must present themselves to the academic secretaries for registration. They will be given a late slip to be presented to the class teacher.
- We encourage all students to have their breakfast before they arrive to school, as break time will only allow time for a quick snack.
- Children should aim to arrive at school ten to 15 minutes before school starts. The school gate opens at 07:00hrs. **Please note that there is no supervision on the premises before 07:30hrs.**
- There will be supervision/ enrichment for Early Years children with older siblings from 07:40hrs to 08:00hrs and from 13:00hrs to 15:30hrs or 17:30hrs, and 14:30hrs to 17:30hrs (subject to availability as there are limited spaces). Early Years children without older siblings are expected to be dropped off at 08:00hrs and collected at the dismissal time of 13:00hrs unless they have Enrichment.

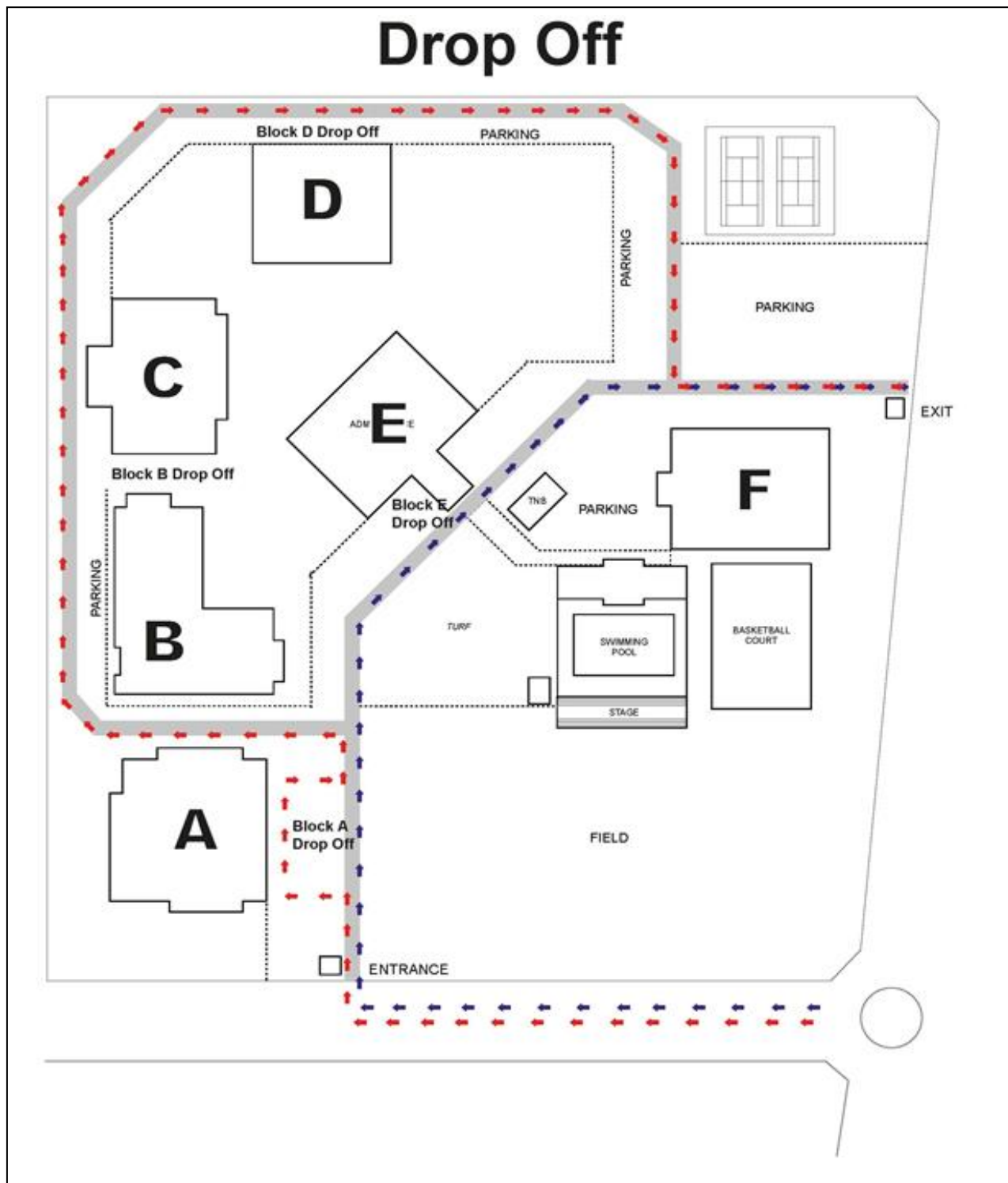
The School Day for Tenby Early Years Centre Ipoh (TEYCI)

	Toddlers	Nursery	Reception	Year 1
Start of School	0830	0800	0800	0745
Break	0930 - 1000	0930 - 1000	1000 – 1030	0950 – 1020
Lunch	None	None	None	1220 – 1300
End of Day (Monday – Thursday)	1230	1300	1300	1430
End of Day (Friday)	1200	1230	1230	1230

Traffic and Transport

Please refer to the following maps with regard to entering the Meru Raya Campus. It is important to note the slight difference between the morning and afternoon.

