

## USEFUL INFORMATION



## FOR PRIMARY SCHOOL

## Hello!

A warm welcome to all new families, and all returning families whose children continue their education at LFKL. We hope you had a good holiday.

Thank you for choosing the Lycée Français de Kuala Lumpur for the education of your children. Thank you for your trust.

This back-to-school guide aims to help you to navigate in LFKL. It summarizes practical and essential information, which you can refer to throughout the year.

We will be happy to hear any feedback and comments to help us improving this document.

We wish students, parents, teachers and members of the administrative staff an excellent back to school at the LFKL and a happy new year 2022-2023!

The LFKL administrative team



This document summarizes useful information to keep and to which you can refer to.

### Useful contacts:



**HEVEA telephone:** +60 (0) 3 62437476  
**LFKL telephone:** +60 (03) 6250 4415



**Secretary email:** [secretariat@lfkl.edu.my](mailto:secretariat@lfkl.edu.my)



**LFKL website:** [www.lfkl.edu.my](http://www.lfkl.edu.my)

### Communications:



**In order to ensure you receive the communications from LFKL, kindly add the following email addresses to your email contact/address book:**

[lfkl-no-reply@lfklmail.eduka.school](mailto:lfkl-no-reply@lfklmail.eduka.school)  
[sophie.costes@lfklmail.eduka.school](mailto:sophie.costes@lfklmail.eduka.school)  
[sophie.costes@lfkl.edu.my](mailto:sophie.costes@lfkl.edu.my)

Please also check your spam/promotion and other mail folders on a regular basis.

### Information and contact details update



The information concerning your child and yourself (telephone, email, passport, etc.) is recorded under EDUKA.

**It is your responsibility to ensure that this information is up to date,** including your email and telephone contacts (*essential in the event of an emergency*) and passport and visa information.

The EDUKA interface is accessible from: <https://lfkl.eduka.school/login>

The file and information pertaining to you or your children are to be updated under "Students and parents information"

## Schedule

The morning hours for kindergarten are as follows:

- Arrival of children (on foot or by car): between 7:30 a.m. and 8:00 a.m.
- Arrival by bus: between 7:30 a.m. and 8:00 a.m.
- Beginning of classes: 8:00 a.m.

The morning hours for primary are as follows:

- Arrival of children (on foot or by car): between 7:30 a.m. and 8:00 a.m.
- Arrival by bus: between 7:30 a.m. and 8:00 a.m.
- Beginning of classes: 8:00 a.m.

*The LFKL and HEVEA gates only open from 7:30 a.m. No student will be allowed to enter the school before this time.*

The exit times for kindergarten are as follows:

- End of classes: 2:15 p.m. (except Wednesday at 11:45 a.m.)
- Walking out: 2:15 p.m. (except Wednesday 11:45 a.m.)
- Outing by car: from 2.45 p.m. (except Wednesday from 12.15 p.m.)
- Departure of LFKL buses: 2:50 p.m., 4:30 p.m., 5:30 p.m. and 6:30 p.m. (Monday, Tuesday, Thursday, Friday), and 12:30 p.m. and 2:30 p.m. (Wednesday).

The exit times for primary are as follows:

- End of classes: 2:30 p.m. (except Wednesday at 12:00 p.m.)
- Walking out: 2:30 p.m. (except Wednesday 12:00 p.m.)
- Outing by car: from 2.45 p.m. (except Wednesday from 12.15 p.m.)
- Departure of LFKL buses: 2:50 p.m., 4:30 p.m., 5:30 p.m. and 6:30 p.m. (Monday, Tuesday, Thursday, Friday), and 12:30 p.m. and 2:30 p.m. (Wednesday).

## School Calendar

The school calendar (with school and applicable public holidays) can be downloaded from our website at: <https://www.lfkl.edu.my/calendrier-agenda/>

## Score cards and Results:

Your child's reports are available on LIVREVAL:

<https://www.livreval.fr/monde/index.php>

If you lose/forget your identifiers, please contact the primary school director.

### **Class organisation and questions specific to a class**

For any question concerning the organization of the class, or an individual problem, you can contact the teacher directly.

During the back-to-school meeting which will be organized by the class teacher, each class will elect one or two parent delegates for the class and a class WhatsApp group will be created for all parents. We remind you to read and follow the charter of use of class WA groups and to remain courteous in your exchanges and to use these groups for organizational matters of the class.

We remind you that communications must remain courteous and respectful (cf. art 7.4 of the internal rules of the primary school).

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### **Lateness & Absences**

If your child is absent, please notify the following people:

- Your child's teacher
- Vie scolaire primaire: [vie.scolaire.primaire@lfkl.edu.my](mailto:vie.scolaire.primaire@lfkl.edu.my) and [secretariat@lfkl.edu.my](mailto:secretariat@lfkl.edu.my)
- The bus service if your child takes the bus: [bus@lfkl.edu.my](mailto:bus@lfkl.edu.my)
- The canteen service: [cantine@lfkl.edu.my](mailto:cantine@lfkl.edu.my)

### **Canteen**

The canteen is compulsory for all primary school pupils.

