



THE BRITISH INTERNATIONAL SCHOOL  
KUALA LUMPUR  
A NORD ANGLIA EDUCATION SCHOOL

Lions

Secondary Parent Handbook

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# **The British International School of Kuala Lumpur**

## **1.1 Welcome**

A very warm welcome to the *Secondary School Parent Handbook* for the academic year 2021/2022. I look forward to collaborating in the care of your children as we work together in partnership. The most important part of my role is to ensure that the children are safe and happy in school. This intention is a theme of our work at BSKL and I know you will see it in your interactions with us.

Our philosophy is to 'Be Ambitious'. We encourage every student to reach for their dreams, try something new, and above all, to be ambitious. We support this philosophy by forming and nurturing positive relationships with our students. I like to use the phrase 'We know our students and we empower them to succeed'. That is, we provide care and support to each individual student in order for them to excel in their chosen areas of interest and passion.

We will begin the new August 2021 term with *Meet the Tutor Day* for all year groups on Tuesday 24 August 2021. Parents will have already received information about Meet the Tutor Day via email and the Parent App (if this is not the case, please contact us for assistance). This event is an important start to the new school year and provides an opportunity for parents to meet their child's form tutor. The meeting will be virtual and will last approximately 20 minutes. Formal teaching and the new school timetable will begin on Wednesday 25 August 2021. This will be subject to any relevant Ministry of Health and Ministry of Education announcements.

This handbook has been created for parents and students to use. In it you will find the school hours, useful updates, full details of school uniform requirements, homework guidelines and other information. I hope you will find it useful. Your comments and feedback are always appreciated. In addition, a copy of the bespoke *Year 12 and Year 13 Student and Parent Handbook* is available [here](#). As always, we truly believe that it is good to talk, so if you have any questions, please do email me or any relevant member of staff and we will be happy to help.

Best wishes for another successful year at BSKL.

Dr Nicola Brown  
Head of Secondary

## 1.2 Academic Calendar 2021/2022

Below you will find a list of key term and holiday dates for the 2021/0022 academic year. A full list of dates can be found via our Parent App which is updated regularly.

<b>Term One</b>	
24th August	Meet the Teacher Day
25th August	First day of Term One
31st August	National Day - Holiday
16th September	Malaysia Day - Holiday
18th October- 22nd October	Half Term - Holiday
4th November	Deepavali - Holiday
10th December	Last Day of Term One

<b>Term Two</b>	
3rd January	First day of Term Two
18th January	Thaipusam - Holiday
31st January - 4th February	Half Term - Holiday (inclusive of Chinese New Year)
1st April	Last Day of Term Two

<b>Term Three</b>	
18th April	First day of Term Three
19th April	Nuzul Al-Quran - Holiday
2nd May	Observed Labour Day
3rd May - 4th May	Hari Raya Aidilfitri - Holiday
16th May	Wesak - Holiday
3rd June - 6th June	Half Term - Holiday
6th July	Last Day of Term 3

## 1.3 School Staff Community

### Whole School Staff

School Leadership	
School Principal	<a href="#">Mr Carl Mincher</a>

### Secondary School Staff

Secondary Leadership Team	
Head of Secondary	<a href="#">Dr Nicola Brown</a>
Deputy Head Academic	<a href="#">Mr Aidan Edmanson</a>
Deputy Head Pastoral	<a href="#">Mr Steven Ashford</a>
Assistant Head Student Development and Community Engagement	<a href="#">Mr Robbie Alexander</a>
Assistant Head Student Progress and Achievement	<a href="#">Dr Bruce Geddes</a>

Pastoral Leadership Team	
Head of Sixth Form	<a href="#">Mr Colin Spanos</a>
Student Support and Pathways Coordinator	<a href="#">Ms Katie Humphrey</a>
Head of Year 7	<a href="#">Mr Martin Lowe</a>
Head of Year 8	<a href="#">Ms Su Lin Khoo</a>
Head of Year 9	<a href="#">Mr Ben Davey</a>
Head of Year 10	<a href="#">Mr Sonny Zimmer</a>
Head of Year 11	<a href="#">Ms Karina Bual</a>
School Counsellor	<a href="#">Ms Nathalia Cortes</a>

Academic Leadership Team	
Head of Sixth Form	<a href="#">Mr Colin Spanos</a>
Student Support and Pathways Coordinator	<a href="#">Ms Katie Humphrey</a>
Director of Sports	<a href="#">Mr Thomas Harron</a>
Director of Music	<a href="#">Ms Kim Kelly</a>
Head of English	<a href="#">Mr Kyle Milliner</a>
Head of Maths	<a href="#">Mr Dharmesh Chauhan</a>
Head of Science	<a href="#">Ms Lucy Thompson</a>
Head of MFL	<a href="#">Mr Dean Horne</a>
Head of Geography	<a href="#">Mr Nick Batchelor</a>
Head of History	<a href="#">Ms Charlotte Giles</a>
Head of Business & Economics	<a href="#">Mr Mark Tidball</a>
Head of Art	<a href="#">Mrs Emma Corkery</a>
Head of Graphic Design	<a href="#">Ms Kelly Newton</a>
Head of Drama	<a href="#">Mrs Amanda Laragione</a>
Head of Computing	<a href="#">Dr Bruce Geddes</a>
Head of Music	<a href="#">Ms Kim Kelly</a>
Head of Secondary PE	<a href="#">Mr Dewi Bartlett</a>
Learning Support Coordinator	<a href="#">Harry Newenham</a>
EAL and Literacy Coordinator	<a href="#">Ms Karolina Malinowska</a>
Be Ambitious Coordinator	<a href="#">Mr Shane Taylor</a>

[Full Secondary Staff List](#) for 2021/22, including email addresses, can be accessed via the link. Staff profiles can be found on our website (to be updated in August).

## Administrative Staff

Please find below a key list of contacts for all the major administrative sections of the school. A full list of Administration staff can be found on our website.

