



ST. JOHN'S INTERNATIONAL --- PRIMARY SCHOOL

PARENTS BRIEFING

Early Years: 9.00am – 10.30am

Year 1, 2 & 3: 8.30am – 10.00am

Year 4, 5 & 6: 10.30am – 12.00pm

Welcome Note

Ms. Mehala Mohan

Introduction of Academic & Registry Team

SJIP ACADEMIC MANAGEMENT TEAM

**SJIS Principal:
Prof Dr.George**

**SJIP Principal:
Ms. Mehala Mohan**

**Dept. Vice
Principal:
Ms. Kwok Wei Wen**

**Academic
Coordinator:
Mr. Izzat Syazwan**

**Deputy Academic
Coordinator:
Ms. Aqilah**

**Preschool
Coordinator:
Ms. Angel**

**CCA Coordinator:
Mr. Khaiziq**

**CCA Deputy
Coordinator:
Mr. Syaquir**

**Social Mastery
Programme
Coordinator:
Ms. Nasiha**

**School Editor:
Ms. Tania**

**After School
Programme
Coordinator:
Ms. Ranjita**

**Students
Discipline
Coordinator:
Mr Shazreel**

Mathematics & Science Unit

Subject Lead: Ms Veronica

Mathematics

Ms Phyllis

Ms Malathy

Ms Veronica

Science

Mr Hazwan

Ms Aina

Ms Kavetha



Languages & History Unit

Subject Lead: Ms Hamizah

English :

- Mr Imran
- Ms Lavania
- Ms Jonaline
- Ms Shoba

Bahasa Malaysia:

- Ms Aqilah
- Ms Hamizah
- Ms Salma

History:

- Ms Ezzatulhafinas



Department of
Languages

A banner for the Department of Languages. The background is a textured, light-colored surface with faint, abstract lines and shapes. The text 'Department of Languages' is written in a large, bold, black serif font. In the top right corner, there is a circular graphic with diagonal black and white stripes.



Performing Arts Unit

Subject Lead: Ms Afiqah

Arts

Ms Nora Wahida

Ms Ganeshhiny

Ms Afiqah

Music

Mr Corgan

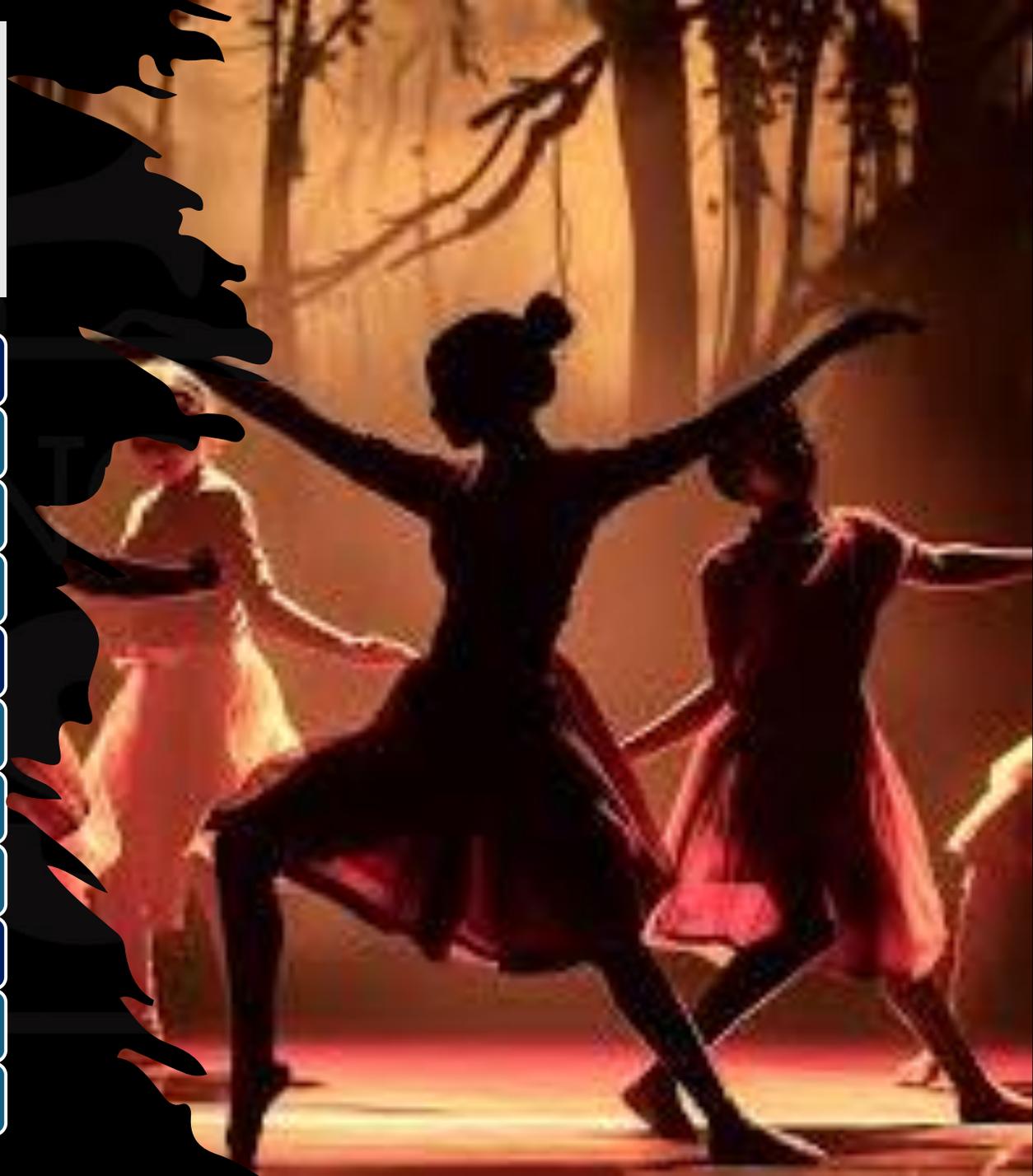
Ms Balqis

Mr Izzat

Dance & Performance

Ms Nasiha

Mr Syaquir





Examination & Curriculum Assurance Team

Lead: Ms Kavetha

Principal & Dept. Vice Principal

Academic Coordinators

Subject Leads



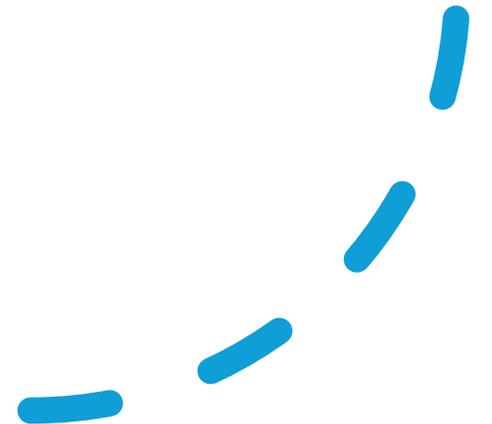
Teaching Assistants

Year 1 Teaching Assistants:

- Ms Shaleni
- Ms Tania
- Ms Zaheera

AFSP Teaching Assistants:

- Ms Aadlina
- Ms Chandra
- Ms Naga
- Ms Indera



Registry Team

Lead: Ms Hazlinatus
(hazlinatus@sjis.edu.my)

Primary: Ms Nur Dini Aliaa
(nurdinialiaamahmud@sjis.edu.my)

Secondary: Mr. Muhamad Rizuan
(rizuan.othaman@sjis.edu.my)



Academic Calendar & Planner 2025

TERM	TERM DATES	EXAM SESSION	CHECKPOINT
1	6 th Jan – 30 th May 2025	26 th – 28 th May 2025	Y1: 2030
2	16 th Jun – 28 th Nov 2025	26 th – 28 th Aug & 3 rd – 7 th Nov 2025	Y2: 2029 Y3: 2028 Y4: 2027 Y5: 2026 Y6: 2025

TERM 1

Week	Date	Agenda	Remarks
	1 st Jan – 4 th Jan	BREAK	PH: New Year's Day- 1 st Jan (Mon) Parents' Briefing: 3 rd Jan (Fri)
1	6 th – 11 th Jan	Teaching & practices	Students Induction: 6 th Jan (Mon)
2	13 th – 18 th Jan	Teaching & practices	
3	20 th – 25 th Jan	Teaching & practices	Chinese New Year Assembly: 24th Jan (Fri)
4	27 th Jan – 1 st Feb	CNY Break	PH: Chinese New Year-27 th Jan (Mon) – 31 st Jan (Fri) PH: Federal Territory Day-1 st Feb (Sat)
5	3 rd – 8 th Feb	Teaching & practices	
6	10 th – 15 th Feb	Teaching & practices	PH: Thaipusam- 11 th Feb (Tue)
7	17 th – 22 nd Feb	Teaching & practices	SJIP Awards Day and Prefects Installation: 22nd Feb (Sat)
8	24 th Feb – 1 st Mar	Teaching & practices	
9	3 rd – 8 th Mar	Teaching & practices	World Book Day: 6th Mar (Thurs)
10	10 th – 15 th Mar	Teaching & practices	
11	17 th – 22 nd Mar	Teaching & practices	PH: Nuzul Al-Quran-17 th Mar (Mon)
12	24 th – 29 th Mar	Teaching & practices	PH: Hari Raya Aidilfitri-27 th Mar (Thurs) – 28 th Mar (Fri)
13	31 st Mar – 5 th Apr	Hari Raya Break	PH: Hari Raya Aidilfitri-31 st Mar (Mon) – 4 th Apr (Fri)
14	7 th – 12 th Apr	Teaching & practices	
15	14 th – 19 th Apr	Teaching & practices	Sports Heat 1: 15 th Apr (Tues) Sports Heat 2: 17 th Apr (Thurs) PH: Good Friday- 18 th Apr (Fri)
16	21 st – 26 th Apr	Teaching & practices	Sports Heat 3: 22 nd Apr (Tues) Hari Raya Assembly: 25th Apr (Fri)
17	28 th Apr – 3 rd May	Teaching & practices	Sports Heat Pre-final: 29th Apr (Tues) PH: Labour Day- 1 st May (Thurs) Clinic 1: 2 nd May (Fri)
18	5 th – 10 th May	Teaching & practices	SJIP Sports Day: 9 th May (Fri)
19	12 th – 17 th May	Teaching & practices / Revision Week 1	PH: Wesak Day- 12 th May (Mon) Clinic 1: 15 th May (Thurs) Teachers Day & Founder Day Assembly: 16th May (Fri)

