



Parent Handbook

2024-25

Table of Contents

Foreword:

1. Welcome to POWIIS
2. [Mission, Vision, Guiding Statements and Core Values](#)
3. Our Philosophy & Ethos, Internationalism at POWIIS
4. Affiliation and Accreditation

Section A: General information on life at POWIIS

5. Who's who and who to contact - POWIIS STAFF LIST 2024-25
6. THE SCHOOL DAY
7. THE SCHOOL YEAR
8. Working together
9. School Nurse/Medical centre
10. School Trips
11. Extracurricular Activities
12. POWIIS Project
13. School shop/Uniform
14. POWIIS Supporters club
15. Boarding at POWIIS
16. Parent Consent (Data collection)

Section B: Appendix

17. Policies, procedures and other information for reference
 - a. [Safeguarding Handbook 2024-25](#)
 - b. [Attendance policy](#)
 - c. [Behaviour policy](#)
 - d. [KS3, KS4 and KS5 Uniform code](#)
 - e. [Uniform Price List](#)
 - f. [ICT Code of conduct for students](#)
 - g. [School bus behaviour rules and agreement](#)
 - h. [Transport Booking form](#)
 - i. [Transport Price List & Locations](#)
 - j. [Student vehicle guideline](#)
 - k. [Student driver registration form](#)
 - l. [Interrogation and Search Protocol](#)
 - m. [Academic honesty](#)
 - n. [SEN policy](#)
 - o. [Assessment, recording and reporting policy](#)
 - p. [Student well-being policy](#)
 - q. [Anti-bullying procedure](#)
 - r. [E-Safety guidelines](#)
 - s. [Education Outside the Classroom \(EOTC\) policy](#)
 - t. [Health and safety policy](#)
 - u. [Signing In and Out procedure](#)
 - v. [Language Policy](#)
 - w. [Boarding policy](#)
 - x. [Admissions policy](#)

1. Welcome to the Prince of Wales Island International School

Dear POWIIS Parent,

If you are reading this handbook, you have chosen POWIIS as your partner in your child's educational journey. We are delighted and privileged to partner with you in this journey, and we look forward to sharing your joy in watching your child develop into a well-balanced, caring and successful individual, ready to step out into the wider world and make a positive difference.

Like any partnership, its success depends on mutual respect and effective communication. This handbook has been designed to provide you with a quick reference guide to how things work at POWIIS, who to talk to in a variety of situations and how best you can support your child through this demanding, challenging and, most of all, exciting period of their lives.

Together, we can help your child to fly.

Mrs Dinah Hawtree
Principal

2. [Mission, Vision, Guiding statements and Core values](#)

3. [Our Philosophy & Ethos](#)

The three words in our motto, chosen to underline the ambitions of the whole school, are:
truth, wisdom, integrity.

- Truth is prized in communication and honest reflection.
- Wisdom is gained through experience and understanding.
- Integrity is expected in personal standards and relationships.

Our guiding principles:

High Quality Learning

At POWIIS we provide students with a range of challenging and enjoyable opportunities to develop deep understanding. High quality learning comes about through meaningful, rigorous and authentic experiences where the learner is guided and encouraged to be confident, reflective and dedicated.

Global Citizenship

At POWIIS we shape future change makers by considering multiple perspectives on contemporary issues. We empower our community to make informed decisions in favour of environmental integrity, economic viability and social justice. We engage, locally and globally, as proactive contributors to a more peaceful, tolerant and sustainable world.

Inclusion, Diversity, Equity and Anti-racism (IDEA)

At POWIIS we commit to providing an inclusive environment for our community. We respect, understand and celebrate the diversity of all, regardless of the characteristics with which they identify and we challenge stereotypes, bigotry and ignorance. This diversity strengthens us both as a community and as individuals.

Mental Health and Well-being

At POWIIS we commit to ensuring the positive emotional, psychological and social well-being of the whole community. We develop well balanced, resilient students, who show compassion and respect for others and develop positive self worth and self confidence. Every stakeholder feels able to communicate in a safe space and to seek support through challenging times.