<b>Administration Leadership</b>		
Kingsley Charles	Head of Operations (Services, Facilities & IT)	<a href="mailto:kingsley.charles@britishschool.edu.my">kingsley.charles@britishschool.edu.my</a>
Carl Esposito	Director of Marketing & Admissions	<a href="mailto:carl.esposito@britishschool.edu.my">carl.esposito@britishschool.edu.my</a>
Jacqueline Lim	Director of Finance	<a href="mailto:jacqueline.lim@britishschool.edu.my">jacqueline.lim@britishschool.edu.my</a>
Thanuja Sundram	Head of HR	<a href="mailto:thanuja.sundram@britishschool.edu.my">thanuja.sundram@britishschool.edu.my</a>
Elil Arasu	Head of IT	<a href="mailto:elil.arasu@britishschool.edu.my">elil.arasu@britishschool.edu.my</a>
<b>Front Desk</b>		
BSKL Front Desk	+60 3 7727 7775	<a href="mailto:bskl.frontdesk@britishschool.edu.my">bskl.frontdesk@britishschool.edu.my</a>
<b>Personal Assistants</b>		
Vanessa Walsh	PA to the Principal	<a href="mailto:vanessa.walsh@britishschool.edu.my">vanessa.walsh@britishschool.edu.my</a>
Aimi Solehah	PA to the Head of Secondary	<a href="mailto:aimi.solehah@britishschool.edu.my">aimi.solehah@britishschool.edu.my</a>
<b>Services</b>		
Services Team	<a href="mailto:service@britishschool.edu.my">service@britishschool.edu.my</a>	
<b>Facilities</b>		
Facilities Team	<a href="mailto:bskl.facilities@britishschool.edu.my">bskl.facilities@britishschool.edu.my</a>	
<b>Finance</b>		
Finance Team	<a href="mailto:finance@britishschool.edu.my">finance@britishschool.edu.my</a>	
<b>Admissions</b>		
Admissions Team	<a href="mailto:admissions@britishschool.edu.my">admissions@britishschool.edu.my</a>	
<b>IT</b>		
IT Team	<a href="mailto:itdepartment@britishschool.edu.my">itdepartment@britishschool.edu.my</a>	
<b>Marketing &amp; Communications</b>		
Marketing Team	<a href="mailto:marketing@britishschool.edu.my">marketing@britishschool.edu.my</a>	



# Our School

## 2.1 School Values

With a child-centred approach at The British International School of Kuala Lumpur, the most important people are the students. The children in our school are at the heart of everything, and there is a strong family atmosphere shared by all at BSKL. As a crucial partner in the lives of the children, our most important function is to ensure that the children are safe and happy in school. We do this in partnership with our parent community.

Our overarching philosophy is to '*Be Ambitious*'. We encourage every student to strive for success, to try something new, and to believe that anything is possible.

As a caring, professional and productive community, our BSKL values guide and define our behaviours at all times.

- *Be Resilient*
- *Act with Integrity*
- *Be Ambitious*
- *Take Risks*
- *Be Kind*

To achieve these ambitious goals, we:

- know our students and develop positive relationships within our community;
- empower our students to succeed;
- prioritise our students' wellbeing and safety;
- strive to meet our students' needs and ambitions;
- believe there is no limit to what our students can achieve;
- inspire our students and our community to achieve their very best;
- be the best that we can be;
- try to make a difference, to make things better, throughout our world;
- strive to be relentlessly optimistic.



## 2.2 Positive Behaviour Ethos

The [Secondary School BSKL Positive Behaviour Policy](#) can be viewed on our website. It outlines clearly our ethos, aims and procedures when dealing with student behaviour and expectations. The policy applies to all school related contexts, including off site activities, buses and all school trips. Relevant points from this policy are provided below. The overarching intention is that all students should feel safe and happy in school. To create an environment in which learning occurs without disruption and our children feel connected to the community.

The Positive Behaviour Policy aims to achieve a positive atmosphere which allows our teachers to focus on teaching and learning and student support. We strive to ensure all our students become the best they can be; to achieve this, we encourage the highest standards of behaviour at all times. Our key values underpin all policies, and in particular the Positive Behaviour Policy.

We recognise that the school has a critical role to play in developing self-discipline and independence in students. We aim to establish acceptable patterns of behaviour and good habits as well as to encourage students to develop a sense of responsibility, self-respect and respect for other people, property and the environment.

All students are encouraged, taught and expected to demonstrate high standards of behaviour. We value highly the qualities of self-discipline, self-respect and respect for others and their property. More details and specifics of the expectations are listed in the policy section below.

## Curriculum Matters

As an independent school we follow the National Curriculum of England, but are not bound by its constraints. Instead we select the best parts of this to provide an education that is suitable for our pupils. The teaching and learning at Key Stage 3 therefore reflects the key concepts of the National Curriculum, and in addition reflects local cultural conditions and allows for extended opportunities and thorough preparation for IGCSE and A-Level.

### 3.1 Curriculum Outline

Lessons per week	Year 7	Year 8	Year 9	Years 10/11	Year 12/13
Maths	4	4	4	4	5
Further Maths	-	-	-	4 (Y11 only)	5
English & Lit	4	4	4	4	5
Science	3	3	3	6	-
Physics	-	-	-	3	5
Biology	-	-	-	3	5
Chemistry	-	-	-	3	5
French	2	2	2	3	5
Spanish	2	2	2	3	5
Chinese	3	3	3	3	5
Bahasa/Study	1	1	1	1 – 3	-
Computing	1	1	1	3	5
Graphic Design	1	1	1	3	5
Geography	1	1	1	3	5
History	1	1	1	3	5
Drama	1	1	1	3	5
PE	3	3	3	3 (+1 core)	5
Music (incl. SIP)	2	2	2	3	5
Art	1	1	1	3	5
Media Studies	-	-	-	-	5
Psychology	-	-	-	-	5
EPQ	-	-	-	-	1
Enrichment	1	1	1	1	1
<b>Weekly Total</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>21</b>
Non curriculum Time 07.45-08.30 Mon-Fri.	Secondary Assembly, Year Assembly, Academic Mentoring, My World PSHE Programme.				

## 3.2 Homework

A homework schedule will be published to all students and parents at the start of the academic year. Students will record this schedule in their planners and this will also be published to parents.

### Homework Aims:

Homework at BSKL should:

- allow for valuable assessment opportunities.
- inform future planning.
- add value to learning and promote progress in a subject.
- be manageable for students (in terms of workload), whilst also challenging them.

### Allocated Hours:

*Please note: In addition to the below, there is an expectation that students will read a minimum of two non-fiction articles per week, and one novel per half term, at Key Stage 3 and 4. This is monitored by the English department through the use of Reading Logs.*

<b>Year Group</b>	<b>Core</b> (English, Maths, Science)	<b>Non-Core</b> (History, Geography, Business, Economics, Languages & Computing)	<b>Practical</b> (PE, Music, Art, Drama, Graphics)
7-8	40 minutes	30 minutes	At the discretion of the teacher, yet 20 minutes maximum
<i>Max allocation</i>	<i>6 hours 10 minutes</i>		
9	45 minutes	40 minutes	At the discretion of the teacher, yet 30 minutes maximum
<i>Max allocation</i>	<i>8 hours 5 minutes</i>		
10-11	1 hour 30 minutes * Trip Sci (1hr each subj) * Doub Sci (45min each subj)	1 hour	1 hour
<i>Max allocation</i>	<i>9 hours</i>		
12-13	4-5 Hours per subject		
<i>Max allocation</i>	<i>15-20 hours</i>		

Assignments may not always be written. Research, learning, revision and completion of projects may also be set as homework. Students should record time spent on homework in their planner. However, parents can also inform the teacher if an assignment has taken markedly longer than the stipulated time. Parents are encouraged to monitor their son/daughter and to ensure that they have a quiet place to work without distractions.

