2 January 2015

To: Parent / Guardian

Through Principal, Bukit Batok Secondary School

Dear Sir/Mdm,

Malay (Special Programme) Lessons at BBSS (West-Zone Centre)

1. Commencement of lesson

1.1 M(SP) lessons for Secondary 1 to Secondary 4 students will commence in Term 1 Week 2 (12 January 2015 onwards).

There will no lesson on Thursday, 29 Jan 2015, as the teacher has to attend a seminar.

1.2 Secondary 1 students do not need to bring any books on their first lesson. Purchase of textbook and workbook will be done upon the teacher's instruction to do so.

Secondary 2, 3 and 4 students are encouraged to bring their MSP books used last year.

1.3 All students are to be in school uniform and school shoes whenever they visit the centre. PE T-shirt is allowed but not PE shorts.

2. Student Assessment

2.1 As M(SP) is an examinable subject, marks will be reflected in the student's report book. Examination results will be sent to schools at the end of each semester.

2.2 The weightage for Secondary 1, 2 and 3 Continual Assessments (CA) and Semestral Assessments (SA) will be as such.

<table>
<thead>
<tr>
<th>CA1</th>
<th>SA1</th>
<th>CA2</th>
<th>SA2</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>25%</td>
<td>15%</td>
<td>45%</td>
</tr>
</tbody>
</table>

The weightage for Secondary 4 will be 100% for SA1 and 100% for Preliminary Examination.

3. Attendance

3.1 Absentees must provide an MC or an excuse letter if he/she had to miss any MSP lesson. If absence is due to a school activity, the excuse letter should be from the teacher-in-charge. Failure to do so will be regarded as absence without a valid reason.

3.2 If a student has not been attending M(SP) lessons regularly without a valid reason, an Absentee Report will be sent to the school. Disciplinary action against the student will be taken by the school.

3.3 Should the student continue to be absent despite the warning, a zero mark for assessments will be given to the student.

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4. Withdrawals

4.1 Please note that any student who wishes to withdraw from the programme must fill up a Withdrawal Form. The form has to be signed by the parents and the school Principal. The completed form is to be faxed to BBSS through school, or submitted personally to BBSS General Office.

4.2 Please also note that if the student is persistently absent for lessons after an Absentee Report is sent to school, the centre has the right to delete the student’s name from the register. No information regarding the programme will be sent to the student henceforth and the student is still expected to submit a Withdrawal Form to the centre.

In this case, a Withdrawal Form will be sent to the school bearing the student’s name to be completed and returned to the centre through the school within 2 weeks.

4.3 The form can also be downloaded from our school website (http://www.bukitbatoksec.moe.edu.sg/total-curriculum/programmes/malay-special-programme).

5. Important Dates

5.1 MSP lessons follow the MOE school term and holidays. There will be no lesson during school holidays and public holidays.

5.2 MSP lessons for Sec 1 – 3 will also be suspended during BBSS Semestral Assessment periods, 6th – 14th May 2015 and 29th Sept – 7th Oct 2015. Lessons will resume normally on week beginning 18th May 2015 and 12th Oct 2015 respectively.

5.3 The tentative date for MSP Exams are as follow. Details will be given nearing the exam date.

<table>
<thead>
<tr>
<th>Level</th>
<th>SA1 Date</th>
<th>SA2 (includes oral dates)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary 1</td>
<td>29 Apr 2015</td>
<td>16, 23 Sept 2015</td>
</tr>
<tr>
<td>Secondary 2</td>
<td>30 Apr 2015</td>
<td>17, 28 Sept 2015</td>
</tr>
<tr>
<td>Secondary 3</td>
<td>27 Apr 2015</td>
<td>14, 21 Sept 2015</td>
</tr>
<tr>
<td>Secondary 4</td>
<td>29 Apr 2015</td>
<td>19, 26 Aug 2015</td>
</tr>
</tbody>
</table>

5.4 Please also refer to our school website for the year’s important dates to note with regards to Malay (Special Programme).

Thank you.

Yours truly,

Ms Latifah Mohamedzen
Malay (Special Programme) Coordinator
Bukit Batok Secondary School
Tel: 6566 3121 extn 222

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