Digital Citizenship

At POWIIS we develop our students' digital intelligence in order to safely navigate their increasingly technological landscape. We enable them to be analytical, kind and responsible

citizens, who understand the permanence and impact of online content and are able to communicate effectively and with integrity in the digital world.

Intercultural Fluency

At POWIIS we develop lifelong, cross-cultural intelligence through a vibrant and internationally-minded educational experience. We encourage students to recognise, celebrate and continuously learn about, and from, different cultures. We nurture a commitment to cultural sensitivity and an understanding of human commonality.

4. Affiliation and Accreditation

To provide an external guarantee of quality, the school is working in partnership with the Council of International Schools (CIS). This ensures an ongoing process of rigorous self-evaluation and continuing school improvement. CIS is one of the world's leading educational accreditation agencies and their Standards for Accreditation are designed to guarantee that a school is offering an international education of high quality. The CIS accreditation process operates on a 5 year cycle, involving surveys, self-review reports, evaluation visits and training. Parents are encouraged to take an active part in the accreditation process by completing surveys, attending meetings; please look out for information coming out regarding opportunities to get involved.

POWIIS is a member of the following school organisations:

1. The Federation of British Schools in Asia (FOBISIA) - FOBISIA provides excellent opportunities for staff development and professional collaboration as well as student participation in academic, sporting, musical and artistic events.
2. The Council of British International Schools (COBIS) - COBIS also provides a range of opportunities for staff development and student events.
3. The Association of International Schools in Malaysia (AIMS) - AIMS provides more local opportunities for staff and students to connect across Malaysia.

Section A: General information on life at POWIIS

5. Who's who at POWIIS

Form Tutors	Name	Email Contact
Year 7	Ms Jennifer Woolgar	j.woolgar@powiis.edu.my
Year 7	Mr Matthew McEwan	m.mcewan@powiis.edu.my
Year 7	Mr Keigan Page	k.page@powiis.edu.my
Year 8	Ms Lily Clubb	l.clubb@powiis.edu.my
Year 8	Mr Eu Shern Toh	e.toh@powiis.edu.my
Year 8	Mr Ian Withers	i.withers@powiis.edu.my
Year 8	Mr Conrad King	c.king@powiis.edu.my
Year 9	Ms Sherry Hu	s.hu@powiis.edu.my
Year 9	Mr Ted FitzPatrick	t.fitzpatrick@powiis.edu.my
Year 9	Ms Nursyazwani Abdul Majid	w.abdulmajid@powiis.edu.my
Year 9	Mr Matthew Paterson	m.paterson@powiis.edu.my
Year 9	Ms Nisha Chitroda	n.chitroda@powiis.edu.my
Year 9	Ms Littly Sacker	l.sacker@powiis.edu.my
Year 10	Mr Jonathan Gordon	j.gordon@powiis.edu.my
Year 10	Ms Alice O'Mahony	a.mahony@powiis.edu.my
Year 10	Mr Mark Thompson	m.thompson@powiis.edu.my
Year 10	Ms Carolyn Reeves	c.reeves@powiis.edu.my
Year 10	Mr Geoffrey Bourton	g.bourton@powiis.edu.my
Year 10	Mr Alan Reeves	a.reeves@powiis.edu.my
Year 10	Mr David Griffiths	d.griffiths@powiis.edu.my
Year 11	Mr Hamidi Ibrahim	h.ibrahim@powiis.edu.my
Year 11	Mr Andy Llewellyn	a.llewellyn@powiis.edu.my
Year 11	Ms Gurdeep Kaur	g.kaur@powiis.edu.my
Year 11	Ms Salam Atallah	s.atallah@powiis.edu.my
Year 11	Ms Odaly Fernandez	o.fernandez@powiis.edu.my
Year 12	Mr Shakeel Sheikh	s.sheikh@powiis.edu.my
Year 12	Mr Lai Hock Lim	l.lim@powiis.edu.my
Year 12	Ms Catherine Amsdorf	c.amsdorf@powiis.edu.my
Year 12	Mr John Cranwell	j.cranwell@powiis.edu.my
Year 13	Ms Maria Fourie	m.fourie@powiis.edu.my
Year 13	Mr Philip Odeny	p.odeny@powiis.edu.my
Year 13	Ms Julie Smith	j.smith@powiis.edu.my
Pastoral Leaders		
Head of KS3/Transition coordinator	Ms Virginie Galy	v.galy@powiis.edu.my
Head of KS4	Mr Sam Shadbolt	s.shadbolt@powiis.edu.my
Head of Sixth Form	Mr Ross Furmedge	r.furmedge@powiis.edu.my
Student Support Services		
School Counsellor	Ms Josephine Casaccio	j.casaccio@powiis.edu.my
	Mr Tavis King	tr.king@powiis.edu.my
University and Career Guidance Counsellor	Mr. Peter Bekker	p.bekker@powiis.edu.my
Safeguarding Team		
Designated Safeguarding Lead	Ms Jennifer Blais	j.blais@powiis.edu.my
Deputy Safeguarding Lead	Ms Wendy Clarke	w.clarke@powiis.edu.my
Deputy Safeguarding Lead	Mr Peter Roberts	p.roberts@powiis.edu.my
Senior Leadership Team (SLT)		
Principal	Mrs Dinah Hawtree	principal@powiis.edu.my
Deputy Principal	Mrs Wendy Clarke	w.clarke@powiis.edu.my
Deputy Principal	Ms Jennifer Blais	j.blais@powiis.edu.my
Deputy Principal	Mr Peter Roberts	p.roberts@powiis.edu.my

