Parents' Handbook
ASIA PACIFIC SMART SCHOOL (APSS)
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WELCOME TO ASIA PACIFIC SCHOOLS (APS)

We are pleased to welcome you into Asia Pacific Schools (APS) and we hope that our learning experience together will be a happy and enriching one.

APS is made up of the Asia Pacific Smart School (APSS) and the Asia Pacific International School (APIS). While there are many commonalities between APSS and APIS, there is also significant uniqueness due to the different curriculum offered (APSS – National; APIS – International).

At APS, we believe in building the School together. As such, regardless of whether you are in APSS or APIS, the Principals, teachers and staff are always open to receive constructive feedback as we progress further into this journey of nurturing and enrichment, together.

This Handbook is intended to help make your introduction to APS an easy one, providing you with an outline of the standards and policies which guide our community and to help you find your way around. Please read it frequently and carefully. Should you need further clarification, both the staff and teachers will be more than willing to assist. We strongly encourage interaction with your child’s class teacher via the School Portal so that you are kept abreast of your child’s progress.

Here’s wishing you a warm ‘hello’ and we are pleased to have you and your child in the APS family!

ASIA PACIFIC SCHOOLS
**APS VISION**
To be the model of a true Smart School internationally recognised for our innovative teaching-learning approach to education.

**APS MISSION**
To adopt innovative teaching-learning practices to nurture our children in a creative and enriching learning environment with the knowledge that:

- The best learning takes place through problem solving;
- Children develop better as they come to understand and know themselves and the world around them;
- We must build on not only their abilities, but also their interests, experiences and background knowledge; and
- Children must be nurtured with the relevant knowledge, competencies, skills and attitudes for life in the global community.

**APS 5 Guiding Principles**
- Academic Excellence
- Character Building
- Civic Mindedness
- Health & Sports
- Languages & Communication

It is our hope that with this handbook, which contains the Rules and Regulations on students’ conduct, every member of the APS fraternity will work together to enhance morale, behaviour and good character among our students, as part of our mission and vision of achieving excellence in all fields of education.

The School reserves the right to add, amend and repeal existing rules and regulations from time to time, and these changes shall be binding. Parents and students shall be informed of the changes made.
SECTION 1: POLICIES AND PROCEDURES

1. ATTENDANCE

• Attendance in school is compulsory on every school day, including Saturdays used as replacement classes and for all official school activities.

• Students must be in school at least 10 minutes before school starts.

• Upon arrival at school, students must tap the Smart Card.

• All attendance will be recorded in the class register.

• Students must attend/participate in all organised activities for which they have enrolled, unless permission is granted for them to be absent.

• Students are not permitted to leave the School compound without permission from the Principal.

2. ABSENTEEISM / PUNCTUALITY

• Students who are absent from school MUST provide a letter from their parents/guardians or medical certificate, which is to be handed to the class teacher immediately upon return to school.

• The parent/guardian should inform the school immediately if his/her child is unable to attend school.

• Students would have to collect a “late slip” from the Principal’s Office in the event that they are late to school before entering class.

• The School reserves the right to take disciplinary action on students who are found to be regularly absent without valid reason(s).

3. SCHOOL ASSEMBLY

• It is compulsory for all students to attend the Assembly.

• Students must be punctual for the Assembly.

• Students must show respect for all proceedings of the Assembly.

4. SCHOOL COMPOUND

• Students are advised not to remain in the School premises after 5.30 p.m. unless they are involved in school-related activities.
• Unauthorised persons brought in by students are not allowed into the School.

5. PARENTS’ ACCESS TO SCHOOL GROUNDS

We would like to highlight that access into the Academic Blocks/Learning Areas and Cafeteria is strictly prohibited during Academic hours and this rule will be strictly implemented. These restrictions of access are set to enhance our level of security here at the School and we trust to get your utmost and full cooperation.

The following restricted areas and procedure for access are as follows:

1. No Access To Academic Blocks / Learning Areas and Cafeteria During School Hours

• Morning Drop-off: Parents must leave the Academic Blocks and Cafeteria grounds by 8.00am, by this time the children should already be in class for their lessons.