### **3.3 Personalised Provision**

We are ambitious for our students and are, thus, committed to ensuring all our students receive personalised and intensive specialist support. We pride ourselves in knowing our students and plan our curriculum and delivery according to their strengths and areas for development.

Thorough monitoring of progress occurs across all levels of leadership and by class teachers. We are committed to triangulating all available evidence to ensure we develop a rounded and accurate picture of students' needs. Students requiring further support are identified and intervention plans are in place to ensure effective action. Parents will be contacted as necessary.

### **3.4 Be Ambitious: Gifted and Talented**

We are committed to making sure that all of our students are suitably stretched and challenged. Therefore, as well as personalising provision within the academic curriculum, we ensure that students with exceptional attainment are provided with additional opportunities to explore their primary interests beyond the classroom and that they are exposed to further opportunities to discover more about topics that they enjoy through the typical curriculum.

### **3.5 Learning Support and English as an Additional Language**

Our aim is for all students to access the curriculum independently and achieve success in our Secondary School. A small number of students may benefit from support with their levels of English or to meet a specific learning need. We maintain registers for both English as an Additional Language (EAL) and moderate Special Educational Needs and Disabilities (SEND) and provide support in line with our school admissions policies. Likewise, each of these pathways lead to personalised provision plans for students, in these areas, and the maintaining of a consistent dialogue with parents regarding progress and particular intervention.

## 3.6 Reporting

The BSKL Reporting Parent Guide is a useful [handbook](#) to explain the aims, vision and processes involved in our reporting schedule. The overall aim of the report is to help drive pupil progress by keeping everyone informed on pupils' targets, pupils' current attainment and progress towards those targets and pupils' attitude to learning through the year. We have carefully refined the balance of report data, comments and parent teacher consultations to maximise the impact and meaningfulness of the report and our formal communication points with parents.

- Years 11 and 13 have 3 reports during the year reflecting their courses concluding in external exams.
- The other year groups have 4 reports during the year.
- All year groups have 1 report that also includes written subject comments (Report 2 for years 11 to 13, and Report 3 for Years 7 to 10).
- All reports also include key progress data - which is the main page of the report showing progress in key metrics across the year. The reports that do not include specific subject comments are, in the main, followed by a parent teacher consultation to allow more detailed discussion of the pupil's subject progress. Parents are of course able to contact their pupil's teachers at any time for further discussion on subject progress. Note that we make it an important part of our practice to contact parents for specific pupils throughout the year where we feel they can support progress or where we may have concerns.
- Reports 2 and 4 also include a tutor comment.

The first report can be viewed electronically just before the October half term; it will report back on the attitude to learning of the pupil for each subject, and additional progress information for Y11 and Y13 that are part way through their two year course. Reports are published via iSAMs. Publication dates, and parent consultation dates can be found on the Calendar in the Parent App.

Pupils will also sit formal internal examinations - for Years 11-13 these are held in January / February and for Years 7-10 these are held at the start of the summer term just before the main external exams begin. Exact dates can be found in the calendar. Please note that internal and external examination dates are fixed and cannot be rescheduled.

### 3.7 Parent Teacher Consultations

Curriculum events for all key stages will be held during the first weeks of the academic year, providing parents with an opportunity to meet the teaching staff and learn more about the teaching and learning programme for the coming year. Please refer to the calendar on the Parent App for the dates planned this year.

**Parent/Teacher Consultation** days are held twice per year. Appointments last for 5-10 minutes per subject. During these meetings, teachers and tutors will discuss with parents the academic progress of pupils as well as personal and social matters. Again, exact dates are provided in the Parent App calendar.

Parents need not wait for an official opportunity to meet with teachers or Heads of Year, but are kindly requested to make an appointment if the member of staff is not available and will prevent any disruption to the teaching day. Parents who wish to meet with the Head of Secondary or a teacher should contact the school either by telephone or email. Parents will always be contacted immediately should any important issues arise between formal reporting points.

### 3.8 Virtual School Experience

The COVID pandemic clearly has had an impact on the shape of our school calendar last year. We are hopeful and optimistic that the school year will be far more 'normal' in 2021/2022, we do wish to assure parents that we have in place an excellent VirtualSchool Experience policy. This is constantly updated and reviewed, in response to the unprecedented context we live in. However, BSKL is committed to offering 'live' lessons and excellent pastoral care virtually if necessary. Please refer to our VSE guidelines and policy, via the links below:

- [BSKL Virtual School Experience Policy - Medium and Long Term School Closure Secondary School \(Parents and Students\)](#)
- [Appendix 1: Virtual School Experience Appendix - Parent Updates](#)
- [Online Library and Reading Activities](#)

### 3.9 University Guidance

Our Careers and University Counsellor works alongside our Head of KS5 to guide our students through the process of choosing courses, choosing universities and applying for universities all over the world.

Careers is delivered as part of the My World programme from Y7-11, to expose students to a range of career paths. Throughout Key Stage 4 and 5, the number of these sessions will intensify

and will include visits and workshops from universities from around the world. The aim of our Careers and University guidance is to find the best course at the best possible university for every one of our students.

Sixth Form students receive tutorial lessons twice weekly led by the University Counsellor. These sessions begin by exploring universities and courses around the world and culminate in applications being made between August and January of Y13.

### **3.10 Student Counselling**

Our pastoral support provision is supported by our highly effective student counselling department. Our trained and experienced counsellors work closely with our staff to support the emotional and social development of all students. This support service for students allows for effective one to one and group sessions that greatly enhance our strong My World (PSHE) programme. In addition our counselling department regularly works with families and have, in recent times, developed successful and respected parent talks and workshop series. Referral to the counseling department is often made by students themselves but can also be made by any of the school's pastoral team.



