



PARENT HANDBOOK

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1. A MESSAGE FROM THE PRINCIPAL

It gives us great pleasure to welcome you to Tunku Putra School, managed by the HELP Education Group.

You will be joining a School which offers a unique educational opportunity, embracing a number of educational strands from early years to graduating students aged seventeen plus by offering programmes of study in five separate but inter-linked faculties - Kindergarten, National Primary, International Primary, National Secondary and International Secondary. Our School is housed on one splendid campus surrounded by lush Sarawak landscape. Our dynamic facilities have recently expanded with the opening of the Tun Taib Hall, a magnificent two basketball court competition-sized sports hall, with a drama/dance studio and a fitness room.

As a School, we are continuously aspiring to improve on our previous best, and raise standards of achievement as we seek to attain and fulfil our mission 'To build on our reputation as one of Malaysia's most prestigious education providers for National and International students from Kindergarten to Secondary graduation.'

And to fulfil our vision 'To provide a supportive educational environment that provides every child with the maximum opportunity to achieve their potential in all areas of academic, social, emotional, moral, spiritual and physical development.' Our approach to education is therefore a holistic one, treating every student as a unique individual and developing their talents, skills and abilities to their full potential, and at times exceeding it in a nurturing educational environment.

Our students take steps along their learning journey every day, in a stimulating environment that inspires them in a range of activities including academic, sporting, visual and performing arts. An emphasis is placed on the development of enquiry, adaptability, cooperation, communication, tolerance, mutual respect, morality, thoughtfulness and the capacity for flexibility and resilience.

We encourage our students to develop a love of learning, seeing themselves as life-long-learners and having a 'growth mind-set' whereby they believe that ability and talent can be developed through effort and learning, embracing a positive attitude, taking risks, never giving up and never saying 'I can't do it'.

This is perfectly encapsulated in our motto 'Kita Boleh', or in English, 'We can'.

We look forward to working with you and your children and making a difference in their lives.

2. BRIEF HISTORY OF TUNKU PUTRA SCHOOL

Tunku Putra School was inaugurated on 8th October 1996, the first international school to be launched in Sarawak, and opened its doors to the first cohort of 90 students on 6th January 1997. “The School will be divided into two streams at primary level - National and International. The medium of instruction will be English”, press reports recorded.

The School is named after Tunku Abdul Rahman Putra Al-Haj ibni Almarhum Sultan Abdul Hamid Halim Shah, AC, CH (8th February 1903 - 6th December 1990) who was Chief Minister of the Federation of Malaya from 1955, and the country’s first Prime Minister from independence in 1957 based on his spirit of leadership and his noble characteristics.

Tunku Putra School moved in 2007 to its current purpose-built site, with first class facilities and space for students to fully experience the outdoors.

We celebrated our 20th Anniversary in 2016. It was a huge milestone for us as a school. We have grown to over 600 students, represented by 20 nationalities, attending our Kindergarten, National Primary, International Primary, National Secondary and International Secondary.

Though our family has grown, our core values and identity remain the same. We have always held to the vision that every student is a unique individual whom we will do our best to bring out his or her fullest potential. We have and will continue to provide a nurturing educational environment for all our students.

2017 marks another important milepost for Tunku Putra School as we embark on our next journey in educational growth with the signing of a Management Agreement with HELP Education Group.

With this partnership, we are confident that it will propel us to a better position to deliver excellent academic performance and world class education by capitalising on both schools’ existing holistic learning approach.

HELP Education Group brings invaluable support, resource and benefits. It shares the same philosophy as Tunku Putra School which is to have a holistic learning approach in education, and to be a school that encourage students to be abled and inspired learners as they realise their fullest potential, whilst respecting their own unique worth as well as that of others.

We look forward to turning many new and refreshing pages of our story in the coming days.



*Cast of "Fame Jr."
(2017 school drama production)*

3. SCHOOL GUIDING STATEMENTS

Vision

- To build on our reputation as one of Malaysia's most prestigious education providers for National and International students from Kindergarten to Secondary graduation.

Mission

- To provide a supportive educational environment that provides every child with the maximum opportunity to achieve their potential in all areas of academic, social, emotional, moral, spiritual and physical development.

Philosophy

- Tunku Putra School's philosophy is founded on the belief that the real purpose of schools is to help children learn academically, socially, emotionally and physically. This purpose is best achieved through a holistic approach which reflects the contemporary view that learning must be active, engaging, relevant, interesting, challenging but achievable and meaningful to the learner.
- A premium is placed on the development of enquiry, adaptability, cooperation, tolerance, mutual respect, and the capacity for flexibility and resilience. Underpinning our philosophy is the belief that every student is a unique individual who can be helped to achieve their potential with support and encouragement in a nurturing educational environment.



Aerial view of Tunku Putra School

3. THE SCHOOL DAY

School	School Hours		Morning Break	Lunch (except Fridays where lessons finish @ 12:20 pm)
	Monday - Thursday	Friday		
Kindergarten	8:00 am - 2:30 pm	8:00 am - 12:20 pm	9:40 am - 10:00 am	11:40 am - 12:20 pm
National Primary	7:40 am - 3:40 pm	7:40 am - 12:20 pm	10:00 am - 10:20 am	12:00 nn - 12:40 pm
International Primary				
National Secondary				12:20 pm - 1:00 pm
International Secondary				

** Please note that all students must be in school by 7:40 am, with the exception of Kindergarten whose class-time starts at 8:00 am.*

Facilities

The School is located on a splendid, purpose-built, spacious campus on the edge of the delightful city of Kuching.

