



**BEDOK GREEN
SECONDARY SCHOOL
PARENTS HANDBOOK
2018**

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The BGSS Parent Handbook is updated annually in January and uploaded on the school website (www.bedokgreensec.moe.edu.sg). Parents are welcome to download the soft copy for their own reference. (Correct as of 2 January 2018)

About Bedok Green Secondary School



Our Vision -
A school of choice & a community of life-long learners

Our Mission -
To provide a nurturing environment where pupils are imbued with sound values, a passion for learning and confidence to face future challenges

Our School Motto -
Believe & Grow
We believe that all of us have the ability to succeed and we grow through life-long learning

Our School Crest -
Bamboo
The bamboo represents:
- Continuous growth
- Hardiness and resilience in the face of adversity
- Strength in unity
- Humility
- Uprightness and integrity
- ‘Gentleman’ qualities

Our School Values -
Resilience
We are undeterred by failure or setbacks. Instead we have the strength and tenacity to persevere and pursue our goals.

Integrity
We demonstrate honesty and uprightness in word and deed.

Compassion
We feel for and show care and concern for one another.

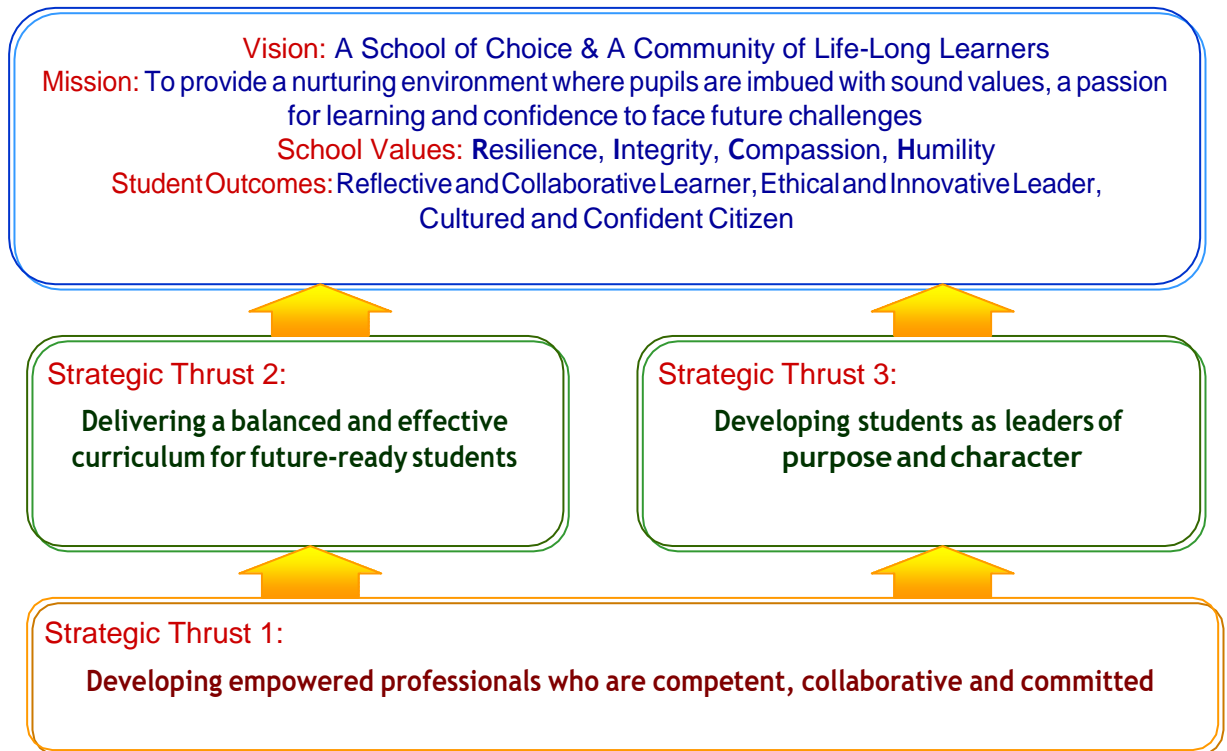
Humility
We take pride in our strengths while being modest in our behaviour and attitude.

Diamond
Education is a process comparable to the cutting and polishing of a rough diamond to bring out its beauty and turning it into a gem stone. In Bedok Green Secondary School, our students are like rough diamonds.

