



NEXUS
INTERNATIONAL
— SCHOOL —
MALAYSIA

Embracing Diversity Challenging Minds

Secondary

**PARENT & LEARNER HANDBOOK
2017-2018**

This handbook has been compiled by Nexus International School to provide learners and parents with clear information about the policies and procedures of the school. There are many important areas addressed here and we therefore urge all parents and learners to read the handbook. Please let us know if there are aspects of school life or questions that are not covered in the handbook.

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WELCOME MESSAGE FROM THE HEAD OF SECONDARY

Thank you for choosing Nexus International School for your son or daughter.

It is well documented that children learn best when their parents are both interested and involved in their school-life. At Nexus we acknowledge the importance of close parent-teacher-learner links and encourage you as parents to be involved completely in the education of your child. This handbook has been written to assist with this and make clear the systems, procedures and expectations of the school.

On behalf of the management and staff in the secondary school, I welcome you to Nexus and hope that we are at the start of a meaningful and productive partnership between you, the staff and of course, your son or daughter.

We have some outstanding facilities here at Nexus to assist our dedicated and hard working, professional teachers to do what they are passionate about – helping children to learn effectively, and fulfil their potential.

Please do read the guide carefully and contribute to your son or daughter's successful future. We welcome feedback – please contact us if the handbook does not answer your questions.

Kind regards,

A handwritten signature in black ink, appearing to read 'Chris Lynn', with a horizontal line underneath.

Chris Lynn
Head of Secondary

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OUR APPROACH TO SCHOOLING

Our Purpose

To educate the youth of the world to take their productive place as leaders in the global community.

Our Mission

To be acclaimed by the world-wide international education community as a provider of the highest quality international education which is specifically matched to the needs of our expatriate and local students.

Our Vision

Nexus International School will be an internationally minded learning community that nurtures and supports every child's emotional, physical, creative and intellectual needs in order that they can achieve academic success and become globally responsible citizens. We will accomplish this by celebrating diversity and challenging minds.

Our Core Values

being dedicated to a culture of **Respecting** and caring for each other
openness in **Excellence**
acting with **Communication**
being **Integrity**
creating **Passionate** in what we do
Enjoyable environments

Our Promise

To treat everyone as gifted and talented individuals and to foster those talents and gifts through careful mentorship and guidance that is based on respect for all.

To provide an environment that allows these talents to flourish: one that is innovative, progressive and grounded in trust, compassion and respect.



Philosophy

We believe that children can be taught and encouraged to be self-regulating learners via a mixture of direct and enquiry based approaches. We utilise ICT to help children become more independent learners.

All children can learn, but they are individuals and have their own learning needs. We aim to personalise their learning experience with focused differentiation. We provide additional support to children who need it to be able to realise their potential. Language and Learning Support teachers can provide valuable advice and classroom input if and when required.

Teacher Professional Learning (PL) is a significant aspect of working at Nexus. All teachers participate in a programme designed to increase understanding of Pedagogy, ICT, curriculum and teaching English to second language learners. PL comprises professional learning communities, individual learning goals, regular plenary sessions, external courses and conferences, seminars and personal reflection.

Senior and middle leaders support all staff to undergo the Teacher Performance Assurance (TPA) procedure for purposes of salary and contract renewal. The process is designed to ensure that there is a clear boundary between capacity building (PL) and evaluation (TPA).

Looking For Learning

Our definition of learning:

Learning is a personalised process where connections are created or strengthened in the brain as we build on knowledge, skills and attitudes whilst deepening our understanding and applying these in a variety of contexts.

Learners are regularly asked about their learning by peers, teachers and the school management and it is our aim to develop teaching and learning methods through the use of this feedback.

International Mindedness

Our school definition of International Mindedness is:

“An understanding of ourselves as part of a global community and a respect for and celebration of diversity within that community.”

Restorative Practice

In order to promote a culture of respect throughout the school there is a joint responsibility of care for all staff members towards the learners and at Nexus we follow the principles of *Restorative Practice*.

Restorative Practices are based on principles that emphasize the importance of positive relationships as central to building community, and involves processes that repair relationships when harm has occurred.

The restorative conversation is based around the key questions:

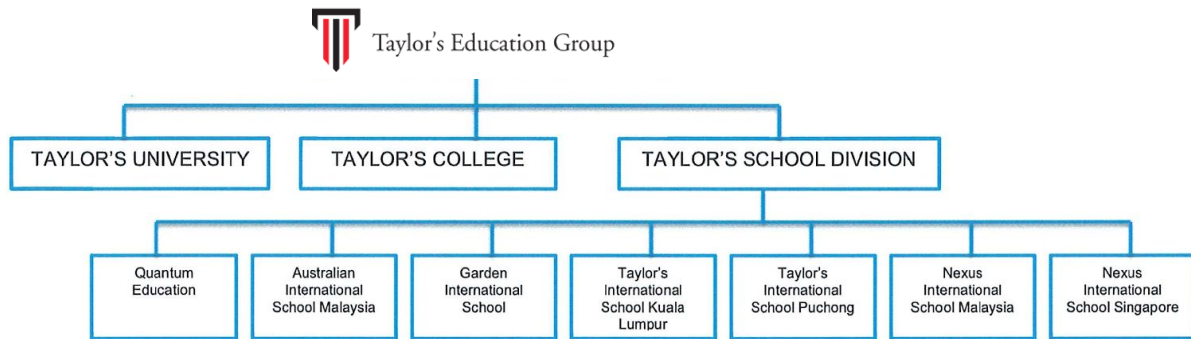
- What happened?
- Who has been affected? How did it affect you?
- What is need to make things right?

This culture of respect is also specifically taught through the Personal and Social Development programme in Secondary.

