

吉隆坡臺灣學校

114 學年度第一學期學生開學須知

2025 年 8 月 25 日

114 學年度第一學期註冊、開學及正式上課日： 2025 年 9 月 2 日(星期二)

◎ 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，請聯絡會計專員 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組 電郵： doc1@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，亦可在開學當日 9 月 2 日（星期二）購買。

No.	項目	日期	時間	地點及其他
1	新轉學生	9 月 2 日(星期二)	第一節	總務處前方 (現場繳費)
2	舊生	9 月 3 日(星期三) 至 9 月 5 日(星期五)	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：

9 月 2 日（星期二）為開學日，請所有學生穿著整齊制服到校，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。

吉隆坡臺灣學校 114 學年學校作息表

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。

作息表更新說明：

本學期學生作息將放學打掃時間往上調整，

並且增加放學準備時間，學生打掃環境更落實，放學流程更順暢。

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
14:20~15:05	第七節
15:05~15:20	掃除時間
15:20~16:05	第八節
16:05~16:15	放學準備
16:15~16:30	放學

吉隆坡臺灣學校 114 學年開學日程表

時間	9 月 2 日(二)開學日活動	
	小學部	中學部
第一節 08:00-08:45	小一班： 小學部新生入學迎新活動 小二至小六班： 班級導師時間	班級導師時間
第二節 08:55-09:40	小一班： 小學部新生入學迎新活動 小二至小六班： 打掃時間	打掃時間
第三節 09:50-10:35	114.1 學期全校開學典禮(禮堂)	
第四節 10:45-11:30	領書時間	領書時間
第五節 11:35-12:20	按課表照常上課	國一班、高一班新生訓練(禮堂)
第六節至 第八節 13:30-16:05	按課表照常上課	按課表照常上課

Chinese Taipei School (K.L.)

The Beginning of 114th Academic Year First Semester Notice

25 August 2025

The registration day, school opening day, and commencement of formal lessons for the first semester of the 114th academic year will be on **2 September 2025 (Tuesday)**.

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

For registration:	
<input type="checkbox"/> Student ID card	<p>For new student ID card application:</p> <input type="checkbox"/> Four (4) 2-inch passport-sized photos (white background) * Softcopies are acceptable. <p>Loss of returning student ID card:</p> <input type="checkbox"/> Four (4) 2-inch passport-sized photos (white background) * Softcopies are acceptable. <input type="checkbox"/> A processing fee of RM20 to the Registrar for application. <p>Email: ctsreg@cts.edu.my</p>
<input type="checkbox"/> Tuition and miscellaneous fee payment transaction receipt or check (If you have already emailed it to ar@cts.edu.my , there's no need to resubmit it)	<p>If you haven't received the registration form, please contact the Accounting Specialist</p> <p>Email: ar@cts.edu.my Phone: +603-5121-3100 (Extension 106)</p>
<input type="checkbox"/> Copy of updated visa (student visa, dependent visa, or Malaysia My Second Home visa)	<p>For issues related to student visas, don't hesitate to get in touch with the Administrator.</p> <p>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 prepare your own 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 uniform:**

Parents can make an appointment to purchase the school uniform by contacting the administrator of the General Affairs Office, at +603-5121-3100 (ext. 102), or by emailing doc1@cts.edu.my. If parents are not able to come at the scheduled time, purchasing school uniforms on the first day of school (2 September) is also available.

No.	Classes	Date	Time	Venue
1	New transfer students	2 September (Tuesday)	First period	At General Affairs Office (Payment has to be made on the spot)
2	Returning students	3 September (Wednesday) - 5 September (Friday)	Rest time	At General Affairs Office (Payment has to be made on the spot)

** The General Affairs Office will organise and label the new student uniforms before handing them to the homeroom teachers. The homeroom teachers are required to assist in distributing the uniforms to students.

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

Please wear the complete set of school uniform on the first day of school, **2 September (Tuesday)**. An appearance inspection will be conducted on that day. **New students** are required to wear appropriate attire (a top with sleeves, dark-coloured long trousers, and closed-toe shoes) and **to purchase the school uniform on the first day of school**.

Chinese Taipei School (K.L.) 114 Academic Year

Daily Schedule

Arrival at school:

The early self-study time is at 7:45 a.m., and classes begin at 8:00 a.m. Parents should drop off their children at the school gate between 7:30 a.m. and 7:45 a.m. Students will enter the school compound and proceed to their respective classrooms on their own.

School dismissal:

Dismissal time is 16:15. Parents should drive into the school compound according to the instructions given by the security guard from 16:15 to 16:30. Display the pick-up car card prominently on the windscreen.

【Pick-up car cards for new transfer students will be distributed 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 time
12:50~13:20	Rest time
13:30~14:15	6 th period
14:20~15:05	7 th period
15:05~15:20	Classroom cleaning
15:20~16:05	8 th period
16:05~16:15	Dismissal preparation
16:15~16:30	School dismissal

Remark: If the pick-up car card is lost or an additional card is needed, please apply at the Student Affairs Office (RM 5 per card).

Absence: If any student needs to take a leave, please inform the respective homeroom teacher, or call the Student Affairs Office, Student Activities Section, at 603-5121 3100 (ext. 402), to ensure the school is aware of the student's safety and whereabouts.

Update to the Daily Schedule :

In this semester, the student schedule has been revised. The classroom cleaning period will take place earlier, and a dismissal preparation period has been added. These adjustments are intended to ensure more thorough cleaning of the school environment and to facilitate a smoother dismissal process.

Chinese Taipei School (KL) 114th Academic Year School Reopening Schedule

Time	2 September (Tuesday) School Reopening Day Activities	
	Primary School	Secondary School
1st period 08:00-08:45	P1: Welcome Activities P2-P6: Homeroom Teacher Session	Homeroom Teacher Session
2nd period 08:55-09:40	P1: Welcome Activities P2-P6: Cleaning Session	Cleaning Session
3rd period 9:50-10:35	114.1 Opening Ceremony (Auditorium)	
4th period 10:45-11:30	Book Distribution	Book Distribution
5th period 11:35-12:20	Classes as usual	Freshmen training for J1 and S1 (Auditorium)
6th – 8th period 13:30-16:05	Classes as usual	Classes as usual