



**Gan Eng Seng School
Co-Curricular Activities**

The CCA Orientation and Allocation 2025 Package

Overall Schedule

**CCA Orientation Day
(10 Jan, Fri)**

**CCA Trials & Auditions and 1st Training
(14 Jan, Tue and 17 Jan, Fri) and (7 Feb, Fri)**

Gan Eng Seng School
CCA Orientation and Allocation
Overall Schedule

Overall Schedule

Date	Task
10 Jan, Fri	<ul style="list-style-type: none"> ▪ Sec 1 students attend CCA Orientation 2025. <ul style="list-style-type: none"> ▪ Report Time : 1330hrs ▪ Venue : Rifle Range ▪ Attire : PE attire, water bottle, school bag ▪ i/c : Sec 1 Form Teacher to mark attendance. ▪ Schedule for the CCA Orientation 2025 <ul style="list-style-type: none"> ▪ 1330hrs – Attendance Taking by Form Teachers. ▪ 1340hrs - Briefing by HOD PE&CCA ▪ 1415hrs – Tour of CCA Booths in Classroom Block Level 2 to Level 3 ▪ 1600hrs – Debrief by HOD PE&CCA ▪ 1630hrs – Dismissal. Students to attend Meet-the-Parent Session
14 Jan, Tue	<ul style="list-style-type: none"> ▪ Sec 1 students attend trials and auditions from 1500hrs to 1730hrs. <ul style="list-style-type: none"> ▪ Session #1 1500hrs to 1615hrs ▪ Session #2 1615hrs to 1730hrs ▪ Dismissal 1730hrs ▪ PE Attire with water-bottle. ▪ Refer to Schedule
17 Jan, Fri	<ul style="list-style-type: none"> ▪ Sec 1 students attend trials and auditions from 1400hrs to 1730hrs. <ul style="list-style-type: none"> ▪ Session #1 1400hrs to 1530hrs ▪ Session #2 1530hrs to 1700hrs ▪ Dismissal 1700hr ▪ PE Attire with water-bottle ▪ Refer to Schedule
20 Jan, Mon	<ul style="list-style-type: none"> ▪ Sec 1 students submit ONLINE CCA Registration Form latest by 20 Jan 2025 (Mon), 1800hrs.
31 Jan, Wed	<ul style="list-style-type: none"> ▪ HOD PE/CCA issues Allocation List (refer to Class Noticeboard). ▪ HOD PE/CCA emails CCA Teachers the Allocation List
07 Feb, Fri	<ul style="list-style-type: none"> ▪ Sec 1 students attend 1st Training (1400hrs to 1730hrs)
7 Feb, Fri to 11 Mar , Tue	<ul style="list-style-type: none"> ▪ Trial period for all Sec 1 students in CCA. ▪ Request for change of CCA from HOD PE/CCA by 11 Mar 2025 ▪ Request is subject to availability.
28 Mar, Fri	<ul style="list-style-type: none"> ▪ Sec 1 students confirm CCA on CCA Master List issued by HOD PE/CCA. ▪ The confirmed CCA will be keyed into the School Cockpit. ▪ Students are encouraged to remain in CCA.