All class rooms are fully air-conditioned and well-resourced and as a minimum, all have a desktop computer, printer and a data projector, while an increasing number have interactive Smart Boards.

Wi-Fi is available throughout the School and new technologies are gradually being introduced. iPads are available for usage in Primary Classrooms and in the Secondary School, students are able to “Bring their own Devices” for certain lessons.

Students all enjoy at least one lesson per week in the well-stocked library.

There are two dedicated Computer suites and specialist subject rooms for Science, Drama, Art and Music. Classes move to these areas during the timetabled periods.

Individual or small group teaching spaces are provided for instrumental music and English as a Second Language lessons.

The Multi-Purpose Hall (MPH) is used for some aspects of Physical Education, weekly assemblies and the staging of drama productions, most recently ‘Alice in Wonderland’ (2014), ‘Aladdin’ (2015), ‘Into the Woods’ (2016) and ‘Fame Jr.’ (2017). It is also used for Parent Teacher interviews and other events.

*Administration Building*

In May 2015, the Governor of Sarawak opened the magnificent Tun Taib Hall named in his honour, with two competition-sized basketball courts, also marked out for netball, futsal, volleyball and handball, a dance/drama studio and a fitness room.

*Tun Taib Hall*

Outdoor facilities include regulation-sized football pitches, a grass running track, an area for long jump and a training basketball court.

There are playground areas specifically designated for the Kindergarten and the Primary schools.

The canteen is appropriately licenced to serve Halal food.

In the Secondary section, all students have their own locker, while in the Kindergarten and the Primary Sections, students have their own open storage space inside their classrooms.

Each cluster of classrooms in the primary sections and the specialist rooms have their own block of toilet facilities. For Kindergarten One and Two, the classrooms have their own individual ensuite toilet facilities.

*Performing Arts Studio, Tun Taib Hall**Sport Hall, Tun Taib Hall*

5. PERSONAL VALUES

As part of the learning for the whole school, opportunities are created across the curriculum for students to develop Personal Values (Qualities) that will help them on their journey through life as individuals and citizens. These Personal Values include adaptability, communication, cooperation, enquiry, morality, resilience, respect and thoughtfulness.



How often do we become frustrated by something not being how we would like it to be? In our private lives and at work it is normal for us to come across barriers. Can we work around these barriers or does it stop us dead in our tracks? Can we change our initial plan and find a way to see the change as a positive?

Can we empathise with the person who has caused these problems for us? Do we communicate our concerns or opinions effectively with the people we need to directly discuss this with? Do we take the time to reflect upon the way we have handled situations and think about how we could have approached them differently?

It is not often that as an adult we stop to think about the elements of our personality that make us who we are and how these elements shape our behaviour and thought patterns. Rarely do we have the time to reflect on how this can impact our personal and professional lives. Once we reach a certain way we begin to settle into ourselves and just say well, “that’s just me; that’s how I do things.” Is this good enough? In today’s society is it acceptable to just do and say what you think is right and never improve ourselves or be open to change?

With the rapid rate at which the world, the job market and the age of technology is growing, we may not have the option to stay still in the way that we may like to.

‘The world now moves at ‘electric speed’; in the last 25 years we have learnt to live with: PCs, laptops, email, the world wide web, cable, satellite and digital TV with 100s of channels 24/7, camcorders, DVDs, PlayStations, mobile phones, text messaging, video messaging. Human development happens in biological time. Children’s physical and psychological growth cannot happen at ‘electric speed’.
– Susan Palmer

We, at Tunku Putra School, have recognised this and have actioned the need to prepare our students for the ever changing world outside of school. The Personal Values programme is key in helping us to develop lifelong learners who can go on to be whatever the world needs them to be.

‘Underpinning our philosophy is the belief that every student is a unique individual who can be helped to achieve their potential with support and encouragement in a nurturing educational environment’ Tunku Putra School Philosophy Statement. Think of any job or difficult adult situation when you do not need to ask questions of things, communicate well, cooperate and work as part of a team or adapt to the changes around you – can you? When would you not need the skills to help you bounce back when things don’t go your way, be respectful, be kind, considerate and thoughtful? You wouldn’t would you?

Teaching our students to have these eight Personal Values is vital and being a school that celebrates these skills is forward thinking and innovative. In 2015 we brought these Personal Values to life in classrooms and around our school. We also promoted their use in homes and around the community. For all our students we will continue, in the coming years, to provide stepping stones for them to achieve further success in everything they do, not just academia. Our aim is to produce students who strive to make their best, better.

‘Our goal, and the purpose of the education system, is to equip our students holistically to allow them to succeed in the 21st century, with all of the opportunities and challenges that this new era presents.’ Malaysia Education Blueprint 2013 – 2025

6. ENGAGE

Our School Community uses a Management Information System called Engage, which was set up for the commencement of the 2015 academic year. All parents are required to create an account in Engage in the **Parent Portal**.

Parent Portal users will be able to:

- update your contact details on-line;
- choose your child's next round of ECAs;
- access your child's timetable;
- view your child's attendance records;
- download the two semester reports;
- book for Parent-Teacher Interviews;
- view the School Calendar and Events;
- view School Notices and Newsletters.

