



# EPSOM

COLLEGE

---

IN MALAYSIA

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## INFORMATION FOR NEW PUPILS AND PARENTS

# PREP SCHOOL



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# Prep School Welcome Message

Dear Parents,

It is with considerable delight that I welcome you to the Prep School community. This handbook has been created for the parents of children joining Early Years to Year 6.

In it you will find school hours, useful contacts, full details of school uniform requirements, homework guidelines, operational details and so on. I hope you will find it useful but, if there is additional information that you require, please get in touch - I am here to help. Your comments and feedback are also always appreciated.

## **Important Dates for August and September**

I would also like to draw your attention to some important events before the start of term.

### **Monday 13th August – Friday 31st August**

Uniform purchases can be made at the College Store on campus by making an appointment via email at [store@epsomcollege.edu.my](mailto:store@epsomcollege.edu.my).

Allow 20-30 minutes per child for fittings.

### **Tuesday 4th September**

School starts at 08:15.

Best wishes for a successful and enjoyable year at  
Epsom Prep School.

*Stephen McElhinney*  
*Head of Epsom Prep School*

## COLLEGE TERM DATES

The term dates for the entire academic year can be found on the College website at:

<http://www.epsomcollege.edu.my/EpsomCollege/files/3d/3d870053-292d-4be5-ba40-4af8436fdbb3.pdf>

Below is a list of important dates for the Prep School during the first term. Information regarding Terms 2 and 3 will be provided during the year.

### IMPORTANT DATES FOR EPSOM PREP SCHOOL - TERM 1

DATE	EVENT	ADDITIONAL INFORMATION
Tuesday 4th September	First Day of Prep School	
Friday 7th September	1st Celebration Assembly	Every Friday, parents are invited to attend the whole Prep School assembly when certificates are awarded (08:15-08:35)
Monday 10th & Tuesday 11th September	Awal Muharram - Public Holiday	No School
Monday 17th September	Malaysia Day – Public Holiday	No School
Monday 24th September	Prep School Event: Chuseok	Costume – Hanbok or Korean-themed clothing
Saturday 29th September	Exeat Weekend	No Saturday School
Friday 5th October	Coffee with the Head of Prep	Served in parents' seating area following Celebration Assembly.
Tuesday 9th & Wednesday 10th October (16:30 – 18:00)	Prep School PTC	Information sessions about parents' portal on Learning Ladders will take place at different times during the PTC.
Tuesday 16th October	Open Morning	Parents invited to observe lessons.
Saturday 20th October to Tuesday 30th October	Half term	No School
Wednesday 31st October	Prep School Event: Halloween	Costume – Halloween-themed outfit
Friday 2nd November	Prep School Event: Deepavali	Costume – Saree, Dhoti, Kurta, Punjabi suit etc.
Tuesday 6th November	Deepavali – Public Holiday	No School
Wednesday 14th November	Prep School Music Recital	Parents invited to Duke of York Theatre.
Tuesday 20th November	Prophet Muhammad's Birthday – Public Holiday	No School
Friday 23rd November	Coffee with the Head of Prep	
Saturday 24th November	Exeat Weekend	No Saturday School
Wednesday 12th December	Term 1 Reports Published	
Friday 14th December	End of term	Half day

\* Dates may change – notification will be sent out if this happens.





# THE SCHOOL DAY

The Prep School operates as follows:

## PREP SCHOOL

08:15	School doors open (pupils should not arrive before this time)
10:20	Morning Break
10:40	Lessons resume
12:20	Lunch
13:25	Afternoon lessons begin
15:05	Co-curricular Activities (CCA)
16:00	End of School Day
16:00 -18:00	Optional After-School Care (ASC)

You will be informed of those days on which your child has sports and swimming, and he/she should bring the correct kit on those days.

\*Pre-Nursery children (born between September 2015 and February 2016): 08:15 to 12:00.

## PLAYTIMES

As is good practice, we use the outdoor learning environment a great deal, both at playtimes and during lesson times. Children are encouraged to take their learning outside and to enjoy being in the outdoors. We provide playtime opportunities for all students that encourage teamwork, creativity and problem-solving; our equipment includes swings, slides, a sandpit, a climbing frame, skipping ropes, footballs and other more traditional equipment.

Children should bring their sunhat to school and have long-lasting sun cream applied daily before coming to school. They should bring sun cream to school, so that they can reapply it during the day. Playtimes are fully supervised by multiple faculty staff who are first aid trained and are there to help children get the most fun out of playtimes.

## LUNCHTIMES AND SNACK TIMES

Our children have lunch in the Dining Hall during the designated Prep School lunchtimes. Snacks are served in the children's classrooms. Our teaching staff eat lunch with their students and the focus is on good manners, conversation and healthy eating habits.





# THE SCHOOL DAY

## SETTLING INTO SCHOOL

During the first few weeks, we will spend a good deal of time helping your child to settle in and feel fully part of their new community.