20	19 th – 24 th May	Teaching & practices / Revision Week 2	Clinic 1: 22 nd May (Thurs) Clinic 1: 23 rd May (Fri)
21	26 th – 31 st May	TE1	Fieldtrip (Y1 & Y2): 29 th May (Thurs) Fieldtrip (Y3 – Y6): 30 th May (Fri)
22	2 nd Jun – 7 th Jun	TE1 Marking & BREAK	PH: Agong's Birthday-2 nd Jun (Mon) PH: Hari Raya Haji- 7 th Jun (Sat)
23	9 th – 14 th Jun	First Term Break	

Term 2

Week	Date	Agenda	Remarks
1	16 th – 21 st Jun	Teaching & practices TE1 Review Week	
2	23 rd – 28 th Jun	Teaching & practices	PH: Awal Muharram- 27 th Jun (Fri)
3	30 th Jun – 5 th July	Teaching & practices	Parents Teachers Meeting: 4th July (Fri)
4	7 th – 12 th July	Teaching & practices	Cross Country Run: 11th July (Fri)
5	14 th – 19 th July	Teaching & practices	
6	21 st – 26 th July	Teaching & practices	
7	28 th – 2 nd Aug	Teaching & practices	Completion: Year 6 Checkpoint Syllabus
8	4 th – 9 th Aug	Teaching & practices	
9	11 th – 16 th Aug	Teaching & practices	
10	18 th – 23 rd Aug	Teaching & practices/ Revision Y6 Mock	
11	25 th – 30 th Aug	Teaching & practices	Year 6 Checkpoint Mock: 26 th Aug (Tues)– 28 th Aug (Thurs) Merdeka March & Celebration: 29th Aug (Fri) PH: National Day-31 st Aug (Sun)
12	1 st – 6 th Sept	Teaching & practices	PH: National Day-1 st Sept (Mon) PH: Prophet Muhammad's Birthday – 5 th Sept (Fri)
13	8 th – 13 th Sept	Teaching & practices/ Y6 Checkpoint Mock Review Week	Clinic 2: 12 th Sept (Fri)
14	15 th – 20 th Sept	Mid Term Break	PH: Malaysia Day- 16 th Sept (Tues)
15	22 nd – 27 th Sept	Teaching & practices	Clinic 2: 26 th Sept (Fri) SJIP Carnival Day: 27th Sept (Sat)
16	29 th Sept– 4 th Oct	Teaching & practices	Clinic 2: 3 rd Oct (Fri)
17	6 th – 11 th Oct	Teaching & practices	Proposed Checkpoint Exam Clinic 2: 10 th Oct (Fri)
18	13 th – 18 th Oct	Teaching & practices / Revision Week 1	Deepavali Assembly: 17th Oct (Fri)
19	20 th – 25 th Oct	Deepavali Break	PH: Deepavali - 20 th Oct (Mon)– 25 th Oct (Fri)
20	27 th Oct – 1 st Nov	Teaching & practices/ Revision Week 2	Halloween Celebration: 31st Oct (Fri)
21	3 rd – 8 th Nov	TE2	
22	10 th – 15 th Nov	BREAK/ TE2 MARKING WEEK	
23	17 th – 22 nd Nov	Teaching & practices TE2 Review Week	Phoenix Annual Concert: 22 nd Nov (Sat)
24	24 th – 29 th Nov	Teaching & practices	Toucan Expedition: 24 th Nov (Mon)- 26 th Nov (Wed) Parents Teacher Meeting: 28th Nov (Fri)
25	1 st – 31 st Dec	BREAK	PH: Christmas- 25 th Dec (Thurs)



2025 SJIP KS1 & KS2 PLANNER

January	February	March	April	May	June	July	August	September	October	November	December
1 We New Year's Day	1 Sa Federal Territory Day	1 Sa	1 Tu Hari Raya Aidilfitri	1 Th Labour Day	1 Su	1 Tu	1 Fr Completion: Year 6 Checkpoint Syllabus	1 Mo Observed PH - National Day	1 We	1 Sa	1 Mo
2 Th	2 Su	2 Su	2 We Hari Raya Aidilfitri	2 Fr Clinic 1	2 Mo Agung's Birthday / TE1 Marking & Break	2 We	2 Sa	2 Tu	2 Th	2 Su	2 Tu
3 Fr Parents' Briefing	3 Mo	3 Mo	3 Th Hari Raya Aidilfitri	3 Sa	3 Tu TE1 Marking & Break	3 Th	3 Su	3 We	3 Fr Clinic 2	3 Mo Term Exam 2	3 We
4 Sa	4 Tu	4 Tu	4 Fr Hari Raya Aidilfitri	4 Su	4 We TE1 Marking & Break	4 Fr Parents Teachers Meeting	4 Mo	4 Th	4 Sa	4 Tu Term Exam 2	4 Th
5 Su	5 We	5 We	5 Sa	5 Mo	5 Th TE1 Marking & Break	5 Sa	5 Tu	5 Fr Prophet Muhammad's Birthday	5 Su	5 We Term Exam 2	5 Fr
6 Mo Back to School/ Students Induction	6 Th	6 Th World Book Day	6 Su	6 Tu	6 Fr TE1 Marking & Break	6 Su	6 We	6 Sa	6 Mo Proposed Checkpoint	6 Th Term Exam 2	6 Sa
7 Tu Class Resume	7 Fr	7 Fr	7 Mo	7 We	7 Sa Hari Raya Haji	7 Mo	7 Th	7 Su	7 Tu Proposed Checkpoint	7 Fr Term Exam 2	7 Su
8 We	8 Sa	8 Sa	8 Tu	8 Th	8 Su	8 Tu	8 Fr	8 Mo Year 6 Checkpoint Mock Review	8 We Proposed Checkpoint	8 Sa	8 Mo
9 Th	9 Su	9 Su	9 We	9 Fr Sports Day	9 Mo First Term Break	9 We	9 Sa	9 Tu Year 6 Checkpoint Mock Review	9 Th	9 Su	9 Tu
10 Fr	10 Mo	10 Mo	10 Th	10 Sa	10 Tu First Term Break	10 Th	10 Su	10 We Year 6 Checkpoint Mock Review	10 Fr Clinic 2	10 Mo TE 2 Marking & Break	10 We
11 Sa	11 Tu Thaipusam	11 Tu	11 Fr	11 Su	11 We First Term Break	11 Fr Cross Country Run	11 Mo	11 Th Year 6 Checkpoint Mock Review	11 Tu TE 2 Marking & Break	11 Th	11 Th
12 Su	12 We	12 We	12 Sa	12 Mo Week Day	12 Th First Term Break	12 Sa	12 Tu	12 Fr Clinic 2	12 Su	12 We TE 2 Marking & Break	12 Fr
13 Mo	13 Th	13 Th	13 Su	13 Tu Revision Week 1	13 Fr First Term Break	13 Su	13 We	13 Sa	13 Mo Revision Week 1	13 Th TE 2 Marking & Break	13 Sa
14 Tu	14 Fr	14 Fr	14 Mo	14 We Revision Week 1	14 Sa	14 Mo	14 Th	14 Su	14 Tu Revision Week 1	14 Fr TE 2 Marking & Break	14 Su
15 We	15 Sa	15 Sa	15 Tu Sports Heat 1	15 Th Revision Week 1/ Clinic 1	15 Su	15 Tu	15 Fr	15 Mo Mid-Term Break	15 We Revision Week 1	15 Sa	15 Mo
16 Th	16 Su	16 Su	16 We	16 Fr Teachers Day & Founder Day Assembly	16 Mo Review Week	16 We	16 Sa	16 Tu Malaysia Day / Mid-Term Break	16 Th Revision Week 1	16 Su	16 Tu
17 Fr	17 Mo	17 Mo	17 Th Sports Heat 2	17 Sa	17 Tu Review Week	17 Th	17 Su	17 We Mid-Term Break	17 Fr Deepavali Assembly	17 Mo TE 2 Review	17 We
18 Sa	18 Tu	18 Tu Nuzul Al Quran	18 Fr Good Friday	18 Su	18 We Review Week	18 Fr	18 Mo	18 Th Mid-Term Break	18 Sa	18 Tu TE 2 Review	18 Th
19 Su	19 We	19 We	19 Sa	19 Mo Revision Week 2	19 Th Review Week	19 Sa	19 Tu	19 Fr Mid-Term Break	19 Su	19 We TE 2 Review	19 Fr
20 Mo	20 Th	20 Th	20 Su	20 Tu Revision Week 2	20 Fr Review Week	20 Su	20 We	20 Sa Revision Week: Year 6 Checkpoint Mock	20 Mo Deepavali	20 Th	20 Sa
21 Tu	21 Fr	21 Fr	21 Mo	21 We Revision Week 2	21 Sa	21 Mo	21 Th	21 Fr Revision Week: Year 6 Checkpoint Mock	21 Tu Deepavali	21 Fr	21 Su
22 We	22 Sa Awards Day & Prefect Installation	22 Sa	22 Tu Sports Heat 3	22 Th Revision Week 2/ Clinic 1	22 Su	22 Tu	22 Fr	22 Sa Revision Week: Year 6 Checkpoint Mock	22 We Deepavali	22 Sa Phoenix Concert	22 Mo
23 Th	23 Su	23 Su	23 We	23 Fr Revision Week 2/ Clinic 2	23 Mo	23 We	23 Sa	23 Su	23 Th Deepavali	23 Su	23 Tu
24 Fr CNY Assembly	24 Mo	24 Mo	24 Th	24 Sa	24 Tu	24 Th	24 Su	24 We	24 Fr Deepavali	24 Mo Toucan Expedition	24 We
25 Sa	25 Tu	25 Tu	25 Fr Hari Raya Assembly	25 Su	25 We	25 Fr	25 Mo	25 Th	25 Sa	25 Tu Toucan Expedition	25 Th Christmas
26 Su	26 We	26 We	26 Sa	26 Mo Term Exam 1	26 Th	26 Sa	26 Tu	26 Fr Clinic 2	26 Su	26 We Toucan Expedition	26 Fr
27 Mo Chinese New Year	27 Th	27 Th Hari Raya Aidilfitri	27 Su	27 Tu Term Exam 1	27 Fr Awal Muharam	27 Su	27 We	27 Sa Carnival Day	27 Mo Revision Week 2	27 Th	27 Sa
28 Tu Chinese New Year	28 Fr	28 Fr Hari Raya Aidilfitri	28 Mo	28 We Term Exam 1	28 Sa	28 Mo	28 Tu	28 Fr	28 Tu Revision Week 2	28 Fr Parents Teachers Meeting	28 Su
29 We Chinese New Year	29 Sa	29 Sa Hari Raya Aidilfitri	29 Tu Sports Heat Pre-Final	29 Th Fieldtrip (Year 1 and 2)	29 Su	29 Tu	29 We	29 Sa	29 We Revision Week 2	29 Sa	29 Mo
30 Th Chinese New Year	30 Su	30 Su Hari Raya Aidilfitri	30 We	30 Fr Fieldtrip (Year 3-6)	30 Mo	30 We	30 Sa	30 Tu	30 Th Revision Week 2/	30 Su	30 Tu
31 Fr Chinese New Year	31 Mo	31 Mo Hari Raya Aidilfitri	31 Th	31 Sa	31 Tu	31 Th	31 Su	31 We National Day	31 Fr Revision Week /Halloween Celebration	31 Th	31 We

