V2

IMPACH ACADEMY

Nurture Competent Learners

PARENTS & STUDENTS HANDBOOK

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WELCOME MESSAGE



Dear Parents and Students,
It is our great pleasure to welcome you to IMPACH Academy! At IMPACH, we are not just about academics, we're a place where students blossom into confident, capable individuals who carry with them a lifelong love for learning. While we excel in primary and secondary tuition, our purpose extends far beyond just grades.

Our approach focuses on nurturing not only a deep understanding of subjects but also critical thinking skills, resilience, and confidence. We believe that learning doesn't stop at the classroom door; it's a lifelong adventure and our goal is to instill a passion for learning that will serve our students well in every endeavor they undertake.

IMPACH ACADEMY
Nurture Competent Learners

VISION AND MISSION

Our name, IMPACH, it's an embodiment of our aspirations. **IMPACH** represents **'Improvement**' and **'Achievement'**, mirroring our core mission which is to foster continuous improvement and elevate academic achievement.

VISION

Nurture competent learners.

MISSION

Empower student academic achievement with improved progress.

OVERVIEW OF TUITION PROGRAM

Our **tuition program** is to **improve academic achievement.** Tuition classes for each subject are held only four times a month. The following are the subjects offered to our students:

STANDARD 4 - FORM 3	FORM 4 - FORM 5		
	CORE STREAM	SCIENCE STREAM	ACCOUNT STREAM
BAHASA MALAYSIA	BAHASA MALAYSIA	BIOLOGY	ACCOUNTING PRINCIPLES
ENGLISH	ENGLISH	CHEMISTRY	ECONOMICS
SCIENCE	HISTORY	PHYSICS	SCIENCE
MATHEMATICS	MATHEMATICS	ADDITIONAL MATHEMATICS	PERNIAGAAN



LOUNGE ENRICHMENT PROGRAMMES

At **IMPACH's Education Lounge**, we offer a diverse range of **enrichment programme** meticulously designed to **cultivate vital skills for students' educational journeys.** The following programme are offered to our students:

BUSINESS CLASS	**DIGITAL CLASS**
MANDARIN CLASS	**MENGAJI CLASS**



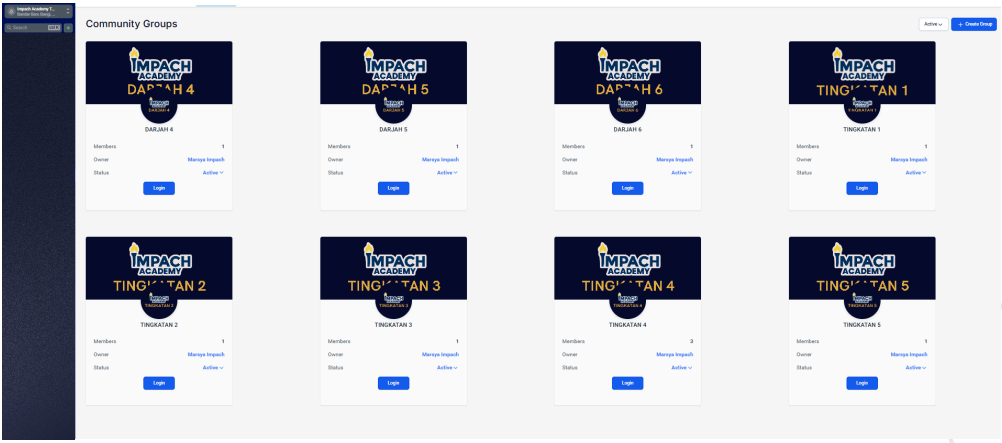
IMPACH ASSESSMENT

At IMPACH, we also do **IMPACH assessments** to monitor the students' performance so that we can provide them with a **strong academic foundation** in various subjects.

Individualized Measurement of Progress (IMP)	**Academic Competency in Higher Learning Assessment (ACH)**
To assess students' understanding and **weaknesses in each topic of every subject studied** throughout their tuition period.	To assess students' understanding and **weaknesses in each subject** .
This assessment will be conducted topically for each subject.	This assessment will be conducted twice a year.

LEARNING ONLINE LIBRARY (LOL)

- Access is strictly limited to **IMPACH students only.**
- Topics will be **uploaded periodically**, following the syllabus.
- **Sharing login credentials** with other students or non-IMPACH students is strictly prohibited.
- Students are not allowed to:
  - **Download, record, or extract any content from LOL for external use.**
- Any rule violations could lead to consequences decided by management.



ADDITION OR CANCELLATON

For additions and cancellations or exchanges, everything is **VALID** and can be done only after the students are **ENROL** with us. Students who want to stop / add / reduce or exchange subjects, **should be notified before the new invoice is issued (20th) every month to avoid confusion.**

For the ADDITION or EXCHANGES of subjects:

- Students are permitted to add or change any subject for **ONLY ONE TIME** after enrolling.
    - This is to make it easier for the management **to ensure** that at least every student who changes or adds the **subject has enough or completed the 2 months period time to study the subject with us** before being eligible to sit for the IMPACH assessment.

