BOARD OF TRUSTEES

YAM Tunku Naquiyuddin ibni Almarhum Tuanku Ja’afar - Chairman
Tunku Laxamana Negeri Sembilan

YAM Tunku Tan Sri Imran ibni Almarhum Tuanku Ja’afar
YAM Tunku Dara Tunku Tan Sri Naquiah bt. Almarhum Tuanku Ja’afar
Y. Bhg Dato’ Richard Small
En. Zulkifli Zainal Abidin
Cik Lily Rozita Khairi

BOARD OF GOVERNORS

YAM Tunku Naquiyuddin ibni Almarhum Tuanku Ja’afar - Chairman
Tunku Laxamana Negeri Sembilan
YAM Tunku Tan Sri Imran ibni Almarhum Tuanku Ja’afar
YAM Tunku Dara Tunku Tan Sri Naquiah bt. Almarhum Tuanku Ja’afar
En. Nizar Idris
Y. Bhg Tan Sri Dato’ Arshad Ayub
Y. Bhg Tan Sri Datuk Dr. Wan Mohd Zahid b. Mohd Noordin
Y. Bhg Dato’ Richard Small
En. Zulkifli Zainal Abidin
Cik Lily Rozita Khairi

FINANCE & PLANNING COMMITTEE

YAM Tunku Dara Tunku Tan Sri Naquiah bt. Almarhum Tuanku Ja’afar - Chairman
En. Zulkifli Zainal Abidin
Cik Lily Rozita Khairi
Dr Simon Watson
Mr Suresh Naidu
Mr Benny Yeow Tze Tet
DEVELOPMENT COMMITTEE

YAM Tunku Tan Sri Imran ibni Almarhum Tuanku Ja’afar - *Chairman*

Y. Bhg Dato’ Mohd Zain Yusof
Dr Simon Watson
Mrs Anna Fournier
Mr Benny Yeow Tze Tet
Mr John Hughes

CONTACT DETAILS

Kolej Tuanku Ja’afar
71700 Mantin
Negeri Sembilan Darul Khusus
West Malaysia

Tel: 06-7585105 / 5106 / 5107 (General Line)
Fax: 06-7582953 (Principal’s Office)

06-7585108 (Head of Primary’s Office)
06-7582996 (Bursar’s Office / Admin)
06-7581139 (Registrar’s Office)

E-mail: principal@ktj.edu.my (Principal)
headofprimary@ktj.edu.my (Head of Primary)
bursar@ktj.edu.my (Bursar)
registrar@ktj.edu.my (Registrar)

Web site: www.ktj.edu.my
STAFF LIST

Principal
Dr Simon Watson, Phd. Maths, Uni. of Bristol, UK, B.Sc (Hons) Maths, Uni of Warwick, PGCE Uni. of Keele

Head of Primary
Annette Harvey, B.Ed. (Hons) Specialising in Secondary Education, Worcester College of HE

Assistant Head of Primary

KS 1 Coordinator
Kristopher Marc Davis B.A. (Hons), Coach Educ & Sports Devt, Uni. of Bath, PGCE Primary Educ, Uni. of Plymouth

KS 2 Coordinator
Daniel Lloyd Marr, B.Sc (Hons) CJJS with Sociology, PGCE Uni. of Buckingham, QTS

Director of Music
Christina Vinson, M. Music, Uni. of Surrey, B. Music (Hons) Uni. of Edinburgh, QTS

Director of Sports
Lewis Alan Baillie, B. Sc Sports & Exercise Sc. Uni. of Essex, PGCE

Head of Student Services & EAL Coordinator
Deryk Mathieu Powles Fournier, M.Sc. Uni. of London, PGCE, Uni. of Nottingham, TITC Diploma, TEFL

Head of P.E.
Ooi Tze Yang, B. Tech (Hons), USM, PGCEi Uni of Nottingham

Classroom Teachers
Anna Dass, BA (Hons) Uni. Of Greenwich, London, PGCEi Uni of Nottingham
Anne Elizabeth Bradbury, BA (Hons) English Language and English Literature, PGCE in Primary Education Canterbury, Christ Church Uni.
Elaine Fong, B.Ed. (Hons) Primary teaching, Moray House, Edinburgh
Elizabeth Rachel Alexander, B A (Hons) Pri Educ. & Eng. Uni. of Lancaster
James Stephen Andrew Prigmore, BA (Hons) Tourism Mgmt, Sheffield Hallam Uni., PGCE (International) Uni. of Nottingham

