

PRACTICAL INFORMATION



**FOR SECONDARY SCHOOL
(MIDDLE/HIGH 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



LFKL website: www.lfkl.edu.my

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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
sophie.costes@lfklmail.eduka.school
sophie.costes@lfkl.edu.my

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

Updating personal information and contact details



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 are as follows:

- Arrival on foot: between 7:30 a.m. and 8 a.m.
- Drop-off by car: between 7:30 a.m. and 8 a.m.
- Arrival by bus: between 7:30 a.m. and 8 a.m.

The LFKL gates only open from 7.30am. No student will be allowed to enter the school before this time. The bell rings at 7:55 a.m., students must be in their classrooms at 8 a.m.

The exit times are as follows:

- Outing on foot: according to the timetable of the pupils and the authorizations given by the parents
- Drop-off by car: according to the students' schedule
- Departure of buses from HEVEA/LFKL: 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/>

Timetables

Timetables are available on ProNote from the first days of class. Teacher absences and schedule changes are communicated via ProNote.

Class organisation and questions specific to a class

Any question related to the timetable and teachings can be directed to Gregory Marin, our school counsellor (*"Conseiller Principal d'Education "* - CPE) at: gregory.marin@lfkl.edu.my

Any question concerning the organization of the class, or an individual problem, can be directly sent to the teacher concerned or the head teacher of the class.

We remind you that written and oral communications to LFKL personnel must remain courteous and polite.

Bulletins and Results:

Your child's results are available on ProNote. In case of loss/forgetting your identifiers, please contact the Principal Education Advisor: gregory.marin@lfkl.edu.my

Lateness & Absences

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

- Your child's teacher
 - Vie scolaire secondaire: vie.scolaire.secondaire@lfkl.edu.my
 - The bus service if your child takes the bus: bus@lfkl.edu.my
 - The canteen service: cantine@lfkl.edu.my

In case of **late arrival at school**, the student must go to Vie scolaire to collect an entry form. Beyond 20 minutes late, the student will be allowed to join the class at the discretion of the teacher. After 3 unjustified delays in a term, the student has a detention.

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

- Secondary Vie scolaire: vie.scolaire.secondair@lfkl.edu.my and secretariat@lfkl.edu.my
- The bus service if your child takes the bus: bus@lfkl.edu.my

Absence of a teacher

Absences of teachers are notified via ProNote and on the white boards near Vie scolaire offices.

In the absence of a teacher, **middle school students** are not allowed to leave the establishment and must go constantly. They are allowed to go out earlier only if it is the last lesson of the day that is cancelled, and with the permission of their parents.

High school students are allowed to leave the establishment during office hours, recess, breaks and between 12:15 p.m. and 1:10 p.m. if and only if they have written authorization signed by their parents. Any student who arrives late for class after such an outing will be temporarily deprived of his or her right to leave thereafter.

Canteen

The canteen is compulsory for all middle school students.
High school students can choose between the external or half-board regime.

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 of the establishment, 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/?lang=fr>

For any comments or suggestions, you can contact: 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 the buses is available on the website: <https://www.lfkl.edu.my/bus-service/?lang=fr>

Extra-Curricular Activities (ACS)

The LFKL offers a variety of extra-curricular activities. The activities offered 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.

Textbooks

The textbooks entrusted to your child are assigned by name and the assignment is linked to the barcode of the book. Pupils should therefore not exchange their textbooks with each other. Students must write their name on the dedicated sheet at the back of the book. It is advisable to cover the book.

Indeed, any damaged or non-returned textbook will result in an invoicing 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

For any **administrative** request (attestation, certificate of schooling, notification of departure from the establishment, etc.), you can contact the secretariat at secretariat@lfkl.edu.my

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

For any **financial** request (invoice, receipts, etc.), you can contact the accounting department at: 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 AEFE. 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

Parents' association

APEKL, Association de Parents d'Elèves de Kuala Lumpur, is a non-profit association officially registered in France. The APEKL 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](#).

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