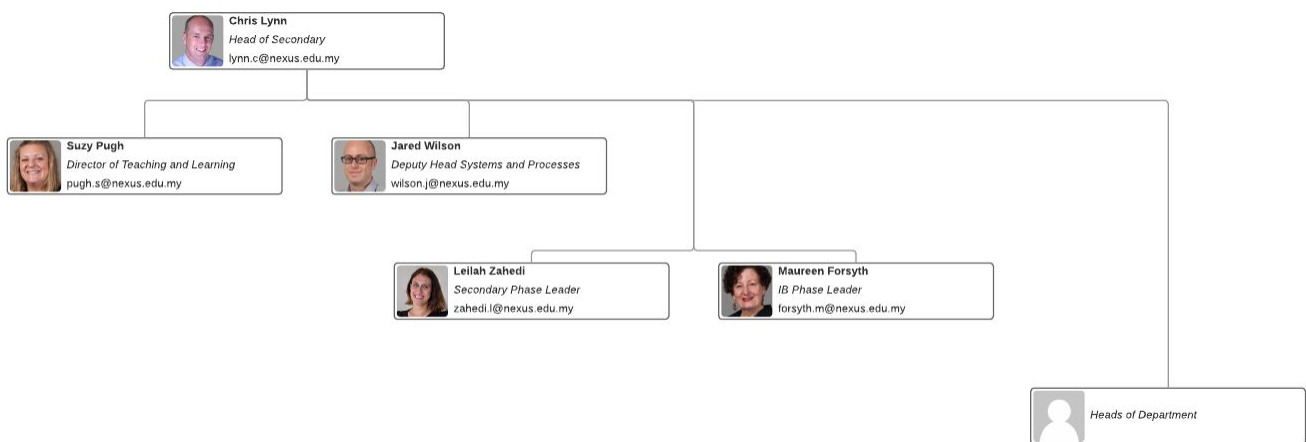
STRUCTURE AND STAFF

Ownership

Nexus International School is owned by Taylor's Education Group. Other schools in the group are:



Management structure



The Assistant Head Phase Leaders assist in the daily routines of overseeing the pastoral side of the secondary school. Curriculum Leaders have responsibility for implementing and monitoring the curriculum in their learning areas. Each learner has a form tutor; whom they meet in their form group for Personal Social Development (PSD).

In most situations the initial point of contact for parents should be the learner's subject teacher or form tutor. Should questions remain after that meeting, parents are invited to contact the relevant Head of Department or Phase Leader. Please refer to "Communication protocols".

Secondary Staff

Biographies and contact details for each member of staff can be found on the Nexus website www.nexus.edu.my

Key Contacts: email addresses

Name	Position / Room	E-mail
Alison Hampshire	Principal	hampshire.a@nexus.edu.my
Chris Lynn	Head of Secondary	lynn.c@nexus.edu.my
David Griffiths	Head of Primary	griffiths.d@nexus.edu.my
Leilah Zahedi	Assistant Head Phase Leader Y7-11	zahedi.l@nexus.edu.my
Maureen Forsyth	Assistant Head Phase Leader IB	forsyth.m@nexus.edu.my
Sandra Curtis	Lead Teacher Inclusion	curtis.s@nexus.edu.my
John-Paul Green	Head of Maths	green.j@nexus.edu.my
Vincent Palombo	Head of Science	palombo.v@nexus.edu.my
John Dorrell	Head of English	dorrell.j@nexus.edu.my
Kay McCabe	Head of Humanities	mccabe.k@nexus.edu.my
Martyn Nayman	Head of LOTE	nayman.m@nexus.edu.my
Mauro Brooks	Head of Art	brooks.m@nexus.edu.my
Paul Beattie	Head of PE	beattie.p@nexus.edu.my
Andy Smith	Director of Sport	smith.a@nexus.edu.my
Tim Costello	Director of Music	costello.t@nexus.edu.my
Premila	PA to the School Leadership Team	premila.r@nexus.edu.my
Anu	Senior Admissions Executive	anu.k@nexus.edu.my
Student Services	Student Services Officer	studentservices@nexus.edu.my
Kelvin Leong	Head of Operations	leong.k@nexus.edu.my
Jacquie Hay	Examinations Officer	hay.j@nexus.edu.my

COMMUNICATION



Communication between home and school is of vital importance to the development and progress of your child. Parents and learners must be aware of the expectation of the school program. Likewise it is very important for us to be informed if there is any change in the home situation or if, at home, your child might show signs of any unhappiness. Any change can have an effect on a child's wellbeing and teachers are well equipped to help the children in time of stress. Please make an appointment to speak with us if you are concerned about any aspect of your child's progress.

It is vital for parents to make contact with a subject teacher, form tutor, Head of Year or Phase Leaders immediately should there be any concerns about your son/daughter's progress. Do not feel you need to wait for formal conferences; we encourage parental involvement and appointments can be made easily to see a teacher or member of the leadership team.

Communication protocols

1. If you email a teacher directly please also cc. the Head of Year and Tutor and subject teacher (if the email is subject-specific).
2. If you email a Phase Leader directly please also cc. the Head of Secondary.
3. If you wish to speak to a teacher on the phone, please leave a message with the school receptionist. The teacher will then phone back when they have a convenient time.
4. Please do not phone a teacher's personal hand phones unless you have prior agreement from the teacher.
5. The school will attempt to return all correspondence within 24 hours, both for email and phone.
6. If you wish to speak to a teacher face-to-face, please telephone the school and make an appointment with the appropriate staff member.
7. If you wish to visit a classroom, you must make a prior appointment with the teacher concerned.

The school operates various means of communicating relevant and useful information. It is your responsibility to check these various communication channels regularly.

Nexus Parent zone

Please check the school Parent zone regularly as this will be used for notifying you of policies and procedures, cafeteria menu, advertising of current and upcoming events and other news.

The address is www.parentzone.nexus.edu.my

Parents out of Malaysia

If both parents are planning to be out of Malaysia, you must appoint a guardian. It is essential that the school is informed and provided with details of your guardian's address and telephone number.

Data storage and privacy

The school maintains a database (Engage) that contains a wide range of data about your child and family. This data is collected only to support the educational progress of your child and is not shared with any other organisation or agency. You may ask to see your own data at any time. Please inform the school immediately should your personal data change, for example; change of address or telephone numbers (see below).