Your child may settle easily into school or take more than a few days to find their feet. To help them establish and then maintain a smooth start, try to set up solid bedtime and morning routines, which should include a good night's sleep and healthy breakfast. Drop them off in the same way each day and make sure you say goodbye and reassure you will be back later (don't linger though, just go). Let your child see that you are proud of them and that they can handle this new adventure. Make a fuss of their successes and talk about school in the evenings and at the weekends, perhaps reading stories about "Starting School" to younger children. Help older children organise their work space at home and their homework schedule for the evenings and weekends. If you are concerned in any way about your child's reaction to school, please see the teacher straight away as we can help.

## STAFFING FOR 2018 / 2019

Our staff are fully qualified and experienced teachers of young children. They are available to assist parents and guardians, so please get in touch if you have any questions. Classes are assisted by dedicated and enthusiastic Teaching Assistants.

Year Group	Teacher	Email address
Early Years (Chitchats)	Ms Nisha	nisha.balasubramaniam@epsomcollege.edu.my
Year 1 (Robins)	Mrs Squires	leona.squires@epsomcollege.edu.my
Year 2 (Sparrows)	Ms Slater	hollie.slater@epsomcollege.edu.my
Year 3 (Mynahs)	Mr Rudduck	thomas.rudduck@epsomcollege.edu.my
Year 4 (Hérons)	Mrs Tanna	laura.tanna@epsomcollege.edu.my
Year 5 (Kingfishers)	Mr Lapping	christopher.lapping@epsomcollege.edu.my
Year 6 (Orioles)	Ms Maskell	lauren.maskell@epsomcollege.edu.my

Specialist staff from the Modern Foreign Languages, PE, Computing, Music and Drama departments also contribute to the curriculum in the Prep School.

Your child's teacher will confirm at the start of term who the teachers are for the specialist subjects.





## CONTACT WITH EPSOM COLLEGE IN MALAYSIA

HEADMASTER	Dr John Kennard	john.kennard@epsomcollege.edu.my
HEAD OF PREP	Mr Stephen McElhinney	stephen.mcelhinney@epsomcollege.edu.my
DEPUTY HEAD OF PREP	Mr Christopher Lapping	christopher.lapping@epsomcollege.edu.my
BURSAR	Mr Lim Boon Soon	boonsoon.lim@epsomcollege.edu.my
REGISTRAR	Ms Dina Asnani	dina.asnani@epsomcollege.edu.my
FINANCE	Ms Norhelena Mansor	norhelena.mansor@epsomcollege.edu.my
MEDICAL ROOM	Ms Satwant Kaur	medical@epsomcollege.edu.my
ISAMS COORDINATOR	Ms Siti Mariam Badaruddin	sitimariam.badaruddin@epsomcollege.edu.my
COLLEGE STORE	Mr Shane Lai	store@epsomcollege.edu.my

### CORRESPONDENCE

Up to the time of admission, the Admissions Office generally deals with all correspondence. Once a boy or girl joins the College, communication should be directed to the Class Teacher, except queries concerning fees and accounts, which should be addressed to the Finance Manager. Please contact Mr McElhinney with any 'Whole School' policy or procedural questions.

### KEEPING US INFORMED

Parents are asked to keep the school informed of any changes that may occur to their home or work address or telephone contact details (including mobile phone numbers). Please make sure you inform the Admissions Office of any changes as soon as possible.

### ATTENDANCE

Term dates are published well in advance, and no pupil should expect to be allowed to leave early. Permission is needed from the Headmaster and is only granted in very special circumstances, as it creates difficult precedents and inconveniences teachers and other students. We are particularly anxious that those who are based overseas should arrange flights to avoid an early departure at the end of a term or a late arrival at the start of a term. We are always prepared to consider requests from parents for pupils to be absent from school to attend one off, special events, but we do ask for as much notice as possible and supportive acceptance if for any reason we feel that permission should not be granted. Parents should not ask for any time for boys and girls to be away from school unless there are exceptional circumstances.



## ARRIVAL AND DEPARTURE PROCEDURES

### AT THE BEGINNING OF EACH SCHOOL DAY

The Prep Garden will be supervised by a member of the Prep Team from 08:00 until 08:15, when the children will line-up in their classes and be escorted into the building. To prevent accidents, children should not be left unsupervised on the Prep Garden before 08:00 by parents/carers. In the event of heavy rainfall before 08:15, children will enter the Prep School and be supervised in their classrooms.

If your child attends Agama lessons, please be aware that these begin at 08:15. So, please ensure that they arrive promptly.

If your child needs to be dropped-off early or arrive by taxi before 08:00, they should enter the Prep School through the Early Years door no earlier than 07:35. They will be supervised by a member of the Prep team in the break-out room.

Please ensure that you notify Mr McElhinney about the early drop-off before arrival.

### LATENESS

In case your child is a few minutes late, a member of the Prep team will be in the Parents' Seating Area and they will be able to enter by knocking on the door before 08:30.

