



## ST JOSEPH'S INSTITUTION JUNIOR

A Lasallian School of the *De La Salle* Brothers

REF: SJIJ/2019/01/857

8<sup>th</sup> January 2019

Dear Parent/ Guardian,

**RE: INFOCOMM CCA Programme for January 2019 – May 2019**

Welcome back to the second half of the CCA work year!

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

CCA: **INFOCOMM CCA**

Time: 2.30pm – 4.30pm

Venue: COMPUTER LAB

Month	Date				
<b>2019 Semester 1 (Thursdays)</b>					
January	24	31			
February	7	21			
March	7				
April	4	11	18	25	
May	30				

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

Name of OIC : Ms Chua Chai Suang    chua\_chai\_suang@moe.edu.sg

The school will send a separate billing for the second payment of CCA costs for the second half of the CCA work year (January 2019 – May 2019).

Thank you for your continued support and we look forward to another exciting half of the year ahead.

Ms Chua Chai Suang  
Teacher-in-charge

Mr Mohamed Fazrin  
HOD PE/CCA & Aesthetics

**\*To be handed in to Ms. Chua Chai Suang on the first day of training**

**RE: INFOCOMM CCA Programme for January 2019 – May 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:

- A pupil who has registered for a CCA has to remain in that CCA until the end of the CCA work-year (July 2018 to June 2019).
- Payment for CCA is collected at the start of each half of the CCA work-year (Jul 2018 and Jan 2019). There will be no refund of CCA payments 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 should be communicated by the parents via written letter or medical certificate.
- Pupils can choose different CCAs from P2 to P4. However, they must remain in a chosen CCA from P4 onwards 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: \_\_\_\_\_