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SCHOOL VISION AND MISSION

Our **vision** is to be a premiere international school where students are transformed into life-long learners with the ability to achieve their full potential.

Our **mission** is to provide the B.E.S.T. education experience to local and global students:

1. We aim to be a **Boarding school** that guides and develops young people into responsible adults with integrity.
2. We aim to provide an **Environment** that educates excellently and holistically.
3. We aim to develop students who excel in **Sports** as well as in the classroom.
4. We aim to always provide excellent **Teaching and learning experiences**.

THREE PILLARS OF EXCELLENCE

**WIS** focuses on the **Three Pillars of Excellence** to achieve our goals:

- **Educational Philosophy**

  Active learning in the classrooms engage students to question and think critically. Students are valued for their diverse learning inclinations and teachers are trained to apply the multiple intelligences approach in their lesson plans to help their students achieve their learning potential and become motivated learners.

- **Character Building**

  The Westlake character attributes are developed through a formalised programme throughout the duration of our students’ time with us. We believe in developing both moral and performance attributes: the former focuses on good moral values and the latter on wise management of life’s challenges.

- **Community Partnership**

  Parents are our partners on this journey of providing the best opportunities for their children to become happy and successful people. **WIS** students learn the importance of meaningful community service which in turn will develop their leadership and communication skills. Being mindful of the community also includes caring for both natural and built environments.
CHARACTER TRAITS AT WESTLAKE

The WIS character traits are encapsulated in three simple words “WE KIDS CAR4E”. Throughout their time with us, our students will learn how to apply these important life values at school to prepare them to be ideal WIS graduates.

<table>
<thead>
<tr>
<th>WE</th>
<th>Wisdom</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Enthusiasm</td>
</tr>
<tr>
<td>KIDS</td>
<td>Kindness</td>
</tr>
<tr>
<td></td>
<td>Integrity</td>
</tr>
<tr>
<td></td>
<td>Determination</td>
</tr>
<tr>
<td></td>
<td>Self-Control</td>
</tr>
<tr>
<td>CAR4E</td>
<td>Communication</td>
</tr>
<tr>
<td></td>
<td>Aspiration</td>
</tr>
<tr>
<td></td>
<td>Responsibility</td>
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<td></td>
<td>Resourcefulness</td>
</tr>
<tr>
<td></td>
<td>Respect</td>
</tr>
<tr>
<td></td>
<td>Reflection</td>
</tr>
<tr>
<td></td>
<td>Empathy</td>
</tr>
</tbody>
</table>
THE IDEAL WIS STUDENT

The ideal WIS student is one who:

- enjoys learning in school and beyond
- develops to his/her full potential in all areas
- is confident and able to take leadership roles
- takes responsibility for actions and decisions
- applies critical thinking skills
- is open-minded to the values and traditions of all cultures
- is respectful of others
- aspires to reach high academic standards
- communicates confidently and fluently in written and spoken English
- participates in class and school community service projects

THE IDEAL WIS GRADUATE

The ideal WIS graduate is one who...

- manages a healthy balance between work and leisure
- cares for earth’s resources
- exercises integrity in decisions and activities
- listens effectively, knowing how to give and receive constructive comments
- understands multiple points of view and is able to make informed decisions
- applies logical reasoning in problem-solving
- uses reflective thinking leading to wise decision-making
- shows respect and compassion in diverse settings
- wisely gives time and talents to family, school, community, and the World

ADMISSION AND PLACEMENT

Applications for admission to Westlake International School are accepted at any time during the academic year, which begins in January and ends in December of each year. Admission is open to students of all nationalities legally allowed residence in Malaysia.

Application for admission at all levels requires the completion of the application form, and submission of all the documents required in the application form. Admission is subject to the payment of the appropriate enrolment fee and deposit.

The School’s admission policies take into account the student’s age, previous schooling, social development and academic abilities. Generally, the School does not consider advanced placement above a student’s chronological age as beneficial for the student's academic development or social well-being.
Therefore, the placement of students will be according to chronological age. Only in exceptional circumstances are students placed in a year group outside their age range.

Placement of a child is determined by the results of the placement test and interview. The results of the placement tests may be discussed with the child/parent/guardian. However the placement test papers will not be made available to them.

**LATE ADMISSION**

The school is flexible regarding the admission of students throughout the school year. Placement of a student into a grade level is made on an individual basis and is the decision of the Principal.

Considerations include: the student’s age, previous schooling and school records, time of year of admission, English language proficiency, and achievements in other core subjects. Students transferring from school systems that do not operate on a similar calendar year as WIS will normally be required to repeat part of a given grade level.

**SIBLING DISCOUNT**

In appreciation of the trust and confidence shown to the school by our parents, the school provides sibling discounts to the siblings of the first child who enrolls at our school. The first child is defined as the child who is admitted at the highest level of study at the school.

Other than the first child who enrolls with payment of full fees, the brothers or sisters of this student will be given a discount of fifteen percent (15%) on school fees. All siblings have to pay the full amount of one term deposit without discount.

**SPECIAL DISCOUNTS AND SCHOLARSHIPS**

The school also provides discounts and scholarships to special groups of people who fall within certain categories. Further details are available at the front office.

Please note that only one fee discount type is applicable for a child at any one time.

**ADVANCE ANNUAL FEE PAYMENT REBATE**

Parents who opt to pay the whole year’s school fees at the beginning of Term 1 will be eligible for 3% rebate.
PAYMENT OF SCHOOL FEES

FINANCE OFFICE OPERATING HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>School day</th>
<th>School holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Open</td>
<td>Close</td>
</tr>
<tr>
<td>Monday – Thursday</td>
<td>8:00am</td>
<td>5:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:00am</td>
<td>4:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00am</td>
<td>1:00pm</td>
</tr>
</tbody>
</table>

Please note that we are closed on Public Holidays and Sundays.

PAYMENT OF FEES

Fees are to be paid in Malaysian Ringgit (MYR). All fees and the deposit must be paid before commencement of the term.

The school charges the following fees:

- Application fee (new students/re-registration of ex-students)
- Enrolment fee (new students/re-registration of ex-students)
- International Administration fee (new foreign students/re-registration of ex-students who are foreigners)
- Visa renewal fee (for foreign students when their student visa/permission to study expires)
- Term fee (as per the fees schedule in use)
- Boarding fee (for boarding students)

OTHER CHARGES PAYABLE

Students are expected to pay the following charges in addition to the Fees listed above:

- Textbook and exercise books
- School and sports uniform
- Examination Fees
  - Primary Checkpoint (Year 6)
  - Checkpoint (Year 9)
  - IGCSE (Year 11)
• A-Levels (Year 12 & 13)
• Extra-curricular Activity Fees
• E-purse prepaid value for:
  o Food at the cafeteria
  o Books and stationery at the bookshop
  o Photocopying or printing services at the office
  o Library fines for late return or lost books
• Resource Fee (applicable to Year 1 – 6 students only) to cover the costs of the worksheets (for English, Mathematics, Science and PSHE) given out to the students throughout the term
• Art Resource Fee (applicable to Year 1 – 9 students only) to cover the costs of the art materials supplied to the students throughout the term.