6. THE SCHOOL DAY



Weekly Schedule from August 2024

Time	Monday	Tuesday	Wednesday	Thursday	Friday
08:00	Tutor time	Tutor time	Tutor time	Tutor time	Tutor time
08:10	Extended tutor / Year activity	TMP/TLP	House activities	Assembly	Extended tutor / Year activity
08:20					
08:40	1	1	1	1	1
09:30	2	2	2	2	2
10:20	Break	Break	Break	Break	Break
10:40	3	3	3	3	3
11:30	4	4	4	4	4
12:20	Lunch	Lunch	Lunch	Lunch	Lunch
13:10	5	5	5	5	POWIS PROJECT
14:00	6	6	6	6	
14:50	End of day/break	End of day/break	End of day/break	End of day/break	End of day/break
15:00	Buses or ECAs Meetings/CPD sessions	Buses or ECAs Meetings/CPD sessions	Buses Meetings (to 4.30pm)	Buses or ECAs Meetings/CPD sessions	Buses
16:15	ECA buses	ECA buses		ECA buses	

The school day starts at 8.00am for all students. Your child should arrive at school between 7.45am and 8.00am via the main and rear entrances to the school.

Arrival times:

<7:30 - There are no staff on duty on campus before 7:30. Students who arrive before this time will not be able to access the campus and will wait at the guard house as the gate will not be open.

7:30-7:45 - Students arriving at this time will be allowed to enter the campus where they will need to wait sensibly in the library under the supervision of the duty officer who will monitor them. Sixth form students may proceed directly to the Sixth form centre.

>7:45 - Students can make their way to lockers and tutor rooms.

No students will be allowed to access the school campus before these times. Teachers start their duties at 7.45am. At this time, students will be able to head to tutor rooms and lockers.

Registration

Morning registration is from 8.00am - 8:10am.

Late Arrivals

Students who arrive after 8.00am should sign in at reception. The student services office will ensure that the student is registered on iSAMS.

Student Absences

Parents must report their child's absence via the google form links below.

- [POWIS-Student Planned Absence Request Form 2024-2025](#)
- [POWIS- Student Unplanned Absence Request Form 2024-2025](#) (sickness or emergency)

When a student returns after a period of absence, they must bring a note or medical certificate (for absences of more than 3 days) to the form tutor from home providing an explanation of their absence. If a student is marked absent without explanation, the Front of House cum Student

Services Officer will phone the parents to follow up on the reason for the absence.