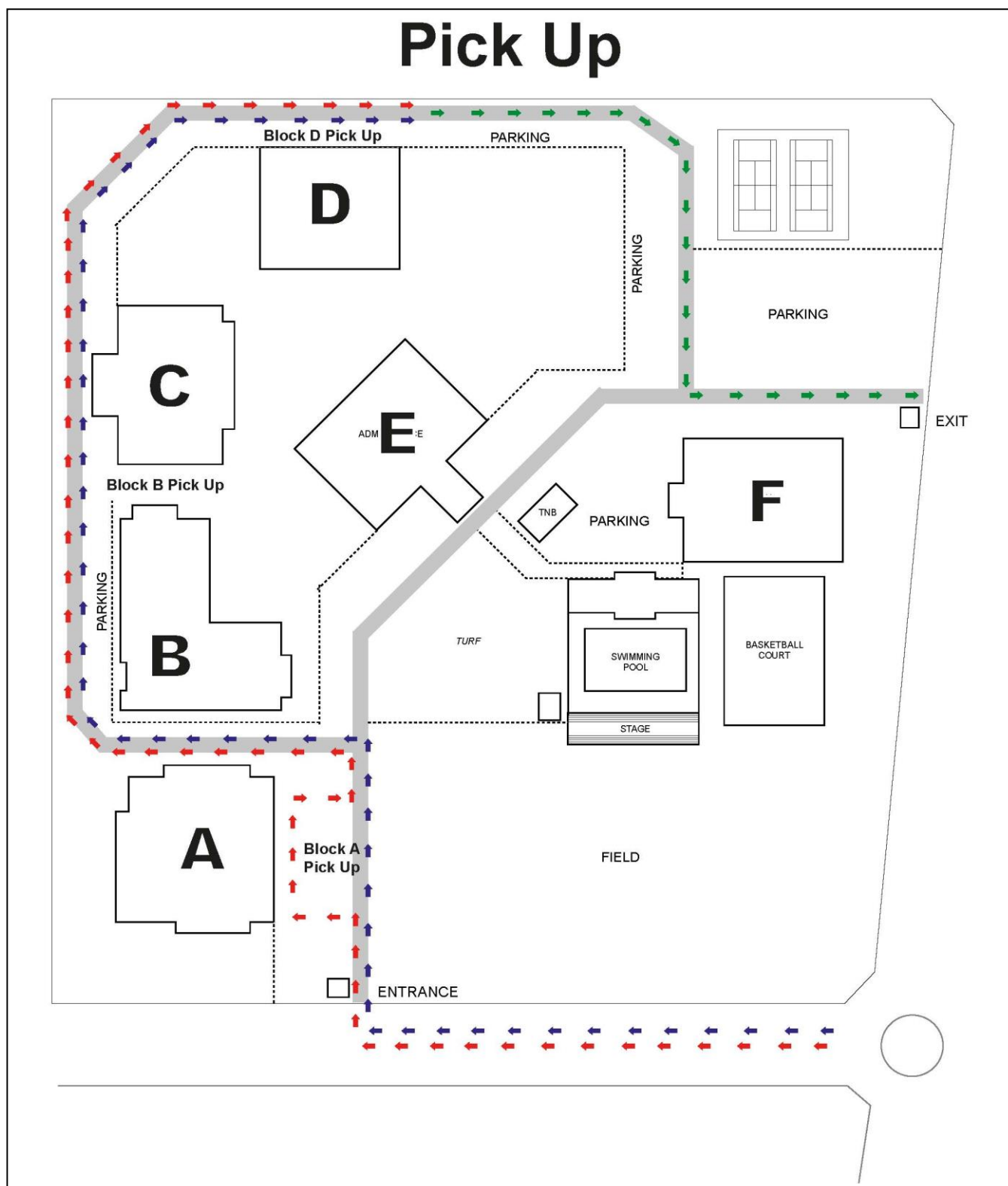
Morning Drop Off



Block A	All students with classes in Block A	Block D	International Secondary Years 8 to 11
Block B	International Primary Years 3 and 4 National Primary Standard 4 International Secondary Year 7 National Secondary Form 1 to 3	Block E	International Primary Years 5 and 6 National Primary Standard 5 and 6 National Secondary Forms 4 and 5 International Secondary Years 12 and 13

Remember that access to Block A is via the left-hand lane as you approach the school entrance and Blocks B to E in the right-hand lane.

After School Pick Up



National Primary

Monday to Thursday Pick Up at 14:45hrs
Friday Pick up at 12:25hrs

International Primary

Monday to Thursday Pick Up at 14:30hrs
Friday Pick Up at 12:35hrs

Early Years

Monday to Thursday Pick Up at 13:00hrs
Friday Pick up at 12:30hrs (*students can wait until 12:40hrs to be picked up if they have an older sibling being picked up at 12:40hrs*)

International and National Secondary

Monday to Thursday Pick Up at 15:00hrs
Friday Pick Up at 12:45hrs (*not Years 10 to 13*)

Years 10 to 13

Friday Pick up at 15:00hrs

Afternoon Pick Up Locations – including CCAs

Block A All students with classes in Block A
Block B All students with classes in Block B and International Secondary **Year 7**
Block D International Secondary School – Years 8 to 13
Block E Only students who take a transporter van home (more than 5 passengers)
Access to Block E will be restricted from 14:30hrs.

Walking to and from school

We would advise that children not be allowed to walk to school alone. If however, your child(ren) walk to school, please inform the Head of Student Affairs.

Cycling to and from school

There is no cycle lane alongside the road; 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 the Head of Student Affairs.

Traffic Flow on Campus – Vehicles & Pedestrians

A one-way system operates during school hours. Please do not wait on the zebra crossings between Block A and B. We ask that parents are courteous to other road users and pedestrians when queuing to enter the site and when on campus, and that the one-way flow and speed limit is adhered to. This includes following instructions given by the guards and staff. Should parents need to enter the School at any time, we urge them to park outside and walk in.

Please remember to register your presence at the school office. With the exception of specific events parents are kindly asked not to wonder through the learning zones unaccompanied. It is also expected that you wear your School ID badges at all times on the premises.

School Vans & School Buses

There are transport operators that are outsourced who provide a transport service for students at Tenby Schools. They bring children to the School by 07:30hrs and leave at 15:15hrs after school and at 16:30hrs – 17:30hrs 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 Ipoh. Students using the School buses are expected to behave in a safe and responsible manner at all times. Any students who fail to do so may risk losing their place on the bus and in serious cases, a place at the School.

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.

All students that travel by bus are expected to meet the bus at the main school entrance at the end of the day. Private hire transporters with less than 5 passengers are expected to collect students from the pick up points described earlier in this handbook.

Changes to Travelling Arrangements

For reasons of safety and security, please notify the School office of any changes in your child's travelling arrangements.

Students in the Early Years and the Primary School are 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. Your bus/van contractor must also be notified if applicable. This is important to ensure that adequate provision has been made for your child's safety.

Students may not make any changes to 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

Early Years – Year 3

Students should go to their class and their assistant teacher will register them at the respective School Office.

Standards 1 to 6

Years 4 to 6 & all Secondary

Students should go to the respective School Secretary to be registered before going to class

Parents and Drivers on Campus

Parents are expected to leave the School campus by 08:15hrs each day. 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.

Please note that drivers/bodyguards are not permitted to enter school buildings. They are to remain with their vehicle at all times. Only parents/guardians may enter school buildings. Kindly inform your drivers/bodyguards of this.

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. Parents are not permitted to bring in lunch for their child(ren). Any packed lunches should be brought to school in the morning by the students.

If a student forgets to bring their picnic lunch to school, or money for canteen services, they should report to the main office and the school will make arrangements for them to eat.

Secondary Exit Pass

For security reasons it is necessary for us to introduce an Exit Pass for students who wish to leave the premises at certain, agreed, times of the day. There are three categories:

Sixth Form Lunch Pass

Students in the Sixth Form are extended the privilege of leaving the campus at lunch times. There are conditions attached to this that will be shared with the Sixth Form Students. Students will need to sign out and in at the school office as exit will be during the school day.

Students are not permitted to use taxi's or Grab cars at lunch time.

