

INFORMATION FOR PARENTS

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Information may change from time to time.

2019 ADMISSIONS



Westlake
International School

ADMISSIONS

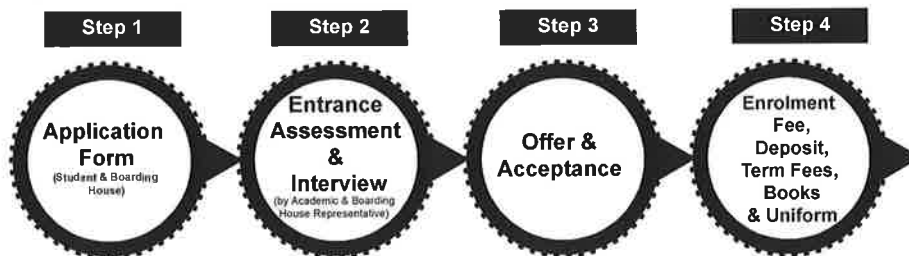
AGE OF ADMISSION

Ages as of 31 Dec 2018	Level
4-5	Early Years
5-6	Year 1
6-7	Year 2
7-8	Year 3
8-9	Year 4
9-10	Year 5
10-11	Year 6

Ages as of 31 Dec 2018	Level
11-12	Year 7
12-13	Year 8
13-14	Year 9
14-15	Year 10
15-16	Year 11
16-17	A Level

- The final level of admission offered by the school will be based on the results of both Entrance Assessment and Interview.

ADMISSIONS PROCEDURE



STEP 1: APPLICATION FORM

Submit an Application Form together with the documents listed below at least **one week (1)** before the entrance assessment. All sections of Application Form must be **completed**. The application will only be processed upon receipt of complete and accurate disclosure of information as follows:

- Student's passport size photograph
- A copy of student's birth certificate
- A copy of the past year full school report and any other from the last 3 years
- A copy of student's identity card / passport
- A copy of father and mother's identity card / passport
- Foreign parent's marriage certificate/divorce certificate (Translated copy & endorsed by embassy)
- Foreign parent's Financial Proof/Bank Statement (Translated copy & valid for 3 months from the issued date)

The documents will determine the level to be assessed at the initial stage.

STEP 2: ENTRANCE ASSESSMENT

The school assesses applicants for entry to check that the curriculum and pace of learning are appropriate for them and that they have the potential to be happy and thrive in the school environment, contributing co-operatively towards the school community. The ability to understand and communicate effectively in English is fundamental to this. The assessments and considerations consist of:

Entry Year	Subjects	Duration (including Interview)
Early Years to Year 2	- Interview with guided literacy and numeracy testing	1.0 hour
Year 3 to Year 6	- GL Assessment - Written Entrance Examination for English	4.0 hours
Year 7 to Year 9	- GL Assessment - Written Entrance Examination for English	4.0 hours
Year 10	- Oxford Online Placement Test - Written Entrance Examinations for English, Mathematics and Science	4.5 hours
Year 11	- Oxford Online Placement Test - Written Entrance Examinations for English and selected IGCSE subjects as per school option blocks.	* depends on the number of papers taken

ENTRANCE ASSESSMENT DATES

- 29 September 2018
- 27 October 2018
- 24 November 2018
- 08 December 2018

- Entrance assessments will start at **9am sharp**. Kindly call **+605 - 4672222** or email us at **enquiry@westlakeschool.edu.my** for more information and to make an appointment.

STEP 3: OFFERS AND ACCEPTANCE

OFFERS

Results will be released within **five (5) to ten (10) working days** of the assessment.

There are three possible outcomes:

- An offer is made of a place in WIS.
- It is reported that the applicant is not yet ready for a placement in WIS and recommendations are made for action before retesting. The applicant may resit the entrance assessment for a second time in any academic year.
- It is explained that the WIS's programme and curriculum are not appropriate for the applicant.

ACCEPTANCE

Parents are asked to respond to the offer letters within **five (5) working days** by completing an Admission Agreement, Chinese and Bahasa Malaysia Language Form, ICT Form, Boarding Application Form (only those who wish to do boarding) Subjects Choice Form (Year 10 & Year 11 application) and Car Sticker Form.