MODE OF PAYMENT

Payment to the school can be made by cheque, bank draft, direct credit from a bank account, 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.

However, please take note that the school would not be responsible for any banking/service fees. Only the amount that Westlake International School actually receives would be credited into the respective parents’ account.

All cheques are to be made payable to:

WESTLAKE INTERNATIONAL SCHOOL SDN BHD

DEPOSIT

A security deposit amounting to ONE-term fee equivalent to the amount for the current year of study must be maintained throughout the duration of the student’s study at the school and shall not be treated as fee payment or off-set for any payment. Parents will be required to pay the difference in deposit when their child progresses to the next level in their study which charges higher fees.

For example, if the child is currently in Year 6, the payment is RM 2800 per term, when the child moves to Year 7, the term fee will be RM4600 per term. Therefore, the top-up in deposit required will be RM 4600 - RM 2800 = RM 1800 when the child enters Year 7.

Parents are asked to take note that the deposit payable for ALL students will be the amount of ONE FULL TERM’s fees.

For example, even though student X is entitled to 15% off term’s fees for Sibling Discount, he will have to pay 100% of term fees as deposit.
The deposit is only refundable at the point of graduation or withdrawal provided that there are no outstanding fees or payments and that the parents/guardian has provided one full term's written notice to the School. Such written notice shall be received by the school before the end of the preceding term. Failure to provide sufficient notice will result in the forfeiture of the deposit.

Written notice of withdrawal to the Principal is required for the refund of deposit. Please submit your letters by the following dates:

- 23rd April 2017 for students who intend to leave by End of Term 2, 2017
- 13th August 2017 for students who intend to leave by End of Term 3, 2017

**RE-REGISTRATION FOR THE NEXT SCHOOL YEAR**

Fees for subsequent terms are to be paid on or before the commencement of each term. Students are not allowed to attend classes unless all fees have been duly paid.

**REFUND POLICY**

School fees and boarding fees are strictly NOT REFUNDABLE. The deposit will be refunded if all the requirements, including the one term notice period, are met.

**LATE PAYMENT**

Fees and charges must be paid within the dates specified by the School. A 5% surcharge of term fees pro-rated daily will be incurred on fees which have not been paid by the due date indicated on the invoice.

The school reserves the right to disallow a student from entering a class if the required fees have not been paid. The school may also withhold any student reports or certificates until the outstanding amount is fully settled.

Students yet to have settled their accounts will be disallowed from returning in the following term. Their enrolment will be suspended for one term after which it shall be terminated.

**PROCESSING FEE FOR IMMIGRATION SERVICE**

For students holding a non-Malaysian passport, it is the duty of parents to satisfy any visa/permit/other immigration requirements for their children to study at the school. While parents are encouraged to deal with the Malaysian Immigration Office directly, the school does provide such service at a fee. Parents are advised to find out about these additional costs. Parents are entirely liable for all the fees charged by the school and any other incidental costs so incurred.
STUDENTS ACCOUNTS

The school maintains an internal account for every Westlake School student. The account acts as a bill that is sent to parents at the end of the term. Parents must ensure that all outstanding balances (debit balance) be settled within 7 days from the date of the statement. The school reserves the right to offset any fees/expenses that are rightfully incurred by a student against any available credit balance in the student account.

The student account must be settled in full before any student reports or certificates are released to a student.

SCHOOL HOURS

START OF SCHOOL DAY

The school gates open at 7.00 a.m. However, parents are advised to send their children after 7.30 a.m. so that the children are not left unsupervised. Classes begin promptly at 8:00 a.m.

Students must then report to their assigned point of assembly by 7:50 a.m. and wait in an orderly manner until being allowed entry to their respective classes. There will be teachers on duty at 7.30 a.m.

NORMAL SCHOOL HOURS

<table>
<thead>
<tr>
<th>Level</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Years – Year 2</td>
<td>8am – 1pm</td>
<td></td>
<td></td>
<td></td>
<td>8am – 12:20 pm</td>
</tr>
<tr>
<td>Year 3 – 6</td>
<td></td>
<td>8am – 2:50pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 7 – 11</td>
<td>8am – 3:30pm</td>
<td>8am – 4pm</td>
<td>8am – 3:30pm</td>
<td></td>
<td>8am – 1pm</td>
</tr>
</tbody>
</table>

**Note: Morning assembly begins at 7:50 am.**

Students who need additional study support will be required to stay back after school for special guidance in core subjects (English, mathematics and science).

There is no supervision for students after school. Therefore, students should plan to leave the school at dismissal time unless participating in a scheduled after-school club or activity under direct parent/teacher supervision.
Students from Year 3 to A-Levels may stay back to use the school library until the library closes at 5pm. Students from Early Years – Year 2 are expected to leave the school premises after dismissal.

**MORNING BREAK & LUNCH BREAK**

<table>
<thead>
<tr>
<th>Level</th>
<th>Morning Break (20 minutes)</th>
<th>Lunch Break (40 minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Years – Year 6</td>
<td>10:00 – 10:20am</td>
<td>1 – 1:40pm*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Except for Early Years – Year 2 students and all students on Fridays</td>
</tr>
<tr>
<td>Year 7 – A-Levels</td>
<td>9:20 – 9:40am</td>
<td>12:20 – 1:00pm</td>
</tr>
</tbody>
</table>

Please note that the student card also serves as an e-purse. Students are required to use the card for purchases in school. Failure to produce the card may result in a student not being able to have meals in school.

**PUNCTUALITY**

It is important that students observe punctuality at school. Latecomers disrupt classroom activities and may result in a student missing critical learning opportunities and affecting his/her grades.

All late students must report to the Reception where their tardiness will be recorded in a Latecomers Log Book. Frequently late students will be subject to disciplinary action.

**ABSENT FROM SCHOOL**

If a child is unable to attend school due to illness, parents/guardians are expected to call the school office by 8:00am. When the child returns, a note from the parent/guardian to the class teacher is expected, explaining the absence.

If the child is unable to attend school for two (2) days or more, parents/guardians are required to write a formal letter to the Principal so that the teacher may be informed and arrangements may be made for missed work.

A doctor’s note is required following an absence of three (3) or more consecutive school days due to a major illness, communicable disease, or injury. The doctor’s note should state that the student is well enough to return to class, as well as noting if there are any physical restrictions.
If a student is reported absent without reason for 2 consecutive days, the school will try to contact parents to substantiate the absence.

