



# Seri Mulia Sarjana International School

Our website: <http://www.smsarjanais.edu.bn>  
Telephone No.: 2456708/2456584 Fax No.: 2455780

NEWSLETTER

January 2010



Dear Parents, Guardians, Students and Teachers,  
Happy New Year and a warm welcome back to school year 2010! We hope you all have had a pleasurable holiday.  
To all our new students and parents, WELCOME to Seri Mulia Sarjana International School.



As the new school year begins, we would like to take this opportunity to furnish you with helpful information and reminders.

### School Hours

Mondays to Thursdays and Saturdays  
Fridays and Sundays: No Classes

#### Morning Sessions

Primary Classes: 7.30am to 12.00 noon  
Pre School Classes: 8.15am to 11.30am

#### Afternoon Sessions:

Primary Classes: 12.45am to 5.15pm  
Pre School Classes: 1.15am to 4.30pm

*Kindly ensure that your child is sent to school and picked up at the correct times. Students are advised to be punctual in coming to school to avoid lessons being missed.*

### School Office hours

Mondays to Thursdays and Saturdays from 7.15am to 5.30pm  
Fridays: 8.30am to 12.00 noon

Term 1 - 4<sup>th</sup> January to 18 March 2010

#### Public Holidays in Term 1

13<sup>th</sup> Feb 2010 (Sat) – Chinese New Year Eve Special Holiday  
*[approved by MOE Ref.No.:KPE/DG/BPS/C/51]*

15<sup>th</sup> Feb 2010 (Mon) – Chinese New year (replacement holiday)

23<sup>rd</sup> Feb 2010 (Tue) – Brunei National Day

27<sup>th</sup> Feb 2010 (Sat) – Maulud Nabi Muhammad SAW

**Term Break for Term 1 – 19<sup>th</sup> Mar to 28<sup>th</sup> Mar 2010**

***Term 2 resumes on Mon, 29<sup>th</sup> March 2010***

### Our Supervisors

Please approach our respective Supervisors for any needs, questions, requests and problems that you may have. They will be more than happy to assist you and your children.

#### Pre School

Teacher Rhoda

#### Lower Primary

Teacher Mani

#### Upper Primary

Teacher Joel E

Assisted by Teacher Rosy

### Head of Subjects

Parents may approach our respective head of subjects for subject matters that you may have. They will be able to advise you accordingly.

#### Lower Primary

Math – Teacher Anusha

Science – Teacher Shindu

English – Teacher Mani

Malay – Cikgu Neneng

#### Upper Primary

Math – Teacher Karisma

Science – Teacher Lourdes

English – Teacher Gerlyn

Malay – Cikgu Erna

Social Studies – Teacher Celine

### Front office Staff:

Seri Mulia Sarjana International School- Siti, Olivia

Seri Mulia Sarjana School, Secondary Section - Sarimah, Hjh Laila

Uniform & Book Shop Operator – Uncle Kenneth

Librarian – Teacher Fifi

Deputy Principal: Ms Chong Wee Meng

Principal: Ms Rita Lim

Chief Executive Officer: Dr. Mary Lim

Dear Parents/ Guardian, We encourage you to read the students handbook and be familiar with its contents, rules and regulations. Should you not have a copy of it, you may purchase one from our bookshop.

## Lists of Class Teachers for School Year 2010

Morning Session	Afternoon Session
Kindergarten 1 – Rhoda/ Winnie	Kindergarten 2B - Lucita/ Farah
Kindergarten 2A – Lucita/ Farah	Kindergarten 2C – Mary Ann/ Ratna
Kindergarten 3A – Sarina/ Aryana	Kindergarten 3C - Sarina/ Aryana
Kindergarten 3B – Moe/ Mariyamah	Kindergarten 3D - Rhoda/ Winnie
Year 1A – Teacher Anusha	Year 1D - Teacher Riza
Year 1B – Teacher Elvira	Year 1E - Teacher Cherry
Year 1C – Teacher Myra	Year 2D - Teacher Paulin
Year 2A - Teacher Dhanya	Year 2E - Teacher Dhanya
Year 2B – Teacher Cherry	Year 3C – Teacher Shindu
Year 2C – Teacher Riza	Year 3D – Teacher Myra
Year 3A – Teacher Mani	Year 4C – Teacher Celine
Year 3B – Teacher Shindu	Year 5C – Teacher Marlowe
Year 4A – Teacher Rhodora	Year 5D – Teacher Celine
Year 4B – Teacher Karisma	Year 6A – Teacher Lourdes
Year 5A – Teacher RYanne	Year 6B – Teacher Joel E
Year 5B – Teacher Rosy	Year 6C – Teacher Gerlyn

