



11 Jan 2022

Ref: BBSS22-018

Through: Mr Phua Huat Chuan
Principal

Dear Sir/Mdm

COMMENCEMENT LETTER FOR MALAY (SPECIAL PROGRAMME) LESSONS AT BBSS (WEST-ZONE CENTRE)

1. Commencement of lessons

1.1 M(SP) lessons for Secondary 1 to Secondary 4 students will commence in Term 1 Week 3.

Level	Commencement Date	Time	MSP Class*	Venue**
Secondary 1	Thursday, 20 Jan 2022	3.30-6.30pm	MSP1A MSP1B	3A2 CR 3A3 CR
Secondary 2	Thursday, 20 Jan 2022	3.30-6.30pm	MSP2	4A1 CR
Secondary 3	Monday, 17 Jan 2022	3.30-6.30pm	MSP3	3A1 CR
Secondary 4	Wednesday, 19 Jan 2022	3.30-6.30pm	MSP4	3A1 CR

* Secondary 1 students class allocation has been sent to your child's school. Kindly check with the HOD/MT of the school if you have not been informed regarding the class.

**There will be signages from the front of the General Office leading to the respective venues.

1.2 Purchase of textbook and workbook will be done upon the teacher's instruction to do so. All students should bring their own writing materials to class.

For the first lesson, 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.

1.4 All students from visiting schools are required to do a Check in via TraceTogether (TT) Token or App by tapping on the Gateway Device or scanning the QR code located at the guard house.

1.5 All students are strongly advised to reach the centre no earlier than 3.15pm. This is to avoid intermingling with other students. Students are to report straight to their MSP venue via the designated route which the MSP teacher will show on the first lesson. Parents fetching their child from the centre are also advised to reach on time to avoid student congregation at the foyer during dismissal time. Those who drive should wait at the white visitor parking lot.

2. Student Assessment

2.1 As M(SP) is an examinable subject, marks will be reflected in the student's report book. The overall examination results will be sent to schools at the end of Semester 2.

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, the school will be informed accordingly. 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. The student may also be debarred from taking the examinations if he/she did not meet the required attendance rate, resulting with withdrawal from the programme at the centre.

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 submitted to BBSS through school, or submitted personally to BBSS General Office.
- 4.2 The form can be downloaded from our school website.

5. Important Dates

- 5.1 M(SP) lessons follow the MOE school term and holidays. There will be no lesson during school holidays and public holidays.
- 5.2 The tentative date for M(SP) Exams are as follow. Details will be given nearing the exam date.

Level	Mid Year Exam (MYE)	End-of-Year Exam (EYE) including Oral and LC dates
Secondary 1	No MYE	22 and 29 Sep
Secondary 2	No MYE	15 and 29 Sep
Secondary 3	No MYE	19 and 26 Sep
Secondary 4	20 and 27 April	6 Jul (Oral), 17 Aug (LC), 24 Aug (P1,P2)

- 5.3 Please also refer to our school website for updates regarding Malay (Special Programme).

Thank you.

Best Regards,
Mdm Latifah Mohamedzen
M(SP) Coordinator
Bukit Batok Secondary School

(This letter has been approved electronically. No signature is required.)