



elc INTERNATIONAL SCHOOL

- wholly owned by *Zaum Sdn Bhd (130566-A)* -

Vision

To operate a group of international schools which rank among world leaders in the academic and social development of their students.

Mission

To achieve this Vision through student and staff passion for Excellence, Loyalty, and Commitment.

- **e**xcellence in everything we do
- **l**oyalty to each other and the School
- **c**ommitment to continuous improvement

Dear Parents,

On behalf of the Upper Primary Division, I wish to welcome warmly all new and returning families for the 2017-18 school year. To our newest members, the Year 3 families, we hope that you are ready for a year that promises to be eventful, exciting and memorable! My teachers and I are looking forward to having excited student voices fill the hallways and classrooms and are committed to ensuring a smooth transition for all.

The last academic year was indeed a wonderful time for the Upper Primary Division with much progress being made. Whilst English, Maths and Science have been the key focus, it is clear to see that the work done in these areas have had a profound effect on teaching and learning across the board. Once again the Cambridge Primary Checkpoint tests have demonstrated that we remain at education's top table.

All of the 'new-ness' associated with a new school year is bound to have some effect on our students and in these early days of adjusting, we urge all parents to try and be supportive, understanding and encouraging.

To ensure we continue to run smoothly, do take note of the following:

School Timings:

	Monday - Thursday	Friday
School begins	8.10 am	8.10 am
School ends	3.30 pm	1.10 pm

Please make arrangements for your child to reach school on time, ready for the day's learning experience. If you wish to pass something that your child may have left behind, please drop it off at the Admin Office clearly stating your child's name and class. We urge you not to proceed directly to the homeroom as this may cause some disruption to a lesson already in progress.

The First Day of School:

Wednesday 6 September will be your child's first day at school for the academic year 2017-18. Please arrange for your son or daughter to arrive at school a bit earlier on that day so that they can find their new homeroom, re-ignite old friendships, share holiday stories and begin to make new friends.

Absence or Lateness

If your child is going to be absent or late, please inform the Admin Office by 7.50 am, being sure to provide a reason so that we are aware of any concerns prior to their return.

School bag, Homework & the Homework Diary:

Your child's new timetable will take some getting used to. Part of this new routine will involve the organisation of the school bag before each day. It is a skill that some may struggle with and a little help in the early days will ensure they have the right books, and the right homework on the right day!

Homework time is going to increase in the Upper Primary Division. One of the best skills you can help your child to learn is that of effective time management - support your child by encouraging them to develop a homework timetable and do remember to check the Homework Diary daily for important messages.



In addition, please note that it is compulsory for all journals to be covered (deadline: Friday 15 September) – A4 clear plastic covers may be purchased at any leading bookstore.

School Uniform Guidelines:

We would like students to demonstrate pride in their appearance, and wear the **elc** uniform in a way that exemplifies the exceptional effort they themselves put into being outstanding students. Please ensure that your child is wearing the correct uniform to school, PE and swimming. If your child finds the classroom temperature too cold, a school jumper can be bought from the school bookshop. Non-uniform jumpers should not be worn, as we want our students to be in the correct school uniform at all times.

Items of clothing and books/stationery should be labelled with your child's name and year group, so it can easily be returned should anything go missing.

Medical Certificates:

If your child has been away for a period of time due to an illness that is contagious in nature, please send in a medical certificate clearing him/her to attend school on their return.

Birthdays:

We are very happy for your child to mark the occasion of their birthday with their classmates and you are most welcome to send in individual cupcakes that your child can share during the morning break with their classmates. Please pass the cakes to the Homeroom teacher before 8.30am, and s/he will help your child distribute them later in the day. Invitations for parties, which will be held outside of school, are not to be given to "select" students during school hours. If a child is inviting their whole class to a party, the homeroom teacher will assist the student to hand the invitations out. For security reasons, we cannot release contact information of other parents or families, but a class name list of students can be provided upon written request to the homeroom teacher.

Bus Behaviour

All students who take the bus to and from school are reminded that they are expected to adhere to the following behavioural expectations:

- Be seated at all times when the bus is in motion.
- Keep the seat belt fastened at all times.
- Use quiet voices and engage in respectful conversations.
- Listen to the Bus Driver/person-in-charge.

In Upper Primary, we focus on providing a positive learning environment for our students by empowering them to become compassionate, confident, creative and resourceful learners. An important part of this work involves the key relationships that we share with you, our parents, as it is paramount to the success of all our students. If you have any questions, please feel free to contact your child's Homeroom Teacher, the Year Coordinator, the Senior Assistant or myself through the homework diary or email.

Mrs Sharmila Wahab	upperprimary@elc.edu.my
Ms Fiona Hardie (Senior Assistant)	sa_up_sb@elc.edu.my
Ms Candace- Louise Crosbie (YC - Year 6)	year6@elcecho.com
Ms Sindiya Siva (YC - Year 5)	year5@elcecho.com
Mrs Janet James (YC - Year 4)	year4@elcecho.com
Ms Sabrina Chartier (YC - Year 3)	year3@elcecho.com

In addition, do visit our school website regularly for weekly updates, important information, news etc. Parent Guides for Years 3, 4, 5 and 6 will be emailed and posted on the school website by Friday this week.

I speak for the whole of **elc** when I say we are looking forward to seeing you all on campus over the course of this year, and working with you as partners in your child/children's education.

Sincerely and with the warmest of wishes for a great year ahead,

Mrs.Sharmila Wahab
Head of Upper Primary