



31 August 2017

Dear Parents/Guardians

Term 3 is nearly over and it is time to enrol in cocurricular activities for Term 4, using the cocurricular selection form.

What is the Cocurricular Programme?

Coomera Anglican College offers students an extensive Cocurricular Programme within the College grounds, during lunches and afternoons, each weekday, for students in Prep-Year 6. This provides an hour of fun activities for children of varying ages. Students do need to apply for activities as most have limited places on offer. Activities that are highlighted **YELLOW** run at no cost to families.

Prep-Year 3 students meet in the Primary Undercover area for any activities that are highlighted **YELLOW**. They are then collected by the supervising teacher and taken to the relevant venue for their activity. Students **MUST** be collected by parents **at the venue of the activity** at 4.15pm. Students not collected within 15 minutes of the activity finishing time will be taken to Outside School Hours Care. The OSHC fee will be charged in this case.

Years 4-6 students will meet **at the activity site**, and also **MUST** be collected by parents **at the site of the activity** at 4.15pm. Once again, students not collected within 15 minutes of the activity finishing time will be taken to Outside School Hours Care. The OSHC fee will be charged in this case.

Activities that are highlighted in **BLUE** are conducted by external companies, on the College campus. These activities are run and supervised by the organisations offering the activity and will usually incur a fee. They are **NOT SUPERVISED BY COOMERA ANGLICAN COLLEGE STAFF**. Students are to meet at the activity venue and will be under the care of the external programme operators.

To enrol in activities, **complete the selection form** and return it to the **Primary Administration office by Tuesday 5 September**. **Please DO NOT email your selections**. To enrol in activities **not listed on the selection form**, please use the contact phone numbers/web site addresses listed on the Cocurricular Timetable for Term 4. This timetable contains all details of the activities offered – remembering that **YELLOW** indicates internal activities where a Coomera Anglican College staff member will be present while **BLUE** indicates associated or external activities, please contact these providers directly.

When completing the selection form please remember to:

- Put **all** siblings on the same form.

- Place each student’s name and class in the top box.
- Place a number, which indicates their *order of preference for the activities* under the student’s name.

Please see following example:

Activity	Student Name and Class	Student Name and Class	Student Name and Class	Student Name and Class
	Anna James 4H	Simon James 2B		
Art Club (Prep–Year 3)		2		
Running Club (Years 3-6)		1		
Board Games (Years 4–5)	1			

Many of our clubs have a number limit and therefore it may not be possible to enrol each student who selects the activity. Once activity allocations have been made, your child(ren) will receive a sticker in their **Homework Diary** during the last week of Term 3, naming the activity(ies) they have been selected in. If a position becomes available in an activity they chose but did not get a place in, I will contact the parents of students on the waiting list and offer the position. *Please inform me if your child no longer wants to participate in an activity as soon as possible.*

Term 4 cocurricular activities will begin in Week 1 (from Tuesday 3 October) and will continue for seven weeks, concluding on Friday 17 November (inclusive). If you have any questions in relation to the above process please contact me via email at rmclauchlan@cac.qld.edu.au .

Yours sincerely



Ms Rebecca McLauchlan
PRIMARY SPORTS & ACTIVITY COORDINATOR