If your child arrives after 08:30, they must enter the school through the main Reception, where they will be registered by a member of the administration team and escorted to the Prep School/specialist lesson.

The class teacher will be unable to change their register after 08:35. So, please do not allow your child to enter the school through another entrance. After 08:40, the receptionists begin to telephone the parents whose children are absent.

We would appreciate a WhatsApp message to the class teacher in all incidences of lateness.

### END OF THE DAY PICK-UP

At the end of the school day, the children will be taken to the Prep Garden by their teacher/teaching assistant at 16:00. Parents should arrive promptly to collect their children by 16:15.

If a child is not collected before 16:15, they will enter After-School Care. If the parent/driver has not arrived by 16:25, the parents will be charged the "on-the-day" fee of 40 MYR.

We would appreciate a WhatsApp message to the class teacher when parents expect to arrive late. Please remember to wear identification tags when on College campus. We reserve the right not to allow a child to go home with an adult we are unfamiliar with or uncertain of.

Play-dates at other pupils' homes should be arranged well ahead of time and the class teacher should be informed by email or note if another parents/driver is collecting your child.



## ARRIVAL AND DEPARTURE PROCEDURES

### PARENTS' SEATING AREA

The Parents' Seating Area will be available between 15:20-16:00.

It can be accessed by knocking on the main door to the Prep School from the Prep Garden. Due to the security doors arrangement, the area will need to be supervised by a member of the Prep team. They will be able to open the door to parents and allow them access to the bathroom if required.

For safety reasons, parents will need to sign in when using the seating area. Please be advised that we are currently unable to provide air conditioning in the Parents' Seating Area, so cooling is through electronic fans only.

### RAINY DAY PICK-UP

In the event of heavy rainfall, the Prep School will follow the "Rainy Day Pick-Up" procedure which involves the following:

- 1) Parents to receive a WhatsApp message stating "Rainy Day Pick-Up".
- 2) Parents to park opposite Granville and Propert Houses next to the covered pavement.
- 3) Parents to gather on the covered pavement close to KS2 entrance (opposite Granville House), but not directly outside the door.
- 4) All Prep children to be let out of KS2 entrance at 16:00.
- 5) Due to potential traffic delays, a child will only enter after-school care if not collected by 16:25 and the "on-the-day" fee will only be charged should a parent/driver not have arrived by 16:35.

### AFTER-SCHOOL CARE

After-school provision takes place between 16:00-18:00 in the break-out room. It will be run by two Prep teaching assistants and will support children's learning, as well as giving them an opportunity to interact with other children.

The teaching assistants will provide a range of activities that cater specifically for the children in after-school care including homework completion, times tables practise, reading to an adult, listening to stories, phonics and spellings review. In addition to that, the children may enjoy arts and crafts, board games and some outside games. A snack will be provided.

Should you wish your child to enter After-School Care, please contact the teaching assistants directly as resources may need to be prepared. A fee of 25 MYR will be charged per child for one day's after-school care when we have been notified in advance.

Please be aware that a fee of 40 MYR will be charged per child for one day's after-school care when we are only notified on the day. Due to health and safety precautions, After-School Care can only host a maximum of 20 children.

### PARKING AND DROP-OFF / PICK-UP AT SCHOOL

Parents (or their drivers) are kindly requested to park at the car park next to the Prep Garden. Please do not park alongside the pavement on the road directly outside the Prep Garden unless it is raining. Accompany your children on foot to the Prep Garden. Please note there is a strict speed limit on campus – this is for student safety – and all visitors are expected to adhere to it.

### COFFEE BAR (GROUND FLOOR)

Parents are invited to use the coffee bar after drop off, which is located by the Admissions' office on the ground floor.





## COMMUNICATION

We aim to communicate often and in detail with parents to ensure families have all the information they need about our programmes and their child's progress and attainment. Our home/school communication includes:

- Termly overviews of curriculum
- 3 formal written reports per year;
- 2 formal parent/teacher consultations per year;
- Assemblies and concerts;
- Certificates of achievement;

### COMMENTS AND CONCERNS

Parents need not wait for an official opportunity to meet with teachers or the Head, but are kindly requested to make an appointment in advance. Email is usually the best method. This will avoid disappointment if the member of staff is not available and will prevent any disruption to the teaching day.

If you have any comments or concerns regarding your children's learning or socialisation, please make contact with the class teacher in the first instance. If your concerns are not sufficiently answered, please see Mr McElhinney.

Policy questions or concern regarding facilities, procedures etc. should always go to Mr McElhinney in the first instance.

### PROGRESS REPORTS

Progress reports are sent home termly. They will normally be distributed towards the end of the three school terms. The first report is an interim report, and will mainly be a pastoral account of how the child has settled into class and his/her attitude to learning. The second term and third term reports will focus on academic achievement as well as personal and social matters, and will include some targets for future learning.