**ABSENT FROM CLASS**

Students are not allowed to leave their classes during school hours without permission from their teacher. Students should notify their teacher when they need to leave the class for any reason, such as using the restrooms or going to the sick bay.

Truancy from class is subject to disciplinary action.

**ABSENCE FROM AN EXAMINATION DUE TO ILLNESS**

If a child is unable to attend an examination due to illness, injury or other unavoidable circumstances, parents/guardians must inform the school, preferably in writing or by email, at the earliest point so that the school can help or advise you accordingly. Provided that acceptable evidence of 'good cause' for such absence (e.g. a medical note) is presented, the student will be granted a right to re-sit. This only applies to mid-year or year-end examination.

**LEAVING SCHOOL CAMPUS DURING SCHOOL HOURS**

Students are not allowed to leave the school campus during school hours on a school day without permission from the Principal.

Students will only be allowed to leave school with parents, or a verified adult who produces a letter of authorisation from the student’s parents. Similarly, no student is permitted to leave an off-campus school sponsored event without permission from the teacher in charge.

Prior to leaving campus, the parent or verified adult is to complete an Exit Form. The Exit Form must be signed by the Principal, teacher, the parent/verified guardian/registered driver and given to the guard at the exit gate. The student is only allowed to exit if accompanied by the parent or verified guardian.

**STUDENT CONDUCT**

**DISCIPLINE POLICY**

The conduct expected from our students must reflect the character values of WIS such as respect, responsibility, integrity, kindness.

Students are required to comply with the regulations of the school listed in the Parent/Student Handbook, Discipline Policy, as well as other school policies and
practices. Failure to do so may be grounds for warning and disciplinary action from the school.

The WIS Discipline Policy involves a list of varying degrees of offenses categorised into different stages which warrant varying degrees of consequences:

The six discipline stages scale common offenses and consequences for the fair and consistent assessment of offenses and administration of consequences.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
<th>Possible Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage 0</td>
<td>Minor offenses that are resolved by a teacher and the student. E.g. disturbing the class, speaking out of turn, not following instructions, lateness, improper personal presentation</td>
<td>Verbal reminder, change of seating, confiscate device, written in discipline record</td>
</tr>
<tr>
<td>Stage 1</td>
<td>Minor offenses which involve notifying parents and/or boarding house parents. E.g. Continued stage 0 behaviour, damaging or misusing school or other’s property, uniform violations, hurtful or offensive remarks, truancy</td>
<td>Verbal reprimand, confiscate device, miss playtime, community service</td>
</tr>
<tr>
<td>Stage 2</td>
<td>Moderate offenses which involve notifying parents and boarding house parents, possibly in a meeting at school. E.g. Continued stage 1 behaviour, bringing controlled substances to school, cheating on exams, harming someone, inappropriate physical contact/PDA, leaving the school premises</td>
<td>Apology letter, counseling, in-school suspension, meeting with parents</td>
</tr>
<tr>
<td>Stage 3</td>
<td>Major offenses which may require an investigation. School Discipline Committee to deliberate on the consequences. E.g. Continued stage 2 behaviour, alcohol/cigarette/controlled substance usage, bullying, racial/religious persecution, fighting, major inappropriate contact/PDA</td>
<td>Ban on representing school in sports, ban on field trips, in-school suspension, meeting with parents, warning letters</td>
</tr>
<tr>
<td>Stage 4</td>
<td>Very serious or criminal offenses which may involve law enforcement. E.g. Continued stage 3 behaviour, malicious physical assault, theft, possession of illegal drugs, possession of weapons, sexual</td>
<td>Suspension, consideration of expulsion</td>
</tr>
<tr>
<td>harassment or assault</td>
<td></td>
<td></td>
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<tr>
<td>----------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage 5</td>
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<tr>
<td>Very severe or criminal offenses. E.g.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continued stage 4 behaviour involving assault, theft, illegal drugs, weapons</td>
<td></td>
<td></td>
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<tr>
<td>Immediate and permanent expulsion</td>
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</tbody>
</table>

**Note:** The behaviours and consequences are examples used to discern the severity of any offense. The Principal reserves the right to include any inappropriate behaviours into this policy at any time, as necessary.

All WIS teachers uphold the Discipline Policy. Students involved may be required to write an Incident Report and be interviewed by a teacher or staff.

For serious cases, the WIS Discipline Committee will convene to discuss the matter after gathering all required information and evidences.

Outcomes of the investigation will be conveyed to students involved, parents, class teacher and boarding house parent (if the student is a boarder).

If there are any concerns regarding the consequences, parents may appeal by writing to the school.

**MERIT AND DEMERIT POINTS SYSTEM**

To effectively record and report on student discipline, WIS uses a merit and demerit points system. These points are independent sums as merit points can be shown publicly while demerit points are held confidentially.

Merit points will be given on Class Dojo to record the positive behaviours of students in school. Parents can view their merit points after setting up a parent account.

Demerit points will be issued to students who violate the discipline policy according the severity of their offense. When a student has accumulated 30 points, a Warning Letter will be issued to his/her parent or guardian. Parents will also receive notification when their child is approaching the warning letter and other severe consequences.

Multiple Warning Letters may result in suspension or expulsion of the student. Parents may check how many points their child has accumulated through the student's class teacher.

**RESPECT FOR OTHERS**

Acceptable personal conduct involves showing proper respect toward others regardless of race, language, age and gender.

Students are expected to respect others, be courteous, helpful, and considerate of school’s property and empathetic to other people’s feelings at all times.

All staff, whether teachers, boarding house parents, administrative support, and security staff should be treated with respect by students.
Swearing or vulgar expressions in any language will not be permitted. Students must use polite language and respect the rights of other students not to be subject to obscenities.

ANTI-BULLYING POLICY

WIS believes that every student is entitled to an environment that is safe, healthy, secure, and conducive to learning. With this in mind, WIS promotes an atmosphere of mutual respect among students. Bullying of any kind is unacceptable at our school. This policy applies to bullying and cyber bullying of or by any student whether it occurs inside or outside of the school, and includes the boarding facility.

Bullying is considered a serious offense which will not be tolerated and appropriate discipline actions will be taken which may result in expulsion. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to inform a teacher.

WHAT IS BULLYING

Bullying is the use of actions with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- **Emotional**  being unfriendly, ostracism, tormenting (e.g. hiding books, threatening gestures)
- **Physical**  pushing, kicking, hitting, punching or any use of violence
- **Racist**  racial taunts, graffiti, gestures
- **Sexual**  unwanted physical contact or sexually abusive comments
- **Verbal**  name-calling, sarcasm, spreading rumours, teasing
- **Cyber**  All areas of internet, such as email & internet chat room misuse; mobile threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities.

CLASSROOM BEHAVIOUR

Students are required to talk quietly and politely at all times. Disruptive behaviour will not be tolerated. Students are to listen actively and participate in class lessons.