Change of address and other personal details

It is vital that the school is made aware of any change of address, telephone numbers (personal or office) and medical information. Failure to inform the school could lead to delays in times of emergency. The school carries out regular checks for accuracy but it is your responsibility to advise us of any changes. Please contact the form tutor or admissions staff.

PTA (Parents & Teachers Association)

The purpose of the PTA is to support the school and be a further link between home and the school. All Nexus parents belong automatically to the PTA and are entitled to stand for election to the management committee. The committee is elected at the first meeting of the year – further information about this is included in Connect during the weeks before the AGM. The PTA is responsible for organising a variety of social activities, some of which may be fundraising initiatives that ultimately benefit the children and the school. If you would like to be a part of the group in any way (perhaps leading or just helping out from time) please contact the Principal. At the beginning of each year there will be an AGM where a committee is voted in.

Parent Workshops and Forums

We feel it is important that as parents and guardians you are confident with our educational philosophies and ideals. Throughout the course of the year interactive Parent events and workshops will be held either in the school theatre, the Multi-Purpose Room (MPR) or Boarding House. These cover a variety of different educational topics related to your child's education. Specific requests can be sent to the PTA or through the Director of Learning and Teaching. These may also be an opportunity to meet with the Principal, Head of Secondary and other leadership staff to discuss issues or concerns that you may have. However, issues regarding individual learners should be addressed by making an appointment with the relevant person. All parents are cordially invited to attend. Information regarding times will be sent to all parents after the start of each term.

Yearbook

The school creates a Yearbook at the end of each academic year, which is published in June.

CALENDARS AND TIMETABLES

Term Dates 2017-2018

Term 1	Monday, 21 August – Friday, 15 December
Term 2	Thursday, 4 January – Friday, 30 March
Term 3	Tuesday 17 April – Friday, 29 June

(Please see the main school calendar published on the website for more details of specific holidays)

Regular calendar updates are published in Connect and on the school website. We encourage families to come to school and support their children in their various activities.

The School Day

There are eight academic lessons in each school day. Each lesson lasts for 40 minutes. The secondary school day times are:

8.40-9.20	9.20-10.00		10.20 -11.00	11.00-11.40	11.40-12.20	12.20-1.00		1.50-2.30	2.30-3.10	3.20-4.30
Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lesson 5	Lesson 6	Lunch	Lesson 7	Lesson 8	CCAs Mon-Thurs

Some learners are required to attend Agama lessons from 3.20-4.30 on Tuesdays and/or Thursdays

Secondary School Start Time

The Secondary School starts promptly at 8:40am when the first class begins; learners are expected to make their own way promptly to all classes. Attendance is checked in every class throughout the day, using our Engage attendance system. As learners enter the school, they are required to use their Nexus One Card (swipe cards) at the electronic points to register their attendance. Attendance will be recorded and displayed on all academic reports.

Secondary School Break and Lunch Times

The morning break runs from 10:00am to 10:20am. The lunch break runs from 1:00pm to 1:50pm. All learners must eat food in the designated eating areas only. Food and drink should only be purchased at break or lunch or can be bought at the end of school. Years 7, 8 & 9 have lunch in the main school Canteen and Years 10-13 have lunch in the Secondary Cafeteria. Years 12 and 13 are allowed out of school at lunchtime and must follow the signing in & out procedures for IB learners.

CURRICULUM AND ASSESSMENT

The Nexus International School mission statement provides a foundation for the curriculum. All learners at Nexus will experience a broad and balanced curriculum. Course outlines for all courses are given to learners.

Learning Areas

Years 7 to 9 Middle School Programme:

In Years 7 to 9, children make the gradual transition from IPC in Primary to the IGCSE and on into the IB Diploma exam processes. Experiences are planned around key concepts (Big Ideas) to enable learners to make cross-curricular links. Learning should be deep and active using collaboration, technology and inquiry based learning strategies. Teachers explicitly develop activities to promote mindsets and competencies.

All learners will engage with 7 Learning areas plus PSD:

1. English
2. Mathematics
3. Science
4. Humanities
5. Languages Other than English
6. Arts (Art, Music, Drama)
7. Physical Education and Health

Years 10 & 11 International General Certificate of Secondary Education (IGCSE):

In Years 10 and 11 learners follow a full range of courses preparing them for IGCSE (International General Certificate of Education) examinations. A technology rich, inquiry and discovery based learning pedagogy should still be maintained. Teachers explicitly develop activities to promote mindsets and competencies.



All learners will engage with 5 Curriculum areas plus 2 optional IGCSE subjects, Core PE, Digital Literacy and PSD:

1. English
2. Mathematics
3. Science (3 Sciences)
4. Humanities (Global Perspectives)
5. Languages other than English (Bahasa, Mandarin, Spanish and French). Learners must choose at least one language.

Optional IGCSE Subjects include Art, Business Studies, Economics, Geography, History, Drama, Music, Media Studies and PE.

IB Learner Profile and ATLS

Leading on from the **PATS-ATLS**, the **IB Learner Profile** and **ATLS** (Approaches to Teaching and Learning Skills) are part of the IB Philosophy and equally inform planning for the IB Diploma curriculum:



Learner Profile (Knowledgeable, Risk Takers, Principled, Caring, Reflective, Communicators, Balanced, Thinkers, Open Minded, Inquirers)

ATLS (Communication, Collaboration, Organisation, Affective Skills, Reflective, Information Literacy, Media Literacy, Critical Thinking, Creative Thinking)

Timetable

All learners are given a personal timetable showing subjects, times and rooms.

Nexus Pedagogy

As an inclusive school, all teachers strive to make the learning accessible for all learners and provide a personalised learning pathway for all learners. Inclusion teachers are linked to every curriculum area and can provide support through collaborative planning and co-teaching to ensure this is effective.



Assessment

Assessment is carried out for two main purposes: assessment **of** learning and assessment **for** learning.

Assessment for learning happens all the time in the classroom. Teachers collect feedback and advice about what your child has learned and what their next steps are for further learning. When teachers assess for learning, they are gathering information about student learning that informs teaching and helps to improve learning. Feedback during this process can come from many sources, including the learners themselves, peers, teachers and parents, and will usually be related to a specific piece of learning. Assessment for learning is sometimes referred to as formative assessment.