Pick up outside the Exit Gate at the end of the school day

In order to avoid the traffic many students opt to be picked up from outside of the exit gate at the end of the day. An exit card will facilitate the process of them going home at a busy time of the day and ensure that only students with consent from parents and guardians are able to leave the premises.

GRAB and Taxi

Students that are collected by taxi or Grab car at the end of the day would fall into this category. Please inform the Head of Student Affairs if your child will be travelling via GRAB or taxi.

Grab and Taxi vehicles are not permitted to drive into the School premises. Students will need to meet them at the Exit Gate. An Exit Pass is required by all students who leave the premises on foot to catch a GRAB or Taxi.

Cycling or walking home at the end of the school day

Some students are permitted by parents to cycle or walk to and from school each day. As with picking students up at the exit gate our security personnel need to ensure only those with parental consent are permitted to leave the premises on their own.

This pass will support the school's security systems as well as facilitate smooth exit for students at key times.

The exit pass will only be issued for these three situations. At all other times our usual exit procedures will be in place and students will be expected to provide written requests from parents for exceptional occasions when they need to leave the premises early.

Younger siblings

Secondary School students with siblings in Primary may accompany their siblings out of the school exit. However, it is necessary for parents and guardians to apply for an Exit Pass for the younger siblings too. This can be done using the same application form. Younger siblings will not be permitted to leave the exit gate unaccompanied by their older sibling.

Exit Card Deposit

There is both a cost and time element to providing these exit passes, passes which will be valid for the duration of the student's time at Tenby School. For this reason we will require a RM20 deposit from all students that will be refundable should they return their card when they permanently leave the school, or parents decide to withdraw permission to exit. The card is valid for the duration of their time at Tenby Schools, Ipoh.

Should a card be lost then the deposit will be forfeited and a new deposit paid for a replacement card.

If you would like to apply for an Exit Pass for your son/daughter please complete the application form that is available on the school website, ENGAGE Portal or from the School Office.

Communication

Meeting Teachers

Teachers are happy to meet with parents if a prior appointment has been arranged (see forms of communication below). Please avoid speaking to teachers just before classes begin as this encroaches into crucial learning time.

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, for Primary students, allows for regular communication between school and parents. **Notes should be referred via the class/form teacher in the first instance.** Class teachers may refer any notes to the relevant key person(s) depending on the matter raised.

Parents of Primary students are kindly asked to 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.

ENGAGE Parent Portal

Communication direct with your Child's Form/Class/Homeroom teacher is also possible via the ENGAGE Parent Portal. For Parents of Secondary Students this is the preferred method of communication as the Student Planner is utilized more as a planning rather than communication tool.

Curriculum Handbooks / Overviews / Schemes of Learning

In TIS Primary, learning overviews are sent home for reference on a half-termly basis. In the International Secondary School Schemes of Learning are published at the start of each Term on ENGAGE.

It is important to note that all of these documents are working documents and as such may be subject to change at short notice.

Meet & Greet Sessions (Primary & Year 7/Form 1)

These will be held at the start of the year where we invite parents to meet the teachers and the leadership of the School. It is an opportunity for parents to find out more about year group and school expectations.

Parent Forums

In our continued drive to improve communication between the School and the community, we invite parents to come to share their thoughts about the School or ask any questions that they may have once each term for each year group. The sessions will be informal with members of the leadership team present. These may include the Year Group Leader, Heads of School, Deputy Heads etc. Notes from these meetings are summarised and shared with parents of that year group via the ENGAGE Parent Portal. Please note that this is not the place to discuss issues with individual children/staff.

Parent Information Meetings (PIM)

These are held regularly and cover different aspects of learning and teaching. If you have any topics that you think would be helpful for parents, please suggest these to the School.

Electronic Communication

There are several forms of electronic communication that are used. Please refer to the list below:

ENGAGE Parent Portal - Parents will be provided with their own password and login. This is the main tool of communication where letters, notices, reminders and documents will be sent home. An ENGAGE App is being developed.

Weekly Newsletter - This is weekly and uploaded to the School website and the ENGAGE Parent Portal by Saturday each week. It is important that parents peruse this every week to keep up-to-date with upcoming events, news and important notices and announcements.

Monthly Learning@Tenby E-Zine – this monthly electronic magazine will celebrate the amazing learning that is taking place across the Tenby Schools in Ipoh.

E-mail - ipoh@tenby.edu.my – for general enquiries

PA Facebook- www.facebook.com/groups/tenbyipohPA2013

Website - <https://www.tenby.edu.my/ipoh>

School Facebook - www.facebook.com/tenbyipoh

Twitter - @tenbyipoh (one way communication only)

Instagram – <https://www.instagram.com/tenbyipoh/>

Electronic Communication Expectations

- Please use electronic communication for non-urgent matters as teachers may not view the messages on time.
- Always keep communication courteous as staff are human, with feelings too. We will do our best to assist you with any matters that you raise. Please avoid writing impulsive and inappropriate comments in the heat of the moment.
- Remember to respect staff's personal time. Please do not send electronic communication outside of work hours and expect an immediate response. Staff are only expected to check and respond to electronic communication between 07:30hrs and 16:00hrs on working days, not weekends, public or school holidays.
- Please note that academic staff prioritise their time with their classes during working hours and may not be able to respond to electronic communication until after school ends. Do expect a response or at least an acknowledgement within one (1) working day.
- Electronic communication should not be used to discuss in detail academic progress, learning expectations or behaviour issues. These should be done in person or on the telephone.
- Please do not make friend requests to staff on social media platforms.
- Please do not share images of children who are not your own on the Internet.
- Please do not ask staff for their personal contact details. Any communications with staff should be through official channels.

Social Media Use and Respect

- We are aware that many parents like to set up class WhatsApp groups. Please ensure that if you are part of a group, this is used to communicate messages and is NOT for gossiping or rumour-mongering about children, parents and teachers. Please note that naming individuals on social media can go against the Personal Data Protection Act 2010.
- Parents also like to share their thoughts on other social media platforms. We expect parents to refrain from posting what is deemed to violate Child Protection and Personal Privacy, racist, sexist, vulgar, derogatory, defamatory or slanderous in nature.

- We have had occasions where some parents have encroached on the personal space of teachers by asking personal questions about other staff or about themselves. We expect parents of our community to abide by the School's Vision, Mission and Core Values that foster unity and respect for one another. All queries should be sent to the School directly. Parents who choose to go against the School's philosophy may invoke Clause 9 of the Parent/Guardian Declaration signed by all parents upon entry into the School.
- Parents are expected to monitor their children's use of social media. Bad language, images and/or cyber bullying may result in exclusion or expulsion.

Parents' Association (PA)

Every parent of students attending the School are automatically deemed to be Members of the PA. However, the PA Committee consists of elected members of the PA of which there should be ideally two representatives from each section of the School (Early Years, TIS Primary, ST Primary, TIS Secondary, ST Secondary).