Description																																																							
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10 January 2025, Friday																																																							
Time and Event																																																							
Time	Description																																																						
1235hrs	Lunch break for all students.																																																						
1300hrs – 1415hrs	<p>CCA Students</p> <ul style="list-style-type: none"> CCA students are to prepare booths based on allocated venues. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Venue</th> <th style="background-color: #cccccc;">CCA</th> <th style="background-color: #cccccc;">Venue</th> <th style="background-color: #cccccc;">CCA</th> </tr> </thead> <tbody> <tr> <td colspan="2">G Block (Level 2)</td> <td colspan="2">H Block (Level 2)</td> </tr> <tr> <td>G2-01</td> <td>Infocomm Club</td> <td>H2-01</td> <td>Entrepreneur Club</td> </tr> <tr> <td>G2-02</td> <td>Dragon Scouts</td> <td>H2-02</td> <td>St John Brigade</td> </tr> <tr> <td>G2-03</td> <td>Choir</td> <td>H2-03</td> <td>Drama Club</td> </tr> <tr> <td>G2-04</td> <td>Table Tennis</td> <td>H2-04</td> <td>Cross Country</td> </tr> <tr> <td>G2-05</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2">G Block (Level 3)</td> <td colspan="2">H Block (Level 3)</td> </tr> <tr> <td>G3-01</td> <td>NPCC</td> <td>H3-01</td> <td>NCC</td> </tr> <tr> <td>G3-02</td> <td>Football</td> <td>H3-02</td> <td>Basketball</td> </tr> <tr> <td>G3-03</td> <td>Band</td> <td>H3-03</td> <td>Dance</td> </tr> <tr> <td>G3-04</td> <td>Girls' Brigade</td> <td>H3-04</td> <td>Boy's Brigade</td> </tr> <tr> <td>G3-05</td> <td>Canoe Sprint Team</td> <td></td> <td></td> </tr> </tbody> </table> <p>*CCA teachers to ensure that students have their lunch break. Kindly plan your deployment for venue preparations.</p>			Venue	CCA	Venue	CCA	G Block (Level 2)		H Block (Level 2)		G2-01	Infocomm Club	H2-01	Entrepreneur Club	G2-02	Dragon Scouts	H2-02	St John Brigade	G2-03	Choir	H2-03	Drama Club	G2-04	Table Tennis	H2-04	Cross Country	G2-05				G Block (Level 3)		H Block (Level 3)		G3-01	NPCC	H3-01	NCC	G3-02	Football	H3-02	Basketball	G3-03	Band	H3-03	Dance	G3-04	Girls' Brigade	H3-04	Boy's Brigade	G3-05	Canoe Sprint Team		
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1300hrs – 1415hrs	<p>CCA Members</p> <ul style="list-style-type: none"> CCA members (except for Muslim boys) are to set up their CCA booths according to the allocated venue. Ensure members are rotated for lunch / rest. CCA booths are to be ready by 1415hrs. 																																																						
1330hrs – 1415hrs	<p>Sec 1 Students</p> <ul style="list-style-type: none"> Sec 1 students (except for Muslim boys) are to report to the School Hall at 1330hrs for a briefing by HOD PE and CCA. Bring along school bags. Be in PE attire with water bottle. <p>Form Teacher is to mark their attendance (1 FT is sufficient).</p>																																																						
1415hrs – 1600hrs	<p>Sec 1 Students</p> <ul style="list-style-type: none"> Sec 1 students are to visit the CCA booths at Level 2 and 3 Classroom block. There shall not be any movements/ loitering at Level 1, Level 4 and school compound. 																																																						

1600hrs	<p>Sec 1 Students</p> <ul style="list-style-type: none"> ▪ Sec 1 students are to assemble in the School Hall for debrief by HOD PE & CCA. ▪ Form Teacher is to check on their attendance and well-being (1 FT is sufficient).
1630hrs	<p>Sec 1 Students</p> <ul style="list-style-type: none"> ▪ Sec 1 students are dismissed. ▪ Sec 1 students are to attend the Meet-the-Parent Session.
1600hrs to 1730hrs	<p>CCA students</p> <ul style="list-style-type: none"> ▪ CCA are to dismantle their CCA booths, area cleaning, rearrange classroom furniture etc ▪ Debrief and dismissal by 1730hrs.

Examples of CCA Booths

Item	Descriptions
Videos	Showcase events/ competition etc
Photos	Mount photos like in exhibition style than photo album so students will not touch them.
CCA peripherals	Drum Major mace, NCC mock rifle, Canoe paddle, etc Be creative
CCA info	Avoid hardcopy printing. Use QR code where students can scan.
Sharing	Sharing by Student Leaders / Teachers
Hands-on Activities	Allow hands-on activities

Points to Note

- As the Sec 1 students have only 1hr 45min to visit as many CCA, kindly do not hold them back. Allow them to leave your venue to visit another CCA.
- For safety reason, kindly ensure that
 - a) there is teacher's presence at set up, during event and at dismantling and dismissal.
 - b) all windows and doors are opened
 - c) all fans are turned on for better ventilation,
 - d) no setting of fire or naked flames in the classroom
 - e) crowd control to prevent over-crowding at your venue
- At the end of the CCA orientation, kindly arrange the furniture back to its original formation.
- Ensure proper area cleaning before dismissing your CCA students.

