

**PERSATUAN SEKOLAH LODGE (PPP/SK/262/74)
(LODGE SCHOOL ASSOCIATION)**

P.O.Box 882, Tabuan Jaya
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To : All Parents/Guardians of Lodge Group of Schools
Date: : 6th November, 2018
Title: : School Closing 2018
Circular Number : 9/DIR/2018

Dear Parents/Guardians,

On behalf of the Board of Management, we would like to draw your attention to the following matters:

1. Report Card Day and Prize Giving Day 2018 for Lodge National Primary & Secondary Schools

a. Prize Giving Day for National Secondary and Primary Schools will be held on 16th November @ 0730 - 0930. All Prize Recipients and their parents are kindly invited to attend the auspicious ceremony. Letter of invitations will be issued through the Prize Recipients on 8th November and the Reply Slip should be returned to their respective Class Teachers on 12th November. Rehearsal for Prize Recipients will be carried out on 15th November from 1000 to 1200.

b. Report Cards Day for National Secondary (Form 1, 2, 3 & 4) and Primary Schools will be held on 15th November @ 0730 - 0930 in their respective classrooms. Parents are invited to come and collect their children's' Report Card during that period of time. All Report Cards not collected during that period of time can be collected from Ms Pauline Chew, Registrar of Lodge Group of Schools at Registry Office during office hours. Uncollected Report Cards for National Primary School students can be collected from Pn. Nur Kamalia Jurie during school hours at the Primary School General Office.

c. Prize Giving and Report Card Day 2018 for Lodge International School

It will be on Friday, 16th November @ 0900 to 1015 at the Lodge International School Hall for both the Primary and Secondary levels. Recipients (in school uniform) & their parents are invited to attend the Prize Giving Day. Reporting time is @ 0800.

After the Prize Giving Ceremony, all Primary students will go back to their respective classes to receive their report cards while the Secondary students will receive their report cards at the School Hall. Uncollected Report Cards can be collected from LIS Admin office during school hours.

Dismissal times: Year 2 – 6 @ 1100
Year 7 – 10 @ 1130

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2. Academic Year 2019

First Term	2 nd January to 22 nd March (12 weeks)
Mid Term Break 1	23 rd March to 31 st March (1 week)
Second Term	1 st April to 24 th May (8 weeks)
Mid Year Break	25 th May to 9 th June (2 weeks)
3rd Term	10 th June to 9 th August (9 weeks)
Mid Term Break 2	10 th August to 18 th August (1 week)
4th Term	19 th August to 22 nd November (14 weeks)
Year End Holiday	23 rd November to 31 st December (5 weeks)

3. Festive Holidays for 2019

- a. As Hari Raya Aidil Fitri celebration and Gawai Dayak celebration falls during the Mid-term school break, Lodge Group of Schools will take occasional holidays during Chinese New year period. All schools will be closed from 4th February (Monday) to 8th February (Friday). Public holidays for Chinese New Year fall on 5th & 6th February.

4. School Safety Procedures

- a. At Lodge International, the safety and security of our students and staff are of paramount importance to us. All visitors (including parents/guardians) are required to enter the School via the main gate A and report to the security guard post to exchange for a visitor pass. All visitors must then report to the Admin Office to seek assistance. No visitors are allowed to proceed beyond the Admin Office without an accompanying school staff. All visitors must display their visitor pass prominently.
- b. Parents wishing to discuss their students' behavior should schedule a parent interview with the teacher at the Admin Office. Any concerns may be addressed directly to the class teacher or to the Principal.
- c. To help minimize disruptions, parents of new students to Year 2 can make their visits during the break and lunch time only for the first 2 weeks of the school year. Parents will need to wait at the school canteen.
- d. Effective 2019, parents will need to wait at the school foyer or at the canteen area before the end of school. The pick-up area will be at the foyer or at the secondary block.

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5. After School Care Programme Facilities in Lodge Kindergarten

- a. New bedding has been bought by the school to provide a more conducive environment for our Kindy students place to sleep during the afternoon. Parents are to rent this facility for RM100.00 per year. As such, children do not have to bring in sleeping materials as from 2019.

6. Sale of Text Books/Work Books 2019

- a. Sale of Text Books/Work Books for both National Secondary & National Primary School will be held on 28th & 29th December 2018 from 0900 - 1500 at the National Secondary School hall. Those who could not make it on those two days can also purchase the books on 2nd & 3rd January 2019 at the same time and venue. Please bring a copy of the booklist and sufficient cash when you and/or your child collect the pre-ordered books on the stated dates.
- b. For Kindergarten, all books will be distributed to your child on 2nd January 2019. Payment will be collected from you on 3rd week of 2019 by the respective class teacher.
- c. Please be informed that Form 1 Pendidikan Seni Visual (PSV) / Pendidikan Muzik and Reka Bentuk dan Design (RBT) / Asas Sains Komputer (ASK) books will be ordered in January 2019 after the students have been allocated to the class concerned.
- d. For Lodge International School, the collection of textbooks for 2019 will be at the LIS School Library from 26th December to 28th December 2018 from 0900 to 1130 and 1400pm to 1530. Kindly bring along your copy of the booklist and receipt.

7. School and Office Closure 2018

- a. School Office will close from 12th December until 25th December as scheduled. However, some administrative staff and teachers will still be stationed in school to monitor repair works to be carried out during the holidays.

"Learn, Persevere, Succeed"

Thomas Huo Kok Sen
Director
Lodge Group of Schools