To create an account in Engage, please follow the instructions below:

1. Send an email from your valid email address to engage@tps.edu.my;
2. You will then receive an email from the school detailing your email address and your PIN code;
3. Visit school website link www.tps.edu.my:
 - Click "Activation";
 - Enter your email address e.g. xxxx@sent.com;
 - Enter your PIN code e.g. CL1-xxxx;
 - Answer a security question;
 - You will then receive an email from the school;
 - On your first login, you will be able to change / choose your own password.

From that point onwards, you will be able to access the Parent Portal by visiting the school website and clicking on the Parent Portal under the Portal menu.

7. GENERAL SCHOOL INFORMATION

Absence/Attendance

All students are required to attend School on each day that instruction is provided and it is the responsibility of the parents to ensure regular attendance. Regular attendance at School is essential to ensure progress and students should not be absent without an appropriate reason. Punctuality is crucial as important information is provided at the beginning of the day and classes are interrupted by students arriving late.

Students' attendance is marked each day using a Management Information System called Engage.

On occasions when students are absent, we would like to remind our families that, for the purposes of health, safety and learning, parents and carers are asked to inform the School Administration office either by email or by phone, informing the School of the absence. You may also email directly to your child's class teacher if they have shared their email address with you.

Upon return to School, we ask all parents to complete the form at the back of the school diary indicating the reason for the absence along with any necessary medical note.

Frequent absence from School can interrupt the child's learning and the development of good working habits and social friendships. Parents should endeavour to make medical, dental and other appointments out of School hours. Family holidays should coincide with school vacations and only in extraordinary circumstances should holidays be arranged during school terms.

Permission for students to be absent for any reason must be requested in writing from the relevant Head of School.

For the Primary and Secondary sections, school commences at 7:40a.m. If you arrive at school between 7:40a.m. and 7:50a.m. you will be marked in late by your class teacher. Students who arrive after 7:50a.m. must sign in at the school office before going to class.

Please ask your parents to inform the school office by email or phone if you are going to be late or they have arranged for someone else to pick you up.

Admissions

Tunku Putra School is open to admissions throughout the academic year. Once the appropriate documentation has been submitted, students are scheduled for an assessment by the Admissions Officer. The nature of the assessment varies for different year groups and is designed to ensure that the placement of all children will best meet their educational and personal requirements. Students wishing to enter the International education programme will have their level of English assessed by the E.S.L. Leader if the Head of School or the parent has identified a child as being an English-as-a Second Language learner, to determine the level of support required.

The Head of School is responsible for reviewing each application taking into consideration various factors as appropriate, including the results of the assessment, school reports, subject options at IGCSE, English language ability level, and the child's behaviour. If the application is successful, the offer of a place will be made by the Head of School directly to the parents.

The Administration and Finance Office

TPS is committed to supporting our parents' and students' and meeting their needs. A member of the Administration and Finance Staff will always be able to assist you:

- Admissions Officer, Ms Caroline Chan - carolinec@tps.edu.my - for matters concerning admissions and withdrawals, and student visas.
- Receptionist, Ms Roselind - roselind@tps.edu.my - for matters concerning lateness to school, medical issues, International Secondary textbook sales.
- Administration Officer, Ms Felicia - feliciay@tps.edu.my - for matters related to the purchase of School uniform, National Secondary textbook sales.
- Administration Assistant, Ms Dala - dalam@tps.edu.my - for matters related to Engage, student insurance.
- Accounts Assistant, Ms Catherine – catherinef@tps.edu.my - for matters concerning invoices and payments.

Assemblies

Parents are always welcomed to attend our assemblies and we have included a section from the Assembly Policy for your reference.

Our Assemblies aim:

1. To celebrate achievement and success.
2. To present items related to class learning, out of class experience, skills acquired both in school and outside the formal classroom setting.
3. To engender a community spirit, offering the opportunity to transmit shared values.
4. To show respect for a diverse range of cultures and in doing so, promote positive attitudes towards others.
5. To take account of local, national and international issues that are topical and of which students' awareness is relevant to their role as local or global citizens.
6. To develop high self-esteem, self-confidence, self-respect, personal values and discipline amongst all students.

In practice:

1. Special Assemblies will be held to celebrate the Chinese New Year, Hari Gawai Dayak, Hari Raya Aidilfitri, Teachers' Day and Malaysia Day.
2. The assembly programme also includes the annual Graduation and Prize Giving Ceremony, and the Kindergarten (K3) Graduation Ceremony.
3. Parents are always welcome to attend assemblies and Board members and other local dignitaries are invited to Special Assemblies.
4. Class items or presentations, overseen by class teachers, subject teachers, teachers-in-charge or Heads of Department, which form the main part of the weekly whole school, Kindy and Primary, and Secondary assembly may be in the form of:
 - i. items from Club /activity – sports, games, academic clubs, uniform clubs.
 - ii. items from Class/Syllabus, IP/NP/NS/IS topics – skills and personal values.
 - iii. students' learning experiences – class/individual projects, during off-campus activities, visits, excursions, holidays, week-end camp/trips, either individually or in groups.
 - iv. sports and games related experiences – reports on sports and games, e.g. Inter-school, inter-club, inter-district/division, inter-state, international events.
 - v. others related to learning and students' own experiences.
5. Heads of School may choose to organise assemblies for their own sections independently and separately from the Assembly programme and the Special Assemblies.

