

吉隆坡臺灣學校

113 學年度第二學期學生開學須知

2025 年 02 月 06 日

113 學年度第二學期註冊、開學及正式上課日：2025 年 2 月 12 日(星期三)

◎ 開學當天要帶：

請攜帶以下物品來學校辦理註冊手續：	
<input type="checkbox"/> 學生證	新生學生證： <input type="checkbox"/> 4 張 2 吋個人半身照片 (白色背景) *若已提供電子檔，無需附上 舊生學生證遺失： <input type="checkbox"/> 4 張 2 吋個人半身照片 (白色背景) *可提供電子檔 <input type="checkbox"/> 攜帶 RM20 辦理費用至註冊組辦理。 電郵： ctsreg@cts.edu.my
<input type="checkbox"/> 學雜費轉帳收據或支票 (若已 Email 至 ar@cts.edu.my , 則無需提交)	若未收到註冊單，請聯絡 會計助理(李燕瑩老師) 電郵： ar@cts.edu.my 電話：+603-5121-3100 (分機 106)
<input type="checkbox"/> 更新後的簽證影本 (學生簽證，依親簽證或第二家園)	學生簽證相關問題可聯絡文書兼出納 電郵： docl@cts.edu.my 電話：+603-5121-3100 (分機 102)
<input type="checkbox"/> 更新後的護照影本 (無論國籍，若有更新護照需繳交)	
<input type="checkbox"/> 2025 年台商證影本，附註學生班級和姓名 (入學以台商子女或台商公司職員子女身份者 須繳交)	
請自備個人用品：	
<input type="checkbox"/> 文具用品(請確實標記學生姓名)	
<input type="checkbox"/> 午餐餐盒、餐具、水壺	
<input type="checkbox"/> 衛生用具：口罩數個、衛生紙、手帕、潔牙用具	
<input type="checkbox"/> 書包 (開學當天會發放教科書，請準備適合的攜帶工具)	

◎ 聯絡資訊：

學校網址：www.cts.edu.my

學校聯絡電話：+603-5121-3100

各處室分機：

單位	分機	單位	分機	單位	分機
校長室	602	教務處	301-305、 307-308	學務處	401-404
總務處	101~104	圖書館	306	輔導組	405、406
會計室	105、106	教師辦公室	501、502		

◎ 關於制服售賣：

家長可預約時間到校購買制服。請家長致電總務處文書兼出納組（電話：+603-5121-3100 轉 102）或電郵至 doc1@cts.edu.my 進行預約。如家長無法在預約時間前來購買制服，亦可在開學當 2 月 12 日（星期三）購買。

No.	項目	日期	時間	地點及其他
1	新轉學生	2 月 12 日(星期三)	第一節	總務處前方 (現場繳費)
2	舊生	2 月 13 日(星期四) 至 2 月 18 日(星期二)	午休時間	總務處前方 (現場繳費)

** 新生制服總務處將整體整理並標籤後發給各班導師，請導師協助轉發給學生。

◎ 開學當天的穿著：

2 月 12 日（星期三）開學日，請穿著整齊制服到校，當天將進行服裝儀容檢查；

新生請穿著合宜服裝（有袖上衣、深色長褲、包鞋），並於開學日當天購買校服。

◎ 關於學校的作息：

上學：

早自習時間為 7:45，上課時間為 8:00。請家長於 7:30 至 7:45 將學生送至學校大門口，讓孩子自行走路進入校園，進入各班教室。

放學：

放學時間為 16:15，請家長於 16:15 至 16:30 將車輛依照警衛指揮駛進校園，並將接送車卡放至大鏡明顯處，供值週師長唱名。

【新轉學生車卡將於報到日當天交至學生】

註：如車卡遺失或需額外車卡，請向學務處申請 (RM5/份)。

請假：若需請假，請務必通知導師或致電學務處訓育組 603-5121-3100 轉 402，以便學校掌握學生安全與動向。

時間	節次
07:45~08:00	早自習
08:00~08:45	第一節
08:55~09:40	第二節
09:50~10:35	第三節
10:45~11:30	第四節
11:35~12:20	第五節
12:20~12:50	午餐
12:50~13:20	午休
13:30~14:15	第六節
14:25~15:10	第七節
15:15~16:00	第八節
16:00~16:15	打掃
16:15~16:30	放學

Chinese Taipei School (K.L.)

Notice for the Beginning of the 113th Academic Year Second Semester

6th February 2025

The registration day and the beginning of the 113th Academic Year Second Semester fall on the **12th of February 2025 (Wednesday)**.