Colour Guide

Public Holiday/Festive Breaks
School Commencement/Teacher Inset
School Events
Exam Week
Pre & Post Exam Preparation
Highlight of the Month
Term Breaks
Exam Marking and Breaks
Checkpoint and IGCSE Seminars

Special Note:

- Jan 6: Students' Induction
- Year 6 Checkpoint Official Exam Dates to be duly inform
- The above are subject to the changes at Management discretion

Collaborative Partners:



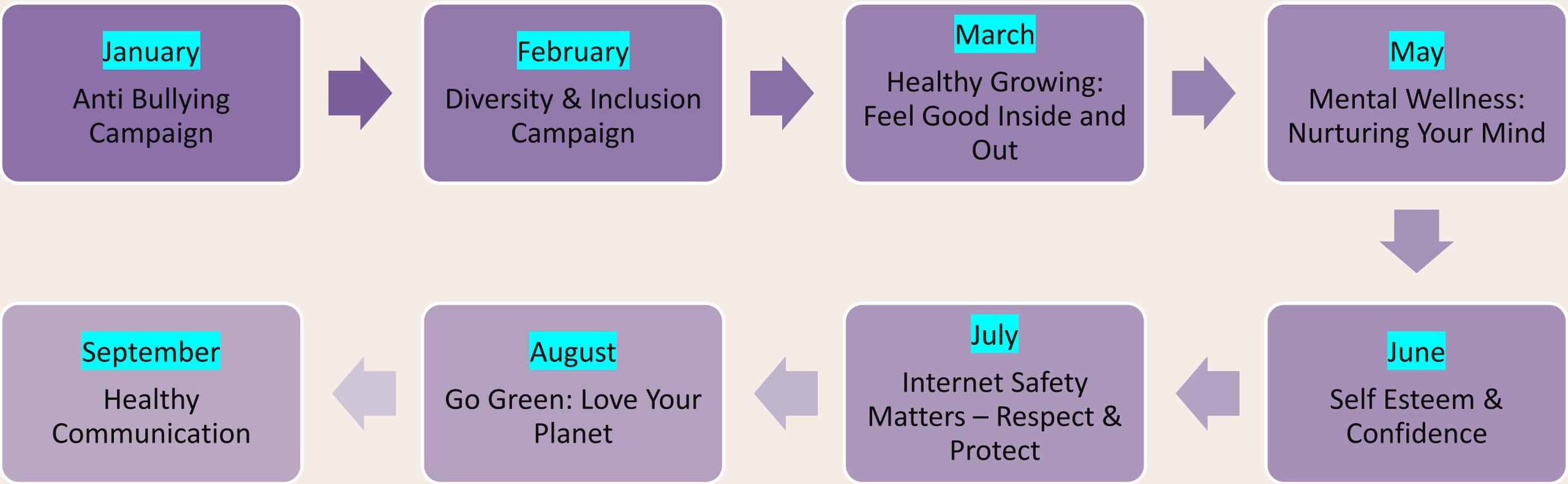
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MAA GROUP BERHAD

Academic Planner

Monthly Highlight



Academic Planner

Enhancement Months

March

Math & Science
Unit

June

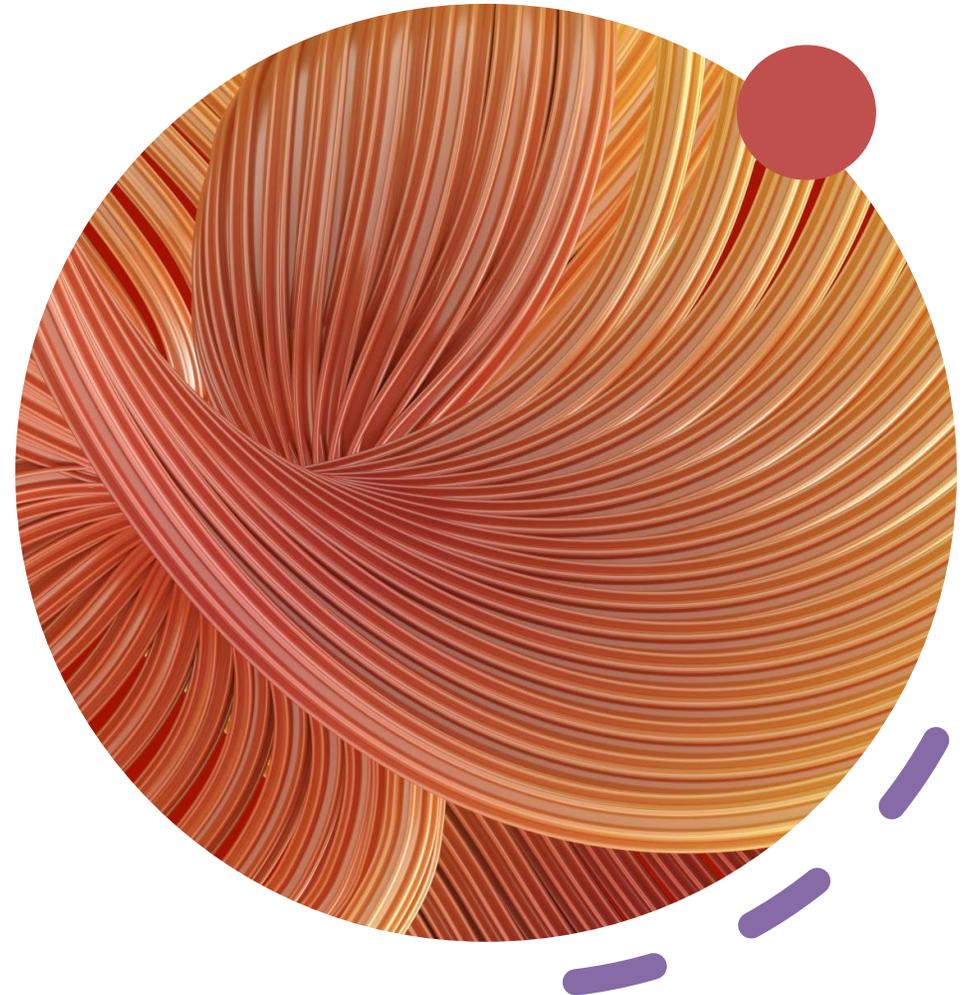
Health & Tech
Unit

July

Performing Arts
Unit

August

Language &
History Unit



The background is a solid purple color. It features several decorative elements: a cluster of white dots in the top-left corner, a larger, irregularly shaped area of white dots in the top-center, a solid purple abstract shape on the right side, a solid purple abstract shape on the left side, and another cluster of white dots in the bottom-left corner.

Academic

1. Primary Schooling Hour: 8.15 am – 3.15 pm
2. Student's Orientation: 6th January 2025
3. Academic Planner: A copy of the academic planner will be given to the students on the first schooling day
4. Timetable: You may check the updated timetable via EMS by the end of this weekend.
 - Student's Arrival: 8.00 am – 8.15 am
 - Assembly: Monday, 8.15 am – 8.45 am
 - Moral/Islamic Studies: Tuesday, 2.15 pm – 3.15 pm
 - CCA: Thursday, 1.45 pm – 3.15 pm & Friday, 10.45 am – 12.15 pm
 - Universal/Holistic Values Programme (UHV): Friday, 12.15 pm – 1.15 pm (UP) & 1.15 pm – 2.15 pm (LP)



SJIP CCA SPORT/CLUB

2025 BRIEFING

Mr. Khaiziq

TABLE OF CONTENTS

01	<u>INTRODUCTION</u>	02	<u>SPORT HOUSE</u>	03	<u>CCA CLUBS & SPORTS</u>
	Co-curricular Activities (CCA) Department		List of sports houses		Day & time
		04	<u>LIST OF SPORT</u>	05	<u>LIST OF CLUBS</u>

An illustration of a young man with dark hair, wearing a green and red striped shirt and green pants, sitting on a stack of books. He is holding an open red book and looking at it with a surprised expression. The background is a light green color with abstract shapes, including a large teal and orange shape at the top and several small grey stars. The overall style is modern and colorful.