The role of the PA is:

1. To support the school in furthering its Mission and Vision of 'A United World At Peace – Through Education'.
2. To provide support for school events, activities, trips and inter-school competitions.
3. To provide support to parents of new students joining Tenby Schools.
4. To support school activities and fund raising for charities.
5. To encourage participation in parents' meetings and activities organised by the schools.
6. To facilitate contact between parents and staff as a means of strengthening the school community and enhancing communication.
7. To provide a means whereby the school leadership may be kept abreast of the views of parents and feedback to the parent body.
8. To encourage liaison between Sekolah Tenby and Tenby International School.

Members of the PA Committee must be available to attend 2 - 3 meetings a term and have time to work behind the scenes with any preparation or organisation required for supporting school activities/events. This may include several additional meetings with the team to plan initiatives.

Reporting to Parents

We report to parents using a combination of these methods:

Parent Teacher Conferences (PTC)	To meet teachers to discuss social and academic progress, particularly focusing on students' aptitude and attitude towards learning. Students are expected to be present at the conferences.
Tracking Reports	These provide details of your child's academic achievement and effort.
Written Reports	To provide a summary of student achievement in the areas covered by teachers up until the reports are written. Students may have identified targets shared with you in this report.

The frequency of reporting differs slightly in each section of the school however, you should receive feedback at least termly, either in writing or in a face to face meeting. Please contact the respective school for specific details.

Parents of new children joining during the year will be invited to a settling in meeting after two weeks of school.

Attendance and 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 a Absence Request Form, available from the School Office or the download section of the website <http://www.tenby.edu.my/ipoh/downloads> in advance of the absence.

The School does not set work for children who are taken out of school for during term time.

Please note that students who are deemed to have a high rate of absence i.e. less than 95% attendance may receive a letter from the Head of School, even for authorised absences.

It is important to note that whilst an absence may be deemed as authorized the child is still marked as absent.

Students participating in School activities off campus, or representing the state or nation in sports, will be marked as absent for security reasons but present for personal records.

Absence due to Ill-health

If your child is ill and unable to attend school, then please follow the procedure below:

1. Ring the relevant Academic Secretary for your child's School:

Ms. Shona Chin – 052380606 / ext 218

Ms. Tan Hui Ru – 052380607 / ext 525

Ms. Rita Lourdesamy – 052380608 / ext 520

or

2. Email or send a message via the ENGAGE Portal to the respective Academic Secretary so that the Class/Form/homeroom and Subject Teachers can be informed immediately.
3. If your child is away from school for more than two days, please communicate with the Academic Secretaries 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 or email, the School may phone you to check on the reasons for your child not attending school.
4. Medical Certificates are required for absences of more than two (2) days or for exemption from Physical Education lessons.

The School does not set work for children who are absent due to ill health

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 by the Academic Secretary a blue "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.

The School does not set work for children who are taken out of school during normal school hours

Lunch Arrangements

Early Years, Key stage 1 and Standard 1

Early Years (Nursery and Reception) and Year: There is a separate dining area in the Early Years (EY) Centre. Students from Reception, Nursery and Year 1 do not go to the Canteen and therefore have to bring their own packed food. The 'Meal Plan' is optional for Reception and Year 1 children. Students not on the 'Meal Plan' are expected to bring a packed lunch (for Break & Lunch) to school.

Meal Plans – The Canteen provides meal plans for students. The menu is available on the school's website and parents have to pre-order and pay for the meals on a monthly basis directly with the Canteen.

Year 2 and Standard 1 children have their breaktime and lunch at the Canteen. The 'Meal Plan' is optional for Year 2 and Standard 1 children. Students not on the 'Meal Plan' may bring a packed lunch (for Break & Lunch) to school or purchase food from the Canteen. We cannot however, take deliveries of meals for children.

Key Stage 2 (Years 3 to 6) and Standard 2 to 6

Students may purchase food from the Canteen or bring a packed lunch (for Break & Lunch) to school. These can only be eaten in the designated eating areas..

Secondary (Years 7 to 13) and Form 1 to Form 5

The Canteen provides lunches for students from Year 7/Form 1 and above. It provides a choice of food and drinks including vegetarian, western and local options. There is a policy of encouraging healthy eating. Payment is by means of a debit card system or cash.

We do not allow maids, drivers or parents to bring food for, or feed children and we do not permit restaurants to deliver to school.

There are water coolers to be found around the school, however we also advise that children bring drinking water to school in an unbreakable container. Carbonated (Fizzy) drinks are discouraged.

Health and Medical Matters

The School Nurse

There is a full-time Nurse employed to advise and treat students and staff when illness or injury occurs during the School day. Your child's health details should be completed on the medical form at enrolment and returned to the School. Please remember to immediately 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:

1. A doctor's note should be received, preferably delivered by the parent. The note should give clear instructions concerning administration; including dosage and timing.
2. The medicine, in the smallest practicable amount, should be brought to school by the parent, not the child (primary), and delivered personally to the Nurse. Secondary students may deliver their medication to the Nurse in person. Medicines must not be kept by a student.
3. Medicines must be clearly labelled with contents, the child's name, class and dosage.

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.

The Medical Centre is located on the ground floor of the Administration Building.

TEYCI and Medical Care

The exact same procedure applies at TEYCI as on the Meru Raya Campus with the exception that in place of the Nurse parents should defer to the TEYCI Leader on site. There are several members of staff at TEYCI who are trained First Aiders. All major incidents and accidents are deferred to professionals.

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.

Students 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, 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 students 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 the School informed.

Head Lice

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/homeroom teacher/office is immediately informed of any infestation.

Preventing the Spread of Viruses

The School will inform all parents in the year or 'at risk' group once a case of an infectious illness has been confirmed.

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 sanitizers 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 sanitizer 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.
- Do not bring children to school when they are unwell/have a fever.

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.

In the event parents are not contactable

We will continue to try and contact parents until successful. However, in instances where emergency treatment is required the School Nurse will take the necessary decision as to which clinic or hospital the student will be transferred to.

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:

Early Years

Girls : Navy shorts with a school white T-shirt. White socks and plain black shoes.

Boys : Navy shorts with a school white T-shirt. White socks and plain black shoes.

Years 1 to 6 / Standards 1 to 6

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

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

Years 7 to 11 / Forms 1 to 5

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 looking 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 looking shoes. A black belt may be worn (optional).

A school sweatshirt is optional for students in Year 1/Standard 1 to Year 11/Form 5, but no other form of cardigan or coat should be worn in school.