• Afternoon Pick-up: Parents are only allowed to wait in the Lobby area, and as mentioned above, Academic Blocks and the Cafeteria are off limits. [Please note that the School practises a strict ‘drive through’ policy and parents are not allowed to wait in their cars in the School grounds. Please see below under ‘Traffic Regulations’].

2. Visiting During School Hours

• Parents must at all times Sign In and Sign Out at the guardhouse upon entering and leaving the School (any ID with photograph is needed, except for IC, Identification purposes).

• ID will be held at the guardhouse till parents leave the School premises.

• Parents are to state which block they are going to, i.e. Smart School Block or International School Block and inform on whom the parent is seeing and if an appointment has been made. This will be validated by the Principal’s Office. Parents will then be directed accordingly.

• Parents will be issued with a Visitor Tag which must be worn at all times while in the School grounds.

• Parents are to make themselves known to any of our personnel once inside the School so that they can guide you to the respective department. Walking around the School premises without a member of our staff is strictly prohibited.

• If you wish to meet up with the Principal, an appointment can be arranged through the Principal’s Office via e-mail or telephone.

• After settling your matters, parents are required to Sign Out, return the Visitor Tag and collect their ID at the Guard House.
3. Traffic Regulations

PEAK HOURS: ENTRY & EXIT GATES

<table>
<thead>
<tr>
<th>Gates</th>
<th>Mon - Thur</th>
<th>Entry</th>
<th>Exit</th>
<th>Fri</th>
<th>Entry</th>
<th>Exit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Before 7am</td>
<td>4</td>
<td>2</td>
<td>Before 7am</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>7am to 8.15am</td>
<td>5 &amp; 6</td>
<td>1</td>
<td>7am to 8.15am</td>
<td>5 &amp; 6</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>After 8.15am</td>
<td>4</td>
<td>2</td>
<td>After 8.15am</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Afternoon</td>
<td>Before 2.45pm</td>
<td>4</td>
<td>2</td>
<td>Before 11.45am</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>2.45pm - 3.20pm</td>
<td>All gates closed</td>
<td></td>
<td>11.45am - 12.10pm</td>
<td>All gates closed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3.20pm to 4.30pm</td>
<td>5 &amp; 6</td>
<td>1</td>
<td>12.10pm - 1.00pm</td>
<td>5 &amp; 6</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>After 4.30pm</td>
<td>4</td>
<td>2</td>
<td>After 1.00pm</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

Only vehicles displaying the latest School car sticker will be allowed into School grounds. Each family is entitled to 2 car stickers free of charge. Additional car stickers can be bought from the Finance Office.
During peak times (morning Drop Off and afternoon Pick Up), we kindly request parents to take note of the following to enhance safety and security for the students:

- Plan Drop Off and Pick Up times accordingly.
- Take note of gates’ closure times (see table above). Should parents arrive at the School during gate closure times, the vehicles must wait outside of the school as no entry will be provided.
- One-way traffic is preferred at road in front of the School. Parents are strongly discouraged from parking their cars in the opposite direction of traffic as this will cause massive congestion.
- Strict ‘Drive-Through’ Policy: While in the school compound, parents will not be allowed to wait in their vehicles. If the student is not ready, parents are requested to make another round.
- While parents can park in the Basement, there is no access into school from Basement Parking. Parents will have to walk in through the main lobbies. However, in adverse weather, this access may be provided.

6. TRANSPORTATION

- The School has a panel of van transporter services to most parts of Klang Valley. Parents wishing to utilise this service should contact the list of transporter providers given by the School.
- However, the School would like to inform that any arrangements/agreements between the transporters and the parents are strictly a private arrangement, where the School is not a party to.
- Students should be at the designated Pick Up and Drop Off station at least 5 minutes before the arrival time of the transporter. Students should stay off the road whilst waiting for the transporter. Students must abide by all traffic signs and traffic regulations in the School compound.
- There will be teachers stationed at transporter Pick-Up points to ensure safety.
SECTION 2: SCHOOL FACILITIES

1. SCHOOL CAFETERIA

The School Cafeteria is contracted and managed by Sri Emas Sdn. Bhd. The food served is Halal. Junk food and carbonated drinks are not served. The menu served is reviewed and revised from time to time by the School.