ADDITION OR CANCELLATON

For additions and cancellations or exchanges, everything is **VALID** and can be done only after the students are **ENROL** with us. Students who want to stop / add / reduce or exchange subjects, should be notified before the new invoice is issued (20th) every month to avoid confusion.

For CANCELLATION of subjects:

- Students are permitted to drop any subject for **ONLY ONE TIME** after enrolling.
    - A **minimum of five subjects** must be enrolled in by students before they are **eligible to drop** any subjects. It is not permitted for students to enroll in four subjects but choose to discontinue one of them.

REPLACEMENT CLASS

For replacement classes, IMPACH will schedule **replacements only** for classes that **fall on a public holiday.** Here is how we notify of replacement classes:

- Notify **24 hours in Advance**
- The notice memo will be **advertised along with the replacement class date.** So, parents and students must be **ALERT** with the date of the replacement class.

But if the **students are not present** when the class is held, we **will not make a replacement class** for the student because the class is still running and it is **not due to our side that the student's absence is caused.** Parents should be **AWARE** of this.

ATTANDANCE & PUNCTUALITY

At IMPACH Academy, we place a strong emphasis on regular attendance and punctuality. This ensures your child receives the full benefits of our programme.

Regular Attendance

- Students are expected to attend classes regularly, barring any unforeseen circumstances.
- If your child is unable to attend a class, please notify us in advance, preferably 1 hours prior to the scheduled class.

Punctuality

- Students should arrive on time for all classes. Late arrivals disrupt the flow of the lesson and impact the learning experience for all students.
- We recommend arriving 10-15 minutes before the scheduled start time to allow for settling in and any necessary preparations.
- Students who arrive late will be responsible for catching up on any missed content. The teacher may not be able to repeat the material covered during the tardy student's absence.

Consecutive Absences

- If a student is absent without a valid reason for 3 consecutive classes, we reserve the right to issue a reminder letter as we care (WhatsApp/Email) to the parent/guardian and it will require a response from the parent/guardian within a specified timeframe.
- If there is no improvement in attendance after the reminder letter, we may take further disciplinary action, including not getting monthly special note. This decision will be made in consultation with the student and their parent/guardian.

DRESS CODE & APPEARANCE

We maintain a dress code to promote a professional and conducive learning environment. Students are expected to adhere to the dress code at all times. Students should maintain a neat and tidy appearance, wear modest clothing, avoid revealing attire, dress comfortably, refrain from wearing offensive clothing, and respect cultural norms. “Dress how you want to be addressed”

MALE STUDENT





FEMALE STUDENT

CODE OF CONDUCT

At IMPACH Academy, we believe in maintaining a **positive**, **respectful**, and **safe learning environment** for all our students. To ensure this, we have established the following code of conduct:

No offensive, disrespectful and foul language.

- **Respect and care for center property.**
  - In the event of vandalism, the students responsible will be held accountable for the cost of repairs or replacement. In severe cases, disciplinary action may be taken.
- **Mobile phones are not permitted during class**
  - Unless the teacher asks to use the devices for learning or assessment purposes.

Violation of Code of Conduct

Any violation of the above code of conduct will be addressed by the academy's administration and may result in disciplinary action. This could include warnings, suspension, or, in severe cases, expulsion from the academy.

PAYMENT METHOD & POLICY

1 Payment Policy

- The invoice will be issued on the **20th** every month.
- Payment for subject tuition is due at the start of the next month. We ask for your cooperation to clear the fee payment on time to avoid students not being able to enter the class.
- If student attendance is not full in a given month, there is **no reduction** in the amount of fees and fees must be paid as usual.
- Students who have **outstanding** payments for 2 weeks are not allowed to enter class until the payment is cleared. (Please inform the IMPACH management if there are any problems).
- Any **damage** to property at the tuition center due to the student's actions, parents have to pay **compensation** according to the current price.

2 Payment Method

- The payment MUST be made using the SYSTEM PROVIDED to parents. Please use the given link, as the receipt will be auto-generated and available for download.
    - Please take note, RM1 will be charge from system provider for processing fee. If you have any payment issues, contact the management.

3 Non-refundable Policy:

- Please be aware that all fees collected are **non-refundable**. Once payment is made, it is understood that the tuition and education services provided by IMPACH Academy are secured for the specified duration.

PRIVATE CONSULTATION PERFORMANCE

Our consultation sessions empower parents with real-time updates and insights into their child's educational journey, fostering open and constructive dialogue among parents, students, and educators to support the student's academic and personal development. Here is what will be touched during the consultation:

- Individualized Measurement of Progress (IMP) result
- Academic Competency in Higher Learning Assessment (ACH) result
- Attendance
- The behavior, personality traits and attitudes of students in class.
- The improvement needs and problem arises during learning.