Full payment of the following fees must be made to WIS at least **5 working days BEFORE** commencement of the term or on the first day when the student attends school:

- Enrolment Fee (paid only once, non-refundable)
- Deposit : One term's fee and boarding fee (only applicable for boarders). This deposit will be reviewed annually to be in line with one term's fee and boarding fee of that particular year. The deposit is strictly non-transferrable.
- Term Fees and Boarding Fee
- Any other miscellaneous fees (per term)

WITHDRAWAL NOTICE

The School requires **One Full Academic Term's Notice** from the student leaving the school and boarding house or **One Academic Term's Fee** in lieu of notice. The deposits are refundable given the conditions above.

STEP 4: ENROLMENT FEE, DEPOSIT, TERM FEES, BOOKS AND UNIFORM

MODE OF PAYMENT

Payment to the school can be made by cash, cheque, bank draft, online transfer or credit card (Visa and Master only) at the school office. Parents will be required to produce a hard copy as evidence of payment or email proof of payment to **finance@westlakeschool.edu.my** or fax **+605-4672228**.

Payable to	: WESTLAKE INTERNATIONAL SCHOOL SDN BHD
Address	: Lot 18662, Jalan Universiti, Taman Bandar Barat, 31900 Kampar, Perak.
Bank Name	: CIMB Bank Berhad
Bank Account Number	: CIMB 8004848952
Swift Code	: CIBBMYKL
Bank Address	: 99 & 101, Jalan Gopeng, 31900 Kampar, Perak, Malaysia.

FEE STRUCTURE - ACADEMIC YEAR 2019

SUBJECT TO CHANGE

UPON APPLICATION

Application Fee RM 500 (Waived during Open Day- for 2019 Enrolment)

UPON ACCEPTANCE

Enrolment Fee RM 1,000 (Valid till 31 Dec 2019)
 International Administration Fee RM 2,500 (for international students only)
 Term Fees Please refer to **Term Fee Schedule**
 Term Deposit Equivalent to a term's fee

TERM FEE SCHEDULE for 2019

Level	Term Fees	Level	Term Fees
Early Years	RM 2,400	Year 7	RM 5,450
Year 1	RM 2,950	Year 8	RM 5,850
Year 2	RM 2,950	Year 9	RM 6,250
Year 3	RM 3,350	Year 10	RM 6,750
Year 4	RM 3,350	Year 11	RM 6,850
Year 5	RM 3,400	A Level *	RM 7,450
Year 6	RM 3,400		

* There are 4 terms for A Level
(18 month programme)

Note:

- Fees are expected to increase by 5 - 15 % per annum.
- Deposit to be topped up yearly according to student year of study.
- Sibling Discount: 15% on term fees for all subsequent siblings per family enrolled into Westlake International School. The sibling enrolled in the highest level pays the full fees.
- 3% on term fee for upfront payment of full academic year. This payment has to be done in January of each intake of the year.
- Term fees include Learning Journey (Early Years to Year 13).
- Term fees do not include external examination fees (Year 6, Year 9, Year 11 and A Level), optional extra-curricular activities, uniform, books and food.

TERM BOARDING FEE SCHEDULE 2019

Full Boarding	RM 6,200 per term
Weekday Boarding	RM 5,000 per term

Note:

- Boarding Deposit: Equivalent to a Term's Boarding fee.
- Additional charges per night for weekday boarder who would like to **stay over the weekend** is **RM 70** per day.
- RM 100** per term will be given as a **rebate** if a boarder **shares** a room with another boarder.