Assessment of learning refers to assessment that measures what has been learned at the end of a learning cycle. There may be several of these during a unit or topic. This assessment informs decisions about individual learner achievement. It enables all stakeholders to compare learner progress against an external standard, with other learners and their own prior achievements. These comparisons are often reported as grades (letters, numbers, or and). Assessment of learning is sometimes referred to as summative assessment or evaluation.

Communication with Parents

Academic reports

		Based on	Shared with Parents
Term 1	All year groups receive Next Steps reports	CA 1	13 Oct 2017
Term 2	Written Comment Reports Year 11 and Year 13	CA 2+3	23 Feb 2018
	Next Steps Reports Years 7-10 and Year 12		30 Mar 2018
Term 3	Written Comment Reports Years 7-10 and Year 12	CA 4+5	27 June 2018

Raising Achievement meetings

Term 1	TBC	Pastoral Settling In Day (all form tutors)
	1st Nov 2017	Year 7 PTLC
	15th Nov 2017	Year 12 PTLC + Head of Year day (invited learners only)
	22nd Nov 2017	Year 10 PTLC
	6th Dec 2017	AP LLC
Term 2	9th Jan 2018	Year 6-to-Year 7 Taster Day
	17th Jan 2018	Year 8 PTLC
	30th Jan 2018	Year 13 PTLC
	7th Feb 2018	Year 11 PTLC
	21st Feb 2018	IB Exhibition / Year 11 Taster day
	7th Mar 2018	Year 9 PTLC
	15th Mar 2018	Year 7 Open morning (parents visit lessons)
	28th Mar 2018	AP LLC
Term 3	25th Apr 2018	All Years Exhibition of Learning RAD + Year 9 Options
	20th Jun 2018	AP LLC

Key Terms:

PTLC	Parent-Teacher Learning Conversation	RAD	Raising Achievement Day
LLC	Learner-Led Conversation	CA	Common Assessment

Internal Examination Dates

Year 12 Pathway Exams	31 October - 3 November 2017
Year 11 & Year 13 Mock Exams	8 January - 19 January 2018
Year 12 Mid-Course Exams	7 May - 11 May 2018

Home learning

Home learning is important because:

- It can foster a sense of self-discipline and responsibility and prepare students for upper grades
- It may extend class work, projects and assignments, essays and research

General guidelines

We have general guidelines on time, tasks and other elements of good homework practices. For example, some learners may *want* more homework and some learners may *need* summative tasks for homework (e.g. IB learners taking past papers)

How much?

Most government guidelines around the world agree that the 10-minute rule, starting in year 2, applies. This would mean that per night, homework should be (maximum):

Year 7 - 60 minutes up to **Year 13** - 120 minutes

If you are concerned about your child getting too much homework, please get in touch.

We do not set home learning for a weekend (given on a Friday to be completed by the Monday), we also do not set home learning over holidays for learners in Years 7-9.

Tasks

Homework should be:

- **Formative not summative** - for teacher feedback on understanding, not grading
- **Customised** - learners are sometimes allowed to submit any evidence they wish (Freeform homework)
- **Assessed on completion not quality** - We won't kill motivation or course grades by being too punitive on work quality (Preferably, we don't grade at all, but we require completion so we can assess your child's learning)

Parents

“Home learning that cannot be done without help is not home learning”

Research points to the fact that planning for parental involvement / support can lead to [widening gaps in achievement](#). We do not set tasks that cannot be completed independently.

Where is homework set?

All homework is set using either Google Classroom or in Managebac for IB learners.

Library



We have a very well-stocked library staffed with a trained and qualified library manager. Learners have the opportunity to borrow books from the library. These should be returned in the same condition as when borrowed. Secondary learners may borrow library books for a period of two weeks.

Library and research skills are integrated into the lessons and are taught to help our learners prepare to use libraries, books and information throughout their lives.

Parents and carers are always welcome in the library, which often displays class work completed by the learners. We are also pleased to have parents helping learners and the Librarian in the Library. This could involve such activities as assisting during storytelling, Book Week or other special events. There are many ways parents can help and we are always pleased to hear from any parents willing to help in our programmes. Should you wish to assist in this way, please contact the library staff.

Textbooks

Most courses at Nexus do not follow a specific textbook. Teachers will draw on a variety of resources when teaching a course and many courses in Years 7-9 will not have a prescribed textbook. Some courses do have textbooks, especially at IGCSE or IB level. The school tries to minimise the costs of textbooks, but many are sourced from overseas. Textbooks can be purchased from the Online Book Store www.ubsm.com.my/booklist/nexus

Inclusion - Learning Support (LS) and English as an Additional Language (EAL)

The subject teacher is responsible for the teaching and learning of all learners in his/her class. If you think that your child needs support from either Learning Support or EAL, please approach the form tutor, Head of Year or relevant Phase Leader to discuss your concerns.

Technology 1:1 scheme

Nexus is an Apple Distinguished School and has been recognised for its innovative use of technology to engage learners and deepen learning. As a 1:1 school all learners in Years 7-13 are required to have their own laptop (MacBook) containing the school developed image and software. It is recommended that all learners have access to the Internet at home, although parents should monitor their home use. The school has an on-going educational programme for using IT as a tool for learning, which includes the importance of Internet Safety. Please refer to the 1:1 FAQ booklet and User Agreement for further information. All learners automatically accept and follow the school's [User Agreement policy](#).

TRIPS / ACTIVITIES

Day Trips

To facilitate the provision of a broad and balanced curriculum, learners at all year levels may take part in pre-planned field trips or excursions. Parents will be informed about these well in advance, consent forms will be required for all such excursions and where necessary the payment of transportation and entry fees will be required in advance of the trip taking place.