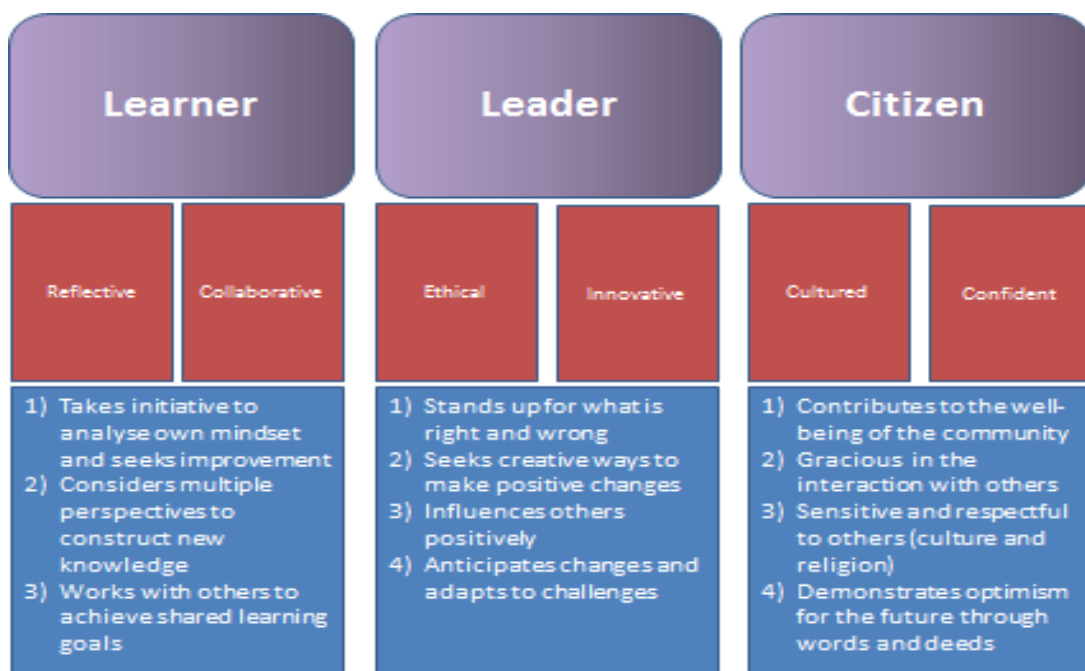
Like the skilled craftsmen, our staff works hard throughout the years ‘cutting and polishing our rough diamonds’ which we receive at the beginning of each year. We hope that in the end, each student will become a precious gem stone with a brilliance that will last forever, thus adding value to every student who passes through our portals.

BGSS Strategy & Student Outcomes

Our Strategy



Student Outcomes



Student Discipline

Important information for parents

- ❖ Please refer to your child's/ward's Student Handbook 2018 (pages 69 - 73) for the complete list of school rules and regulations. All students are required to abide by them.
- ❖ The daily flag-raising ceremony starts at 7.30 am except on Wednesdays which starts at 8.25 am. All students are expected to arrive in school at least 5 minutes earlier so that they can be at the parade square on time for the flag-raising ceremony. Latecomers must report to the General Office. Habitual latecomers are liable for disciplinary action.
- ❖ In case of absence from class or official school events, the school will send an SMS to inform parents of their child's absence. Upon return, students must submit a Medical Certificate (MC) to the Form Teacher if they were unwell. Students may produce up to 2 Parent's Letter (PL) per semester, exceeding which they are required to produce MCs to cover subsequent days of absence. Further PLs will not be accepted.
- ❖ Handphones must be put on silent mode or switched off at all times. Students should only use them during recess or after school in the canteen. Violation of this will result in confiscation of the handphone and the parent/guardian will be required to collect it personally at the General Office during school office hours.

Subject-Based Banding (SBB)

Ministry of Education (MOE) is introducing greater flexibility in subject offering at lower secondary levels to better cater to the strengths of students in different subjects. Students who are eligible for SBB would be issued an option form for the respective subjects during the Sec One registration.

Advantages for N(A) students offering subjects at a higher level

N(A) students who offer subjects at Express level would sit for the GCE ‘O’ Level Examinations for these subjects when they are in Sec 4N(A) instead of at Sec 5N(A). At Sec 5N(A), they can choose to re-sit for those subjects or concentrate on their other subjects.

In addition, students who are later transferred laterally to the Express stream would be better prepared to handle the rigour of a more demanding course.

Advantages for N(T) students offering subjects at a higher level

N(T) students who offer subjects at the N(A) level would receive some bonus points at the GCE ‘N’ Level Examinations for entry to ITE if these subjects are pre-requisites for the course applied for. However, the examinations for the N(A) subjects would be more demanding than the N(T) subjects.

There is no specific impact at this time for N(T) students offering Express subjects with regards to their post-secondary posting.

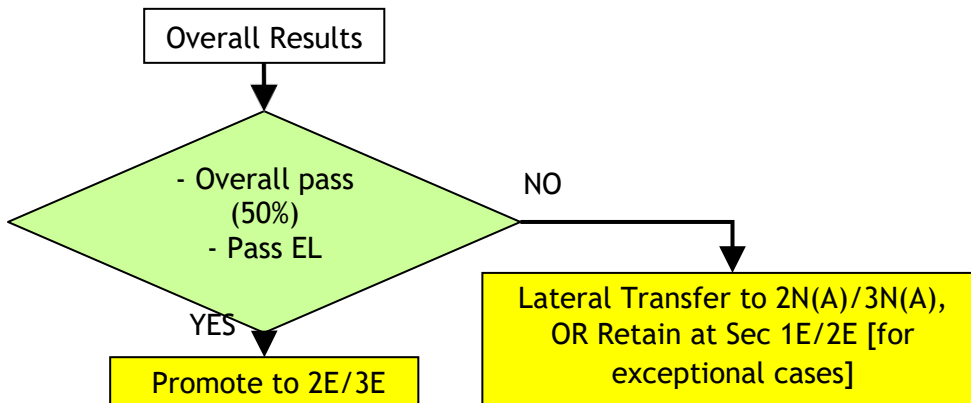
Students who are later transferred laterally to the N(A) stream would be better prepared to handle the rigour of a more demanding course.