Birthdays

Teachers will ensure the students are made to feel special on their birthday and all students are invited onto the stage at assembly in the week of their birthday where the whole School sings the birthday song to them.

Birthday parties, cakes, party food, sweets and/or gift bags are NOT allowed in the School.

Buddy System for New Students

In the first week, new students will be assigned to “buddies” whose job it is to help the new students to settle in, find their way and introduce them to the School. This process of induction is managed by the class teacher. If new students have any concerns or questions, they should see the class teacher in the first instance and if needs be, the Head of School.

Canteen

There is a canteen on the School Grounds, which is operated by an external provider. The canteen is open to students before School, at break times and lunch times. Students may purchase items from the canteen during its hours of operation.

Alternatively, they are also able to bring their own meals from home if preferred. We do request that students do not use the plates or cutlery from the canteen if they are eating food prepared off site to ensure that the Halal standards are maintained for our Muslim students.

Students in the Kindergarten may pre-order meals from a weekly menu on a Friday. The School.

Canteen sends home an order form on Friday for the upcoming week. All canteen food is to be ordered on a Monday for the current week. Please see the Kindy Students’ Diary for additional information.

Charities and Fundraising

Tunku Putra School values charity and encourages our children and their families to give generously during special celebratory periods. The P&T (Parents and Teachers) combine with the School's Charity Committee and identify families, groups or individuals who are less fortunate. You will receive information in advance of the following special festivals and celebrations, Chinese New Year, Gawai and Hari Raya Aidilfitri, families are encouraged to donate non-perishable food items and gifts, which are distributed to families in need.

The School may also support disasters (e.g. the earthquake in Nepal in 2015) and raise money for such occurrences.

Students Year International Secondary Year 10 and Year 11, studying IGCSE Global Perspectives may, as part of their coursework, carry out research and support organisations in need, e.g. HOPE, Purple Lily.

On a minimum of two occasions and a maximum of four occasions each year, the P&T organises "Dress Down" Days, where students pay a minimum of RM5 to dress in their own clothes or dress up in a theme e.g. Crazy Hair Day' or 'Book Characters'. This money is used to provide something extra for the students' use in School. A portion of the proceeds are often given to charity.

Classroom Materials

In the Kindergarten and Primary Sections, all stationery and the majority of textbook items required by students are supplied by the School at the commencement of the school year or at the point during the year when the student joins the School.

In the National and International Secondary Schools, all stationery items required by the students are supplied by the School at the commencement of the school year or at the point during the year when the student joins the School. Text books as recommended by the teaching staff and required for the successful completion of academic qualifications are purchased and paid for additionally by parents.

Code of Conduct

Tunku Putra School, in keeping with our vision and mission statement, aims to build a responsible, self-disciplined and caring school community in which all students are free to develop their academic, social, emotional, physical and moral potential.

In the students' handbook (Primary & Secondary p13), our expectation of students and their rights and responsibilities are clearly set out.

Please be advised that the School has a 'zero-tolerance' policy in respect of all forms of bullying, including cyber bullying.

Communication with Parents

The relationship between home and the School plays a very important part in a child's education. We cannot overemphasise the critical role that parents play in successful learning, contributing to the child's development and being among the most important influences on the way in which a child approaches learning.

Two-way communication is a critical factor in the partnership between parents and the School. Where a partnership exists, it is easier for parents to solve problems and to feel confident about the teaching and learning taking place in the classroom.

The School expects parents to accept and support the shared responsibility for the welfare and education of the students. This includes notifying the School of any changes in routine that may have an effect on the behaviour of their children, supporting the School Management policies and staff in the implementation of these policies, ensuring consistency between home and school.

We encourage you to support your children with their learning and would just like to share with you some things you can say to them that will make a difference with it:

- When they say 'I can't do it', you say 'you can't do it yet' and help them to see the possibility that they will be able to do it in the future.
- Say encouraging things as often as you can when your child is beginning to learn something new and keep encouraging them when it is not quite perfect. Learning is always harder at the beginning.
- Say things to show you can see there is an improvement, compare then and now and praise the difference; learning is about lots of getting better steps.
- Say to your child 'of course you've made a mistake, but keep going, you are learning' - every child needs to know that making mistakes is part of the learning process. Mistakes can actually be good because you can learn from them.

Communication Tools used at TPS

You are welcome to talk to your child's teachers whenever you feel there is a need. Appointments should be made to ensure that a mutually convenient time can be set aside, as well as allowing for the teacher to gather any additional information that may be useful to the discussions.

Should you wish to speak with the Head of School, you are welcome to make contact with them and agree on a mutually convenient time. The Principal has an open door policy and parents are always welcome to meet with her.

If there is something of concern to you, please follow the protocol:

- Approach the class teacher first to see if the matter can be easily resolved;
- If your issue is still not resolved to your satisfaction, immediately let the relevant Head of School know;
- In the unlikely event that you still have unresolved concerns, do not hesitate to contact the Principal.

We do ask that if your concern is with a student that is not under your care, you DO NOT reprimand the student. Please follow the above protocol.

The Parent Teacher Information Book (Kindergarten) and the Student Diaries (Primary and Secondary) are issued to all students and should be used by teachers and parents to communicate between home and school. Students should carry their diaries with them at all times. These Information Books/Diaries have a section detailing the Code of Conduct and the daily routine as well as pages for writing homework and sending messages between home and school. Parents are requested to monitor homework and send/respond to messages as appropriate and to notify absences.