Subject Teachers:  
 Teacher Norma & Teacher Elvira – Special Needs Department  
 Teacher Inzululain – P.E  
 Teacher Nolito – Music  
 Teacher Thea - Art & Craft  
 Teacher RYanne – Reading  
 Teacher Melvin – Computer  
 Teacher Hamidah, Erna, Neneng – Malay  
 Teacher Fifi- Library



### New Teaching Staff:

We would like to welcome our new teaching staff to our family of Seri Mulla Sarjana International School:

**Teacher Inzululain**  
 P.E Teacher  
**Teacher Rhodora**  
 Upper Primary English Teacher

### Uniform and Book Shops

Our uniform and book shop is located at the back of the school, near the canteen. Kindly proceed to that area for the purchase of books and uniforms.

The uniform and book shop is open on Mondays, Wednesdays and Saturdays only at 7.15am to 8.30am, 11.30am to 1.00pm and 3.00pm to 4.30pm only. It will be closed on all other days and times therefore kindly make your purchases only on the given days and times.



### School Text books & Uniforms

All text books and exercise books can be ordered and purchased directly from your child's class teacher between 4<sup>th</sup> to 7<sup>th</sup> January 2010. Class teachers will NO longer be accepting orders after this date. All purchases will need to be done through the book shop after 7<sup>th</sup> January 2010. Kindly make sure that your child has purchased the complete set of books. School Uniforms can be purchased in school (I.S Hall) from 4<sup>th</sup> Jan to 11<sup>th</sup> Jan 2010.

### Students Progress Report & Report Book

Students Progress Report (for Primary)/Report Book (for Pre School) and Students Assessment Information report sheet will be given out to all parents after each term to notify parents of their child's progress. These Report folders and reports books must be signed by parents and return to class teacher.

*Please take note that all report folders (for Primary) and Report Books (for Pre school) must be returned to class teachers on or before Thurs, 7<sup>th</sup> January 2010.*

### Students Progress

We would like to inform you that all students must pass all important subjects in order to be promoted to the next level, please take note of the guideline below.

- Marks obtained below 50% on ANY of the important subjects i.e **English/ Science/ Math** in the end of the year final marks will result in **FAILED and RETAINED**.
- Marks obtained below 50% on either TWO of the study subjects i.e **Geography/ History/ Malay/ Spelling and Dictation** in the end of year final marks will result in **FAILED and RETAINED**.
- Passing mark for all subjects is 50% and above.

### Marks Assessment Guidelines

1 <sup>st</sup> Term	-20% of average test marks
2 <sup>nd</sup> Term	-20% of average test marks
Mid Year Exam	-60% of exam marks
Total	- 20% + 20% + 60% =100%
3 <sup>rd</sup> Term	-20% of average test marks
4 <sup>th</sup> Tem	-20% of average test marks
Year End Exam	-60% of exam marks
Total	-20% + 20% + 60% =100%
Final	-50% of Mid Year Total + 50% of Year End Total = <b>100%</b>

*Good News and Yes! SM Sarjana International School has its very own School's jacket!*

Jacket is NOW available for sale in school.

Sizes available: **S, M, L, XL @ B\$28.00 each**

Students who wish to wear jacket/ blazer in class/ school are required to use the prescribed school's jacket.