### PARENT / TEACHER CONSULTATIONS

Parent/Teacher Consultation Evenings are held regularly throughout the school year, following the distribution of the termly Progress Reports. During these meetings, teachers will discuss with parents the academic progress of pupils as well as personal and social matters.

## SCHOOL LUNCHES AND SNACKS

A hot lunch is served to all children in school (except those Pre-Nursery children who leave at 12 noon). School lunch costs are included in our fees. Lunch is self-service at the College Dining Hall. Early Years children eat first, and are served directly at their table. Children in Year 1 upwards take a tray and make their own lunch choices under staff supervision. Parents should not send in food with their child so that the children all get used to eating together from the same menu. Children should bring their named water bottle in each day and it can be replenished at water stations around the campus.

### ALLERGIES AND DIETARY RESTRICTIONS

Please let staff know if your child has any food or other allergies or sensitivities (i.e. gluten or lactose intolerance). If there are foods that your child should not eat for religious or other reasons, please let us know.

Epsom College in Malaysia is a nut-free school and so any food sent into school for special occasions (i.e. birthday cupcakes) should be nut-free. All meat served at Epsom is HALAL.

### SNACKS

Snacks are served mid-morning and mid-afternoon each day. Snacks change regularly; recent examples include fresh fruit, raisins, milk and plain cookies or a sandwich.

### BIRTHDAYS @ EPSOM

Children's birthdays are recognised and celebrated in a small way in classes, where possible. If parents of the birthday girl / boy would like to send in a cake, tray bake or plate of cupcakes for the class to enjoy, they should contact the class teacher the week before to make arrangements. Please note food items must be nut-free. Parties cannot be accommodated at school, and party bags or other treats should not be sent into school.

Parents may like to invite classmates to a child's party at the weekend but please be aware that not being invited to a party can be very troubling for children and we wish to minimise the upset caused by having invites handed out outside school time.



## THE MEDICAL ROOM

### COLLEGE NURSING STAFF

The College nursing staff look after any unwell children or anyone who has had a bump. Head bumps of any sort are always reported to the parents by telephone/email and by a note.

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 College Nurse at the nearest suitable hospital. In the event of any pupil aged below 16 years requiring emergency and/or specialist medical treatment, every effort will be made to obtain the immediate permission of the parents or guardian. Where delay in receiving treatment might prove detrimental however, the Headmaster reserves the right to give consent for such treatment, including anaesthetics and surgical operations.

Payment of hospital in-patient or out-patient care is the responsibility of the parent and all families are encouraged to have good, comprehensive medical insurance. Parents who wish to see the medical facilities provided are welcome to contact the Medical Room.

### TOILET TRAINING

We expect Early Years children to be toilet trained by the time they join us. Let us know what your child's clues or signals are when they wish to go to the toilet, so that we can help them be successful at school too.

### COUNSELLING

Pupils at the College have access to the services of an independent Counsellor for short-term support for school related issues. Students themselves, their teacher or parents can suggest a child is referred to the Counsellor. Sessions are held in the Counsellor's office and information regarding appointments can be found with Class Teachers and the Medical Room. Use of the College Counsellor is kept strictly confidential and the details of discussions is also only shared with relevant staff and parents as needed and where it is in the child's best interests.

Referrals for long-term support can be made by our nursing staff.

### ILLNESS

Parents should inform their child's teacher via email if the child will be absent due to illness before school starts that day and call the transport provider if the child uses that service.

Children who have a fever/temperature, vomiting or diarrhoea in the past 12 hours, an infectious illness (i.e. chicken pox; mumps; hand, foot and mouth etc.) or condition (i.e. head lice) should not attend school until well and parents should inform the school as soon as they are able. Parents may call our Medical Room, if in doubt.

Children who are taken unwell during the school day will stay with the Nurse in the Medical Room until their parent/guardian has come to collect them. Parents/guardians will then be required to 'sign out' the child at the main Reception.

All parents should notify the Class Teacher if their son or daughter has suffered any serious illness or accident during the holidays. A report from the family doctor or specialist consulted would be appreciated.

### MEDICATION

Students who need medication during the school day will have these kept with the College Nurse who will administer the medicine on receiving clear written instructions from a parent.

### OTHER MEDICAL INFORMATION

Please complete the Confidential Medical Form and return it to the Medical Room at Epsom College prior to the commencement of term.

During the first term at Epsom College, all pupils undergo a health check carried out by the College nurses. It is requested that all new pupils be up to date with the necessary immunisation boosters prior to the commencement of term.

All pupils should visit their dentist during the school holidays for routine checks. Regular eye testing is recommended and should also take place during the school holidays.

## HOME / SCHOOL COMMUNICATION LOG

A homework diary will be sent home each night with a book to read and any other homework set for that day. This should be returned each day unless otherwise agreed with the teacher. This diary will also include a Home/School Communication Log, in which we will inform you of any information that we feel you need to know. This also gives you the opportunity to communicate with us.

