



# Co-Curricular Activities in St. Margaret's School (Secondary)



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Charity • Patience • Devotion

## **Sports, Uniformed Groups, Clubs & Societies**

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## **Visual and Performing Arts**

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**01**

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Purpose and Learning  
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Key Focus



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# 01 **PURPOSE OF CCA**

# *A Student-Centric, Values-Driven Education*

A Broad and Deep Foundation for a Lifelong Journey



## Co-Curricular Activities (CCA)

- Is committed to **develop character**, inculcate and promote national **values, skills and social integration**.
- Provides **multiple avenues** to **nurture students** to prepare them for their future work and life

Character &  
Values

Social-Emotional  
Competencies

21<sup>st</sup> Century  
Competencies

Interests &  
Talents



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02  
**LEAPS 2.0**



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# Leadership Enrichment Achievement Participation Service

Leadership, Achievement, Participation  
and Service domains each has  
5 levels of attainment.



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# LEVEL OF ATTAINMENT

*At the end of the graduating year, students' level of attainment in each domains of co-curricular (**Participation, Achievement, Leadership and Service**) will be recognised from level 1 to 5.*

# BONUS POINTS

*This recognition will be translated to bonus point(s) which can be used for admission to Junior Colleges/ Polytechnics (JC/Poly).*



# PARTICIPATION DOMAIN

Affirms students'  
sustained development  
and commitment in  
school-based CCA.

At least **75% attendance** each year

**Levels 1 – 4:**  
Participation in a CCA  
for 2 to 5 years

**Levels 4 – 5:**  
Continuous involvement in the  
same CCA for 4 or 5 years

**Levels 3 – 5:**  
Exemplary conduct and  
active contribution in CCA  
with at least 3 years of  
participation in any CCA



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Level 1	Level 2	Level 3	Level 4	Level 5
<ul style="list-style-type: none"><li>• <b>Participated in a CCA for 2 years with at least 75% attendance for each year</b></li></ul>	<ul style="list-style-type: none"><li>• Participated in a CCA for 3 years with at least 75% attendance for each year</li></ul>	<ul style="list-style-type: none"><li>• Participated in a CCA for 4 years with at least 75% attendance for each year</li></ul>	<ul style="list-style-type: none"><li>• Participated in a CCA for 5 years with at least 75% attendance for each year</li></ul>	
	<ul style="list-style-type: none"><li>• Participated in a CCA for 3 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution</li></ul>	<ul style="list-style-type: none"><li>• Participated in a CCA for 4 years with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution</li></ul>	<ul style="list-style-type: none"><li>• Participated in the <b>same CCA for 4 years</b> with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution</li></ul>	<ul style="list-style-type: none"><li>• Participated in the <b>same CCA for 4 years</b> with at least 75% attendance for each year and demonstrating exemplary conduct and active contribution</li></ul>
		<ul style="list-style-type: none"><li>• Participated in the <b>same CCA for 4 years</b> with at least 75% attendance for each year</li></ul>	<ul style="list-style-type: none"><li>• Participated in the <b>same CCA for 5 years</b> with at least 75% attendance for each year</li></ul>	



# LEADERSHIP DOMAIN

Affirms students'  
development as a  
leader through  
leadership modules,  
positions and NYAA.

**Level 1:**  
Completed 2 modules on  
leadership

**Levels 2 – 3:**  
National Youth Achievement  
Award (NYAA)

**Levels 2 – 5:**  
Recognition of progressive  
student leadership development  
through leadership positions



# ACHIEVEMENT DOMAIN

Affirms students'  
character development  
and efforts in  
representing the  
school/external  
organisations in events

## Level 1:

Represent class / house / CCA  
(Intra-school)

## Levels 2 – 4:

Representation school or external  
organisation in an event or  
• Accomplishment in an event  
represented.

*(Levels increase with no. of years of  
representation/accomplishment)*

## Level 5:

Represent Singapore / MOE /  
Singapore Schools / National  
Project of Excellence (NPOE) / UG  
HQ in international UG competitions



# SERVICE DOMAIN

Affirms students' contributions to the community and development as **responsible and active citizens.**

## Level 1 – 4:

Number of hours of service, number of VIA projects or a combination of both.