01

INTRODUCTION

Co-Curriculum Activities (CCA) Department

SJIP CCA DEPARTMENT

SJIS PRINCIPAL
(Prof. Dr. George)



SJIP PRINCIPAL
(Ms. Mehala)



SJIP DEPUTY PRINCIPAL
(Ms. Wei Wen)



CCA COORDINATOR
(Mr. Khaiziq)



CCA DEPUTY COORDINATOR
(Mr. Syaquir)

02

SPORT HOUSE



List of sport houses

CAMBRIDGE

EDINBURGH

GLASGOW

OXFORD

General Information

1. Every student belongs to one sport house.
2. CCA Coordinator will register and assign the new student's sports house.
3. All students will be involved in all school sports events.



An illustration of a young boy with dark hair, wearing a green and red striped shirt and green pants, sitting on a stack of books. He is holding an open red book and looking surprised. The background is light green with abstract shapes and stars. The text '03 CCA CLUBS & SPORTS' is on the right, followed by a horizontal line and 'DAY & TIME' below it.

03

CCA CLUBS & SPORTS

DAY & TIME

CCA DAY, TIME AND DATE

27

DAY: Thursday
TIME: 1.45pm – 3.15pm

DAY: Friday
TIME: 10.45am - 12.15pm

Lower Primary - Club
Upper Primary - Sport

Lower Primary - Sport
Upper Primary - Club

04

List of Sports



LIST OF SPORTS

No.	Lower Primary	No.	Upper Primary
1	Football	1	Football
2	Dodgeball	2	Dodgeball
3	Basketball	3	Basketball
4	Gymnastics	4	Cheerleading
5	Badminton	5	Badminton
6	Athletics	6	Volleyball
		7	Frisbee

04

List of Clubs



LIST OF CLUBS

No.	Lower Primary	No.	Upper Primary
1	Arts & Crafts	1	Crafts & Culinary Arts
2	Public Speaking & Debate	2	Public Speaking & Debate
3	Percussion & Music	3	Music & Choir
4	Robotic	4	Coding
5	Dance & Cultural	5	Dance & Drama
6	Life Skill	6	Life Skill

Grading

- 50% participation
- 50% attendance
- Grading are assigned every Term Examination and reflected in the report card



CCA SPORTS/CLUB STUDENT'S RESPONSIBILITIES

1. CCA Students Attendance

- Student attendance plays important role in CCA grading.

2. Student's Attire

- PE attire.
- SJIP black track pants and sports house t-shirt
- No legging, sleeveless shirt and shorts are allowed.

School Team Selection Procedure

- Tryouts will be held CCA to choose potential students to represent the school for any competition.
 - Interested students must register their names with the CCA Coordinators.
 - Students from a different CCA are allowed to attend the tryouts for different sports or clubs that they are in.
 - After the names have been approved, CCA Coordinators will
- ✦ inform the selected students and their parents via EMS MyMessage.

CCA SJIP REGISTRATION FORM



- All new students are required to fill in and submit the form by today.
- Any inquiries about the consent form, you can directly email us at khaiziq@sjis.edu.my / syaqir@sjis.edu.my

CCA SJIP REGISTRATION FORM



CCA UPPER PRIMARY

- All new students are required to fill in and submit the form by today.
- Any inquiries about the consent form, you can directly email us at khaiziq@sjis.edu.my / syaqir@sjis.edu.my



Q&A

Thank You

Students Matter

a) Class Allocation

b) Code of Conduct

Class Allocation

- ❖ We would like to inform you that **classes are conducted with a mixed group of students, including those who are strong, average, and weak in their studies**. Instead, we prioritize a mixed and inclusive approach in our classrooms to foster collaboration and mutual understanding among all students.
- ❖ This decision reflects our commitment to creating an enriched learning environment that celebrates diversity and inclusivity.
- ❖ By integrating students with varying strengths and talents, we aim to cultivate a dynamic and supportive educational experience that benefits every child.

Code of Conduct

Dress code

SJIS/SJIP recognizes the need for tidy, safe, and comfortable attire and for a smart-like approach to personality and appearance. Our school uniform gives a sense of identity and belonging and helps create our feeling of community. Students are expected to wear designated shirts and pants unless otherwise notified due to special occasions. The following guidelines should be adhered to by all students:

- i. All students are required to wear all aspects of the school uniform as prescribed for their age group.
- ii. Students may wear an inexpensive wristwatch, but no pricey and/or smart watch (cellular watch) is allowed.
- iii. Female students with pierced ears may wear no more than a single stud in the lobe of each ear.
- iv. Tattoos and body piercing are strictly not allowed. viii. Students are not permitted to display tattoos on any part of their body. ix. Students may wear a fine chain with a religious amulet, but it is strictly to be worn underneath the shirt/t-shirt.
- v. Other jewelries, including necklaces, bangles, and friendship bands, are not allowed.
- vi. Footwear must be black with no other-coloured markings, socks can be either white or black.
- vii. Hair should be kept neat and clean. xiii. Hair dyes and highlights and excessive use of mousse or gels are not allowed.
- viii. Extreme hairstyles are not allowed, such as Mohican, fully shaved, hair patterns, etc.
- ix. Female students with long hair should have it tied/clipped back for health and safety reasons.
- x. Students with a fringe below the eyebrows should have their hair tied/clipped.

Code of Conduct

Dress code

- xi. Over-casual appearance and extreme styles will not be tolerated.
- xii. Students wishing to wear a sweater/cardigan are allowed to do so provided it is black, dark blue, or grey in colour with no markings or logos. Hooded garments are not allowed.
- xiii. Clothing that exposes undergarments and other revealing clothing of any nature is not allowed.
- xiv. Any other forms of attire are strictly not allowed unless the School Management authorizes it for a special occasion.
- xv. Any attire/garment that features or represents alcohol or tobacco products, gang affiliation, inappropriate language, sexual connotations, drugs, or paraphernalia associated with drug use is strictly prohibited.
- xvi. High-heeled shoes and hats/hoods/bandana is not allowed on school premises.
- xvii. All students are NOT permitted to wear slippers/ flip flops/ sandals to school, even on rainy days.
- xviii. Male students are not permitted to wear female students' attire or vice versa.
- xix. Exceptions may be made to the above points on cultural/religious grounds on a case-by-case basis. Students/parents in doubt as to what is acceptable should check with the Discipline teacher/management prior to making any decision.

Code of Conduct

Punctuality & Attendance

Classes, Practical, Seminar, CCA & ECA

- i. All students must have a minimum of 80% attendance record for each academic semester in order to register and sit for any internal or external examination held by the school.
- ii. All students must be punctual for all classes, practical, seminar, ECA & CCA.
- iii. A verbal warning will be issued to students who are 15 minutes late for theory/ practical class.
- iv. All students who fail to attend class due to legitimate reasons must inform the school of their intention before the commencement of their class or latest (best practice) or within 24 hours (schooling/working days) from the date of absence, via the student leave application module available in the EMS system using the parent EMS account login credentials.
- v. The school will only accept legitimate supporting letters or medical certificates from clinics which must be scanned and attached in the student leave application module in the EMS system.
- vi. A follow up email will be sent to parents by teacher/s if students is absent for more than 3 days continuously.
- vii. As detailed above, the next follow-up must occur if any student is absent from school for more than ten (10) days without informing or after three (3) warning emails sent to the parent and with no valid reasons will be subjected to a ten (10) school days suspension.
- viii. If the student continues to be absent and no reply is received from parents within 21 days post suspension, the school will then terminate the student.
- ix. Any student under SJIS/SJIP student visa, upon termination may result to the cancellation of visa.