For more information please see the [Attendance policy](#)

Bring your own device

All students are expected to have a fully charged and usable laptop with them in school every day. This device must be able to access the Google Suite for Education and other apps used in POWIS, such as [Blender](#) and [Tinkercad](#).

We recommend a Chromebook as a suitable device that covers all of the below requirements. Further advice and information can be found here: [Malaysia Chromebook Reviews](#)

Device Type	Laptop with keyboard
Operating System	The minimum required operating system version for compatibility with educational software and security updates. For example, iOS 14 or later for Apple devices, or Android 10 or later for Android devices. Students are taught using Windows devices and the Google suite of tools and as such Apple devices are not supported by our teachers.
Screen Size	A minimum screen size of 11 inches.
Processing Power	The minimum processor requirement to ensure devices can handle educational tasks smoothly. Minimum of dual-core processors for laptops. To access the high-end graphics tools outside of school a device with a single CPU processor using either i5 or i7 would be recommended.
Memory (RAM)	A minimum of 4GB RAM.
Storage Capacity	The minimum storage capacity to ensure students can save their work, install educational apps, and store multimedia content. A minimum of 64GB.
Connectivity	Ensure devices have built-in Wi-Fi capabilities to access online resources and collaborate with peers and teachers.
Battery Life	A minimum of 6 hours of active use or 8 hours of standby time.

Equipment list

Essential items	Subject
Black pen (Exam requirement)	All
Green pen	All
HB Pencil	All
15cm Ruler	All
Eraser	All
Pencil sharpener	All
Highlighter Pens - Assorted colours	All

Colour Pencils	DT, Art, Geography, History, Psychology
0.5mm Fine liner	DT, Art
Protractor	Maths, Geography, DT, Physics
Compass	Maths, Geography
Calculator - Casio Classwiz fx-570EX	Maths, Science
A4 size 2-ring binder	Mandarin (KS4 only)
Recommended items	
Mechanical Pencil	DT
Glue Stick	All
Scissors	All

The use of English

Students at POWIIS are able to speak a wide range of languages other than English. Linguistic diversity is an enriching element in the life of the school but it can also be a source of division. English is the language that we all speak - the language of inclusion - and for this reason we must encourage all students to speak in English so as not to exclude others, both in the classroom and in free time.

Canteen

Our canteen offers a wide range of meals and students may either choose this service or bring a (pork and nut free) packed lunch. Students can sign up for the termly meal plan in the Vircle App, which includes a morning snack and lunch. Alternatively, students can purchase meals in the canteen using the Vircle Student ID Card. Please note that online deliveries by food companies are not permitted and will be turned away at the school gate. Sixth form students have the option to go off site to purchase food. (However they must eat this off site also).

Bus service

The school bus service is operated by Mr Lee at LBK- lbkschoolbus@gmail.com. If parents wish for their child to take the school bus the [transport booking form](#) should be completed. For all arrangements and notification of changes to the normal collection routine please email to studentservices@powiis.edu.my. Please inform the school of such changes by 12 noon the day before the change is needed.

If your child is already registered on our school bus list you do not need to fill up this transport selection form only new students are required to do this. The bus registration will close on Friday, 16th August 2024. To allow time to potentially accommodate new pickup/drop-off points. Confirmed bus lists are sent out Thursday, August 22nd and then at the beginning of each term.

If parents wish to withdraw their child from the school bus or change the pickup/drop off point, parents can email to studentservices@powiis.edu.my.

