



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

(LODGE SCHOOL ASSOCIATION)

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To : All Parents / Guardians

Date : Monday, 5 January 2026

Circular Number : 01/DIR/2026

Dear Parents / Guardians,

Please take note of the following updates:

1. Warm Welcome to Lodge Group of Schools!

To our returning students, welcome back! We are delighted to see you again and look forward to another exciting year of learning together.

To our new students and parents, a warm welcome to Lodge Community and we are glad you are here. We thank you for your confidence and trust in us.

We wish everyone a joyful, successful school year ahead and we are confident this will be a year filled with new opportunities to grow and achieve great things together.

2. First Day of School for Academic Year 2026

Lodge International will commence on 5 January 2026.

Lodge Kindergarten, Lodge National Primary & Secondary Schools reopen 12 January 2026.

3. Release of Cambridge International Examinations results

AS & A-Levels will be released on 9 January 2026 after 2pm.

IGCSE is scheduled to be released on 15 January 2026 after 2pm.

Collection time for the above result slips are during office hours.

4. A-Levels 1st intake January & 2nd intake March 2026

Lodge A-Levels is open for registration for 1st intake due to commence on 5 January & also for 2nd intake which will start on 2 March.

We are the most reputable center in Kuching for Cambridge International A-Levels, a gold standard qualification that is recognized worldwide.

Further enquiries maybe addressed to alevels@lodgeschool.edu.my or meet with our Deputy Principal of A-Levels, Ms Grace Chung at Lodge International School (082-362185)

5. Events taking place in January 2026 at Lodge Group of Schools

Dates / Time 2026	Event	Venue
12 & 13 January	*Books Distribution to Students National Primary & National Secondary	Respective classrooms
19 & 20 January	Books Distribution to Students Kindergarten	Respective classrooms

*For ease of referencing, please bring along your official receipt when you come to collect the books.

6. Pre-order foods from school canteen

For queries regarding canteen pre-order food orders, please call our canteen operator personally at 012-4759565.

7. Insurance Forms : Students' AIA Insurance

Lodge Group of Schools will continue with AIA in providing accident cover for students enrolled with us for academic year 2026.

The forms will be distributed to all of our students in early January 2026. Completed forms together with the payment receipt RM30.00 must be submitted to their respective class teacher on or before 20 January 2026 for our compilation and onward submission to the insurance company.

Our banking details for insurance payment is as follows:

Beneficiary Bank : AmBank
Account No. : 243-202-200-2098

If your child is already covered with their personal insurance plan, please note that our schools will need a confirmation letter from our parents so that we can maintain a record in our student's profile. Please submit your letter to the class teacher on or before 20 January 2026.

8. BAP (Bantuan Awal Persekolahan) (Early School Aid)

Please note that the above aid is provided for Malaysian students who are enrolled in National schools.

Our schools will update our parents once these funds are received from the Government.

9. Orientation Days for Kindergarten A, National Primary 1, National Secondary Form 1 & Lodge International YR 2 for academic year 2026

Our **YR 2** students will have their Orientation Day on 5 January 2026, during school hours in our school together with their respective class teachers.

Orientation Days for parents of **Kindy A** will be carried out on 8 & 9 January 2026; from 10.30am to 12.30pm in our school. We strongly encourage parents to attend this Orientation.

Parents of **Primary 1**, please note that Orientation Day is scheduled on 10 January 2026; starting at 10am in your children's respective classrooms. We strongly encourage parents to attend this Orientation

Orientation for **Form 1** students will be conducted by our school prefects during school hours from 12 to 16 January 2026.

10. Traffic Matters

To ease traffic congestion during dismissal times, we are requesting our parents to be punctual when they come to fetch their children.

Please do not arrive too early as this will cause inconvenience and create unnecessary traffic jam at the surrounding housing estates and on the main roads.

Please inform your children to be at the designated waiting area for their pick up.

For all of our parents of all entities, kindly practice courtesy, understanding, patience and do not honk when you are in our school premises.

Please follow the guidance and instructions provided by our security colleagues on duty.

Your kind cooperation helps us to assist you better.

11. Anti-Bullying Matters

At Lodge Group of Schools, safety and well-being of our students and staff are our top priorities. All of our students and staff has the right to feel safe, respected and supported within Lodge Group of Schools.

We view bullying cases very seriously and any bullying cases reported to our schools will be handled with the utmost care, confidentiality and seriousness.

We uphold strict zero-tolerance policy towards bullying in any form; whether in the form of verbal, physical, social or cyberbullying.

We encourage open communication and work closely with our students and appropriate authorities to ensure a safe and supportive environment for all.

To ensure fairness and accuracy, we request parents to help verify any complaint they received from their child and to confirm if it is indeed bullying.

The school will also investigate each received case thoroughly before classifying a genuine case as bullying and apply appropriate action. We need to ensure that genuine cases are properly identified and addressed as the term 'bullying' nowadays is often used broadly.

12. Prohibited Items

Please note that Lodge Group of Schools is taking additional precautionary measures to ensure that our schools continue to remain a safe and secure learning and teaching environment for our children and teachers.

We seek our parents' / guardians' cooperation and support to assist to check and remind their children not to bring any prohibited items to school.

- All *sharp items, including but not limited, to pen knife, Math compass, scissors with sharp end tips, metal rulers and such.
**Unless they are required for the subject / topics and pre-approved by the subject teachers.*
- Dangerous items, for example, iron rods, brass knuckles, lighters, matches, knives, metal chains and such.
- Children in possession of any dangerous / sharp items will have the items confiscated and our school will inform their parents immediately.

Please refer to Student Diary 2026 on page 120 for further details.

13. Policies on bringing hand phones at Lodge Group of Schools

Please be reminded of the following:

- Students are not allowed to bring hand phones to schools.
- For urgent calls during school hours, students can use the office phone to call their parents / guardians. Students are required to state their details, parent's details and reason for calling onto our record book in the office before making the call.
- For any urgent matters 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 are 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.

14. 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.

15. Payment of 1st term fees 2026

- Please be informed that the due date for 1st term school fees is **31 January 2026**.
- A three percent (3%) discount will be given if the whole year school and miscellaneous fees are paid on or before 31 January 2026.
- A five percent (5%) late payment charge will be imposed for 1st term school fees payment made after 31 January 2026.
- 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@lodgeeschool.edu.my for identification and issuance of receipt(s).

We will update as and when we receive relevant 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

“COME WITH HOPE, LEAVE WITH SUCCESS”

Yours Sincerely,



SU HIONG AI
Director
Lodge Group of Schools

