



# HANDBOOK FOR STUDENTS & PARENTS

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**Handbook for Students &  
Parents**

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WORKING DRAFT

## **Introduction**

Welcome to this handbook for Students & Parents.

When starting at a new school, or even moving up from one section to another, the task of getting to know 'how things work' can be quite daunting. This handbook is intended to inform students and parents about the school and what will be expected of students whilst they are with us.

The information ranges widely but it is probably not possible to anticipate every eventuality and so if you feel that there are items which should be included please do let me know. Improvements can be incorporated for the next 'generation'.

In the meantime I hope that you find the handbook both informative and helpful.

KM Lim  
Head of Pastoral & Student Affairs, MGS

WORKING DRAFT

## Contact with the School

MGS welcomes suggestions and comments from parents and takes seriously any concerns they may have. This page attempts to help you address comments to the most appropriate person.

Before a student joins the school: The Principal's Secretary will be able to deal with the matter or re-direct your enquiry.

Pre School & Primary School:  
Once a student has been accepted into the School: General enquires should be directed to relevant Head of Schools.

Secondary School:  
Once a student has been placed in a House: General enquires should be directed to relevant Head of Schools. If the student is to board, enquires should be addressed to the Head of Boarding.

Once term has begun: A student's Tutor (Class room teacher) is regarded as a key member of the pastoral team and most communication should begin there.

*The MGS Receptionists are open from 8.00am to 5.30pm Monday to Friday.*

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**It is most important that parents keep the school fully informed of changes to their contact details. Please write or email to the Principal's Secretary providing your postal address, landline telephone number(s), mobile telephone number(s) and email address.**

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From time to time it will be necessary to contact the School regarding matters listed below. It will assist our ability to attend to concerns or difficulties if the initial contact with the School is as indicated below. The position of Tutor is pivotal and initiating contact at a higher level in the pastoral or academic system may well entail time spent referring the matter to the Tutor before proceeding.

SUBJECT	FIRST CONTACT	LINE MANAGER
Academic matters	Tutor/ Class room teacher	Assistant Head of School for Academics or Head of Sixth Form
Social matters	Tutor/ Class room teacher/ warden	Head of School, Head of Sixth Form or Head of Boarding
Permissions, leaves etc.	Head of School/ warden	Principal or Head of Boarding
Boarding matters	Warden	Head of Boarding
Financial matters	In writing to the Finance Manager	CEO
Contractual issues	In writing to the Principal	CEO
Concerns of any other nature	Tutor/ Class room teacher/ warden	Head of School, Head of Sixth Form or Head of Boarding

For reference:  
(You may find it helpful to make a note of the following.)

Tutor:	Name:	Tel:
Boarding House Warden:	Name:	Tel:

## Code of Conduct for Students at MGS

1. We are all proud of our school, and everything we do reflects that pride.
2. We attend regularly, and arrive punctually every morning, and to lessons.
3. We dress smartly, cleanly and neatly, and take pride in our appearance.
4. We respect our fellow students and teachers at all times.
5. We say NO to bullying and extortion.
6. We say NO to stealing, smoking, littering, vandalism and bad language.
7. We adopt a culture of "Courtesy Matters".
8. We continually practice English; both inside and outside class.
9. We complete school work and assignments on time, and to a high standard.
10. We support school sports, activities, projects and special events.

### **As you move up through the school, the following will also apply:**

1. One of the basic elements of education is self-discipline. You learn to control your own mind so that you do the things you should do, not the things you want to do.
2. A high standard of self-discipline and behaviour is required from all students. You are expected to take responsibility for your own actions and to show courtesy and respect to staff, visitors and to one another.
3. Older students are encouraged to participate in the care of younger children.
4. Please move about the school in a quiet and orderly manner. Do not run in the corridors.
5. Students are asked to eat only in the designated area i.e., the cafeterias and the canteen.
6. Students must not enter classrooms or workshops until directed to do so by a teacher.
7. Arrive on time for your lesson with the correct equipment and in correct uniform or kit.
8. Always pay careful attention during lessons and do not allow your mind to wander.
9. Lesson change times are a signal to staff; do not pack-up your books until the lesson is concluded by your teacher.
10. You are expected to obey all members of staff without argument. If you feel that you have been unfairly treated then you may appeal to the teacher concerned or to your Tutor.

## Learning to Learn Successfully

Students have the right to learn without distractions.

Teachers have the right to teach without distractions.

How to make this happen:

Successful learning comes through teachers setting high standards and expectations and students meeting those expectations.

Classroom Expectations:

- Be punctual and arrive correctly dressed
- Enter the room quietly
- Come appropriately prepared for the lesson with pencil case and books
- Be attentive when the teacher is talking or when other students are contributing
- Hand in assignments on time
- Demonstrate consideration for others
- Demonstrate good manners

Consequences:

You will succeed in learning and make progress.