## Level 5:

Student-initiated projects and/or VIA projects that impacts the community beyond the school



## Participation

## Achievement

## Leadership

## Service

Co-Curricular Experience	Basic Requirement for Level of Attainment in Domains	Bonus Points
Excellent	4,3,3,3	2
Good	4,1,1,1 3,2,1,1 2,2,2,1	1
Fair	did not meet above criteria	0

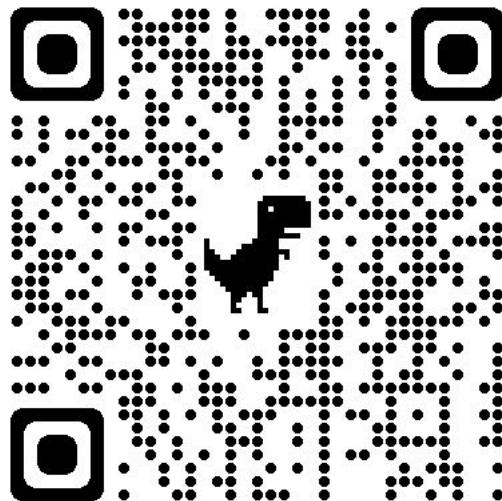


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# For more information on LEAPS 2.0

## MOE Website



<https://www.moe.gov.sg/education-in-sg/our-programmes/cca/leaps2-0>

SMS(S)  
Student  
Handbook

Pages 56 - 61



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# 03 **SMS(S) CCA POLICY**



# ONE CCA ATTENDANCE

School-based CCA is compulsory.

Every student must participate in at least one school-based CCA.

Student needs to have minimum of 75% attendance annually.

# ABSENCE

Absence from CCA must be supported with MCs or parent's letter.

Only 4 parent's letters are accepted in a year.



## REQUEST



## PROBATION



## TRANSFER

A student may request for a transfer only with a valid reason.

Request can be made at end of the year.

Student needs to serve probation for a term (10 weeks), subject to vacancy availability.

Student should attend regularly and display positive learning attitude.

Student will transfer to new CCA if she passes the probation.



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04  
**SMS(S) CCAS**



WELCOME TO  
St. Margaret's  
SECONDARY SCHOOL

# Visual & Performing Arts

Choir  
Chinese Dance  
Malay Dance  
Modern Dance



Indian Dance  
English Drama  
String Ensemble  
Concert Band  
Creative Art Club

## Clubs & Societies



Agape Club  
Debate Club  
smARTs Media

# Physical Sports

Badminton  
Basketball  
Bowling  
Fencing



Floorball  
Netball  
Tennis

## Uniformed Groups

Girls' Brigade  
Girl Guides  
NPCC  
Red Cross Youth





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# 05 CCA REGISTRATION EXPERIENCE

# 2024 SMS(S) S1 CCA Registration Experience Schedule

## CCA Info (Self-directed)

8 Jan to 10 Jan

Students can access Student Learning Space (SLS) to learn independently about the 23 CCAs offered in SMS(S).

## CCA Fair

10 Jan (7.30am - 4.30pm)

Students will attend a physical CCA Fair to learn about the different CCAs offered by the school. There will also be CCA showcase segments for students to participate and experience. Students will also be briefed on the school's CCA policies. Details on CCA Fair will be shared with Sec 1s on 8 Jan.

## CCA Trials

12 Jan to 22 Jan

CCA Trials sign-up starts on Mon 8 Jan 5pm to Wed 10 Jan 11.59pm. Students are highly encouraged to plan and sign up (online) for trials conducted within the above-mentioned period. Students can expect to complete several tasks that would test both their aptitude and specific skills to assess their talent and potential. Concurrently, teachers use this opportunity to identify students who possess potential in the respective CCAs for the subsequent phases. The CCA Trial sign-up instructions and sign-up link will be available on SLS and on our school website.