Assessment & Promotion

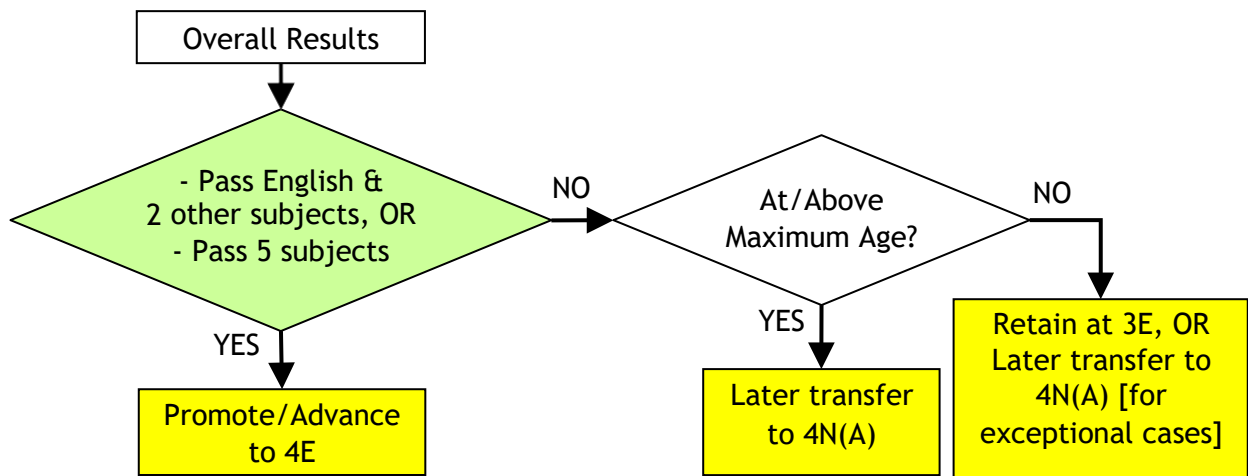
Important information for parents

- ❖ Please refer to your child’s/ward’s Student Handbook 2018 (page 85 & 86) for
 - Weighting for Continual Assessments and Semestral Examinations,
 - Promotion criteria; and
 - Targets (academic and co-curricular areas) set by your child/ward.
- ❖ We would like to encourage parents/guardians to monitor your child’s/ward’s progress by referring to the targets set in the Student Handbook and reviewing it with him/her regularly.
- ❖ Important note for parents of Sec 3 Normal(Academic) students: With effect from 2009, Sec 4 N(A) students wishing to continue to Sec 5 N(A) to offer the GCE O-level Examinations must obtain an aggregate score not exceeding 19 points in English Language, Mathematics and best 3 subjects and a Grade 5 or better for both English Language and Mathematics. Students who fulfill the criteria may also consider a new and direct pathway to ITE’s Higher Nitec courses. Successful applicants will be required to attend a 10-week preparatory course prior to commencing their Higher Nitec courses.
- ❖ The promotion criteria for all levels and different pathways available is summarized below:

