

Ministry of Education Language Centre

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Dear Parent,

With the end of the Circuit Breaker period on 1 Jun 2020, students in the graduating cohort (Secondary 4, JC1 H1, JC2 H2) and those who are taking the mid-year national exams (Secondary 3 HML) will be able to resume face-to-face classes at the MOE Language Centre for the first 4 weeks of Term 3 starting 2 Jun. Graduating students will be able to attend classes at MOELC once a week for 1.5 hours.

Graduating Classes

Please refer to the table below for the weekly lesson schedule for the graduating cohort:

Level	Face-to-Face Lesson Time at MOELC (Term 3 Weeks 1 to 4)
Sec 4 FL/MLB/HML Sec 3 HML	3.30pm – 5.00pm
JC1 H1/JC2 H2	5.30pm – 7.00pm

Prior to this, students were attending lessons at MOELC from 3.30pm to 6.45pm (secondary level) and 5.30pm to 7.30pm twice weekly (JC level). With the new arrangement where students come to MOELC for 1.5 hour lessons per week, the rest of the curriculum time will be conducted via Home-Based Learning (HBL).

MOELC teachers will continue to monitor the progress of your child and to provide support during this transition.

Non-Graduating Classes

Students from the non-graduating cohorts (Secondary 1 to 3 and JC1 H2) will continue to remain on their weekly HBL and teleconferencing. The teachers will be sending them the HBL class plans in the first week of Term 3.

As MOELC teachers will be conducting face-to-face lessons (graduating cohort) or planning for live lessons and consultations via teleconferencing (for the non-graduating cohort), we seek your co-operation **not to organise any activities during your child's usual weekly scheduled day and time for lessons at the MOELC (i.e. 3.30pm - 6.45pm for secondary classes and 5.30pm to 7.30pm for JC classes)**.

Safe Management Measures

MOELC will ensure that the following safe management measures are in place to keep our students safe:

- Class size will be kept at 20 students or less.
- There will be fixed exam-style seating in classrooms with at least 1 metre spacing between students.
- There will be spaced seating in the canteen and other venues.
- Students and staff will be required to wear their masks as the primary option with face shields as the secondary option.
- Intermingling across classes will be minimized.
- Temperature-taking with additional visual and question screening will continue to be carried out for all students, staff and visitors. In addition, students, staff and visitors who are unwell, or who have household members on Home Quarantine Order (HQQ)/Stay Home Notice (SHN) or have flu-like symptoms such as fever and cough, will be required to stay away from the centre.
- High-touch surfaces will be cleaned more frequently and the premises disinfected daily.
- Dismissal will be staggered to reduce congestion. Students taking public transport will be dismissed slightly earlier.

To reduce intermingling of students across classes, students are advised to come to the centre no earlier than 10 minutes before the lesson. If they arrive early, they should go to their classroom and wait in their assigned seat in the classroom. If they wish to have their own snack before the lesson begins, they may sit at the canteen. Alternate seating arrangements will be made in the canteen for safe distancing.

Class Transfers and Other Matters

Permanent class transfers will still be permitted and students can only attend the newly assigned class when all the administrative processes have been duly completed. However, during this period of time, students will not be permitted to attend ad-hoc make-up classes. If students are not able to attend class on their scheduled day due to illness or other valid reasons, they may obtain the lesson materials from their teachers and complete the assignments accordingly.

If you have any further queries, please contact the Administration Managers at the respective MOELC campuses:

- Ms Tan Siang Lee (Bishan) at 6258 7794 or tan_siang_lee@schools.gov.sg
- Ms Jenifer Edwards (Newton) at 6515 8320 or jenifer_edwards@schools.gov.sg

Thank you for your partnership and keep safe!

Regards,
MOE Language Centre (Bishan & Newton)