Learning Experiences outside the classroom

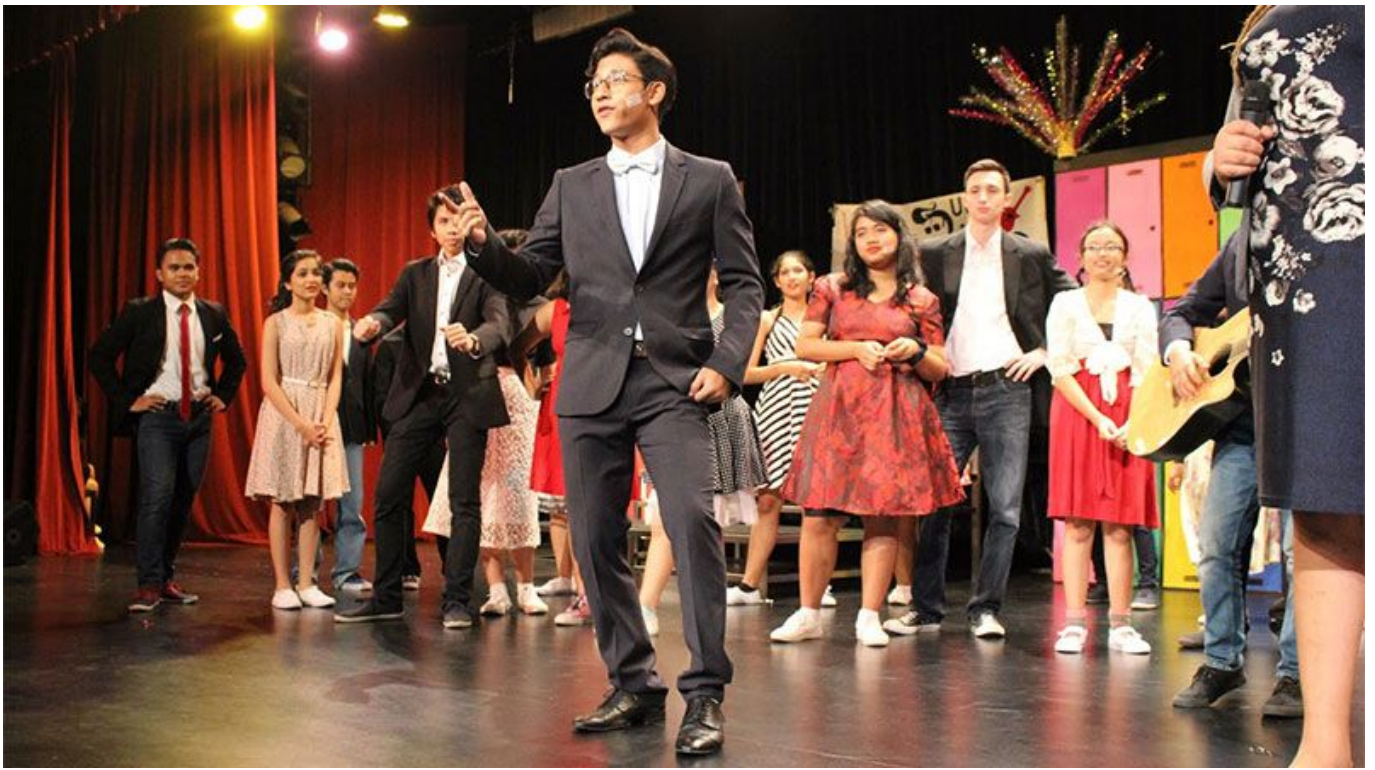


For one week during Term 3, Nexus takes a week off timetable where all learners in Primary and Secondary enjoy a week of learning experiences outside the classroom. These will include opportunities for learning adventures on campus, in the local area, within Malaysia or even internationally. These experiences are planned to enhance and support the curriculum. Through these opportunities, we aim to help develop the “whole person” by encouraging initiative, self confidence and active involvement. They are compulsory and every child is expected to attend. There may be an additional cost for these experiences (depending on the nature of the option chosen by the learner). At IB and IGCSE there may be additional residential trips organised directly linked to the curriculum.

CCAs

A range of co-curricular activities is on offer throughout the week from 3:20pm to 4:20pm during selected periods of each term; however, there may be some that may last longer or take place at different times of the day. School transport details can be found here. Sessions are provided by Nexus staff & external professional trainers/facilitators. There is always a diverse range of activity options for all learners. Activities may alter each term dependent on popularity or specific school focuses. Learners attending after-school activities must be collected from the school premises promptly. Information on current after-school activities and enrolment is distributed separately from this handbook each term. For further details and a current schedule please refer to the CCA Coordinator.

There are also opportunities to sign up for additional music instrumental and singing lessons. Please speak with the Director of Music for further details.



All enquiries regarding after school activities should be addressed to our CCA coordinator. If you are interested in offering an activity please contact our CCA coordinator at cca.enquiry@nexus.edu.my

International Award

The school is accredited to offer the International Award. The International Award is a self-development programme available to all 14 to 25 year olds. Over 7 million young people worldwide have taken up the Award challenge. The International Award is an international version of the Duke of Edinburgh's Award. For more information on the benefits of the Award and its structure please visit the official website: www.intaward.org

Please talk with the IA Coordinator if you are interested in being involved.



School Council

The school council is one of the most significant leadership opportunities available to learners. The school council meets on a regular basis with elected members from each year group. Their role is to discuss Secondary school issues and how to further develop the school. There are also occasions when the Primary School Council will work with the Secondary School Council.

Sports Teams



Nexus school teams take part in many sporting competitions within the KL and Malaysian international schools circuits (both the KLISS & ISAC conferences). There are also other invitational events and tournaments that take place throughout the year in a wide variety of sports including football, athletics, basketball, badminton, volleyball, swimming.

Matches may take place at weekends as well as after school on weekdays. It should be noted that matches are a school commitment and learners are expected to play if they are selected for their team (school sport taking a priority, unless alternative arrangements have been organised, such as a trip, orchestra practice or play rehearsal). Parents are encouraged to attend and support all matches, but especially home fixtures. Learners are informed well in advance of team selection.