School Shoes

There are so many varieties of shoes today, some which look very similar to sports shoes. In order to both move with the times and also in consideration of the activities that students participate in during school hours we would like to be more accepting of certain shoes. To keep this simple we would like to expressly state that canvas shoes, open toed shoes, high heels and ankle or higher boots are not acceptable. Sports shoes for wear with every day uniform is unacceptable to us. However, the following are images of additional shoes we will now accept for all Year groups up to, but not including the Sixth Form:



The following are examples of what we will not accept:



Sixth Form – Dress Code

Female Students:

- Formal white shirt/blouse
- Black formal full length trousers (not tapered at the ankles)
- Black dress or skirt worn at knee length
- Jacket/blazer (optional)
- Black shoes, flat or with a broad heel
- Natural hair colour
- School Hoodie (not on formal occasions)

Male Students:

- Formal shirt: Plain White
- Formal trousers: Black
- Shoes: Black leather with socks : plain black,
- Ties: Striped or plain
- Jacket (optional)
- Clean shaven (with religious exceptions) with hair above the collar
- School Hoodie (not on formal occasions)
- Black belt (optional)

The following items are not to be worn:

- Denim
- Sweatshirts and hooded tops (unless the school hoodie)
- 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.
- School uniform items from lower classes (except P.E)

Sports and PE Kit

- House T-Shirt
- Black Shorts
- Black Tracksuit Pants
- Black Leggings (Girls only)
- Sports socks – white, blue or black
- Sports Shoes – multi-purpose, not specialist to one sport – as plain as possible
- House Hat (optional for Secondary students)

Swimming

- One piece swimming costume (no bikini or trikinis) – navy blue
- Swimming trunks or shorts – navy blue
- Flip Flops/Slippers
- Swimming cap (compulsory for students with long hair) – navy blue

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.

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 Book and Uniform Shop

All uniform items with the exception of shorts, tracksuit pants, leggings, swimming caps and swimming costumes are available from the School Book Shop. Other items may be purchased elsewhere but must follow the guidelines above.

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 orthopedic shoes to remedy this condition. Please arrange for them to be in black shoes (not sports shoes) and provide a doctor's note to inform the class/form teacher. An ordinary sports shoe is not an orthopedic alternative.

Injured feet or ankles

Children who have hurt their ankles or feet should not wear flipflops/slippers as an alternative. These are not appropriate or safe for use in a school environment. In these instances sports shoes may be utilized. A medical note from the doctor will be required.

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 (**girls only**). Any jewellery for religious purposes may be worn with a letter notifying the class/form teacher beforehand.

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

Make-up and Nail Polish

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

Behaviour Code for Learners

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.

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 only enter the classroom when a teacher is present. They should line up quietly outside the room until the teacher asks them to enter if they are moving between lessons.
- Students should greet the teacher on arrival at the lesson.
- Students should be silent when 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.
- Students are encouraged to drink water in class. No food or other drinks are allowed in classrooms.
- Students who wish to wear a jersey/jumper/cardigan should purchase the Tenby sweater or for secondary students the hoodie.
- Bags left outside the classroom should be placed carefully (within the marked area) so that they do not cause an obstruction or become a hazard.

Food and Drink Consumption on Campus

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

To achieve this aim:

- Primary students are required to remain seated for 15 minutes to ensure that they are sun safe and that they have had a chance to eat during the School day.
- Packed lunches are to be eaten in the Canteen and designated eating areas only.
- Students 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.
- Students should ensure that all litter is placed in the bins after eating.
- Students should return Canteen crockery and cutlery to the designated place in the Canteen.
- No eating and drinking is permitted whilst walking around corridors or outside areas

Anti-Bullying & Social Awareness

Bullying is a repeated act of unkindness, which can be both physical and emotional and 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 students 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 will be treated seriously and investigated.

Students and parents should report concerns in relation to bullying or anti-social behaviour in the first instance to the student's Form/Class/Home room teacher. This will be investigated and appropriate action taken that may involve school leadership and the school counsellor.

Travelling in School Vans and Buses

All students travelling on the School vans and buses 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:

- Students should be seated at all times
- 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.

Use of Electronic Devices, Social Media, Photography, Video/Voice Recordings

The School does not permit any representation of Tenby staff or students to be posted on the Internet. Permission must be sought from the Head of Schools if images, videos, voice recordings etc. are to be used on the Internet. Any student in violation of this rule may be at risk of suspension or expulsion from the School. Any parent in violation of this rule may risk losing their son/daughter's place at the School. This is in violation of the Personal Data Protection Act 2010.

All parents are asked to provide authorization for the school to use images of their child(ren) on the schools social media, web page, promotional videos and other marketing material on enrolment to the school.

Birthdays – No Parties

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, and only in the canteen. Party Packs are not to be given to teachers to hand out, or brought into school by parents.

The House System

On admission to the School, children are placed in one of the four school 'houses': Jupiter (Green), Mars (Red), Mercury (Blue), Neptune (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.

Rewards, Sanctions and Restorative Justice

Full details of the 'Behaviour Code for Learners' for Primary and Secondary Students can be found in the Attitude to Learning Policy on the ENGAGE Parent Portal and School Website. Below is an outline summary:

Rewards

The School strongly believes that teachers should use appropriate rewards to motivate students in their learning.

We use rewards and sanctions to:

- Encourage a calm, purposeful and happy atmosphere at all times.
- Foster positive caring attitudes towards everyone where achievement at all levels is acknowledged and valued.
- Teach children what values are expected, encourage increasing independence and self-discipline, so that each child learns to accept responsibility for their own behaviour and learning

- Have a consistent approach to behaviour throughout the school, enhanced by parental cooperation and involvement.
- Ensure boundaries of acceptable behaviour throughout the school clear to children, parents, all staff, governors and visitors and to ensure safety.
- Help students, staff and parents have a sense of direction and feeling of common purpose.

Some of the ways that we reward students as a school are:

- House Points
- Certificates
- Stickers
- Verbal praise
- Golden Time
- Positive comment in the Student Planner
- Celebrations in assemblies
- Student roles and responsibilities (Prefects, Student Council etc.)
- Sent to a member of the Leadership Team with relevant work for praise.

Class teachers may also use additional systems to encourage/reward good behaviour in their class. They may do this by having a star award chart, table points, additional play time and 'Table of the Week' award.

Sanctions and Restorative Justice

When students break the 'Behaviour Code for Learners' they will find themselves facing possible sanctions. These sanctions vary but could include:

- Break or lunch time detention
- Community service
- Project or other appropriate behaviour related work
- Internal and external suspensions
- Expulsion

Accompanying the students at each phase of the 'Behaviour Code for Learners' will be a system of restorative meetings. Within this students will be guided to reflect on their actions and set appropriate behavioural targets as they reintegrate into school life. These restorative meetings will be guided by one or more of Class/Form/Home Room teachers, Key Stage Leaders, Heads of School and the School Counsellor.

