

PRE-COMMENCEMENT GUIDE 2024

CANADIAN (ONTARIO) KINDERGARTEN & PRIMARY SCHOOL PROGRAMME

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:

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SCHOOL HOURS

Classes are conducted on-campus during the following times:

Day	Kindergarten, Grades 1 - 5
Monday – Thursday	8:00 am – 3:00 pm
Friday	8:00 am – 12:00 pm

- Please make arrangements for your children to be picked up and dropped off each day.
- Teachers will be on duty from 7:30 am onwards (daily) and up until 3:30 pm (Mondays to Thursdays) and 12:30 pm (Fridays).
- Extracurricular activities (ECAs) and co-curricular activities (CCAs) will be conducted after school hours and will only begin on a later date after school commencement.
 - ECAs are only available for students in Primary School (Grades 1 to 5).
 - CCAs are available for all Elementary grades (Kindergarten, Grades 1 to 5) but are subject to the offerings of the service providers. They are paid activities offered by external service providers using SIS facilities on campus.

ORIENTATION DAY

The **Orientation Day** of **Kindergarten** and **Grades 1 – 5** 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). This is an opportunity to see where to drive through and do the 'Kiss and Go' drop off once school commences, where their classroom is, meet the teachers, meet their classmates and familiarise themselves with the school. 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
- Bucket Hat
- 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 wear the appropriate Physical Education (PE) Attire on days when PE is scheduled in their timetable - this includes appropriate sports footwear. They are not required to bring their formal uniform to change into and can remain in their PE attire for the day.
- Students are required to wear their bucket hat when they are in any area that exposes them to the sun. We have a '**no hat, no play**' policy so if a student does not have their hat, they will only be allowed to play in fully shaded areas. It is vital that all students have their hat at school as this is also a requirement during PE lessons (removal of hats is at the discretion of the PE department for safety reasons).
- Students are required to be in the formal uniform with bucket hat when attending a school field trip. Teachers will advise if there is a change to this and if PE attire is necessary instead.
- Students should purchase the school uniform from the School Bookshop (refer to School Bookshop info below).
- For swimming, students will need to be in culturally appropriate swimwear. The PE department will notify families of full swim gear requirements via the Elementary School communication platform, SeeSaw after school commencement. Swimming is a compulsory part of the PE curriculum.

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.



Kindergarten Formal Uniform
Polo Shirt, Shorts



Primary Grades 1 to 5 Uniform
Short-sleeved Shirt, Shorts/Skort



PE Attire
PE Shirt, PE Shorts



Bucket Hat



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

As we are a school that practises a differentiated programme, we do not use standardised workbooks or textbooks as part of our learning. There will be no requirements to purchase either workbooks or textbooks at the moment.

Stationery packs with all of the necessary exercise books and resources will be available for purchase at the bookshop before commencement of classes. **These will be left in school for use during class.**

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

DIGITAL DEVICES

Kindergarten to Grade 2 students will have access to laptops and tablets for their class work as determined by the teacher.

BRING YOUR OWN DEVICE (BYOD) - GRADES 3, 4 AND 5 ONLY

ALL Grade 3, 4 and 5 students are required to bring a laptop or tablet to school every day as part of their tools for learning. The device 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

A tablet with keyboard with similar specifications is acceptable. Students will need to ensure their devices are fully charged every day and/or to bring their charger. The devices will be used as a learning tool and teachers will facilitate their use with students as part of their academic programme and digital literacy. These devices will not be permitted to be used during breaks. Parents and students will be required to read and sign the BYOD agreement before commencing school.

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.