



SRI KDU
International
School
KOTA DAMANSARA



WELCOME PACK

2025/26

FOR PRIMARY SCHOOL



Building Future Leaders Since 2003

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THE PRINCIPAL'S WELCOME MESSAGE

Welcome to Sri KDU International School,

To the parents,

On behalf of the whole school learning committee I would like to extend a very warm welcome to our school community. We are excited to work with your children over the coming months and years as they grow into confident young adults who are able to make a positive difference in the world.

Your children will face many challenges over the coming weeks so it is important that they feel your support from home:



- When they worry about new topics or challenging classes remind them that top academic outcomes will happen if they try hard every day at school
- Encourage them to try new things, especially after school (Extracurricular activities ECAs) to build their resilience when finding out about what interests and motivates them
- The school has many adults who will care for your children, please feel comfortable reaching out to the pastoral teams, our aim is to make the school a safe and happy place for learning

To the students,

The first days in a new school can be challenging with so many new people, places and routines to understand and remember. I would like all of you to know that we will support you at each step of the journey. To make your transition to your new school successful:

1. Help people get to know you, share something of your story with your classmates and teachers. You will find many of them were new to Sri KDU quite recently
2. Get fully involved in your learning, the school has an international team of teachers who really want you to be successful. They will also help when things go to plan with helpful feedback and support
3. One of our school aims is to continuously improve, so if you are trying to grow your skills and knowledge be brave and try something new or have a go at something you want to do but are not good at yet.

As you join the school, we will be inviting your opinion and views on many aspects of the school's life and are always open to receiving feedback so we can further grow. Your children are taught and supported by a dedicated group of people who are available to counsel and advise – we would invite you to reach out to the school so we can work together to build a school environment in which your sons and daughters can thrive.

Yours sincerely,

Benjamin Green
Principal
Sri KDU International Schools, Kota Damansara

HEAD OF PRIMARY'S WELCOME MESSAGE

Dear Respected Parents/Guardians,

As the Head of Primary at Sri KDU, it is my pleasure to warmly welcome you and your child to our vibrant school community this Term 2. Beginning this new journey is both thrilling and, at times, challenging, but please rest assured that we are here to support you every step of the way. Our commitment at Sri KDU is to create a nurturing and empowering environment where every child can thrive academically and personally.

Central to our ethos are our five promises, which guide our educational approach and shape our interactions with students and families. I would like to take a moment to share these promises with you as we embark on this journey together.

First and foremost, we prioritise creating a safe, welcoming, and inclusive space for all students. It is our mission to ensure that your child feels comfortable and valued each day. Our staff members are well-trained in safeguarding practices and are always available to address any concerns. We believe that children learn best in a secure environment, and we strive to cultivate an atmosphere where they can express themselves freely.

At Sri KDU, we hold the belief that education extends beyond academic achievement; it is also about igniting a genuine passion for learning. Our curriculum is designed to engage and inspire students, encouraging curiosity and critical thinking. We promote hands-on learning experiences, and our dedicated teachers are committed to adapting their methods to meet the diverse needs of our students. We encourage parents to join us in this journey by actively engaging with their child's learning and reinforcing the importance of education at home.

Understanding that a well-rounded education encompasses social, emotional, and physical well-being, we are dedicated to supporting every aspect of your child's development. Our extracurricular activities, including sports, arts, and community service, play a vital role in fostering teamwork, creativity, and responsibility. We believe in nurturing resilient individuals who can adapt to an ever-changing world.

Effective communication is key to building strong partnerships with our parents. We strive to keep you informed about your child's progress, school events, and important updates through regular newsletters, our Seesaw platform, and parent-teacher conferences. Your feedback is invaluable, and we encourage you to share your thoughts and suggestions so we can continuously improve together.

We also believe in celebrating our students' accomplishments, big and small. Whether recognising academic achievements, personal growth, or participation in extracurricular activities, we make it a priority to celebrate the efforts of our learners. We encourage you to join in these celebrations, reinforcing the idea that every step forward is worth acknowledging.

As you settle into our community, I invite you to get involved—be it volunteering for events, attending school meetings, or joining our parent representative groups. Your engagement is crucial in enriching our school environment and fostering a strong sense of community.