## CCA Trials Acceptance Phase

23 Jan to 25 Jan

Students will be informed if they have been offered a CCA based on their trial performance. Those who have been offered more than one CCA must accept no more than one CCA during this stage using an online form sent to them.

## CCA Registration Phase

26 Jan to 29 Jan

All students who have not been allocated a CCA previously, through DSA or CCA Trials Acceptance Phase, must participate in this phase. Students will need to submit up to six CCA choices that include at least one Club, Visual or Performing Art, Sport or Uniformed Group CCA. Students will receive their CCA Allocation Results by 1 Feb.

## S1 CCA Commencement

5 Feb onwards

S1 CCA sessions will commence from 5 Feb.

# Sec 1 CCA Registration Schedule

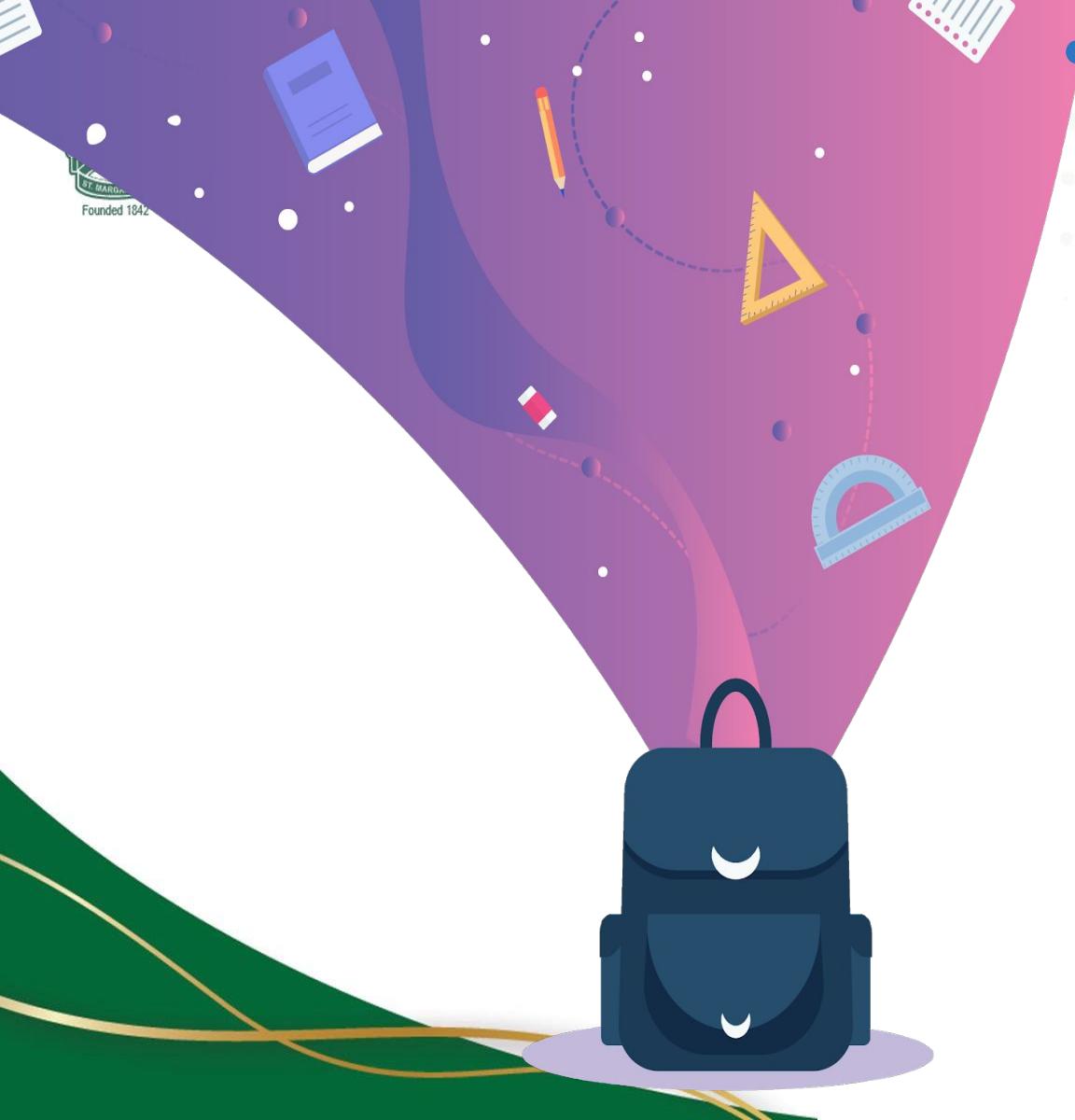
	Mon	Tue	Wed	Thu	Fri
T1W1	1-Jan  New Year's Day	2-Jan	3-Jan	4-Jan	5-Jan
T1W2	8-Jan	9-Jan	10-Jan	11-Jan	12-Jan
	SDL (CCA Info) for Sec 1 (CCA Trial Sign- up commences)	SDL (CCA Info) for Sec 1 (CCA Trial Sign- up)	Sec 1 CCA Fair (CCA Trial Sign- up by 2359hr) SDL (CCA Info) for Sec 1		Sec 1 CCA Trial
T1W3	15-Jan	16-Jan	17-Jan	18-Jan	19-Jan
	Sec 1 CCA Trial			Sec 1 CCA Trial	Sec 1 CCA Trial
T1W4	22-Jan	23-Jan	24-Jan	25-Jan	26-Jan
	Sec 1 CCA Trial Ends	Sec 1 CCA Trial Acceptance Phase	Sec 1 CCA Trial Acceptance Phase	Sec 1 CCA Trial Acceptance Phase	Sec 1 CCA Registration Starts
T1W5	29-Jan	30-Jan	31-Jan	1-Feb	2-Feb
	Sec 1 CCA Registration Ends	Sec 1 CCA Allocation	Sec 1 CCA Allocation	Sec 1 CCA Allocation Release	
T1W6	5-Feb	6-Feb	7-Feb	8-Feb	9-Feb
	Sec 1 CCA Commences (including appeal cases) Sec 1 CCA Appeal Starts	Sec 1 CCA Appeal	Sec 1 CCA Appeal	Sec 1 CCA Appeal	Lunar New Year Celebration
T1W7	12-Feb	13-Feb	14-Feb	15-Feb	16-Feb
	Lunar New Year Holiday	Lunar New Year Holiday	Sec 1 CCA Appeal	Sec 1 CCA Appeal	Sec 1 CCA Appeal End



