

## Ai Tong School CCA Policy

### 1. Objectives

- The CCA programme provides students with a platform to discover their interests and talents. Well-organised and implemented, they can fuel in the individual a lifelong love for particular activity. This helps the individual to lead a balanced life in adulthood.
- Each CCA has its specific objective.
  - a) Physical Sports develop robustness, fair play and team spirit in students.
  - b) Visual Arts instill in students a sense of graciousness and an appreciation for the rich culture and heritage of multi-racial society.
  - c) Uniform Group activities aim to make good citizens of students by inculcating in them self-reliance, resilience, discipline and a spirit of service to others.
  - d) Clubs and Societies allow student to explore and extend their interests in wide-ranging and specialized areas which may be knowledge-based or skills-based. Students hone information, communication and technical skills as they strive to grow their mastery of specialized areas.
- Students progressively develop CCA-specific knowledge, skills, values and attitudes through sustained participation in any of the CCA groups.
- CCAs offer excellent platforms for students to learn core values, social and emotional competencies and the emerging 21<sup>st</sup> century competencies.
- All CCAs emphasise social interaction by providing a common space for friendships and social integration amongst students of diverse backgrounds. Through CCA, students develop a sense of identity and belonging to the school.

### 2. CCA Participation

- Only P3 to P6 Students are **encouraged** to participate in a CCA. Students are only allowed to join **1** CCA.
- Primary 1 and Primary 2 students engage in Programme for Active Learning (PAL) and will not be given a CCA.

### 3. CCA Days and Timings

- CCAs are conducted on Mondays, Tuesdays, Thursdays and Fridays from 2.15pm to 4pm except for following CCAs that train at an external venue: Gymnastics, Swimming, Track and Field and Volleyball.
- Kindly refer to the school website for the schedule of the various CCAs. The link is as follows:  
<https://aitong-moe-edu-sg-admin.cwp.sg/ats-experience/co-curriculum/co-curricular-activities-cca>

4. **Attendance for membership**

- For the CCA Membership to be reflected in the report book, a student must have at least **85% of the overall attendance for the academic year.**
- Students are expected to attend all CCA sessions and should not be absent from CCA without a valid reason. Any other alternative arrangement for CCA is on a case by case basis.
- Any absenteeism must be accompanied by a medical certificate or a parent's letter/email to the teacher-in-charge.

5. **Participation in National Youth Squad with the National Sports Association**

- Students may pursue a sustained **programme with a National Sports Association.** However, such involvement **should not replace** the need for participation in a school- based CCA.
- The relevant organization may seek the school principal's permission for student to be exempted from the school's CCA training sessions. Once the training stint with the organization ends, the student will have to resume training with the school's CCA.

6. **External activities and competitions**

- Activities organized by external organizations such as School Alumni, are considered as personal enrichment activities and **do not** constitute as a school CCA.
- If a student is to **represent the school in any competition** registered under the external organization, this competition **must be endorsed by school before the student participates.** Only then will the achievements of this student be captured and credited.
- The school will only endorse competitions that are organized by the National Sports Association (NSAs) and other National Competitions organized by recognized governing bodies.
- Parents are to notify the Form Teachers/CCA Teachers on the achievement of the child.
- Parents are to submit copies of the valid and recent documents/ certificates to the General Office and attention to the HOD CCA Mr. Nicholas Lloyd.

## 7. **Change of CCA**

- Students are **strongly encouraged** to remain in their CCA throughout their primary school journey. This is to provide opportunity for progression and to hone values such as resilience and perseverance.
- Students who require a withdrawal and/or change in CCA due to **valid reasons** may only opt for a change of CCA starting between the **first week of October and the last week of November of each academic year.**
- Changing of CCAs for Primary 5 (after first week of January) and Primary 6 is **not** permitted.
- Students have to submit the **CCA Request Form** to the CCA Teacher-in-charge or to the AE, Ms Khaliesah in the General Office. The form can be found on the Parents Portal and on the school CCA webpage.
- Parents/Guardians to fill up the form accordingly with the reason(s) clearly stated. All 3 options need to be filled if a change of CCA is required.
- Enrolment to a new CCA is pending vacancy in that CCA.
- The CCA transfer window will close after the first week of the next academic year (January). This is to ensure that CCA allocation for students can be completed before the commencement of CCA for the new academic year.

## **Reminders for Students Joining CCAs**

Students to:

1. Make informed choices wisely with parents' consent.
2. Commit to at least one CCA to nurture talents and leadership skills for at least 3 years.
3. Attend at least 85% of the CCA sessions.
4. Be punctual for CCAs.
5. Inform CCA teachers of any clashes between CCA and school activities.
6. Use the time at CCA wisely.
7. Submit letter from parents or copy of medical certificates for absence from CCAs.
8. Submit CCA Request Form when quitting or changing CCA.
9. Understand that CCAs are equally as important as their academic studies.