Once again, welcome to Sri KDU Primary! We are delighted to have you as part of our family, and I look forward to getting to know you and your child better as we embark on this exciting educational journey together. Should you have any questions or concerns, please feel free to reach out to me or any member of our team.

Yours sincerely,

Samantha Leuty,
Head of Primary
Sri KDU International School, Kota Damansara



ACADEMIC SEMESTERS FOR SCHOOL YEAR 2025/26

Start of Term 1 : Wednesday, 20 August 2025

End of Term 1 : Wednesday, 10 December 2025

Term 1 Break : 11.12.2025 – 4.1.2026

Start of Term 2 : Monday, 5 January 2026

End of Term 2 : Thursday, 19 March 2026

Term 2 Break : 20.3.2026 – 29.3.2026

Start of Term 3 : Monday, 30 March 2026

End of Term 3 : Thursday, 25 June 2026

Year-end Break : 27.6.2026 – 18.8.2026

SCHOOL HOURS 2024

Instructional school days are from Mondays to Fridays, unless it is a public holiday, an occasional holiday or a replacement holiday.

Sri KDU Primary International School (SKIPS)

Monday – Friday Drop Off, EY and Primary

- Drop off time: Between 7.30am and 7.45am.
- Registration: 8.00am. Students arriving after 8.00am will be registered as 'late'.
- Vehicle Drop Off: H Gate, Bus Bay
- Pedestrian Drop Off: K Gate, S Gate

Monday – Thursday Pick Up, EY and Year 1

- Pick up time: 2:20pm
- After School CCA Pick Up time/Holding Club: 3.20pm
- Vehicle Pick Up: H Gate, Bus Bay
- Pedestrian Pick Up: K Gate, S Gate

Monday – Thursday Pick Up, Year 2 to Year 6

- Pick up time: 3.20pm
- After School CCA Pick Up time: 4.20pm
- Vehicle Pick Up: H Gate, Bus Bay
- Pedestrian Pick Up: K Gate, S Gate

Friday Pick Up – EY to Year 6

- Pick up time: 12.30
- After School CCA Pick Up time: CCA dependent
- Vehicle Pick Up: H Gate, Bus Bay
- Pedestrian Pick Up: K Gate, S Gate

Please note these are the **only arrival and dismissal points permitted** for SKIPS students.

Prompt collection of all students is expected. Should an unexpected delay happen, please call the School Administration in the first instance to inform them of the delay. This information will be forwarded to the Deputy Head – Pastoral.

Students not picked up on time will be held in the Primary Library; they are not permitted to roam the school buildings or playgrounds.

SKIPS students are not permitted to walk to the MRT or home alone.

Older siblings in Secondary School are permitted to collect their siblings from dismissal points, once written permission is granted by parents, and acknowledged by the Deputy Head – Pastoral / Head of Primary.

ORIENTATION (NEW STUDENTS ONLY)

An orientation will be held on Monday, **Tuesday, 19 August 2025** for all new students. Important information will be shared to ensure a successful and smooth start for the new students.

The following will be the **programme** for orientation

FOR STUDENTS

Time	Programme	Venue
7:30-7:50 a.m.	Registration	Primary Hall
7:50-8:00 a.m.	Welcome & Housekeeping	Primary Hall
8:00-9:10 a.m.	Orientation with Head of Year: School Tour, Teams, Engage logins, lockers, timetable and settling in activities	Classroom

FOR PARENTS

Time	Programme	Venue
7:30-8:00 a.m.	Registration & Housekeeping	Primary Hall
8:00-8:15 a.m.	Welcome address and briefing by Principal, Heads of School and SLTs	Primary Hall
8:15-9:00 a.m.	Onboarding to Engage, Vircle, CCA registration	Primary Hall
9:00-9:30 a.m.	Guidance on the curriculum Q&A	Primary Hall
9:00-9:30 a.m.	Dismissal	

Students are required to be dressed in full school uniform for the orientation.

Please take note that all students are required to bring snacks and water bottles for the orientation.. For year 4- Year 6 students please bring your device (Apple iPad, iPad Air, or iPad Pro, or a comparable tablet that can support the latest operating systems).