# I M P O R T A N T I N F O R M A T I O N

## Influenza A (H1N1) Alert

As precautionary measures:

- √ The school will continue to **Screen** (infra red temperature checks) all students, staff and parents before they are allowed to enter their classes/ offices.
- √ Students showing fever/ flu/ cough symptoms will be directed to the sick bay, required to wear a facial mask and asked to go home to seek medical advice.
- √ Students showing fever/ flu/ cough symptoms are advised not to attend school. We seek parent's co-operation NOT to send their unwell child to school.
- √ All students, parents and teachers are advised to monitor their health and seek immediate medical attention if they develop symptoms. Meanwhile, children are advised to take vitamins to boost their immune system, drink plenty of water and practice good personal hygiene at all times.
- √ We would like to kindly request parents/ guardians to wear facial mask when picking up your children from school if you have flu or cough.
- √ Students and staffs are strongly encouraged to bring the following items to the class/ work place:
  1. portable liquid/ gel hand sanitizers
  2. disinfectant/ dettol solution to clean their OWN working table/ work stations DAILY
  3. disposable tissues / handkerchief
  4. disposable gloves
  5. face protective mask (surgical grade)

## School Fees

All school fees must be paid in the first week of each calendar month. Failure to do so will incur a payment reminder notice. All fees must be settled to allow your child to take the school examination. Students with any outstanding fees are not permitted to take any examination until all fees are settled.

## Student Pass

Please be reminded that all foreign students are required by Law in Brunei Darussalam to hold valid Student Pass to be able to study in this country. Please check your child's Student Pass and it is important that it is valid. Students without student passes are not permitted to attend school in Brunei Darussalam. Renewal of Student Pass for School Year 2010 is on going. Parents may now **renew** their child's student pass for school year 2010. Renewal form is available at the front office. Parents who have renewed their child's student pass, please submit the green copy to Olivia at the front office. Should you have any problems, please see our front office staff for assistance.

## General School Assembly

School assemblies will be held every Monday at 9.45 am for morning sessions and at 3.30pm for afternoon sessions. All Students are required to attend school assemblies as important information will be announced. Uniform and hygiene will be checked during school assemblies.

## Dismissal

We would like to seek co-operation from parents and guardians to be punctual in picking up their child after dismissal. Although teachers are assigned to assist students after dismissal but we seek parents concern to pick your child on time as this would allow our teachers and staff to be off on time whilst taking a good rest after a long day of work. Your understanding in this matter is very much appreciated.

All parents are requested to wait for their children at the waiting area during dismissal time. Kindly do not wait outside the classroom. Early Dismissal form is required to be filled out at the front office if parents would like to fetch their child/ children early.

**Parents who wish to see their class teacher or subject teachers** during school hours are required to check with our front office staff for their availability and not directly to the teacher in the class to avoid disruption while teacher is conducting their lesson. We seek parents' co-operation and understanding on this matter.

## Waiting & Pick up Area

We do not encourage students of Seri Mulia Sarjana International School to be picked up along the highway where students have to walk down the hill to get to their parents or guidance unless the child is accompanied by their parents/guardian. The reason being that children are young and is dangerous for them to walk down hill. Parents who still wish to use this down hill steps may do so on their own risk and responsibility since it is out of the school vicinity. The school will not be held responsible of any injuries or accidents.

We seek parents co-operation to **TURN OFF** your vehicles' engine if you park near to the waiting area while waiting for your children. Engines not turned off produce fume that pollute air with carbon monoxide which is poisonous in the waiting shed where our young children sit and wait for their parents. This is absolutely unhealthy for our students.

**ZEBRA CROSSING**, we seek parents co-operation to STOP at this point to allow our students to cross the road safely especially during morning and afternoon drop off time as well as during dismissal time.



## Student Safety

It is the policy of the school that each student must be picked up their own parents or legal guardian at dismissal times. Students will NOT be released to any other person(s), however should there be a need that your child will be picked up by another person, you must inform your child's class teacher and front office with the following information:

- Name of the person picking up your child
- Relationship to the child
- Contact number of the person
- I.C number

I.C must be presented when collecting the child.

**Chinese class for school year 2010** will continue to be an elective subject for all students from Kindergarten 3 to Year 6. Chinese Classes will commence on Monday, 25<sup>th</sup> January 2010.

For enrolment, forms are obtainable from your child's class teacher. Please take note that completed form must be submitted to your child's class teacher on or before Tue, 12<sup>th</sup> Jan 2010.

### **First Day of Preschool**



So you've done all the research and picked out the perfect preschool for your child. A backpack stuffed with crayons, paper and glue sticks are waiting by the front door. That all-important first-day-of-school outfit is hanging in the closet, and the snack you've made to share with the class is wrapped and ready to go. The first day of preschool has arrived and it's time for your child to begin an educational journey that will last nearly two decades. How can you make this monumental first day a great one?