Homework/Home Learning

The School does not set work for children who are taken out of school during term-time.

At Tenby Schools we believe that homework is a part of the total instructional programme. Its purpose is to reinforce previous learning, develop independent study skills and encourage parent involvement in the instructional process. Homework should constitute an extension of the learning situation of the school day.

The purpose of homework is:

- to Provide Experience in independent study and to practice good study habits
- to accustom the student to budgeting time for homework in preparation for the time when independent study becomes the main avenue to continued learning.
- to reinforce basic skills and concepts.
- to complete assignments not completed during class time.
- to complete projects or studies involving individual research.
- to strengthen home to school communication about student learning.

Responsibilities

We believe that TEACHERS are responsible to:

give the student guidance in establishing standards of good study habits.

- plan and assign relevant homework adapted to the learning needs of the student.
- reserve for classroom instruction all new or very difficult work requiring teaching assistance.
- provide timely, consistent, and understandable feedback to students about their homework
- contact the parents when the student consistently does not complete homework assignments.

We believe that PARENTS are responsible to:

- show an active interest in the homework to be done.
- provide a suitable place for the student to do his/her homework.
- adjust and manage the home environment to prevent interruptions and conflicting demands.
- encourage the student to work and complete each homework assignment.
- limit assistance with homework to guiding, aiding, reviewing, listening to reading and recitation and answering specific questions.
- in addition to the reasonable amount of homework, ensure that the student reads daily, approximately 20 minutes to 1 hour depending on Grade level.
- contact the teacher if your child continually tells you they have no homework.

We believe that STUDENTS are responsible to:

- complete the homework assigned.
- return the homework to school and the teacher when asked to do so.
- return books and material taken home.
- seek help from the teacher when needed.
- be accountable for his/her actions regarding completion of homework.
- ensure that he/she studies material previously covered throughout the year both during homework times and in addition to homework.
- collect from the teacher any homework missed due to absence.
- 'Make up' any low grades obtained in homework assignments.
- complete a reasonable amount of homework.

Homework Guidelines (Timing)

Early Years	as assigned
Years/Standards 1 to 2	10-30 minutes per night
Years/Standards 3 to 6	30-60 minutes per night
Years 7 to 9 and Forms 1 to 3	60-90 minutes per night
Years 10 to 13 and Forms 4 to 5	90-120 minutes per night

The above amounts are 'averages' and will vary depending on the amount of work not completed in class. Contact your child's teacher if the time spent on homework exceeds the guidelines on an on-going basis

Students are expected to write/refer to details of the homework set in their Student 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.

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. Students may use the time to read, research or revise learning concepts taught in School.

International Primary School teachers send weekly home learning sheets to parents on ENGAGE.

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 an Additional Language (EAL) 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, subject teacher or a member of the School Leadership team. 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/Std 1 upwards. Students in Year 4/Std 4 upwards are expected to participate in at least one, and ideally two, CCAs each week and secondary students in at least two CCAs each week. It is recommended that one of these is sports-related. Students select CCAs on a termly basis and these can be booked via the ENGAGE Parent Portal.

Tenby Schools Ipoh is committed to supporting a diversified and balanced programme of CCAs. It sees the goal of such activities as the life enrichment of each student through development of good sportsmanship, skills, health, strength, self-reliance, emotional maturity, and social growth. The CCA programme is designed to meet the needs and interests of all students.

Involvement in the CCA activities of Tenby Schools is important for all students. We are concerned with the holistic development of the whole person. Therefore, participation in the CCA activities is a central element of our educational process and not an 'optional extra' – attendance is important. The CCAs provide students with the opportunity to:

- integrate among students of both schools.
- experience activities which may become a life-long interest.
- improve skill development in a variety of pursuits.
- help build confidence, raise self-esteem and give an increased sense of accomplishment.
- develop one's character.
- develop new friendships outside of one's own group. Gain enjoyment from participation.

Our CCA programme caters to all students in Primary and Secondary. The list of activities may vary from one term to another as we strive to introduce a more diversified programme. The designated CCA times are:

Key Stage 1 and 2, Standard 1 to 6	14:45hrs to 16:15hrs
Key Stage 3 to 5 and Form 1 to 5	15:15hrs to 16:45hrs

The length of time of CCAs may vary and some activities may continue until 17:30hrs

Lunchtime CCAs will be introduced gradually to expand the CCA programmes on offer.

After school Enrichment is ONLY for students up to Year 2/Standard 1 who are waiting for siblings who are doing CCAs or those who have subscribed to this. Please endeavour to collect your children on time.

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 all educational day trips and are encouraged to participate in all 2 to 3 night residentials. Week Long residential trips are optional but valuable. On rare occasions where students are unable to attend, parents need to make arrangements for students to be supervised at home.

Whenever teachers are with child(ren), they will act in loco parentis and take every precaution to ensure the safety of child(ren). Insurance coverage is automatically provided for students for trips however, where additional insurance is required, parents will be informed.

Physical Education (PE)

Our mission is 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.'

Please take a moment to familiarise yourself with the School's expectations regarding student participation in PE lessons. As with any lesson, students who are well enough to be in school are considered well enough to participate in all curricula activities, including PE. The purpose of this is to increase the level of learning and participation for the majority of students who are prepared and willing to be actively involved in class.

Absence, Illness, Injury & Non-Participation in Lessons PE is deemed an important subject, just like any other within the curriculum. Therefore, ***no students will be allowed to be exempt from PE lessons unless a medical certificate or doctor's note is received. Notes from parents will not be accepted.*** Students must therefore bring their PE kit or Swimming kit and expect to get changed as normal.

Students who are ill or injured will be given a suitable role to carry out in the lesson such as refereeing, scoring, coaching, timing, managing equipment, etc. This means students still have an understanding of the activities that are taking place, but will not be physically involved, thus ensuring they do not worsen injuries or illness.

If a child has a medical certificate and cannot participate at all, we will find alternative work for the student to do until they are fit enough to come back to PE.

If students are asthmatic it is unlikely they will need to be excused from lessons, as they should always have an inhaler with them and be able to use it correctly at the beginning and, if necessary, during the lesson. Where this is the case, please ensure that the School has been made aware of this in advance. The School Nurse should be kept up-to-date at all times with students' medical needs.

Swimming

Please be reminded that swimming is a compulsory part of the Physical Education curriculum and is an essential life skill. 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.

No Kit

If students forget their PE kit or bring the wrong attire, they may be given spare attire from the PE Office. Parents and students should be re-assured that these will be washed and clean. If students persistently forget their PE kit, they will be sanctioned in line with the 'Behaviour Code for Learners' - PE staff may also contact parents.