*Nicola Jane Ward, BA (Hons) Liverpool John Moores Uni., PGDE, Uni. of Bolton
Ryan Phillips, BA (Hons) Southampton Solent Uni, QTS, PGCE Roehampton University, TESOL
Simone Nicola Felix, Business Admin, Camosun College, Victoria BC Canada
Vivian Elizabeth Pereira, Montessori Diploma (A.M.I) Early Childhood Learning, Hyderabad, India

* Classroom Assistants Coordinator
Art
Mohd Pauzi b. Mohd Nor, M.A., Kansas, B.Sc., Wisconsin, USA

Bahasa Melayu
Moorthi Velu, MBA, UKM, B.A.(Hons) with Ed., USM.
Ruaida Ibrahim, M.Sc (Corp. Comm) UPM, B.Sc. (HBP) (Hons), USM

Drama

EAL
Emma Caroline Davidson, MA & BA (OXON), Uni of Oxford, DELTA & YL Ext. CELTA (ESOL)

French
Dominique Frost, B.A. (Hons) Bus.Admin, Uni. of Lincolnshire & Humberside,
PGCE (Secondary) Uni. of Chichester

Islamic Studies
Wajihah Abdul Rahim, B. A. Major in French Language, Minor in English Linguistics, UPM
Diploma-Islamic Education (Selangor Int. Islamic University College)

Mandarin
Lim Chwee Ping, B. Mus. Ed. Uni. of Melbourne, Australia, Hanyu Teachers’ Training,
Confucius Shanghai Jiatong Uni.
Low Bee Lan, B.A (Hons) Mass Comm. UKM, Dip in Journalism, Taima Institute

Music
Kelly Hooi Jia Li, B. Music, Uni. of Newcastle, Australia
Shivon Sigrid Anita Veal, B.A. (Creative Arts) Music, B.A. Educ. Edith Cowan U, Australia

P.E.
April Scott, B.A., Grad. Dip. Teaching & Learning, Uni of Canterbury, NZ

Swimming Coach
Joshua Lee Xung Rong, Bronze Cert, Swim Techniques, First Aid, EAR, LSSM

SEN Support
Esther Gilbert Yates, Teaching Asst. Cert, CACHE, UK
Classroom Assistants
Annah Joseph, BBA (Hons) Paramount Uni. College
Imelda Jeya Mary Francis, Prof.Cert. Edu. Teaching & Training, Malaysian Pre-School Association
Nor Aimi Saleh, B. Finance /Accountancy/Banking, UCSI M'sia
Rimante Songailaite, M.Psych (Hons) Advanced Psychology, B.Sc (Hons) Psychology with Sociology, Uni. of Plymouth
Rosely Siluvai, KAAK – Child Development
Suhashini Tamichilluan, Dip. in Physiotheraphy, Mahsa University College

Office Manager
Sheila Dass, NCC International Diploma in Comp. Studies

Administrative Executive
Balvinder Kaur, B.Information Systems, Uni. of Western Sydney

Admin Assistants
Kalieswary Rajandran, Diploma in Risk Management.
Siti Maheen Aqilah Bt Mohamed Taufik, BA (Hons) Early Years Education

Librarian
Prema Linda De Silva, SPM

Parent Teacher Committee

President
Jayabalan Sevanthiappan  
ktjptcpresident@gmail.com
(012 2726933)

Secretary
Andrea Flores  
ktjptcsecretary@gmail.com

Treasurer
Norshimah bt Mohd Salleh
### AUGUST

**Thur. 11**
- 8:30 a.m. Coffee at the upper floor of The Arc
- 9:00 a.m. Staff meeting in The Arc (academic staff)
- 5:30 p.m. Reception at Principal’s residence (all staff)