## **School Life**

### **4.1 COVID-19 Standard Operating Procedures**

During the current COVID-19 pandemic and any Movement Control Order (MCO) period imposed by the government, the school follows robust SOPs to ensure that our children, staff and parents are safe. These are in-line with strict Ministry of Education guidelines. [You can find our RMC0 policies and procedures page on our website here.](#)

### **4.2 School Hours**

Monday - Thursday

7.30am	School doors open (no pupils should arrive before this time)
7.45am – 7.55am	Registration (pupils arriving after 7.55am will be recorded as 'late')
7.55am – 8.30am	Assembly (Monday), My World (PSHE Programme), BSKL BIG READ/ Academic Mentoring (Thursday)
8.30am-9.25am	Lesson 1
9.25am-10.20am	Lesson 2
10.20am-10.40am	Morning break
10.40am-11.35am	Lesson 3
11.35am-12.30pm	Lesson 4
12.30pm-1.40pm	Lunch (including lunchtime clubs and activities)
1.40pm-2.35pm	Lesson 5
2.35pm-3.30pm	Lesson 6
3.30pm – 4.30pm	Optional Activities

Friday

7.30am	School doors open (no pupils should arrive before this time)
7.45am –8:10am	Registration & tutor time (pupils arriving after 7.55am will be recorded as 'late')
8.10am-9.05am	Lesson 1
9.05am-10.00am	Lesson 2
10.00am- 10.20am	Break
10.20am-11.15am	Lesson 3
11.15am-12.10pm	Lesson 4
12.10pm-1.05pm	Lunch
1.05pm-2.00pm	Lesson 5
2.00pm-3.00pm	Selected after school clubs

If students arrive late to school for whatever reason they should sign in at Secondary Reception and record the reason for late arrival. This information allows us to produce accurate attendance records in case of an evacuation. Our attendance policy can be found here [Attendance & Punctuality Policy BSKL \(Parent\)](#).

You will be informed of those days on which your child has Physical Education (PE) classes, and they should bring P.E. or swimming kit on those days.

Our primary aim at BSKL is to ensure the safety and welfare of all students in our care. With this in mind please note the campus will close at 5pm each evening. All students are asked to make arrangements to be picked up by 5pm at the latest. In addition, we would like to remind all parents that all our after school clubs all finish at 4.45pm with the late bus leaving at 5.00pm prompt. Please arrange for pick up no later than 5pm.

Students who are not attending after school clubs or revision sessions need to leave campus by 3.45pm. Students should not be on the campus (other than for a supervised activity) after 5.00pm.

### 4.3 Arrival and Departure Procedures

The campus opens at 7.30am and pupils will not be able to enter prior to this time.

There is a 'Late Arrival/Early Departure' Log Book at the Reception Desk in which details must be entered of any child who arrives late or must leave early for any reason.

At the end of the school day, pupils using the school bus service assemble in the relevant bus assembly area by 3.35pm, where they are collected by the Bus Monitor and are safely escorted to their bus. Please see the School Bus section below.

Our primary aim at BSKL is to ensure the safety and welfare of all pupils in our care. With this in mind and as the campus will close at 5pm each evening, all pupils who are on campus between 3.45pm-5.00pm **must be there for an after school club or with a supervising teacher.** Students must not remain on campus to be with friends or to socialise.

All pupils are asked to make arrangements to be picked up by 5pm at the latest. In addition, we would like to remind all parents that all our after school clubs all finish at 4.45pm with the late bus leaving at 5.00pm prompt. Please arrange for pick up no later than 5pm.

Pupils who are not attending after school clubs or revision sessions need to leave campus by 3.45pm. Pupils should not be on the campus (other than for a supervised activity) after 5.00pm. After this time they should wait to be picked up in the Secondary Library for parents to arrive to pick them up.

### 4.4 Procedures for Early Release from School

To ensure pupils' safety and in line with our Safeguarding and Supervision policy, there is a strict policy and procedures in place for pupils who need to leave school early. Pupils will not be allowed to leave school early without written notification from parents. Emails should be directed to the tutor, copying the Head of Year. Pupils will be informed that signing out without permission will be unauthorised. Parents will be contacted, and if necessary, absence will be recorded as truancy. Please note that staff take a register every lesson.

If, for any reason, you have been delayed, please telephone the school so that we are aware and can inform your child to avoid any unnecessary anxiety. If you are unable to collect your child, please inform the school at your earliest convenience as to who will be collecting your child. For security reasons, teachers will not release a child to an unauthorised person.

## 4.5 After School Activities

The majority of our enrichment and community engagement programme takes place during the school day but there is still an extensive range of co-curricular clubs and activities available after school; predominantly in sport and music.

## 4.6 Educational Visits and Residential Trips

Educational visits are crucial opportunities to learn beyond the classroom and each secondary department is encouraged to take learning beyond the walls of the school through curriculum-related trips. In the secondary school, we offer the opportunity for our students to enjoy a number of trips with their respective year groups. Trips take place both in Malaysia and abroad, for sport, music, drama, MUN and the International Award. These opportunities are of great benefit in supporting independence, maturity and self-esteem.

For those students that enjoy a real challenge, we offer the opportunity to complete the Duke of Edinburgh's International Award at bronze, silver and, for those exceptionally committed students, gold level. These awards are designed to enhance the life experience of students through personal challenge and work in the community.

We also provide a residential bonding trip for all year groups at the beginning of every academic year. These trips are a great way for our students to make new friends and spend time with their peers.

## 4.7 House System

On entry to the school, each student will be allocated a House, with members of the same family being placed in the same House. The House names and colours are as follows:



**Normans**



**Romans**



**Saxons**



**Vikings**

There are regular House assemblies held throughout the year. House Captains are elected at the start of the year.

**The House system comprises two parts:**

1. Rewards system, in which students gain commendations/House points for individual awards relating to their progress and efforts in all aspects of school life. All commendations/House points count toward the overall House Cup.
2. Inter-house competitions such as sports days, swimming galas, poetry, and music competitions.

The House Cup, awarded to the winning House is presented during Speech Day at the end of each academic year.

## 4.8 Commendations and House Points

Central to our rewards system, as a daily occurrence, teachers award commendations/House points for:

- Being ambitious
- Being resilient
- Acting with integrity
- Taking risks
- Being kind

We therefore award students for:

- attitude to learning;
- effort;
- progress;
- achievement in academic work;
- extracurricular activities and participation;
- commitment to a worthy cause;
- making a positive difference to our community;
- making a positive contribution in the everyday life of the school.

The commendation is entered onto the student's record and acknowledged as a high profile reward and is highly valued. Each week one pupil is nominated for the 'Student of the Week' trophy in recognition of the number of commendations they receive. Speech Day prizes include

accolades for: academic results; outstanding and consistent effort; sporting, extracurricular merit; contribution to school life and the community and leadership and the Headteacher's award for exceptional performance and all round excellence.