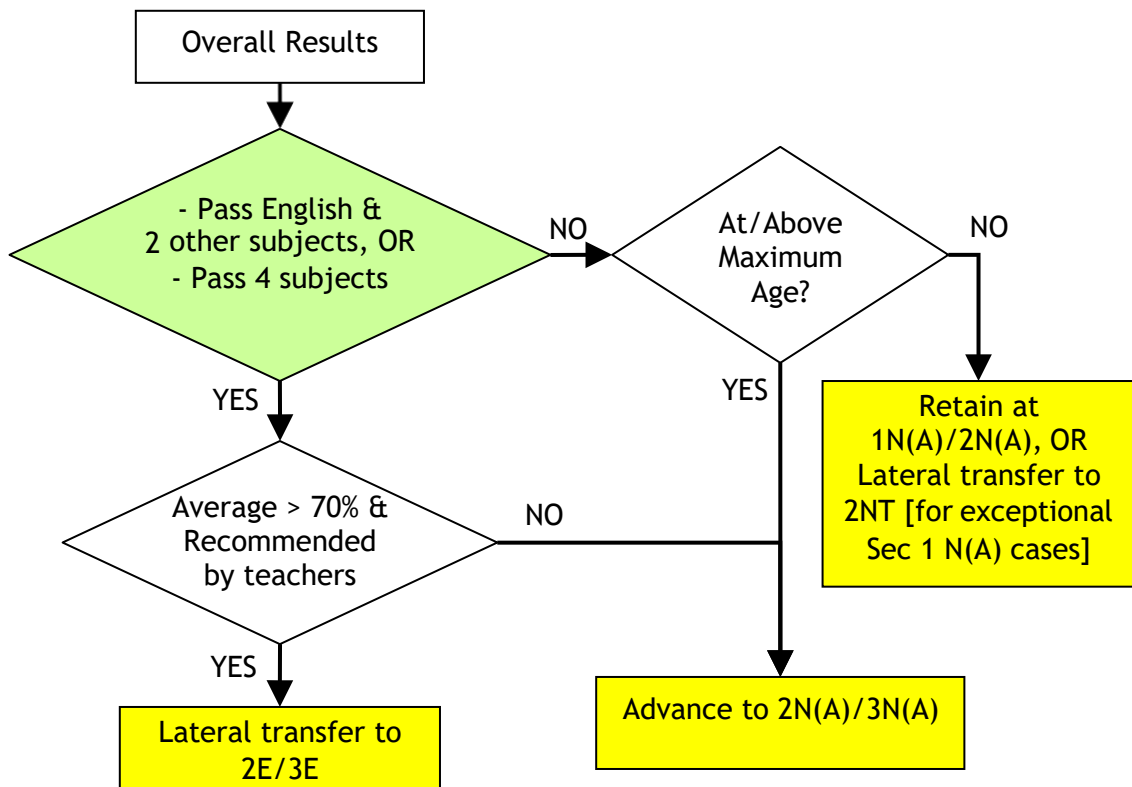
Sec 1 & 2 Express



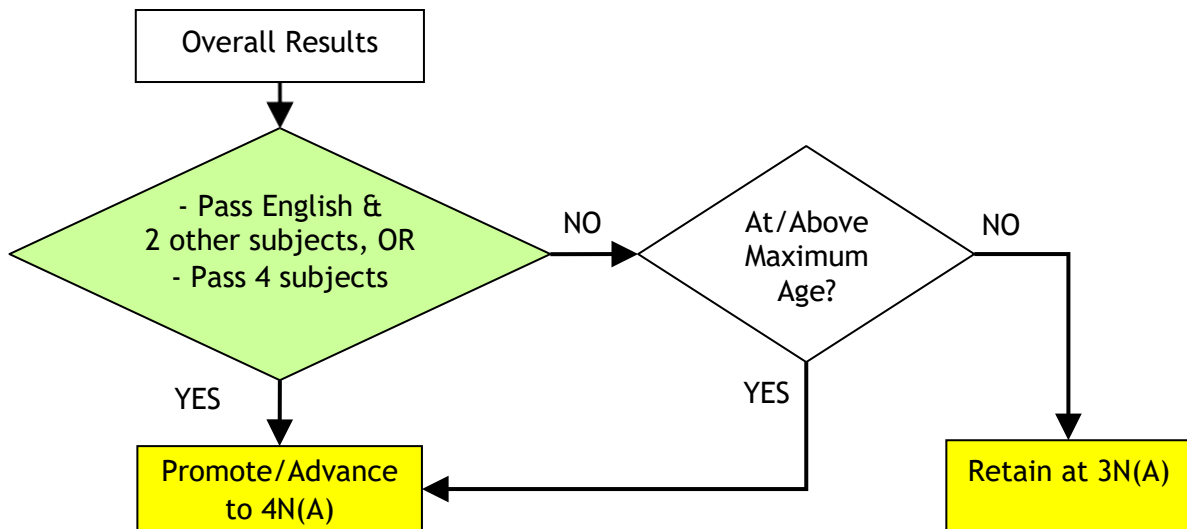
Sec 3 Express



Sec 1 & 2 Normal (Academic)



Sec 3 Normal (Academic)



Sec 4 Normal (Academic)

Promotion to Sec 5N:

1. A grade of 5 or better for English Language and Mathematics, and
2. An aggregate score of 19 points or less for EL, Maths and 3 other subjects

Direct Entry Scheme to Polytechnic Programme (DPP)

- Sec 4NA students can apply for direct entry to Higher NITEC courses at the ITE
- Guaranteed a Polytechnic place after Higher NITEC if they maintain a min GPA of 2.5 or 3.0
- Alternative route to Polytechnic instead of 5NA
- Criteria
 - $ELMAB3 \leq 19$
 - 1 - 4 in English Language
 - 1 - 4 in Mathematics
 - 1 - 5 in the 3 other subjects