**Sec 1 CCA Fair**  
**10 Jan 2024 (Wednesday)**  
**0730h – 1630h**  
**Attire: PE Attire**

# Sec 1 CCA Fair Programme (Event Date: 10 Jan 24)

Class	S1-Love	S1-Joy	S1-Peace	S1-Patience	S1-Kindness	S1-Goodness	S1-Faithfulness
Time / Groups					Sec 1		
0730hr - 0800hr					Assembly in Hall		
0800hr - 0810hr					Briefing to whole school on Sec 1 CCA Fair Programme		
0810hr - 0830hr					CCA Briefing to Sec 1 (SH/PE&CCA) <b>in Hall</b>		
0830hr - 0930hr					Break		
0930hr - 0950hr	Badminton	Basketball	Bowling	Fencing	Floorball	Netball	Tennis
0950hr - 1010hr	Basketball	Bowling	Fencing	Floorball	Netball	Tennis	Badminton
1010hr - 1030hr	Bowling	Fencing	Floorball	Netball	Tennis	Badminton	Basketball
1030hr - 1050hr	Fencing	Floorball	Netball	Tennis	Badminton	Basketball	Bowling
1050hr - 1110hr	Floorball	Netball	Tennis	Badminton	Basketball	Bowling	Fencing
1110hr - 1130hr	Netball	Tennis	Badminton	Basketball	Bowling	Fencing	Floorball
1130hr - 1200hr	Tennis	Badminton	Basketball	Bowling	Fencing	Floorball	Netball
1200hr - 1215hr	Smarts	Lunch	Debate	Agape	Lunch	CAC	Lunch
1215hr - 1230hr	Debate	Lunch	Agape	CAC	Lunch	Smarts	Lunch
1230hr - 1245hr	Agape	Lunch	CAC	Smarts	Lunch	Debate	Lunch
1245hr - 1300hr	CAC	Lunch	Smarts	Debate	Lunch	Agape	Lunch
1300hr - 1315hr	Lunch	Smarts	Lunch	Lunch	CAC	Lunch	Debate
1315hr - 1330hr	Lunch	Debate	Lunch	Lunch	Agape	Lunch	CAC
1330hr - 1345hr	Lunch	CAC	Lunch	Lunch	Smarts	Lunch	Agape
1345hr - 1400hr	Lunch	Agape	Lunch	Lunch	Debate	Lunch	Smarts
1400hr - 1430hr							
1430hr - 1500hr							
1500hr - 1530hr							
1530hr - 1600hr					Uniformed Group & Performing Arts CCA Showcase for Sec 1@ Hall		
1600hr - 1630hr					Debrief & Dismissal		



