



Prince of Wales
Island International
Primary School
POWIIS PRIMARY

POWIIS Primary

Back to School 2019-20

Year 1- Year 6

SCHOOL CAMPUS

88 Jalan Loh Poh Heng, 11200 Tanjung Bungah, Penang
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www.powiisprimary.edu.my



Dear Parents and Guardians,

Please find enclosed information to assist you with the start of the new academic year. If you require any further details please do not hesitate to contact the school on (+604 893 9999) or by email to: **ps.reception@powiis.edu.my**

Most of the information in this letter is included in the Parent Handbook, which will be sent in a separate mail.

However, for ease of reference we have extracted key information relating to the beginning of the new school year from the Handbook and presented them in this 'Back to School' information leaflet.

Yours faithfully,

Marcus Sherwood
Principal



1. Class Allocations

The children have been allocated to their new classes for the upcoming academic year. During this process we always seek to maintain a careful balance of students in each class in terms of numbers, gender, academic ability, English proficiency, pastoral needs, as well as being mindful of the children's friendship groups.

We have a number of children joining the school in January 2020 and expect remaining places to be filled, as interest in POWIS Primary remains high.

2. First Week of Term: Tuesday 3rd September to Friday 6th September

- Start Time: 08.00
- Finish Time: 15.00

The normal school routines, including specialist lessons (Swimming, PE, Music, Art, Mandarin, Bahasa) will commence on **Wednesday 4th September** for Year 1 and Year 6 children.

We strongly recommend that children are accompanied by their parents or another adult on the first day of school. You will then be met in the school foyer and taken to the Multi-Purpose Hall for an official welcome. The teachers will collect the children from the MPH and parents may accompany their children to the class and join a tour of the school should they wish.

If your child is arriving by bus, they will be escorted to the MPH before joining their classmates.

3. Arriving at and Departing from School

- Parents arriving by car may use the car park, although this is likely to be very crowded during the first week of term.
- If dropping your children at the front door main entrance, we ask the stopping time is kept to a minimum.
There should always be a member of staff on duty in this area, so your children will always be safely escorted into the school after their drop-off.
- The school day in the primary school (Y1-Y6) starts at 8.00am.
- Children must not arrive at school before 7.40am. From this time onwards they can be left in the school playground under the supervision of our staff. If there is bad weather, the children will be asked to go straight to their classes.
- Children arriving on the school buses will be supervised from their time of arrival at school until 8.00am when they enter the classroom.
- All children in Year 1 to Year 6 travelling home by car or on foot can be collected from the entrance foyer of the school at 3.00pm each day (or directly from activities

when these commence later in the term). Please do not take your child without first informing the teacher or teaching assistant.

- Our teaching assistants and duty teachers will ensure that the remaining children are safely escorted to the correct school bus.

4. School Buses

The School bus service will begin on Tuesday 3rd September for Year 1 to Year 6 children.

- After being checked against the bus lists, the children will be taken to the buses by a Teacher or Teaching Assistant, along with a Bus Monitor, and then checked again on the bus by these staff before departure.

Special consideration will be given to all our children in the first few days of term to ensure that they fully understand the bus routines.

- Please inform us of any changes to your child's bus routine by 12 noon (for afternoon departures) or 5pm (for the following day's journeys).

If you wish to collect your child by car instead of them travelling on the bus, it is essential that you telephone the School Office at (04) 893 9999, email to ps.buses@powiis.edu.my or send an email letter to the class teacher before 12.00 noon. Failure to notify the school will cause delays to the bus departure times and prolong the journey for the children.

If your child becomes sick in the early morning and has to leave school, please contact your bus driver or bus monitor directly.

5. Parent Information Evening

A welcome and information evening for all Primary School parents will be held on **Wednesday 11th September**, from 6.00pm to 8.00pm. This meeting will outline important aspects of the respective year group's academic and pastoral programme offered at POWIIS Primary for the coming year.

The schedule for the evening is as follows:

- 6pm - EYFS- Y2 parents meet with class and year group teachers
- 6pm- Year 6 Challenge Award
- 6.50pm - Welcome from the Principal and introduction to the academic teaching team
- 7.15pm - Parents with children in Y3-Y6 meet the class and year group teachers.



6. Daily Routines

Please find below the normal routines for the various year groups.

(Year 1 to Y6) Timetable

08:00 - 08:10	<i>Registration</i>
08:10 - 08:50	Period 1
08:50 - 09:30	Period 2
09:30 - 10:10	Period 3
10:10 - 10:30	<i>Break and Snack</i>
10:30 - 11:10	Period 4
11:10 - 11:50	Period 5
11:50 - 12:30	Period 6
12:30 - 12:55	<i>Lunch</i>
12:55 - 13.20	<i>Play</i>
13:20 - 14:00	Period 7
14:00 - 14:40	Period 8
14:40 - 15:00	<i>Class Time</i>
15:00	<i>Dismissal from Class</i>
15:00 - 16:00	Extra-Curricular/After School Activities (Starting 23 rd September)

A timetable will be sent home with the children during the first week of term. This will inform parents when the children have their specialist lessons so that they can remind them to bring their correct equipment i.e. P.E. kit, swimmers, musical instruments etc.