Code of Conduct

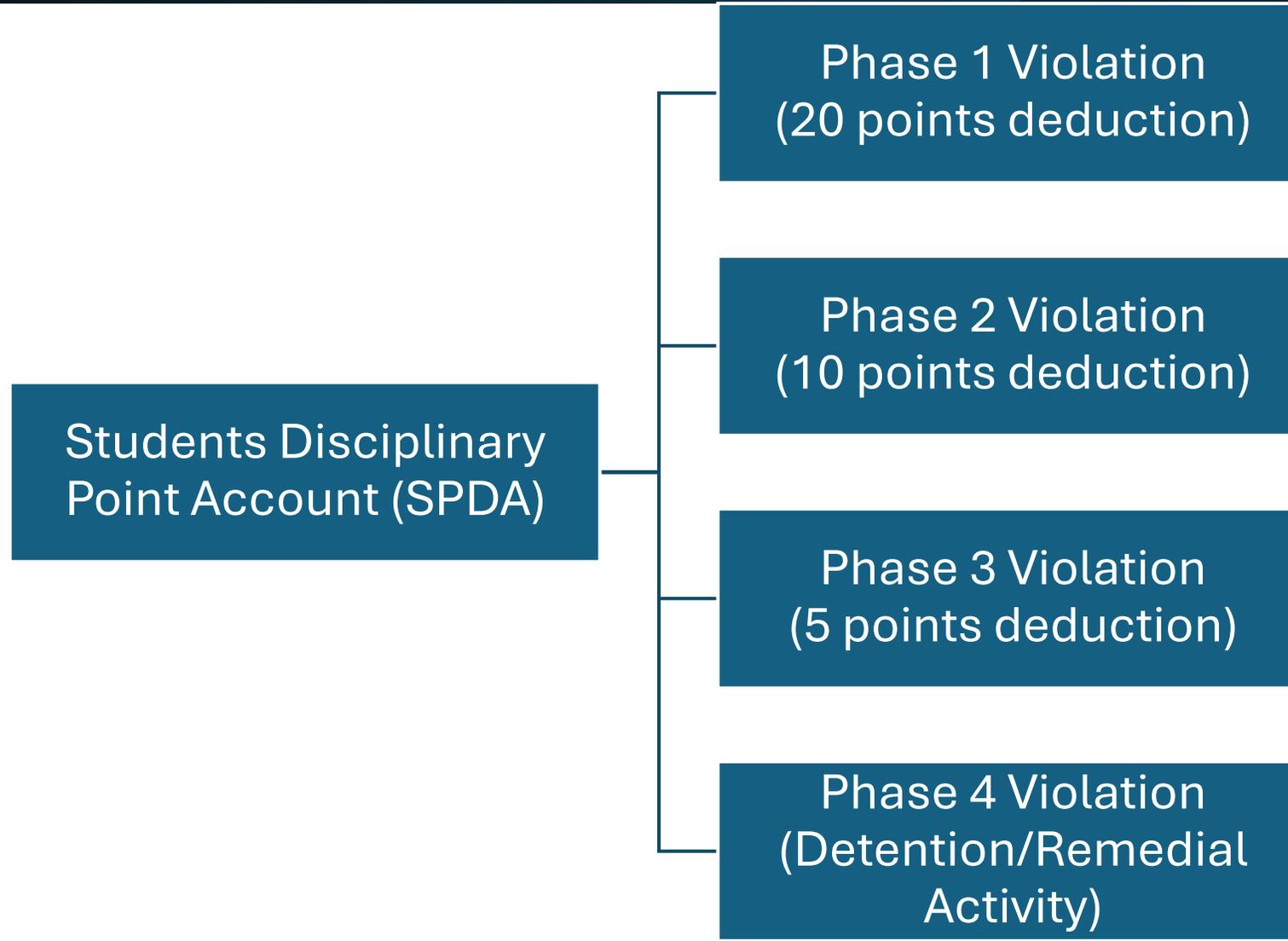
Punctuality & Attendance

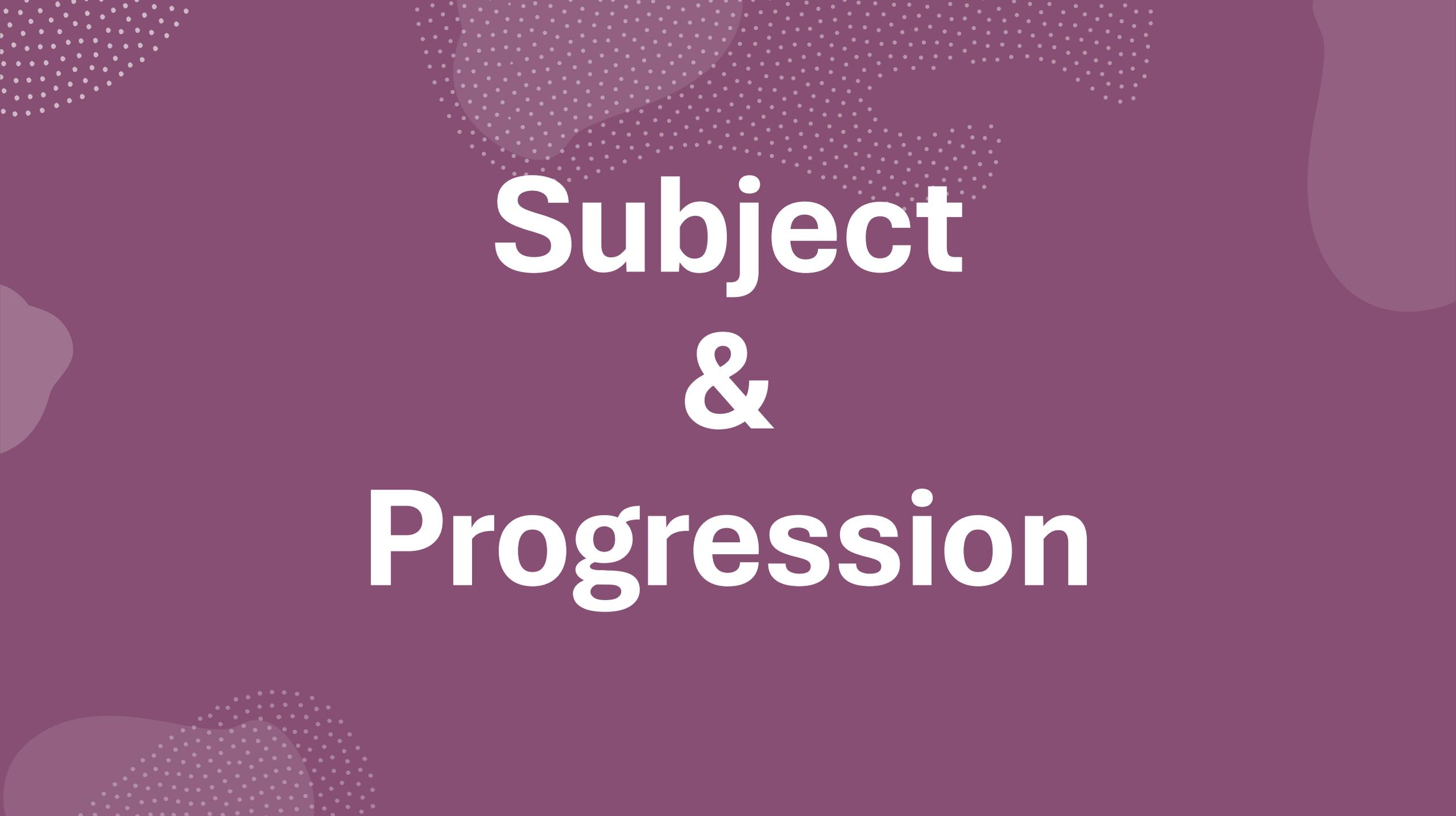
Assessment/Examination

- i. Students must be punctual for all assessments held internally or externally by the school.
- ii. A verbal warning will be issued to students who arrive before the half time duration of the assessment slot. Appropriate actions will be taken on a case-to case basis.
- iii. Any student who arrives after the half time duration of the assessment slot will not be allowed to sit for the assessment and will be considered absent.
- iv. No resit will be allowed for students who were absent for the assessment due to personal reasons such as holiday trip, competition, show hosting etc.
- v. School administration will allow resit of examination if a medical certificate is produced from a registered clinic or hospital. The medical certificates must be handed to the registry department preferably within 24 hours from the date of absence.
- vi. Resit is also allowed for students who are sitting for another board exam such as CAIE exam or representing school, state, or country for official reason. However, proof of such consent must be submitted to examination department at least one week before the commencement date of examination.
- vii. All students who fail to attend assessment due to reasons mentioned above will be given a resit schedule where the student must be confined to the dates and time given to resit the exam. Failure to follow the resit schedule may lead to students marked absent for the exams.
- viii. In a situation where a student does not attend half of the total subject listed for examination, the student will be automatically demoted to the last ranked class.
- ix. Exemption from any of the above rules and regulation can only be considered based on an official appeal letter addressed to Principal with justified reason/s subjected to consideration/approval of Academic Board.

Code of Conduct

Disciplinary Act





Subject & Progression

STUDENTS' PROGRESSION

LOWER PRIMARY

- YEAR 1 – YEAR 3
- Year 3 will mark the beginning of the checkpoint format for teaching, learning and examinations
- 10 subjects
- English, Mathematics, Science, Malay, ESP, Art, Music, Dance & Performance, ICT and Physical Education
- Examination: Term Examination 1 & 2

UPPER PRIMARY

- YEAR 4 – YEAR 6
- Checkpoint format teaching, learning and examination
- 11 subjects
- Additional subject: History
- English, Mathematics, Science, Malay, History, ESP, Art, Music, Dance & Performance, ICT and Physical Education
- Examination: Term Examination 1 & 2
- Year 6: Checkpoint Mock (Examination for Year 6)

Student Progression Framework

- Continues learning from primary school to secondary school
- The Checkpoint Format prepares students for more rigorous assessments in higher grades by fostering:
 - **Analytical thinking.**
 - **Problem-solving skills.**
 - **Mastery of foundational concepts.**
- Throughout the year, students will progress as follows:
 - **In Lower Years:**
 - Subjects Assessed: English, Mathematics, Science, Malay and History
 - Assessment Focus: Basic literacy, numeracy, scientific thinking and subject-specific foundational skills.
 - **In Upper Years:**
 - Subjects Assessed: English, Mathematics, Science, Malay, and History
 - Assessment Focus: Application of knowledge, critical thinking, and preparation for checkpoint exam

Student Progression Framework

- **In Lower Years:**

- Subjects Assessed: Music, Art, Dance & Performance, ICT, and PE
- Assessment Focus: Building foundational skills, fostering creativity and developing basic techniques in each subject area.

- **In Upper Years:**

- Subjects Assessed: Music, Art, Dance & Performance, ICT, and PE
- Assessment Focus: Enhancing skill application, promoting critical and creative thinking and preparing students for advanced practices.

Academic Assessment

(Formative & Summative)

FORMATIVE ASSESSMENT

The formative assessments aim to provide continuous feedback on student learning and development throughout the academic year.

- **CORE SUBJECTS**

- Mathematics
- Science
- Bahasa Malaysia
- English First Language
- History

- **NON-CORE SUBJECTS**

- Arts
- Music
- Physical Education
- ICT
- Dance & Performance

CORE SUBJECTS FORMATIVE ASSESSMENT

Core Subjects: Mathematics, Science, Bahasa Malaysia, First Language English, History

- Formative assessments are **ongoing evaluations** used to **monitor students' understanding and progress** in core subjects. These assessments provide immediate feedback, helping teachers adjust instruction to meet students' needs.
- Formative Assessment activities: **Quizzes, class discussions, written reflections, journals, projects, presentations and group activities.**

NON-CORE SUBJECTS FORMATIVE ASSESSMENT

Arts

- **Observation and Sketchbooks:** Teachers observe students during art projects, noting their creativity, technique, and engagement. Students can maintain sketchbooks to document their ideas, drafts, and the evolution of their artwork.
- **Art Exhibitions:** Students present their works in a classroom exhibit, which can be assessed based on creativity, technique, and originality.
- **Art Journals/Reflections:** Students keep journals documenting their thought process, choice of materials, and challenges encountered during the creative process.

