



## SECONDARY

Tenby Schools Setia Eco Gardens  
CCA Option (January – April 2020)

DAY	3PM-4PM (SECONDARY)	Fee
MONDAY	Gymnastics	RM 405
	Taekwondo	RM 120*
	Young Engineers	RM 450*
	Swimming	RM 300
	Football (Mon & Wed)	RM 300*
	Film Making Activity	RM 405
TUESDAY	Badminton (Year 7/F1)	RM 120
	Diabolo	RM 100*
	Swimming	RM 300
	Kitchen Geek	RM 250
	Aquathlon	FREE
	Step Up!	RM 350*
	Money Tree Apprentice Beginner (Year 8-11/F2-F5)	RM 330*
Outdoor Adventure Club	RM 150	
WEDNESDAY	Bahasa Board Games Club	RM 30
	Chinese Calligraphy	FREE
	Archery	RM 575
	Football (Mon & Wed)	RM 300*
	Cheerleading	RM 175*
	Zumba (for female students only)	FREE
	Money Tree Junior Master (Year 7)	RM 300*
	Zapin Dance	RM 50
	Handball	FREE
	Art Projects Inspired by Bible Stories	FREE
Economics Club (Form 5)	RM 30	
THURSDAY	The POP Band	FREE
	Netball	FREE
	Computer Club	RM 30
	Ballroom Dance	RM 250*
	Scouts	RM 100*
	Swimming	RM 300
	Muay Thai Boran	RM 130*
	Chess Wizard	RM 345
	Coding & Robotic	RM 345*
	Chinese Flute	RM 200
	Glee Club!	RM 345
	Origami	RM 20
	Young Intrapreneur	FREE
Chinese Reading Club (Yr 7-8/F1-F2)	FREE	
FRIDAY	Badminton	RM 120
	Tennis	RM 175
	Wushu	RM 345*

**Kindly refer to the CCAs description booklet:**

\*Additional costs incurred

\*\* Special requirement(s)

### REGULATIONS & GUIDELINES:

- Term 1/2020 CCA starts on **13<sup>th</sup> January 2020**.
- Students are encouraged to take up 2 CCAs.
- SST students are advised to check with their teacher on their CCA selection this term.**  
\* **MOE Requirement: Student to complete 10 lessons for uniform unit, sports and club CCA in an academic year \***
- CCAs allocation based on **FIRST COME FIRST SERVED BASIS**.
- Registration must be made via Parent Portal <https://segportal.tenby.edu.my/>
- No refund or withdrawal of CCAs starting 13<sup>th</sup> January 2020.**
- Student who does not sign up into any CCA, must be fetched from school at 2PM (early years) or 3PM (primary & secondary).**

## **CCA FREQUENTLY ASKED QUESTIONS**

### **1. Can my child change their CCA during the term?**

Students are not able to cancel or withdraw from an activity after the enrolment period has ended. Once a commitment to a sport or activity is made it must be honoured throughout the entire term. Students must also be aware that if they select more than the minimum requirements, then they must commit to each activity in its entirety.

### **2. Can I get a refund if I withdraw my child from their CCA?**

No refund will be available after enrolment period ended.

### **3. What happens if a coach is late?**

Students need to inform the CCA coordinator, if a coach is late to their CCA.

### **4. My child just joined in during mid of school term, can my child still enrol for CCA?**

Yes, enrolment during midterm is only applicable for new students and subject to availability of preferred CCA. However, CCA fee will not be pro-rated.

### **5. Do I need to inform the school if my child cannot attend their CCA?**

Yes, if students know that they are unable to attend their CCA on any given day in advance, they must inform their CCA coordinator or parents may write a note in the student planner to explain their absence.

### **6. My child's coach has asked me to purchase something from outside but I cannot find what I am looking for.**

It is the coach's responsibility to inform all students/parents of any equipment that may be required in order for your child to take part in their CCA. Where applicable, the coach will advise where these items can be purchased and at the best possible price, failing which, please ask your child to clarify with the CCA coordinator.

### **7. My child cannot find the venue of their CCA?**

Allocation of CCAs as well as list of venues will be given to every class teacher and also will be on the door entrance of the school office during the start of term. Students must ensure they are aware of their CCA allocations and venue details during this week. If they are unfamiliar with their CCAs location, they should the CCA coordinator in advance of their CCA commencing.

### **8. What happens if there is a change of venue?**

Any changes in venue will be communicated to students via e-mail through their class teacher and a notice will be put up on the original venue of the CCA and also at the entrance door of School Office.

### **9. What happens where a cancellation of a CCA occurs?**

We endeavour to communicate any cancellation of a CCA at the earliest opportunity. For cancellation of CCA that has been informed before the actual day of CCA, parents and class teachers will be informed via e-mail and a notice will be put up at the entrance door of School Office.

However, for last minute cancellation, we will inform class teachers via e-mail and students will be informed verbally and they will be supervised until their pick-up time. This will ensure that parents are not inconvenienced.

### **10. Is the attendance of students in CCAs monitored?**

Yes, attendance in each CCA is monitored. All CCA staff are obliged to take the attendance of their students for every lesson. If students know that they are unable to attend their CCA on any given day, they must inform their CCA teacher/coach or the CCA coordinator in advance. Alternatively, parents may inform CCA coordinator via call or e-mail.

**11. If there is a cancellation of a CCA are we reimbursed or is there a replacement CCA?**

The school may cancel a CCA if for example, the student uptake of that particular CCA is too low, in which case it cannot viably run. If this occurs then you will be fully reimbursed and students will be able to choose another CCA from the list of options available.

For external coaches, part of their requirement is to make sure their CCAs are ongoing as scheduled, in which case, if they are unable to attend their CCA they will provide a replacement coach or replacement class during the CCA catch-up week. However, should weather intervene (eg. haze or rain) as it is beyond our control, thus no replacement class will be made-up for those days.

**12. Can I liaise directly with the coach?**

Yes, of course you can liaise directly with the coach and you may obtain their details from the CCA coordinator. And please be informed that for external CCA teachers/coaches, they will be given parent's contact upon request to discuss matters regarding students.

**13. Can I propose a new CCA?**

Yes, if you would like to propose a new CCA for the next term then please email your suggestion to the CCA coordinator at the following address: [lynette.lincoln@tenby.edu.my](mailto:lynette.lincoln@tenby.edu.my). We are happy to review any proposals you wish to put forward.