Students and parents are encouraged to record progress and achievement in demonstrating each of the Personal Values. There are sections available every month or so where drawings or notes can be recorded. We encourage you to find time every few weeks to discuss with your child how they feel they are developing their Personal Values and record this together. Adding photographs or other scrap book type evidence is highly encouraged as this then becomes a lovely record of your child's progress over the year.

Other communication tools include:

- Engage;
- The School Calendar, and Semesters 1 and 2 Calendars gives the School Holiday, Public Holiday dates and special events;

- The Newsletter is published weekly on Engage and is available in the website. A hard copy is displayed on the notice board by the Administration office;
- Full reports on students' progress and achievement are issued at the beginning of the second semester and the end of the second semester;
- Parent teacher interviews are held each semester;
- Interim Reports (Kindergarten only) are issued in February each year;
- Parents are welcomed to the Special Assemblies (Chinese New Year, Hari Gawai Dayak, Hari Raya, Teachers' Day and Malaysia Day) and the scheduled Kindergarten and Primary Assemblies and Secondary Assemblies;
- Parent Information Sessions;
- The Parent Teacher Information Book (Kindergarten) and the Student Diaries (Primary and Secondary);
- The Yearbook.

Duty of Care

All TPS staff is required to promote and safeguard the welfare of children that fall under their responsibility or that they come into contact with. Parents can assist by ensuring that the School is informed about their child's medical history. Consent forms for excursions and specialist programmes must be returned before students are allowed to leave the School.

English as a Second Language (ESL)

English as a Second Language (ESL), assists the English language development needs for students who arrive from non-English speaking backgrounds. The ESL Leader will meet with families and children when they come to the School for their initial enrolment assessment.

Information is gathered to understand the language learning background and needs of the child upon entry into the School. The child is then assessed through questioning and a levelled assessment in all language skills to ascertain how easily they will be able to participate in the classroom and the level of additional English language tuition that will be required in order to determine which ESL programme they should be enrolled in.

If it is apparent from the assessment results that a student will require further assistance, then the ESL Leader will set up a timetable for face-to face teaching, resourcing and meeting with the child's teacher(s) in order to address their needs as efficiently as possible.

ESL programmes assist in the development of a student's oral interaction, writing and comprehension skills, building up language for every day purposes and/or academic purposes using a variety of on-line learning programmes and the Cambridge English as a Second Language Curriculum.

Emergency Evacuation Procedures

Staff and students carry out emergency evacuation drills at regular intervals throughout the year. Any parent who is on-site during an emergency evacuation is requested to follow the directions of staff and proceed to the hard area beyond the Kindergarten block.

Enrichment Curriculum Activities (ECAs)

Our ECAs are guided by the School's core mission:

- to 'provide a supportive educational environment that provides every child with the maximum opportunity to achieve their potential in all areas of academic, social, emotional, moral, spiritual and physical development.'

And its desire:

- to provide a 'holistic' education, thereby alongside high standards of academic learning and qualifications, extra and co-curricular activities including music, art, drama and sport all receive generous time allocations, expertise in teaching and coaching and active participation both in and out of School.

We aim to provide a rich extra-curricular programme that enhances the learning opportunities for the students and complements the formal curriculum, provide learning opportunities outside the classroom and an extension of what goes on in the classroom.

To develop characteristics, such as team building and cooperation, leadership and resilience, and provide creative and physical challenges is also very important, together with supporting the development of elite sports people and provide appropriate levels of challenge through participation in inter-school activities and representing the School.

Students have a number of opportunities to take part in the ECA programme including the two hours of ECAs which are part of the primary and secondary curriculum, the inter-house competitions, the peripatetic music lessons, taking part in a class assembly presentation, taking part in class excursions, supporting fund-raising and charitable events, taking part in the Duke of Edinburgh Award (Year 9/ Tingkatan 3 or above only, depending on age) and representing the School in a variety of events.

The School takes part in a range of sport inter-school competitions throughout the year at a team and individual level organised by the Ministry of Education department. Team competitions, include cross country, basketball, futsal and volleyball, while individual sports include tennis, squash, swimming and athletics.

In the last two years, the School has been very successful in competing in the Young Innovators' Challenge, both at State and National level. This is a recent report:

'Tunku Putra School's two 'Young Innovator' teams were chosen to take part in another National Level Young Innovators' Challenge @ *#mydigitalmaker FAIR* from 15th to 17th September 2017, where they had the opportunity to present the inventions that they had already developed to a new audience. The International Secondary team, with their invention 'Storebuddy', a project which helps to determine whether a stock (e.g. rice, bean, and grain) is running low in the storage container were **Bronze medal winners**, and the National Secondary team, with the amazing 'Pheromone e-trapper' which is a biological solution to control or reduce the population of the hidden pest, the bunch moth of the *Tirathaba* species which infests the oil palm trees and thus significantly reduce production yield, emerged as **Gold medal winners**.'

Excursions, Visits and Guest Speakers

These are an integral part of the educational programme and provide experiences not possible in the normal classroom environment and are planned to stimulate, support and extend classroom learning. It is an expectation that all students participate. Details of excursions and permission forms are sent to parents well in advance of the excursion.