Consequences if you do not meet above expectations:

1. If late, knock on classroom door and wait for the teacher to attend to you.
2. If you cannot behave in the classroom and seek the teacher's attention by talking or inappropriate behaviour, you will be issued a warning which may lead to a detention and/ or loss of privileges.
3. If you arrive at a lesson without the correct equipment or clothing you may be left to wait outside the classroom until the teacher has time to deal with you.

If you do not hand in assignments you will be given a Departmental Detention. This is recorded and may lead to Friday After School Detention and an interview with the appropriate Head of School or Principal.

**At all times, be courteous and respectful. Arrive ready to learn.**

## General Information for Students and Parents

The information and advice that follows should be read in conjunction with the School Rules and the Terms and Conditions. Should there be any confusion the 'Terms and Conditions' take precedence.

### MATRIX GLOBAL SCHOOLS

Our schools share one campus, one vision, one mission. Our philosophy is to challenge our students to be intellectually and persistently curious, responsive, committed and expressive towards their ideals. Our goal is to ensure that all will become articulate, courageous, and develop a realisation that the world is their classroom, and that our lessons are for life. To achieve this, we nurture a close partnership, both with parents and the community. Our school is unrivalled in design, range of facilities, and state-of-the-art ICT technology. Learning is truly a global experience on our 20 acre campus and "Second to None". It is our task to prepare our students for a challenging yet largely uncertain future within an international society.

At Matrix Global Schools, we encourage intellectual curiosity, allowing our students to achieve their highest potential, in a whole range of essential skills which are expected these days, but also in individual talents and interests, which they may want to explore and further develop.

Childhood, and adolescence is a magical time; we value the individuality of each and every child in our care, ensuring that they get the best possible attention, encouragement and support.

### THE MATRIX VISION

To be "Second to None"; a leader in global education, and technological awareness.

### THE MATRIX MISSION

To nurture creativity, ambition, determination, and independence, so our students graduate to become outstanding leaders of tomorrow, communicating confidently and effectively, possessing life skills which are "Second to None".

### THE MATRIX CREST

The Tiger Crest logo is our corporate identity, and it was designed to portray a good institution of learning and academic achievement. It strives to project the vintage principles of honour, dignity and responsibility.



### THE MATRIX MOTTO

Our Motto "Nulli Secunda" is Latin; meaning "Second to None".

### OUR UNIQUENESS

#### Seeking Knowledge; Opening Minds

*Our core objective is to teach our children to learn; not simply to retain facts or information; but to open their minds, and seek knowledge through thinking, analysing and questioning. Central to this, is nurturing the innate ability to learn independently, as well as with others.*

#### Learning Beyond Boundaries

*At Matrix Global Schools, every child will receive a "Matrix Education". We subscribe to a seamless and borderless educational philosophy, whereby ALL students, regardless of whether they are in our International or Private School, will be exposed to the*

*same tried-and-tested international teaching methodologies. Our students will come to understand that the world is their classroom, and that their lessons are for life.*

#### Our Lessons Are For Life!

*We are ardent believers in helping our children discover and develop their individual strengths, so they have the courage, skills and resourcefulness to fulfil their ambitions in life. From Preschool through to Upper Secondary, they will experience a variety of "Life Skills", with their futures firmly in mind.*

#### West Meets East; East Meets West

*Matrix International School and Matrix Private School practise the philosophy of incorporating the very best of the East and the West. Matrix International School practises a blend of Eastern values in a Western Curriculum, whilst Matrix Private School infuses Western teaching methodologies into our Eastern pedagogy.*

#### We Send Our Students Out Of Class!

*Our academically vigorous curriculum is complemented by an equally vibrant extra-curricular programme, forming a broad and lively educational experience. Truly experiential in nature, our wide-ranging activities include "Summer Camps", kayaking, wall climbing, high ropes obstacle courses, tenpin bowling, squash, swimming, badminton, futsal, football and rugby. There is something for everyone.*

### **School Aims and Ethos**

This section is relevant to all students, both boarding and day, and to those in the Pre-School, Primary and Secondary Schools. MGS is a place of learning and a place where boys and girls have opportunities to become fulfilled, skilful and happy young men and women. It is our intention that each student is encouraged, taught and challenged to fulfil his or her true potential. We attempt to allow time and space for academic work to be balanced by sport, music, drama and a wide choice of other activities, including service to the local community. We endeavour to allow our young people to acquire a confidence in their relationship with adults. We aim to give our learners opportunities to exercise responsibility and leadership as well as showing care and concern for their younger peers. Our aim is that our young people, as the result of an education here, should be able to contribute constructively to society and play a full role in it, whatever their chosen path.