Please take note that all students are required to bring their device and notebooks for the first day of school.

CONTACT DETAIL

School Leadership Team

Staff Name	Designation and Responsibility	Email address (@srikdu.edu.my)
Benjamin Green	Principal	b.green
Samantha Leuty	Head of Primary	s.leuty
Joshua Sheridan	Deputy Head of Primary - Pastoral	j.sheridan
Jolanu Van Der Merwe	Deputy Head of Primary - Academic	merwe.j

PURCHASE OF BOOKS AND UNIFORMS - SBL BOOKS SDN BHD

You can **purchase books and stationery for your child starting 7 July 2025** from the school bookshop. However, parents may opt to purchase them elsewhere should they wish. Please do not purchase any books now as the Class and Specialist Teachers will let you and your child know what books are to be bought from the booklist during the first week of Term 2

[Booklist and Stationery list 2025-2026](#)



Sri KDU International School Bookshop

- Venue: **Beside Exit Gate B, Sri KDU Secondary School.** You may ask the security officer to assist you with direction.
- Monday to Friday: 9.00am to 3.00pm
- Closed on Weekends and Public Holidays
- Bookshop only accept cash and credit card except AMEX.

Uniforms and House T-Shirts

All uniform items are sold online through Vircle. For more information regarding the Vircle app, please refer to page 16.

Details regarding Online Uniform Purchase Guide, Estore Guide Video and Uniform Display Store Operating Hours can be found in this link:

[Online Uniform Purchase](#)



Please note that House T-shirts can only be purchased after your child has been assigned to a House. You can refer to the Engage Parent Portal starting from **10 July 2025** for this information

BYOD

Students in Year 4-Year 6 can Bring Your Own Device (BYOD). This allows students to save work and access apps in school and at home. For further information and guidance please see the BYOD policy

[SKIPS BYOD Policy.pdf](#)



ONLINE PLATFORM

These platforms are designed to enhance learning experiences and provide additional resources to support your child's education.

You will receive an email from your child's class teacher within 1 week after school starts with login details specific to each platform.

If you have any questions or encounter any issues with accessing the platforms, please do not hesitate to reach out to your child's teacher. We are here to assist you and ensure a smooth and productive experience for your child.



SCHOOL RULES - HIGHLIGHTS

In Sri KDU we value:

- Collaboration
- Community
- Curiosity
- Compassion

Therefore in SKIPS we are all:

- Kind, polite and respectful to everyone in our community.
- Responsible and prepared for our learning in school, at home and for learning outside of the classroom
- Responsible for our belongings and our school environment
- Aware of and follow school rules, policies and procedures

All students, families, staff and families must commit to our school values.

School Uniform

When purchasing uniform, please ensure that they are of the right size for your child. Students may be asked to purchase new uniforms if their uniforms do not comply with school regulations:

- Trousers/skirts should rest on the waist and not on the hips.
- The hem of the skirt should reach the knees.
- The hem of the school t-shirt should fall below the hips.
- All uniform and House t-shirts must have the student's name tag. This can be ordered via the school bookshop.



School Shoes & Socks

Students' socks and shoes are to be black.

School shoes and socks must be fully black, including the logo on the shoes. Please take note that ankle length socks are not allowed.



All requests for the approval of special shoes in school must be supported with proper documents, from a registered podiatrist.

SCHOOL RULES - HIGHLIGHTS

Hair, Make Up and Jewelry

Hair that reaches the second line of the collar is defined as long and must be tied back. Hair accessories are to be kept simple and in line with the school uniform.

Religious jewelry may be worn. Small studs and sleepers are permitted, but no long earrings, large hoops etc are allowed. Any jewelry worn is done so at families own risk, and school staff are not responsible for them.

Make up is prohibited during the school day, including non-uniform days.

Communication

Should students need to contact their parents/guardians during the school day, they are to use the phone in the SKIPS Reception with approval of their teacher. Students are not permitted to make or receive mobile phones calls from 7.30 to 4.20 (end of CCA).

Primary students must turn off their mobile phones on arrival at school and put them in their bags and assigned locker. **Smart watches are not permitted in school.**

Any student using a mobile phone during the school day will have it confiscated until the end of the school day.