Participants must wear appropriate kit (including footwear/shin pads etc. when necessary) for the particular sport as detailed by the coach and/or Director of Sport. Match team kits will be provided by the school. For training, learners may wear PE or House kit.

Sports Code of Practice

All learners selected to represent Nexus in a school team are expected to be available for every fixture, during the week, and at weekends, throughout the season. In exceptional circumstances, unavailability should be discussed with the coach and Director of Sport giving plenty of notice.

Swimming

Swimming is part of the core curriculum and all learners are expected to participate. Swimming lessons and free swimming are taught and supervised by trained staff with lifesaver qualifications.

PASTORAL CARE

Pastoral care is at the heart of all that we do at Nexus, and children are supported by an excellent and committed staff. Every learner is assigned a form tutor within a tutor group, which is the basis of the system of guidance and welfare that enables us to take personal care of each student. Each year group from Years 7-11 is led by a Head of Year. The form tutor should be the first point of contact for parents regarding any pastoral issues. Curriculum queries are directed to subject teachers. We encourage our learners to make the most of the international context in order to embrace other cultures and develop lifelong friendships.

Nexus is a safe environment where different children from different backgrounds can all learn in a happy atmosphere. All who are involved with our school show respect and consideration for others. The school property and the property of those within school should be looked after. Everyone at Nexus takes responsibility for making our school a happy place in which to work. If learners, staff and parents feel proud of our school then we should be able to create an environment where we are able to Embrace Diversity and Challenge Minds.

Role of the form tutor

The form tutor is the main link between home and school, and will be expected to contact parents directly when there may be concerns over any learner in their form. Form tutors may sometimes invite parents into school to discuss aspects of a learner's progress – whether academic or behavioural. Form tutors have a key role in helping to track learner progress by:

- Mentoring a learner's academic progress with reference to regular analysis of target grades and interim reports;
- Identifying if a learner is underachieving across subjects and activate intervention as required;
- Commenting on each learner's achievement, personality development and progress in the reports;
- Providing diagnostic feedback for learners on their academic progress and social and behavioural development;
- Communicating with parents on a regular basis to recognize success and/or highlight concerns.

In addition, Year 12 and 13 tutors are responsible for the approval and monitoring of CAS projects. They will meet with learners regularly to discuss the appropriateness and progress in their CAS programme. They are also responsible for helping students with their University applications (including personal statements and references).

Positive Behaviour Policy

The school's positive behaviour management policy creates an environment which gives teachers their right to teach and learners their right to learn without interference. Nexus believes in teachers working proactively with learners to solve behavioural problems in a respectful, creative, supportive and non-threatening manner. We place emphasis on teaching learners the importance of personal responsibility.

We are an 'International School' and, with a school community comprised of so many different nationalities and cultures, respect is key to the success for everyone at school.

We expect that all members of the Nexus International School community will:

- Respect all other members of the school community.
- Respect their own and others belongings (including the school's).
- Always try to do their best and help others to do their best.
- Work and play in a kind and thoughtful way.

All members of staff are expected to teach learners appropriate behaviour and are encouraged to respond to incidents of misbehaviour by using **Restorative Practice techniques**. All learners at Nexus are taught the steps of Restorative Practice to help them resolve conflict and they are expected to take personal responsibility for their actions. If there is a serious shortcoming in a child's behaviour, his/her parent will be invited to discuss the matter with the relevant teacher at school. The management of the school will be kept informed on all issues and will intervene where necessary. In cases that it considers sufficiently serious, the school reserves the right to suspend and/or expel a child. More information can be found on the [Learner Engagement Policy](#).

Attendance

The school year is 180 days long. The teaching days are full and intensive. It is therefore important for attendance to be as near to 100% as possible. We would ask for your support in trying to achieve this. At Nexus we teach until the very end of term. It is in your son or daughter's interest to fully complete each term. [Nexus Attendance Policy](#)

Illness

Should your son or daughter be unable to attend classes please phone or email the school office as soon as possible to let us know that s/he will be absent. Please also send a sick note and, wherever possible, a medical certificate for absences of more than 2 days.

Obviously if your child is ill you must keep them at home. A child with a high temperature, diarrhoea or sickness should not be at school. If there is another special reason why your son or daughter needs to be absent from school, please submit your request in writing, with as much notice as possible, to the school management. Please clearly state the reason for the request.

Taking children out of school

Parents may wish to take children out of school for a variety of reasons. These might include medical appointments, visa and passport requirements, important family occasions or visits to the mosque on Friday afternoons. The school grants most requests – please inform the office in advance if you wish to take your children out of school during the day so security can be informed.

Please note: Security will not allow you or another person to take your child off-site during the day if they have not been informed.

Friday Prayer

Learners may attend Friday Prayer, but are required to arrange their transport to and from the local mosque. For security purposes we ask parents to send a letter to school, giving permission for their son(s) to leave school on a Friday afternoon. Attending Friday Prayer means that learners will miss some lesson time.

Daily attendance routines

- **Before school:** Learners go directly to class by 8.40. Attendance will be taken using the Nexus One Card (swipe card) system; learners arriving late should report to the School Leadership Office and will be recorded as "L". Phase Leaders and Heads of Year monitor learners who are repeatedly late and may request a meeting with the learner and parents depending on the situation.

- **Punctuality:** Arriving on time to school is essential for learners and staff. Lessons start at 8.40am and the ideal time to arrive is between 8.15am and 8.30am. Learners arriving after classes start will be marked as late, as well as miss valuable learning time. Please help your child to be on time. It should be noted that attendance and punctuality figures are recorded and published on learners' academic reports.
- **Morning break:** Secondary learners can eat in the cafeterias only. They may play in the secondary quad and designated outdoor areas. The IB Common Room is available for Years 12 and 13 Learners and the library is available for quiet activities.
- **Lunch:** Middle School learners are served in the cafeteria from 1:00-1.50 older secondary learners may also eat in the boarding dining room.
- **Wet days:** the library and common room are both available. Food and drink (except water bottles) are not permitted in those rooms.
- **After School Collection:** Secondary learners are not required to assemble at the end of the day. Please arrange a collection place with your child. This is normally in front of the boarding dining room for secondary learners – “Secondary Pick-Up Point”.