Meal plans (lunch only) are available for the students in Primary 1 and 2 only. Students of higher levels would be required to purchase food from the cafeteria. Parents who wish to engage a meal plan for their children are to make necessary arrangements at the Finance Office. Payment can be made via Cash or E-purse card. An amount can be uploaded in the card in advance at the Finance Office.

<table>
<thead>
<tr>
<th>Cafeteria Operation Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday           : 7.00am – 4.00pm</td>
</tr>
<tr>
<td>Friday                      : 7.00am – 3.00pm</td>
</tr>
</tbody>
</table>

Students are allowed to bring food to the School, but the food brought in must be considerate to the community at large. Parents who are dropping off food for their children must inform the Principal’s Office. Parents are not allowed into the Cafeteria area to bring in the food for the student/child, unless permission is given by the Principal.

2. LEARNING RESOURCE CENTRE / LIBRARY

Our Library or more generally known as the Learning Resource Centre is centrally located and divided into sections to cater for the needs of the Primary and Secondary students. The warm, welcoming atmosphere encourages students to come in and use the many resources available. The Library houses an interesting collection of reference, course and recreational reading matters. In addition, the Library also provides online facilities with Internet and email connections, word processing and Intranet. A collection of CDs on a variety of subjects enhances the material available to students.

- All students and staff are eligible for membership of the School Library.
- The rules for taking books out are displayed in the Library.
- Students must remember that the Library is a quiet area for silent reading, work and thought. As such, respect for silence must be observed.
- We expect our readers to be responsible borrowers. Therefore loss of books and or damage to Library property will be charged to the student/parent.

<table>
<thead>
<tr>
<th>Library Operation Hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday           : 7.45am – 4.30pm</td>
</tr>
</tbody>
</table>
3. HEALTH SERVICES / INFIRMARY

The School has a well-equipped Infirmary, also known as the Health Centre; it is manned by a trained Nurse. The Centre takes care of students who are unwell, and/or suffering from asthma/allergic attacks, fevers and minor injuries. Should a student be brought into the centre, parents will be notified via the Principal’s Office.

It is important that parents fill in the School Medical Declaration Form so that the School is aware of any recurring problems such as asthma or allergy that a student may have.

Annual health checks are carried out for all students with emphasis on developmental and growth problems, and other problems common to school going children like infectious diseases, intestinal parasitic diseases, malnutrition, problems of skin, teeth, eyes and ears, obesity, etc. Cases where a problem is detected are followed up by informing the parent and suggesting solutions or further investigations. Parents will be informed when the checks will happen and will have the option of withdrawing their child from all the checks or selected checks if they wish. A consent form will be issued to parents for approval.

It is expected that all students admitted to the School will have had all the vaccinations and inoculations mentioned on the School Medical Declaration Form.

4. SWIMMING POOL

The School has a 25m long, 4ft deep swimming pool to cater for our students only.

Students however are only allowed to use the pool during their swimming lessons and they must be in proper swimming attire, i.e. swimming trunks/shorts, swimming suit, goggles. We also have swimming classes after school hours - these classes are classified as Extra Curricular Activities and are charged separately from the School fees.

Students must follow instructions at all times.

5. MUSIC ROOMS

Here at APS, Music lessons are included as part of our Curriculum and access to these musical instruments are only allowed when the students are with their respective music teachers.

Students may be required to bring their own instruments for certain classes which will be notified in advance.
SECTION 3 : RULES AND REGULATIONS ON SCHOOL UNIFORM, PERSONAL ATTIRE AND APPEARANCE

- School uniform cited in this section includes the APSS formal uniform, attire for sports and co-curricular and extra co-curricular activities.

- Students of APSS shall wear the uniform provided.

- Students must conform to the requirements as stipulated in the rules and regulations on school uniform, personal attire and appearance.

