



Prince of Wales Island International School

From the Principal

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Dear Boarding Parents,

JOINING INSTRUCTIONS

It is with great pleasure that I write with details regarding the start of term, and general information about the School.

ARRIVAL TIMES

The time for arrival at the start of term will be:

Boarders (both Weekly and Full) from 12.00 pm onwards on Sunday 3rd September 2017

Monday 4th September will have an Orientation programme to introduce new pupils to the School which ends at 4.15 pm. Tuesday, 5th September, will be a normal school day. Normal school days begin at 8.10 am from Monday to Friday, and end at 4.15 pm (Monday to Thursday), and at 3.30 pm on Fridays. There are also voluntary activity sessions on some evenings and Saturday mornings, arrangements for which will be made in advance on a weekly basis.

PARENTS' PRESENTATION

We wish to invite you to attend a short presentation at 4.00 pm on Sunday, 3rd September. Light refreshments will be provided.

Please ensure that forms provided for the enrolment process are returned to us as soon as possible and at least by the first day of term. The original copy of the Acceptance Form is required. If you have any questions, please do not hesitate to contact us. Please note that the new term's fees are due by the first day of term.

SUBJECT CHOICES

We have contacted parents of new pupils in Year 10 and Year 12 to ask about their subject choices. Advice and discussion over choices may be necessary. This can be done through e-mails to Miss Catherine Ang at c.ang@powiis.edu.my or with Mr Kirk Green at dp.curriculum@powiis.edu.my.

SCHOOL UNIFORMS

Purchases can be made from the School Shop before term starts. Please liaise with Ms Khoo Li Ling or Ms Cynthia Chan to make the necessary arrangements. If you cannot visit Penang, you may wish to let the shop have measurements so that items can be reserved ready for arrival. **Our School Shop will be open on Sunday, 3rd September from 2.00pm onwards** to enable boarders to pick-up their uniforms and for last minute purchases.

Years 7 – 11

Day to day wear consists of short-sleeved white shirts with ties, worn with grey trousers by the boys and grey skirts by the girls. Muslim girls may wear long trousers, or long skirts, and long sleeved blouses if they prefer. For assemblies and other formal occasions, a matching jacket is worn. The jacket and trousers/skirt make up a plain grey suit that may be useful outside of school for family occasions. The school tie is green.

Years 12-13

New members of Year 12 please note. The school will not supply school uniform to new Sixth Formers. The suit and skirt colour is dark blue. Students are granted the flexibility to tailor their uniform based on the provided guidelines. These must be precisely followed. The red tie and enamel badge, to complete the Sixth Form uniform, will be sold in the school shop.

For boys, we require tidy, regularly cut hair of a sensible style, and girls with long hair should wear it 'tied back' for school. Makeup should not be worn. Girls may wear **one** pair of simple stud earrings, but no other jewellery is allowed. Parents are required to support the school's dress expectations; we encourage individuality demonstrated by personal qualities and achievements, not by superficial matters of dress and appearance. At all times, the students are expected to present themselves in a way that is a credit to themselves, and their school.

CARS

Boarders may not bring cars to school.

SCHOOL MEALS

All pupils take lunch in the school canteen and snacks are available for purchase in the school canteen and bakery during the morning and afternoon break. Parents are notified each time a card is 'topped up' with RM50, the amount being charged to the school bill. The meal system has been changed and full details of the charging will be available shortly.

OTHER ADDITIONAL CHARGES

Basic stationery (exercise books and file paper) is provided free of charge. Textbooks are issued in the first lesson of each subject and as new texts are required. The cost, charged to the next school bill, is expected to average RM1,000 per year. Special one-to-one lessons, with prior agreement from parents, will be charged at RM60 to RM90 per 35 minute lesson if provided from normal school staffing. For part-time teachers from outside, their charge will be passed on with an addition of 5% to cover administration. The School's aim is to provide all normal teaching and support, eliminating the need for tuition, without extra charge. The extra cost refers to such things as one-to-one support for instrumental music lessons (not ensembles or orchestras) and specialist one-to-one sports coaching. Before committing to additional academic tuition for your son/daughter, I strongly encourage you to discuss your progress concerns with me, or with the Deputy Principal (Curriculum).

IT AND 'Bring your own device'

The school is transitioning from its previous laptop programme to an 'own device' environment. Please see the enclosed description.

MINISTRY OF EDUCATION APPROVAL FOR MALAYSIAN STUDENTS AND VISAS FOR OVERSEAS STUDENTS

These matters are being dealt with by Ms Yogambiga Vadamalai who will contact parents directly.

SECURITY, HEALTH AND SAFETY

The school site is enclosed, has 24 hour security guards and is monitored by CCTV. Access to buildings is controlled by an electronic security system. All visitors, including parents, enter via the guardhouse and will either be accompanied, or wear a visitor's label. Vehicles are allowed on site when checked-in by the guardhouse. Personal ID will be required on all occasions. All employees have been vetted. The purpose of these systems is to safeguard the well-being of your children whilst minimising restrictions on their freedoms and privacy.

Pupils do not need cash in school and should not carry any significant amounts. They are allowed mobile telephones, but they should avoid bringing other valuable items, including expensive watches, to school. Each pupil has a lockable locker in the Main Building. During lessons and supervised time, mobile telephones must be turned off or in silent mode, and they should be kept out of sight in pockets or bags. Whilst celebrating the opportunities presented by our devices, we actively encourage human conversation over digital, and recognise substantial international research into obsessional device dependence.