Students are to meet deadlines for homework and assignments. All written work is to be neat, legible and reflect the pride of producing good work.

Students share the responsibility of keeping the classrooms and the school neat and clean.
Westlake International School believes that the time spent in class is crucial in a student’s learning and development. Therefore, students are expected to arrive on time (no less than 10 minutes before the school starts) and be prepared for daily classes. They are encouraged to get enough sleep to be fully alert during class. If a student does fall asleep during class, the teacher will wake him/her and warn the student to stay awake and may ask him/her to stand.

**ACADEMIC HONESTY**

We expect honesty in the actions of all members of the school community.

Students are expected to produce their own work. They must not pass off another’s work as their own. The work submitted to a teacher should be the student's own work or should be correctly referenced.

**Examples of academic dishonesty:**

- Cheating on tests and exams, for example by copying, talking or sharing work.
- Copying homework or giving permission for another person to copy one's own work.
- Plagiarism (Plagiarism is defined as taking another person's ideas, from the Internet or otherwise, and claiming them as one's own.

**Consequences**

Should a student be found to have been dishonest in exams, tests and individual assignments, the student will be given a zero score. Parents will be informed of the dishonest act.

The teacher will make a comment on the homework of students who copy homework or give permission for another person to copy his/her own work. No marks will be awarded for copied work.

Plagiarised work will be rejected and must be correctly done. The teacher will explain to the student about the seriousness of claiming other people’s ideas as their own without acknowledging the source. The student will be advised on how to avoid plagiarism in future work assignments.

It is the responsibility of parents to encourage academic honesty in their children.
MODESTY, NEATNESS AND CLEANLINESS

WIS students are encouraged to be presentable at all times in their dressing and grooming. Students are expected to dress modestly and decently. Worn out, stained or frayed clothing may not be worn to school.

Students are expected to keep themselves neat and well-groomed. Hair styles should be neat at all times and students are not allowed to have hair colour that is unnatural or dyed. Girls with long hair will be expected to have their hair tied up neatly when in school to avoid any accidents in the science labs and during physical activities. Ribbon or band colours permitted are black, white, blue or green. Boys are expected to keep decent short hair styles. Hair should be above their eyebrows, ears and collars.

Cleanliness is important for good health and appearance. Students show positive attitudes toward themselves and the school by looking good. Students are not allowed to wear any form of jewellery to school except for religious purpose e.g. bangle for the Sikhs. Girls are allowed to wear small stud earrings or loop earrings up to 1cm in diameter.

SCHOOL UNIFORM AND PE UNIFORM

Students are expected to wear WIS uniform whenever they are on the School campus. During special events, students are allowed to wear other clothes, provided the School has given permission for students to do so.

For Muslim students, girls are allowed to wear navy blue long pants or skirt as well as black or white head covering (tudung).

Students who are in a PE class are required to wear their Sports House t-shirt and WIS PE shorts or track bottoms with sports shoes.

Students are required to change before PE class into school PE shirt and PE shorts/track bottom and change back to their WIS uniform (including school shoes) after PE lessons.

Owning several (3+) shirts to use on alternate days is strongly encouraged.

Students must wear their WIS student card at all times when they are in the school. WIS student card must be visible to identify them. Students who do not wear their WIS student card will be subjected to disciplinary action and he or she will not be allowed to participate in any of the examination in the school.
FOOTWEAR

Students are required to wear appropriate black school shoes and white socks covering at least their ankles. Footwear must be worn at all times during the school day except for designated areas. Footwear is deemed acceptable as long as it meets the school’s codes of appropriateness, neatness, and cleanliness.
VIOLATIONS OF PERSONAL APPEARANCE

Students who violate the dress code regarding personal appearance will be subject to disciplinary action, which may include purchasing a new uniform item or calling the parents to bring an appropriate uniform item to school.

In cases in which a boarding student violates the dress code, the student will be asked to go back to the boarding house and change into an appropriate uniform.

USE OF ELECTRONIC DEVICES

WIS aims to instil discipline in the usage of electronic devices such as laptops and mobile phones, especially during school hours. This policy is in place to guide students in using their devices responsibly.

Students are allowed to bring their handphones to school but not to use them during school hours. They are able to communicate with their parents after dismissal but will not be distracted by the many applications found on phones today, including games and video streaming.

Strict consequences will be used to ensure students are free to pay attention and learn. Any student caught for the first time using the handphone during school hours, for whatever purpose without the authorisation of staff, will be asked to switch off their phones and surrender it to the school for the day. Subsequent offences will result in a longer period of confiscation, up to one term. The same consequences apply to electronic devices which are not being used for academic purposes.

If your child does not need to bring his/her phone or electronic device to school, please ask him/her to leave it at home or at the boarding house.

LANGUAGE POLICY

WIS is an international school that offers a British curriculum which uses English as the medium of instruction. As English is recognised as an international language of communication and commerce, it would be of great advantage to our students to use only English as a language of daily communication while they are in the school campus.

Students and staff are therefore expected to speak the English language at all times within the school buildings and on the school grounds. Although we acknowledge and appreciate that students face great challenges when speaking in a language other than their mother tongue, we believe the best way to learn English is by immersion in an English-speaking environment. This is especially true for second language speakers (ESL) who are new to the school.
If a student, who is capable of conversing in English, repeatedly chooses to ignore teacher requests to use the English language within the school buildings and school grounds, the student will be a detriment to the English-speaking Environment.

Other languages such as Chinese and Malay will be spoken only during class time when the students are studying these languages. This rule applies to students who are involved in learning other foreign languages.

WIS believes that mastering any language is something that is not only useful but enriching and fulfilling. Besides the language policy put in place to encourage the speaking of English, there are English language events organised throughout the year for students to hone as well as showcase their linguistic abilities. The objectives are to motivate students to improve in their use of the language as well as to create a love for English.

**CURRICULUM AND INSTRUCTION**

**PRIMARY**

The instructional programme for primary is based on Cambridge Primary Syllabus, which develops skills and understanding in mathematics, English and science. In addition, Cambridge ICT Starters develop key skills in Information and Communication Technology. Students are also taught by specialist teachers in the areas of Chinese (Mandarin), Malay, Environmental Studies, Personal Health and Social Education, Music and Art.

The students in Early Years, Year 1 and 2 will learn in self-contained classrooms, where most of the core subjects will be taught by their homeroom teacher. Meanwhile, the students’ learning in Years 3 to 6 will be facilitated by specialist teachers.

**SECONDARY 1**

Secondary 1 covers Years 7, 8 and 9. The programme builds on the foundations of Cambridge Primary but it is not essential to have completed Cambridge Primary before beginning Secondary 1. Typically for 11-15 year olds, Cambridge Secondary 1 develops learners' skills and understanding in mathematics, English and science for the first three years of secondary education and provides excellent preparation for Cambridge Secondary 2 and qualifications including the Cambridge IGCSE. Students will also take Chinese (Mandarin), ICT, History, Geography, Physical Education, Music and Art. For Malaysian students, Malay is required.
SECONDARY 2

Secondary 2 covers Years 10 and 11. Students are prepared to sit for the Cambridge IGCSE examinations.

