

Dear Parents,

Thank you for the very warm welcome from Upper Primary parents. I was very humbled by the many handshakes and congratulations that I received and look forward to building stronger relationship with you in the coming year. I am very excited about my new role as Head of Primary, and with your support I am looking forward to making a positive difference for everyone in Upper Primary, while still sharing in the positive learning experiences that continue to happen every day in Lower Primary. With my new job I get a new email address. If you wish to contact me about any issues with your child please email me at [primary\\_sb@elc.edu.my](mailto:primary_sb@elc.edu.my)

Now onward and upward. The following information is specifically for new students but is also a reminder for our existing students:

- UPPER PRIMARY students must all wear PE KIT on FRIDAYS.
- HAIR must be SHORT for BOYS, above the eyebrows, collar and ears.
- HAIR for GIRLS must be NEATLY TIED with grey, red, white or black ties and clips.
- No jewellery or nail polish is allowed on school days.
- SCHOOL BAGS must be the official school bag or any school bag (no wheels) in the school colours, red, grey or black with the school badge attached.
- SCHOOL SHOES AND SOCKS must be white with no logos.

There has been some issues with LOWER PRIMARY students being dropped off in the wrong place on a morning, and this makes it difficult for them to find their class. Everyone gets to the correct place in the end, but please take note of the following drop off points, and ensure your child is safely delivered to the correct teachers.

Morning drop off for primary students is as follows:

- Upper Primary - Canteen
- Year 1 and 2 - Bookshop
- Reception and Early Years - Infant Annex

Keeping students safe at pickup time is also an issue for us. For LOWER PRIMARY students, if someone different is going to pick up your child you must inform the Homeroom Teacher before the end of the school day. Ideally, write a message in the STUDENT DIARY and include the following information:

- Full name
- Relationship to your child
- Photograph, if not previously introduced to the Homeroom Teacher

We need to be sure that we are releasing your child to the correct person, ensuring their safety.

There is going to be a change for the end of school dismissal in the canteen area. Dismissal is a safety issue for our school, we need to be able to ensure that all our students leave happily with the correct person. At the moment the noise levels, movements and lack of attention from the students make it difficult for the guards to control the traffic and move all the cars through quickly.

I am always keen that young students learn age appropriate self control and discipline as they grow. A Year 3 student and beyond should be able to sit and wait quietly for 20 minutes, taking the

responsibility to watch for their parents and be ready to leave as soon as they arrive. This is my expectation for future dismissals.

Please help us to improve the dismissal process by following these points:

1. When you walk into school to pick up your child please stand behind the white line and wait for your child to come to you. All students will be sitting in class lines, so you can stand in front of the correct line and wait for your child.
2. There are walkways around the student seating, please use these walkways, do not walk through the lines of students.
3. Students are all in different lessons in different places, but when they arrive at the canteen they must sit in their class lines facing forward. If parents are already waiting students can leave immediately and do not need to sit.
4. Please make sure that your child has informed the duty teacher that they are leaving and are now under the supervision of their parents.
5. Once you have picked up your child, if you are not leaving immediately, please ensure that your child remains with you and does not run around the canteen area. Please move away from the pick up area.
6. Students will be allowed to purchase food at the canteen and go to the bathroom, only if they inform the duty teacher. Once they have been to the canteen or bathroom they must sit back in their class line quietly.
7. Students must keep their bags packed and closed with everything inside. One book may be removed to read quietly, but all students still have the responsibility to look out for their parents and be ready to leave immediately with all their belongings.

Duty teachers will be there to ensure that all students follow the new procedure. This is not a social time for the students, the need for safety and efficiency is more important. Please help everyone to improve the end of day dismissal by following these rules, picking up students promptly and keeping your child under control while on school premises.

I would just like to clear up the end of day times

3.30pm Students finish lessons and go to the canteen for dismissal.

3.30pm-3.50pm Duty teachers supervise the pick up of all students.

3.50pm-4.20pm One teacher remains for extended emergency duty.

All students should be picked up between 3.30pm and 3.50pm. With a more efficient dismissal process the aim is to complete the car pick up in this time. The extended duty is for emergency supervision only, to help parents who may be stuck in traffic or unduly delayed. It is an emergency duty, if you are regularly picking up your child after 3.50pm, especially if it is more than twice in one month, you are abusing the kindness and thoughtfulness of the teachers and need to make alternative arrangements for the pick up of your child.

Thank you for your help and support in maintaining our school rules and procedures.

**Ms Diane**

Head of Primary