Forgotten Items

Forgotten items, such as water bottles or lunchboxes, are not to be brought into school. We believe this encourages students to develop responsibility for themselves and their belongings, which is an important part of growing up. If a student does forget their water or food, we will ensure that they are provided with water and a meal to keep them nourished and hydrated throughout the day.

In the case of PE kits, we expect that students come prepared; however, we will have some spare kits available should they forget theirs. For swimming sessions, students are expected to bring their own kit, and if they forget it, they will need to sit out of that lesson. Our aim is to foster independence and responsible habits in our students, supporting their personal growth and development.

Absences from School or Lessons

If a student is not feeling well, they should remain at home to rest and recover. If a student has a temperature, they should not attend school, even if medication has been administered to reduce the temperature, as they may still be unwell and potentially contagious.

In the event of illness, please inform the class teacher via email and kindly cc the Deputy Head Pastoral, Mr Joshua Sheridan.

Please note that any holidays taken during term time will not be authorised and will be marked accordingly on the class register. No coursework or classwork will be provided to students taking holidays during term time, in line with our policy promoting consistent attendance for effective learning. Approval for absences related to sports or educational activities may be authorised as these are considered to be learning outside of the classroom.

CO-CURRICULAR ACTIVITY (CCAS) REGISTRATION

Co-curricular activities (CCAs) provide a holistic learning experience to all our students. Both Primary and Secondary students of Sri KDU International School will have the opportunity to enhance social, intellectual, character building, sportsmanship, talent and creative skills, among others through various CCAs offered. With diverse range of CCAs activities, we aim to inspire students to engage, participate, and experience beyond academia, enriching their potential and self-growth.

CCAs are carried out at the end of school day as follows:

Monday to Thursday

EYFS and Year 1 : 2.20 PM – 3.20 PM

Years 2 – 6 : 3.30 PM – 4.30 PM

Years 7 – 11 : 3.30 PM – 4.30 PM

Friday

Year 1 – 11 : 12.45 PM – 1.45 PM

More details regarding the complete CCAs offering and sign-up will be communicated separately in the new academic year.

Sign-up process

The CCAs program is administered via the Vircle eStore platform - this will be made available and can be accessed via your Vircle Account once it has been published. Sign-up will be at the start of the school year, exact dates will be communicated separately.

Paying for External CCAs

Paid CCAs must be paid for in advance (during registration), on a termly basis. The payment will be via the Vircle eStore.

What happens during CCAs Times - Collection by coaches/teachers and pick-up by parents

This [LINK](#) will take you through what happens during CCAs and where you should collect your child after they have finished. Note the end time for your child(ren)'s CCAs and ensure that you arrive in time to collect them.

CCAs for Selected Student Only

Some CCAs are open to all students for sign up. However, some CCAs will be invite only. If your child is invited to join an invite only CCA, they will receive communication from the lead teacher of the CCA.

Sports squads and music clubs

Sports squads and some music clubs may run on a different schedule to other CCAs (start date and finish date for example) as they have to be aligned with the competition or performance dates that they may be working towards. These dates will always be communicated separately with parents and students.

Sport squads are open to all students to try out for. Once the try outs are complete, students will be communicated by the PE teacher or Sports coach of that squad if they have been successful and got into the squad. We need to limit some squad numbers due to competition rules; this will vary from sport to sport. All this information will be sent out with all relevant dates at the start of the academic year in August.

Public Holidays

Note: There will be no CCAs or sports squads during school holiday & public holiday.

All CCAs sign-up will be treated on a first-come, first-served basis. It is essential that you complete the registration as early as possible once sign-up is opened to avoid disappointment. Registration is only completed once you have made payment via Vircle eStore. There will be no CCAs changes nor refund once the registration is completed.

IMPORTANT INFORMATION FOR PARENTS

Dashboard Card

To improve the efficiency of traffic management and speed up traffic flow during dismissal, parents / drivers on campus must display signage with their child's name and class on the dashboard of the vehicle before entering campus. This allows the easier identification of students and expedites the dismissal process quickly and efficiently. The distribution of dashboards for new parents will take place during the orientation day.

Below is a sample for your reference.