KEBENARAN PENGGUNAAN GAMBAR, VIDEO & TESTIMONI IMPACH ACADEMY

Saya, _____ (Nama Ibu Bapa/Penjaga), No. Kad Pengenalan: _____, sebagai ibu bapa/penjaga sah kepada:

Nama Pelajar: _____
No. Kad Pengenalan: _____

Dengan ini, saya memberikan kebenaran penuh dan tanpa syarat kepada IMPACH Academy untuk menggunakan gambar, video, audio, testimoni, dan sebarang bahan berkaitan anak saya bagi tujuan berikut:

- **Promosi & Pemasaran –** Penggunaan dalam media sosial, laman web rasmi, brosur, risalah, iklan digital, bahan bercetak, dan lain-lain.
- **Bahan Pembelajaran & Dokumentasi –** Penggunaan dalam laporan prestasi, bahan pembelajaran dalaman, dan dokumentasi akademik.
- **Acara & Program –** Penggunaan dalam siaran langsung, rakaman acara, video aktiviti pelajar, dan kandungan berkaitan program IMPACH Academy.
- **Kajian & Analisis –** Penggunaan dalam kajian atau penyelidikan yang berkaitan dengan prestasi akademik dan pembangunan pelajar.

Saya juga memahami dan bersetuju dengan perkara berikut:

1. Kebenaran Penggunaan Tanpa Had Masa
Saya memahami dan bersetuju bahawa kebenaran ini diberikan tanpa had masa, kecuali jika saya menarik balik secara bertulis.

2. Pelepasan Liabiliti
Saya dengan ini melepaskan IMPACH Academy, kakitangan, wakil, dan mana-mana pihak berkaitan daripada sebarang liabiliti, tuntutan undang-undang, atau ganti rugi yang timbul akibat penggunaan gambar, video, audio, atau testimoni anak saya sebagaimana yang telah dinyatakan dalam surat ini.

3. Hak Penyuntingan & Pemilihan Bahan

Saya memahami bahawa IMPACH Academy berhak untuk menyunting, mengubah suai, atau memilih bahan yang digunakan tanpa perlu mendapatkan kebenaran tambahan daripada saya. Walau bagaimanapun, sebarang perubahan yang dibuat tidak akan menjejaskan konteks asal atau digunakan dalam cara yang boleh mencemarkan reputasi pelajar atau pihak berkaitan.

4. Penafian Tuntutan Oleh Pihak Ketiga

Saya bersetuju bahawa IMPACH Academy tidak akan bertanggungjawab terhadap sebarang perkongsian semula bahan oleh pihak ketiga atau penggunaan bahan tersebut di luar kawalan akademi.

5. Keizinan Untuk Digunakan Dalam Semua Medium

Saya memberikan kebenaran penuh kepada IMPACH Academy untuk menggunakan bahan berkaitan anak saya dalam apa jua medium termasuk tetapi tidak terhad kepada media cetak, digital, elektronik, televisyen, dan platform lain yang sesuai untuk tujuan pemasaran, pendidikan, atau penyelidikan.

6. Prosedur Penarikan Balik Kebenaran

Sekiranya saya ingin menarik balik kebenaran ini, saya mesti menghantar permohonan bertulis kepada IMPACH Academy. Saya memahami bahawa IMPACH Academy mempunyai tempoh 30 hari untuk menghentikan sebarang penggunaan bahan baharu, namun bahan yang telah diterbitkan sebelum tarikh permohonan tidak akan ditarik balik.

PERAKUAN KEBENARAN

Saya, sebagai ibubapa/penjaga kepada anak saya, dengan ini mengakui bahawa:

- Saya telah membaca, memahami, dan bersetuju dengan segala peraturan serta garis panduan yang dinyatakan dalam Parent's Handbook (V2) ini.
- Saya akan mematuhi segala peraturan dan dasar yang ditetapkan oleh pihak pusat tuisyen bagi memastikan kelancaran pembelajaran dan kesejahteraan semua pihak.
- Saya memberi kebenaran kepada pihak pusat tuisyen untuk mengambil gambar anak saya secara berkumpulan, termasuk dalam kelas, aktiviti sekolah, dan acara khas.
- Saya bersetuju bahawa gambar-gambar tersebut boleh digunakan untuk tujuan dokumentasi, bahan promosi pusat tuisyen (seperti laman web, media sosial pusat tuisyen, atau buletin), serta rekod pembelajaran.
- Jika saya mempunyai sebarang keberatan mengenai penggunaan gambar anak saya, saya akan memaklumkan pihak pusat tuisyen secara bertulis.
- Saya faham bahawa dengan menandatangani dokumen ini, saya bersetuju dengan semua syarat dan peraturan yang telah ditetapkan.

Terima kasih atas kerjasama dan sokongan anda.

Disahkan oleh:	**Dibaca dan Diperakui oleh:**
_____	_____
Nama Guru :	**Nama Ibu/Ayah:**
Tarikh:	**Nama Pelajar:**
	Tarikh:

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