7. Extra-Curricular Activities (ECA)

Activities start on Monday 23rd September in Term 1.

The Extra-Curricular Activity (ECA) Programme is a vital part of school life and all students are strongly encouraged to join in. School buses are provided after the activities which finish at 4.00pm.

In order to provide quality preparation for our different music ensembles/orchestra, drama groups and school sports team, some sessions may finish at 5pm, in which case parents will need to provide transport home for their children or make alternative arrangements. While we tried to provide as many complementary ECAs as possible, we do also have a range of additional paid activities, e.g. specialist instrumental, dance, martial arts, which are available on different afternoons during the week and at the weekends.

Communication will be sent out to parents regarding sign-up for activities at the beginning of the first term and at the end of the first and second terms. The students will have the opportunity to make their selections and discuss with you before information is sent out detailing your children's activities.

8. School Lunches

The children either bring their lunch from home or receive their lunch from one of our catering providers. All the children will eat at the same time in our first year.

9. Uniform

Looking smart is important at POWIIS Primary. We encourage the children to take a pride in their appearance and have high expectations and standards. All students at the school are required to wear the school uniform.

You can help us by ensuring that the children have the correct school uniform from the School Shop and checking that fashion items do not creep in. If in doubt, please come and ask.

General Appearance

- Clothing must be clean and presentable
- Shirts and blouses must be tucked into shorts, trousers or skorts
- Hats should be worn outside at all times, with the exception of sports activities when this is not practical.
School shoes should be plain black leather, black trainers without markings are also allowed
- Hair must be clean, neat and presentable. Girls must keep long hair tied back when in school. Boys' hair should be short and tidy, or if long tied in a pony-tail.
- Students must not wear jewellery apart from a watch, a small necklace of a religious nature and stud earrings. Stud earrings should not be worn on P.E. days. If they cannot be removed they will be covered with tape
- Students must not wear any make-up, which includes nail polish, or hair beads. The only exceptions are for a show or performance

EYFS (Nursery and Reception)	
Girls	Grey skort White Polo shirt/ green trim White ankle socks Black polished shoes Hair accessories- green, yellow , red or black PE shirt and black shorts



Boys	House Shirt and House hat
	Grey shorts White Polo shirt/ green trim White ankle socks Black polished shoes PE shirt and black shorts House shirt and House hat
Key Stage 1 (Year 1 and 2)	
Girls	White Polo shirt/green trim Grey skort White ankle socks Black polished shoes Green, yellow, red or black hair accessories PE shirt and black shorts House shirt and House hat
Boys	Grey shorts White Polo shirt/ green trim White ankle socks Black polished shoes PE shirt and black shorts House shirt and House hat
Key Stage 2 (Year 3 to Year 6)	
Girls	Grey Skort White Cotton Blouse, short-sleeved Navy Blue Tie White ankle socks Black polished shoes Green, yellow, red or black hair accessories PE shirt and black shorts House shirt and House hat
Boys	Grey shorts White Cotton short-sleeved shirt Navy Blue Tie White ankle socks Black polished shoes PE Shirt and black shorts House shirt and House hat



You may wish to purchase some items such as shoes, white socks, black belts and hair accessories in your home country.

10. Things To Bring To School

Students in KS2 can bring a pencil case with the following items:

- Standard and coloured pencils
- Pens (for students once they have been awarded their pen license)
- Pencil sharpener
- Eraser
- Glue stick
- Ruler (30 cm)
- Water bottle (the children can fill this at school)

The school will provide aprons, but you may wish to bring your own.

11. Homework

Detailed information about homework is included in the *Primary School Parent Handbook* and further details about this topic will be shared during the Parent Welcome Evening.

The homework schedule will start in the week beginning Tuesday 10th September.

12. School Events Calendar

Year groups, PE and Music will provide termly event calendars, however, it is important that parents check the online calendar school website on a regular basis and read the Newsletter, also available on the website, for any announcements.



In conclusion

Please let me reiterate that our staff are always available to provide the highest levels of care and support for your children. This is especially true at the beginning of a new school year. All the children will be given extra help and advice during their first few weeks to help them settle into our daily routines.

It now remains for us to wish you a wonderful start to the year and we look forward to seeing you all at the school in the coming weeks.

Yours faithfully,
Marcus Sherwood
Principal