Head of Secondary and House/Year Group assemblies are the forum for the awarding of numerous other awards and commendations/House points for achievement, effort and contribution to school life.

There will also be individual rewards for students who perform consistently well (either academically or through their approach to learning). Following reports and progress reviews students who have demonstrated an outstanding approach to learning are invited by the Head of Year to a celebratory lunch.

In addition, recognition is awarded in the Head of Secondary weekly parent newsletter; this includes a section for 'Artist of the Week' as well as celebrating excellence in all aspects of the school. Also, students will be awarded subject specific 'Praise Emails' that will be sent home to recognise an exceptional piece of work or to celebrate when a student has gone above and beyond with their level of effort and commitment within a subject. Furthermore, student effort and progress will also be rewarded during the termly year group 'Celebration Assemblies', whereby students receive nominations for their hard work by subject departments and earn a certificate when they are nominated. Moreover, during these Celebration Assemblies, form tutors will also select a student for a 'Form Champion' award. This is given to students who embody the key traits of the BSKL school community.

It is essential to recognise that all students are capable of achieving commendations, House points and subject awards, and we are committed, and strive to provide all our students with opportunities to succeed and try their best. Positivity, encouragement, recognition and reward is the driving force in behavioural management in the school.

## 4.9 School Uniform

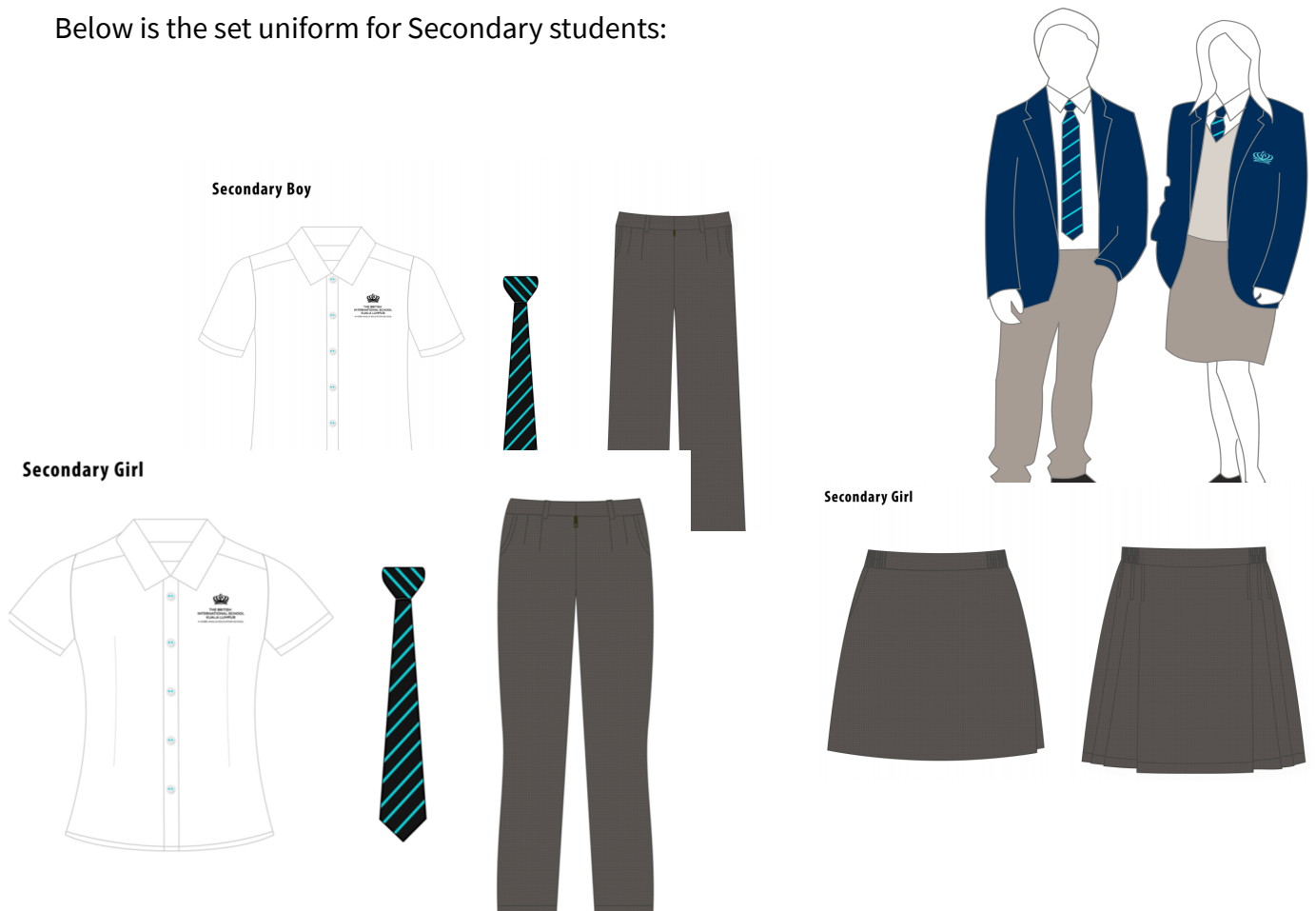
Our school uniform is compulsory for all students attending BSKL. We believe that wearing school uniform in a proud and smart manner promotes positive self-esteem and, therefore, is integral to the ethos of the school.

All students are expected to arrive at school each day in clean clothes, which are to be worn in a tidy manner. We expect our students to take pride in their school uniform. **Please note that students should not wear their own jumpers/cardigans/hoodies.** If students feel cold at any time in school a school jumper can be worn.

The Deputy Head Pastoral reserves the right to send pupils home to change if they are inappropriately dressed, or call parents requesting appropriate uniform is delivered to school.

Unless pupils have PE period 1 they should attend school in uniform and then change. Pupils should shower and change back into school uniform at the end of the PE lesson. School hoodies can be worn with the school PE kit.

Below is the set uniform for Secondary students:



**Girls:** blazer, white shirt, skirt, blue, black or grey socks, ties, parents to purchase black leather (polishable) school shoes separately.

**Boys:** blazer, white shirts, shorts or long trousers, blue, black or grey socks, ties, parents to purchase black leather (polishable) school shoes separately.

**PE:** T-shirt, Shorts, White Ankle Socks, trainers to be purchased by parents separately, house shirt (Red, Green, Yellow and Blue), bathers, splashback, swimming, towel.



**Additional Items:** school rucksack, jumper (optional) sun cap, hairband.

### **General Appearance (applies to all secondary pupils including Sixth Form)**

For safety reasons the wearing of earrings (except studs), or other jewellery (metal or plastic) must not be permitted during sporting activities, PE or swimming. They represent potential hazards to all participants. Medical, professional and occupational safety advice confirms that they should be avoided at all times.