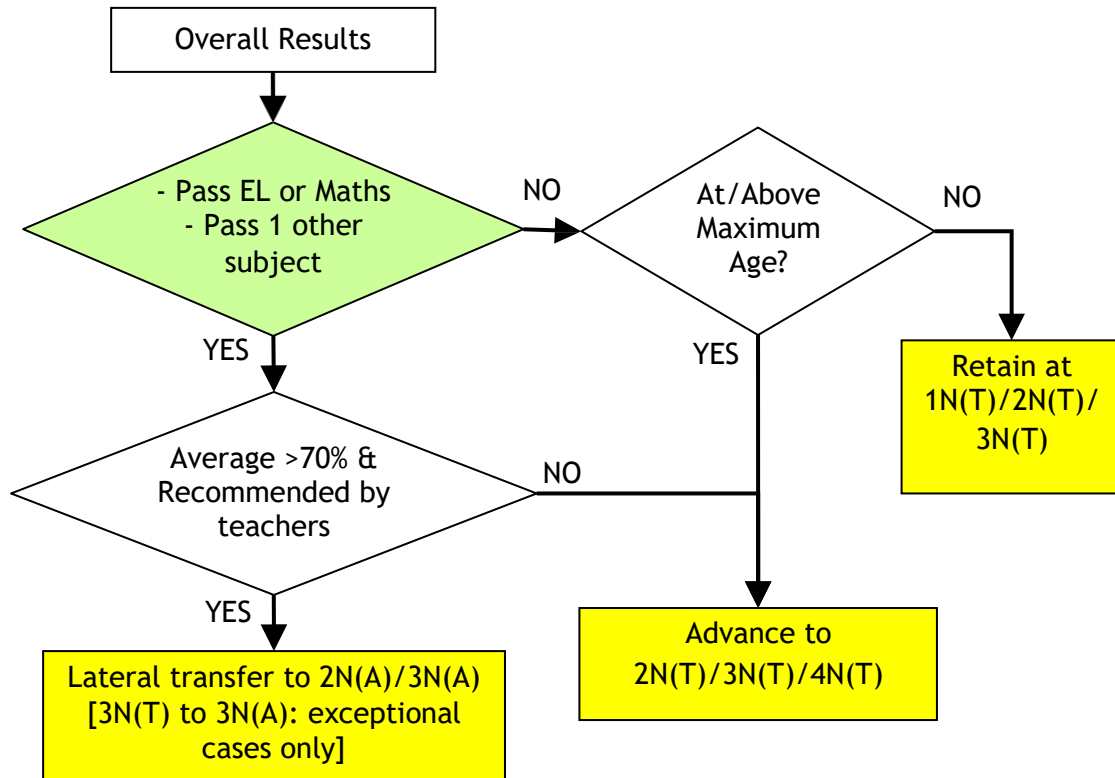
Polytechnic Foundational Programme (PFP)

Sec 4N(A) students can apply for the Polytechnic Foundation Programme at the polytechnics if they satisfy the following criteria :

An aggregate score of 11 points or less for EL, Maths and 3 other subjects;

- A grade of 3 or better in EL and Maths; and
- A grade of 3 or better in the 3 other subjects.

Sec 1 to 3 Normal (Technical)



School Calendar 2018

Please refer to the School Website for updates on School Calendar 2018.

Examinations 2018

Please refer to the School Website for updates on School and National Examinations.

Weekly CCA Schedule

		Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
Physical Sports	Badminton	1515 -1800 @ Sch Hall / External Venues* [Girls only]	1515 -1800 @ Sch Hall / External Venues* [Boys only]		1515 -1800 @ Sch Hall / External Venues* [Girls only]	1515 -1800 @ Sch Hall / External Venues* [Boys only]
	Basketball		1515 -1800 @ Basketball Court & Parade Square		1515 -1800 @ Basketball Court & Parade Square	
	Canoeing		1515 -1800 @ Bedok Reservoir / Sch		1515 -1800 @ Bedok Reservoir / Sch	
	Football		1515 -1800 @ Sch Field		1515 -1800 @ Sch Field	
	Softball	1515 -1800 @ Sch Field [Boys only]	1515 -1800 @ CCA Blk [Girls only]			1515 -1800 @ Sch Field [Boys & Girls combined]
	Wushu	1515 -1800 @ Sch Hall / CCA Blk			1515 -1800 @ Sch Hall / CCA Blk	
Uniformed Groups	NCC (Land)					1515 -1800 @ School
	NPCC					1515 -1800 @ School
	SJAB					1515 -1800 @ School
Visual & Performing	Choir	1515 -1800 @ Music Room			1515 -1800 @ AVA Room	
	Concert Band		1515 -1800 @ Music Room		1515 -1800 @ Music Room	
	Dance		1515 -1800 @ Dance Studio		1515 -1800 @ Dance Studio	

	Drama		1515 -1800 @ Black Box		1515 -1800 @ Black Box	
	Malay Dance	1515 -1800 @ Dance Studio				1515 -1800 @ Dance Studio
	Art & Craft		1515 -1800 @ Art Room 2		1515 -1800 @ Art Room 2	
Clubs & Societies	Environment Club		1515 -1800 @ Tech Room/ Comp Lab 1		1515 -1800 @ Comp Lab 1	
	Infocomm Club @ BGSS	* Daily AV Duties	1515 -1800 @ Comp Lab 4/ ITR 1&2 * Daily AV Duties	* Daily AV Duties	1515 -1800 @ Comp Lab 4/ ITR 1&2 * Daily AV Duties	* Daily AV Duties
	Outdoor Adventure Club					1515 -1800 @ School / External Venues
	Youth Flying Club	1515 -1800 @ Comp Lab 4			1515 -1800 @ Comp Lab 4	