We attempt to bear the following principles in mind:

- The development of the complete person and a moral code is the basis for life in the adult world.
- That life here should be based upon mutual respect for all members of the community and their property.
- Each student has the right to be able to work, play and relax free from abuse, intimidation, harassment, teasing and bullying, and the responsibility to be compassionate and considerate to those of different backgrounds and values. There is equality of opportunity and respect for all students regardless of ethnicity, culture, gender or physical disability. Each student and each member of staff is to be treated as an individual, and with respect by other students and by staff. Each student has the right to extend his or her intellectual growth in an atmosphere of positive encouragement and in conditions that are conducive to learning.
- All students should be able to develop physically, intellectually, morally and socially; to appreciate the significance of spiritual values and to be capable of developing their faith, according to their individual consciences.

#### The pastoral system attempts to:

- Develop the whole person, a desire for truth and a respect for others.
- Produce an open and trusting ethos in which each student feels able to approach any other member of the community (staff or student), confident in the knowledge that he or she will be treated and respected as an individual.
- Create an atmosphere of tolerance, openness and trust in which teasing, harassment and bullying would find difficulty in developing.
- Provide the conditions for students to develop their intellectual talents through well-structured prep/homework arrangements (for boarders), access to staff and other students, participation in activities and in an atmosphere which values effort.
- Provide a range of activities and opportunities that will assist in the personal, social and cultural development of each student.
- Safeguard and promote the welfare of each student, by providing an environment that is, as far as possible, free from physical hazards and dangers of any sort.

- Develop students' responsibility for self, for others and for the environment
- Develop students' qualities of leadership and ability to work as part of a team.
- Encourage students to contribute to the needs and welfare of others in the House and school, as well as those in the wider community.
- Provide suitable conditions for students to feel able to turn to members of staff to share the good things in their lives, as well as seeking advice, counselling and support during times of difficulty.
- Provide accommodation that is comfortable and suited to the needs of all, according to age and maturity, and which provides adequate levels of privacy.

## **Absence**

Application for leave involving absence from school, or absence for the night in the case of a student expected to be boarding on the night in question, should be made through the Head of Schools/ Head of Boarding with a MINIMUM of 48 hours' notice in advance of the date concerned.

If a student is absent from school due to illness, the School's reception may be contacted from 8.30am.

On return it is up to the student to make up any work missed. Should the absence be for an extended time it may be possible to send work home. Contact should be made through the tutor or Head of School (HoS).

### Absence at the Start and End of Terms

Missing lessons can have a detrimental effect on a student's learning and may affect their final exam results. The school does not encourage late arrivals or early leave.

The application must be made by the parent (or person with parental responsibility) with whom the child normally resides.

The school recognises that travel arrangements can be difficult and will normally allow arrivals during the first day back. Departures on the last day of term may also be sanctioned.

Any other absences will be deemed inappropriate and be recorded as such.

## **Address**

The Principal's Secretary should be informed of any change of address, telephone numbers (home and work etc.) or other contact details in writing as a matter of priority.

## **Alcohol**

Alcohol may neither be consumed by students whilst under school control nor brought onto the premises.

## **Anti-Bullying**

Bullying is any deliberate behaviour that hurts, humiliates, threatens or frightens someone else. There is no place for it at MGS, and it is the responsibility of everyone in our community to help to create an atmosphere in which it is totally unacceptable. Individual differences, which are often the focus for bullying, should be understood, accepted and appreciated, so that everyone feels valued and respected. MGS does not tolerate bullying or harassment. It is the right and the responsibility of everyone to report bullying when it happens.

Standing by and doing nothing could be described as 'passive bullying'. It is important to realise that this reinforces the power of the bully and makes the bystander partly responsible.

To students: if you are being bullied, or you know someone else is being bullied, please tell your Tutor, warden, another teacher or a Prefect. Not telling means that the bully will carry on, and probably with others too. **BE PART OF THE SOLUTION, NOT PART OF THE PROBLEM.**

The policies on bullying are available from the school.

### **Appointments with Staff**

Staff are always pleased to meet parents who wish to discuss academic or pastoral matters. Appointments can be arranged by emailing, telephoning or writing to the student's Tutor or Head of School.

### **Buses**

There are school transport operators that are outsourced who provide a transport service for students at MGS. They bring children to the School by 07:30hrs and leave at 15:15hrs after school and at 16:30hrs after Co-Curricular Activities (CCAs).

If you wish your child to use a school bus, please contact Reception for the contact numbers of the transport operators for the different areas. However, although the operators offer an extensive transport service, the fleet does not travel to all areas. Students using the School buses are expected to behave in a safe and responsible manner at all times. Any students who fail to do so may risk losing their place on the bus and in serious cases, a place at the School.

Please note that although the School has a role in facilitating and monitoring the School bus service, the contract for the service is directly between parents and the bus operator.

### **Calendar**

Each term a Calendar is produced showing sports fixtures and other events at MGS. It is normal practice to send out the Calendar for the following term with the final mailing of each term. Parents should keep the mailed copy for reference since their HoS will provide students with a copy at school.