# CCA Trials

# 2024 CCA Trials Schedule

Example

## St. Margaret's Secondary School

### 2024 S1 CCA Trials Slots

S/N	CCA	CCA Trials Slots	Students Per Slot
1	Agape Club	#1 Agape Club Fri 19 Jan, 1500 to 1600 @ Patmos Hall, St John's Chapel #2 Agape Club Fri 19 Jan, 1600 to 1700 @ Patmos Hall, St. John's Chapel	20
2	Badminton	#1 Badminton Mon 15 Jan, 1500 to 1600 @ ISH Level 3 #2 Badminton Mon 15 Jan, 1600 to 1700 @ ISH Level 3 #3 Badminton Fri 19 Jan, 1500 to 1600 @ ISH Level 3 #4 Badminton Fri 19 Jan, 1600 to 1730 @ ISH Level 3	50
3	Basketball	#1 Basketball Mon 15 Jan, 1500 to 1630 @ Basketball Court #2 Basketball Mon 15 Jan, 1630 to 1800 @ Basketball Court #3 Basketball Thu 18 Jan, 1500 to 1630 @ Basketball Court #4 Basketball Thu 18 Jan, 1630 to 1800 @ Basketball Court	15

### Note:

1. Click here to see the whole list! <https://go.gov.sg/2024sec1ccatrialsslots>
2. CCA Trials sign-up is on First-Come-First Served basis.
3. CCA Trials sign-up start on Mon 8 Jan 5pm to Wed 10 Jan 11.59pm.
4. Trial Schedule is available on SLS Package.