In the event of a severe allergy, you can compile an Individualized Support Plan (PAI) file accompanied by a medical opinion. After approval of the PAI by the head teacher, your child may be authorized to bring his own meal.

The weekly menus are available on the school website: <https://www.lfkl.edu.my/canteen/>

For any comments or suggestions, you can contact: [cantine@lfkl.edu.my](mailto:cantine@lfkl.edu.my)

Any absence must be reported directly to the canteen with medical certificate so that the billing takes this into account (see art 4.2 financial regulations).

### **Bus**

Any change concerning the bus must be communicated as soon as possible to:  
Ms Surya (*for absence in the morning*) by SMS: 012-260 95 04

Mr. Belkacem: 016-229 44 29  
Email: bus@lfkl.edu.my

Similarly, if it is a change of bus after class, please notify Vie scolaire and the teacher.

General information about buses is available on the website: <https://www.lfkl.edu.my/bus-service/>

### **Snacks**

In general, we do not encourage students from primary school to bring snacks as they have an early lunch (11.30am), and therefore may not eat properly at lunch time.

Nevertheless, for parents who wish their kids to bring a snack, kindly note that:

- Only snacks with reusable packaging are accepted (cut fruits or vegetables, homemade cakes, etc.).
- Sweet/fatty snacks (chips, candies, etc.) and very sweet sodas and drinks are not encouraged.

Water fountains are available for students to fill their water bottles.

### **Extra-Curricular Activities (ACS)**

The LFKL offers a variety of extra-curricular activities. The activities offered are include sports (swimming, football, climbing, badminton, gymnastics, etc.), artistic activities (Art, sewing, etc.), and others (homework done, chess, magic, computer coding, etc.).

The ACS generally start a few weeks after the start of the school year. At the beginning of the year, the ACS office will finalize the catalog for the period and will inform parents by email of the details of the activities available as well as the registration instructions. The ACS registration portal opens on a specific date and time which will be communicated to you by the ACS office and registrations are made on the EDUKA platform on a "first come, first registered" basis. The number of places per ACS is limited, and a minimum number of registrants is required in order to maintain an activity. Invoicing for AES is done via your LFKL invoice. Children who are registered for AES and who are also registered for the bus service will take a later bus on the day of their ACS.

### **Library books**

We ask you to take care of the library books loaned to your children and not to lose them. Any book that is damaged or not returned will result in billing to the families.

### **Lost & founds :**

The lost and found at HEVEA can be retrieved from the HEVEA secretary and on the table which is in the courtyard (for the water bottles and snack boxes).

The lost & founds at LFKL are placed in the big wooden box in the courtyard, or can be retrieved from vie scolaire collège/lycée or secretary office (precious objects only).

### **Departure from the school**

In case of definitive departure from the school, we kindly request that you notify the soonest;

- The Principal and primary school director (for primary school students)
- The school counsellor
- The secretary

### **Administration and Finance**

Any **administrative** request (attestation, certificate of schooling, notification of departure from the establishment, etc.), you be directed to the secretariat at: [secretariat@lfkl.edu.my](mailto:secretariat@lfkl.edu.my)

Do not hesitate to consult the **primary school rules and regulations** available at: <https://www.lfkl.edu.my/rules-regulations/?lang=fr>

Any **financial** request (invoice, receipts, etc.), can be directed to the accounting department at: [compta@lfkl.edu.my](mailto:compta@lfkl.edu.my)

Payments to LFKL are mainly made by bank transfer. Credit card payments are possible at the accounts department office. Note that payments can be made in Malaysian currency (MYR) on the Malaysian account or in European currency (EUR) on the establishment's French account: <https://www.lfkl.edu.my/wp-content/uploads/2020/05/LFKLHFB-CIMB-BRED.pdf>

Do not hesitate to consult the **financial regulations** available at: <https://www.lfkl.edu.my/wp-content/uploads/2022/04/financial-regulation-2021-2022-2023-FINAL.pdf>

### **LFKL Board of Directors**

The Lycée Français de Kuala Lumpur is an establishment managed by parents under an agreement with the AEFÉ. The LFKL is a Malaysian company subject to Malaysian company law. The company is managed by a Board of Directors composed of 5 legal Directors who are volunteer parents elected each year at the General Assembly of the company.

The members of the Board for the 2022-2023 school year are:

Muriel Métivet, President  
Jacques Manem, Treasurer  
Denis MANIGART, Board Secretary  
Stéphane Palomba, Member  
Patricia Lapointe, Member

To contact the Board of Directors: [ca@lfkl.edu.my](mailto:ca@lfkl.edu.my)

### **Parents' association**

APEKL, Association de Parents d'Elèves de Kuala Lumpur, is a non-profit association officially registered in France. The APEFKL plays a role of representation, information, animation, socialization and support of parents. A new office will be elected at the start of the school year as well as lists of parent representatives on the School Council and the School Council. To become an APEKL member, it's simple and free, just fill out the [following form](#).

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**We thank you for your attention and wish you the best for a good school year 2022-2023.**