The subjects offered are: First Language English, English as a Second Language, Mathematics, Additional Mathematics, Biology, Chemistry, Physics, Combined Science, Accounting, Economics, Malay, Chinese (Mandarin), ICT, Business Studies, Global Perspectives.

New subjects offered in 2017: Art & Design and Physical Education.

A-LEVELS

A-Levels is an 18-month, ‘staged’ assessment programme with the AS examinations taken in October/November and then completed with the final A-Level examinations in May of the following year.

The subjects offered are: Biology, Chemistry, Mathematics, and Physics.

New subjects offered in 2017: Further Mathematics, Psychology, Accounting, Business Studies and Economics

REMEDIARY

Remedial classes will be offered to struggling students from Year 3 onwards, who need additional coaching in core subjects at discretion of specialist teacher.

CO-CURRICULAR ACTIVITIES & EXTRACURRICULAR PROGRAMMES

The school provides co-curricular activities for students from Years 4 to A-Levels as part of their wholesome development. Sports clubs meet on Mondays, from 8:00am to 9:20am while societies meet on Wednesday, from 2:50 to 4:00pm.

Years 4-6 students are to participate in one sports club and have the option to join a society as an after school programme. Years 7-12 students are expected to participate in one sports club and one society.

Extracurricular classes that are conducted by external coaches and instructors are available. Students are required to pay additional fees for these classes. Please check at the reception for the list of extracurricular activities for 2017.
ACADEMIC EXPECTATION

ENGLISH SUPPORT PROGRAMMES

The school is committed to supporting pupils for whom English is not a first language. As students receive their instruction mainly in English, reasonable achievement expectations must be met to protect both the child and the learning environment.

English Support Programmes offered are:

1. English Preparatory Programme (EPP)
2. English Support Programme (ESP)
3. English as an Additional Language classes (EAL)

These programmes are recommended to specific students at the point of enrolment after considering English placement test results.

The school requires all new students who have language proficiency below the expected level to be enrolled in one of the English Language support programmes above. An additional fee is applicable for these programmes.

<table>
<thead>
<tr>
<th>EPP (Primary)</th>
<th>ESP (Primary)</th>
<th>EAL (Primary)</th>
</tr>
</thead>
</table>
| • 38 periods of English with the following components:  
  o Reading  
  o Writing  
  o Listening  
  o Speaking  
  o Grammar & Vocabulary  
  • Physical Education  
  • Art  
  • Music  
  • CCA for Year 4-6 (Sports)  | • 24 periods of English with the following components:  
  o Reading  
  o Writing  
  o Listening  
  o Speaking  
  o Grammar & Vocabulary  
  • Physical Education  
  • Art  
  • Music  
  • Mathematics  
  • Science  
  • Character Education  
  • Circle Time  
  • CCA for Year 4-6 (Sports and Societies)  | • 10 periods of English to support mainstream English lessons with the following components:  
  o Reading  
  o Writing  
  o Listening  
  o Speaking  
  o Grammar & Vocabulary  
  • Mainstream English  
  • Physical Education  
  • Art  
  • Music  
  • Mathematics  
  • Science  
  • PSHE  
  • ICT  
  • Character Education  
  • Circle Time  
  • CCA for Year 4-6 (Sports and Societies)  |
EPP (Secondary) | ESP (Secondary)
---|---
• 38 periods of English with the following components:  
  o Reading  
  o Writing  
  o Listening  
  o Speaking  
  o Grammar & Vocabulary  
  • Physical Education  
  • Art  
  • Music  
  • Circle Time  
  • CCA (Sports)

• 18 periods of English with the following components:  
  o Reading  
  o Writing  
  o Listening  
  o Speaking  
  o Grammar & Vocabulary  
  • Physical Education  
  • Art  
  • Music  
  • Mathematics  
  • Science  
  • ICT  
  • Malaysian History  
  • Character Education  
  • Circle Time  
  • CCA (Sports and Societies)

*Note that Mathematics and Science will be introduced progressively depending on proficiency attained by child over the course of the programme

**Graduation from EPP**

a. Students will be tested at the end of every term using English Online Placement Test

b. Students who meet the exit criteria will have the following options:

i. Exit to ESP (less English periods and introduction of core subjects e.g. Maths & Science)

ii. Exit to EAL (less English periods and introduction of mainstream English)

iii. Exit to mainstream

All students in these programmes should come to class prepared with an English language dictionary.

**GRADING PRACTICES**

Assessment is carried out to gauge students’ progress and includes both summative testing and formative assessment. It may include coursework, practical and oral tests, written tests, and a final examination. At the start of each term, weightage of each component for each subject will be communicated to the children.
REPORT CARDS

Students’ report cards are recorded twice a year and will be given out during Report Card Day.

MID-YEAR AND YEAR-END EXAM

Examinations are such an integral and important part of each subject that it is the policy of the school that they be taken only during regularly scheduled times. Exceptions are rare and made only in extreme circumstances. Requests for exceptions to the school’s policy are rare and must be made in writing to the Principal six weeks before the start of exams and are granted by the Principal. Failure to provide proper notification will result in a score of zero (0) for the exam. The Principal may also give an exception in the case of a serious emergency.

New students who join in the middle of the academic year will be required to sit for the mid-year examination. However, their grades will not be captured in the progress report in Term 2. They will only receive their progress report in Term 3, after they sit for their end of year examination.

HOMEWORK

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is important to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to prepare for learning, apply information they have learned, complete unfinished class assignments, and develop independence.

Homework assignments include:

- **Practice** exercises to follow classroom instruction
- **Preview** assignments to prepare for subsequent lessons
- **Extension** assignments to transfer new skills or concepts to new situations
- **Creative** activities to integrate many skills toward the production of a response or product

Actual time required to complete assignments will vary with each student’s study habits, academic skills, and selected course load.

Average time spent per day is:

- 1 to 1.5 hours for Year 3-6
- 1.5 to 2 hours for Year 7-9
- For Year 10 – 11 and A-Levels, it depends on the subjects taken.
If your child is spending an inordinate amount of time doing homework, you should contact your child’s teachers. Students are encouraged to pursue non-assigned, independent, leisure reading.

Major projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Time spent on these projects may exceed the usual time taken for homework.

**LATE WORK POLICIES**

Students are expected to turn in their work on time. Students who turn in late assignments on a consistent basis will be penalised based upon the individual teacher’s discretion.

