



ST JOSEPH'S INSTITUTION JUNIOR

A Lasallian School of the *De La Salle* Brothers

REF: SJIJ/2018/06/xx

25th June 2018

Dear Parents/ Guardians,

RE: (Robotics) CCA PROGRAMME FOR JULY 2018 TO JUNE 2019

Your son _____ (_____) has been
successfully registered for the (**Robotics**) CCA programme:

Please take note of the schedule for the CCA Programme sessions as shown below.

CCA: Robotics

Time: 2.00pm-4.30pm

Venue: Robotics Lab/Classrooms

Month	Date			
2018 Semester 2 (Mondays)				
July	9	16	23	30
August	13	20	27	
September	10	17	24	

Please take note of the contact information for general enquiry or matters related to the abovementioned CCA as shown below.

Name of OIC: Mr Boo Choon Kwang (boo_choon_kwang@moe.edu.sg)

Name of 2 IC: Mr Wong Zhanpeng Jason (wong_zhanpeng_jason@moe.edu.sg)

Name of TIC : Mrs Teong Phey Fang (teong_phey_fang@moe.edu.sg) (_____)

The cost for the CCA is \$_____. We will be billing in two phases; 50% in Semester 2 and remaining 50% in Semester 1 next year. No payment is required now and a School bill will be issued to you in August.

The schedule for the second half of the work-year (January 2019 to June 2019) will be sent to you in Term 4 this year. Thank you for your support and we look forward to an exciting first half of the CCA work year come July.

Mr Boo Choon Kwang
Overall-in-charge

Mr Mohamed Fazrin
HOD PE, CCA & Aesthetics

REF: SJIJ/2018/06/01

To: Mr/Mrs
Teacher-in-charge

RE: (Robotics) CCA PROGRAMME FOR JULY 2018 TO JUNE 2019

Name of Pupil: _____

Class: _____

Name of Parent: _____

Relationship with Pupil: _____

Contact No: _____

Email: _____

Medical/Dietary/Behavioural Information:

I acknowledge the following school CCA policies:

- Payment for the CCA is \$ _____.
- A pupil who has registered for and paid for a CCA has to remain in that CCA until the end of the CCA work-year (July 2018 to June 2019).
- There will be no refund of CCA fees for pupils who choose to withdraw from CCA before the end of the work-year.
- Pupils who do not achieve 80% of CCA attendance will be de-registered as members of the CCA at the end of the work-year.
- If a pupil is to be absent from CCA, this must be communicated 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: _____