### **Careers**

Careers guidance and advice is provided to students in the senior school through a programme delivered as part of the PSHE provision. Careers Conference may be held for students in Year 11/ F5 to help them focus on the value of their education and to provide the opportunity for parents and students to discuss careers with a number of current practitioners. The Head of Sixth Form is specifically concerned with university applications and begins that process in the Lower Sixth.

### **Cars (student driving to school)**

As a privilege, and after completing and returning forms available from the HoS, it may be possible for some students to be given permission to bring cars to MGS for defined purposes such as daily travel to and from school. The rules relating to such use are strictly enforced. No student may travel in another student's car until the driver has passed and holds a valid driver's licence **and** the HoS is in possession of WRITTEN permission from the parents or guardians of **both** parties before any such travel takes place. The Student Driving/ Riding policy is available from the School.

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## **Child Protection**

MGS strives to educate all its students within an environment where the overall aim of our policy is to safeguard and promote the welfare of the children in our care (in situations where child abuse is suspected, our paramount responsibility is to the child). The Head of Pastoral is the 'designated member of staff' for Child Protection matters. The Child Protection Policy is available from the school and is also available on the website.

## **Concerns**

The following advice might be given to students at MGS and parents too should consider what course they may wish to follow if issues arise.

Life at MGS is generally happy, but everyone has good and bad times. Sometimes students may feel that things are not going well and they just have to get on with it as best they can. At other times students may feel that matters are more serious, and they then need to talk to someone. It is their right to be treated properly and to complain if they think they are not being treated fairly.

Here are some examples of the sort of things that might make students unhappy or upset:

- Find it difficult to make friends.
- Feel that no one understands the difficulties they are having with some of their work.
- Feel that someone is making fun of them.
- Feel there isn't enough respect for their privacy.
- A Prefect or a senior student has treated them unkindly.
- Feel they have been treated unfairly or verbally abused by a member of staff.
- Feel that a punishment is unjust or in some way not right.
- Feel the food they get is not as good as it should be.
- Think they are being discriminated against.
- They are being bullied.
- They think they are being badly taught and aren't getting a fair deal.

Some minor problems will be able to be sorted out by talking to friends or a senior student. A student may wish to talk to a senior that they can trust or to a Prefect, who will be able to give them sound advice, and may pass the complaint on to the relevant channel.

More serious problems should be brought to the attention of a member of staff. This may be their Boarding House warden, Tutor, or any member of staff with whom they feel comfortable. The school operates a counselling service with a few qualified counsellors. If a student feels they would like to speak with them they can make a confidential appointment directly.

It is particularly important for students to realise that if they are in trouble over something, they can have a friend or a member of staff with them when they are talking with their Head of School, with the Head of Boarding or with the Principal.

Hopefully difficulties can be sorted out as described above, but if students or parents see no alternative but to move to a formal complaint.

## **Correspondence**

Correspondence should initially follow the lines of communication set out earlier in the handbook. Of course parents are always at liberty to write to the Principal if they feel it appropriate.

Approximate dates of mailings to parents are noted in the Calendar. From time to time day students may be asked to deliver a letter by hand. Parents are asked to remind students of their responsibility in this matter.

MGS is progressively moving towards paperless communication wherever possible through means of its Engage communication system. It is vital, therefore, that parents update, when necessary, an email address so that they may be registered to receive correspondence.

## **Counselling**

As mentioned above the school operates a counselling service with a few qualified counsellors. If a student would like to speak with them they may make a confidential appointment directly.

## **Examinations**

Students are required to attend all examinations, public or internal, in full school uniform. Students in Year 11/ F5 and the Sixth Form may be permitted a period of examination leave during their examinations in the examination term only.

Internal arrangements are made to ensure that students at school taking public examinations are not put under extra pressure but should the arrangements not be felt to be suitable the student's Tutor should be made aware of this in the first instance.

## **Educational Outings and School Trips**

Educational outings and camps are an integral part of the School's curriculum provision. These have been extremely successful, etching many worthwhile memories of personal growth with students. Many students have found the camps have changed them for the better citing examples of becoming improved communicators, having more confidence, developing team work skills, being more reflective individuals, developing compassion for others and altering views on what integrity and responsibility are.

Students are expected to participate in all educational outings and camps. On rare occasions where students are unable to attend, parents need to make arrangements for students to be supervised at home.

At all time students should remember that they are representing the School. When representing the School in a team sport students are expected to travel in full school kit. For other trips or visits staff will indicate the dress code expected. Students are expected to behave to a high standard and, of course, school rules apply.

## **E-Safety Policy, Agreement of Use**

IT Network and Internet Acceptable Use Policy: E-Safety

- I will only use ICT systems in school, including the internet, e-mail, digital video, and mobile technologies for school or appropriate social purposes. ('Appropriate' means both in terms of content and location and time of access.)