<https://go.gov.sg/2024sec1ccatrialsslots>

# 2024 CCA Trials Schedule

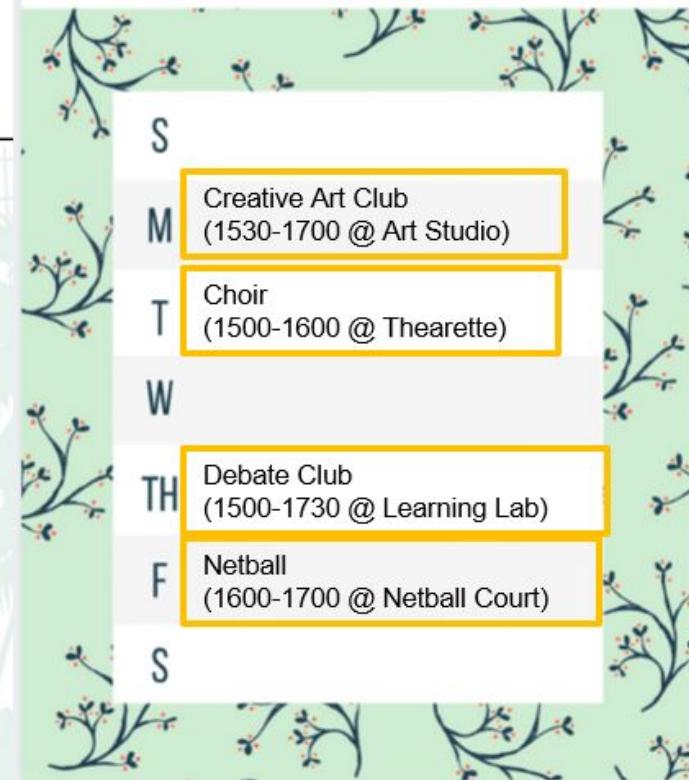
Example

## 2024 S1 CCA Trials Slots

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2	Badminton	#1 Badminton Mon 15 Jan, 1500 to 1600 @ ISH Level 3 #2 Badminton Mon 15 Jan, 1600 to 1700 @ ISH Level 3 #3 Badminton Fri 19 Jan, 1500 to 1600 @ ISH Level 3 #4 Badminton Fri 19 Jan, 1600 to 1730 @ ISH Level 3	
3	Basketball	#1 Basketball Mon 15 Jan, 1500 to 1630 @ Basketball Court #2 Basketball Mon 15 Jan, 1630 to 1800 @ Basketball Court #3 Basketball Thu 18 Jan, 1500 to 1630 @ Basketball Court #4 Basketball Thu 18 Jan, 1630 to 1800 @ Basketball Court	

Plan your own CCA Trial  
Schedule!  
Have a good mix of Sport,  
UG, VPA, Club CCAs

## WEEKLY SCHEDULE



# CCA Trial Sign-Up Link



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## FORM INSTRUCTIONS

Example

## READ THE INSTRUCTIONS

1. \*new\* You can now book all the CCA Trial slots that you want to sign up, by submitting in **ONE** form!
2. When multiple forms are submitted, **only the last submission will be captured.**
3. Sign-up is on **First-Come-First-Served basis.**
4. Sign-up period starts on **Monday 8 Jan 5pm** and ends on **Wednesday 10 Jan 11.59pm.**
5. Ensure that the slots you have selected **do not clash.**
6. Save your signed-up slots by sending a **copy to your email** after clicking "Submit".

For any technical difficulties, you may address your queries to Mr Tan Hee Ming, email address [tan\\_hee\\_ming@moe.edu.sg](mailto:tan_hee_ming@moe.edu.sg).



<https://forms.moe.edu.sg/forms/vXZwlo>

**Link will be uploaded on School Website.**

### QUESTION 1 - MULTIPLE CHOICE

Agape Club

- #1 Agape Club Fri 19 Jan, 1500 to 1600 @ Patmos Hall, St John's Chapel (Remaining: 15)
- #2 Agape Club Fri 19 Jan, 1600 to 1700 @ Patmos Hall, St. John's Chapel (Remaining: 15)

**Sign-up window will start from  
Mon 8 Jan 5pm to Wed 10 Jan 11.59pm.**

# Key points on CCA Trial



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Students are **highly encouraged** to:

1. attend the CCA Trial for the CCAs they are interested to join. Teachers will **assess their suitability during the CCA Trials for subsequent phases.**
2. plan their own schedule to ensure the CCA Trial sessions do not clash.
3. sign-up for the CCA Trial sessions from **Mon 8 Jan 5pm to Wed 10 Jan 11.59pm**. Slots are on first-come-first-served basis.



# *CCA Trial Acceptance Period*

# CCA Trial Results Release & Acceptance Period

1. Students will be informed if they have received any CCA offers based on their CCA Trial results from **Tue 23 Jan to Thu 25 Jan 12pm.**
2. If they have been offered a CCA, they must acknowledge by choosing not more than one CCA on the online form **by Thu 25 Jan, 6pm.**
3. Students who have not received any CCA offers must participate in the CCA Registration Phase.



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# CCA *Registration*



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## CCA Registration 2024

Fri, 26 Jan 07:00am  
to  
Mon, 29 Jan 5:00pm

1. DSA students and students selected during CCA Trials are not required to do CCA Registration.
2. During CCA Registration<sup>4</sup>, Students must select up to 6 choices.
3. For their top 4 choices, students must choose one CCA from each the following CCA categories: Physical Sports; Visual & Performing Arts; Uniformed Groups.
4. Students can choose from any CCA category for their 5<sup>th</sup> & 6<sup>th</sup> choices.