## HOMEWORK POLICY

Homework is an integral part of life at Epsom. All pupils are involved in the programme but such involvement will obviously depend on the child's age. As a general rule, the following policy will be used.

Homework should be:

- Manageable for pupils, their parents and teachers;
- Completed mostly independently by pupils within the indicated timeframe;
- Directly related to children's class work and the school curriculum;
- Regarded as important and monitored by parents and teachers;
- Clearly understood by all pupils, with evident objectives and subsequent feedback

Please let the teacher know if:

- The task is too difficult;
- The homework takes longer than suggested;
- If your child does not understand the task or the concept;
- Your child really enjoys the task and perhaps does some additional independent work/research.

## HOMEWORK EXPECTATIONS

### Reading Homework

Daily reading at home is an expected part of homework.

- In Early Years - We expect that the children will have a story read to them every day. During their second full-time year in Early Years, children will begin to take home books to read to their parents for approximately 5/10 minutes each day.
- From Year 1 onwards - The children will have daily reading which should be heard by an adult (10 minutes each day in Years 1 to 2, rising to 30 minutes per day from Years 3 to 6).

### Recording Reading

Your child will record their reading each day - what they have read at home each day (title, author and page numbers) and what they thought of it. You, your child and the class teacher may also make comments on your child's progress, attainment, reading habits and interests. Comments will aim to inform the other parties and encourage your child to be a thoughtful, regular and avid reader.

There are 4 main ways to help support your child's reading development:

1. Hear your child read their school reading book or any other suitable book on a daily basis. Y3-6 children still need to have their reading heard by an adult (i.e. Y3/4 x 4/5 times per week and Y5/6 about 2/3 times per week). Reading aloud helps develop fluency and understanding.
2. Read with your child - take turns reading a page or paragraph each. In that way your child will hear how an experienced reader deals with the sentences and punctuation. It's also fun!
3. Read stories to your child - all children benefit from hearing stories that they themselves may have difficulty reading in English (and other languages). Nursery to Y2 students ought to be read to every day.
4. Let your child see you reading - show them reading is both highly enjoyable and very useful. Set a great example.

## HOMEWORK

### Other Homework Tasks

The tasks may be timed differently, but will in essence be as follows:

Year 1/2 – up to 15 minutes, up to 3 times per week.

Year 3/4 – up to 30 minutes, up to 3 times per week.

Year 5/6 – up to 45 minutes, up to 4 times per week.

The class teacher is responsible for setting homework and ensuring that the demands are manageable and relevant. Homework should be varied, covering many areas of the curriculum including reading, writing, speaking, listening, mental mathematics, written mathematics, science, languages, history, geography, art, etc. Normally homework will involve reading and spelling assignments, with an appropriate amount of written work. Teachers aim to keep parents informed and involved. All homework will be marked and appropriate feedback given.

Teachers will let parents know if additional homework would be helpful or appropriate for an individual child.



### Tutoring

Our days at Epsom are very busy and productive, ensuring students are supported and stretched across our broad curriculum. However, some families may wish to hire a tutor for aspects of their child's education and our teachers may suggest short-term tutoring for your child in very specific areas. We would ask that the tutor meets with the class teacher to discuss any extra work done at home to ensure it fully and properly meets child's needs.

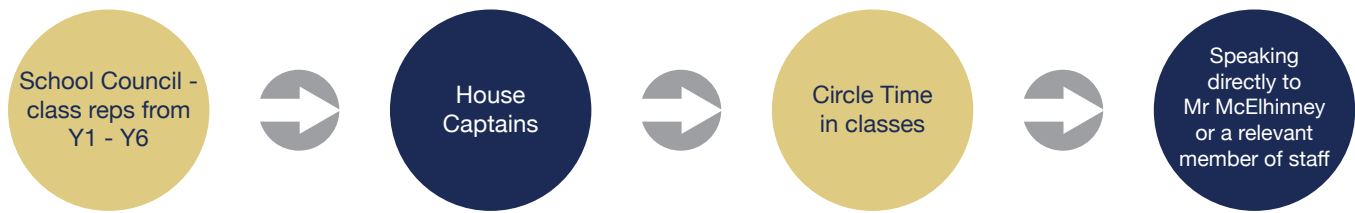
Please also note that Epsom staff are not permitted to tutor a student that they teach at Epsom. The Sixth form students (as part of their service CCA) may offer tutoring free of charge from 16:00 to 17:00. This is on a first-come-first-serve basis and more information will be provided in September.

### Holiday Homework

As a rule, we do not typically set holiday homework for children. However, to keep skills sharp, families may like to:

- Write and send postcards to family and friends;
- Keep a holiday diary;
- Start a holiday blog online;
- Read every day just for fun;
- Go to a place studied in class (a museum, the forest, the seashore etc.);
- Take part in charity work or an environmental campaign.