Staff List & Contact Numbers

SMC (External)		Designation	Tel Ext	Email	
1	Mr	Boy Eng Seng	Principal	111	boy_eng_seng@schools.gov.sg
2	Mr	Lim Hock Seong Kelvin	Vice-Principal	142	kelvin_lim@schools.gov.sg
3	Ms	Foo Sheue Feng	Vice-Principal	134	foo_sheue_feng@schools.gov.sg
4	Mr	Lee Chee Chong	Vice-Principal (Admin)	112	lee_chee_chong@schools.gov.sg
5	Mrs	Kanta Wadhvani	HOD/HUM	120	kanta_ramchand_vaswani@moe.edu.sg
6	Miss	Koh Phuay Kiang	HOD/MT	126	koh_phuay_kiang@moe.edu.sg
7	Mr	Lee Beng Wah	HOD/CCE	133	lee_beng_wah@moe.edu.sg
8	Mrs	Lee Helen	HOD/ENG	132	lim_helen@moe.edu.sg
9	Mrs	Liow-Lee Lay Suan	HOD/SCI & SSD	119	lee_lay_suan@moe.edu.sg
10	Mr	Loh Kee Seng	HOD/PE&CC A	169	loh_kee_seng@moe.edu.sg
11	Mr	Teo Chai Lai	HOD/Student Mgmt	123	teo_chai_lai@moe.edu.sg
13	Mrs	Fan-Koh Hsiao Lin	SH/ICT	122	koh_hsiao_lin@moe.edu.sg
14	Mr	Hafiedz-UI Ashadi Bin Tamrin	Asst Yr Hd (Cvg-Sec 3 Yr Hd)	127	hafiedz-ul_ashadi_tain@moe.edu.sg
15	Mdm	Noor Afidah Bte Abdul Rahman	SH/ML	235	noor_afidah_abdul_rahman@moe.edu.sg
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18	Mdm	Salenah Bte Mohd Salleh	Asst Yr Hd (Cvg-Sec 2 Yr Hd)	124	salenah_mohamed_salleh@moe.edu.sg
20	Miss	Tan Chu Yan (Part-Time)	Asst Yr Hd/NT	128	tan_chu_yan@moe.edu.sg
21	Miss	Tan Jialin Grace	SH/Bio	121	tan_jialin_grace@moe.edu.sg
22	Mr	Tan Yang Hui	Yr Hd (Sec 1)	135	tan_yang_hui@moe.edu.sg
23	Mr	Teo Keng Nam James	LH/Maths	132	teo_keng_nam_james@moe.edu.sg
24	Miss	Lim Hui Mei Jasmine	LH/Eng	217	lim_hui_mei_jasmine@moe.edu.sg