For example,

Top 4

1<sup>st</sup> : Badminton (Sports)  
2<sup>nd</sup> : smARTs Media (Club and Societies)  
3<sup>rd</sup> : Modern Dance (Visual & Performing Arts)  
4<sup>th</sup> : NPCC (Uniformed Groups)

-----  
5<sup>th</sup> & 6<sup>th</sup>

5<sup>th</sup> : Concert Band (Visual & Performing Arts)  
6<sup>th</sup> : Netball (Sport)

# CCA Registration Sign-Up Link



St. Margaret's Secondary School



**<https://for.edu.sg/smss-cca-registration>**

*Link will be uploaded on School Website.*

***Registration period is from Fri, 26 Jan to Mon 29 Jan 5pm.***



## SMSS CCA Registration Stage

### FORM INSTRUCTIONS

If you have not been allocated a CCA through DSA Exercise and CCA Trial Acceptance Stage, you should complete this form. Otherwise, you do not need to submit this form.

A. You need to select one CCA from the Sports, Uniformed Groups and Visual/Performing Arts (VPA) categories in your top 4 choices.

B. Select your 5th choice.

C. Select your 6th choice.

Write down your 6 options, in order of preference, before completing the Form.

For example,

- 1st. Indian Dance (VPA)
- 2nd. Concert Band (VPA)
- 3rd. Tennis (Sport)
- 4th. NPCC (UG)
- 5th. Debate Club (Club)
- 6th. Floorball (Sport)

### SECTION 1

Select your Sport CCA (in your Top 4 choices)

QUESTION 1 - MULTIPLE CHOICE ★

Sport CCA

- Badminton
- Basketball
- Netball
- Fencing
- Tennis
- Bowling
- Floorball

QUESTION 2 - MULTIPLE CHOICE ★

Order

- 1st
- 2nd
- 3rd
- 4th

# Screenshot of Online Sign-Up Portal



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**06**  
**CCA IN 2024**  
**FOCUS**



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# Focus in 2024

Fostering a Positive and Caring School Culture in CCA.

Creating a safe and conducive CCA environment for our students,  
by strengthening CCA routines and structures, CCA  
Teacher-Student Relationships, & Peer Support Relationships.

Supporting the Holistic Development of our Students in CCA  
through a more Holistic CCA Assessment.



## FREQUENTLY ASKED QUESTIONS

*Question: Is CCA participation in school compulsory?  
Must my child/ward participate in a school-based CCA?*

CCA is an integral part of the student's holistic education in school. Hence, CCA participation is compulsory at the secondary school level, and every student is expected to participate in a CCA from one of the four CCA categories (Sports, C&S, UG and VPA).

Participation in a school-based CCA allows the teachers to guide and chart the development of the student beyond the learning from the subject disciplines in the classroom, in areas such as leadership and character development, and the 21<sup>st</sup> Century Competencies (21CC).



## FREQUENTLY ASKED QUESTIONS

*Question: Can my child/ward participate in an external CCA?*

A student may participate in a non-school-based CCA or a community-based activity to pursue his/her interests which are not offered in the school, but not in lieu of a CCA in school (school-based CCA). These external activities will mainly be interest-driven, and the additional participation will not contribute to a higher attainment level in the LEAPS 2.0 Participation Domain.



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## FREQUENTLY ASKED QUESTIONS

*Question: Can my child/ward participate in a 2nd CCA in school?*

With a second CCA, the student will have to commit more day(s) to spend in school for CCA. We do not recommend this so that the students can provide time to their academic studies and participation in other school activities/programmes.



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## FREQUENTLY ASKED QUESTIONS

*Question: Will my child/ward be allocated a CCA of her choice?*

The school will try its best to match your child/ward's interest and aptitude to the CCA allocated. However, in view of limited resources, it is not possible to accommodate every student's wish as there is a quota for every CCA to ensure their sustainability.



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