**Fri. 12**
- 8:20 a.m. Depart to Thistle Hotel Port Dickson (Staff activities)

**Mon. 15**
- 8:30 a.m. Students return

**Wed. 17**
- 3:45 p.m. Focused development time (academic staff)

**Fri. 19**
- 8:30 a.m. Parent Coffee Morning in the dining hall*
- 1:00 p.m. Student Council

**Tue. 23**
- 8:45 a.m. Year 6 Entry Point *

**Wed 24**
- 8:45 a.m. Year 3 Entry Point *
- 6:00 p.m. - 8:00 p.m. Curriculum evening in the dining hall

**Thur. 25**
- 8:45 a.m. Year 2 Entry Point*

**Fri. 26**
- 8:45 a.m. Year 1 Entry Point*
- 1:00 p.m. Student Council
- 1:30 p.m. Assembly: Personal Goals

**Tue. 30**
- 8:45 a.m. Year 4 Entry Point *

**Wed. 31**
- National Day (Public holiday)

### SEPTEMBER

**Thur. 1**
- 8:45 a.m. Year 5 Entry Point *

**Fri. 2**
- 8:45 a.m. Year 4/5 Entry Point *
- 1:00 p.m. Student Council
- 1:30 p.m. Assembly

**Wed. 7**
- 9:00 a.m. - 12:00 p.m. Cross Country *

**Fri. 9**
- 1:00 p.m. Student Council
- 1:30 p.m. Assembly: Year 5 Sharing *

**Mon. 12**
- 1:30 p.m. Hari Raya Haji (Public holiday)

**Thur. 15**
- Mooncake festival Lantern making

**Fri. 16**
- Malaysia Day (Public holiday)

**Sun. 18**
- 9:00 a.m. Triathlon

**Fri. 23**
- 1:00 p.m. Student Council
- 1:30 p.m. Assembly: Personal Goals

**Mon. 26**
- 6:00 p.m. - 8:00 p.m. Parents Evening

**Tue. 27**
- 3:00 p.m. - 6:00 p.m. Parents Evening

**Wed. 28**
- 3:45 p.m. Staff meeting in The Arc
- 4:00 p.m. KLISS U9 Girls’ Benchball at BSKL and Boys’ Benchball at Taylors

**Fri. 30**
- 8:30 a.m. Parent Coffee Morning in the dining hall*
- 1:00 p.m. Student Council
- 1:30 p.m. Assembly: Year 6 AB Sharing *
### OCTOBER

<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun. 2</td>
<td>Awal Muharram</td>
</tr>
<tr>
<td>Mon. 3</td>
<td>School Closed</td>
</tr>
<tr>
<td>Wed. 5</td>
<td>Year 4 Residential trip (until Fri. 7th October)</td>
</tr>
<tr>
<td></td>
<td>3:45 p.m. CPD (academic staff)</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m. KLISS U11 Girls' Basketball at HELP and Boys' Basketball at BSKL</td>
</tr>
<tr>
<td>Fri. 7</td>
<td>1:00 p.m. Student Council</td>
</tr>
<tr>
<td></td>
<td>1:30 p.m. Assembly</td>
</tr>
<tr>
<td>Mon. 10</td>
<td>Mid-term break (until Sun. 16th October) (school closed)</td>
</tr>
<tr>
<td>Mon. 17</td>
<td>Maths week (until Fri. 21st October)</td>
</tr>
<tr>
<td>Fri. 21</td>
<td>8:30 a.m. Parent Coffee Morning in the dining hall *</td>
</tr>
<tr>
<td></td>
<td>1:30 p.m. Assembly: Personal Goals</td>
</tr>
<tr>
<td>Thur. 27</td>
<td>Deepavali Dress up Day</td>
</tr>
<tr>
<td></td>
<td>6:00 p.m. - 8:00 p.m. Deepavali Disco</td>
</tr>
<tr>
<td>Fri. 28</td>
<td>1:00 p.m. Student Council</td>
</tr>
<tr>
<td></td>
<td>1:300 p.m. Assembly</td>
</tr>
<tr>
<td>Mon. 31</td>
<td>Deepavali break (school closed)</td>
</tr>
</tbody>
</table>