On occasions, visits involve overnight stays and are planned to celebrate the end of a stage of schooling. Examples of this are recent IP6 trips to the Mulu Caves and NP6 excursions to Singapore.

For some subjects at IGCSE level, e.g. Geography, fieldwork is an integral part of the curriculum and the excursion is designed to fulfil that component of the course and may be up to one-third of the final examination marks.

Students in Year 10 and Tingkatan 4 are chosen to participate in a leadership camp and may subsequently be chosen as a School Prefect.

The International Award (previously known as the Duke of Edinburgh's Award), in which students may participate, in Year 9, 10 and 11 and Tingkatan 9,10 and 11 includes participating in an overnight excursion as an integral part of the Award.

At times, guest speakers may visit the School. This may include children's authors, visiting university professors to lead workshops, guest speakers to lead discussions on further study and university courses.

Fee Payment

School fees are paid in three instalments throughout the year. All new parents are required to pay school fees before their children commence the School.

Should you wish to withdraw your children from the School, you are required to give four months' notice. It is better to give advance notice of your intention and confirm the final date once it is known to you.

Handphones

Students are not encouraged to bring hand phones to School. If students need to contact parents for any reason during the day, the receptionist in the Administration Office will assist.

Any student found to use a hand phone inappropriately while travelling on the school bus, or within the school grounds, will have the hand phone confiscated immediately. The parents or carers will be informed and requested to collect the hand phone in person.

Home Learning

Home Learning/Homework provides opportunities for parents, students and the School to work together in partnership to enhance each student's learning and encourages students to develop the responsibility, confidence and self-discipline needed to study independently.

More information about home learning/homework specific to the needs of each section of the School can be found in the Students' Diaries.

Parents can encourage and support their children by:

- taking an interest in your child's learning and other activities at School;
- supporting and communicating with teachers by using and signing the Student Diary once per week. It is important to communicate aspects of your child's work at School or at home;
- encouraging your child to take responsibility for completing homework and reminding them it is a contract between themselves and their teachers;

- providing a quiet place/time for the completion of homework. If your child has access to a computer, be certain it is within your view to monitor its appropriate use;
- encouraging your child to read at home, reading to them and providing a model by reading yourself;
- maintaining a routine that encourages regular practice by students undertaking instrumental studies (e.g. piano, violin, recorder);
- understanding that there will be occasional frustrations, so provide time to listen and talk these through with your child;
- celebrating your child's efforts and achievements. Be supportive to meet challenges and disappointments.

House Activities

There are four houses, Blue, Green, Red and Yellow and each child is allocated to a house upon joining the School. All siblings are in the same house.

Inter-house activities take place throughout the year and may include sport, drama, music, subject-based activities and quizzes. Most activities are scheduled to take place on a Friday afternoon when students do not have an assembly. The swimming gala and athletics carnival take place during the School day and will be joint events, Primary and Secondary taking place on the same day.

All students have the opportunity to represent their house in inter-house activities, through volunteering or being asked to take part. While such activities look to celebrate excellence, taking part and improving on one's previous best is also important.

Library

The library is open to students before School and students also have access to the library at lunch times and may use the area for quiet reading.

Reading lessons are timetabled in the library throughout the week and at this time, students have the opportunity to change reading books. Students are able to borrow two books at a time for up to two weeks, and may change them before School and at lunchtimes.

Students are responsible for the books that they borrow and any lost or damaged books must be replaced.

At times, age relevant videos are also shown in the library at lunchtimes.

Students are not allowed to bring food and drink into the library at any time.

Lockers

In the secondary section, students have their own locker, while in the Kindergarten and the Primary Sections, students have their own open storage space. These are all located inside the classrooms.

In the secondary section, students are encouraged to buy their own padlocks. Access to lockers is at the beginning of the day, at break time and the beginning of lunch time.

Lost Property

Please ensure that all items of clothing and personal belongings are labelled with your child's name and, if possible, the class so that it can be easily returned when found.

When items of students' lost property are found, they are taken to the Administration Office. Students and parents are welcome to check with the Receptionist or one of the Administration Assistants to see if items have been handed in.

Medical Services

- **Students' Medical and Health Data**

Students' Medical data will be entered into Engage upon enrolment. Parents are required to keep their children's Health/Medical Records up to date with the Administration Office as well as emergency contact details. This includes special dietary requirements or food allergies, medication, illness or trauma at home. Parents will always be contacted if there are any doubts over the health or welfare of a student.

- **Caring for students who are unwell or in need of medical attention**

If a child becomes unwell during the day, the teacher will direct the student to the Administration Office. If the child is not well enough to participate in lessons or is at risk of spreading infection, the Administration Office will contact parents to collect the child.

The child will be able to rest in the medical room until the parent arrives and remain under regular supervision.

Parents will always be contacted if there are any doubts over the health or welfare of a student.

In any emergency, the injured student will be the primary consideration. Parents will be contacted immediately. If a parent cannot be contacted, School will act in loco parentis and the student will be taken to Normah Medical Centre.

- **Administration of Medication**

Prescribed medicines are not stored or administered by the School. If any medications such as asthma inhalers are brought into School, it is the parents' responsibility to ensure that they inform the School and that they understand that their child will take responsibility for it.

If there are any doubts about a student's ability to take their own medication, then a parent should be advised to maintain that responsibility and make arrangements to administer the medication themselves.