- APSS UNIFORM

<table>
<thead>
<tr>
<th>Girls</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary</strong></td>
<td></td>
</tr>
<tr>
<td>Short-sleeved Light Blue blouse with Bluish Grey skirt</td>
<td></td>
</tr>
<tr>
<td>The length of the short skirt must not be shorter than middle kneecap</td>
<td></td>
</tr>
<tr>
<td>The long skirt must reach the ankles</td>
<td></td>
</tr>
<tr>
<td>The School Polo T-Shirt Light Blue is allowed to be worn form Tuesday to Friday</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Secondary</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Short-sleeved Light Blue blouse with Grey skirt</td>
<td></td>
</tr>
<tr>
<td>The length of the skirt must not be shorter than middle kneecap</td>
<td></td>
</tr>
<tr>
<td>The long skirt must reach the ankles</td>
<td></td>
</tr>
<tr>
<td>School Polo T-Shirt Navy Blue is allowed to be worn form Tuesday to Friday</td>
<td></td>
</tr>
</tbody>
</table>

“Baju Kurung”
- Traditional fashion with the “teluk belanga” neck cut
- The “baju kurung” should be knee length and the sleeves must cover the wrist
- The neck opening must be buttoned up at all times with press stud button/hook (butang katup/cangkuk)
- A skin colour/white camisole must be worn together with the “baju kurung”

<table>
<thead>
<tr>
<th>Muslims - The Scarf</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Muslim students/pupils who wish to put on a scarf shall conform to the following rules:</td>
<td></td>
</tr>
<tr>
<td>The scarf must be a mini triangle in shape, white in colour without lace/any other accessories to enhance the scarf.</td>
<td></td>
</tr>
<tr>
<td>It must be tied at the back. This will ensure safety of students when doing practical work/physical and sporting activities.</td>
<td></td>
</tr>
</tbody>
</table>

Note:
Girls have the option to use either the blouse and skirt, or baju kurung.
**Boys**

<table>
<thead>
<tr>
<th><strong>Primary</strong></th>
<th><strong>Secondary</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirts:</strong></td>
<td><strong>Shirts:</strong></td>
</tr>
<tr>
<td>• Short-sleeved shirt</td>
<td>• Short-sleeved shirt</td>
</tr>
<tr>
<td>• The sleeves must not be rolled up</td>
<td>• The sleeves must not be rolled up</td>
</tr>
<tr>
<td>• Tight t-shirt or school uniform are not allowed</td>
<td>• Tight t-shirt or school uniform are not allowed</td>
</tr>
<tr>
<td>• The School Polo T-Shirt Light Blue is allowed to be worn form Tuesday to Friday</td>
<td>• School Polo T-Shirt Navy Blue is allowed to be worn form Tuesday to Friday</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Trousers/Long Pants</strong></th>
<th><strong>All levels: Grey Long Pants</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary 1 – 3 : Short or long Bluish Grey pants</td>
<td>Length:</td>
</tr>
<tr>
<td>Primary 4 onwards: Long Bluish Grey pants</td>
<td>• All long pants must not be above the ankle</td>
</tr>
<tr>
<td></td>
<td>• The hem of the pants should not touch the floor</td>
</tr>
</tbody>
</table>

- **Jackets**
  Students are not permitted to wear jackets with hoods or obnoxious designs or letterings. Jackets must be Black or Dark Blue.

- **Shoes and Socks**
  **Shoes**
  Black canvas shoes with shoe lace or Velcro. The shoes should not be high/thick (to avoid injuries during sports and games). Torn and tattered shoes are not allowed. Shoes must be clean at all times and properly worn. Shoelaces should be neatly tied at all times.

  **Socks**
  Plain Black socks, at least 3 cm above the ankles.

- **Sports Attire**
  o Only House T-shirts should be worn during PE and games sessions.
  o Only shorts/track bottoms approved by the School are allowed during House practices and other sports activities.
  o Bermuda shorts are not allowed in school. Students shall wear the approved swimming attire.
  o Bikinis are not allowed.
SECTION 4: ACADEMIC HOURS

APSS’ Academic hours are as per table below:

<table>
<thead>
<tr>
<th></th>
<th>APSS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td>Monday – Friday: 8.00am to 3.20pm</td>
</tr>
<tr>
<td></td>
<td>Friday: 8.00am to 12.20pm</td>
</tr>
<tr>
<td>SECONDARY</td>
<td>Monday - Thursday: 8.00am to 3.40pm</td>
</tr>
<tr>
<td></td>
<td>Friday: 8.00am to 12.30pm</td>
</tr>
</tbody>
</table>

The School also provides a wide range of extra-curricular activities which are held after academic hours. Kindly contact the School for more information.