**RESPONSIBILITIES OF STAFF:**

Assign relevant, challenging and meaningful homework that reinforces classroom learning

- Give clear instructions and make sure students understand the purpose
- Give feedback and correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops

**RESPONSIBILITIES OF PARENTS:**

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor students organisation and daily list of assignments in the “WIS School Planner”, parent portal and Class Dojo
- Help students work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student’s learning process

**RESPONSIBILITIES OF STUDENTS:**

- Write down assignments in their “WIS School Planner”
- Be sure all assignments are clear; don’t be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability.
- Produce quality work.
- Make sure assignments are done according to the given instructions and completed on time.
COMMUNICATION CHANNELS BETWEEN SCHOOL AND PARENT

One of the most important factors leading to the success of our school is the communication between parents and the school. By maintaining effective, open communication channels, potential problems can be avoided.

The education of all students is clearly a partnership between teachers and parents. To this end, an effective line of communication between these two groups is essential. The Class Teacher/Home Room Teacher should be the first point of contact when there is any level of concern. These teachers will have the most contact with the students at school and are in the best position to discuss their progress.

The following are ways that parents can be kept informed of their children’s activities, academic progress, school events, etc.

<table>
<thead>
<tr>
<th>E-MAILS</th>
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<tbody>
<tr>
<td>Important school updates and other relevant information will be sent via e-mail. It is an important communication to parents. Therefore, parents are reminded to update their contact details with the school.</td>
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</table>

<table>
<thead>
<tr>
<th>PARENT/STUDENT/STAFF PORTAL</th>
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</thead>
<tbody>
<tr>
<td>Important updates on students’ homework and assignments are available on this portal for students from Year 4 – A levels. Parents are required to log in frequently to check the academic progress of their children.</td>
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</tbody>
</table>

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<tr>
<th>CLASS DOJO</th>
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<tbody>
<tr>
<td>The school will use Class Dojo as a means to communicate students’ progress in class. A parent code will be given to the student by the class teacher. Parents are required to register to receive weekly updates.</td>
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</tbody>
</table>

<table>
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<tr>
<th>SCHOOL PLANNER</th>
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<tbody>
<tr>
<td>The main purpose of the School Planner is for the student to note the homework for each day. However, it is also a means of simple informal communication between teachers and parents. It provides a method for parents checking on what homework the children should be doing and supporting them. Parents should look at and sign the School Planner once each week or more frequently if they have concerns about their children’s completion of homework or behaviour at school.</td>
</tr>
</tbody>
</table>
SCHOOL WEBSITE

The school website is updated regularly to keep you informed of activities, events, and ongoing services. Log on to www.westlakeschool.edu.my to view.

NEW PARENTS ORIENTATION

In conjunction with the orientation week, the school will host a new parents orientation for new school families, and orientation for new boarding parents.

Parents, who have already registered their children for the new term, are given the opportunity to visit classrooms, boarding houses, meet with teachers, learn about the curriculum and instruction, and experience other important aspects of school life.

Parents are encouraged to attend this informal event, as the school seeks to answer any questions they may have, and become better acquainted with the school.

PARENT-TEACHER COMMUNICATION

Direct communication between parents and teachers can often be very helpful in understanding particular children’s needs and to sort out day-to-day problems. However, a teacher’s prime responsibility is to teach. They are not permitted to leave the classroom to meet with parents or take phone calls.

We hope that parents will bear this in mind when contacting a teacher. The best initial contact is via the children’s school planner or by email. If parents wish to speak to a teacher on the phone, they will be expected to leave a message requesting the teacher to phone back once a teacher is not occupied in class. Often, the teacher may not be able to return the call until the end of the school day.

Parents may request a meeting with a teacher at a mutually convenient time. Please contact the school office to request and arrange a meeting time. If you arrive without an appointment, the teacher you wish to see may not be available.

For urgent matters, parents may contact the principal or heads of school directly who will always try to be available to deal with the problem.
PARENT-VOLUNTEERS

We believe that parents in our community have a great deal to offer in complementing the work that we do with students. Parents are encouraged to contact the front office to volunteer in their areas of expertise. The parent-volunteers may be involved in industrial expert talks or assist in school and community activities throughout the year.

INFORMATION BOARDS

Information bulletin boards are located in various locations around the school campus. Student work is displayed on the boards and parents are invited to stop by and take a look regularly. School events and activities are posted on the information boards.

Students and parents must have School approval before posting anything on these boards or around campus.

ENQUIRIES AND COMPLAINTS

Complaints which are related to teaching and school facilities should be handled first by contacting the classroom teacher directly. If the matter is not resolved satisfactorily, the parent may contact the Principal.

Issues related to social and emotional wellbeing can be directed to the Class Teacher or Counsellor.

Questions related to tuition fees and other payments should be directed to the Finance Office staff.

STUDENT RECOGNITION

The WIS awards programme is designed to recognise both outstanding academic and extracurricular achievement. Awards are intended to provide motivation for students to achieve high standards in the areas of academics, sports, community service, and character leadership. Awards will be given at a special awards ceremony at the start of each academic year. These award ceremonies are held to recognise students publicly for their achievement.

CHAIRMAN’S AWARD

For Year II, this award is given to the graduating student who has achieved academic excellence and who exemplifies outstanding character, sportsmanship, contributions to school or community, as well as leadership.
HONOUR ROLL

For Years 3 – 9, this award is given to the students who have met the following criteria:

1. Must have taken all the exams (mid-year and year-end exam) for all subjects offered by the school.
2. The overall average marks must be more than or equal to 80%.
   *Calculation based on the Report Card scores of English, maths, science and average of the other subjects.
3. Must be in the mainstream English class.

For Years 10 – 11, this award is given to the students who have met the following criteria:

1. Must have taken all the exams (mid-year and year-end exam) for a minimum of 8 subjects
2. The overall average marks must be more than or equal to 80%.
   *Calculation based on the Report Card scores of English and the four best subjects achieved.

ACADEMIC EXCELLENCE AWARD

For Years 3 – 10, this award will be presented to only one student in each level, who scored the highest among the Honour Roll.

For Year 11, an award will be presented to the top performer of each IGCSE subject with 5 or more candidates.

For A-Levels, this award will be presented to the best student based on the Advanced Subsidiary (AS) results.

TEACHER’S AWARD

Students nominated by their teacher as the most outstanding student in a class merit this award. Students are selected based on the quality of their participation, eagerness to learn, benefit to classmates, well-mannered speech and action and their overall commitment to excellence in the class. Some classes may not have a nominee.

Only one student may be selected per class from Early Years to Year 12.
**SPORTSMANSHIP AWARD**

This award is presented to one boy and one girl who actively participate at the annual school sports days, and with the recommendation of the physical education staff in consultation with class teachers in recognition of the following qualities: sportsmanship, participation in various sports, athletic ability, and competitive spirit during the term. This award will be presented during the Sports Day.