However, should a parent make a written request to the School, and give permission for a designated member of staff to administer that medication to his/her child, this shall be permitted. The pharmacist's written instruction must be clear on the container.

- **Infectious Illnesses**

In the event of a child being diagnosed with an infectious illness e.g. Chickenpox or Hand, Foot and Mouth, a standard letter will be sent out to all students in the affected class as appropriate from the Management.

Parents are required to notify the Administration office and/or the class teacher of such positive diagnosis of these childhood illnesses. Parents are also required to provide a medical report that their children are certified free from infection by a registered medical practitioner prior to returning to school.

- **Head Lice**

If live head lice are noticed in a student's hair, the child must be sent to the Administration office, the parents will be contacted and asked to collect him/her immediately.

A letter will be sent to parents of all students in the class where the case of head lice is detected.

- **Haze/Air Pollution**

The School shall be guided by the Ministry of Education (MoE) directive to close the School, normally when haze levels reach 200.

Where external examinations are pending for certain year groups, revision classes for the morning only (7.40a.m. to 12.20p.m.) shall go ahead focusing on the core subjects.

All external examinations will continue as normal for the International Sections. Prior to School Closure the following guidelines, subject to the Principal's and Deputy Principal's discretion to implement sooner, shall be followed:

When the haze level reaches 101:

- all outdoor activities; swimming + games (+ ECAs) outside will stop for Primary and Secondary
- for Kindy all activities will be indoors
- Primary will take lunch in the classrooms, but may play outside in the covered areas.
- When the haze level reaches 120 outside play is stopped for all primary including in front of classroom and they must remain indoors.
- When the haze level reaches 120, secondary may still eat in the canteen, but must return to H block afterwards.

When students are especially sensitive to the haze, they will be allowed to remain inside sooner than the above guidelines.

- **Dehydration**

Seventy-eight percent of the brain is made up of water and research shows that our brains need water to function well. At least five or six glasses of water a day (approximately 2-3 litres a day) are recommended. The children are encouraged to drink water and remain well hydrated. Water bottles are encouraged in classrooms and children can refill them from the water fountains. Bottled water is available from the canteen for purchase.

Signs and symptoms of dehydration include poor concentration, tiredness, lack of coordination and headaches. Such symptoms can have a profound effect on safety, health and learning.

- **Sunhats**

Sunhats are a compulsory part of the School uniform in the Kindergarten and the Primary School. 'No Hat, No Play' means that children without a hat must stay in the shaded areas during outdoor breaks. The wearing of sunscreen is also actively encouraged and parents are advised to apply sunscreen to their child before school each day.

Students in the secondary school are also encouraged to wear sunhats if they choose to play out on the field during the lunch break. Likewise, they are encouraged to wear sunscreen during outdoor activities.

Parent Education and Involvement in School Activities

Information sessions are held throughout the year. These may include sessions on the curriculum and assessment policy adopted by the School, external examinations and preparation for such, transition from one section of the School to the next and topics of interest, including helping children to read and supporting the development of children's emotional and social skills.

International Primary parents are invited to come to School to share and celebrate their children's learning at the end 'The Exit Point' of the International Primary Curriculum (IPC) topics.

Parent and Teacher (P&T) Group

The P&T group is open to anyone who has an interest in the school. We have one meeting per term where we discuss finances and a host of items raised by parents from the National, International and Kindy streams. In between our main meetings, we have smaller, more specific committee meetings that focus on different topics. Monthly we host a coffee morning in the school canteen. You will be notified of upcoming events via SMS and email. Come along at any stage if you are interested in meeting other parents and you think that we will be doing something that you'll find interesting.

Research shows that students do better when their parents take an active interest in their schooling. Joining a new school can be a daunting time, especially when it's accompanied with moving to a new city or even a new country and this is an opportunity to get to know more parents at Tunku Putra School.

Parent Teacher Interviews

These are scheduled in the Parents' calendar and take place twice a year, one in each semester. It is an opportunity for the teachers and parents to discuss progress, concerns, individual learning needs and to determine appropriate action or follow-up that is required to maximise student learning and growth.

Personal Data Protection

The School will collect, use, disclose and process 'Personal Data' for the purposes of safeguarding and promoting the welfare of your child, and when necessary the interests of the School ensuring that all relevant legal obligations of the School and yourselves are complied with. Parents/Carers consent to such collection, use and disclosure of personal data for the purposes set out in the Personal Data Protection Policy which is signed during the process of enrolment and available on the school's website.

Signing Out

Students must stay within the school boundaries at all times during the school day. However, if the parents have to collect their children during the school hours, the students are required to complete the Student Release Form after seeking permission from the Head of School or Principal. Additionally, students must sign out in the student 'sign/out' book at the Administrative Office before leaving the school grounds. The student release form must be handed to the security guards upon leaving the compound.

Travel to and from School

The carpark in front of the School is for parents' and visitors' use only during term time. Parents should use the drop off and pick up zone to allow children to get out of/get into the car, but should not use these as parking areas. In order to allow the flow of traffic, parents must not block the movement of traffic by making a double lane drop-off zone.

All parents bringing their children to school by car are required to display a Tunku Putra School sticker on their windscreens. These are available free of charge from the Administration Office.

Student coming to School by bike must dismount by the front hand gate and walk with their bikes to the designated bike rack area by the Kindergarten.

Students who live at Kasuma Resort are encouraged to walk or ride to and from school. Please see the Administration Office to purchase a key pass to enable you to use the direct access bridge from the school into Kasuma.