ADDITIONAL FEES (estimated amount)

Material Fee (Early Years)	RM 200 per term
School Books (Year 1-Year 6) **	RM 300 - RM 750 per year
School Books (Year 7-Year 11) **	RM 950 - RM 1,550 per year
School Books (Year 12-Year 13) **	RM 1,100 - RM 1,500
Lab Fee (Year 12-Year 13)	RM 1,000 per science subject
School Uniform	RM 80 per set
Sports Uniform	RM 40 per set
Class Resource Fee (Year 1-Year 13)	RM 30 per term
Art Resource Fee (Year 1-Year 9)	RM 30 per term
CCA Admin Fee (Year 3-Year 13)	RM 30 per term
Locker Deposit (Year 7-Year 13)	RM 30 (refundable)

CAT 4 (Year 10)***	RM 110
CAT 4 (Year 12)***	RM 110

*** CAT- Cognitive Ability Test

** Refer to Annual Booklist

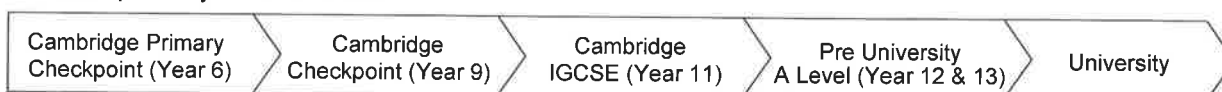
2019 Estimated Costs for External Examinations

Cambridge Primary Checkpoint	RM 510
Cambridge Checkpoint	RM 720
Cambridge IGCSE per subject	RM 650
Cambridge A Level per subject	RM 1,050

TEACHING AND LEARNING

CURRICULUM

- Cambridge International Curriculum that prepares students for Cambridge IGCSE (Year 11) & A Level (Year 13) qualification.
- Use Cambridge Key Stage assessments as a benchmark
 - Cambridge Primary Checkpoint (Year 6)
 - Cambridge Checkpoint (Year 9)
- Recognised by academic institutions and employers worldwide
- Direct pathway to Universities



FACILITIES

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • Art Room • Auditorium • Badminton Courts • Basketball Courts • Cafeteria • Computer Laboratories | <ul style="list-style-type: none"> • Dance Room • Football Field • Fully-Networked Broadband Campus • Library • Multi-Purpose Hall | <ul style="list-style-type: none"> • Music Room • On Campus Boarding • Science Laboratories • Sick Bay • Swimming Pool • Tennis Courts |
|---|---|--|

EARLY YEARS SUBJECTS OFFERED

- Art
- Character Education
- Chinese
- English
- Malay
- Mathematics
- Music
- Physical Education
- Science

PRIMARY SUBJECTS OFFERED (Year 1 to Year 6)

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • English • Mathematics • Science • Art | <ul style="list-style-type: none"> • Character Education • Chinese • Global Perspectives * • Information & Communication Technology * | <ul style="list-style-type: none"> • Islamic Studies (For Muslim Students) • Malay • Music • Physical Education |
|--|---|---|

* Not offered in Year 1 & Year 2

LOWER SECONDARY SUBJECTS OFFERED (Year 7 to Year 9)

- | | | |
|--|---|---|
| <ul style="list-style-type: none"> • English • Mathematics • Science • Art | <ul style="list-style-type: none"> • Character Education • Chinese • Global Perspectives • Information & Communication Technology | <ul style="list-style-type: none"> • Islamic Studies (For Muslim Students) • Physical Education • Malay • Music |
|--|---|---|

IGCSE SUBJECTS OFFERED (9 subjects recommended)

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • English (as First Language / Second Language) • Mathematics • Malay (as a Foreign Language)** • Art & Design • Accounting | <ul style="list-style-type: none"> • Additional Mathematics • Biology • Business Studies • Chemistry • Chinese (as First Language / Second Language/ Foreign Language) | <ul style="list-style-type: none"> • Economics • Global Perspectives • Information & Communication Technology • Physical Education • Physics |
|---|---|---|

** Compulsory for all Malaysian

A LEVEL SUBJECTS OFFERED

- Biology
- Chemistry
- Economics
- Mathematics
- Physics

MAKING A TRANSITION? - ENGLISH PROFICIENCY PROGRAMME (E-PROP)

- Based on Entrance Assessment scores, your child may be recommended to enrol in the relevant E-Prop Stage. This is intended to support your child's transition.
- Small classes to provide students with the attention required according to individual needs.
- Emphasis on building student's competency and confidence in the four language skills- listening, speaking, reading and writing in English.

* Fee of RM 1,300 per term is chargeable (in addition to Term Fee).