Changing & Hygiene

Students who have PE before break may come to School dressed in their PE kit and change back into uniform (including clean socks and black school shoes) afterwards. Students who have PE after break or lunch are expected to come to school in their school uniform and change into their PE kit at break (if the lesson is between break and lunch) or lunchtime (for lessons after lunch) and change back into their uniform after the PE lesson. For students who have P.E during the last lesson of the day, and who will not be participating in a CCA activity requiring the wearing of School Uniform, it is permissible for them to remain in their P.E uniform and change at home.

Valuables

Students are discouraged from bringing valuable items to School. However, if they must, those with lockers are expected to lock away valuables in their lockers secured with their own padlock. Any valuables with students at the start of their PE lesson need to be handed to a member of staff, who will secure it for the duration of the lesson. We accept no responsibility for students' valuables if they do not secure them in lockers or hand them to the member of staff before the lesson.

Jewellery

For health & safety reasons, no jewellery is to be worn during lessons this includes earrings. Students must remove all piercings during PE and Swimming. If earrings cannot be removed they must be covered with tape. Religious jewellery should be covered where possible.

Representing the School through Sport

We offer all students the opportunity to represent the school through a wide variety of individual and team sports. It is our aim that a high percentage of our students represent the school and to do this, we may field more than one team. As a school we aim to achieve the best we possibly can on the local and national sporting stage. We will hold trials every year to ensure that every student has an opportunity to show their talent.

Students' Personal Property

Lockers

All students from Year 7/Form 1 onwards are allocated a locker in which to keep their personal possessions. You should provide your child with a padlock to secure the locker. You are advised to keep a duplicate key at

home in the event of loss, or take note of the combination. 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.

The dimensions of the lockers are: Width: 26cm, Height: 40cm, Depth: 40cm. Please ensure school bags will fit inside the lockers.

Mobile Phones

Whilst there is not a "ban" on mobile phones, the school will not take responsibility for mobile phones which "go missing", therefore students are not encouraged to bring phones that are too expensive.

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 (Primary) and 15:00hrs (Secondary). 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 or Reception. Mobile phones, when permitted to be used, are restricted to the school canteen and the pick up and drop off areas.

Students are not allowed to use either a mobile phone or camera to take photographs/video footage/voice recordings on the School campus at any time unless specifically requested to do so by a teacher. No images taken are allowed to be shared on social media or websites without prior permission from the Head of Schools. Doing so may result in suspension or expulsion.

Laptops and Tablets

The school operates a Bring Your Own Device policy for all Secondary Students:

BRING YOUR OWN DEVICE (BYOD) STUDENT AGREEMENT

Students must read and sign the BYOD Student Agreement in the company of a parent, guardian or caregiver unless otherwise directed by the principal.

I agree that I will follow the school's ICT acceptable use policy and that:

- I will use the school's internet complying with the school's approved policy.
- Whilst engaged in educational activities I will use my device at the direction of the teacher.
- Devices can be used in non-teaching periods as long as students comply with the school's policies. (Excluding break and lunch time except in the Library)
- I will not physically connect my device to school equipment without permission of the school.
- I will use my own portal/email/internet/etc. log-in details and will never share them with others.
- I will not try to hack or bypass any hardware and software security used by the school or any other entities.
- I will not use my own device to knowingly search for, link to, access or send anything that is:
 - illegal
 - offensive
 - pornographic
 - threatening
 - abusive
 - defamatory or
 - considered to be bullying.
- I will immediately report inappropriate behaviour and inappropriate material to my teacher.
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school is not responsible for any loss of, damage to, or theft of my device.
- The minimum screen size required for educational activities is 6".
- The school is not liable for the use of any unlicensed software.

BYOD Student Responsibilities

Operating system and anti-virus:

Students' devices must be equipped with anti-virus software if applicable or possible.

Tenby's Wi-Fi network connection only:

Student devices are allowed to connect to the school's Wi-Fi network while at school. There is no cost for this service.

Battery life and charging:

Students must ensure they bring their device to school fully charged. *No charging equipment will be supplied by the school and there are insufficient electrical outlets in classrooms to support charging of multiple devices.*

Theft and damage:

Students are responsible for securing and protecting their devices at school. *Any loss or damage to a device is not the responsibility of the school.*

Maintenance and support:

Students are solely responsible for the maintenance and upkeep of their devices.

Data back-up:

Students are responsible for backing-up their own data and should ensure this is done regularly.

Insurance/warranty:

Students and their parents/caregivers/guardians are responsible for arranging their own insurance and should be aware of the warranty conditions for the device.

Confiscation:

Students' devices may be confiscated if the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Student Agreement.

BYOD Student Recommendations

Ergonomics:

Students should ensure they are comfortable using their device during the school day particularly in relation to screen size, sturdy keyboard etc. A minimum screen size of 9" is recommended.

Valuables

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

Lost Property

The School does not keep lost property longer than one week. 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, 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.

Safeguarding: Health and Safety

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.

Drugs and Prescription Medication

It is illegal to possess/use/sell/distribute any drugs. Should the school discover such acts within the community, the school has a duty to involve the police and those involved will be at risk of expulsion. In addition, persons are not to sell or distribute prescription medication within the school. Such actions will be viewed seriously as a disciplinary matter. Any medicine, in the smallest practicable amount, should be brought to school by the parent, not the child, and delivered personally to the Nurse. Secondary students may deliver the medication to the nurse themselves.

Safeguarding: Child Protection

'The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.'

The school recognises its responsibility to protect and support students in school. As such, all adults working with children and parents have a responsibility to promote the welfare of children. All adults and students have a duty to report any concerns with regards to child protection and well-being to the School.

The school has a safeguarding team that oversees all aspects of safeguarding within the school. The safeguarding team consists of a Designated Safeguarding Lead (Nicola Cameron) and members of the senior leadership team. All members of the team are trained to international standards.

Safeguarding: Security

In line with the School's Vision, Mission and Core Values, the safety and security of students is the School's utmost priority. Please take note of the following security procedures.

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; 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.

Parents are asked to display their ID tags clearly when collecting children from school.

The tags are colour coded for different categories of personnel:

Orange	Parents
Blue Grey	Guardians
White	Outsourced Coaches and Canteen Staff

Students' Tags

Student Tags are provided to all Standard 1 and Year 2 students upwards. These tags can then be used to upload money for the dual purpose of purchasing food and drinks from the Canteen 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 using the machine in the main foyer. Notes accepted are RM10, RM50 and RM100,

Parents/Drivers on Campus

Parents are expected to leave the School campus by 08:15hrs each day. 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.

Please note that drivers/bodyguards 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.

Security Procedures

These security arrangements are put in place to account for additional persons on campus during school hours.