	Teachers	FT/CFT	Tel Ext	Email
Mdm	Azian Bte Zaini (PHY/CPA)(Part-Time)	4T1	201	azian_zaini@moe.edu.sg
Miss	Celestine Koh Lixin (MUSIC/HIS)	1E1	231	koh_lixin_celestine@moe.edu.sg
Miss	Cher Wei Fen JesylN (PHY/EL)	4N1	209	cher_wei_fen_jeslyn@moe.edu.sg
Mdm	Chng Mei Li (CL)	4E3	239	chng_mei_li@moe.edu.sg
Mr	Chua Wei Guang Andy (PE/MATHS)	3E4	168	chua_wei_guang_andy@moe.edu.sg
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Mr	Emrizal Bin Mohamed Suhaimi (ML)	1E3	234	emrizal_mohamed_suhaimi@moe.edu.sg
Miss	Gao Anji (CL)	1E4	236	gao_anji@moe.edu.sg
Mr	Goh Sor Ee Lloyd (PHYMATHS)	4N2	202	sor_ee_lloyd_goh@moe.edu.sg
Mrs	Liw Grace-Lim Huiting (CL)	2N2	237	lim_huiting_grace@moe.edu.sg
Mr	Lee Jie Hao Hendrik(D&T/MATHS)	2N2	171	hendrik_lee_jie_hao@moe.edu.sg
Mr	Hoan Mow Kim Christopher (CPA/MATHS)	3T1	218	hoan_mow_kim@moe.edu.sg
Mr	Huang Zihao (HIS/SS)	3E5	229	huang_zihao@moe.edu.sg
Miss	Lee Xin Yi Jade (SS/MATHS)	5N2	242	jade_lee_xin_yi@moe.edu.sg
Mr	Kamaruddin Bin Mohd Ibrahim (DT)	3E3	243	kamaruddin_mohd_ibrahim@moe.edu.sg
Miss	Khairunnisa Bte Abdul Rashid (EL/LIT)	NA	221	khairunnisa_abdul_rashid@moe.edu.sg
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Mdm	Khoo Jie Min Dory (HIST/LIT)	2E2	228	jie_min_dory_khoo@moe.edu.sg
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Mr	Kuah Peng Yan (DT/CPA)	2T1	242	kuah_peng_yan@moe.edu.sg
Miss	Kwek Yan Ling (AED/T&L/SCI/MATHS)	5N2	214	kwek_yan_ling@moe.edu.sg
Mrs	Lee-Goh Chui Ting (SH/SS-Cvg)	4E1	225	goh_chui_ting@moe.edu.sg
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Mr	Lee Kian Hui Gregory (PE/MATHS)	4E4	168	lee_kian_hui_gregory@moe.edu.sg
Ms	Lee Su Wee (EL/EBS)	4E5	202	lee_su_wee@moe.edu.sg
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37	Ms	Lui Biru Angel (BIO/MATHS) (Part-Time)	NA	212	lui_biru@moe.edu.sg
38	Mdm	Mok Yee Wan (Mrs Lai) MUSIC	2E1	232	lai_kin_sen@moe.edu.sg
39	Miss	Nabila Binte Mukhaidin (GEO/SS)	3E2	225	binte_mukhaidin_nabila@moe.edu.sg
40	Miss	Nabilah Bte Syed Sultan (LIT/ART)	3N3	216	nabilah_syed_sultan@moe.edu.sg
41	Mr	Ng Ghim Hong Vincent (ST/PE)	1T1	167	ng_ghim_hong_vincent@moe.edu.sg
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43	Mdm	Norhayati Bte Omar (CAJT*/EL/NFS)	4N3	233	norhayati_omar@moe.edu.sg
44	Miss	Nur Hidayah Bte Osman (ML)	3T1	233	nur_hidayah_osman@moe.edu.sg
45	Miss	Nurliyana Bte Mohammed Ruslan (AED/LBS)	NA	210	nurliyana_mohammed_ruslan@moe.edu.sg
46	Miss	Nurshafiqah Bte Mohamed Shadiq (FNS)	1E2	207	nurshafiqah_mohamed_shadiq@moe.edu.sg
47	Miss	Ong Wei Ling (MATHS/EL)	NA	215	ong_wei_ling@moe.edu.sg
48	Mr	Osman Bin Mohdar (EL/LIT)	4E3	220	osman_b_mohdar@moe.edu.sg
49	Ms	Pai Mary (CHEM/BIO)	2E3	206	pai_mary@moe.edu.sg
50	Mr	Prabhu S/O Gobi Nathan (CHEM/BIO)	3N3	207	prabhu_gobi_nathan@moe.edu.sg
51	Mdm	Ram Pyaree (EL)	2T1	218	ram_pyaree@moe.edu.sg
52	Mdm	Ratnah Bte Rawi (ART)	1E4	244	ratnah_rawi@moe.edu.sg
53	Mdm	Rika Herdiyani Binte Amrun (ML)	1T1	233	rika_herdiyani_amrun@moe.edu.sg
54	Miss	Ruqayyah Bte Mohamed Idrus Z (ML)	1N1	234	ruqayyah_mohamed_idrus_zamzam@moe.edu.sg

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56	Miss	See Wee Ching Kymberly (SS/EL)	2N2	210	see_wei_ching_kymberly@moe.edu.sg
57	Mdm	Seow Peng Leng (CL)	2N1	239	seow_peng_leng@moe.edu.sg
58	Mr	Sergeoh Siew Wenjie (EL/BIO)	NA	216	sergeoh_siew_wenjie@moe.edu.sg
59	Miss	Sew Pui Huang (MATHS)	3E2	227	sew_pui_huang@moe.edu.sg
60	Ms	Shahira Bte Mohamed Sharif (ART)	2E3	244	shahira_mohamed_sharif@moe.edu.sg
61	Mdm	Sharifah Feruz Bte Syed Ali (CHEM) (Part-Time)	NA	204	sharifah_feruz_syed_ali@moe.edu.sg
62	Miss	Sia Wan Qi Jaselyn (ART)	2E2	245	sia_wan_qi_jaselyn@moe.edu.sg
63	Mr	Sim Chun Siang (CHEM/BIO)	3E1	202	sim_chun_siang@moe.edu.sg
64	Mdm	Siti Aishah Bte Mohd Jamaludin (MATH/EL)	3T1	217	siti_aishah_mohd_jamaludin@moe.edu.sg

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	Mdm	Tay Peck Ling (MATHS)	1N2	213	tay_peck_ling@moe.edu.sg
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	Mr	Terence Tan Chee Seng (GEO/EL)	2N1	226	tan_chee_seng_terence@moe.edu.sg
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	Miss	Vanessa Marie Lee Qui (HIST/EL)	1E3	225	vanessa_marie_lee_qui@moe.edu.sg
	Mr	Wong Yong Jie (Student Leadership-Cvg)	NA	169	wong_yong_jie@moe.edu.sg
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	Miss	Xu Zhenyi (CL)	3E3	237	xu_zhenyi@moe.edu.sg
	Mr	Yap Chat Lam (AED/T&L/POA)	1T1	201	yap_chat_lam@moe.edu.sg
	Mr	Yee Jin Kett (UT/PE)	2E1	167	yee_jin_kett@moe.edu.sg
	Miss	Yeo Sue Rae Amelia (SS/EL)	4E2	225	yeo_sue_rae_amelia@moe.edu.sg
	Mr	Yonatan Ng Yu Zhe (PE/SS)	2E4	167	yonatan_ng_yu_zhe@moe.edu.sg
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2	Adjunct Teachers		FT/CFT	Tel Ext	Email
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4	Mdm	Tan Poh Neo Christina (AJT* / Geog)	NA	242	tan_poh_neo_christina@moe.edu.sg
5	Miss	Ong Quee Hong (AJT* / Eng)	NA	222	ong_quee_hong@moe.edu.sg
6	Mr	Mohamed B Hj Apandi (AJT* / Eng)	NA	219	mohamed_haji_apandi@moe.edu.sg

