



Raffles Girls' Primary School

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RGPS/N23/G/037

4 October 2024

P2-5 Online CCA Registration for 2024

Dear Parents/Guardians,

As part of our continual efforts to streamline school programmes to better support our students' holistic educational experiences, we have reviewed the current CCA schedule. We are pleased to share the revised CCA schedule for 2024 with you in **Annex A**.

A. CCA Online Registration

The CCA online registration is open to **all 2023 P2 to P5** students who want to register for a CCA in 2024. Every student will only be allocated to **ONE CCA** in an academic year. We encourage our students to participate in a CCA as part of their holistic development in our school. The online registration form will be available from **4 October to 11 October 2024**. Please read the CCA Policy appended in Section B below before registering.

1. Students who SHOULD register online during this exercise:

- **All 2023 P2 to P5 Students** should go online to indicate their intention of having a CCA or otherwise. These include students who:
 - do not wish to have a CCA.
 - want to continue with their current CCA.
 - have accepted a CCA through selection trial/audition.
 - want to register for a new CCA.

2. Steps to register online

- Register through the following address: <https://forms.moe.edu.sg/forms/J5ngzo>



- If a student responds multiple times during the entire CCA online registration period, only the latest response will be captured by the system.
- Upon submission, please save a copy of your response sent to you via email.

3. Results of Registration

- The result of the CCA allocation will be released in Term 4 Week 8.
- Form teachers will inform the students of the outcomes.
- Each student will receive a letter of allocation for the CCA.

In 2024

- CCA will start in 2024 Term 1 Week 3.
- Students will need to check the CCA noticeboard for the start date for their CCA for 2024 in Term 1 Week 1 (2024).
- Students who are successful in getting a CCA will receive a Parents' Gateway Notification acknowledgement form from the CCA teachers before the first CCA meeting in 2024. Consent must be given by parents/guardians for students to attend the CCA sessions.

4. Please read through the CCA policy stated in Section B. You may contact the following teachers for clarification, if any:

- a. Mr Yeo Eng Wee at yeo_eng_wee@schools.gov.sg
- b. Ms Sharifah Maznah at sharifah_maznah_salim_bamasri@schools.gov.sg
- c. Ms Victoria Chua at victoria_chua_pei_chern@schools.gov.sg
- d. Ms Teo Siew Huai at teo_siew_huai@schools.gov.sg

B. CCA POLICY:

1. The time slots in the CCA list are subjected to change, depending on student enrolment.
2. **CCA is optional for P3** students while all **P4 to P6 students are strongly encouraged** to take part in CCA.
3. Every student can only have **ONE CCA**.
4. If the enrolment for a CCA is overwhelming, **acceptance into a CCA will be based on balloting**.
5. If the enrolment for a CCA is fewer than 10, that CCA will be cancelled.
6. CCA will take place on Monday, Tuesday and Thursday.
7. 'SYF', 'School team' and 'Selection Team' refer to selected students who **must be committed** to attend CCA training twice a week throughout the year.
8. A student who is absent from the CCA must produce a **medical certificate** or a letter from her parents/guardian. She is to submit it to the teacher-in-charge on the following day.
9. Students must maintain at least **75% of the attendance** before their CCA participation can be recorded in the report book.
10. **No request of a change to CCA will be accepted after allocation** has been made for each student. Students must stay committed to the allocated CCA. Any change of CCA can be considered in the next annual CCA Registration Exercise.

C. Frequently Asked Questions

1. Do I have to go online if I do not want to have a CCA?
 - a. Yes. Please go to the registration website to indicate that you do not wish to have a CCA.
2. How do I continue with my current CCA (P3-P5 students)?
 - a. During the CCA Registration period, please go to the online form in Section A-2 to indicate your preference to continue with your current CCA.
3. Can I join more than one CCA?
 - a. Each student can only join **one** CCA in RGPS.
4. What if I do not wish to take up the CCA that is allocated to me?
 - a. You can choose to withdraw from the allocated CCA. However, you **will not** be allocated to another CCA for the year.
 - b. Any change of CCA can be considered in the next annual CCA Registration Exercise.
 - c. You are strongly advised to consider your 4 choices carefully before submitting the registration.
5. How do I know if I have successfully submitted my registration?
 - a. Upon successful submission, you will be prompted to key in your email address to receive a copy of your response. Please keep the emailed copy of your response as a receipt of submission.

