



SRI KUALA LUMPUR

1, Jalan SS15/7A, 47500 Subang Jaya, Selangor Darul Ehsan. | T: 03-56343491/3 | F: 03-56343489 | W: www.srikl.edu.my

Sunday, 15th October 2023

Dear Parents/Guardians,

Re: ADMISSION FOR ACADEMIC YEAR 2024 TO SRI KUALA LUMPUR

Thank you for enrolling your child at Sri Kuala Lumpur. We wish you a warm welcome for the new academic year 2024. The start of school is always a busy time and we advise all our parents/guardians to be well prepared before the term begins. This letter provides parents with essential information, particularly concerning the buying of books and uniforms prior to the start of the new year.

1. Text Books

Textbooks will be available at the school bookshop from **Monday 27th November 2023**. (online purchase is no longer available).

Operating hours for the Bookshop during school holidays are as follows:

Monday to Friday	9.00 a.m. – 3.30 p.m.
Saturday	9.00 a.m. – 12.00 noon (closed on 1st Saturday of the month)
Sunday & Public Holidays	Closed

The School Booklist for 2024 can be downloaded as a PDF file from the school's website (www.srikl.edu.my) from **27th November 2023 onwards**, a hard copy will also be made available at the School Bookshop.

2. School Uniform

Beginning 1st November 2023, the school's uniform supplier will be relocating back to the school compound.

Operating hours for Uniform Shop during school holidays are as follows:

Monday to Friday	9.00 a.m. – 3.30 p.m.
Saturday	9.00 a.m. – 12.00 noon (closed on 1st Saturday of the month)
Sunday & Public Holidays	Closed

Alternatively, parents may continue to purchase uniform items online.

Website: <https://www.dtdapparel.com>

Contact: 012-388 1558

3. Start of School

Please take note that for Academic Year 2024, students will start school as follows:

PRIMARY SCHOOL

- Year 1 students will start school on Monday, 8th January 2024.
- ALL other Primary School students will start school on Wednesday, 10th January 2024.

SECONDARY SCHOOL

- Year 7 students will start school on Monday, 8th January 2024.
- Year 10 students will start school on Tuesday, 9th January 2024.
- ALL other Secondary School students will start school on Thursday, 11th January 2024.

4. Orientation Day (Primary & Secondary – 2024 Session)

The objective of the Orientation is to familiarize new parents and students with the school's facilities, rules and regulations as well as to brief parents on school policies and systems. This will also provide parents with the opportunity to seek clarification on any issues that they may have.

Orientation for all new students is scheduled on the dates set out below:

Primary School (Parents and Students)

Date: Saturday, 6th January 2024

Time: 11.00 a.m. – 12.30 p.m.

Venue: Great Hall

Secondary School (Parents Only)

Date: Saturday, 6th January 2024

Time: 8.30 a.m. – 10.00 a.m.

Venue: School Auditorium

We strongly advise parents to ensure that their children attend Orientation as this will minimize problems adjusting to the new environment at Sri KL. **Kindly note, all new students are required to be present in their school uniform.**

5. Payment of School Fees

With this circular, you should also receive our invoice for your attention. Please check the invoice carefully and notify the Accounts Department immediately if there are any discrepancies. If you have settled the fees, then please ignore this section.

All cheques, bank-drafts and postal orders should be crossed "Account Payee" and made payable to **OTHMAN MERICAN EDUCATIONAL DEVELOPMENT BERHAD**. Payment can be made at the Administrative Counter of the School during normal office hours.

Please note that there is no option to pay school fees via credit card unless you are paying late fees.

All **returned and/or dishonored cheques** will be subject to a five percent (5%) service charge in addition to the 5% surcharge if payment is received late.

If you are not making payment at the Administrative Counter, please send in your payment by registered post or via direct bank-in to our account number **3184890830 Public Bank Bhd**. All payments are deemed paid based on the cheque clearance date and not the bank-in date.

Kindly email us your bank-in slip together with the name of your child so that we can reconcile your account.

Email: accounts_dept@srikl.edu.my

Kindly note that all fees must be paid by **8th December, 2023**. Fees paid after this date will incur a 5% service charge on the total amount. This amount must be paid before your child is allowed to attend classes. We strongly advise early payment to avoid any inconvenience.

Last but not least, we take this opportunity to once again welcome you to Sri KL.
Thank you.

Yours faithfully,
OTHMAN MERICAN EDUCATIONAL DEVELOPMENT BHD