Gan Eng Seng School
Trials and Auditions and 1st Training

Trials and 1st Training
14 Jan, 17 Jan, 7 Feb

14 Jan 2025, Tue Trials and Auditions Session #1 : 3.00pm to 4.15pm Session #2 : 4.15pm to 5.30pm	17 Jan 2025, Fri Trials and Auditions Session #1 : 2.00pm to 3.30pm Session #2 : 3.30pm to 5.00pm	7 Feb 2025, Fri 1st CCA Training 2.00pm to 5.30pm
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CCA	Venue	Important Information	Teacher i/c
Basketball (Boys only)	ISH Lower Deck	<ul style="list-style-type: none"> ▪ Wear PE attire ▪ Wear basketball shoes (if available). Otherwise, wear school shoes. ▪ Bring water bottle 	Mr Tay Chew Woo (Ext 1266)
Table Tennis (Girls only)	ISH Upper Deck	<ul style="list-style-type: none"> ▪ Wear PE Attire ▪ Bring water bottle. 	Mr Jeffrey Phua (Ext 1251)
Cross Country (Mixed)	Classroom H1-01 (Level 1)	<ul style="list-style-type: none"> ▪ Meet in Classroom H1-01 ▪ Wear PE attire ▪ Wear running shoes (if available) ▪ Bring water bottle 	Mr Tan Yong Geng (Ext 1263)
Football (Boys only)	School Field	<ul style="list-style-type: none"> ▪ Wear PE attire ▪ Wear long black socks, shin pads & boots (if available). Otherwise, wear school shoes. ▪ Bring water bottle 	Mr Chee Fook Sing (Ext 1244)
Military Band (Mixed)	Music Room (Level 3, Arena)	<ul style="list-style-type: none"> ▪ Wear PE attire ▪ Bring water bottle 	Ms Herianti (Ext 1221)
School Choir (Mixed)	Choir Room (Level 2, Arena)	<ul style="list-style-type: none"> ▪ Wear School Uniform ▪ Bring water bottle 	Mrs Roy (Ext 1263)
Drama (Mixed)	Classroom H2-02 (Level 2)	<ul style="list-style-type: none"> ▪ Wear PE attire ▪ Bring water bottle 	Mr Sathis Kumar (Ext 1263)
Dance Ensemble (Mixed)	School Hall	<ul style="list-style-type: none"> ▪ Wear PE tee-shirt ▪ Wear long pants comfortable for stretching (if available). Otherwise, wear PE shorts. ▪ Bring water bottle 	Ms Asnur (Ext 1225)
Boys' Brigade (Boys' only)	Classroom G2-02 (Level 2)	<ul style="list-style-type: none"> ▪ Wear PE attire ▪ Bring water bottle ▪ Bring writing materials 	Mr Keith Lim (Ext 1250)
Girls' Brigade (Girls only)	Classroom H4-01 (Level 4)	<ul style="list-style-type: none"> ▪ Wear PE Attire ▪ Bring water bottle ▪ Bring writing materials 	Ms Sandra Wee (Ext 1251)
National Cadet Corp (NCC) (Boys only)	Classroom H3-01 (Level 3)	<ul style="list-style-type: none"> ▪ Wear PE attire ▪ Bring water bottle ▪ Bring writing materials 	Ms Phua Huishi (Ext 1254)
National Police Cadet Corps (NPCC) (Boys only)	Classroom G3-01 (Level 3)	<ul style="list-style-type: none"> ▪ Wear PE attire ▪ Bring water bottle ▪ Bring writing materials 	Ms Jenny Ngoh (Ext 1246)
Dragon Scouts (Mixed)	Classroom G1-02 (Level 1)	<ul style="list-style-type: none"> ▪ Wear PE attire ▪ Bring water bottle ▪ Bring writing materials 	Mr Chan Hoong Leong (Ext 1256)
St John Brigade (SJB) (Mixed)	Classroom H1-03 (Level 1)	<ul style="list-style-type: none"> ▪ PE attire ▪ Bring water bottle ▪ Bring writing materials 	Ms Chan Yi Tsun (Ext 1242)
Infocomm Club (Mixed)	Classroom G2-01 (Level 2)	<ul style="list-style-type: none"> ▪ Wear PE attire ▪ Bring water bottle 	Mr Jansen Tan (Ext 1253)

E-Club (Mixed)	Classroom H2-01 (Level 2)		<ul style="list-style-type: none"> ▪ Wear PE attire ▪ Bring water bottle 	Mr Farid (Ext 1259)
Canoe Sprint Team (Mixed)	Tuesday 2.15pm	Friday 1.50pm	<ul style="list-style-type: none"> ▪ Meet at 2.15pm, School Foyer ▪ Wear PE shorts and Dark Colored t-shirt (eg Navy Blue, Black etc) ▪ Meet at School Foyer ▪ Senior members will guide juniors to Mac Ritchie Reservoir. ▪ Bring water bottle, spectacle bands, extra change of clothing, ezlink card, Slippers 	Mr Jeffrey Sui (Ext 1074)
	3.00pm to 6.00pm Mac Ritchie Reservoir 1 way Transport back to GESS by 6pm			

End