School Bus Price List & Locations

NO	Locations	Departure from School: 3.00pm Per Term (RM)				Remarks
		Pick up time	Daily	2 Ways (Per Week)	Late Bus (Per trip)	
1	Minden Heights (Lebuh Minden 1/ Jalan Satu Rukun Tetangga)	6.50am	1600	850	40	Monitor
2	Bukit Gambir (The Palazzia & Plaza Ivory)	7.00am	1600	850	40	Monitor
3	Queensbay (Near Gold Coast)	6.45am	1600	850	40	Monitor
4	Queensbay (In Front Coffee Bean)	6.50am	1600	850	40	Monitor
5	Bukit Jambul (at the end of the T-junction Lebuh Bukit Jambul/ Metro Residence, Tingkat Bukit Jambul 2)	7.20am	1600	850	40	Monitor
6	E-Gate (Jalan Tunku Kudin, opposite the Lotus bus stop)	6.55am	1700	900	45	Monitor
7	The Light Collection (The Light Collection 1)	7.00am	1700	900	45	Monitor
8	The Light Collection (The Light Collection 2)	7.00am	1700	900	45	Monitor
9	The Cove (Guardhouse)	6.35am	1600	850	45	Monitor
10	Hotel Mercure	6.35am	1600	850	45	Monitor
11	The Tamarind (Guardhouse)	6.40am	1600	850	45	Monitor
12	Straits Quay (Main Entrance)	6.40am	1750	925	45	Monitor
13	Island Plaza (In Front Smile Bay Dental)/City Junction Penang (Opposite Island Plaza)	6.40am	1750	925	45	Monitor
14	Sunrise Gurney (In front QM Pharmacy)/ Gurney Paragon	6.45am	1750	925	45	Monitor
15	Permai Garden (Guardhouse)	6.35am	1500	800	45	
16	Alila 2 (Guardhouse)	6.40am	1500	800	45	
17	Mira Residence (Guardhouse)	6.45am	1500	800	45	
18	Scotland Villas (Guardhouse)	6.30am	1600	850	45	
19	SCIPS	6.40am	1600	850	45	
20	CRC (Jalan Padang Victoria)	6.50am	1600	850	45	
21	Masjid Negeri Pulau Pinang (Hentian Transit)	7.00am	1600	850	45	
22	City of Dreams	6.50am	1500	800	45	
23	Georgetown Pharmacy Tanjung Bungah	7.00am	1500	800	45	
24	Surin Condominium (Guardhouse)	7.05am	1500	800	45	
25	10 Island Resort	7.10am	1500	800	45	
26	Icon City	6.20am	2000	1050	65	
27	Sunway Carnival Mall (Opposite the Company Entrance)	6.40am	2000	1050	65	

Parents/students who request a change to their transport arrangements late in the day inevitably cause delays to the whole bus system and this should be avoided unless absolutely necessary.

Dismissals from Extra-Curricular Activities

The Activity teacher will dismiss the students from their activity at 4.00pm and buses will leave at 4:15pm

ECA/Late Buses

ECA buses are available for any students who are on a scheduled activity and leave the campus at 4:15. Should any additional ECA programmes, training, events or coaching be required, an additional bus will be put on for only those students involved where the Teacher in charge will pass the list to the Student Services Officer.

Late Collections

Any students not collected by 3.15pm or 4.15pm (after activities) are deemed late. Students will need to remain in the foyer area by the Reception desk. The Student Services Officer will call the parents of the late students after 3.15pm or 4.15pm, unless we have been previously informed. Parents will then be expected to collect or make independent transport arrangements.

The school week additional information:

Monday: Extended tutor time is coordinated by the Year Leader and will sometimes involve assemblies and year/tutor based activities or mentoring.

Tuesday: Students can select optional enrichment by attending the Tuesday Morning Performance (TMP) or the Tuesday Morning Talk (TMT) which has POWIIS performers and, on occasion, visiting performers.

Wednesday: House activities take place and students should wear their House shirts with POWIIS black shorts (as per the uniform code) on these days to show affiliation to their house.

Thursday: School Assemblies are held on most Thursday mornings. All students should attend in full uniform. This is where we celebrate particular aspects of the students' efforts and achievements.

Friday: Extended tutor time is coordinated by the Year Leader and will sometimes involve assemblies and year/tutor based activities or mentoring.

Every Friday afternoon students take part in the POWIIS Project which forms part of our global citizenship education programme. Students can sometimes travel off site to work with some of our amazing partners to improve and impact the community. If you would like to know more about what we do or would like to volunteer, please contact studentservices@powiis.edu.my.