2025 Car Stickers

As part of the school's security measures, we regulate entry of vehicles into the school's premises. Only vehicles displaying the school's official valid car sticker will be allowed entry.

Each family is entitled to two free car stickers. A family consisting of children in both Primary & Secondary International School is regarded as one family and will be entitled to two car stickers.

A) Distribution of Car Stickers for 2025/26.

The Form Tutor will distribute the blank 2025/26 car stickers to students in the classroom on the first week after the school starts. Kindly collect the car stickers from your child (from the elder child if you have more than 1 child in Sri KDU) on the day. The car sticker must be displayed on the car windscreen the following day for entry into the school premises. We urge all parents to continue to collaborate with the school on security regulations on entering into the school.

For the school record and safety purposes, we would need parents to register your car plate number with the school. Kindly complete and submit this online [Car Sticker Form](#). Please note that only a parent or legal guardian may complete this form.

B) Additional Car Stickers

If you require extra car stickers in addition to the two free car stickers, they are available for purchase at RM20.00 per sticker at the Main Administration Office, Primary School Block.

Only registered parents of Sri KDU Schools are allowed to purchase car stickers. Parents are required to complete the Car Sticker Authorisation Letter together with the 2025/26 Car Sticker Form if they are sending a representative. In this instance, we would require a photocopy of the representative's MyKAD/ID to be submitted.

Pedestrian Exit Pass – PEP

At Sri KDU, the Pedestrian Exit Pass (PEP) is required for all students who are exiting the school gates on foot during dismissal. Students who do not have the PEP will not be allowed to walk out of the school.

To apply for the PEP, click on this link to complete the [PEP Form](#). Please note that only a parent or legal guardian may complete this form.

Once approved, a PEP sticker will be placed on the students' Smart Cards and will remain valid throughout the duration of the students' studies at Sri KDU unless the Registry Department receives a request from the parents or school management to deactivate the PEP. Parents may email the deactivation request to registry.kd@srikdu.edu.my.

Older Sibling Pick Up of Younger Sibling - Dismissals

Should older siblings be responsible for walking their younger siblings to the MRT or home, a written request to the Head of Primary and the Deputy Head of Primary, Pastoral must be made. Younger siblings will not be handed over to older siblings otherwise.

STUDENT AND PARENTS IDENTIFICATION CARD

Smart Cards

Smart Cards will be distributed to students in batches by the respective Form tutors in a class once school commences. If you have not submitted your child's photo, please do so latest by **Friday, 25 July 2025**. You may email a recent passport style digital color photograph (JPEG format) to registry.kd@srikdu.edu.my.

Parent ID

As part of the school's security measures, the school will issue each family two Sri KDU Parent Identification Passes (Parent ID). Parents are expected to wear the Parent ID at all times whilst at the Sri KDU Kota Damansara campus.

The Parent IDs will be distributed to your child, in class. If you have more than 1 child registered at Sri KDU, it will be given to your eldest child. Siblings registered at Sri KDU schools at the Kota Damansara Campus (Sri KDU Primary School, Sri KDU Secondary School and Sri KDU International School) are considered as one family, therefore, you can use the same Parent ID.

If you have not submitted your photo to the school for the Parent ID, please email a copy of your photo to registry.kd@srikdu.edu.my at your earliest convenience.

MEALS ARRANGEMENT

Vircle

The school is moving towards a cashless system – the system we are currently using is “Vircle”. You may discover more about Vircle by visiting their website www.vircle.com.

Advantages of the Vircle platform:

- Gives you full control & visibility to monitor your child’s spending through instant phone notifications.
- Gives you peace of mind as Vircle is fully BNM regulated; so your funds are always safe.
- Order, top up or give allowances anywhere at any time from your phone

Your child’s student card will be linked to the Vircle system. Students can use their student card to make purchases in a cashless manner within the school at the Bookshop and in the Cafeteria:

1. Purchase of meal plan for morning snack - Year 1 to Year 11
2. Purchase of meal plan for morning snack and lunch - Year 1 to Year 11
3. Purchase of daily food at cafeteria

You will need to download the Vircle app from Google Play Store or the Apple App Store and register your child by scanning his/her unique QR code that will be provided to you by Vircle through email from **Thursday, 10 July 2025 onwards**. Please note that the Vircle QR code is linked to the student card. Parents will receive the QR code only after the school has issued the student card. To ensure this, please submit your child’s photo, if you have not already done so, please submit as soon as possible, so that we can print the card. Delays in providing the photo will result in a delay in receiving the Vircle QR code.