Hair should be worn in a neat style. Please note that mohicans, tramlines and bright colours are not considered appropriate hairstyles for school. Any hair colouring should be a natural colour. If a student attends school with a hairstyle that is deemed inappropriate, a member of the leadership team will inform the parents and request a more suitable style. Make-up and nail varnish are not permitted in school. Furthermore, a student may be required to wear hair tied back and/or to remove jewellery if it is deemed hazardous to an activity.

The following will not be accepted at BSKL:

- jewellery
- tattoos
- unusual hair colour/ hair styles

Pupils may be requested to go home and change if necessary.

Pupils are also expected to bring their own stationery (including blue or black pens, and green pen/biro), mathematical geometry set (ruler, protractor, compass, set squares) and scientific calculator.

### **Sixth Form**

Sixth Form pupils are our ambassadors and it is therefore essential that they convey the highest possible standards of work, behaviour and appearance. Sixth Form pupils wear business dress and the Sixth Form Dress Code is issued to all Sixth Form students upon enrollment.

The link to the full Sixth Form Dress Code can be found [here](#).

Please note that it is compulsory for ALL sixth formers to wear their ID tags once on campus. This is an essential health and safety procedure.

## 4.10 What You Will Need to Bring

### Resources

All Secondary students are expected to bring a pencil case to school every day with personal items needed for the school day. These items include black, blue and green pens, a ruler, pencils, coloured pencils, rubber/eraser, pencil sharpener, compass and protractor. This pencil case should be brought to school in a bag where other personal items may be kept. Students should also bring a water bottle into school which can be refilled throughout the day.

Students are responsible for ensuring that they bring their school laptop fully charged every day. Games must not be downloaded onto school devices.

## 4.11 School Lunch

A hot and nutritious lunch is served to all students in school. School lunches are paid for in advance along with tuition fees. If you have not already informed the school that your child has dietary restrictions (whether for health, religious or allergy reasons), please do so immediately. We will inform the school kitchen and special arrangements will be made to provide proper suitable alternatives. There is a coffee bar available and pupils are able to buy healthy snacks and drinks at published times.

Nut Free School

**Please be advised that the school is a nut-free zone. Some children have severe allergies to peanuts in particular. No products containing any nuts whatsoever are allowed within the school premises.**

## 4.12 School Bus Service

Bus service will be outsourced 2 different companies in 2021/2022:

- GJ Limo Tour & Limousine Services Sdn Bhd (gjbusservice@gmail.com)
- Pandu Jaya (bsklbusing@gmail.com)
- View the full list of routes on our [web page](#) along with the name and contact details of each contractor.

All communications pertaining to the bus service should go to the respective providers. Other queries should be directed to: [service@britishschool.edu.my](mailto:service@britishschool.edu.my).

At the end of the school day, pupils using the school bus service assemble in the relevant bus assembly area by 3.35pm, where they are collected by the Bus Monitor and are safely escorted to their bus. On arrival at the designated bus stop, pupils should be met by a parent/guardian, unless the operator has prior written confirmation that the pupil will make their own way home.

Assembly points are : a) Lower Hill Canteen (exit through loading bay)  
b) Upper Hill - Gym

School is dismissed at 3.30pm (Mon-Thurs) and 2.00pm (Fridays). The buses depart school at 3.45pm and 2.15pm promptly after which there will be no turning back should any student miss the bus. If a child is not on the school bus, the bus will leave at the stipulated time of 3.45pm and the parent will be required to collect their child(ren) from school.

All bus students will either be given an ID tag or a boarding pass. This specifies which operator provides the service for the child. It is compulsory to have these with them everyday. This card is to be presented to the form tutor, or bus monitor, as appropriate so we can ensure that the child goes home with the correct person. Obviously, as time progresses, teacher and bus monitors will become familiar with the usual person meeting each child. In the event that the child is to be met by any other person it is essential that the I.D. card be presented. The child will not be permitted to proceed home until the parent's consent has been obtained, either by means of the I.D. card or by contacting the parents.

There is often a wide range of ages present on a bus and the older children, especially, need to take care of how they behave and what they choose to talk about. There should be no inappropriate language, conversations, behaviour or music. Each bus has a Bus Monitor to supervise the children and to ensure that behaviour/safety is acceptable. If there are problems with a student on the bus then the following procedures will be applied:

Initial verbal reminder given to student/s by Bus Monitor.

- First time - an email to the teacher to advise the child;
- Second time - an email to the parents;
- Third time - days off from the bus at the discretion of the school.

If the problems persist the school may not allow the student concerned to use the bus again.

To ensure the buses run on time, we ask parents to give the required notice to the bus operator and school if their child will not be using their usual bus service either to or from school.

## **Role of the Bus Monitor**

- All buses must have a Bus Monitor who can be clearly identified by their I.D.
- The Bus Monitor ensures that all the correct children leave school on the correct bus.
- The Bus Monitor ensures that all children wear seat-belts and remain seated throughout the journey. No children are permitted to sit in the front seat.
- The Bus Monitor carries a mobile telephone and will call or text parents if there is any delay to the service on either the outward or return journey.
- The Bus Monitor will attempt to contact parents if the child is not waiting at the bus stop as expected, and the bus will wait according to the timing that has been communicated by the bus operator before leaving.
- If there is a problem with the student's behaviour on the bus, the Bus Monitor will point out the problem and request that it stops. It is expected that students will conform to the request.
- If students do not respond, the Bus Monitor will report the incident to the Busing Office, who in turn will report this to the school team who will then inform the child's class teacher. The bus monitor will be required to fill in the details of the incident in the behavioural form which is to be forwarded to the Service team.

## **4.13 Health and First Aid**

The school employs three full-time qualified nurses, who deal with day-to-day matters such as cuts and bruises and those children who feel unwell whilst at school.

In the unlikely event of a more serious incident occurring at school, parents will be telephoned to inform them of the accident and if deemed necessary, they will be asked to meet the child and the School Nurse at school who will support them in getting to the hospital. Payment of medical care is the responsibility of the parent.

If your child has a medical issue such as an allergy, epilepsy, asthma, or anything that you think is important for the school to know, please notify the school. Arrangements can be made for you to meet with the school nurse who will put in place an individualised healthcare plan for your child if there is a need for one.

Children are not allowed to attend school in these circumstances:

- if your child's temperature is above 37.5
- if your child has been vomiting or has diarrhea
- if your child has been coughing for an extended period of time, has green/ yellow nasal discharge.

