



**MAKTAB TENTERA DIRAJA
KUALA LUMPUR
MALAYSIA**

SCHOOL CODE 006007

LANGUAGE POLICY
(revised 18 June 2015)

**MAKTAB TENTERA DIRAJA
INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME**

LANGUAGE POLICY

The IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Mission Statement of Maktab Tentera Diraja

To provide a comprehensive smart learning environment with the objective to develop leaders with calibre, high integrity and noble personality to serve in the public and corporate sector and in the Malaysian Armed Forces.

Vision of Maktab Tentera Diraja

To brand the Royal Military College as a unique and outstanding smart-learning institution.

Charter of Maktab Tentera Diraja

The Royal Military College has been established with the objective of preparing young Malaysians to serve as officers in the Malaysian Armed Forces and top ranking leaders in the public and corporate sectors of the country.

Slogan

“SERVE TO LEAD”

IB Standards and Practices

“A7. The school places importance on language learning , including mother tongue, host country language and other languages.

“B1.5(b) The school develops and implements a language policy consistent with IB expectations.”

(Programme Standards and Practices 2014, page 21 and 22)

The 10th Malaysia Plan

To Uphold Bahasa Malaysia and to Strengthen the English Language

The programme will also seek to strengthen the teaching and learning of English with the introduction of a new curriculum, stressing the five key skill areas of reading, speaking and listening, writing, grammar, and language arts. The time spent on teaching English will be increased from 4 hours to 5.5 hours per week for level 1 (Year 1-3), and from 3.5 hours to 5 hours for level 2 (Year 4-6) in primary schools.

(10th Malaysia Plan; Chapter 5: Developing and Retaining a First-World Talent Base, page 201)

Introduction

In designing the language policy for the IB Diploma Programme, it is essential to review the linguistic profile of Maktab Tentara Diraja students to provide ongoing education as a means for the holistic development of students intellectually, spiritually, emotionally as well as physically, in alignment with the national curriculum.

Malaysia is blessed with a multicultural background whereby Bahasa Malaysia is the national language spoken by all communities such as Malay, Chinese and Indian. However, students have been exposed to the English Language since primary years and most students across all ethnic groups are able to write and converse in English. Although English is a Second Language, it is commonly accepted as a means of communication in most homes and is not really considered alien by students, teachers or parents. It is the school's internal medium of communication, in which all operational and development activities are conducted.

The purpose of this policy is to provide a framework that will inculcate the IBs values in developing students who are understanding, respectful and creative. The IB aims to provide knowledge and life-long experience that is able to equip each student with the opportunity to explore the cultural similarities across the globe.

The steering committee comprises the language teacher, student, parent, librarian, administrator, IB Diploma Programme Coordinator, Director Of Studies, and Commandant has been established with the purpose of collating the views of the school's community, types of mother tongue as well as to incorporate the requirements of IBDP rules with a plan to meet once a year to update the policy and when the need arises. (Refer to *Appendix A, B, C, D, E and F.*)

Appendix A : MTD Language Policy Establishment Process

Appendix B : MTD Organizational Chart 1 Board of Governors

Appendix C : MTD Language Policy Steering Committee

Appendix D : MTD Language Policy Steering Committee Meeting Minutes

Appendix E : MTD Language Policy Writing Committee

Appendix F : MTD Job Description in Establishing the Language Policy

MAKTAB TENTERA DIRAJA LANGUAGE PHILOSOPHY

Maktab Tentera Diraja Philosophy and Aims

Maktab Tentera Diraja aims to:

- promote competency in the language
- develop critical thinking and creativity
- gives emphasis on the four language components reading, writing, speaking and listening
- encourage students to think and express ideas independently and
- enable students to communicate effectively

Maktab Tentera Diraja believes that language is essential to learning, thinking and communicating. Therefore, the steering committee has conducted MTD IB Awareness Programme in order to detect the awareness among students pertaining to the upcoming IBDP. Apart from that, the steering committee also received the MTD IB Support Project by the Parents-Teachers Association (PTA) Chairman to pursue with the survey. Questionnaires have been distributed among the Form Five students. These students will be the ones who will pursue with the IBDP in the near future. (Refer to *Appendix G, H and I*).

Appendix G: MTD IB Report on the Awareness Programme

Appendix H: MTD IB Interest Questionnaire

Appendix I: MTD IB Interest Questionnaire Qualitative Analysis

In view of that, the language programme designed in MTD is to promote competence in the language and develop critical thinking and openness to different perspectives and cultures among students. It emphasizes on all four components of language acquisition; reading, writing, speaking and listening. The language programme aims at encouraging students' independence of thinking and expressing ideas concerning global issues.

Practices of the Language Policy at Maktab Tentera Diraja

Under the existing national curriculum, Maktab Tentera Diraja supports the country's policy "To Uphold Bahasa Malaysia and to Strengthen the English Language".

First Language

Bahasa Malaysia is a national language practised as a medium of communication in the multiracial society of the country. Being the official language of the country, Bahasa Malaysia is widely used as a medium of instruction and is offered as a core subject for all students in schools under the national curriculum.

Second Language

The English Language has been taught to the students in most schools of the country as early as the primary years (7 years old). Realizing the importance of learning an international language, it is also the policy of the Malaysian government to offer the English Language as a core subject for schools under the national curriculum.