7. The School Year



Prince of Wales Island
International School

2024-2025

August 2024							September 2024							October 2024						
M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

November 2024							December 2024							January 2025						
M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												

February 2025							March 2025							April 2025						
M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
					1	2					1	2		1	2	3	4	5	6	
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
							31													

May 2025							June 2025							July 2025						
M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

Final version 28/11/2024	
Date	Event or Holiday
Aug 15	SLT in school
Aug 15	Withdrawal due date for end of Term 1
Aug 16	New staff in school
Aug 19-22	Staff training days (School closed for students)
Aug 19	Fees due date Term 1
Aug 23	Student induction day
Aug 26	Term 1 Begins / School opens
Aug 31	Merdeka day Holiday
Sep 16	Prophet Muhammad's Birthday/Malaysia Day Holiday
Sep 17	Malaysia Day Holiday
Oct 26 - Nov 03	School closed for half term holiday
Oct 31	Deepavali Holiday
Dec 01	Withdrawal due date for end of Term 2
Dec 13	Term 1 ends @ lunch time/School closes
Dec 25	Christmas Day Holiday
Dec 30	Fees due date Term 2
Jan 01	New Year's Day
Jan 06	Term 2 Begins / School opens
Jan 25 - Feb 02	School closed for Chinese New Year Holiday
Feb 10 - Feb 11	School closed for Thaipusam Holiday
Feb 15	Staff training day (School closed for students)
Mar 15	Withdrawal due date for end of Term 3
Mar 18	Nuzul Al-Quran Holiday
Mar 31 - Apr 01	Hari Raya Aidilfitri Holiday
Apr 05	Staff training day (School closed for students)
Apr 18	Term 2 ends @ lunch time/School closes
Apr 18	Good Friday
Apr 20	Easter Sunday
Apr 28	Fees due date Term 3
May 01	Labour Day
May 05	Term 3 Begins / School opens
Jun 02	Agong's Birthday Holiday
Jun 07	Hari Raya Haji Holiday
Jun 27	Aval Muharram Holiday
Jul 04	Term 3 ends @ lunch time/School closes

	School holiday
	Public holiday (school closed)
	Teacher training (school closed to students)

Year 2025/26:
 New staff arrives in Malaysia **Wed 13 Aug**
 All staff in Malaysia **Sun 18 Aug**
 Staff Training **Mon 19 Aug**
 School restarts for students **Fri 22 Aug (Induction Day)**

8. Working together

Assessment and Reporting to Parents.

At POWIIS we believe in using assessment to raise learning standards throughout the school, enabling children to fulfil their potential. Everyone concerned with assessment - students, teachers, parents and school leaders must have a clear understanding of the reasons for the assessment, what is being assessed, the criteria for success and the method by which the assessment is made.

- Assessment is firmly embedded into our practice and is both summative and formative.
- Assessment of learning (summative assessment) provides a snapshot of what has been learned.
- Assessment for learning (formative assessment e.g. effective feedback, questioning) informs the next stage of learning. It also involves students in the process of self improvement/self-assessment and peer assessment.
- Assessment procedures are ongoing and inclusive.

Please see the [Assessment, recording and reporting policy](#) for more details.

Parent Teacher Conferences (PTC)

Student achievement is also reported to parents through PTCs. These are held twice a year and students can join the meetings. Both online and face to face options are available throughout the year.

Student Support

Form tutors: Teachers' and students' first contact is the form tutor. All students are assigned to a Tutor Group. As far as possible, we aim to keep form tutors with their tutees as they move through the school in order to build strong relationships with students and their families.

The House System

Students are allocated to one of four School Houses (Aqua, Ignis, Terra and Ventus) and, once allocated, will stay in that House throughout their time at the school. We appoint Eight House Captains from year 12 each year and 4 junior House Captains.

The Houses are an integral part of school life and:

- Are a focus for healthy, enjoyable and inclusive competition
- Allow classroom rewards in all areas of the curriculum (via our core values)
- Develop group identity and a sense of belonging
- Offer an opportunity for the older students to lead and mentor the younger ones.