- I will not download or install software on school IT devices.
- I will only log on to the school network, other systems and resources with my own user name and password.
- I will follow the school's ICT security policy and not reveal my passwords to anyone and change them regularly.
- I will only use my school e-mail address for school purposes.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff.
- I will not give out any personal information such as name, phone number or address unless for authorised school purposes. I will not use an on-line facility to meet someone.
- Images of students and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of The Principal.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school or anyone else into disrepute, for example *Facebook*.
- I will respect the privacy and ownership of others' work on-line at all times. (I will not claim others' work as my own recognising plagiarism and copyright).
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ guardian may be contacted.
- I understand that I have a duty to report misuse of the school's ICT systems to a member of the staff.
- I will abide by the appropriate age related guidelines, e.g. Facebook, Snapchat, etc.

ICT including the internet, e-mail, mobile technologies and online resources have become an important part of learning in the school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of e-Safety and know how to stay safe when using any ICT.

Students are expected to read and discuss this agreement with their parent or guardian and then follow the terms of the agreement. Any concerns or explanation can be discussed with their tutor or the HoS as appropriate.

## Health

We ask that parents inform the Boarding House staff/ tutor/ class room teacher if their son or daughter has been in contact with any infectious disease during the holidays.

The School Nurse will be pleased to discuss any medical problems with parents by appointment.

In any case of serious illness you will be contacted by telephone by the School.

If your child has been in contact with any of the following diseases you should inform the Boarding House staff/ tutor/ class room teacher

### BEFORE RETURNING THE STUDENT TO SCHOOL:

Measles	Whooping Cough	Tuberculosis	Meningitis
Rubella	Mumps	Poliomyelitis	Hepatitis
Chicken Pox	Scarlet Fever	Encephalitis	Diphtheria
Yellow Fever	Typhoid Fever	Haemorrhagic Fever	Anthrax

Overseas students must notify the School Nurse before returning to school if they have suffered any recent animal bites.

The majority of children will have received a basic protection in infancy against Whooping Cough, Poliomyelitis, Tetanus and Diphtheria. Rather later most children will have received immunisation against Measles. It is perhaps not so widely realised that protection given in infancy should for some diseases be reinforced in subsequent years. We therefore ask that all parents of new students coming to MGS ensure that they are up to date with their protection against Polio, Diphtheria and Tetanus, details of the current vaccinations and status of your child will be available from his/ her current doctor. For those children who live abroad the necessary immunisations are carried out as appropriate to their destination. We endeavour to keep up to date our information as to the changing requirements of countries.

### Illness Whilst at School

Students are expected to report initially to the Sick Bay (with a written note of referral from a member of staff if they have come from a lesson or during the time when they should be in a lesson). Any decision about sending students home is made by the School Nurse in consultation with parents. If for any reason the Sick Bay is unattended a member of staff will be able to contact the School Nurse.

### **House System**

On admission to the School, children are placed in one of the four school 'Houses': Da Vinci (Blue), Einstein (Yellow), Gandhi (Green), Newton (Red). Where possible, siblings are placed in the same House. The aims of the House system are as follows:

To provide a basis for intra-school competition and activities.

To provide opportunities for students to work together in teams and to develop leadership skills.

To encourage cooperative activities between students in the international school and private Malaysian school.

House activities take place throughout the year and occasionally after school.

### House Points System

The system has been designed in order for students to gain House Points in different areas and widen interests. House Points can now be awarded in areas beyond classroom learning and the students have had input into how these merits can be won. Each merit is rewarded both individually and towards the House Competition that runs throughout the year.

These House Points may also be awarded for activities away from school. As children can earn merits for activities outside the classroom, such as going to a piano lesson or a sports competition, children are encouraged to bring in photographs, videos, equipment or recounts of achievements in these areas which we will celebrate in assemblies.

### **Insurance**

The School does not hold any insurance to cover loss or damage of student's personal property. We strongly recommend that an "All Risks" insurance policy be taken out by parents to cover their child's property whilst at school. This should include computers, laptops, tablets, mini disc players, hi-fi equipment, mobile telephones, etc.

### **Lateness**

Registration occurs daily at 8.15am. If students are late they must report to the School Secretary where the registers are held.

## **Leave of Absence**

Leave should be applied for in good time as mentioned in the school rules. Parents should do their very best to ensure that students attend and should realise that arranging holidays in term time is extremely detrimental to the academic progress of the student. Apart from the work missed – which it is the student’s responsibility to make up – the subliminal message to a student that holidays come first should not be underestimated.

When a student is given leave of absence, the onus is on the student to excuse himself/ herself from lessons or other commitments.

## **Library**

The Library is a place for academic study, silent reading and information retrieval using the IT facilities provided. Students must abide by the rules of the Library. The Library opening times may be published from time to time but normally it is open and staffed from 8.30am to 6.00pm Monday to Friday.