Maktab Tentera Diraja recognizes that English Language is essential in all learning process because it allows students to become active, compassionate and intellectual. English Language is therefore taught as a second language, after Bahasa Malaysia. However, the school encourages the use of English as a medium of instruction for Mathematics and Science subjects and intends to keep English as a medium of communication in the school. Students are trained to be well-versed and conversant in English. English will eventually become the choice language of IB students.

At International Baccalaureate Diploma Programme (IBDP) Level, Maktab Tentera Diraja offers:

At the IBDP level the students must meet a standard requirement that will enable them to 'communicate' in English. A candidate must be able to comprehend what they hear and read at a level of complexity (in English) in line with the Diploma Programme courses offered. Therefore these students must have the competency to communicate and comprehend in English because the programme offers subjects group of 1-6 as well as the core subject (Extended Essay, TOK and CAS) which will be conducted in English.

Level of competency for IBDP students are required in the following areas:

- Capacity to encode and decode in English (two way communication)
- Capacity to analyze the thought process with clarity and digest the information provided
- Students' previous academic achievement
- Ability to organize perspectives, ideas and research in a structured written essay

Integration of Language A: Bahasa Melayu

The Language A (Malay - Language and Literature) is for whom Language A is their best language (mother-tongue) and is the official language of Malaysia. It is a literature-based programme designed to develop an appreciation of literature, critical analysis, power of expression and deeper understanding of issues. It is offered at both Standard Level and Higher Level.

Integration of Language B: English

The Language B (English B) is a second language programme designed for students with previous experience of the language. It is a language acquisition programme aimed at inculcating international mindedness, which is a component essential to all IB students. The emphasis will be on language acquisition and usage which entails acquiring a language system and applying it through listening, speaking, reading and writing. Skills such as exchanging ideas and effective communication are encouraged to promote the process of understanding how to best express an idea clearly and convincingly to a target audience. English B is offered at both Standard Level and Higher Level.

It is understandable that as an IB School, our students may come from various linguistic backgrounds and the respect for these differences is essential in creating intercultural environment and a sense of school community. Therefore, the school may consider to offer English A and Language *ab initio* for Group 2 Language Acquisition in future.

Medium of communication

The language of instruction in all IB classes, except Bahasa Melayu, will be conducted in English Language. Therefore all teachers are not only subject teachers but also language teachers.

English in the classroom

Teachers and students always speak English Language in the classroom with the exception of Bahasa Melayu classes. The language of instruction is English and all discussions, small-talk and group work will be conducted in English Language.

Communication outside the classroom

The working language in the IB programme is English Language, both for teachers and students. This means that written and oral information from the school staff to both parents and students is in English.

School Language Profile

At the Maktab Tentera Diraja, majority of the students come from families where the language spoken at home is Bahasa Malaysia, Chinese and Indian language. However, English has become a medium of communication and is acceptable by all. It is the language of its governance for the administration as well as the academic committee of the IBDP. Students who come from the national curriculum usually learn English as their second language. Students may use their mother tongue outside of class. However, students are strongly encouraged to speak English outside of the classroom.

Academically, the medium of instruction for IBDP is in English to be conducted by the subject teachers. Extra-curricular activities will mainly be conducted in Bahasa Malaysia as it is our national language.

Basically, all students of Maktab Tentera Diraja are exposed to the learning of the English language but the competency varies in terms of family background and environment. Those who are from English speaking families and environment will definitely have an upper-hand compared to those from rural areas.

Thus, to facilitate the use of English for learning, it is in the plan of the school to conduct English Complementary Programme (ECP) for both students and teachers of the IBDP to improve communication and writing skills with the purpose to increase effectiveness of teaching and learning the diploma programme. Under the ECP, the school may engage English language lecturers from governmental or non-governmental language centres to conduct short courses for students and teachers of the IBDP.

Making the language policy a working document

Step One: Review of the Language Policy

The language policy will be reviewed annually as part of the curriculum review cycle and also as part of the whole school improvement plan.

The Steering Committee will review the implementation of the policy in classrooms and throughout the school on a regular basis as part of the appraisal process.

Step two: Linking The Language Policy to other documents

Assessment

Evaluation of competence is achieved during the two years course. A valid, reliable and informative assessment is achieved through the following:

- Adherence to all official IB requirements concerning internal assessment
- The use of a variety of assessment methods and reporting occasions (criterion referenced assessment)

- Regular and consistent assessment throughout the whole language programme
- Drills (using past IB examination papers)
- Efficient record keeping
- Devise and administer assessment tasks which accurately measure students' achievement

Step three: Communicating the Policy

The language policy will be made accessible to the community through a variety of means such as staff meetings, PTA meetings, Report Card Day, minutes of meeting and through the RMC Website. If parents are non-English speaker, the information can be obtained in Bahasa Malaysia as this is the national language in Malaysia. They can also obtain this in hard copy.

Reference:

Websites:

- Malaysian Education Blueprint 2013-2015 - <http://www.moe.gov.my/userfiles/file/PPP/Preliminary-Blueprint-Eng.pdf>
- Developing and retaining A World Talent Base in Malaysia RMK10 - <http://www.moe.gov.my/userfiles/file/RMK10 Education1.pdf>