SECTION 5: COMMUNICATION

1. HOMEWORK POLICY

Here at APS, we believe that learning does not only happen in the classroom. As a result, homework is given to students to further enhance their knowledge on subjects.

The following points will help you understand why we give homework:

Homework is:

- An integral part of the curriculum and is necessary in order to consolidate work done in class.
- An extension of class work.
- Of special help to students who are working in a language other than their mother tongue.
- Appropriate to the age, ability and developmental stage of the individual student.
- Done on the day allocated in the homework timetable for a particular subject.

Parents will be able to check on their child’s homework progress through the School Portal where parents will be given a username and password in which they can use to log in to the portal for any of the School’s latest information.

Teachers will also send homework notifications to parents via electronic mail.

2. STUDENTS’ RESPONSIBILITY

Ultimately, it is the student’s responsibility to ensure the veracity of all work and to understand what constitutes an offence against academic honesty. Students are strongly advised to acknowledge all sources (e.g. books, journals internet sites, CD Rom, magazines, photographs etc.)
3. SCHOOL PORTAL

The School Portal will allow parents and the School to keep in touch electronically. It is a channel for communication of school related events, student affairs, etc. This will be the main form of communication between parents and the School.

Parents will be given a username and password to access the School Portal. Parents are advised to log in to the portal regularly to be kept informed of the School’s happenings and student’s progress.

Should parents encounter problems in accessing the School Portal, parents may write to the School’s Helpdesk for further assistance as per email below:

Email: helpdesk@apiit.edu.my

4. EMAIL

The teachers will communicate with the parents on students’ issues, progress and homework via email whenever necessary. Parents who wish to meet up with teachers should make an appointment first via the Principal’s Office to ensure availability of the teacher.

5. SMS

Students’ attendance at school will be notified to parents via SMS when they tag-in at the entrance of the School Lobby.

6. PARENT SUPPORT GROUP

Our Parent Support Group (PSG) plays an important role. It helps build relationships amongst parents, teachers and the School, in support of our students. Here at APS, we encourage parents’ involvement in the School through PSG. The PSG aims to align the goals of the School and parents, therefore, participation is encouraged. Feedback from parents are very much welcomed in this group as together we strive to build a better School.

Email: psg@apschools.edu.my
SECTION 6: GENERAL INFORMATION

1. PAYMENT OF FEES

- School fees can be made at the Finance Office that is located at Smart School Block, Ground floor.

- All fees can be paid by Credit Card, Cash, Online Payment via CIMB Clicks/Maybank2u/Standard Chartered and Cheque or Banker’s Draft made payable to:
  
  - SAPURA SMART SCHOOL SDN BHD
  
  - The Application fee is a one-time payment, non-transferable. It is payable in full upon submission of the Application Form in order to secure a seat for your child.

- Parents can choose to pay the fees for a Full Year (2 semesters) or by semester basis.

- All fees must be paid at least two weeks prior to the commencement of the school semester/course.

- The School reserves the right to deny entry and enforce suspension to the student if the fees remain overdue after the payment due date.

2. WITHDRAWAL PROCEDURE

- If a student chooses to discontinue his/her studies at Asia Pacific Smart School, a notice of withdrawal should be given 1 Semester (i.e. 6 months) prior to the student’s last day of school.

- Valid reasons should be included in the notice of withdrawal and parents/guardians are required to attend a session of ‘exit interview’ with the School Principal.

- Outstanding school fees must be settled in full before the student’s last day at school.

- The Deposits will ONLY be refunded if all the above complied accordingly.

- For any withdrawal before the commencement of the School term/course, fees paid will be refunded. However, if the student withdraws after the term/course commences, fees paid will not be refunded.

3. CONTACTS

GENERAL LINE: 03-7847 1000

**APSS**

PRIMARY PRINCIPAL’S OFFICE : putera@apss.edu.my
SECONDARY PRINCIPAL’S OFFICE : irenechee@apss.edu.my
HELPDESK : helpdesk@apiit.edu.my