



MUTIARA INTERNATIONAL GRAMMAR SCHOOL SDN BHD

(391277-M)

DISCOVERING POTENTIAL • LEARNING TO CARE • RESPECTING DIFFERENCES

30th August 2017

Dear Parents/Guardians,

RE: FIRST DAYS OF SCHOOL IN ACADEMIC YEAR 2017-2018

Welcome back to School after the long and enriching rest during the End-of-Year holidays. To students and parents joining MIGS this year, we would like to wish you an enriching journey, filled with joy, learning and love.

And like in any international school, every year we say goodbye to a few teachers, and welcome new ones. Ms Courtney has returned home to New Zealand to be with family, and after four years at MIGS, Ms Sybille has chosen to enrich her professional experience in another country. Ms Mona has also ended her contract with MIGS. Ms Amalina has chosen to further her studies locally and overseas. We wish all of them the best in their lives.

Mr Khairul, who taught in MIGS some time ago, has returned to take on PE and Islamic Studies.

Please take note of the following information and reminders as we prepare a smooth start to the First Days at School for our students from Reception to Year 6.

1. SCHOOL TIMES

School will begin at 7.30 a.m. For the first 20 minutes, our Class Teachers will conduct various activities such as Class Meetings, Silent Reading, and Collaborative Play. Lessons will begin at 7.50 a.m.

We strongly urge all parents to help inculcate in our children the value of being punctual in their arrival at School. Often I have seen sleepy-eyed children sauntering into school as late as 8.15 a.m. Sadly these children have missed out 45 minutes of crucial learning.

2. BRINGING BACK SCHOOL BOOKS

In order not to overload students' schoobags, students will bring back School books as follows:

Monday, 4 th September	English and Mathematics textbooks/workbooks
Tuesday, 5 th September	Science, PSHE and Languages textbooks and workbooks
Wednesday, 6 th September	Music textbook/workbook, all exercise books and files

All textbooks and workbooks will be kept in school. Textbooks and workbooks will be returned home for parents' scrutiny and signature periodically.



3. DROP OFF

Every morning the drop-off will continue to be in the Porch. We would like to encourage our students to be independent. Our Security Personnel will be on duty to assist with drop-off and traffic flow.

Please note the following Special Provisions for the first 2 weeks of school:

Week 1: Monday 4th September – Friday 8th September 2017

Reception and Year 1	Parents lead students to the School Hall and may remain with them. Their Class Teacher will take them to their classroom at 7.30 a.m. Parents may accompany their children to their classroom together with the Class Teacher and remain until 8.30 a.m. All parents are advised to leave the classroom premises by 8.30 a.m. to allow our teachers to carry on with the Timetable.
Years 2-6	Students <u>must be</u> dropped off at the porch where they will say goodbye to their parents for the day. Students will proceed <u>on their own</u> from porch to the School Hall. Class Teachers will accompany students to their classrooms at 7.30 a.m.
New students from Year 2-6	All new students in Year 2-6 will meet with Dr Hocine, our Head of Pastoral Care, in the Junior ICT Lab, at 7.30 a.m.

Week 2: Monday 11th September – 15th September 2017

Reception	Parents lead students to the School Hall and may remain with them. Their Class Teacher will take them to their classroom at 7.30 a.m. Parents may accompany their children to their classroom together with the Class Teacher and remain until 8.30 a.m. All parents are advised to leave the classroom premises by 8.30 a.m. to allow our teachers to carry on with the Timetable.
Year 1	Parents may lead students to the School Hall and say goodbye to them. Their Class Teacher will take them to their classroom at 7.30 a.m.
Years 2-6	The same as in Week 1

From Week 3 onwards, all students (with the exception of Reception) must be dropped off in the Porch with a kind wish. We request parents not to proceed to the classroom with or without their children. Please do help us to make our School environment as safe and conducive to enhance student growth and development.

Parents may visit the Admin or Accounts Offices if they wish to do so. However, we would kindly request parents not to proceed beyond the Admin Office vicinity.

4. BREAK TIMES

The break times are as follows:

	Morning Snack	Lunch
Monday - Thursday	9.20 a.m. – 9.50 a.m.	11.50 a.m. – 12.20 p.m.
Thursday	9.20 a.m. – 9.50 a.m.	11.50 a.m. – 12.20 p.m.
Friday	9.50 a.m. – 10.20 a.m.	-

Students are encouraged to eat the snack and hot lunch provided at School. However, parents may pack a healthy meal from home.

On Thursdays, children are advised to bring a small healthy afternoon snack. Teachers will allow a 5-minute break at 2:30 p.m. The same applies for students staying back for after-school activities such as Fardhu Ain and Elective Activities (EA).

5. DISMISSAL PICK-UP

Please note the following dismissal times. Pick-up by parents will continue as usual in the Porch. The times for dismissal are given below:

Monday, Tuesday and Wednesday: 2.20 p.m.

Thursday: 3.50 p.m. (CCA will begin on 7th September)

Friday: 12:30 p.m.

Students going home by the Private School Van will assemble in the School Hall and will be escorted to the Porch by the teacher on duty.

Do arrange for your children to be picked up punctually for safety and security reasons.

If you have children in both Junior and Senior schools, you will be advised to exit and enter the school again so as to avoid a traffic congestion within the school carpark area. We would appreciate your cooperation in this matter.

Teachers and Security Personnel will be on duty to assist with the dismissal and traffic flow respectively.

6. PUBLIC HOLIDAYS

Malaysia's Independence Day falls on Thursday 31st August 2017. Let's all celebrate together 60 years of nationhood with our Malaysian friends. Merdeka!

Hari Raya Haji will be celebrated by Muslims on Friday 1st September 2017. We wish all Muslims in our School Community, Selamat Hari Raya Aidil Adha.

Please note that school will be closed on Thursday and Friday.

7. INDEPENDENCE DAY CELEBRATIONS @ MIGS

School will celebrate Malaysia's Independence Day on Monday 4th September 2017 with a flag-raising ceremony. Kindly refer to the schedule given below:

7:30 a.m. All students arrive at School.

7:45 a.m. Gates A and C will be closed to all vehicles. Only Gate B will remain open. Latecomers will be dropped off at Gate B.

7:50 a.m. Students and staff assemble in the front of the Porch for the flag-raising ceremony. (due to space constraints parents of Reception and Year 1 and parents of new students ONLY may join in)

8.20 a.m. End of Flag raising ceremony

8. IMPORTANT NOTICE

In the event that Monday 4th September 2017 is declared a Public Holiday to celebrate Malaysia's success in the South East Asian (SEA) Games ending today, School will be closed. An announcement will be made on the School Facebook Page.

School will then open for Day 1 of Academic Year 2017-2018 on 5th September 2017. All planned activities (Independence Day Celebrations, will be deferred accordingly.

Kind regards

Ms Nancy Roch-Compan
Head of Junior School