It is very important to us that girls and boys impact and influence our school community. We have in place many ways in which pupils can make their ideas and suggestions heard and actioned within the school:



These also provide leadership and group work opportunities for students, which are supplemented among other things with:



### RESPECTFUL BEHAVIOUR

We expect students to be well-behaved and respectful to others. We have class rules which we talk to the children about and use as teaching opportunities when problems arise. We use positive behaviour management techniques at Epsom which means we help children learn about their emotions and actions, and we support them as they learn how to get on with others and grow as a person. We never shout, embarrass, shame, manhandle or belittle a child. We are understanding, patient and supportive role models for our students.

We use 'positive reinforcement' with all children; aiming to catch them getting it right and doing well, rather than just communicating negative messages when poor choices are made. This works when a solid, safe and trusting relationship has been established between staff and students.

Pupils will not be referred to other teachers for discipline until the member of staff concerned has attempted to resolve the problem and has exercised any age-appropriate sanctions. Pupils who make poor choices are dealt with quickly and discretely as individuals, and whole classes and year groups are not reprimanded. We never publically shame children and we don't use corporal punishment in any form at Epsom. We aim to support children as they navigate the world with understanding, consistency and clear guidance. We have responsibility for all the children in the school, not only those in our charge.

The role of the Class Teachers is vital, and colleagues inform each other of all matters, positive and negative, concerning members of their classes as far as this is deemed appropriate. Some matters must and should be confidential to protect the privacy of the child. All referrals will be logged by the Class Teacher.





## COLLEGE EXPECTATIONS

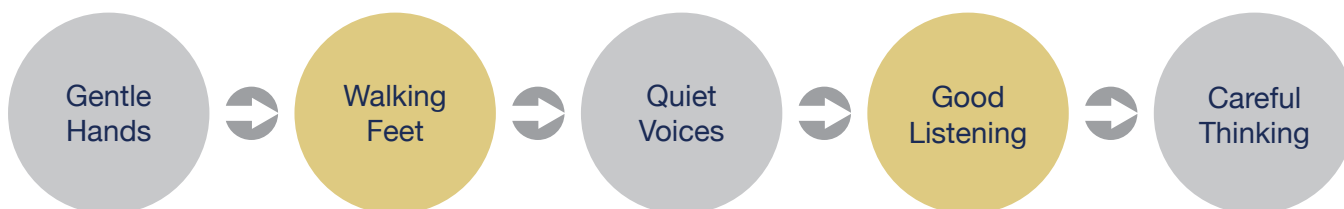
We trust that parents will give their full backing to the rules, regulations and customs at Epsom College.

### GOOD MANNERS AT EPSOM

We aim to teach and model for the children good manners so that they feel comfortable and can do their best in a range of social situations. The skills and behaviours taught include among others:

- Welcoming guests to the classroom
- Helping new students
- Shaking hands with adults they meet
- Making eye contact when speaking
- Speaking clearly and confidently
- Being an interested and thoughtful listener
- Good table manners
- Waiting our turn
- Holding doors open for others
- Being considerate to other learners as we move about the school.

In Early Years, we emphasise:



### BULLYING

It is our aim that the school is a safe, pleasant and supportive learning environment for all students. We have a zero-tolerance policy regarding bullying. Children who threaten or harm others physically or emotionally will be dealt with swiftly and very firmly.

We use assemblies, Circle-Time, playtimes and other events to teach children how to get along, to respect each other and about the harm bullying, intimidation and hazing of new students can cause. Students and parents are encouraged to support anyone they suspect is having a difficult time by reporting their worries to a teacher or any other member of staff, in the knowledge it will be handled discretely and swiftly – whistleblowers are never named and we look into all allegations. Mr McElhinney will become involved with more serious issues and is informed of all incidents.

### TOYS AND ELECTRONICS FROM HOME

The school is well equipped and, with that in mind, we ask that children don't bring toys to school (unless requested by staff for a special project). Mobile phones, laptops, tablets, calculators and other such items are not needed at school.

### TOYS FROM SCHOOL

Young children may from time to time bring home toys, Lego bricks, doll's house figures etc. from school accidentally or on purpose in their pocket or bag. This happens typically because they have enjoyed playing with the item or have simply forgotten it was in a pocket. We don't consider this stealing and nor should parents. If this happens, please ask your child to simply return the item to the teacher or TA the next day, with no fuss or drama. If this becomes a common occurrence then staff would handle this discretely and sensitively to find the root cause and support the child's decision-making.

## CAMPUS SAFETY

- No smoking anywhere on campus;
- All campus visitors are registered at Security or show their Epsom ID card;
- CCTV across the campus and card access only to secure or restricted areas;
- Multiple policies and procedures focused on safety and security;
- Regular fire and lockdown drills and evacuation practices;
- Background checks on all staff.

If you have any concerns over aspects of health and safety at Epsom, please see Mr McElhinney.

### CHILD PROTECTION

If a parent, student or any other member of the Epsom community, or a visitor to the campus, has a concern about the physical or emotional well-being of a child at Epsom, they should see Mr McElhinney or our Medical Room, as soon as they can. The communication will be handled in strictest confidence and looked into immediately. Epsom staff are required to promptly report all concerns to the College's Child Protection staff.