### **The Crying Game**

First, be prepared for some tears. It's a scenario played out at preschools everywhere. A child, screaming, holding on to mom or dad's legs for dear life, refusing to even look at the classroom, much less walk into it alone. Relax. It's normal. Kids this age thrive on familiarity so when they are placed into a new situation, it's common if they panic a little bit.

Saying goodbye to mom and dad, particularly if it's the first time out of the house alone, can be difficult for many preschoolers. For some it's old hat -- they've been in daycare for years or just have an incredibly easygoing, go-with-the-flow personality. The key is to make sure you are ready for your child to go to preschool. If you have any doubt or concerns, your child is going to pick up on it immediately. So on the big day, keep a bright smile on your face and stay positive. This will set a great tone for your child and make them realize that going to preschool is something they can and should look forward to.

For some children, the crying don't start until they see other kids doing it. It's almost like peer pressure -- you can almost see the thoughts forming in your little one's head. "If he's crying, then there must be something I should be upset about too."

In any case, crying children is nothing new to a preschool teacher. Chances are they have a process in place to deal with this very situation. Follow it. In most cases, they'll encourage you to leave. It will probably be the hardest thing you'll have to do, but it really does work. Nine out of ten times, the child stops crying within five minutes of the parent leaving. You'll return to the classroom a few hours later to find your child, happy and content with a pile of artwork they can't wait to show you. If the preschool teacher can't get your child to calm down, they'll be in touch. Trust in their experience and know they have your child's best interest at heart.

### **The Leaving is the Hardest Part**

There are some definite no-no's when it comes to saying goodbye that could actually make separating more difficult. Rule number one? Do not remove your child from the classroom. It makes it that much harder to bring him back in. Your child's teacher will likely be right by your side offering help and assistance.

It might be tempting, but don't sneak away if your child becomes distracted by another activity. Your child needs to learn that school is a place she goes to without mom or dad and saying goodbye is part of the process.

Don't ask if it's OK for you to leave and don't make promises like, "If you stay here at preschool, I'll buy you some ice cream when I pick you up." This can reinforce the behaviour if she keeps getting what she wants.

If your child does well on the first day, be prepared, you aren't out of the woods just yet. Some children waltz right into preschool as happy as can be and everyone is content. But then, out of nowhere, a few weeks into the school year, your child may start to cry when you leave. This too is very common. Basically the novelty of school has worn off and your child realizes that she isn't with you. Keep bringing her to school and dropping her off as per the teacher's instructions, this too shall pass.

### **Monthly Newsletter**

Our monthly newsletter is being distributed in the first week of each month. Our newsletter contains reminders, important dates, upcoming events and information for parents/ students. Every student will be given a copy through their class teachers. Please ensure that you receive a copy of the newsletter.



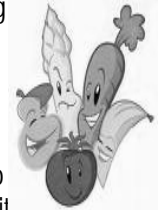
### **School Calendar**

School Calendar will be out very soon. ALL students will be given a copy. Please be guided with this calendar and do make use of this calendar as references to plan your vacations.



### **Healthy Snacks**

Students are encouraged to bring healthy food or snack to school, it has been observed that some students still bring snacks like, crab stick, instant noodle, soft drinks, sweets and chocolate to school for snack during break time. Parents are advised to pack healthy snack for their child. Students are also encouraged to bring water or fresh fruit juices instead of carbonated drinks.



### **Parent-Teacher Communication**

We believe that children do better in school when parents talk often with teachers. There are number of ways that parents and teachers can communicate with each other, rather than relying on the scheduled parent-teacher meetings. Close communications between parents and teachers can help the student.

Teachers usually welcome meeting their students' parents early in the school year. Making an effort to do this will help the teacher better understand you, your child, and how you will support the education of your child. Teachers appreciate knowing that parents are concerned and interested in their child's progress. And, this helps open the lines of communication.

Phone calls and visits to the classroom are also good ways to cooperate with teachers and keep informed about your child's progress. Discuss appropriate times and means of contact with the teacher.

Parent-teacher meetings are often scheduled before examinations. For parents and teachers, this is a chance to talk one-on-one about your child's progress.