FORMATIVE ASSESSMENT

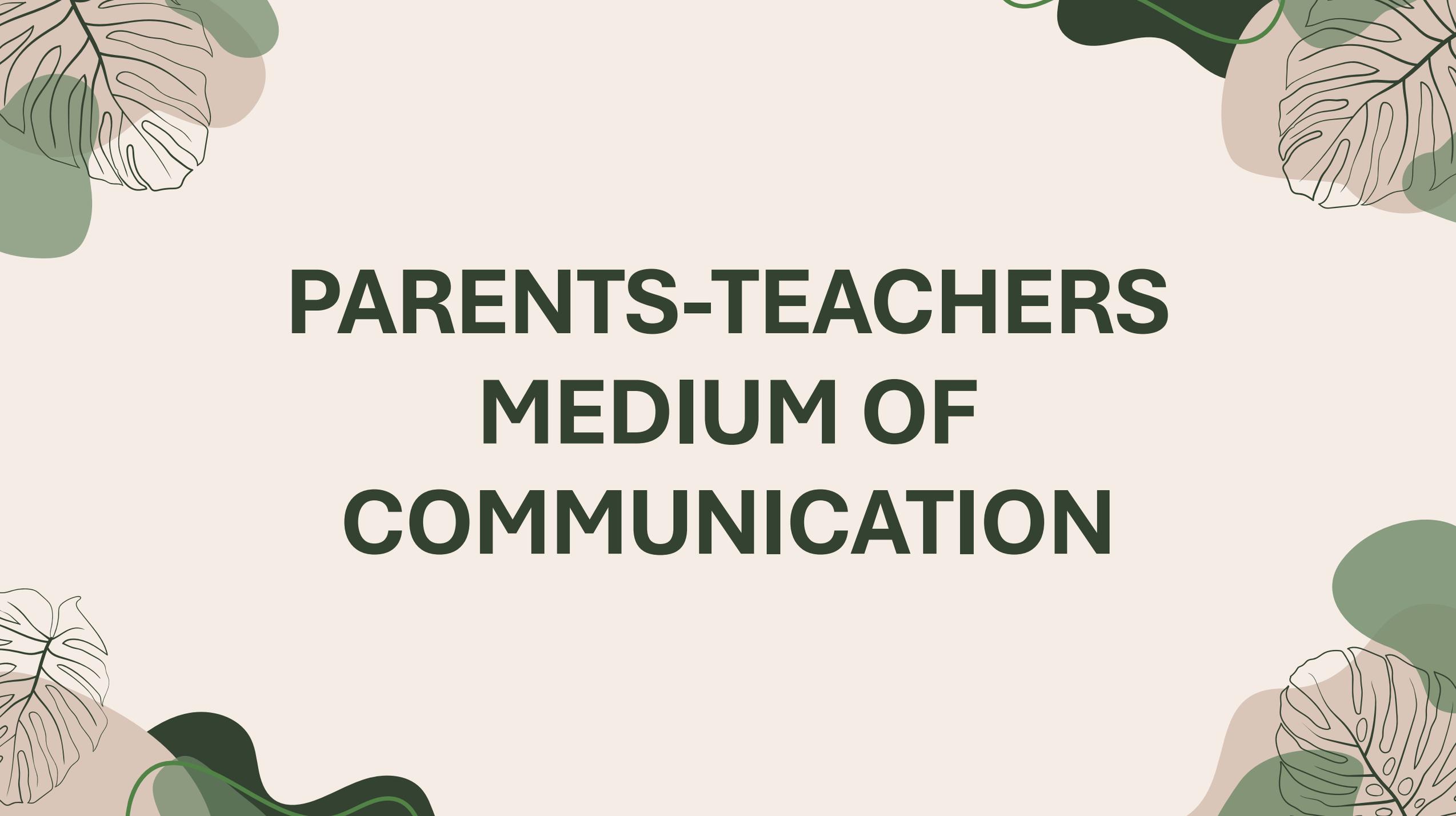
Music

- **Performance and Singing:** Regular informal performances, where students sing or play an instrument, can be observed to assess their skills, rhythm, and overall musical understanding.
- **Music Quizzes:** Short quizzes to test knowledge of musical terminology, note reading, rhythm, and musical history.
- **Group Compositions:** Students work in small groups to compose a short piece of music, which is then shared and assessed for creativity and teamwork.
- **Self-Assessment/Reflection:** Students reflect on their musical growth and identify areas of improvement through self-assessment forms or journal entries.

FORMATIVE ASSESSMENT

Physical Education

- **Skill Drills:** Teachers can assess students' proficiency in physical skills such as dribbling, throwing, or running through structured drills.
- **Fitness Logs:** Students maintain fitness logs to track their physical activities and progress toward personal goals, providing insight into their physical development and commitment.
- **Group Activities and Teamwork:** Observing how students collaboration during group games or exercises helps assess their communication, cooperation, and leadership skills.
- **Skill Demonstrations:** Students demonstrate specific physical skills or techniques in sports, dance, or exercises, which are evaluated on accuracy and improvement.



**PARENTS-TEACHERS
MEDIUM OF
COMMUNICATION**

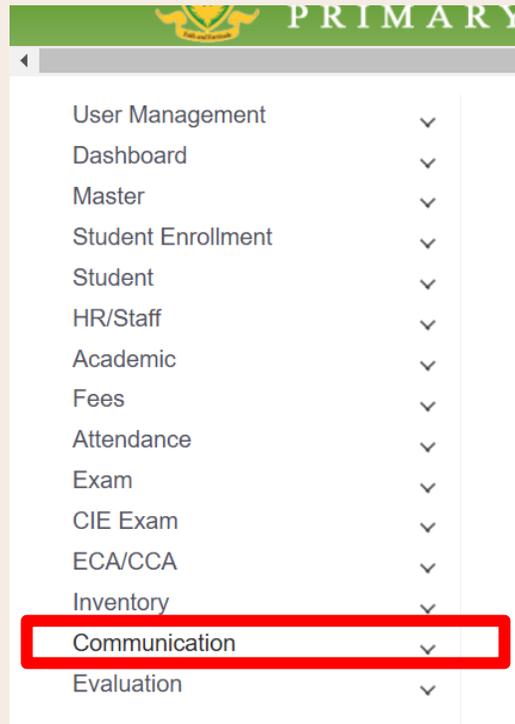
Management Email

- a) If there is any inquiries or request from parents that related to school matters, parents might send email to the management team as below:-
1. SJIP Management Email: management.sjip@sjis.edu.my
 2. SJIP Principal: mehala.mohan@sjis.edu.my
 3. Deputy Vice Principal: kwokweiwen@sjis.edu.my
 4. Academic coordinator: izzat@sjis.edu.my
 5. Deputy Academic Coordinator: aqilah@sjis.edu.my
- b) However, if the inquiries related to the subject matters, parents might directly email the subject or class teachers respectively and cc the email to the management team.
- c) Parents may refer to the timetable to get the subject teacher's email.

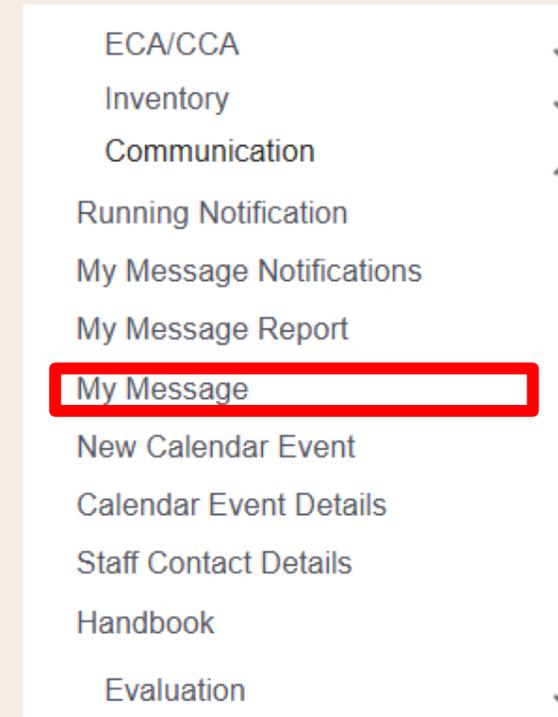
EMS (My Message)

- a) All the announcement or any updated information will be sent through My Message in the EMS.
- b) You may find My Message under the Communication taskbar.
- c) Parents are advised to log into the EMS daily and check My Message to see any updated announcement been made by school.

First step:



Second step:



Telegram Group

- a) All the announcement or any updated information also will be updated in the telegram channel.
- b) Please note that this group is created for school related updates only and we encourage all parents to be part of it to stay connected and engage in your child's education journey.
- c) Here are the link of the telegram group that been created by year.