## **Lost Property**

All possessions should be marked. If students lose anything they should initially report the loss to their Tutor, class room teacher. If an item is found it should be handed in to a member of staff or to reception. Unnamed items are liable to be disposed of at the end of a term. Whilst the school will take reasonable care it is not possible for the School to assume liability in the case of loss, or damage to, the personal possessions of students.

If an item has been lost please check the following:

- The area where the item was last seen – use ‘the little grey cells’ to retrace one’s movements.
- Reception – and the daily routine poster that sometimes advertises items found.
- Your Boarding House warden.
- Your tutor/ class room teacher.
- The PE Department for games kit.

## **Meals**

There is a rota for students to attend the canteen. Should a student be required to have an early lunch they should see the appropriate member of staff for the activity and acquire the necessary permission in writing, without which they will be turned away by the prefect or staff on duty.

### Early Years (Nursery & Reception):

A compulsory ‘Meal Plan’ is provided for all Nursery and Reception children. The menu is published regularly. Parents of children on the ‘Meal Plan’ are requested to pay for the set meal in advance on a termly basis. Therefore, please do not send your child to school with money.

### Key Stage 1 (Years 1 & 2):

The ‘Meal Plan’ is optional for Key Stage 1 children. Please note that parents will be automatically billed for the ‘Meal Plan’ unless we are informed otherwise in writing. Parents of children on the ‘Meal Plan’ are requested to pay for the set meal in advance on a termly basis. Therefore, please do not send your child to school with money.

Students not on the ‘Meal Plan’ are expected to bring a packed lunch (for Break & Lunch) to school.

Key Stage 1 students are not allowed to purchase food from the Cafeteria. We cannot however, take deliveries of meals for children. We do not allow maids, drivers or parents to bring food for, or feed children.

### Key Stage 2 (Years 3 – 6):

Children in Key Stage 2 may purchase food from the Cafeteria/ canteen or bring a packed lunch (for Break & Lunch) to school.

These can only be eaten in the designated eating areas. We cannot however, take deliveries of meals for children. We do not allow maids, drivers or parents to bring food for, or feed children.

#### Secondary (Years 7 – 13):

The Cafeteria/ canteen provides lunches for students from Year 7 and above. It provides a choice of food and drinks including vegetarian, western and local options. There is a policy of encouraging healthy eating. Carbonated drinks, sweets and pre-packed “junk food” are not sold. Payment is by means of cash (except for boarders).

All food served in school is “HALAL”. Pork and beef is NOT ALLOWED in school.

There are water coolers to be found around the School but we also advise that your child brings drinking water to school in an unbreakable container. Carbonated (Fizzy) drinks are not allowed.

#### **Off Games**

This applies not only to sporting activities but also to all physical sessions. To be ‘off games’ a student must acquire a signed permission from the School Nurse, valid for that day, have it countersigned by the HoS and show it to the member of staff in charge of the activity. Failure to follow this system could lead to the imposition of a sanction.

From time to time arrangements are published for off games students and they must abide by the instructions issued.

#### **Parents’ Meetings**

Parents’ meetings are arranged every year to enable parents to talk to those who teach their sons or daughters. Individual meetings with subject teachers, tutor, or wardens can of course be arranged at any other time as well.

#### **Reporting on Students**

Each year group has at least one evening in the year where parents, accompanied by their son or daughter, are invited to speak with subject teachers, tutors, HoSs etc. to hear first-hand about the progress of their offspring. In the terms when a meeting is not scheduled parents receive a comprehensive written report.

#### **School Rules** (See Appendix 1)

#### **Smoking**

Smoking, the possession of smoking paraphernalia, including e-cigarettes or accompanying smokers is prohibited. The Anti-Smoking Policy is available from the School.

#### **Students’ Tags**

Student Tags are provided to all Key Stage 2 students upwards. These tags may eventually be used to upload money for the dual purpose of purchasing food and drinks from the Cafeteria/ canteen as well as for the purchase of school books and stationery from the School shop.

Students must return the Student Tags at the end of their studies/ when they are no longer a student of MGS.

#### **Tutors**

The tutor should be the first point of contact at the school and is charged with the following general responsibilities:

- Undertake responsibility for a class or tutor group.
- Establish a rapport with students in the tutor group to develop their social and academic potential and be the main

source of reference for their problems in these areas.

- Be the first point of contact for parents of students in the tutor group regarding the above. (The HoS will continue to be the point of contact for other issues.)
- Promote good discipline and acceptable standards of conduct, appearance, attendance and punctuality of students
- Monitor the social and academic progress of individuals in the tutor group.
- Be pro-active in implementing remedial strategies to support students failing in their obligations.

The relationship between the Tutor, the student and their parents or guardians, provides a sound basis for encouraging students to do their best and for overcoming any problems along the way.

