

Ministry Of Education Language Centre

Bishan & Ghim Moh

Rules and Regulations

1. Attendance

Attendance at all lessons is compulsory.

2. Absenteeism

Absence from class must be accounted for by a letter of excuse from the parent or school or by a medical certificate, if the student is ill.

Monthly absenteeism reports are sent to school principals and they will be informed if students are regularly absent. Students are liable to have their names struck off the register if they are unable to account for frequent absences.

3. Attire

Students must be in their school uniforms when attending classes and co-curricular activity sessions at the Centre. No PE shorts are allowed.

4. Break Time

Students are not allowed to leave the Centre during break time to buy snacks and drinks as these are available at the canteen. Food and drinks must be consumed at the canteen.

5. Contacting the teacher

Parents who need to get in touch with teachers at the Centre are advised to contact them via e-mail or through the MOELC learning portal.

6. Code of Conduct

Students must conduct themselves well at all times and abide by the Rules and Regulations of the MOELC.

7. Disciplinary Offences and Consequences

Category of Offences	Action to be taken
Vandalism, scribbling of graffiti	*Students to make material restitution *Students to remove the graffiti *School to be informed for further action
Assault, Theft & fighting	*Parents and school to be informed *Police Assistance to be sought
Open defiance, smoking, rudeness & misbehaviour in classroom	*Student to be counselled by class teacher *Parents to be informed *School to be informed for further action

8. Security

All visitors, including parents, are requested not to remain on the Centre's premises during its operational hours. They are not to go to the classrooms to see the students or the teachers. For help or enquiries, they must approach the General Office.

9. Sending/Fetching your child/ward by car

Parents/Guardians who drive their children to/from the Bishan Campus are to pick up or drop them off at the side gate facing the Bishan Sports Complex. We appeal to you to slow down and drive with extreme caution as you turn into the Bishan Sports Complex car park as there are many students using the side gate and crossing the road everyday.

To reduce traffic congestion, parents/guardians should not park or wait along Bishan Street 14 or at the narrow entrance/exit to the Bishan Stadium car park. You may park or wait at the car park lots of the Bishan Sports Complex situated just next to the side gate of the Centre. To ease traffic flow, motorists are advised to exit the Bishan Stadium car park via the Bishan swimming Complex.

10. Withdrawal

Students are strongly encouraged to study French/German/Japanese/Bahasa Indonesia/Arabic/Malay (Special Programme) to as high a level as possible. However, if for whatever reason a student wishes to withdraw from the Centre, he/she must submit a Withdrawal Form (found on the MOELC website or from the General Office) duly signed by the parent and school principal and handed in to the General Office.

Students should continue to attend classes until permission to withdraw is given by the MOELC Supervisor. **Students who do not send in an official withdrawal form and are absent for tests and examinations will be given a zero mark.**

Thank you for your co-operation and support.

Mrs Susan Cheng
Supervisor, Bishan Campus

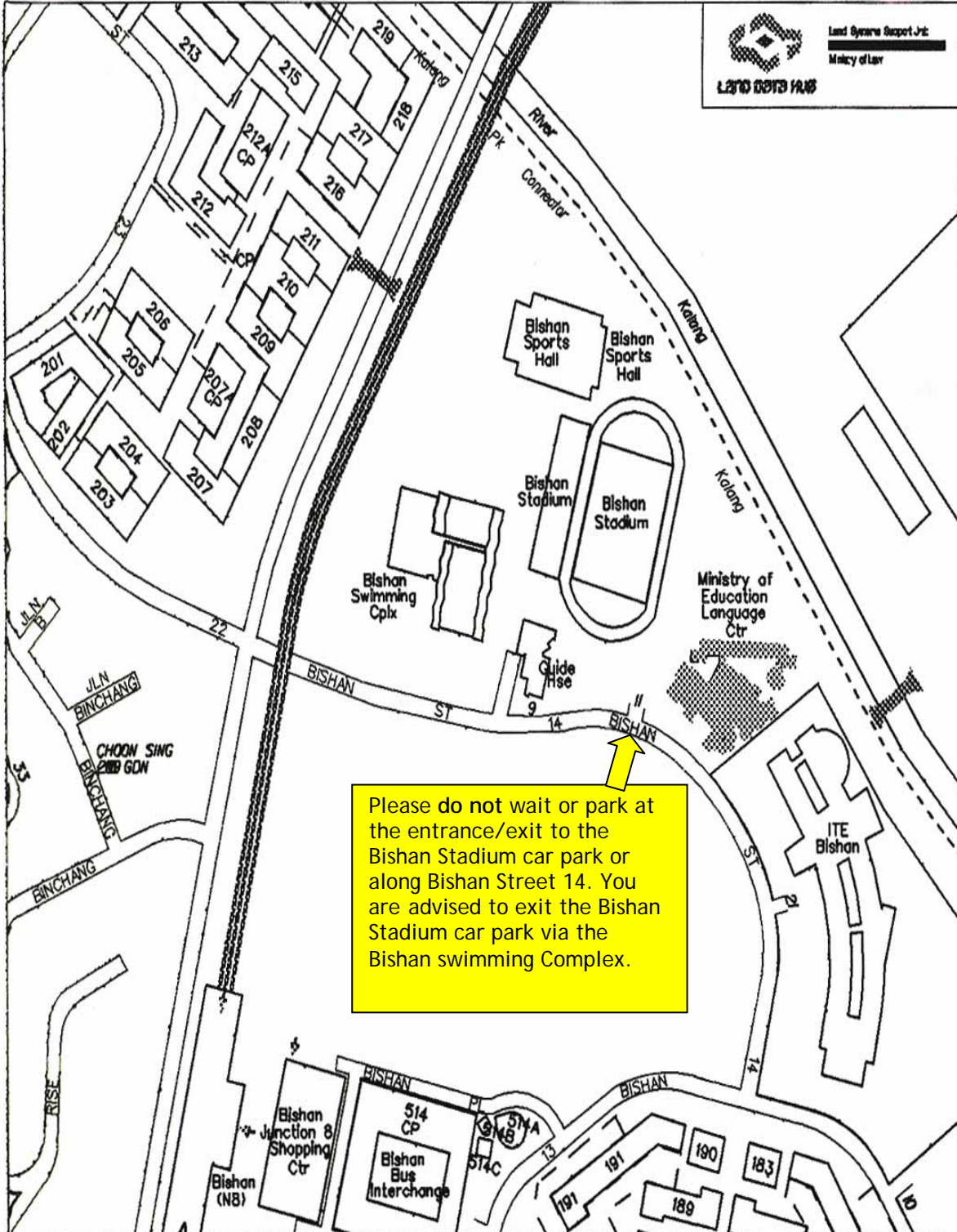
Mr Tan Soo Thian
Supervisor, Ghim Moh Campus

For more information on the Ministry of Education Language Centre, please log on to our web site at <http://www.moelc.moe.edu.sg/>

Ministry of Education Language Centre
Bishan & Ghim Moh

Ministry of Education Language Centre (Bishan)

Easing traffic congestion at the Bishan Stadium Car park during dismissal time



Ministry of Education Language Centre (Ghim Moh)