House System: Nexus Wolves



Houses at Nexus are called:

North Wolves: Red Sash shirt
 South Wolves: Blue Sash shirt
 East Wolves: Yellow Sash shirt
 West Wolves: Green Sash shirt

All learners and staff are allocated to a House. Learners stay in the same House during their time at the school.

Lockers

Lockers are allocated to learners if requested. The lockers require a “number combination” padlock, which needs to be purchased by the learner. The school takes no responsibility for valuables and learners should lock their possessions in their lockers when they are not actually using them. If learners do not request a locker, they must take extra care with their possessions.

Valuables

Learners are discouraged from bringing valuables to school. This includes electronic devices, cell phones (except the laptop) and jewellery. The school has no responsibility for the safekeeping of valuables. However, in physical education lessons the teacher will provide safe storage for valuables, including watches and money, during the lesson.

Use of the Surau

The Surau is a place / room to pray and anybody using it must show respect. The Surau may also be used to practise any related Islamic activities or lessons guided by the teacher. The Surau is not intended to be a location for Friday afternoon prayers.

Golden Rules for the Surau:

- Learners must have permission from their class teacher before they use the Surau.
- Boys must use the male prayer room and girls the female prayer room. Boys and girls may only mix in either prayer room when the teacher is present.
- Learners should behave appropriately at all times and allow others to concentrate.

- There must be no eating, drinking or sleeping in the Surau.
- When you finish praying you should make sure the room is tidy.
- Learners who consistently break these rules may be prevented from using the Surau in the future.

Assemblies

Assemblies for the secondary school are not timetabled on a regular basis, but are held as required. Parents may be invited to assemblies as appropriate.

HEALTH AND SAFETY

We endeavour to provide an environment that is physically and emotionally safe for all learners. If you have questions or comments about issues of health and safety, please contact the Administration Manager or Principal.

Security

All parents are reminded that the following procedures exist at the school for the safety of all. By necessity, our Security Guards are unable to exercise flexibility and any failure to adhere to the procedures could result in a parent being refused access to the school premises. Please do not blame the security guards when they enforce the rules.

Personal

- School ID cards: All parents and designated drivers/domestic helpers are required to carry their ID card to school, and show this ID to the school security at the school entrance. There is a deposit charged for the ID/Swipe Cards.
- Parents who forget to bring their ID card must register at the security gate and present a suitable alternative ID, which contains a photo (for example, a driver's licence).
- Drivers/domestic helpers who regularly accompany learners to and from school must be registered with the school and be issued with an ID card. Unregistered drivers/domestic helpers will not be permitted to enter the school grounds.
- Bodyguards are not permitted in the school buildings without explicit permission from the relevant Head of School.
- All collection and application of new ID tags is made through the school receptionist, and they can be collected in two working days.

Vehicles

All drivers seeking vehicle access to the school grounds must display a current vehicle pass on the front of a motorbike or on the right side of the car's windscreen. Failure to display will result in refusal to enter the site and can cause delay and inconvenience to others. Car park stickers are available from the school receptionist during school hours.

Learners in Years 12 and 13 have the privilege to drive to school themselves in their own vehicles if they wish to do so. However, the appropriate application process should be completed beforehand. The policy and application form is [here](#).

Helpers/Drivers

To encourage independence of our learners, helpers/drivers are requested not to wait on the school premises during school hours unless they are asked by the class teacher to participate in that day's activities.

Evacuation Procedures

Fire notices are posted in all classrooms. There is a fire and evacuation drill each term and the process is reviewed regularly.

- Upon hearing the fire alarm, all other employees and visitors to the school should immediately walk to the **Assembly Point**. The assembly point is located on the school field on the far side away from the school buildings.

Lockdown Procedure

In the event of an unwanted intrusion onto the premises the lockdown protocol will be initiated by an announcement that “this is a lock down”. All members of the community, including guests and visitors, must make their way to the nearest enclosed space, get out of sight and lock themselves in. The lockdown procedure is rehearsed every year.

Insurance

The school has Group Personal Accident coverage for all students and staff and Public Liability, Fire, Consequential Loss and Burglary coverage for the school. The school also obtains insurance coverage for all school trips involving students.

Photographs

From time to time photographs or video clips of our learners may be published to our website or used in publications such as the schools section in The Expat magazine or The Star newspaper’s education section. If you would not like your child’s image to be used please inform the school management before the start of term.

Smoking and Alcohol

The entire school campus is a designated smoke-free zone. Parents are asked to remind their drivers that they must not smoke inside the school campus. Ministry of Education Regulations forbid the presence or use of any alcoholic drinks on school premises during school hours.

MEDICAL MATTERS

Nexus International School has an infirmary staffed by a trained school nurse who is well qualified to deal with any medical issues and who is proactive in all medical matters throughout the school. In order to help us to limit the transfer of contagious conditions we ask you not to send children who are unwell to school. Coughs, serious colds and tummy upsets spread very quickly in schools, so please think of others and keep your child at home. If your child has an illness, especially one that is contagious, please notify the school management and the school nurse of his/her absence and the possible duration of the illness.

On occasion the school may find it necessary to make contingency plans in case of transferable diseases and will do this in full consultation with the Ministry of Health and share the plans with parents.

If a child becomes ill or is hurt at school, the school nurse and if necessary a member of the Management team, will determine whether the child is in need of external medical treatment. In all cases the parents will be called and are expected to collect the child if requested. If the school is unable for whatever reason to contact a parent/guardian, the school may arrange for the child to be taken to a medical facility for the purposes of examining the child and providing specialist treatment. Parents undertake to bear all expenses incurred by such action.