### **Uniform & Appearance**

All students are expected to wear school uniform during the School day, on the way to and from school, at school events and on school trips and activities unless otherwise instructed.

Hair must be kept clean, and tidy. Hair must not be cut or dyed in extreme styles. Long hair should be tied back during the official school day.

'Make up' is not permitted if it is visible to the naked eye.

Boys should be clean shaven. A moustache, beard or long sideburns are not permitted. Exceptions may be made on medical grounds or for recognised religious reasons.

Any jewellery worn by girls must be discreet and tasteful. A single small stud or earring may be worn in a piercing of the earlobes. No jewellery must be worn during games. Boys must not wear jewellery.

Ties are to be worn correctly with the top button of the shirt done up.

Parents are also requested to dress appropriately whenever they visit the school.

### **Valuables**

Whilst students are provided with a lockable facility, it is sensible to leave valuable non –essentials at home, particularly if they have sentimental value or are irreplaceable. The school cannot accept liability for loss of, or damage to, student's possessions.

### **Website**

The website address is <http://www.matrixschools.edu.my>. News and information about forthcoming events is posted as well as links to the school portal.

### **Policies**

The following information and policies are available on request, please contact the Principal's Secretary:

Admissions

Child Protection – this policy is available on the website

Curriculum

Discipline Educational

Visits

EAL

Exclusion

Student examination results in the preceding School year

School Ethos

Staff list and qualifications – this is available on the website

## Appendix 1

### MGS School Rules (as published for students)

#### General

Members of MGS are expected at all times to show courtesy and consideration towards others and to behave in a way that upholds the reputation of MGS.

A student who is involved in dishonesty, sexual misconduct, solvent abuse, the possession of dangerous or illegal drugs, or who in any way endangers the safety or well-being of others, is liable to expulsion.

Drinking of, or the possession of, alcohol is forbidden.

Smoking or the possession of smoking paraphernalia, including e-cigarettes or accompanying smokers is forbidden. Fireworks are also forbidden.

Any breach of common sense or good manners may be considered to be a breach of the school rules.

#### Aerosols

The only aerosols that may be brought to are those where it is clearly stated on the container that the propellant is guaranteed not to be inflammable.

#### Bounds

No one may leave the school grounds during the school day, which includes break and lunchtime, on any weekday without the permission of the HoS. No student may leave the school grounds before breakfast, or during school hours on any day, unless the HoS's permission has been obtained.

No one may hitchhike. HoS's permission is required before a taxi is hired.

#### Bus Code

From time to time MGS will re-issue the Code of Behaviour for Buses. It would be appreciated if it could be impressed upon students that significant or continuous failure to follow the code or the breaking of school rules could lead to their being banned from the buses for a period of time, or permanently.

1. Students must sit in one seat and must fasten their seat belts.
2. Once the bus journey has started a student may not leave his/ her seat until the bus has reached his / her destination and has come to a halt. Seat belts must remain fastened for the duration of a students' journey.
3. At no time during any part of the journey may any student do anything or behave in any way as to distract the driver.

The following in particular are forbidden:

- (a) The use of bad language.
  - (b) The throwing of any article.
  - (c) Shouting, screaming or singing.
  - (d) The playing of personal sound reproduction devices without headphones.
4. Day students must travel to and from the School in school uniform as purchased in the School Uniform Shop.
  5. At all times the bus driver is the ultimate source of authority on the bus and must be respected as such and obeyed.

6. No food or drink may be consumed on the bus.
7. It is the responsibility of each student to take all their property with them when they leave the bus.
8. MGS Prefects will serve as “Bus Monitors”. They will be tasked to report to a designated member of staff on the successful operation of this Code of Behaviour. Students are required to cooperate with the bus monitors to allow them to carry out their role effectively.
9. Students who break the above rules, or in any other way prejudice the safety or good order of those travelling, or good name of the School, including by their behaviour whilst awaiting the bus in the morning or leaving it in the afternoon, may be banned from using buses for a period of time, or permanently.

### **Computers – Inappropriate Material**

Students may not bring to school, nor access from school, material that may offend others. This applies to material held on any media storage system. Students accept that they may, at any time, be asked to provide complete access to their computers or media storage devices for the purpose of checking the appropriateness of material.

### **Defamatory Material**

The School will regard it as an act of ‘bringing the School into disrepute’ should critical or defamatory material of a personal nature or relating to an individual in their professional role at the be published on the internet or by any other means. This applies to material concerning students, staff and volunteers. For full details please enquire from the School.

### **Defects and Breakages**

Any defect or breakage is to be reported a prefect, staff or HoS.

### **Dress and Appearance**

The School recognises the need for tidy, safe and comfortable attire and for a business-like approach to personal appearance. Our school uniform gives a sense of identity and belonging and helps create our feeling of community.