Mr	Jason Sin Joo Lee (AJT*/ Math)	NA	202	sin_joo_lee@moe.edu.sg
Mr	Ridhwan Mohd (AJT*MT)	NA		
Miss	Nora Bte Abdul Rahman (AJT* / POA)	NA	223	nora_abdul_rahman@moe.edu.sg

Useful Contacts

To contact the General Office, call 6446 3301 ext 0

Designation	Non-Teaching Staff
Administrative Manager	Mr Desmond Ho Kheng Chan Email: ho_kheng_chan@moe.gov.sg Ms Koh Pei Lin Email: koh_pei_lin@schools.gov.sg
Operations Manager	Mohammad Suhaini Mohammad Yatim Email: mohammad_suhaini_mohammad_yatim@moe.edu.sg Mohamad Zailani Bin Dollar Sumari Email: mohamad_zailani_dollah_sumari@moe.edu.sg
Full-time School Counsellor	Ms Lim Poh Cheng Suzanna Email: lim_poh_cheng_suzanna@moe.edu.sg
Part-time School Counsellor	Ms Debbie Ng
ECG Counsellor	Ms Samantha Woo
School Program Executive (SPE)	Miss Nurhanisah Bte Jamil
Technical Support Officer (Science)	Indraghandi d/o Letechimiman
Technical Support Officer (Science)	Mr. Ong Hock Seng Kelven
Technical Support Officer (D&T)	Mr. Yusof Bin Ali
Technical Support Officer (D&T)	Mr. Hamli Bin Abdul Ghani
Technical Support Officer (D&T)	Mr. Abdul Rashid Md Ibrahim
Management Support Officer (Finance)	Mdm Low Sook Keow
Management Support Officer (Personnel)	Mdm Zawiyah Bte Md Ismail
Corporate Support Officer (Adjunct)	Miss Siti Nur Hafizah Bte Hassan
Operations Support Officer (Office)	Mdm Zahara Mohd Yunos
Library Assistant	Mdm Lim Choo Peng Jane
ICT Specialist	Mr. Ico Glen Serrano
ICT Technical Assistant	Mr. Vincent Chung Khui Pin

ICT Technical Assistant

Mr. Md Adha Bin Umar

ICT Associate

Mr Muhammad Tarmizi Bin Mohamed Ismail

Other Useful Contacts

School Address : 360 Bedok North Avenue 3 Singapore 469722
Operating Hours : Monday to Friday 0600h – 1900h
Saturday 0800h – 1200h
School E-mail : bgss@moe.edu.sg
School website : <http://www.bedokgreensec.moe.edu.sg>
Office telephone : 6446 3301
Office fax : 6446 5969

Student Services - Financial Assistance & Counselling

Please refer to the Student Handbook (page 114-119) for details.

Financial Assistance Coordinator : Mr Desmond Ho Kheng Chan – ext.114
Full-time School Counsellor : Ms Lim Poh Cheng Suzanna – ext. 165

Parent Support Group (PSG)

PSG Chairperson : Mdm Lynne Poh
Email: beeleng21@yahoo.com
PSG Teacher Advisors : Mdm Salenah Md Salleh – ext. 124
Mr Osman Mohdar – ext. 220
Ms Ong Wei Ling – ext. 215

Family Matters@School (FMS)

FMS Coordinator : Ms Summi Parmar
Email: family.bgss@gmail.com
Handphone : 86528135

Bookshop

Name : Popular Book Company Pte Ltd
Address : 15 Serangoon North Ave 5
Singapore 554360
Contact : Ms Erica Tan
Email : ericatan@popularworld.com
Handphone : 93856696 Tel : 6462 9500
DID : 6462 9529/30

Uniform Vendor

Name : My Uniform Shop (ASIA) Pte Ltd
Address : 209, New Upper Changi Road, #03-651, Singapore 460209
Telephone : 6276 6689

School Shoes and Socks

Name : Eng Seng Impex Pte Ltd
Address : 705, Sims Drive, #03-10, Shun Li Industrial Complex, S(387384)
Telephone : 67472070 Fax: 67410647

Transitlink

Hotline : 1800 – 225 5663
Card Replacement offices are located in: Choa Chu Kang Bus Interchange, Hougang Bus Interchange, Jurong East Bus Interchange, Pasir Ris Bus Interchange, Ang Mo Kio Hub Bus Interchange and Tiong Bahru MRT Station
For ad-hoc first issue of concession card, kindly refer to the school office.