Medication

Any medication to be taken during the school day must be handed in to the class teacher or form tutor each morning. The medication should be clearly labelled with the child's name and instructions as to the administration of the medicine. Children should remember to collect the medication each afternoon before going home. **Under no circumstances should a child keep any medication in their school bag or administer medication to another learner.**

FINANCIAL MATTERS

Tuition fees

The tuition fee covers tuition and day trips. It does not cover CCA's, stationery, textbooks, exams or residential trips – additional charges apply to these items. Where possible, the cost of these will be advertised in advance, but the cost and number of textbooks varies widely between courses and years, so only an approximation may be available

Collections

All collections of cash are to be given directly to the Finance Office in the main school reception area. Teachers are not permitted to accept money from children or parents. A receipt is always issued for any transaction from the Finance Office.

Lost books

Most textbooks and library books are the property of the school. Should they get lost, a letter will be sent home informing you of the cost of that book, although the standard replacement charge for lost or damaged books is RM50. You may be able to replace it by buying the same book from a bookshop if it is available here in Malaysia, otherwise you will be invoiced for replacement.

Exam Fees

Learners entered for external examinations e.g. the (I)GCSE or IB Diploma, will receive an invoice for payment. The cost is calculated on the number of (I)GCSE or IB Diploma examinations each child takes. Once a learner has been entered for an exam, no refund can be requested. Often learners are entered for examinations 4 months before the examination is taken, due to exam board administrative requirements.

MISCELLANEOUS ADDITIONAL MATTERS

Bus Transportation

Buses will pick up and drop off at the designated pick up points at the times stated and parents are required to ensure that their children are on time. Bus drivers are not normally permitted to wait beyond the scheduled departure time as this can result in other learners being late to school. Learners travelling on the bus must wear their seatbelts, stay seated for the duration of the journey and comply with the bus driver's requests. Parents who wish for their children to take the bus should contact the bus company. It is very important that you inform the school if your child is not going home on the bus on a particular day.

Uniform

At Nexus learners are expected to wear the correct uniform at all times unless otherwise indicated. All clothing should be clearly named. Uniform is available from the School Shop during school hours.

Each learner in Y7 to Y11 should have the following:

- School polo shirt and trousers or shorts for boys.
- School polo shirt and trousers, shorts or culottes for girls.
- Appropriate closed outdoor footwear. The school cannot accept responsibility for any injuries caused by the use of inappropriate footwear.
- PE T-shirt and school PE shorts, sneakers/trainers and socks are to be worn to school for PE lessons. Learners should change their shirts at school after PE lessons.
- A 'sun safe' swimming costume for learners involved in a swimming activity.
- Sun hats are optional in the secondary school, but everyone is advised to always take care when out in the sun.
- House T-shirt is optional.
- School hoodies only can be worn in school.

The uniform for IB learners is:

- Blue school shirt and tan trousers or shorts for boys.
- Blue school shirt and tan trousers, skirt or culottes for girls.
- Appropriate closed outdoor footwear. The school cannot accept responsibility for any injuries caused by the use of inappropriate footwear.
- PE T-shirt and school PE shorts, sneakers/trainers and socks are to be worn to school for PE lessons. Learners should change their shirts at school after PE lessons.
- House T-shirt is optional.

Lost Property

Correctly labelled lost property is quickly returned to learners. Unnamed lost property is placed in the 'Lost Property' box located opposite the cafeteria. Long stay unclaimed items which are unnamed are usually given to charity. Please inform student services if an item has been lost, they will register the loss and keep you up to date if the item is found.

Chewing Gum

Chewing gum and bubble gum are not allowed at school. We also request that learners do not bring sweets or candy either on their person or in their lunch boxes.

School Facilities

Nexus is fortunate to have access to a wide range of high quality facilities. These include science labs, tennis courts, swimming pool, gymnasium, football field, theatre and a variety of specialist rooms. Learners are expected to respect their surroundings and behave appropriately in each space. Many of the facilities are available for rent by parents and outside organisations – please contact the Business and Administration Manager if you wish to book one of the facilities.

Certified Copies of Documents

The school is very happy to certify copies of official school documents. However, please follow the procedures outlined below:

1. Certified copies take at least 2 days to process, please allow the school office adequate time to do this. Hand all documents to student services and arrange a time to collect.
2. The original documents along with the photocopy must be presented together at the same time for stamping.
3. The responsibility for photocopying all documents is with the parents/learner.
4. Please ensure all official school documentation is kept in a safe place at home, especially school academic reports.

Procedure for Copies of School Academic reports

1. All school reports should be kept in a safe place at home for future reference.
2. If certified copies are required, they should be photocopied at home and then given to the school secretary for stamping at least 48 hours ahead of schedule and a time arranged for re-collection. Copies of the original documents must also be included.
3. If by accident a parent has mislaid a particular report, then the date of that report should be provided to admissions (e.g. Term 1 Year 20??) and the school will reprint that individual report only, for the parent. Multiple copies maybe charged.
4. If a Testimonial is required this needs to be requested to the school office at least 7 days in advance. The leaving learner should complete a “Leavers Form”.
5. If reports are required to be sent by post within Malaysia or Abroad, then a fee will be payable. If you require your documents to be sent by special delivery e.g. DHL, then an additional fee will be required, paid in advance.
6. Academic Reports are issued throughout the year on specific dates. There are structured school systems in place to create the reports; hence we are unable to release reports earlier than the dates specified. However, we can post a report after the published date, if a forwarding address is provided.

Testimonials and Leaving Information

If you require a Testimonial for your son or daughter as they move on to another school or college, please request this through the school secretary at least 7 days before it is required. Learners who are leaving must fill-in a ‘Leavers Form’ available from their Phase Leader. Please also provide any information on specific requirements that you may need for documentation for your next school. Transcripts for University often take several days to complete, these should be requested through the University and Careers Advisor.

Original IGCSE and IB Diploma Certificates

Please look after any official examination certificates. It is very difficult for the school to request replacements and the request would entail a large fee.

Complaints

Nexus prides itself on the quality of teaching and pastoral care provided to our learners and the support given to families within the Nexus community. However, we recognise that it is right and appropriate for a parent to make a complaint if the school has done something wrong, or failed to do something that should have been done, or acted unreasonably or unfairly.

If you do have a complaint, for whatever reason, you can expect it to be treated with care, dignity and in accordance with our communication policy procedure.