## PHYSICAL EDUCATION, CO-CURRICULAR AND MUSIC

### PHYSICAL EDUCATION (PE) AND SPORTS

Our PE programme is an important and compulsory part of our curriculum and includes games, gymnastics, athletics, dance and swimming. All students are expected to take part in all activities. If a child cannot take part in the programme on a particular day, a written note should be sent to the PE department informing them of the reason.

Class teachers will notify you of both PE and swimming days so please make sure that the relevant kit is in school on these days. Please note that, in addition to their swimming costume, children need to bring a swimming cap and their own towel for swimming lessons.

### CO-CURRICULAR ACTIVITIES (CCA)

Co-curricular activities (CCA) take place throughout the week after lessons from 15:05 – 15:50. Pupils are encouraged to take a full part in these and pupils will agree a suitable programme with their Class Teacher during the first week of term with a mix of physical and non-physical activities.

Generally there is no charge for CCA except when maybe they take place off-site or are given by an external tutor or coach.

### THE MUSIC DEPARTMENT

The Music Department is well equipped with 20 practice rooms, many of which house Steinway Essex upright pianos, a professionally sound-proofed Recording Studio, two classrooms (one of which contains a suite of iMacs) and a plethora of musical instruments on which pupils are welcome to make responsible use.

Part-time tutors assist full-time musicians. Class music lessons are given to all Early Years to Year 8 pupils and the courses are offered leading to IGCSE, AS and A2 level in Music.

The Department organises the College orchestra as well as smaller ensembles, Choir and Rock Groups so there are plenty of opportunities to become involved. All pupils who learn an instrument at school are required to participate in a suitable ensemble when they have reached an appropriate standard, to enhance their musical education.

Prep Class Music lessons are a combination of singing, music making with tuned and percussion instruments, as well as group instruction on violin, cello, keyboard, recorder or trumpet (depending on the child's age).

Details of concerts are published termly in the College Calendar. We are always delighted to welcome parents and friends of the College to our concerts and musical events.

Instrumental Music Tuition from Year 1: Please record your requirements for individual instrumental Music tuition and return the form to the Director of Music, Mr John Mann, before the start of the First Term so that he can make appropriate plans for your child's tuition. Reception children who have already started formal music instruction may also join the programme if space permits.

## DATA PROTECTION AND COLLEGE POLICIES

Under Data Protection legislation, we are required to specify for what purposes we use data collected by the College and to ensure that a data subject is aware of and understands the purpose for which his/her data is being processed. Once you have read the information, please complete and return the relevant Admissions Joining Form.

## FINANCIAL INFORMATION

### PAYMENT OF FEES

College fees are invoiced termly in advance and are due for payment seven days before the start of each term. Invoices are issued at the end of each term and will show, in addition to the fee for the following term, charges for any extras that are due for payment. Any extras are for music lessons, private tuition, field courses, certain co-curricular charges, theatre tickets, holiday trips, public examination fees and some social events. Books are provided, as is laundry for boarders. All school meals are also included within the tuition fees. Invoices will be sent to the pupil's custodial address unless otherwise advised.

Payment can be made by cash, credit card, cheque or by Bank transfer with any associated costs for the payer's account. Payments by cheque or Bank transfer must always include notification of the pupil's name to ensure that remittances are credited to the correct account.

### PERSONAL ACCIDENT INSURANCE

All pupils are insured by the College, against permanent disability resulting from any accident, which occurs while they are pupils at Epsom College. The cover is for both term time and holidays, if a pupil is on a school activity.

### CONFIRMATION OF PLACE FEE AND REFUNDABLE DEPOSIT

When accepting the offer of a place at Epsom College, a non-refundable Enrolment Fee of RM20,000 is charged (unless otherwise agreed with the Headmaster or Bursar).

A Refundable Deposit equivalent to one term's fees is also payable. This fee is refunded upon the pupil's graduation from the College or if a full term's notice of withdrawal is provided. The invoice for the Refundable Deposit will be raised prior to the applicant's first term alongside the Tuition and Boarding Fees (if applicable).

## SOCIETIES

### FRIENDS OF EPSOM COLLEGE IN MALAYSIA

The Friends of Epsom College in Malaysia is a society made up of parents, former parents and others connected to the College. On joining Epsom College, all parents automatically become members of the Friends of Epsom College. Membership is free and entitles parents and their friends to enjoy the many social functions organised throughout the year by the Friends' Committee. Each year there is a range of events to suit all tastes.

We aim to ensure that these events are good value, as well as providing quality entertainment for the wider College community, including parents, past parents and their friends and the Common Room.

