

REF: SJJJ/2018/01/467

To: Mrs Muthu/Mdm Noraishah  
Teacher-in-charge

**RE: CCA LETTER OF ACCEPTANCE TO PARENTS FOR WORK YEAR 2017/2018**

**Dance Club**

Name of Pupil	
Class	
Birth Certificate Number	
Date of Birth	
Name of Parent	
Relationship with Pupil	
Mobile No	
Email	
Medical/ Dietary/ Behavioural Information  (NIL reply required)	

I acknowledge the following school CCA policies:

- A pupil who has registered for and paid for a CCA has to remain in that CCA until the end of the CCA workyear (July 2017 to June 2018).
- There will be no refund of CCA fees for pupils who choose to withdraw from CCA before the end of the workyear.
- Pupils who do not achieve 80% of CCA attendance will be de-registered as members of the CCA at the end of the workyear.
- If a pupil is to be absent from CCA, this must be communicated to the CCA teachers by the parents via written letter or medical certificate.
- Pupils can choose different CCAs from mid P2 to mid P4. However, they must remain in a chosen CCA from mid P5 to P6. This is to allow for ample exposure for the first 2 years (mid-P2 to mid-P4), balanced with a deepening of skills and knowledge for the remainder of the two years (from mid-P4 to mid-P6).
- Pupils are to bring along their CCA attire in their school bag and change into their CCA attire during lunch break. They are not to wear their CCA attire from the start of the day.

Parent / Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_