- if your child has red eye(s) producing discharge or a sore ear.

If your child needs medication during school hours, you will be required to sign a consent form which you can get from the front desk or print it out from the website.

If your child has been diagnosed with any contagious diseases, please notify the school immediately and keep your child at home. You will need a letter from your doctor to say your child is safe to return to school.

### **Medicine for Students**

Academic and administrative staff are prohibited from giving any medication to students whilst on site. School nurses require a prescription from a doctor with the doctor's signature and stamp in order to administer any medication to a child. If this cannot be provided, a family representative known to the school will need to give medicine to the student.

### **Temporary Arrangements During MCO**

Children with any symptoms of COVID-19 should not come into school and should have a clearance letter from their doctor before they return. Any child exhibiting symptoms of COVID-19 will be directed to the isolation room and their parents asked to collect them. Parents should report any health concerns to the school at the earliest opportunity and update theirs and their children's Health Declaration form if there are any changes and when asked to do so by the school. Students or parents who have any contact with any person who either has COVID-19, or who has come into contact with the relative of someone with COVID-19 will be asked to quarantine at home for 14 days.

## **4.14 Security**

There is no issue that the school takes more seriously than the safety of our students. We have security guards at the front gate to ensure unauthorised personnel do not enter the school grounds and all visitors entering the school are required to sign in and out.

All families will be asked to have their photographs taken by the Front Desk Team or send in electronic photos so that ID cards can be made for any adult picking up a child. All parents must wear their ID tags before entering the site - no adult will be allowed on the school grounds without their ID card. Staff have been directed to challenge any adult who is not wearing an ID tag. Please support us in this.

If you need to collect your child during the school day please ensure that you inform the tutor in advance. Pupils will meet parents at Reception and then sign out.

Between 7.45am and 4.45pm parents should wait in Reception only. All other areas of the campus may be used as teaching or staff training areas at these times.

Parents should provide the school with at least two contact telephone numbers in case of emergencies. It is vital that you inform the school of any changes to these contact numbers.

## **Key School Policies**

Our policies can be found on our website and via [this](#) link. Please see in particular our policy for:

- Anti bullying policy
- Child Protection Policy
- Expulsion Policy
- Health and Safety Policy
- Personal Development Policy
- Safe Selection and Recruitment Policy
- Curriculum Policy
- Special Needs and EAL policies.
- Honesty Policy

### **5.1 Positive Behaviour Policy**

The [Secondary School BSKL Positive Behaviour Policy](#) can be viewed on our website. It outlines clearly our philosophy aims and procedures when dealing with student behaviour. The policy applies to all school related contexts, including off site activities, buses and all school trips. Relevant extracts from this policy are provided below:

The Positive Behaviour Policy aims to achieve a positive atmosphere in which more time is spent on teaching and learning. We strive to ensure all our students be the best they can be; to achieve this, we encourage the highest standards of behaviour at all times, including on school buses and on school trips. Our key values underpin all policies, and in particular the Positive Behaviour Policy.

We recognise that the school has a critical role to play in developing self-discipline and independence in students. We aim to establish acceptable patterns of behaviour and good habits as well as to encourage students to develop a sense of responsibility, self-respect and respect for other people, property and the environment.

Our bespoke PSHE programme, 'My World', aims to nurture a community which is:

- Respectful
- Resilient
- Responsible
- Nurtures healthy relationships
- Healthy
- Globally aware

It is essential for parents and the school to work in partnership so that the values encouraged by home and school are mutually reinforced. The following outlines the key expectations we have of students:

- Treat everyone with respect and courtesy
- Behave in a way that aids learning during lessons
- Walk at all times when indoors
- Walk on the left in corridors and staircases
- Hold doors open for others
- Mobile phones are not allowed, and should not be seen, in school between 7.30am-3.30pm
- We operate electronic free zones during break and lunchtimes. Laptops are only allowed during lunchtime in the library or in classrooms, under the supervision of an adult. Laptops are not allowed during break.
- Make sure that classrooms and all communal areas are kept clean and tidy; litter should be placed in bins
- Always look after classroom resources and ensure that furniture and resources are tidy at the end of lessons
- Knock and wait to be invited into the room if late for class
- Do not leave the classroom without the teacher's permission
- No eating and drinking in the classroom – except water, and with the teacher's permission
- Students are responsible for clearing trays, plates, etc. after break and lunch.

All students are encouraged, taught and expected to demonstrate high standards of behaviour. We value highly the qualities of self-discipline, self-respect and respect for others and their property. We encourage all students to act as positive citizens and bullying will not be tolerated at our school. Parents and pupils are strongly encouraged to read this policy, and in particular, note the sanctions section of the policy.



## 5.2 Prohibited Items

It is school policy not to bring the following items to school:

- chewing gum
- toy or real weapons of any kind including guns
- alcohol, cigarettes/vapes, drugs, any illegal items.

## 5.3 Acceptable Use

The school recognises that personal communication through mobile technologies is an accepted part of everyday life and that such technologies need to be used appropriately. BSKL accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety.

Parents/carers are requested that in cases of emergency, the school reception should be contacted and they can ensure their child is reached in a relevant and appropriate way.

### **Mobile phones must be switched off and kept out of sight between 7.30am-3.30pm. In addition:**

- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
- Unless permission is granted, mobile phones should not be used to make calls, send SMS/Whatsapp messages, surf the internet, take photos or use any other application during school lessons, assemblies, in the school canteen, Library and reading room. Mobile phones are not to be used whilst walking around the school.
- Mobile phones must not disrupt classroom lessons with ringtones, music or beeping. They should be turned off during lesson times.
- In emergencies students should only use their mobile phone if permission is granted by a teacher. They must do so in an agreed quiet area.
- Upon infringement of this policy the mobile phone may be confiscated by the teacher and kept in a secure place. The student will be able to collect the mobile phone at the end of the school day and a record will be made of the incident on Kompanion alerting the relevant Head of Year and tutor.
- Should there be more than one disruption to lessons caused by a mobile phone, the responsible student will face sanctions as issued by the teacher, Head of Department (if in more than one lesson in the same subject area) or Head of Year (if across different lessons).
- Further infringements may result in parents/carers being asked to collect the phone from school or in more serious instances a ban on bringing a mobile phone to school. All

sanctions in these cases will be as decided by the relevant Head of Year and/or members of SLT.

- Repeated or more serious infringements will be dealt with under the normal guidance in the secondary positive behaviour policy.
- All infringements and sanctions must be recorded on iSAMS alerting the relevant Head of Year and tutor where appropriate.
- Using mobile phones or other technology to bully and threaten other students is unacceptable. Cyber bullying will not be tolerated. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.
- Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

## 5.4 Attendance

The [Attendance & Punctuality Policy BSKL \(Parent\)](#) can be viewed on our website and accessed via the link.