Telegram Group Link Early Years: <https://t.me/+XSZ8hRsjllZlYWNl>

Year 1: <https://t.me/+6FGt1ZGKW6k5ODFl>

Year 2: https://t.me/+WPZ_G1f-D-MxMjg1

Year 3: https://t.me/+_9Qaq9Jgw89mMGE1

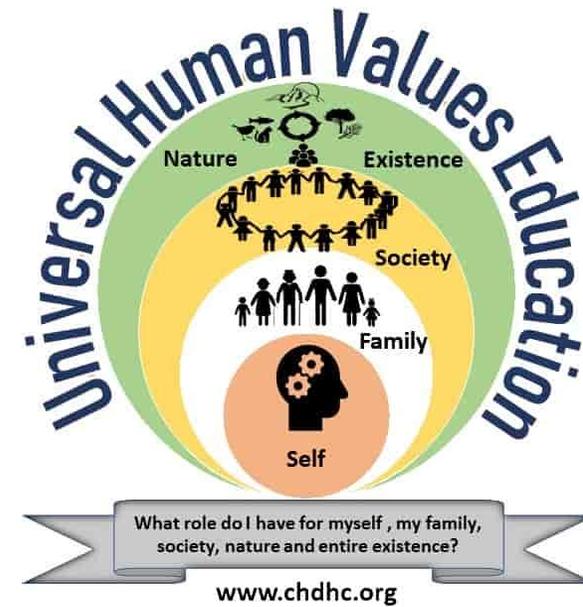
Year 4: <https://t.me/+3NsC44riPwExYzNl>

Year 5: https://t.me/+8Es_q0vSi_E5MTJl

Year 6: <https://t.me/+3VwHbN3RAYJkMmY1>



ST. JOHN'S
INTERNATIONAL
PRIMARY SCHOOL



UHV Programme

Participants:

All Non-muslim Students

Muslim Students (stay back at school)

Contact Hours

1 hour weekly/Every Friday

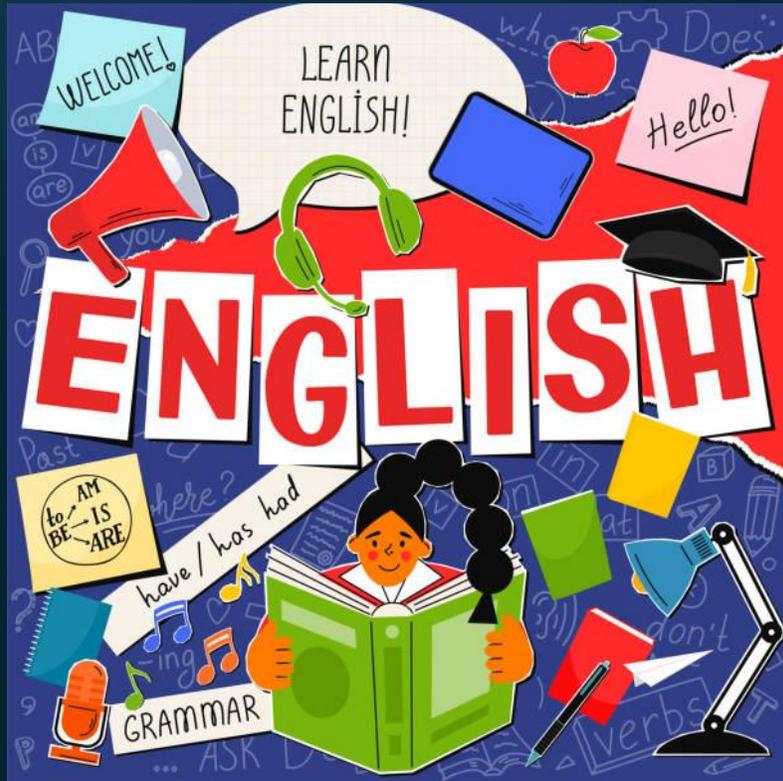
Lower Primary: 1.15pm-2.15pm

Upper Primary: 12.15pm-1.15pm

Teachers:

SJIP & ESP Teachers

ENGLISH SUPPORT PROGRAMME (ESP)



Objective:

To enhance students' proficiency in English, focusing on reading, grammar, writing, and foundational literature, with special attention to the Cambridge First Language English curriculum.



Contact Hours:

Lower Primary (Year 1, 2, 3): 3 Hours per week

Upper Primary (Year 4, 5, 6): 2 Hours per week



Teachers:

Native speakers or highly qualified English teachers/Expat teachers to ensure quality instruction and effective language acquisition.

Curriculum

Curriculum:

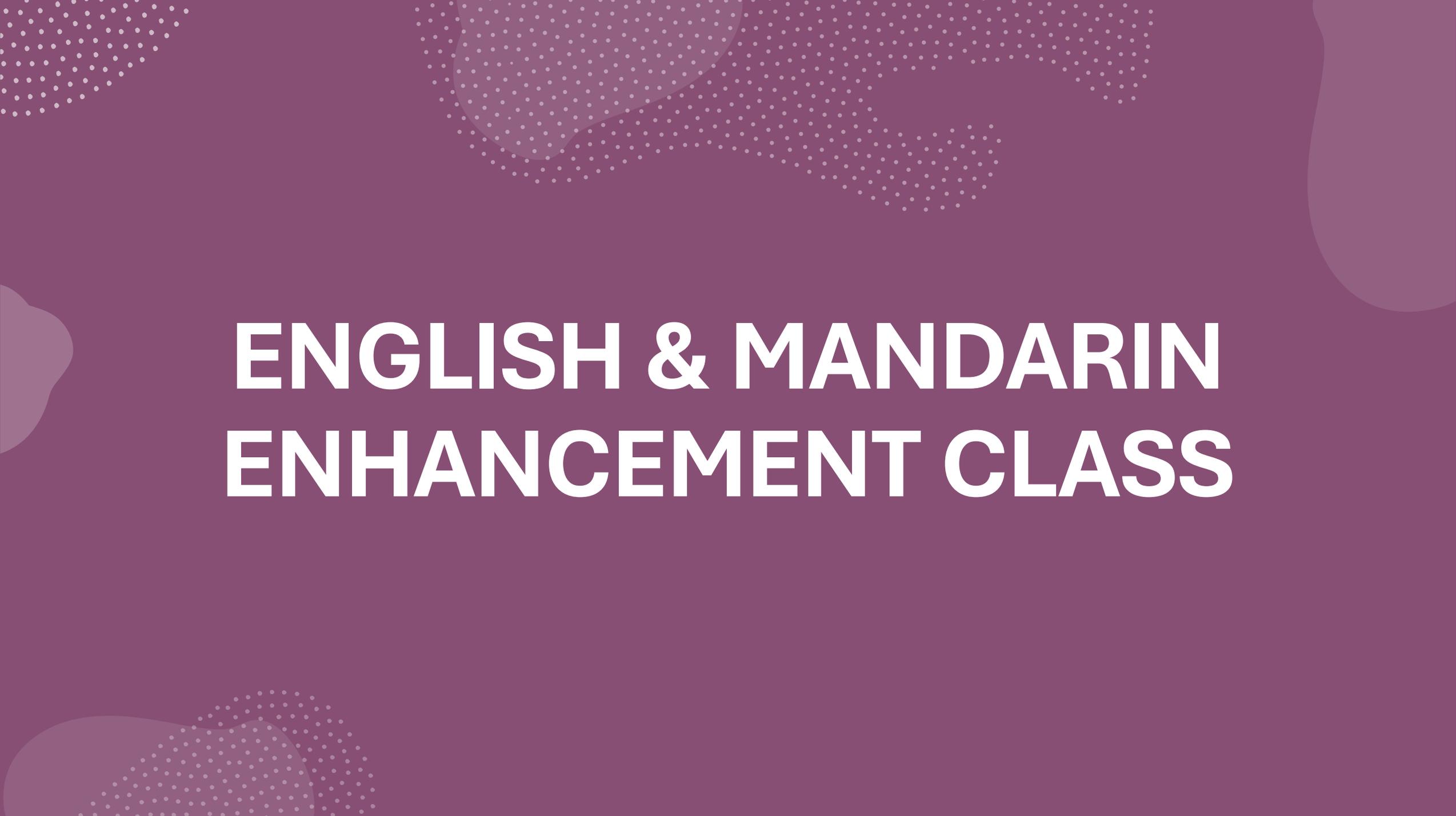
The programme follows the **Cambridge First Language English** curriculum, with an emphasis on:

- **Lower Primary (Years 1–3):** Introduction to literature, grammar, and foundational writing skills.
- **Upper Primary (Years 4–6):** Continued focus on advanced grammar, writing, and reading comprehension, with a special focus in Year 6 on preparing for the Cambridge Checkpoint assessments.

Assessment:

Assessment is conducted by ESP teachers and includes:

- **Term 1 and Term 2 Exams**
- Individual progress reports to track each student's development and performance over time.



ENGLISH & MANDARIN ENHANCEMENT CLASS

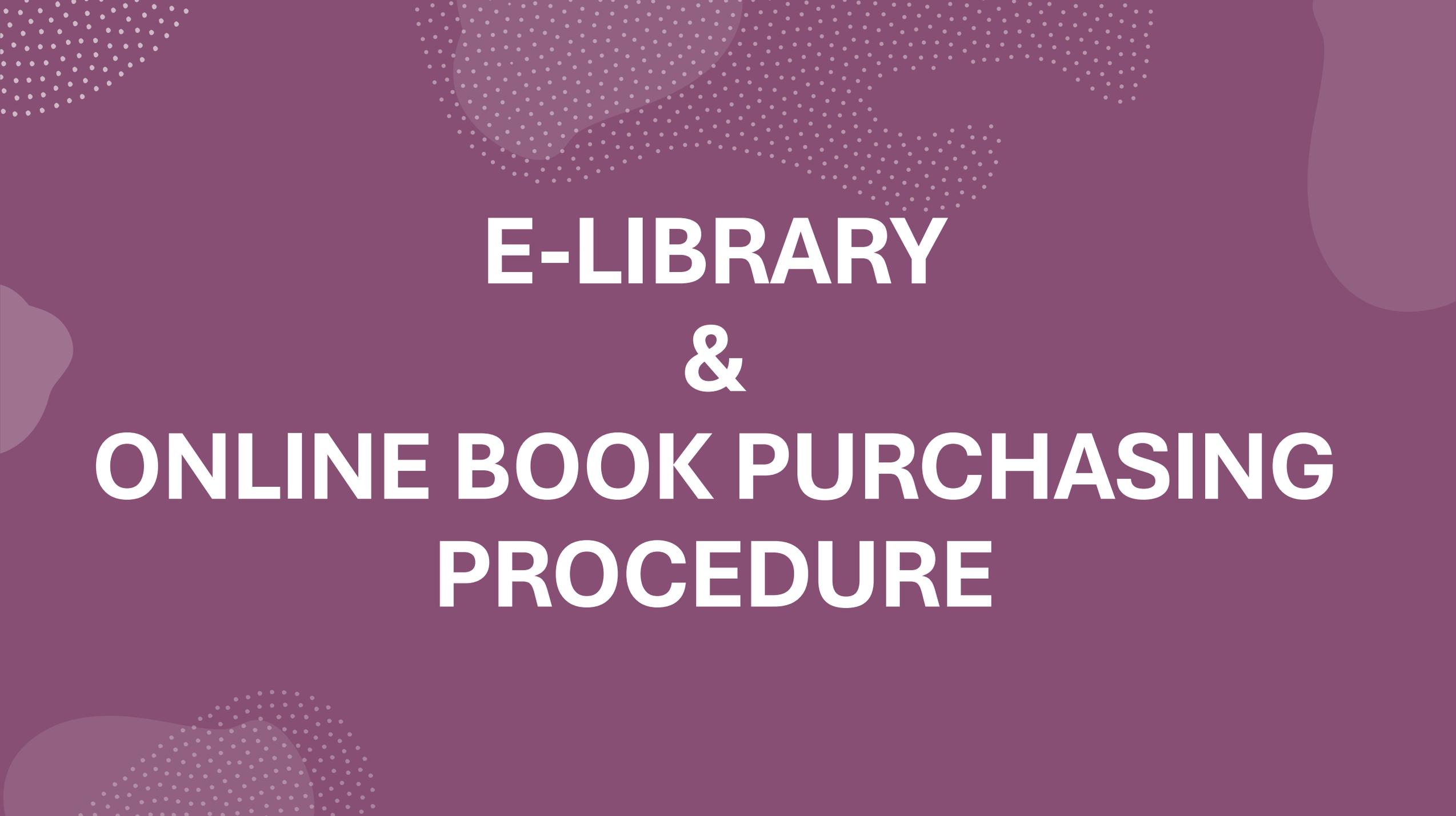
ENGLISH & MANDARIN ENHANCEMENT CLASS



LEVEL:
BASIC & INTERMEDIATE



TIME: 3.15PM – 4.00PM
(MON-THURS)



