



## ASSEMBLY REPORT

DATE: 02.01.2020

### Vice Principal and Head of Academic Department (Mdm. Ling Soon Ching)

- Students are required to respect teachers who are giving speeches at all times.
- New students and teachers are welcomed and each Head of Administrative Departments are introduced:

#### Head of Administrative Departments:

- Head of General Affairs Department: Mr. Neoh Chee Wai
  - Head of Teacher's Office: Mdm. Annie Lim Bee Din
  - Head of Computer Administrative Department: Mr. Chang GuoGhyuan
  - Acting Head of Hostel Department: Mr. Wong JiunHou
  - Head of Public Relations Department: Mdm. Ang Lee Peng
  - Head of International Department: Mdm. Goh Lie Luan
  - Head of Accounts Department: Ms. Fu Yeen Lang
  - Head of Treasury Department: Ms. Wong Shell Mun
  - Head of PE Department: Mr. Goku
  - Head of Library Department: Mdm. Kong Zee Ching
  - Head of ECA Department: Mr. Chiew Teck Seng
  - Head of Discipline Department: Mr. Sean Dominic Wong
  - Vice Head of Administration cum Head of Principal's Office: Ms. Wong Shell Hui
  - Head of Administration cum Head of Counseling Department: Mdm. Chong Pui Cheng
  - Head of Administration cum Head of QA Department: Capt. Chan Weng Kwai
  - Administrative Vice Principal cum Head of Academic Department: Mdm. Ling Soon Ching
  - Student Affairs Vice Principal: Mdm. Qui Lee Lee
  - Principal: Mr. Leong Ping Chow
- Subject Head of Departments:
    - Chinese Language: Ms. Liew Mei Yee, Mdm. Kong Zee Ching
    - Malay Language: Pn. Haslinda, Pn. Fadzilah, Pn. Pramillaa
    - English Language: Mdm. Annie Lim Bee Din, Mr. Cheah Chun Fye
    - Computer & ICT: Ms. Leow Sook Wan
    - Science (UEC): Mr. Ong KarWeng
    - Science (GCE): Mr. LokeWaiChuan
    - Mathematics (UEC): Mr. LeowWai Hong
    - Mathematics (GCE): Mr. Fu Wah Kit
    - Geography (GCE): Ms. Sharmielaa



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- Physical Education: Mr. Goku
- Commerce: Mr. Ng KokMeng (Acting)
- History: Mr. Lim Beng Lee
- Art: Ms. Lee Shi Hui
- There are currently no subject head of departments for Moral, RBT and Geography (UEC). Therefore, they are directly under the Academic Department.  
New Teachers:
  - Ms. Wong Yao Wen (Mathematics)
  - Ms. Koo Kar Kei (Biology)
  - Mr. Wong Yi Zhi (Physics)
  - Ms. Kalaiselvi (English Language)
  - Mr. Bartholomew (English Language)
  - Mr. Ng KokMeng (Commerce, Accounting)
  - Mr. Chin Khian Siang (History)
  - Mr. Chuah You Wei (Mathematics)
  - Mr. Ong Yoon Pheng (Physical Education)
- The timetables for Junior and Senior classes are coherent in terms of the recess time. The recess time falls in between Periods 3 and 4 and in between Periods 6 and 7.
- ECA will take place on every Wednesdays and the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Saturdays of the month, unless notified.
- Junior 1 students are to assemble in the hall for orientation today after the 2<sup>nd</sup> recess. Class teachers should accompany their respective students.
- There is no ECA on 4/1/2020 and 11/1/2020. Therefore, students are not required to come to the School. The school dismissal time will be 1:45pm on 8/1/2020. The first ECA will take place on 15/1/2020.
- During the 1<sup>st</sup> and 2<sup>nd</sup> day of school, class teachers are required to enter their respective classes during the first 3 periods. Lessons will resume from Period 4 onwards.
- During the first two weeks of school, Junior 1 students will have their recess 10 minutes earlier.
- The school opening ceremony for the year 2020 will take place on 8/1/2020.
- Students are required to submit their holiday assignments to their subject teachers by 14/1/2020.
- All international students are to attend Basic Chinese lessons. For Junior 1 and 2 international students, there will also be Basic Mathematics and Basic Science lessons. Attendance is compulsory.
- During the Basic Chinese, Basic Mathematics and Basic Science classes, students are to go to designated classrooms for lessons.
- Despite being a locally governed exam, international students are to attend classes for PT3 Mathematics and Science. Subject teachers are to ensure that they have the necessary books for lessons.



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- PT3 and UEC results had been announced during the school holidays last year. For those students who have yet obtained their certificates, the Academic Department will issue those certificates to the class teachers.
- There are 7 days of holidays for the Chinese New Year celebrations, 23/1/2020-29/1/2020. Foreign students are to acquire their flight tickets early.
- Class teachers are to receive notices for the month of January 2020 later.
- Before ending of speech, a motivational video of Derek Redmond. The video teaches a lesson on being consistent and persevered.
- Lastly, a well wish was given to the students, in hopes that students will persevere in their endeavors.