**SPECIAL EVENTS**

The school will inform parents ahead of time the events organised in the school. Events will be selected from the list below:

**ORIENTATION WEEK**

Held during the first week of each school year, all new students must attend this programme, which is designed to familiarise them with the school rules, policies, facilities, transportation procedures, cafeteria, library and other types of information to help them quickly settle in to the school.

**PARENT-TEACHER MEETING**

At the end of each term, parents will be invited to meet the teachers regarding their children’s academic performance progress reports, character development and extra-curricular participation.

**CELEBRATING DIVERSITY**

A WIS student is expected to be open-minded to the values and traditions of different cultures. An excellent way to do this is to celebrate different festivals such as Chinese New Year, Hari Raya, Deepavali, Christmas and the main festivals or events of other nationalities.

**ENGLISH LANGUAGE INITIATIVES**

WIS believes that mastering any language is something that is not only useful but enriching and fulfilling. Besides the language policy put in place to encourage the speaking of English, there are English language events organised throughout the year for students to hone as well as showcase their linguistic abilities. The objectives are to motivate students to improve in their use of the language as well as to create a love for English.
MATHS & SCIENCE EVENTS

The activities will create excitement for the learning of Math and Science in ways that challenge their thinking skills. Examples of the events are International Competitions and Assessments for Schools (ICAS), Maths Olympiad, STEM Exhibition and puzzle solving contest.

CARNIVAL DAY

Every alternate year, WIS organizes the carnival day, food fair and fun fair. They provide opportunities for the school community to come together for food, games, and other activities. Specific dates and ways to be involved will be communicated to parents.

TEACHERS’ DAY & STAFF APPRECIATION DAY

Celebrated by students to show appreciation to the teachers and staff, WIS takes this opportunity to teach our students to show gratitude and appreciation to their teachers. Students will be encouraged to use their creativity to show their appreciation rather than the usual tradition of buying gifts.

SPORTS DAY

Each year the school participates in a sports day, organised by the PE department with the help of parent volunteers. This is a regular school day and attendance is mandatory for students. Parents are encouraged to attend and participate in the event.

AWARDS DAY

This is an annual event to celebrate our students' achievements and outstanding contributions both in and out of school. It is important to acknowledge and recognize the efforts which our students have put in during the year and it is equally important for our parents to celebrate this wonderful event together with their children.

CONCERT DAY

Student's talent are showcased in the Junior and Senior Concert directed by the Music Department in collaboration with the school’s Drama Society. Junior and senior concerts are highlights of the school’s activity and have received encouraging support from the media. Sit back and enjoy the show.
GRADUATION DAY

Graduation is celebrated after the Year 11 students have completed their IGCSE exams and marks the completion of secondary school. Detailed information about date, time, and nature of the event will be provided to parents and staff in due course.

FIELD TRIPS

Subject to the principal’s approval, teachers may plan and conduct field trips to enhance and expand on the learning which takes place in the classroom. The teachers will distribute permission slips to students that must be signed by parents and returned before students are allowed to participate in such trips.

While on field trips and school-sponsored trips, students are expected to adhere to Westlake International School code of conduct and dress code.

CAMPUS SAFETY AND SECURITY

The safety and security of students, staff and campus visitors is of paramount importance to WIS. Keeping the school campus environment healthy is equally important. Therefore, the school utilises a number of important measures to ensure safety and security and a healthy environment.

NON-SMOKING CAMPUS

WIS is strictly a non-smoking campus in order to protect the health of our staff and students from the damaging effects of inhaling second-hand smoke. Anyone who is on the campus, whether staff, students or visitors, will be required to comply with this rule and breaking of this rule will lead to action being taken. Staff and students will face disciplinary action and visitors will be asked to leave the campus.

CCTV

A Closed Circuit Television system is in operation on the school campus. The system covers all entry and exit points as well as a number of key areas.

SECURITY GUARDS

The school employs security guards who have been well screened. They provide twenty-four hour security protection on campus, including the boarding houses. The security guards also provide traffic control during peak hours when parents drop off or pick up their children.
They have been given strict instructions by the school to check every visitor who comes to the school. Parents are expected to comply with their requirements to show photo identification of themselves and information of appointments made with the school.

In the event that no appointment has been made, the security guard will direct parents to the school Reception to see the Front Office staff. Parents will not be allowed to enter restricted areas of the school grounds without prior arrangements.

**IDENTITY TAGS FOR CAMPUS VISITORS**

All visitors to the school campus must provide photographic proof of identity and have a legitimate purpose for being on campus. All visitors will be asked to fill up a Visitors Form indicating their name, contact number and purpose of visit. This Visitors Form must be signed by a member of WIS staff to validate the purpose of visit. Upon exit, the visitor must return the completed Visitors Form to the security guard for clearance.

All parents are given a **photographic parent identity tag** upon enrolment. This tag must be worn visibly whilst on campus.

**EMERGENCY CONTACT WITH PARENTS**

In an emergency, parents will be contacted by short message service (SMS) or by a phone call. It is essential that updated mobile phone contact numbers be given to the school.

**FIRE DRILL PROCEDURES**

Fire drills will be conducted on a regular basis to train staff and students on the standard evacuation procedures. Parents are requested to explain to their children the importance of obeying the procedures of a fire drill as this will save lives in the event of a real fire.

**LOCK-IN & LOCK-OUT PROCEDURES**

Lock-in procedures are put into operation when students have to be kept within the school building to protect them from any external threats. Lock-out procedures will be put into operation when there is an emergency situation when students have to evacuate the school or be kept out of the school building for their safety.

**SWIMMING SAFETY PROCEDURES**

Students swimming on any school sponsored activity must be supervised by an adult within reasonable proximity at all times. Water safety guidelines are to be observed in any swimming activity.

- No students may enter the pool grounds without a supervisor present.
- No student may be in the water without a supervisor visually present (i.e. he/she cannot be in the bathroom).
- No one with sores, wounds, or contagious conditions may enter the pool.
- A lifesaving ring with rope attached and a long stick for extension into the pool should be at hand and in good condition at all times.
- Student should be wearing proper swimming attire including swimming suit and cap.

**STUDENT SERVICES**

**LOCKERS**

Secondary students are allocated a locker in which to store their school books, equipment and personal possessions. All school lockers are situated at locations that are accessible to students. Students do not need to carry heavy bags around school with them for the whole day.

Each student will require a good quality padlock to ensure the security of his or her locker. Parents should provide padlocks with keys or with combination locks.

Each student is responsible for the contents of the locker. Items prohibited in school should not be stored in the lockers. Lockers and their contents may be inspected by the Principal or senior member of staff.

Lockers must be emptied and left clean at the end of each school year or when the student leaves the school.

**MOBILE PHONES AND VALUABLES**

Parents are advised not to allow their children to bring mobile phones to school as students are not allowed to use their mobile phones during school hours. If they need to contact anyone outside school in an emergency, they may use the phone in the Reception.