E-Prop					
STAGE 1		STAGE 2		STAGE 3	
Levels	Year 1 to Year 6	Year 1- Year 6	Year 7-Year 9	Year 1- Year 6	Year 7-Year 9
Focus	0 base English	** ESL Level Proficiency		Support for Mainstream * EFL	Support for Mainstream ** ESL
Periods per Week	32 periods	20 periods	19 periods	11 periods	
Entrance Assessment	<ul style="list-style-type: none"> • Oxford Online Placement Test (OOPT) (No OOPT for Year 1 & Year 2) • Written Assessment 				
Promotion	To Stage 2	To Stage 3 (In mainstream class with support)		Fully independent in Mainstream * EFL	Fully independent in Mainstream ** ESL
Promotion Assessment	<u>Termly Assessment</u> <ul style="list-style-type: none"> • Written Assessment • Oxford Online Placement Test (OOPT) 			<ul style="list-style-type: none"> • Mid-Year Examination • End of Year Examination 	
Mainstream Subjects Included	<ul style="list-style-type: none"> • Physical Education • Art • Music • House Sports (Year 3 - Year 6) • Character Education 	<ul style="list-style-type: none"> • Physical Education • Art • Music • Mathematics • Science • Character Education • House Sports (Year 3-Year 9) • ICT 		<ul style="list-style-type: none"> • Mainstream English • Physical Education • Art • Music • Mathematics • Science • Character Education • House Sports (Year 3-Year 9) • ICT 	
Excluded Subjects	<u>Year 1 to Year 2</u> <ul style="list-style-type: none"> • Chinese • English • Mathematics • Malay • Science <u>Year 3 to Year 6</u> <ul style="list-style-type: none"> • Chinese • English • Global Perspectives • ICT • Malay • Mathematics • Science 	<u>Year 1 to Year 2</u> <ul style="list-style-type: none"> • Chinese • English • Malay <u>Year 3 to Year 6</u> <ul style="list-style-type: none"> • Chinese • English • Global Perspectives • Malay <u>Year 7 to Year 9</u> <ul style="list-style-type: none"> • Chinese • Global Perspectives • Malay 		<u>Year 1 to Year 2</u> <ul style="list-style-type: none"> • Chinese • Malay <u>Year 3 to Year 6</u> <ul style="list-style-type: none"> • Chinese • Global Perspectives • Malay <u>Year 7 to Year 9</u> <ul style="list-style-type: none"> • Chinese • Global Perspectives • Malay 	

* EFL- English as a First Language

** ESL- English as Second Language

CURRICULAR ACTIVITIES (CCA)

- CCA is part of WIS holistic student development and complements the academic programme.
- Our CCA programme is organised according to Sports Houses and is integrated into our curriculum.

HOUSE SPORTS*

Monday: 8:00am - 9:20am

- Athletics
- Badminton
- Basketball
- Capture the Flag
- Chess
- Dodge Ball
- Football
- Kick Ball / Four Square
- March Pass
- Mini-marathon
- Netball
- Table Tennis
- Tennis
- Throwing (discus, short put)
- Tug-of-War
- Ultimate Frisbee / American Football

CCA- SCHOOL BASED COACHES*

Wednesday: 3:15pm - 4:20pm

- Art Attack
- Audio Visual & Lighting
- Board Games
- Carrom
- Chinese Society
- Craft
- Creative Writing
- Dance
- Drama (Secondary)
- English Language Society (Primary)
- English Language Society (Secondary)
- Home Science
- Junior Fun Club
- Photography
- Programming & Informatics
- Spanish
- Study Hall
- Junior Toastmaster
- Wind Orchestra Westlake (WOW)
- Wushu

* Subject to change

EXTRA-CURRICULAR ACTIVITIES (ECA)- FOR ADDITIONAL ENRICHMENT.