◎ **Please bring the following items on the first day of school:**

For registration:	
<input type="checkbox"/> Student ID card	<p>New students ID card: <input type="checkbox"/> Four (4) 2-inch passport-sized photos (white background) * Softcopies are acceptable.</p> <p>Loss of Student ID cards: <input type="checkbox"/> Four (4) 2-inch passport-sized photos (white background) * Softcopies are acceptable. <input type="checkbox"/> A processing fee of RM20 to Registration Office for application</p> <p>Email: ctsreg@cts.edu.my</p>
<input type="checkbox"/> Tuition and miscellaneous fee payment transaction receipt or cheque (If you have already emailed it to ar@cts.edu.my , there is no need to resubmit it)	<p>If you haven't received the registration form, please contact the Accounting Assistant (Miss Apple Lee) Email: ar@cts.edu.my Phone: +603-5121-3100 (Extension 106)</p>
<input type="checkbox"/> A copy of updated visa (Student visa, dependent visa, or my second home visa)	<p>For issues related to student visas, don't hesitate to get in touch with the Administrator. Email: doc1@cts.edu.my Phone: +603-5121-3100 (Extension 102)</p>
<input type="checkbox"/> A copy of the updated passport (Required for all students, regardless of nationality, if the passport has been updated)	
<input type="checkbox"/> A copy of the 2025 TWCHAM card, with the student's class and name indicated (Required for children of TWCHAM members or employees of Taiwanese companies)	
Please bring your personal items:	
<input type="checkbox"/> Stationery (please label student's name)	
<input type="checkbox"/> Lunchbox, cutlery, water bottle	
<input type="checkbox"/> Sanitary supplies: several masks, tissue paper, handkerchief, oral hygiene tools	
<input type="checkbox"/> School bag (textbooks will be distributed on the first day of school, please prepare appropriate carrying tools)	

© **Contact us:**

School website: www.cts.edu.my

School contact number: +603-5121-3100

Extension numbers (ext.):

Department	ext.	Department	ext.	Department	ext.
Principal's Office	602	Academic Affairs Office	301~305 、 307~308	Student Affairs Office	401~404
General Affairs Office	101~104	Library	306	Counselling Office	405 、 406
Account Office	105 、 106	Teachers' Office	501 、 502		

© **Regarding school uniforms:**

Parents can make an appointment to purchase school uniforms. Please contact the administrator of the General Affairs Office at +603-5121-3100 (ext. 102) or email doc1@cts.edu.my to schedule an appointment. If parents are unable to visit during the designated appointment slots, uniforms may also be purchased on the first day of school, 12th February 2025 (Wednesday).

No.	Classes	Date	Time	Venue
1	New transfer students	12 th February 2025 (Wednesday)	First period	In front of the General Affairs Office (Payment on-site)
2	Returning students	13 th February 2025 (Thursday) - 18 rd February 2025 (Tuesday)	Lunch break	In front of the General Affairs Office (Payment on-site)

** The General Affairs Office will organize and label uniforms for new students, which will then be distributed to the homeroom teachers. Homeroom teachers are kindly requested to assist in distributing uniforms to the students.

© **Dress code for the first day of school:**

On the first day of school, **12th February 2025 (Wednesday)**, students are required to wear the full school uniform. An attire and appearance inspection will be conducted on the same day.

New students are requested to wear appropriate clothing (tops with sleeves, dark-coloured long pants, and closed-toe shoes) and **purchase the school uniform on the first day of school.**

© **School Schedule:**

Arrival to school:

The early self-study period begins at 7:45 a.m., with classes starting at 8:00 a.m. Parents are requested to drop off students at the school gate between 7:30 a.m. and 7:45 a.m. Students will walk into the school compound and proceed directly to their classrooms.

Dismissal:

Dismissal time is 16:15. Parents are requested to drive into the school compound between 16:15 and 16:30, as directed by the security guard. Please ensure that the name card is prominently displayed on the front windshield for easy identification.

【Name cards (for cars) for new transfer students' will be distributed to students on the registration day】

Time	Session
07:45~08:00	Early self-study
08:00~08:45	1 st period
08:55~09:40	2 nd period
09:50~10:35	3 rd period
10:45~11:30	4 th period
11:35~12:20	5 th period
12:20~12:50	Lunch break
12:50~13:20	Afternoon break
13:30~14:15	6 th period
14:25~15:10	7 th period
15:15~16:00	8 th period
16:00~16:15	Classroom cleaning
16:15~16:30	Dismissal

Remark: In case of loss or if additional name cards are required, please apply at the Student Affairs Office. Each card costs RM 5.

Absence: If a student needs to take leave, please inform the homeroom teacher or contact the Student Affairs Office, Student Activities Section, at 03-5121 3100 (ext. 402), to ensure the school is aware of the student's safety and whereabouts.