**E-LIBRARY
&
ONLINE BOOK PURCHASING
PROCEDURE**



SJIP PROCEDURE FOR DROP-OFF ITEMS

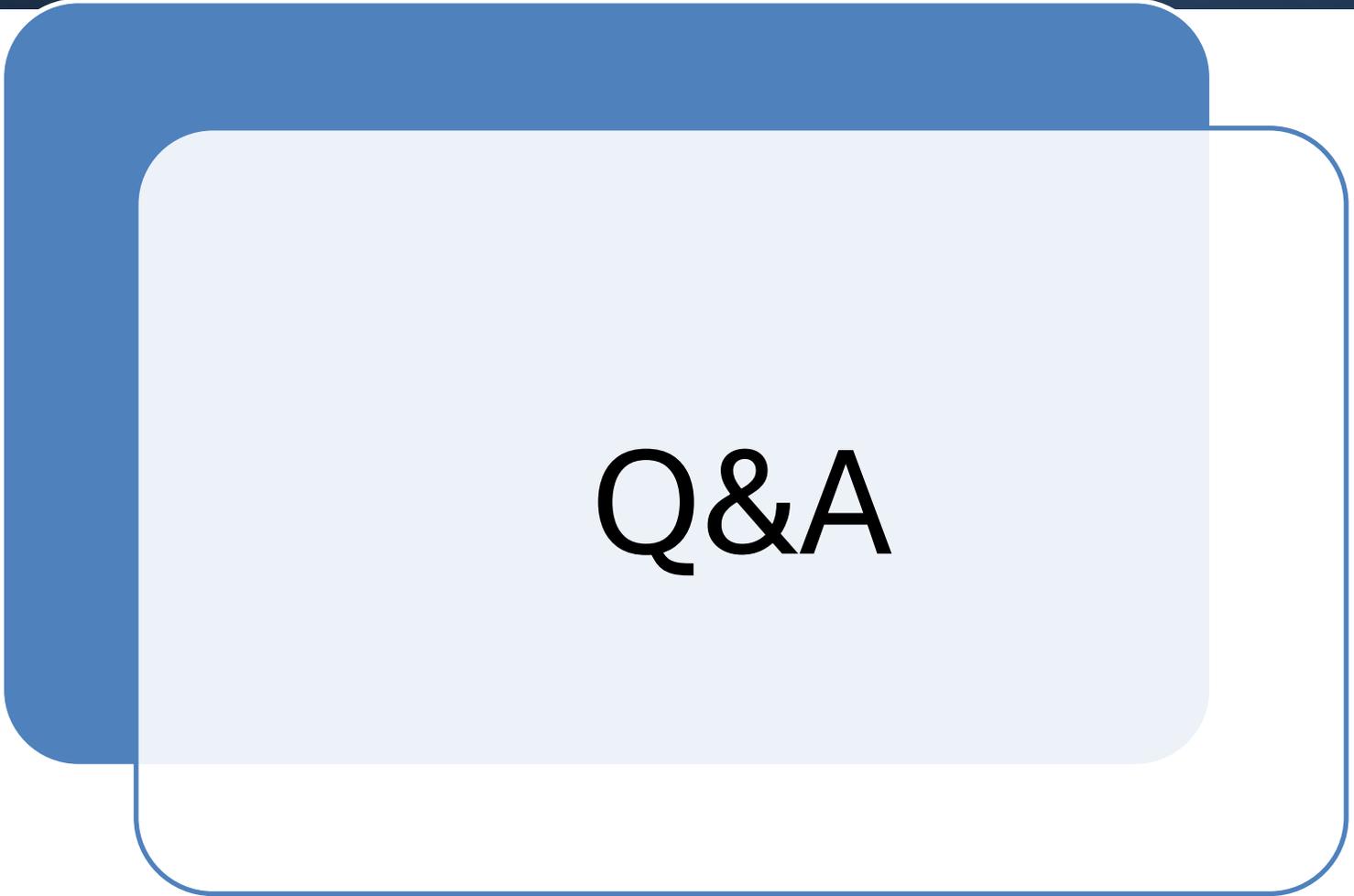
Drop-off Time Slot

a) There will be only 2 time slots arranged for drop-off things as below:-

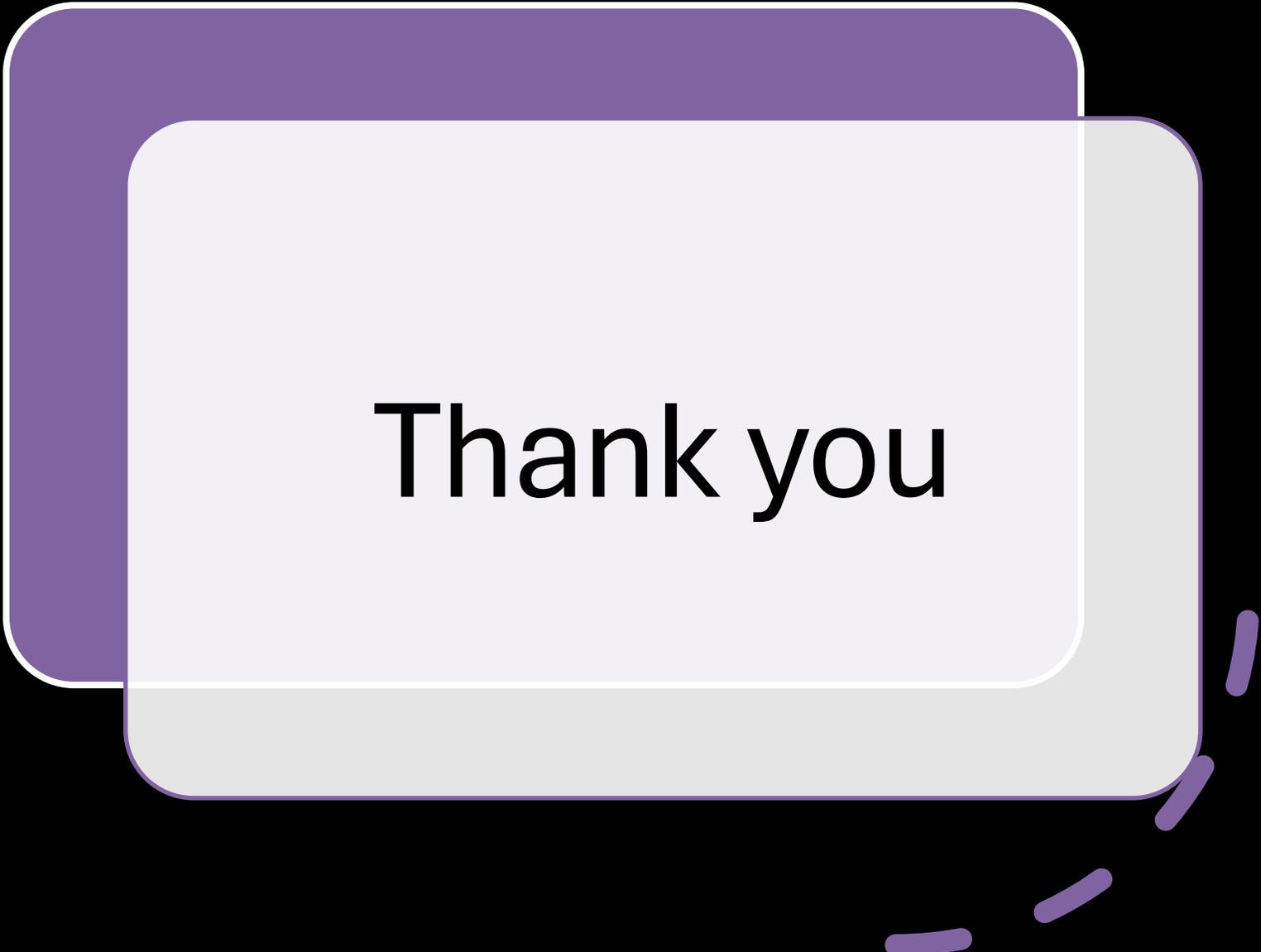
Breakfast : 8.00 a.m – 9.00 a.m

Lunch : 11.00 a.m – 12.00 p.m

b) Other school materials, such as books or lesson supplies, can be dropped off during the first time slot, from 8:00 a.m. to 9:00 a.m., to ensure lessons run smoothly.

The image features a dark blue header at the top. Below it, a light blue rounded rectangle is centered on a white background. This rectangle is partially overlapped by a darker blue rounded rectangle behind it. The text 'Q&A' is centered within the light blue rectangle.

Q&A



Thank you