

20 Jan 2021

Dear Parents,

We welcome you and your child/ward to a new school year at Millennia Institute (MI). To start off the year, we would like to take this opportunity to update you about developments on the school front.

1. Reporting Time

The school shall commence the day every morning at **0745** hours for morning assembly and daily temperature taking in the respective Home Tutorial Rooms, and lessons will start at 0800 hours. Students who are not with their classes by 0750 hours will be considered late. Please remind your children to pack their thermometers and also ensure they practise social responsibility and stay away from school, if unwell.

Lessons on Thursday will be the exception to this norm, with lessons starting at 0900 hours, and students expecting to arrive in school at 0845 hours. Students who are not with their classes by 0850 hours will be considered late.

2. Criteria for Promotion

The promotion status of your child is dependent on the final grade in each subject. To be promoted to PU3, a student must obtain **at least 2 H2 passes** for the overall final report. Promotion to the next level of study is based on merit and appeals for advancement will not be allowed. To pass a subject, a student must obtain **at least an E grade (more than or equal to 45%)**. A student can repeat the same level only once, subject to good conduct.

All students are required to view Weighted Assessments (WA) with due regard, as the WA contribute to the final grade and provide an indication of current standard of progress and the required amount of work to put in. The computation of marks for the final overall report is as follows, and can also be found in the 2021 Student Handbook:

Modes of Assessment/ Level	PU1	PU2 GP and H2 subjects	PU2 H1 subjects excluding GP	PU3
Weighted Assessment 1 (%)	15	10	-	-
Weighted Assessment 2 (%)	15	10	-	-
Weighted Assessment 3 (%)	15	10	-	-
Mid-Year Exams (%)	-	25	100	100
End-of-Year Exams (PU1/PU2) Preliminary Exams (PU3) (%)	55	45	100	100

Note: The assessment weightings in the table above only apply if the student has completed all the assessment components of the subject.

3. Absence from Internal Assessments

In the event of absence from Internal Examinations, students must produce a medical certificate (MC) to cover their absence, failing which the students will be given zero marks for the paper that was missed. MCs issued by a Traditional Chinese Medicine (TCM) practitioner or excuse letters from parents will not be accepted. Any re-sitting of the paper will only be allowed for the purpose of practice and the marks will **not** be counted towards the final grade at the end of the year.

Students absent from Weighted Assessment due to a valid reason/MC must make arrangements to re-sit the same paper within a week from the original assessment date. The marks for the re-sit in such cases would still be counted. If there is no valid reason for absence and no re-sit taken, students will be given zero marks for the paper missed.

4. Type of Report in each Term

Each student will be informed of his/her academic performance and progress through the Subject Tutors' Report in Term 2 and results slips in Term 3 and Term 4. Students are required to show their marked Weighted Assessments to their parents, upon return by the Subject Tutors.

5. Opportunities in MI

To help your child succeed, Millennia Institute offers a wide range of learning opportunities:

- *Amethyst Talent Programme (ATP)*
This is designed to support the holistic development of students who have shown good aptitude in academic studies and/or talents in specialised areas (e.g. sports, arts). It also seeks to motivate them to work towards scholarship eligibility and greater excellence in their talents. Those eligible are invited to join the programme at the end of their PU1 or PU2 year, based on their conduct and performance (academic or in areas of talent). They would need to consistently meet **conduct** and **academic benchmarks** at subsequent junctures to continue on the programme.
- *Virtual MI.World Programme*
These programmes provide unique opportunities for our students to experience learning beyond geographical boundaries, enabling them to make connections between classroom learning and the globalised world. The insights gained from this experience will help them in their subsequent university entrance applications and interviews. This year, we have an exciting line-up of virtual internationalisation programmes. We will be engaging our students with the overseas education partners in China, India, Japan, Australia, India and Malaysia. Each child will be given an opportunity to sign up for one MI.World experience during his or her three years with the Institute. Students who wish to participate must meet the **conduct** and **academic benchmarks** to qualify for this programme.

6. Personal Data Protection Act (PDPA)

Photograph(s) or video image(s) of students and their parents/guardians may be captured during school activities and events such as classroom lessons, during CCAs, and school events. The school

may use and publish such photographs and video recordings in school publications, the school website, social media platforms and other communication channels. If you do not wish to have your child/ward featured in our publications and other platforms mentioned above, please write in to millennia_inst@moe.edu.sg by 31 January 2021 with your child/ward's name, class and CCA.

7. Visitor Management

If there is need to enter the school (e.g. because of an official meeting with school staff), all drive-in or walk-in visitors are expected to adhere to the following safe management measures at the Security Guard Post

- a. For drive-ins, please park your vehicle safely at the side and proceed to the Security Guard Post;
- b. For both drive-ins and walk-ins, your temperature will be taken and you will be required to do a Safe Entry check-in on arrival. Visitors with temperature above 38°C will not be allowed into the school.
- c. Please register your purpose of visit and provide the name of the school staff whom you are meeting
- d. Upon arrival at the main school building, please display the given sticker visibly on shirt/blouse/dress and wear a face mask at all times.

The school is grateful for your support and cooperation in the unusual year of 2020. We look forward to your continued support and partnership, as we work together in a new year of learning and growth with our Millennials in 2021. Please do not hesitate to contact the Institute at 63023700 or millennia_inst@moe.edu.sg for any clarifications.

Yours sincerely,

Mrs Tan Wan Yu
Principal

(This is an electronic letter. No signature is required.)