



# PERSATUAN SEKOLAH LODGE (PPP/SK/1262/74)

(LODGE SCHOOL ASSOCIATION)

P.O. Box 882, Tabuan Jaya,

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E-mail: [info@lodgeschool.edu.my](mailto:info@lodgeschool.edu.my)

Homepage: <https://www.lodgeschool.edu.my>

To : All Parents / Guardians  
Date : Wednesday, 6 March 2024  
Title : Director's Circular March 2024  
Circular Number : 03/DIR/2024

Dear Parents / Guardians,

Please take note of the following updates:

## 1. Policies on bringing hand phones at Lodge Group of Schools

After discussions and meetings with our School Board Committee Members, the following decision is derived and it is applicable across all entities of Lodge Group of Schools, **effective 11 March 2024**:

- Students are **not** allowed to bring hand phones to schools.
- For urgent calls during office hours, students can use the office phone to call their parents / guardians. Students are required to complete a form stating their reason for the call.
- For any urgent messages which you need to convey to your child during office hours, parents can **call** the following numbers:
  - 011-10573554 **OR** 082-363554 at Kindergarten / National Primary & Secondary;
  - 011-10852185 **OR** 082-362185 at International;
  - messages will be conveyed to your child as soon as our administrative staff is able to do so.
- The above hand phone numbers are **STRICTLY NOT** for WhatsApp / SMS.
- Public pay-card phones will be installed at the school foyer:
  - 2 units each at National Primary, National Secondary and International
- Phone cards valued at RM4.50 each are available for sale from the school office during office hours.

- Reload service for these phone cards will be available at the office of the respective entity.
- Students caught bringing hand phones to school illegally will have the hand phones confiscated for a period of six months, effective from the date of confiscation.
- Yr 12 & Yr 13 students are exempted from the above no hand phone policies.

## 2. **Policies on bringing devices for teaching & learning purposes at Lodge Group of Schools**

- Upon request of the subject teachers and subject teachers will complete an application form and seek approval from respective Principal at least one (1) day prior to the usage date.
- Devices will be stored in the lockers provided.
- Devices can only be removed to be taken to the class by class monitor/assistant class monitor together with either 1 or 2 of their classmates appointed by the subject teachers.
- Devices will be placed back to the lockers immediately after the concerned lesson ends.
- Devices can be collected only after the last school lesson ends.
- Students caught bringing in devices illegally will have their devices confiscated for a period of three months, effective from the date of confiscation.
- Our schools shall not be responsible for any damages, stolen, lost, including any lost or corrupted data on these devices.

## 3. **Check-Point 6 2024**

Please note that effective academic year 2024, Check-point 6 is compulsory for students at Lodge International Yr 6.

It was already a compulsory examination before the pandemic. However, during the pandemic, when teaching and learning was via online, this examination was made optional.

Registration and fees details 2024 will be published at a later date. Check-Point 6 2024 is scheduled on 7 October.

## 4. **Collection of books for Lodge National Schools**

### **National Secondary School**

Collection and payment of text cum workbooks will be on 8 March 2024, starting at 0830hrs until 1230hrs in our school hall at National Secondary School.

## **National Primary School**

Collection and payment of text cum workbooks will be on 9 March 2024, starting at 0830hrs until 1230hrs in our school hall at National Secondary School.

For ease of referencing by our colleagues on duty, please bring along a copy of your book list when you come to collect and make payment for your order. You can make your payment either via cash or credit card.

Appreciate your patience and kind understanding during the collection time.

### **5. Orientation for Parents of Tahun 1 2024**

Orientation for parents of Tahun 1 2024 is scheduled on 9 March from 11am to 12noon. We strongly encourage parents to attend this Orientation. This is a time for our new parents to meet with our teachers and to prepare their children before the new term starts on 11 March.

Please call Deputy Principal, Mdm Phang Cheng Ling at 082-363554 during office hours, if you require further information.

### **6. Orientation for Students of Tingkatan 1 2024**

Orientation will be conducted by our school prefects during Week 1 when the new 2024 academic term commences on 11 March.

### **7. New Academic Term 2024 Lodge National Schools**

The above will commence on 11 March 2024 for both Lodge National Primary and Secondary Schools.

### **8. A-Levels at Lodge International**

Lodge A-Levels is still open for April 2024 intake. We are the most reputable centre in Kuching for Cambridge International A-Levels, a gold standard qualification that is recognised worldwide.

For more information, please visit [bit.ly/lodgealevels](http://bit.ly/lodgealevels) to view our prospectus and download the application form.

Further enquiries may be addressed to [alevels@lodeschool.edu.my](mailto:alevels@lodeschool.edu.my) or meet with our Deputy Principal, A-Levels, Ms Grace Chung at Lodge International School (082-362185).

Orientation for April 2024 intake is on 1 April.

9. **Trial Examinations 2024 A-Levels & IGCSE (Foreign Languages)**

The above trial examinations is scheduled from 25 March until 5 April.

10. **Payment of 1<sup>st</sup> term fees 2024 for National Primary & Secondary  
Payment of 2<sup>nd</sup> term fees 2024 for Kindergarten & Lodge International**

- Please be informed that the due date for 1<sup>st</sup> term school fees for National Primary & National Secondary is on **31 March 2024**.
- Please be informed that the due date for 2<sup>nd</sup> term school fees for Kindergarten & International is on **31 March 2024**.
- A three percent (3%) discount will be given for National Primary & Secondary if the whole year school and miscellaneous fees are paid on or before 31 March 2024.
- A five percent (5%) late payment charge will be imposed for payment made after 31 March 2024.
- All payments by cheques and / or via online must be payable to: **PERSATUAN SEKOLAH LODGE** with **RHB** Account No: **26116900003620**.
- Payments using either Credit Card or cheques can be made over the counter during office hours at the Finance Office at Lodge National Secondary School.
- Parents / guardians **MUST** state / WhatsApp clearly the transaction details [parents' name, child's/children name(s), class(es) and purpose of payment] to our Finance Office mobile phone @ **601131516670** or email the same information to [account@lodeschool.edu.my](mailto:account@lodeschool.edu.my) for identification and issuance of receipt(s).


We will update as and when we receive new announcement.

For further information, please contact the following:

Director, Mr Su Hiong Ai	- 012-8726123
Principal, Primary & Kindergarten, Mdm Prisca Chambers	- 019-8180260
Principal, Secondary, Mr Yunus Anak Apok	- 013-8063553
Principal, International, Mr Markus Gatuman	- 013-8335817

**“TOGETHER WE CAN MAKE A DIFFERENCE”**

Yours Sincerely,

  
.....  
SU HIONG AI  
Director  
Lodge Group of Schools

