



23rd September 2019

MIGS/ADM/T1/PE/SS/PS/2019-0137

Dear Parents/Guardians,

RE: OPTIONAL ELECTIVE ACTIVITIES (EA) FOR SENIORS

In addition to the CCA which is compulsory for all, students may choose to participate in an Elective Activity. Do take note that EA's are all optional.

EA WILL BE CONDUCTED ON:

Tuesdays : 3:00 pm to 4:00 pm
Wednesdays : 3:00 pm to 4:00 pm

EA DISMISSAL TIMES:

On Tuesday and Wednesday, if your child has opted for an EA, the dismissal times are as follows:

- Tuesdays & Wednesdays at 4:00 p.m.
- Parents are requested to fetch their children on time. Your cooperation in this matter will be much appreciated.

EA SELECTION FOR TERM 1

1. Kindly read carefully the Information Leaflet on EA attached before completing the EA Selection Form together with your child (ren).
2. Do ensure that the following details in the EA Selection Form are filled in correctly, clearly and in full:
 - students' full name and class,
 - the chosen EA are correctly ticked
3. Completed EA Selection Forms are to be returned to the class Teachers and later will be given to the PE Teachers.
4. Your child's choices will be verified and the Consent Forms will be given back to them for payments
5. Only upon availability of space in the selected clubs, payment can be accepted.
6. "Its first come, first served"

PAYMENT FOR ELECTIVE ACTIVITIES:

1. Payment for EA will include:
 - External Coach Fees
 - Administrative fee charged by the School
2. Kindly fill in the Selection Form. Send it back to school for confirmation of your child's selection of activities. Your PE Teachers will confirm their selected activity before payment is done in the Accounts Office. Receipts will be sent home on the same day.

3. The deadline for submission of the EA Selection Form is Friday 27th of September, 2019 but kindly note – First come first served, as we have to stick to the stipulated number of team members.
4. Also, do take note that NO Refunds will be permitted once payment has been made for the EA you and your child have selected as the payment will be forwarded by the school to the External coach and the venue booking.
5. The first session for:
Basketball - Tuesday 1st October, 2019
Football, Taekwondo - Wednesday 2nd October 2019

We hope that this information is clear and helpful to you. Should you still have queries, please do not hesitate to contact the undersigned at 03-4252 1452 or personally after School hours.

Best regards,



MR. CHARLIE SAMUWAI
Head of CCA and PE



MR. JOHN PAUL BIRCH
Principal