** ECA- EXTERNAL COACHES

- KS1 After School Programme (ASP)
- Ballet
- Chinese Calligraphy
- Japanese
- Musical Instruments
- Swimming
- Tamil
- Taekwondo
- Wing Chun Kung Fu
- Tennis

** Require additional fees

ACADEMIC CALENDER 2019

Term	School Day and Holiday	Beginning	End
1	School Day	7 January	5 April
	Mid Term Holiday	2 February	10 February
	Term Holiday	6 April	21 April
2	School Day	22 April	26 July
	Mid Term Holiday	1 June	9 June
	Term Holiday	27 July	11 August
3	School Day	12 August	23 November
	Mid Term Holiday	14 September	22 September
	Term Holiday	24 November	5 January 2020

SCHOOL TIMING

Days	School Begins	School Ends		
		Early Years - Year 2	Year 3 - Year 6	Year 7 - Year 13
Monday	7:40am	1:00pm	3:00pm	3:00pm
Tuesday	7:40am	1:00pm	3:00pm	3:00pm
Wednesday	7:40am	1:00pm	4:20pm*	4:20pm*
Thursday	7:40am	1:00pm	3:00pm	3:00pm
Friday	7:40am	1:00pm	1:00pm	1:00pm

* Additional time for Co-curricular activities (3:15pm - 4:20pm). Compulsory for all students from Year 3 to Year 13.

BOARDING

CRITERIA TO APPLY TO BOARDING HOUSE

- Has an offer to enrol in WIS. Must be a student of WIS.
 - Typically 12 years old and above. Younger boarders are accepted on a case-to-case basis (has a sibling in the boarding house or for special circumstances).
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WEEKEND EXTENDED STAY

- Extended stay is extended to 5 day boarders who would like to stay over the weekends.
 - A sum of **RM 70.00** will be charged to the boarders for every night stay. However, boarders who are participating in official school events which falls on a Saturday are given complimentary stay.
 - Boarders who wish to stay over the weekend must fill in the Google Sheet by 4pm on Thursday.
 - Weekend boarders are taken care of by Weekend Boarding House Parents who are on duty.
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MEALS

- Meals included in the boarding fee are:
 - a. Breakfast
 - b. Morning Break (Recess)
 - c. Lunch
 - d. Dinner
- For morning break and lunch, a fixed allowance is credited into their E-Purse.
- This does not include food and drinks which are on sale on consignment basis. For example soft drinks and yoghurt drinks.
- This allocation of allowance for meal must be utilized by lunch time daily.
- Any unused amount will be forfeited.

BUDGET FOR MEALS

- Morning Break: RM 3.50 (on school day via E-Purse, Saturday and Public Holiday via allowance)
 - Lunch: RM 6.50 (on school day via E-Purse, Saturday and Public Holiday via allowance)
 - Dinner: RM 7.00 (on certain planned activities and Public Holiday)
-

PUBLIC HOLIDAYS

- Public holidays may occur either during middle of the week or over a long weekend.
 - 7 day boarders may stay over during Public Holiday.
 - Complimentary stay for 5 day boarders if Public Holiday falls on the mid-week.
 - 5 day boarders are expected to check out from the Boarding House if the Public Holiday falls on a Friday or Monday.
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LAUNDRY SERVICE

- Boarders are expected to change their bedlinen once a week.
 - Laundry service is provided up to 7kg each time during school term.
 - All boarders are given a tagged laundry bag for their usage.
 - Boarders must mark their clothes and fill in the laundry check list before pick-up.
 - Every item in the laundry bag must be properly labelled with the boarder's initial.
 - Laundry will be collected every Tuesday, Thursday and Saturday (for weekend boarders), every Tuesday and Thursday (for weekday boarders) and returned the next day.
 - Only weekend boarders are allowed to send their bedlinen for laundry service.
 - Only pillowcases, clothing and towel are allowed to be sent for laundry service.
 - Boarders are to check their laundry bag upon receiving it. If there are any missing items or the clothes are not satisfactorily cleaned, boarders should inform House Parents immediately.
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GADGETS INTERNAL

- Each boarder is allowed to bring only 1 mobile phone and 1 laptop.
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SECURITY & SAFETY FEATURES

- Hostel comprises of cluster houses, located within the school campus.
 - CCTVs are located at common areas for close monitoring.
 - All rooms are installed with window grilles.
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TRANSPORTATION SERVICES

We provide transportation services covering Ipoh, Gopeng, Tronoh, Batu Gajah, Jeram, Air Kuning, Mambang Diawan and Kampar.