These social events are not necessarily linked to any fund raising activities, although any surplus monies raised are put towards suitable College projects. Any parents wishing to be involved in the Friend's Committee should contact the Headmaster's PA, Mrs Rossinder (Ross) at [rossinder.kaur@epsomcollege.edu.my](mailto:rossinder.kaur@epsomcollege.edu.my)

### OLD EPSOMIAN CLUB

On leaving Epsom College, pupils automatically become Life Members of the Old Epsomian Club. Life subscription is included in the consolidated fees. Members are increasingly active in supporting the work of the College, offering careers advice and university guidance as well as assisting with sport and music development. More details will be announced in due course once the College is better established and has more Old Epsomians to support.





## SCHOOL UNIFORM GUIDELINES

School uniform is compulsory attire for all students attending the school. It has been designed with the needs and comfort of children as they grow. Uniforms can be purchased from the College Store located within our main Reception area.

Students are expected to arrive at school everyday in clean clothes, worn in a tidy manner. Hair should be neat, with long hair tied back off the face and neck. Temporary or permanent hair dyes and tints are not permitted. Nail polish should not be worn and nails should be short for school. Earrings should be plain studs, if worn at all.

### MESSY ACTIVITIES AND UNIFORM

Children will be provided with aprons/overalls for messy activities at school to minimise marks on their uniform. However, marks and stains will appear during the course of our busy, active days and we ask that parents are understanding and so allow their child to fully experience the dynamic curriculum, rather than become anxious about cleanliness. We recommend that the dirty uniform item is soaked in hot water and detergent overnight and then washed as normal.

### BORROWED UNIFORM

If a child has had an accident or mishap at school which damages, wets or stains their clothing, they will typically be lent a set of clean uniform to wear for the rest of the day. The dirty uniform will come home in a bag. Please return the borrowed uniform within 3 days, washed and ironed.

Below is the set uniform for each year group. Official uniforms can only be purchased from the College Store. Other items marked with an \* (such as footwear, socks, water bottles) can be purchased elsewhere, but subject to the guidelines set out below.

### FOOTWEAR\*

Early Years ~ white sneakers/athletic shoes with Velcro fastenings (no laces, please). Plain white ankle socks.

Year 1- 6 ~ daily uniform shoes: black leather school shoes (no adornments or coloured stitching). Sports type shoes are not appropriate. Heels should be low, with laces or buckles. Plain white ankle socks which cover the anklebones. Please refer to our website for further details.

Year 1- 6 ~ PE: any athletic shoes with unmarkable soles, plain white ankle socks (specialist sports footwear may be preferred by older students for football, hockey etc. Colour/style not specified).

## EARLY YEARS

### DAILY UNIFORM

- Navy Epsom shorts (unisex, with elasticated waist),
- Blue and white striped shirt (with mandarin collar) for boys, or
- Blue and white smock blouse for girls,
- Sunhat

### PE KIT

- White Epsom PE shirt and shorts,
- Navy Epsom swimsuit / trunks and swimming hat,
- Goggles for swimming if required,
- Flip flops or sandals to walk to and from the pool,
- Towel

### OTHERS

- A change of clothing in case of 'accidents',
- Water Bottle\* - named water bottle for each child with a capacity of at least 350ml that the child can refill independently. Only plain water is permitted; no juices or milk.

## YEARS 1 - 6

### DAILY UNIFORM

#### Boys:

- Navy Epsom shorts fitted to above the knee,
- School shirt, House tie,
- Sunhat.

#### Girls:

- Epsom skirt to the knee,
- School shirt, House sprag,
- Sunhat.

### PE KIT

- White Epsom PE shirt (to be worn for inter-school competitions) and shorts,
- Navy Epsom swimsuit / trunks and swimming cap,
- House sports shirt (to be worn for PE lessons and inter-house competitions) and shorts,
- Towel\*

### OTHERS

- Water Bottle\* - named water bottle for each child with a capacity of at least 350ml (refill independently). Only plain water is permitted; no juices or milk.

### OPTIONAL ITEMS FOR ALL STUDENTS

- Rash vest for increased sun protection while swimming (Nursery to Year 6);
- College duffel bag (Year 3 – 6 only);
- Pencil case: Year 3 – 6 pupils may bring a pencil case to school if they wish.

\*Not required: mobile phone, calculator, iPod, tablets or laptop

All clothes and other belongings (uniform and non-uniform items) should be clearly labelled with the child's name. Lost, un-named items are placed in Lost Property in the Prep School. Uncollected items are donated to charity at the end of each school term.

## COLLEGE STORE

The College Store operates from 08:00am to 17:00pm (Monday to Friday). On Saturday the College Store opens from 09:00am to 14:00pm and is closed on Sunday.

During the summer holidays the College Store will be open Monday to Friday, 09:00am to 16:00pm. However, parents need to make an appointment if they wish to purchase uniforms. Purchases in the store may be paid in cash, credit card or cheque.

### CONTACT INFORMATION

Shane Lai (Store Manager) - +60 12-370 1480

College Number - +606 240 4188

Email Address: [store@epsomcollege.edu.my](mailto:store@epsomcollege.edu.my)