



Association of International Malaysian Schools

11th September 2017

Dear Parents,

WELCOME BACK LOWER PRIMARY

I am very happy to welcome all our new parents and students, and to welcome back our current members of the **elc** family. Our new students have settled in well, with only a few tears. Our existing students are all excited about their new teachers and classrooms. I am pleased to see that school routines are quickly being established and all our students are ready and excited to learn many more new things this year.

Please remember that your main point of contact within our Lower Primary Unit is your child's home room teacher. Home room teachers help your child to feel settled, happy and safe. They are responsible for your child's care, development and learning. It is important that you and your child's home room teacher are able to work together. We hope that you feel comfortable about exchanging information and discussing things that will benefit your child. The most important book your child has in the Lower Primary is the homework diary. This diary is read every day by the home room teacher and is the place to write comments or ask questions. If you have any concerns about your child please make a note in the homework diary, the home room teacher will respond on the very same day. Of course, if you have a major concern or an emergency please telephone the school for an immediate response.

Let me take this opportunity to give everyone a quick reminder of the timings for our Lower Primary school day. All students need to be in class by 8.15am. Students may go to class from 7.50am, where there will be a teacher to supervise them. If a student arrives in school earlier than 7.50am, they need to be supervised by a parent or guardian until the teacher arrives. Monday to Thursday, school finishes at 3.30pm. This year I would like to thank everyone for a smooth and safe pick up of students at the end of the day. Early Years and Reception class students are picked up from the top gate, Year 1 and Year 2 students are picked up from the canteen. Students cannot be taken out of line at the bookshop; teachers need to release all students at the canteen, so they know every child is safely delivered to their parent or guardian. Parents may walk with their child from the bookshop to the canteen, that isn't a problem, and I noticed some parents doing this this year. Teachers remain on duty in the canteen until 4.00pm, by which time all students need to be collected from school. One teacher remains on emergency duty until 4.20pm to supervise any students who are picked up late due to some unforeseen emergency. On Friday, school ends at 1.10pm. Teachers remain on duty in the canteen until 1.30pm, by which time all students need to be collected.

I would like to make a request for help to keep your child safe while in school. All our students need to eat lunch and snack in our canteen on the ground floor. This means that every child has to climb up and down the stairs carrying their water bottle, and their snack or lunch. Teachers do not carry these things for them. Our young students need to hold on to the bannisters to keep safe as they walk up and down the stairs. To keep hands free, please provide a water bottle with a shoulder strap, or place the bottle in a water bottle bag. Our bookshop is now selling water bottle straps that will fit any size bottle. Also, snack and lunch needs to be in a bag that your

child can carry. A small lunch box with a handle, or a small back pack, will help your child to be responsible for their own food and keep safe on the stairs.

Birthday celebrations in our school are simple, low key but fun. We are very happy for students to celebrate their birthday with their friends in school; however, these celebrations remain modest and real. Here at **elc**, a birthday celebration is simply this, one small child celebrating with other small children, a sharing of kind thoughts and good wishes, nothing more. If you wish your child to celebrate their birthday at school, all they need to do is bring one small cupcake to share with each student in their class. At break time, everyone sings the happy birthday song and the birthday child gives out the cupcakes. Nothing more is required. If parents wish to send a party bag for students to take home, it must be small, containing only a few sweets suitable for young children.

We all look forward to a new and exciting year here in Lower Primary, with many opportunities for all of us to know each other better.

Ms. Diane
Head of Lower Primary