- All students are required to wear all aspects of the school uniform as prescribed for their age group. These are to be purchased from the school.
- Boys may not wear earrings unless prior permission has been granted.
- Girls with pierced ears may wear no more than a single stud in the lobe of each ear.
- Exceptions may be made on cultural/ religious grounds on a case by case basis.
- Other jewellery, including necklaces, bangles and friendship bands, is not allowed.
- Extreme hair styles are not allowed, such as Mohican, fully shaved, hair patterns, etc.
- Hair must be in one’s own natural hair colours.
- Hair accessories must in Black, Navy & White, excluding Pre-School.
- Hair should be kept neat and clean.
- Make up, if used, is limited to only foundation and clear non-coloured nail varnish.
- Footwear must be black with no other coloured markings. Primary can wear black canvas shoes and Secondary must wear black leather (or leather looking) shoes and with low heels. These are to be worn with black socks (above ankle length).
- PE or sports attire consists of school t-shirt & track suit bottom when worn in the school building.
- Shorts to be worn only during sporting activities. Students who have PE Period 1, may wear the PE kit to school and change into uniform afterwards. Students with PE last period of the day, or taking part in a sporting CCA, can travel home in the PE kit.
- Preschool children have the option to wear a closed toe sandal to facilitate sand and water play.
- Students may wear an inexpensive wristwatch.
- Students wishing to wear a sweater/ cardigan are allowed to do so provided it is black with no markings or logos.

- Hooded garments are not allowed.
- Students with a fringe below the eyebrows should have their hair tied/ clipped back so that vision is not impaired.
- Students with long hair should have it tied back for health and safety reasons.
- Tattoos, body markings and body piercing are not allowed.
- Security tags are to be worn at all times.

Children may wear their own one-piece swimsuit in navy blue. Bikinis and board/ surf shorts are not allowed.

Any jewellery should be taken off before PE classes and kept safely in lockers. For girls who wear earrings, a plastic ear stick can be worn as a replacement. Any jewellery for religious purposes can be worn during lessons with a letter given to the PE teacher beforehand.

Occasionally we hold Mufti-Days (non-uniform days) which may be for a specific event such as Book Week or to raise money for a charity project. Proposals for Mufti-Days need to be approved by the Heads of Schools. Ample advance notice will be given to students/ parents with specific details i.e. if there is a theme or a charge.

### **Eating**

Students are asked to eat only in the designated area i.e., the cafeterias and the canteen. No food or drink should be consumed in the corridors.

Litter must be placed in the bins provided. No food or drink may be taken out of the cafeteria/ canteen. Chewing gum is prohibited.

### **Electrical Appliances**

The use of electrical items fitted with overseas plugs is strictly regulated in accordance with the Health and Safety policy, and in line with the direction given by the Fire Regulatory authority.

The use of 4 way trailing adaptors is permitted if they are to SIRIM specifications. However, one adapter should not be connected to another.

Students are encouraged to exercise sensible electrical safety. The School retains the right to remove electrical items if they are considered to be unsafe and likely to cause a breach of our Health and Safety policy.

The Malaysian supply is 230/240 volts, ac, 50 Hz. Please ensure that any items brought to the School are compatible with this supply – many overseas items are not.

If you have any queries about the electrical safety policy, please contact a staff.

### **Fire Equipment**

Fire equipment is not to be tampered with or moved from its correct stowage.

### **Gambling**

All forms of gambling are forbidden

### **Internet Use**

To facilitate greater download speeds and general access to the INTERNET certain sites will be barred during the working day. It is against School Rules to access or attempt to access barred sites.

Should students contribute, outside the school day, to any information exchange sites, they should be aware that it is strictly against School Rules to publish information that may be detrimental to the good name of the School or which may offend staff or students.

**Medicines**

All medicines which students bring back, or buy, need to be checked with the sick bay. Medicines, etc., must be kept securely, and only administered under the direct instruction of the School Nurse.

**Mobile Phones/ Text Messages**

Mobile phones and text messaging systems must be put in the silent mode or aeroplane mode at the following times and in the following places:

- Lesson times – and between lessons except for break and lunchtime.
- Assembly – School, House, Year Group etc.
- Cafeteria/ canteen
- Corridors

Usage must be with permission from a member of staff.

Failure to follow these simple rules of good manners may result in the device being removed and returned to the student via their parents or guardians. For full details please refer to the Use of Mobile Phones policy.

**Public Behaviour and Boy / Girl Relationships.**

The School is a place of work and, as such, students are expected to behave in a restrained manner as regards their personal relationships. Any form of sexual relationship is totally inappropriate for students at school and is forbidden. Students should not indulge in demonstrations of affection involving physical contact in public.

**Uniform**

All clothing must be in accordance with the official clothes list. Clothing must be clearly marked with the name of the student.

**Recording or Transmitting Apparatus**

Under no circumstances may students record or transmit signals containing audio or visual information representing the contents of an academic lesson, tutorial or other interchange with a member of staff without the express written permission of that member of staff.