### NOVEMBER

<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri. 4</td>
<td>9:00 a.m. KLISS Cross Country at Nexus, Putrajaya</td>
</tr>
<tr>
<td></td>
<td>1:00 p.m. Student Council</td>
</tr>
<tr>
<td></td>
<td>1:30 p.m. Assembly: Year 2 KD Sharing *</td>
</tr>
<tr>
<td>Wed. 9</td>
<td>KLISS U9 Benchball finals</td>
</tr>
<tr>
<td>Fri. 11</td>
<td>Primary Open Day</td>
</tr>
<tr>
<td>Wed. 16</td>
<td>3:45 p.m. Staff meeting in The Arc</td>
</tr>
<tr>
<td></td>
<td>4:00 p.m. KLISS U11 Basketball finals</td>
</tr>
<tr>
<td>Fri. 18</td>
<td>Learning Journals home</td>
</tr>
<tr>
<td></td>
<td>1:00 p.m. Student Council</td>
</tr>
<tr>
<td></td>
<td>1:30 p.m. Assembly: Year 3 EA Sharing *</td>
</tr>
<tr>
<td>Thur. 24</td>
<td>8:45 a.m. Year 4/5 Exit Point *</td>
</tr>
<tr>
<td>Fri. 25</td>
<td>Parent Coffee Morning in the dining hall *</td>
</tr>
<tr>
<td></td>
<td>1:00 p.m. Student Council</td>
</tr>
<tr>
<td></td>
<td>1:30 p.m. Assembly</td>
</tr>
<tr>
<td>Mon. 28</td>
<td>8:45 a.m. Year 6 Exit Point *</td>
</tr>
<tr>
<td>Tue. 29</td>
<td>9:00 a.m. - 12:00 p.m. Christmas Concert Dress Rehearsal</td>
</tr>
<tr>
<td>Wed. 30</td>
<td>8:45 a.m. Year 3 Exit Point *</td>
</tr>
</tbody>
</table>

### DECEMBER

<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thur. 1</td>
<td>6:00 p.m. Christmas Show *</td>
</tr>
<tr>
<td>Fri. 2</td>
<td>8:45 a.m. Year 1 Exit Point *</td>
</tr>
<tr>
<td></td>
<td>1:00 p.m. Student Council</td>
</tr>
<tr>
<td></td>
<td>1:30 p.m. Assembly</td>
</tr>
<tr>
<td>Mon. 5</td>
<td>8:45 a.m. Year 5 Exit Point *</td>
</tr>
<tr>
<td>Tue. 6</td>
<td>Special Visitor</td>
</tr>
<tr>
<td>Wed. 7</td>
<td>8:45 a.m. Year 2 Exit Point *</td>
</tr>
<tr>
<td>Thur. 8</td>
<td>8:45 a.m. Year 4 Exit Point *</td>
</tr>
<tr>
<td>Fri. 9</td>
<td>12:00 p.m. Term Ends</td>
</tr>
</tbody>
</table>

* An asterisk indicates parents can attend the event.
All parents will be invited into classes during each term to share in their child’s learning.
Primary School Schedule
KTJ Primary School consists of classes from Early Years to Year 6, with children ranging in age from 3 to 11. The school day begins at 8:30 a.m. and ends at 2:30 p.m. for all students.

Extra-Curricular Activities (ECA) run from 2:45 p.m. to 3:45 p.m. and additional After School Supervision (ASS) is available from 3:45 p.m. to 5:00 p.m.

There are two breaks during the school day: a 20-minute morning break and a 1 hour lunch break.

THE SCHOOL DAY
MONDAY – FRIDAY : 8:30 A.M. - 2:30 P.M.

Early Years - Year 6
7:45 a.m. (Mon. & Fri.) : School gates opened for drop off by car
8:00 a.m. (Tue., Wed. & Thur.)