The School also provides bus services from Jalan Nanas (the Limkokwing Institute of Creative Technology campus) and the Islamic Information Centre (Jalan Ong Tiang Swee) to the School and return each day as a service to the parents and students of TPS. Further information is available from the School's Administration Office. Parents/carers are responsible for the safety and care of their child during the waiting time and there is no after / before school supervision provided at the pick-up and drop-off points.

Students in the Secondary section who wish to drive to School must have a valid Driver's License and vehicles driven must have the proper valid insurance coverage. Students' parents must apply in writing to the Principal for approval prior to allowing their child to drive to School, providing a photocopy of the child's valid Driver's License. All students' vehicles must be parked in the designated parking area outside the School compound.

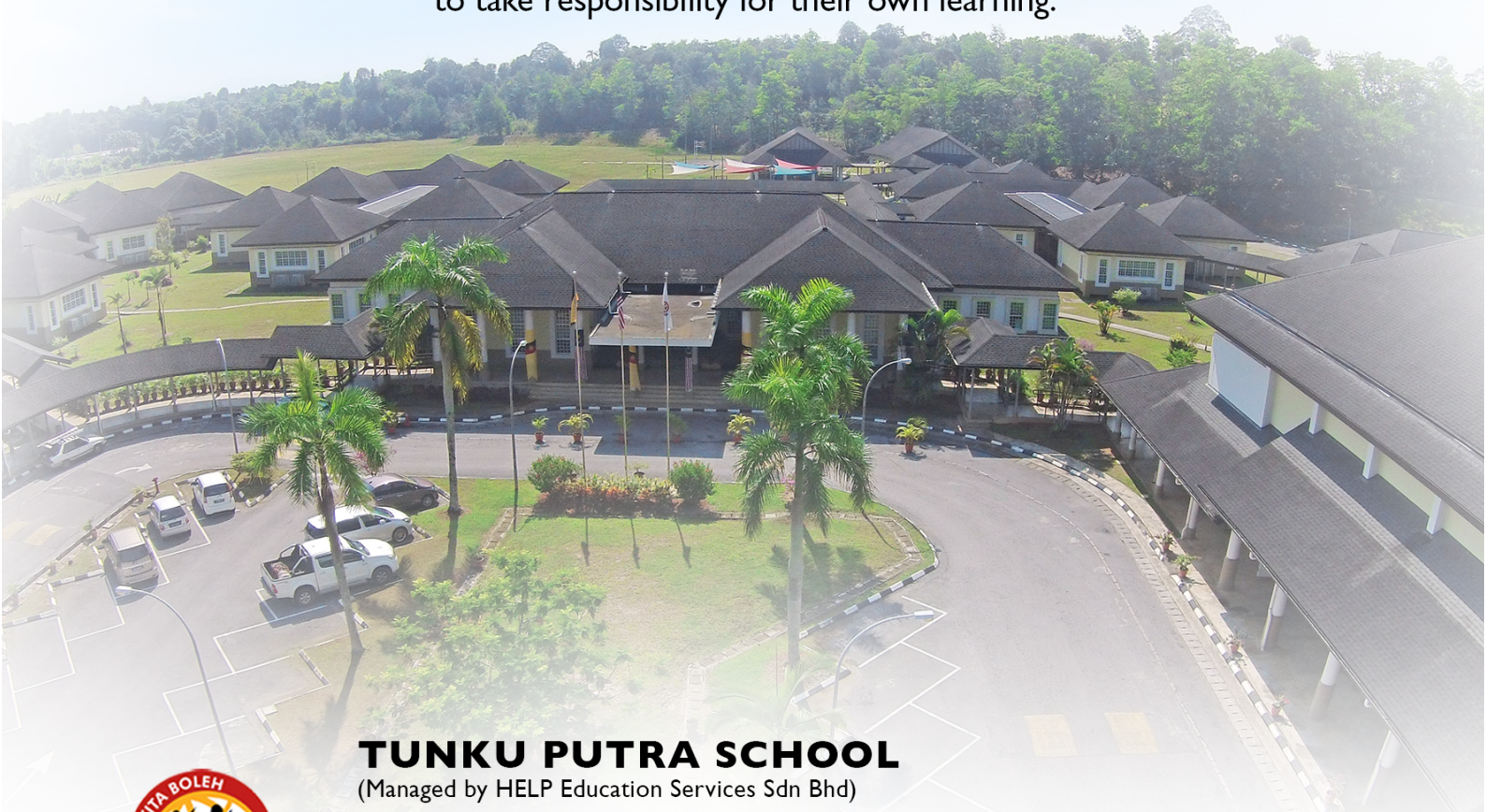
Vision

To build on our reputation as one of Malaysia's most prestigious education providers for National and International students from Kindergarten to Secondary graduation.

Mission

To provide a supportive educational environment that provides every child with the maximum opportunity to achieve their potential in all areas of academic, social, emotional, moral, spiritual and physical development.

This Mission will be achieved through the delivery of a well-balanced International and National standard curricula that provide authentic opportunities for children to become successful, independent, stimulated and self-directed learners with the pre-requisite skills to take responsibility for their own learning.



TUNKU PUTRA SCHOOL

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Morality



Resilience



Adaptability



Respect



Thoughtfulness



Communication



Enquiry



Cooperation