Please click www.vircle.com/vircle-school or [Introduction to Vircle & How to use the Vircle App \(1\).mp4](#) for step by step video guide & instructions on how to download Vircle onto your phone, register yourself and onboard your child using the QR code.

Meal Plans (Early Years – Year 11)

Optional Breakfast and Lunch Programme

Kindly be informed that Delischool is also offering an **optional** breakfast and lunch meals to the following levels of Sri KDU International School students.

Students can choose their preferred meal for the day, with options such as Asian, Western, Vegetarian, noodles, or sandwiches. Additionally, they can select the fruit and salad of the day. There is no requirement to preselect lunch; instead, students can make daily choices.

- Early Years – breakfast and lunch
- Year 1- Year 11 – breakfast and/or lunch

If you wish to place orders for the whole Semester, you may register and sign up for the program via Vircle.

Before making any purchases, you must first sign up for Vircle. You can download Vircle on your phone or gadget, go to the Google Play Store or the Apple App Store and download the Vircle app, then scan your child’s unique QR code issued by Vircle to register him or her. For new students, the QR code will be sent to you via email starting from **Thursday, 10 July 2025 onwards**. You may begin placing meal plan orders on that date. Please note that the Vircle QR code is linked to the student card. Parents will receive the QR code only after the school has issued the student card. To ensure this, please submit your child’s photo, if you have not already done so, so that we can print the card. Delays in providing the photo will result in a delay in receiving the Vircle QR code.

For matters related to QR code, please email registry.kd@srikdu.edu.my

For any cafeteria related inquiries, please reach out to the dedicated person-in-charge at Delischool via email at cafeteria.srikdu1@shfservices.com

SCHOOL PORTAL

The Portal is a service which provides parents access to documents and data via a secure communication channel, enhancing communication between the school and parents.

The Portal user is identified by the parent/legal guardian listed in the Application for Admission Form submitted during the registration of your child/ward with the school. If the parent/legal guardian is a:

1. Contact Person only

- You will be able to view your child's/ward's details, timetable, subjects, assessment reports, attendance, weekly bulletins from the teachers, etc.

2. Billing Person only

- You will be able to view your child's/ward's details, invoices, and payment receipts (example: for school fees, exam fees, etc.)

3. Contact and Billing Person

- You will be able to view information listed in both items 1 and 2, above.

Logging in to the School Portal can be done through the school website [[Home | Leading the Way in Education | Sekolah Sri KDU](#)] or at [Engage \(engagehosted.com\)](#). For parents of new students, an activation email will be sent to your main email address from **10 July 2025** onwards to guide you on the School Portal activation and login process.

Should you encounter any technical issues with the School Portal, please contact our support staff at registry.kd@srikdu.edu.my for assistance.

ADDITIONAL INFORMATION

Submission of Documents

Please ensure that you have submitted the following documents to the Registry Department. You may submit the documents by email to registry.kd@srikdu.edu.my :

1. One copy of your child's birth certificate
2. One copy of your child's MyKad/MyKid/passport
3. One copy of updated valid student pass (for international students only)
4. One copy of father's MyKad/passport & business card
5. One copy of mother's MyKad/passport & business card

Parent's Email Contact

Kindly ensure your contact details with the school is updated e.g. mailing address, contact numbers, email address and etc. Kindly click [here](#) to update details.

Please note that emails on school related matters and/or important announcements will be sent only to the Contact Parent. It is therefore vital that the emails reach the intended recipient. **The Contact Parent is advised to provide the school with their personal email address for direct communication with the school.** Kindly provide the school with your most current and active personal email address. Do check your spam/junk folder from time to time if you do not see regular emails from the school.

Operating Hours for Administration Offices

Mondays - Fridays : 8:00 a.m. - 5:00 p.m.

Weekends & Public Holidays : Closed.