At POWIIS we seek to reward positive behaviour with a system of House Points in the School. Parents and students can access their milestone, accolades and achievements via Epraise. Students can login via the Epraise app with their POWIIS google account. Parents will get an email at the start of the year with login details. The teachers issue House Points each week and students receive a notification. These are counted towards the end-of-year House Cup. Points are also awarded for House competitions and going above and beyond what is expected.

The House with the most points at the end of the year wins the Cup. Points for special House events are also added to the weekly running totals. All members of the teaching staff, with the exception

of SLT and PE staff, are allocated to a House.

Parent-School Communication

We intend communication to be as smooth as possible so that parents feel that they are a vital part of a learning partnership, no matter how far away from school they might be. We actively encourage and welcome parents to contact us as soon as possible if they have any queries or concerns relating to the school or their child.

The first contact for any concern or issue should be with the form tutor as they have the most regular contact and relationship with your child. Please refrain from escalating your communications directly to the Principal/leadership team - queries are almost always best dealt with by the person closest to your child (form tutor) and should the information/query need to be shared or requires input from elsewhere, they will direct it to the appropriate person. With all communication please allow 1 full working day for responses. Teachers will usually respond between 7:45am and 4:15pm Monday to Thursday and till 3:15 on Fridays (Please take note that all teachers are delivering POWIIS project sessions during Friday afternoons so responses will often be the next working day).

Visiting the School

All visitors are required to report to the main entrance gate where they will be issued with a visitor's ID, once they have read and accepted our safeguarding guidance. They will then be asked to wait in the reception area until they are collected by a member of staff or escorted directly to their appointment by a member of staff. These procedures also relate to parents who are visiting the School outside of the daily arrival and departure times.

Hours of operation

- The Reception desk is situated in the main entrance foyer of the School. The desk is manned throughout the day (from 7.30 am to 4.30pm).
- The Admin Office can be contacted between the hours of 8.00am and 5.00pm from Monday to Friday.
- During the school holidays the office has restricted opening hours.

The School can be contacted by the following methods:

- Tel: 604 868 9999
- Email: studentservices@powiis.edu.my
 - The Student Services Officers will refer parents to the relevant member of the Support or Academic Staff. The Finance, Marketing, Admissions, HR, Maintenance and Procurement departments all operate on site.
 - The Student Services Officers can also support arranging parental appointments with the teaching staff where these are required.

9. School Nurse/Medical Centre

The School Nurse is on duty from 8:00 am to 5.00 pm Monday to Friday and Saturday 09:00 am to 1:00 pm. The School Nurse is also available for home sporting fixtures, and attends to the injuries or accidents of any students who require attention, from POWIIS or from visiting schools. Furthermore, we have a well qualified first aid responder team throughout the school.

The School Nurse is covered by either a contract nurse or one of the boarding Matrons if she is absent. Should you wish to contact the school nurse please do not hesitate to do so through the following email address: nurse@powiis.edu.my

10. School Trips

Within every year group we have a number of exciting opportunities to develop students' learning off campus. When these opportunities arise, formal letters are sent via iSams to emails and include details of the itinerary, payment (if any), dress code kit list, etc. The letter will also outline if the trip is part of the curriculum and built into the school fees; these trips are compulsory and all students should attend and no alternative on site provision will be offered.

Dress code: Students attending school trips should wear their house shirt, POWIIS branded shorts, black/navy blue skirt or skort, long training bottoms and trainers. Often, students will need to bring a packed lunch (these should be free of pork and nuts) and might wish to bring some spending money for gift shops/drinks etc.

For all residential trips, to aid communication, trip groups in the Classlist app are created the week before the trip and parents have an opportunity to ask questions on the group regarding the trip. These questions are monitored by the Deputy Principal and will be responded to within 24 hours and within office hours of 8am to 4pm.

During the trip the following information will be relayed to the group.