Relevant and important extracts from this policy are provided below:

*The community at BSKL is committed to providing a safe and supportive learning environment for all students. We are ambitious for all students, and strive for excellence in all areas of our provision. Excellent standards in attendance and punctuality play a key factor in achieving this vision.*

*BSKL expects, whenever possible, students to attend school for the full school day, and every day to ensure they have access to, and be able to participate and engage fully in all aspects of school life.*

*Our attendance policy aims to clarify expectations for students, parents, staff and the wider community and ensure that we have a clear and shared vision and understanding of procedures.*

*To ensure high ambitions for all students, we are committed to:*

- *promoting the key messages of: **every day counts and every lesson matters;***
- *providing a safe, healthy, challenging and supportive environment so that all students want to be in school every day;*
- *supporting individual students who struggle to maintain high levels of attendance;*

- *monitoring and communicating with parents, and cooperate with parents to implement strategies to improve regular school attendance;*
- *promoting the belief that truancing can place a student in unsafe situations and impact on their future employability and life choices;*
- *promoting the belief that attendance at school is the responsibility of everyone in the community;*
- *investigating reasons why some students are not able to maintain high levels of attendance, and provide the pastoral structures to tackle issues (such as poor sleep habits, dependency on and abuse of technology, bullying etc).*

*The aims of BSKL's attendance policy are to:*

- *achieve high standards in attendance and punctuality;*
- *support student engagement in learning;*
- *engender a positive attitude to school;*
- *clarify procedures for absences and lateness;*
- *clarify implications if, after support, a student's attendance/ punctuality record does not improve.*

Regular daily attendance is essential if students are to achieve their potential. There is significant research on the impact of attendance on pupils' overall academic performance and personal development. We ask that parents support attendance at school wherever possible. Absence from school for reasons which are neither health-related nor involving an emergency are strongly discouraged and should be kept to a minimum, since frequent absence can result in the student falling behind - perhaps seriously - in his/her studies and/or missing key assessments.

Parents who are aware of such future absences should inform the class teacher/tutor and seek permission from the Headteacher as far in advance as possible.

Support will be given to parents and students if there are attendance issues. If these support mechanisms fail, and students are unable to achieve the standards required, and in extreme cases, where attendance continues to be a concern, and there is evidence of lack of progress/improvement, (or falls below 85%) the school reserves the right to:

1. The student will be asked to repeat the year
2. The student may be asked to withdraw from the school

The table below (Attendance Policy) outlines procedures for the monitoring of attendance:

<b>Level</b>	<b>Number of absent days</b>	<b>Action</b>	<b>Communication</b>
1	3-5 days in a term or below 95%	Email home	Tutor
2	8 days in a term or below 90%	Email home, meeting with HoY	Head of Year
3	10 days + in a term or below 85% and/ or + consistent/ lack of improvement	Email home + parent meeting	Deputy Head Pastoral
4	Attendance is between 85%-90% no improvement		Deputy Head Pastoral/ Head of Secondary
5	Continued unauthorised absence, truancy; below 85%	Parent meeting	Head of Secondary + Principal

Please note that it is not school policy to provide work for students who are on unauthorised leave. Parents will receive notification of the attendance and punctuality figures in all progress and full reports.

## 5.5 Absence Due to Illness

While regular daily attendance is important, sometimes absence is unavoidable through sickness. Please inform the school if your child is unable to attend school for health reasons. Please email the Form tutors as early as possible. If your son or daughter uses the bus service, it is imperative that you inform the school/bus monitor as soon as possible in order to avoid delaying the bus.

In order for us to ensure the health and safety of your son or daughter, please advise us of any medical problems your child may have when there is an allergy to materials or food. Please ensure that the health questionnaire has been completed.

If your son or daughter becomes unwell and the class teacher/tutor feels that s/he may not be well enough to participate in lessons, the student will be referred to the school nurse on site. After further observation, if the student is clearly not well enough to return to class, you may be telephoned to collect your child. Please be aware that it is the responsibility of the parents to collect an unwell child, and that the school cannot provide a driver in such circumstances. Please ensure that school always has updated contact phone numbers.

## 5.6 Home/School Communication

At BSKL we greatly value working in partnership with parents and guardians to ensure the very best for your children. As part of this, we place a strong emphasis on opening up many avenues of communication between parents and teachers. For the majority of enquiries you should contact either the appropriate subject teacher directly (email) or your child's form tutor – the tutor will hold the academic and pastoral overview for your child. When communicating with any member of staff, please copy in the tutor.

**Parent Portal.** Most communication from the school is provided through our management information system iSAMS or via the BSKL Parent App. Therefore, it is essential that all parents review all of the information regularly. Not only will information from key staff members be presented there but also important calendar events.

**Email** Critical/individual communication can also be maintained by email, though we ask you to do this selectively and concisely so that email communication remains manageable for teachers to allow them to focus on their classroom work. The class teacher or tutor would be the first point of contact on most issues. When appropriate, they will refer any important issues to the Senior Leadership Team. If you wish advice on administrative aspects of school our admin team are always happy to help.

Parents are requested not to copy other parents, when emailing staff.

**Newsletter:** This is issued weekly and published via email. It includes articles from staff and students and photos celebrating students' successes. It is a vital part of our communication; key dates are reminders as well as important messages are also published there.

**Parent Information Sessions:** These are held at relevant points in the calendar to inform parents of our processes or of upcoming activities and events. They are an opportunity for staff to update parents on recent developments. Dates are published for this event in September, via the calendar on the Parent App.

**Year Group Rep Meetings:** These are held each half term with the Head of Secondary and other relevant staff members. Year Group Reps will be asked to submit talking points in advance and minutes are communicated back to parents via the reps.

### **Additional Information and Correspondence during the Year:**

**News** We have regular updates of school activities provided by the news coordinator on each site via newsletter, website and postings on [Facebook](#), [Instagram](#) and [YouTube](#).

**Face-to-face** We believe this is the best and most effective method of communication. We encourage all parents to come and speak to us, and we welcome your active involvement in school. Subject teachers/tutors are happy to discuss concerns you may have about your son or daughter but are unable to do so during teaching time, so please do contact them to schedule an appointment to avoid wasting your time and waiting unnecessarily. Any small issue that can be discussed briefly at drop off or pick up time, must be completed outside of lesson time.

In order to maintain consistent lines of communication, we ask that you ensure that your contact details including mobile phones and email addresses remain regularly updated with the school office.



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