



## ST JOSEPH'S INSTITUTION JUNIOR

A Lasallian School of the *De La Salle* Brothers

REF: SJIJ/2019/04/22

18 April 2019

Dear Parents/ Guardians,

**RE: CHESS CCA PROGRAMME FOR JULY 2018 TO JUNE 2019**

Your son \_\_\_\_\_ ( ) has been successfully registered for the **CHESS CCA programme**:

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

CCA: CHESS  
Time: 215pm-415pm  
Venue: Teaching Lab

Month	Date				
<b>2019 Semester 2 (Monday)</b>					
July	15	22	29		
August	5	26			
September	2	16	23		
October	7	28			
November					

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

**Name of OIC Mdm Tan Mui Mui (tan\_mui\_mui@moe.edu.sg)**

The total cost for the CCA is estimated at \$ 100. 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 July 2019 after the school have confirmed and communicated to you the correct amount before the start of the CCA.

The school has engaged the services of a bus operator committed to providing a CCA bus for a fee on CCA days. Please liaise directly with the bus operator (Woodlands Transport, TEL: 6559 8988 / 9025 5803) latest by June 2019 to arrange for transport.

The schedule for the second half of the work-year (January 2020 to June 2020) 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.

Mdm Tan Mui Mui  
Teacher-in-charge

Mr Mohamed Fazrin  
HOD PE, CCA & Aesthetics

REF: SJIJ/2019/04/22

To: Mdm Tan Mui Mui  
Teacher-in-charge

**RE: CHESS CCA PROGRAMME FOR JULY 2019 TO JUNE 2020**

Name of Student: \_\_\_\_\_

Class: \_\_\_\_\_

Name of Parent / Guardian: \_\_\_\_\_

Relationship with Student: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

Medical/Dietary/Behavioural Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I consent that my son/ward above is participating in the CHESS CCA programme from July 2019 to June 2020 and acknowledge the following school CCA policies:

- A student 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).
- Students who wish to withdraw from CCA must complete the CCA withdrawal form in writing and submit to HOD PE/CCA through the CCA OIC.
- 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: \_\_\_\_\_