



PRIMARY AFTER SCHOOL SERVICE (PASS CLUB)

Dear Parents and Guardians,

As part of our commitment to support our KIS families we run a daily after school PASS Club. This service has been created in recognition that some parents and guardians may otherwise have to make multiple journeys after school to pick up siblings. Accordingly, this support service is for students who are waiting for the school bus, a sibling in a Club or Secondary or a parent who is a staff member at KIS. It is only available to students who are in these situations. PASS Club is not an extra-curricular activity in itself and we respectfully ask all our families to use this service only if the child falls into one of these four categories. Students in the PASS Club are supervised by KIS staff in a safe and secure environment. It is hosted in the EYFS Outdoor Area, and the Primary Library. Parents are requested to pre-book their child’s place in PASS Club as spaces are limited. There is a nominal charge of RM10 per session (each session is one hour) per child, to cover activities and a small snack. We will not hand over your child to anyone who has not been authorised to pick him / her up. Parents collecting their children from PASS Club should do so from the Multipurpose Room. Please notify the School Office immediately of any changes to your requirements.

KIS PASS CLUB

(Please complete a separate form for each child, and return to the School Office)

Name of student:

Class:

I would like my child to attend PASS Club at the following times and venues this term (please circle):

Monday Library	2-3pm	3-4pm	Tuesday Library	2-3pm	3-4pm
Monday EYFS Area	2-3pm	3-4pm	Tuesday EYFS Area	2-3pm	3-4pm
Wednesday Library	2-3pm	3-4pm	Thursday Library	2-3pm	3-4pm
Wednesday EYFS Area	2-3pm	3-4pm	Thursday EYFS Area	2-3pm	3-4pm
Friday Library	2-3pm	3-4pm	Friday EYFS Area	2-3pm	3-4pm

I would like my child to attend PASS Club because of the following reason (please tick):

Has a sibling in Secondary	
Waiting for the bus	
Has a sibling in a club	
The child of a staff member	

My child will be picked up by:

I enclose this term’s payment of RM _____ for _____ sessions.

Signed (Parent/Guardian):