1. At all times, parents are not permitted to enter any school buildings with the exception of the Main Entrance Foyer; where they may access the Bookshop, Accounts Department, IT Department and Reception, without permission and without being accompanied by a member of staff, or prior arrangements made.
2. Parents must wear their ID tags visibly. Those who forget their ID tags must register as a visitor.
3. Any appointments to meet with staff will be held at Reception in the Foyer area. If the Meeting Rooms are full, parents will be met at the Foyer by a member of staff and escorted to another venue for their meeting. In such cases, parents will need to 'sign in' and 'sign out'.
4. Parents who have been invited to attend a small event e.g. Coffee Morning, Entry Point, Exit Points, Parent Teacher Meetings, Year Group Forums, Information Sessions etc. will need to 'sign in' their attendance at Foyer/Reception in exchange for an authorisation sticker. The parent will need to remember to 'sign out' when they leave the premises at the Foyer/Reception (at venue from 16:30hrs).
5. For events held in Block A, parents may 'sign in' and 'sign out' at the entrance of Block A without having to come to the Foyer/Reception.
6. For large-scale events e.g. Sports Day and Festival Assemblies, parents will not need to 'sign in' or 'sign out', they will need to gather and remain at the designated venue. At no point are parents to be present anywhere else on campus when attending such events.
7. Between 08:15hrs and 14:30hrs (Early Years 08:15hrs - 13:00hrs) parents may drive onto campus if a prior appointment has been made and make their way to the Foyer/Reception. Parking is available in the Visitors' Car Park by the Exit Guardhouse. If there is no appointment, parents will need to park outside, register at the Entrance Guardhouse and head to the Foyer/Reception.
8. Those driving in between 08:15hrs and 14:30hrs (including Early Years parents at 13:00hrs), may only drive past the Administration Block towards the Exit Gate. There will be no vehicle access to the road to Blocks B, C or D.

Additional Points to Note for Block A Parents

9. We prefer Block A parents to drive in to drop off and pick up their children.
10. Block A parents need to drop off their children as close to 07:30hrs in the morning as possible as staff are on duty from then.
11. Block A parents who prefer to drop off and pick up their child on foot, will need to 'sign in' at the Entrance Guardhouse and 'sign out' immediately upon leaving. Parents will need to drop off and pick up quickly at the main entrance to Block A. They may not enter the block. Parents who need to visit the Administration, will need to do so via the Foyer.
12. Early Years parents wishing to drive in at pick up time (13:00hrs) will need to display their 'Transport Identification Sign' on the car dashboard. Without this, the security guards will not allow cars in.

In Summary

- Any parents wishing to come on campus for any reason will need to enter via the Foyer (with the exception of any Block A events). Parents are not permitted into any other area of the School without invitation or permission.
- Parents attending a large-scale event held at one venue and those coming to the Foyer for a meeting or to visit the Bookshop, Accounts Department, Reception or IT Department do not need to 'sign in' and 'sign out'.
- Parents attending smaller events e.g. Parent Teacher Meetings, Year Group Forums, Entry Points, Exit Points, Coffee Mornings etc. will need to 'sign in' in exchange for an authorisation sticker at Foyer/Reception and remember to 'sign out' when leaving.
- Parents must wear their ID tags visibly. Those who forget their ID tags must register as a visitor.
- These arrangements will not affect any of the opportunities we have in place for parents to be involved in their children's learning.

Payments for School Events/Activities/Trips/Non-Book Shop Resources

All payments to school should be made via cheque/bank draft made payable to "Ipoh International School Sdn. Bhd." Class/Form/Home Room Teachers will not handle cash.

For online payment the details are as follows:

Account Name: Ipoh International School Sdn Bhd
 Account No: 5-08177-207406
 Bank Name: Maybank Berhad
 Swift Code: MBBEMYKL

Please provide proof of payment online with the Parental Consent forms.

Administrative Charges

Any request for additional copies of school reports, testimonials, certificates or other documents from the School will incur an administrative charge of RM1.00 per document.

School Fee Payment

School fee invoices will be issued termly and will be due upon commencement of each term (i.e. 3 terms per academic year). Late payment will incur penalties and possible suspension from school.

The invoice will be emailed/sent to Parents on the 1st of the month at the start of each academic term.

Refundable Term Deposit (i.e. interest free) is not meant to be used for payment of school term fees.

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. Please do not send in fee payment via the teachers.

Notification of Withdrawal for Early Years to A Level

Where a child will be leaving school, parents are required to give **in writing to the Head of Schools 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.

Where less than one full term's notice of withdrawal is given, the deposit will NOT be returned.

This applies to Year 11/Form 5 students too as Tenby Schools educational path ends with the Sixth Form.

Parent/Guardian Declaration

This is the Parent/Guardian Declaration that is signed by all parents upon joining Tenby Schools and is duplicated here for your reference.

1. To pay a non-refundable Application/Registration Fee with this application form as required for enrolment into the School.
2. To provide a copy of the student's most recent school academic and behaviour report at the time of assessment.
3. To pay all fees before the commencement of the School term (there are 3 terms a year). The School reserves the right to impose a late payment charge of 5% per annum on all outstanding fees which has not been paid by the 15th day from the commencement of the School term. The School reserves the right to refuse entry to any students and/or treat this contract as terminated without prior notice to the parents/students.
- 4. To give in writing, on or before the first day of term, notice of a student leaving the School at the end of the term. Failure to do so will result in the forfeiture of the deposit.**
5. That should the students be offered a place at the School, he/she participates in all normal educational

activities including physical education and sports activities, scientific work, subject folios, projects, enrichment or remedial programmes, swimming lessons, educational visits and outings. This includes an undertaking to wear the uniform and support the School in the achievement of its aims and objectives.

6. That the School reserves the right to discipline, suspend or dismiss any student whose lack of academic progress or whose behaviour is considered by The Principal to be unacceptable or an embarrassment to the School. When any student is suspended or dismissed, the School shall retain by way of liquidated damages, and the parent shall forfeit all entitlement to any fees paid with respect to the student.

7. To inform the School of any change of address, contact details or alteration of personal details from the year of entry for the student.

8. To abide by changes made to the School policies, regulations, fees and schedule by the School at the School's sole discretion.

9. That the School reserves the sole discretion to terminate the contract herein with the parents/student at any time if such termination is considered to be in the best interest of the School.

Indemnity

1. I/We hereby indemnify the School, its officers and employees against any and all claims arising from any injury to the student whilst participating in any School activity, or while on School property or while travelling to or from school premises.

2. I/We understand and agree that in the event of an emergency, the School will make every effort to contact the parents or guardian. However, if this is not possible, the student will be taken to either his/her family doctor (if known) or to a suitable hospital, approved by the School, for treatment. The parent/guardian will reimburse the School for any expenses/payment incurred to the hospital/clinic concerned.

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 Weekly Newsletters and opportunities to visit the School during the term.