

PRE-COMMENCEMENT GUIDE 2024

SUNWAY CAMBRIDGE INTERNATIONAL PROGRAMME (IGCSE)

Welcome to Sunway International Schools (SIS)! This document serves as a guide to help new families prepare for the upcoming school year. Up until school commencement, you should be receiving weekly emails from the school with more information so please make sure to check your emails. If you require any further assistance, feel free to contact the school at sisadmin@sunway.edu.my

This guide will cover the following areas:

[SCHOOL HOURS](#)

[ORIENTATION DAY](#)

[SCHOOL UNIFORM](#)

[BOOKSHOP & LEARNING MATERIALS](#)

[DIGITAL DEVICES](#)

[eCAMPUS SYSTEM](#)

[SCHOOL EMAILS](#)

SCHOOL HOURS

Classes are conducted on-campus during the following times:

Day	Years 7 - 11
Monday – Thursday	8:00 am – 3:20 pm
Friday	8:00 am – 12:00 pm

- Please make arrangements for your children to be picked up and dropped off each day.
- Secondary students that arrive between 7:00 am and 7:50 am should go directly to the Secondary Cafeteria and not be in other areas of the School.
- Students can make their way to their classes after 7:50 am as the morning song is being played.
- Extracurricular activities (ECAs) will be conducted after school hours and will only begin on a later date after school commencement.

ORIENTATION DAY

The **Orientation Day** is scheduled as follow:

Date : Tuesday, 16 January 2024
Time : 10:00 am to 1:00 pm (registration starts at 9:00 am)
Location : Sunway International Schools, PT, Jalan Subang 1, USJ 1, Subang Jaya, Selangor

Parents/guardians are strongly encouraged to attend the Orientation Day with their child(ren) to better understand and prepare for their academic progress at Sunway International Schools (SIS). Refreshments will be served on that day.

Students and parents/guardians will be informed on detailed schedules together with the timetable during **Orientation Day**. For families unable to attend, please contact the school for more information on your next steps.

Classes will commence on-campus on **Wednesday, 17 January 2024**.

SCHOOL UNIFORM

The School Uniform consists of the following

- Formal Uniform
- Physical Education (PE) Attire
- Sweater (optional)

All students are required to observe and abide by the **School's Uniform Policy**; thus:

- All students are expected to wear the school uniform with pride and respect, according to the School Code of Conduct.
- All students are required to be in the uniform as stipulated by the School.
- Students should change to the appropriate Physical Education (PE) attire during PE classes as per their timetable.
- Students are required to be in appropriate school uniform when attending a school field trip.
- Students should purchase the school uniform from the School Bookshop (refer to School Bookshop info below).

Sweater (optional purchase): Students may only wear the school sweater. We do not permit students of any age to wear hoodies or non-SIS sweaters.

Shoes & Socks: Students are required to wear black and/or white sneakers/sports/school shoes with black and/or white socks to school. Other types of shoes, sandals and slippers are not allowed. Coloured shoe trimmings or coloured soles are not permitted.



Secondary Uniform
Short-sleeved Shirt, Skort / Trousers



PE Attire
PE Shirt, PE Shorts



Sweater
(optional)



BOOKSHOP & LEARNING MATERIALS

The School Bookshop located at the SIS USJ Campus stocks school uniforms, textbooks, learning materials such as stationeries, workbooks, and exercise books that are required for lessons at school.

The School Bookshop's normal operating hours are listed below:

Mondays – Fridays : 8:30 am – 5:30 pm

Saturdays : 9:00 am – 1:00 pm

The textbooks and learning resources should be purchased according to the student's individual timetable, as per the teacher's instruction.

For more information, please contact the bookshop operator, **Ms Normala at 010-890 6020** or **Mr Ali at 012-906 8569**.

DIGITAL DEVICES

All Year 7 to 11 students are required to have and use their individual laptop in their daily lessons. The laptop must have the minimum specifications below:

- Operating System : Microsoft Windows 10 and above or Mac OS
- Processor : Intel Core i5 and above
- Memory : 16GB RAM and above
- Hard Drive : At least 500GB for SSD HDD drive
- Wireless : 802.11 a/b/g/n/ac wireless

eCAMPUS SYSTEM

The SIS eCampus is a system where students can use their Student ID to make cashless purchases within the school cafeteria, as well as allowing parents/guardians to pre-order meals and top up their child (ren)'s credit in the eCampus portal. Parents/guardians will use the email registered with us to access the eCampus portal. A maximum of two email addresses will be accepted for each family. The first email account is compulsory while the second account is optional. To request for a Parent ID Card and/or Car Sticker, kindly scan below QR code or click the link below. More details will be sent after registration.



<https://bit.ly/SISeCampus>

SCHOOL EMAILS

If you require assistance or have any further queries, please reach out to us:

General Enquiries	sisadmin@sunway.edu.my
Academic-Related Enquiries	sis_academic@sunway.edu.my
International Student Matters	sis_intsupport@sunway.edu.my
Cafeteria Operator	cafeteria.sunway@shfservices.com

Please ensure you allow communication from the above email addresses to not miss out on any school communication.

REMINDER: COMPLETION OF THE FOLLOWING BEFORE THE ORIENTATION DAY

- Acceptance of Enrolment
- Health Record Form
- SIS Student Behavioural Contract
- Payment of school fees at epayment.sunway.edu.my/sis

Please call the Admissions Office at (+603) 5639 8800 or email sisadmin@sunway.edu.my for more information.