8:30 a.m. - 8:40 a.m. : Registration
8:40 a.m. - 9:30 a.m. : Lesson 1 (classes start for all children)
9:30 a.m. - 10:20 a.m. : Lesson 2
10:20 a.m. - 10:40 a.m. : Morning break
10:40 a.m. - 11:30 a.m. : Lesson 3
11:30 a.m. - 12:30 p.m. : Lesson 4
12:30 p.m. - 1:30 p.m. : Lunch
1:30 p.m. - 2:30 p.m. : Lesson 5 (classes finish for all students)
2:45 p.m. - 3:45 p.m. : Extra-Curricular Activities (Optional)
3:45 p.m. : School buses depart
School gates opened for pick-ups by car

3:45 p.m. - 5:00 p.m. : After School Supervision
5:00 p.m. : Final pick-up time for students
TERM DATES

TERM 1, 2016/17
Mon. 15th August – Fri. 9th December

Staff Return 8:30 a.m. Wed. 10th August
Students Return Mon. 15th August
National Day (Public holiday) Wed. 31st August
Hari Raya Haji (Public holiday) Mon. 12th September
Malaysia Day (Public holiday) Fri. 16th September
Awal Muharram (Public holiday) Sun. 2nd October
Replacement holiday Mon. 3rd October
Mid-Term Break (School Closed) Mon. 10th - Sun. 16th October
Deepavali Break Mon. 31st October
End of Term 12:00 p.m. Fri. 9th December

TERM 2, 2017
Mon. 9th January – Fri. 31st March

Staff Return Sat. 7th January
Students Return Mon. 9th January
YDPBNSDK’s Birthday (State holiday) Sat. 14th January
Chinese New Year break (School closed) Fri. 27th January - Sun. 5th February
Thaipusam (Public holiday) Fri. 10th February
End of Term 12:00 p.m. Fri. 31st March

TERM 3, 2017
Tue. 18th April – Fri. 23rd June

Students Return Tue. 18th April
Israk & Mikraj (State holiday) Mon. 24th April
Labour Day (Public holiday) Mon. 1st May
Wesak Day (Public holiday) Wed. 10th May
End of Term 12:00 p.m. Fri. 23rd June

Staff return: Wed. 9th August 2017; Students return: Mon. 14th August 2017
# TERM DATES

## TERM 1, 2017/18
**Mon. 14th August – Fri. 8th December**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Return</td>
<td>8:30 a.m. Wed. 9th August</td>
</tr>
<tr>
<td>Students return</td>
<td>Mon. 14th August</td>
</tr>
<tr>
<td>National Day/Hari Raya Haji (Public holidays)</td>
<td>Thur. 31st August &amp; Fri. 1st September</td>
</tr>
<tr>
<td>Awal Muharram (Public holiday)</td>
<td>Thur. 21st September</td>
</tr>
<tr>
<td>Mid-Term Break/Deepavali (School Closed)</td>
<td>Mon. 16th – Sun. 22nd October</td>
</tr>
<tr>
<td>Prophet Muhammad’s Birthday (Public holiday)</td>
<td>Fri. 1st December</td>
</tr>
<tr>
<td>End of Term: Primary</td>
<td>12:00 p.m. Fri. 8th December</td>
</tr>
</tbody>
</table>

## TERM 2, 2018
**Wed. 3rd January – Fri. 30th March**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Staff Return</td>
<td>Tue. 2nd January</td>
</tr>
<tr>
<td>Students Return</td>
<td>Wed. 3rd January</td>
</tr>
<tr>
<td>YDPBNSDK’s Birthday (State holiday)</td>
<td>Mon. 15th January</td>
</tr>
<tr>
<td>Thaipusam (to be confirmed)</td>
<td>Wed, 31st January</td>
</tr>
<tr>
<td>Chinese New Year break (School closed)</td>
<td>Thur. 15th – Sun. 25th February</td>
</tr>
<tr>
<td>End of Term</td>
<td>12:00 p.m. Fri. 30th March</td>
</tr>
</tbody>
</table>

## TERM 3, 2018
**Mon. 16th April – Fri. 13th July**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students Return</td>
<td>Mon. 16th April</td>
</tr>
<tr>
<td>Labour Day/Wesak Day (Public holidays)</td>
<td>Mon. 30th April &amp; Tue. 1st May</td>
</tr>
<tr>
<td>Hari Raya Break</td>
<td>Thur. 14th – Mon. 18th June</td>
</tr>
<tr>
<td>End of Term</td>
<td>12:00 p.m. Fri. 13th July</td>
</tr>
</tbody>
</table>

Staff return: 22nd August 2018; Boarding students return: Sun, 26th August 2018