**Head of Discipline Department (Mr. Sean Dominic Wong)**

- A warm welcome was given to all students.
- Students are required to follow the rules given, in particular, 4 Rights 3 Musts:  

<b>4 Rights:</b>	<b>3 Musts:</b>
Right seating alignment	Classrooms must be clean
Right learning attitude	Must be silent during lesson
Right learning materials	Must be attentive during lesson
Right sitting posture	
- Students are also to follow the dress code and attire. New students are to wear the new school uniforms while current students are not obliged to do so.
- Students are to take note that the school uniform must have the school badge and their student ID number sewn. The school name must be visible on their socks. Students can order their school shoes from the Bookstore if they have any difficulty in getting the right shoes sizes.
- Students should always refer to the rules stipulated in the Student Handbook.
- For the year 2019, there were 40 students who did not pass their final terms of their conduct marks. Some of them were due to the unapplied absences. Students are required to apply for absence within 3 days after returning to school.
- If students want to seek their teachers, they must have a permission slip ready for inspection by prefects.
- Students can only leave the school early due to valid reasons. There will be a deduction of 0.1 marks per periods missed.
- Students should behave themselves in order to avoid being called for school service during the school holidays.

**Head of ECA Department (Mr. Chiew Teck Seng)**

- A warm welcome was given to students.
- Students are reminded that there are no ECA on 4/1/2020 and 8/1/2020.
- The first ECA will take place on 15/1/2020.



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- d) There will be a recruitment program for clubs and societies on 9/1/2020. Junior 1 students are welcome to participate the program from Period 7 onwards. Clubs and societies are to submit their activity proposals to the ECA Department.
- e) From 2020 onwards, ECA will only allow the transfer of clubs and societies once, which is from 6/1/2020 to 13/1/2020. Students are to refer to the bulletin board at the ECA Department for details before application.

**Deputy Director of General Affairs Department (Mr. Leow Wai Hong)**

- a) There are only 20 parking lots allocated for students for the year 2020.
- b) Only students with a valid driver's license is allowed to apply for a parking lot.
- c) The parking lots are located behind L-block. The annual fee is RM30.
- d) Students are to park their vehicles at their designated parking lots only.
- e) No transferring of parking lots are allowed.
- f) During school days, if parking lots are left vacant for more than 5 days consecutively, the parking lot will be automatically cancelled for that particular student.
- g) Students are not allowed to return to their vehicles during lessons.
- h) The School assumes no responsibility for any damages and losses.
- i) Motorists are to drive with caution at all times. Failure to do so will lead to cancellation of the parking lot.
- j) Any students who have left school or have their parking lots cancelled will not be able to get a refund of the fees paid.
- k) Any unauthorized vehicles in the school compound will be clamped.
- l) An individual locker can store multiple smart phones.
- m) The monthly fee for a locker is RM10, payable at the beginning of the year. The deposit is RM50.
- n) Students are to store their smart phones in the locker before 7:45am and the time of retrieval is after school dismissal.
- o) Students who wishes to retrieve their smart phone early due to valid reasons must obtain approval from the Discipline Department.
- p) No contrabands allowed in the lockers. The School reserves the right to conduct inspections on the lockers. Any contra bands found will lead to the cancellation of the lockers.
- q) Hostel students are not allowed to use the lockers in the school compound. They can only store their smart phones in the Hostel lockers.
- r) Students are not allowed to duplicate the locker keys.
- s) In order to receive the refund of deposit, the keys must be returned and the actual copy of the receipt must be shown.
- t) Should there be any losses, the School will only assist in investigations, not assuming any responsibilities.
- u) If there are extra chairs and tables in the classrooms, they are to be placed at the corridor. If there are insufficient chairs and tables, a report must be given to the General Affairs Department.



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- v) Should there be any damaged facilities found in the classrooms, a report must be given to the General Affairs Department.

**Head of Treasury Department (Ms. Wong Shell Mun)**

- a) Students should inquire their class teachers regarding any fees. Besides monthly school and hostel fee, every student has to pay school annual fee at the beginning of the year and hostel students are to pay the annual fees for the Hostel.
- b) Every current student must settle their school annual fees before 15/1/2020. Class teachers can keep the payments on behalf of the students.
- c) Any payment can be made via cash, cheques, credit cards, debit cards or Internet bank transfers. Students can inquire about the School's bank account from the class teachers.
- d) The Bookstore will be open to students from 6/1/2020 to 10/1/2020 during lessons. Timeslots will be given to respective classes. Students are not allowed to visit the Bookstore during lesson times.
- e) New students are given priorities for the purchase of new school uniforms. It is estimated that all new school uniform supplies will be available in February 2020.

**Vice Principal of Student Affairs (Mdm. Qui Lee Lee)**

- a) A warm welcome was given to new students and new teachers.
- b) Students are motivated to work hard for their aspirations for this year.
- c) Students should be disciplined in order to succeed:
  - i) Managing their time wisely
  - ii) Dress code and school rules must be observed
  - iii) Studying should be their primary purpose of school

**Principal (Mr. Leong Ping Chow)**

- a) A warm welcome was given to everyone for the opening of the year 2020.
- b) Explicit explanation and elaboration of the School Motto was given:
  - i) Propriety: Mankind is equal physically, but differs in life experiences and authority. Proper manners must be observed among each other.
  - ii) Justice: Humans should be able to do the right thing and able to discern between good and evil. Some teachers were praised for doing the right thing for the students. Students are also advised to do the right things, for example, singing the national anthem and the school anthem with spirit, be of good sport and good reputation during class, etc.
  - iii) Integrity: It is defined as being innocent and unsuspecting. It can also be regarded as not being greedy. Students are advised to be a person of integrity.
  - iv) Honor: It is defined as having a sense of guilt and shame. It is also a moral compass of mankind. Students are therefore reminded that it is a shameful to break the school rules. Students are also reminded to know what they should



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and should not do.

v) When these 4 virtues are combined together, then only one can be of good use to the society.

vi) It is important to remember that a difference between mankind and beast is that mankind has virtues and beasts don't. Therefore, the School is the place to start learning and cultivating these virtues.