Students are advised not to bring valuable items to school. All valuables must be kept secure in the students' lockers and it is the students' responsibility for the safety of such valuables including their mobile phones if they choose to bring one.

**SICK BAY**

The Sick Bay is located conveniently at the Ground Floor. Students are required to report to Student Services and be accompanied by the school nurse to the sick bay.

The Sick Bay is equipped for any minor accidents or illnesses that occur during the school day. When your child visits the sick bay personnel, you will be informed of the injury or illness and what care and medication have been administered. If hospitalisation is necessary, a parent or guardian will be contacted immediately.
In the event that the illness is not serious but the sick bay personnel recommends that the child be taken home, either the Principal or senior staff member will first be contacted for agreement. With their approval, the parent or guardian will be contacted to arrange for the child to be collected from school.

**SICK STUDENTS**

If your child shows signs of sickness before coming to school in the morning, parents are requested to keep him/her at home and inform the school by telephone.

All students must participate in PE unless they have a doctor's letter stating otherwise.

Students who are ill are strongly advised to stay at home. However, if they have recovered but still on any medication, kindly inform the school reception of the type of medication that the student is taking. The teachers and staff are not in a position to dispense medication to students.

Boarders who are ill will be taken to the clinic upon receiving consent from parents or guardians.

**HEAD LICE**

Head lice are a problem in many communities and do not reflect poor hygiene or social status.

Lice are spread by head-to-head contact and by sharing personal items such as hats, combs, brushes, scarves, bedding and clothes.

Parents will be notified by letter and call if hair lice were found on student.

Parents have to seek for treatment and ensure that no live lice are seen before the student returns to school.

**WIS BOOKSHOP**

The bookshop is located in the main Reception area of the school. Opening hours will be posted on the school website and notice board.

Students are allowed to purchase items during their break times only. They must not go to the bookshop during lesson times.

The bookshop is also open during part of the school holidays.
Stationery and other items are available at the bookshop such as:

- General stationery
- Uniforms
- Textbooks and Workbooks
- Gift items

Parents should always come to the bookshop with a book list and indicate the items they want. Staff members will then pick out these items accordingly. Prices are subject to change with current value of goods. Goods sold are neither returnable nor exchangeable.

**CAFETERIA**

The cafeteria provides a spacious and pleasant environment for our students to have their breaks and lunches. The food sold at the cafeteria will meet our standards of nutrition and hygiene. The menu will be uploaded to the school website for your information.

**STUDENT HEALTH CHECKS**

Regular health checks and talks will be conducted in school in collaboration with the government local health centres.

**CAREER COACHING AND COUNSELLING UNIT (CCC)**

The Career Coaching and Counselling Unit (CCC) provides guidance, counselling and coaching to enhance the holistic development of the individual student, to enable him or her to lead a more fulfilling life. The unit develops services and programmes for the personal/social, educational, and career development of all students. Examples of services that we provide are Individual counselling, Group Counselling, Career Coaching, Psycho-education Programme and psychological testings.

**GUIDANCE & COUNSELLING PROGRAMMES & SERVICES**

1) **Guidance and Counselling**
   a) **Personal Counselling**
      - It entails a one-to-one meeting with a counsellor at school. Personal counselling provides a respectful, supportive and confidential environment, where you can openly talk about your concerns and feelings.
      - Self-discovery
      - Peer relationship
      - Boy-girl relationship
      - Emotional management
o Self-esteem
o School transition
o Loss and grief etc.

b) Academic Counselling
   • In academic counselling, we assist you in identifying any areas of difficulties and develop strategies to improve your study performance.
     o Study skills
     o Note-taking skills
     o Time management
     o Goals setting etc

c) Expressive Counselling through
   o OH cards
   o Arts
   o Play
   o Sandtray

d) Group Counselling
   • A small counselling group which is moderated by a counsellor. Group members get together for a planned session. Joining a counselling group enables you to learn more about yourself through the eyes of others, share experiences, as well as listen and give support to other members.
     o School transition
     o Inter-personal skills
     o Self-discovery
     o Emotional management learning group etc.

2) Career Coaching
   • Career counselling is provided for those who are unsure or confused about career goals. We assist students in understanding their options to make decisions on educational and career directions.

3) Developmental Programme
   • A developmental guidance programme (workshop, training or camp) with the purpose to systematically assist students develop the skills they need to enhance their personal, social, educational, and career development.

4) Psychological Testing/Assessment
   • Learning Styles Assessment
   • Personality Assessment
   • Interest & Vocational Assessment
APPENDIX I: SCHOOL TERMS AND HOLIDAYS

TERM 1
School Days : 4\textsuperscript{th} January 2017 – 7\textsuperscript{th} April 2017
Mid Term Holidays : 27\textsuperscript{th} January 2017 – 5\textsuperscript{th} February 2017
Term Holidays : 8\textsuperscript{th} April 2017 – 23\textsuperscript{rd} April 2017

TERM 2
School Days : 24\textsuperscript{th} April 2017 – 28\textsuperscript{th} July 2017
Mid Term Holidays : 24\textsuperscript{th} June 2017 – 2\textsuperscript{nd} July 2017
Term Holidays : *29\textsuperscript{th} July 2017 – 13\textsuperscript{th} August 2017

* Please take note that Senior Sports Day will be held on 29\textsuperscript{th} July 2017, Saturday.

TERM 3
School Days : 14\textsuperscript{th} August 2017 – 17\textsuperscript{th} November 2017
Mid Term Holidays : 21\textsuperscript{st} September 2017 – 24\textsuperscript{th} September 2017
Term Holidays : 18\textsuperscript{th} November 2017 – 2\textsuperscript{nd} January 2017
APPENDIX II: KEY EXAM WEEKS (SUBJECT TO CHANGE)

TERM 1

IGCSE MD & BM Trial (Oral)* : 27th February 2017 – 3rd March 2017
A-Levels (AS/A2) Trial : 13th March 2017 – 24th March 2017
IGCSE MD & BM Trial (Written)* : 20th March 2017 – 24th March 2017
IGCSE MD & BM Oral Test* : 27th March 2017 – 31st March 2017

TERM 2

IGCSE MD & BM Writing Test* : 2nd May 2017 – 8th June 2017
A-Levels (A2) Examination : 2nd May 2017 – 8th June 2017
Mid-Year Examination : 22nd May 2017 – 2nd June 2017

TERM 3

Checkpoint Trial : 4th September 2017 – 8th September 2017
Actual Checkpoint : 9th October 2017 – 20th October 2017
A-Levels (AS) Examination : 2nd October 2017 – 16th November 2017
IGCSE Examination : 2nd October 2017 – 16th November 2017
Year-End Examination : 23rd October 2017 – 2nd November 2017

*MD=Mandarin, BM=Malay