- Arrival at the venue
- Evening feedback
- Departing the venue
- Any other significant info which parents need to be aware of

11. Extra-Curricular Activity Programme

The Extra-Curricular Activity (ECA) Programme is an integral part of school life and all students are strongly encouraged to sign up. Upon signing up students are expected to attend all sessions and should inform the person in charge if they can not attend. Competitive fixtures teams will primarily be selected from the ECA attendees to encourage good work ethic and reward the commitment. Activities take place after school Monday, Tuesday and Thursday. While we try to provide as many complimentary ECAs as possible, we do also have a range of additional paid activities, e.g. taekwondo. The options available are sent out in advance for students to sign up the week before. 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 teams, some sessions may finish at 5pm in which case information will be shared with parents and students. Students who require transport will need to sign up with reception as soon as possible and no later than 12:40pm on the day of the activity.

Communications are 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 for terms 2 and 3. The students have the opportunity to make their selections and discuss with you before information is sent out detailing your child's activities. Parents and Students are able to monitor their sign up and notifications via "the POWIIS - Digistorm app" which is available on the apple app and google play store.

12. POWIIS Project

The POWIIS Project forms part of our global citizenship education curriculum and students are able to choose from a range of 25+ projects, working with various organisations from around Penang, such as the Habitat Foundation, Penang Cat Beach and many more. Depending on the students' selections, they may travel off campus to undertake service education; this could be beach cleaning, trail making or dolphin spotting. As such, the teacher in charge will update students on the timings and location of the activity. The POWIIS Project takes place every Friday afternoon from 13:00-2:50. Students sign up using google form and updates are posted on the google classroom for the project.

13. School Shop and Uniform

Uniform: We expect students to wear the correct uniform and adhere to uniform rules, which are published in the student planners.

The school uniform shop is open to students during break, lunch and after school. Students need to pay for items via e wallets (TNG etc). If parents wish to oversee the purchasing of uniform, they can contact c.chan@powiis.edu.my

Uniform advice: Due to the nature of school being a busy place, the following items and quantities are recommended.

- Shirts - Recommended 3
- Trousers/Skirt - Recommended 3
- Blazer - optional
- Hoodie - optional
- House shirt - Minimum 1 (Recommended 2)
- PE Shirt - Minimum 1 (Recommended 2)
- PE Shorts - Minimum 1 (Recommended 2)

For further details please see the following documents: [KS3 KS4](#) and [KS5](#) Uniform code and [uniform price list](#)

OUT OF SCHOOL, REPRESENTING THE SCHOOL, AND TRAVELLING TO AND FROM SCHOOL:

Each member of the school represents the whole community and should strive to maintain the high reputation that POWIIS enjoys. Such a reputation could quickly be damaged for everyone by the actions of a few careless individuals. Whenever a student is wearing a POWIIS school uniform, they are representing the school, regardless of the day or time. Good behaviour and appropriate attire and language are expected at all times when representing the school at events, taking part in field study trips or adventure holidays, and travelling to and from school.

14. POWIIS Supporters Club

The POWIIS Supporters Club is a group of parents who have volunteered to support and enhance the education provided to POWIIS students. Any Parent is welcome to join and there are three meetings a year - one per term on Saturday mornings. If you are interested in joining, please contact p.roberts@powiis.edu.my

15. Boarding at POWIIS

Boarding at POWIIS offers a variety of options to meet students and families need's to find out more contact m.goh@powiis.edu.my. If you are already a boarding parent you can find the boarding handbooks here.

- [Parent Boarding Handbook](#)
- [Student Boarding Handbook](#)

16. Parent Consent (Data Collection)

Before the beginning of each academic year parents will be asked to confirm they have read/acknowledge receipt of the parent handbook as well as their consent and contact details for trips via the google form [Parental Consent Form POWIIS 2024-25](#) (including those as part of POWIIS Project), medical information and first aid/treatment. This form must be completed every year to access first aid treatment on and off site. If you are unable to access to the google form, please fill up manually using this form [Parental Consent Form POWIIS 2024-25 \(pdf\)](#)