1. PICK-UP SCHEDULE AND PICK-UP POINTS

Area	Time	Pick-Up Point
Air Kuning	6:20am	BHP Air Kuning (Air Kuning, 35350 Kampar, Perak)
Batu Gajah	6:40am	Shell Petrol Station (133, Jalan Pusing, Kampung Serani, 31000 Batu Gajah, Perak.)
Gopeng A	6:40am	Yips Enterprise (30 & 32, Jalan Tasik, 31600 Gopeng, Perak.)
Gopeng B	6:50am	Petronas Jalan Gopeng 1 (Kampung Tersusun Kampung Pulai, 31600 Ipoh, Perak.)
Ipoh A	6:20am	McDonald @ Jalan Sultan Alzan Shah (Lot 197129, Plot 2, Jalan Medan Ipoh 1A, Bandar Medan Ipoh, Ipoh, Perak.)
Ipoh B	6:30am	McDonald @ Jalan Raja Dr. Nazrin (PT 215040, Jalan Raja Dr. Nazrin Shah, Ipoh, Perak.)
Jeram	7:10am	Pick-up from Home
Kampar	6:45am	
Mambang Diawan	6:30am	Bus Stop (Opposite Police Station)
Tronoh	6:20am	Restaurant Al-Bayan (Tronoh, 32600 Bota, Perak.)
Tronoh	6:30am	Universiti Teknologi Petronas (Guard House)

2. DROP OFF SCHEDULE

We will drop your child at the address provided. The school buses will be ready at Gate A at the following time:

	Early Years to Year 2	Year 3 to Year 13
Monday, Tuesday & Thursday	1:00pm	3:00pm
Wednesday	1:00pm	4:20pm
Friday	1:00pm	1:30pm

TERMS & CONDITIONS:

- The bus driver will wait for **15 minutes** before departing.
- If your child misses the bus, we will call to inform you and you will need to make necessary arrangement to pick your child up.
- Please inform the bus driver at least **3 days earlier** if your child will not be taking our transportation.

3. TRANSPORTATION CHARGES (2018) *

Area	Daily Monday - Friday (To & Fro)	Every Monday & Friday (2 ways per week)	One Way per Week
Air Kuning	Term 1 & 2: RM 578 each term Term 3: RM 622	Term 1 & 2: RM 347 each term Term 3: RM 373	Term 1 & 2: RM 173 each term Term 3: RM 187
Batu Gajah	Term 1 & 2: RM 1,300 each term Term 3: RM 1,400	Term 1 & 2: RM 780 each term Term 3: RM 840	Term 1 & 2: RM 390 each term Term 3: RM 420
Gopeng A & B	Term 1 & 2: RM 820 each term Term 3: RM 883	Term 1 & 2: RM 492 each term Term 3: RM 530	Term 1 & 2: RM 246 each term Term 3: RM 265
Ipoh A & B	Term 1 & 2: RM 1,700 each term Term 3: RM 1,831	Day Student Term 1 & 2: RM 1,020 each term Term 3: RM 1,099	Day Student Term 1 & 2: RM 510 each term Term 3: RM 549
		Boarders Term 1 & 2: RM 455 each term Term 3: RM 490	Boarders Term 1 & 2: RM 228 each term Term 3: RM 245
Jeram	Term 1 & 2: RM 820 each term Term 3: RM 883	Term 1 & 2: RM 492 each term Term 3: RM 530	Term 1 & 2: RM 246 each term Term 3: RM 265
Kampar & Mambang Diawan	Term 1 & 2: RM 555 each term Term 3: RM 598	Term 1 & 2: RM 333 each term Term 3: RM 359	Term 1 & 2: RM 167 each term Term 3: RM 179
Tronoh	Term 1 & 2: RM 1,400 each term Term 3: RM 1,508	Term 1 & 2: RM 840 each term Term 3: RM 905	Term 1 & 2: RM 420 each term Term 3: RM 452

* Subject to changes