PLEASE NOTE:

1. All CCAs will commence in Term 1 week 3 in 2024 unless otherwise notified.
2. All CCAs will stop at least 2 weeks before the examinations or specified otherwise in the school calendar of events.
3. Students are to check the CCA notice board for information regularly.
4. If you need further information, please contact the teacher in-charge of the CCA directly.
5. 5:00pm Bus Service
 - a. Should parents require the school bus service at 5.00pm, please contact Bus Company directly to make the necessary arrangements.

We look forward to the strong support from parents/guardians to build a joyful school experience for our students.

Your Partner in Education,
Mdm Sharifah Maznah
Head of Department (Physical Education/CCA)

2024 CCA Information (Tentative)

S/N	Sports and Games	Level	Type	Day / Time
1	Badminton	<i>P3 -P6</i>	<i>ST(Junior & Senior)</i>	Tue: 2.30-5.00pm Thu: 2.30-5.00pm
		<i>P3-P6</i>	<i>CCA</i>	Mon: 3.00pm-5.00pm
2	Basketball	<i>P3</i>	<i>CCA</i>	Mon:3.00pm-5.00pm
		<i>P4-P6</i>	<i>CCA</i>	Mon:3.00pm-5.00pm
		<i>P3</i>	<i>Selection Team</i>	Mon: 3.00pm-5.00pm & Thu(Term 3 onwards): 3.00pm-5.00pm
		<i>P4</i> <i>P5</i> <i>P6</i>	<i>Selection Team</i> <i>ST (Junior)</i> <i>ST (Senior)</i>	Tue & Thu: 3.00pm-5.00pm
3	Softball	<i>P3-P4</i>	<i>ST(Junior)</i>	Tue & Thu: 3.00pm-5.00pm
		<i>P5-P6</i>	<i>ST(Senior)</i>	
		<i>P3-P5</i>	<i>CCA</i>	Tue: 3.00pm-5.00pm
4	Table-Tennis	<i>P3-P6</i>	<i>ST</i>	Mon & Thu: 3.00pm-5.00pm
		<i>P3-P6</i>	<i>CCA</i>	Mon: 3.00pm-5.00pm
5	Rhythmic Gymnastics	<i>P3-P6</i>	<i>CCA</i>	Mon: 3.00pm-5.00pm
		<i>ST</i>	<i>ST (Junior & Senior)</i>	Tue & Thu: 2.30pm-5.00pm

S/N	Uniform Group	Level	Type	Day / Time
6	Brownies	<i>P3-P6</i>	<i>CCA</i>	Tue: 3.00pm-5.00pm
7	Girls' Brigade	<i>P3-P6</i>	<i>CCA</i>	Tue: 3.00pm-5.00pm

S/N	Club and Society	Level	Type	Day / Time
8	Art & Craft Club	P3-6	CCA	Mon: 3.00pm-5.00pm
9	New Media Club	P3-P6	CCA	Mon: 3.00pm-5.00pm
10	Enviro-Life Science Club	P3-P6	CCA	Thu: 3.00pm-5.00pm
11	International Chess	P3-P6	CCA/ ST	Tue: 3.00pm-5.00pm
12	Library	P3-P6	CCA	Mon: 3.00pm-5.00pm

S/N	Performing Arts	Level	Type	Day / Time
13	Choir	P4-P6	SYF (main choir)	Mon & Thu: 3.00pm-5.00pm
		P3	CCA (Junior Choir)	Wed: 3.00pm-5.00pm
14	Drama	P3-P6	Performing Group (CCA)	Mon: 3.00pm-5.00pm
15	Dance	P3-P6	SYF (Chinese, Indian, Modern)	Tue & Thu: 3.00pm-5.00pm
			CCA	Mon: 3.00pm-5.00pm
16	Concert Band	P3-P5	New recruits	Mon: 2.30pm-5.00pm
		P3-P6	Main Band	Tue & Thu: 2.30pm-5.00pm
17	Strings Ensemble Requirement (Violin/Cello) Grade 3 and Above	P3-P6	SYF	Thu: 3.00pm-5.00pm and Tue: 3.00pm-5.00pm (Only in Semester 1 during SYF year)

SYF: Competition Team for Performing Arts CCA;

ST/Selection Team (Only for those who were successful in the Selection/ Audition Exercise)