2017/18 TERM DATES AND RETURN AND DEPARTURE TIMES

The dates are on the website. Full boarders return to School after 12.00 pm on the last day of each break or holiday. Weekly boarders return either with the full boarders, or by 8.00 am on the first day of school with written agreement beforehand between parents and the Head of Boarding. Weekly boarders are free to leave at 3.30 pm on Fridays. School ends at 4.15 pm except on Fridays and the immediate day before a public holiday or school holiday, when it ends at 3.30 pm. Boarders may stay overnight on the last day term if travel arrangements require it, but must depart by 12.00 noon.

REPORTS AND FEEDBACK TO PARENTS

Full written school reports are provided for parents with interim progress grade reports and meet-the-teacher evenings as described in the school's reporting schedule. Any on-going feedback and communication will generally be between parents and the tutor, e-mail or face-to-face conversations being the most effective method. Parents are always welcome to visit the school at pre-arranged times with those they wish to see.

DISCIPLINE

Disciplinary structures are necessary and the boundaries need to be well defined. The School Rules will be outlined to parents at the start of term. Generally, Housemasters and Housemistresses have overall responsibility for the discipline of pupils in their houses and the Deputy Principal (Culture and Values) for overall discipline within the school. The Principal will be directly involved in serious matters.

PARENT TEACHER COMMITTEE (PTC)

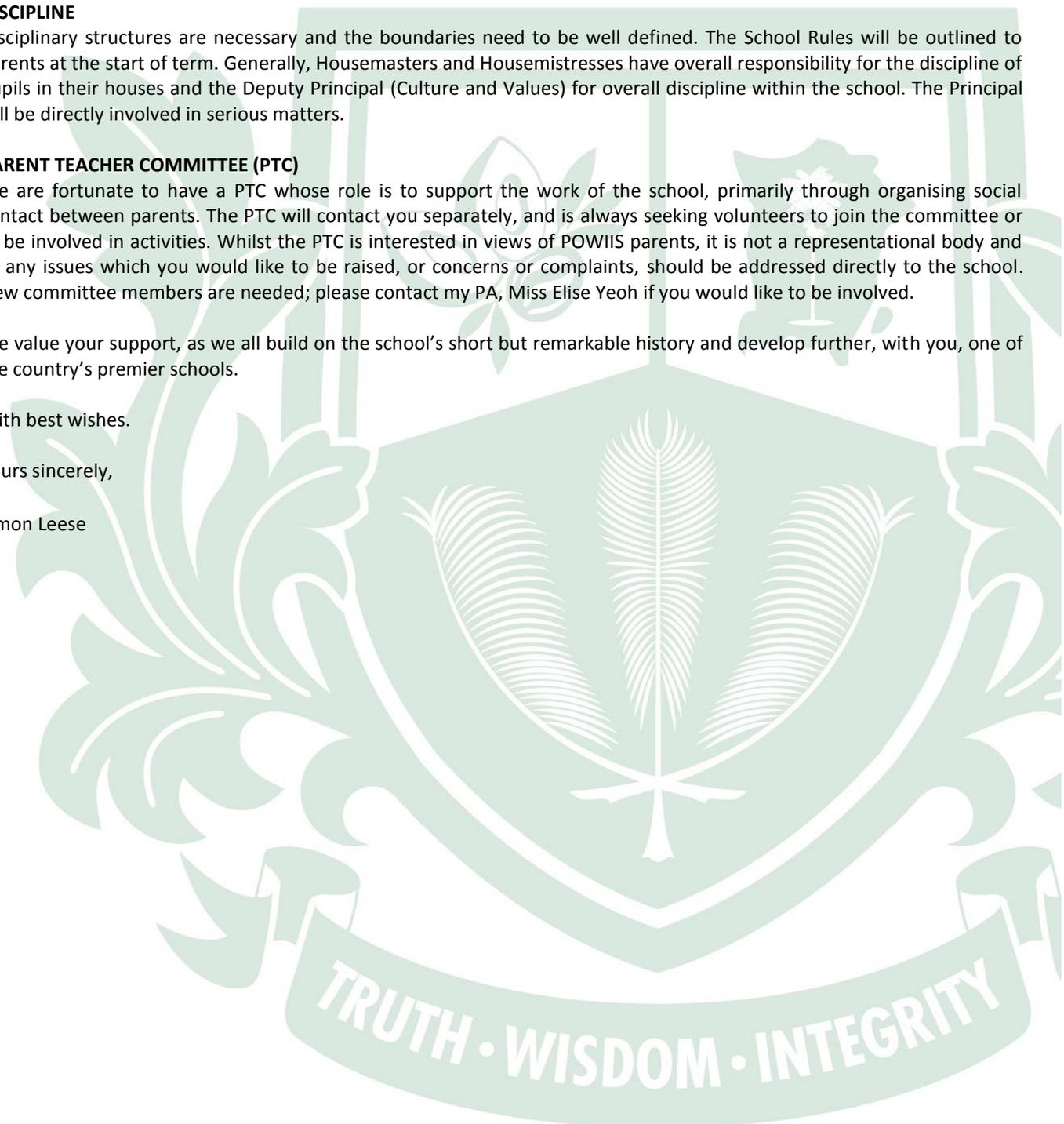
We are fortunate to have a PTC whose role is to support the work of the school, primarily through organising social contact between parents. The PTC will contact you separately, and is always seeking volunteers to join the committee or to be involved in activities. Whilst the PTC is interested in views of POWIIS parents, it is not a representational body and so any issues which you would like to be raised, or concerns or complaints, should be addressed directly to the school. New committee members are needed; please contact my PA, Miss Elise Yeoh if you would like to be involved.

We value your support, as we all build on the school's short but remarkable history and develop further, with you, one of the country's premier schools.

With best wishes.

Yours sincerely,

Simon Leese



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