



# **elc** INTERNATIONAL SCHOOL

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

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## **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,

Happy New Year and welcome back! My teachers and I are delighted to have our students back in the classrooms, filling it with energy and excitement for learning. We hope that you had a good break and that your children are looking forward to the term ahead.

We are pleased to announce that the Cambridge Primary Checkpoint tests have demonstrated that we remain at education's top table. My teachers and I would like to congratulate all the parents for their children's outstanding performance and we look forward to celebrating many more successes in the years to come.

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

### **School Timings -**

	<b>Monday - Thursday</b>	<b>Friday</b>
<b>School begins</b>	8.10 am	8.10 am
<b>School ends</b>	3.30 pm	1.10 pm

Please make arrangements for your child to reach school on time, ready for the day's learning experience.

### **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.

**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.

### **School bag, Homework & the Homework Diary**

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.



## 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.

## 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.

<b>Mrs Sharmila Wahab</b>	<b>Head of UP</b>	<a href="mailto:upperprimary@elc.edu.my">upperprimary@elc.edu.my</a>
<b>Ms Fiona Hardie</b>	<b>Senior Assistant</b>	<a href="mailto:sa_up_sb@elc.edu.my">sa_up_sb@elc.edu.my</a>
<b>Ms Candace- Louise Crosbie</b>	<b>YC - Year 6</b>	<a href="mailto:year6@elcecho.com">year6@elcecho.com</a>
<b>Ms Sindiya Siva</b>	<b>YC - Year 5</b>	<a href="mailto:year5@elcecho.com">year5@elcecho.com</a>
<b>Mrs Janet James</b>	<b>YC - Year 4</b>	<a href="mailto:year4@elcecho.com">year4@elcecho.com</a>
<b>Ms Sabrina Chartier</b>	<b>YC - Year 3</b>	<a href="mailto:year3@elcecho.com">year3@elcecho.com</a>

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 remainder 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 new year,

Mrs Sharmila Wahab  
**Head of Upper Primary**