Friday 27th June, 2014

Dear Parents/Guardians,

**re: CCA Options for September - December, 2014**

Please find attached information regarding the CCA Options for your child(ren) for next term as well as a FAQ sheet and CCA Application Form.

**Important Deadlines**

- CCA Application Forms must be submitted on/before **Monday 7th July**.
- Allocation of CCAs for term September - December will be posted on the Notice Board in the school’s Cafeteria and Servery during the week beginning **Monday 8th September**.
- There will be no CCAs in the first two weeks of next term i.e. Monday 25th August & Monday 1st September 2014.
- CCAs for term September - December 2014 will commence on **Friday 12th September**.
- CCAs for term September - December 2014 will end on **Thursday 27th November**.

**CCA Code of Conduct**

Non-participation in CCAs is not an option. Once a commitment to a sport or activity is made it must be honoured throughout the entire term.

Participation in CCA activities is a privilege, it is important that students, parents and interested persons be aware of the following rules and regulations. These rules are adopted in order to support and promote a fair, healthy, enriching and safe co-curricular activities for all students.

1. It is compulsory that all students (TIS & SST) take part in at least one CCA however, we do encourage students to take two CCAs, in which at least one is a sport.
2. There is no guarantee that a student will receive their first or second choice CCA. The school aims to give every student their first choice at the very least, but when CCAs are oversubscribed we will look to their second, third, fourth or fifth choices as an alternative so think seriously about these choices.
3. Please ensure the application form is filled in correctly and in full, including the students’ full name and class together with their choices clearly stated.
4. Students are making a commitment so choose carefully. They are expected to honour that commitment throughout the term.
   Once CCAs have been allocated and published, students must only attend CCAs that have been allocated to them. If they turn up to a CCA they are not allocated to, they will be sent to the CCA Teacher and asked for an explanation.
5. Students are not allowed to change the CCAs allocated to them. Students will be offered the opportunity to change their CCAs at the end of every term.
6. If you wish for your child to do more than the compulsory one CCA, then please clearly state this on the CCA application form. There is no guarantee a student will be able to do more than one CCA; owing to the popularity of some CCAs. The priority will go to students who have chosen this option as their first choice.
7. Forms handed in late or incomplete will only be processed after the allocation of pupils who have handed in the form on time.
8. There is no guarantee that if a student signs up for a CCA in term one they will automatically get the same CCA in term two or three as we would like all students to have the opportunity to cover a breadth of activities over a year.
9. If the chosen CCA incurs a fee, please submit your payment together with your child(ren)’s CCA form. Payments should NOT be made directly to teachers/external coaches.
10. If students know that they are unable to attend their CCA on any given day, they must have the courtesy to inform their CCA teacher in advance or parents may write a note in the student's planner to explain their absence.

Submit CCA Application forms:

KS1, Std 1/Primary – Please give completed application forms to the class teacher who will submit to the CCA Teacher directly
Secondary – Students to give directly to the CCA Teacher based in the Student Hub.
Admissions and Finance WILL NOT accept CCA Application forms.

CCA Allocation Process
Our aim is to ensure every student is allocated their first and/or second choice, however, this is not always possible when CCAs become oversubscribed. In this instance, allocation of CCAs will be based on a first come first serve basis as well as considering students’ second, third, fourth and fifth choices. This is a fair process which ensures every student is doing at least one of their chosen CCAs.

Completing an application form and submitting payment DOES NOT guarantee a student their chosen CCA(s). It is only when CCAs have been allocated and published on the information boards in the Cafeteria and Servery that students will be informed of what they have been allocated.

Please refer to the following link for full descriptions of each CCA: http://www.tenby.edu.my/setia-eco-park/cca-info.

If you require further clarification on the above or have a CCA related question then please email our CCA team: cca.sep@tenby.edu.my

From the Tenby Schools’ Leadership Team