Dear Experience Supervisor

RE: The IB CAS Program

The International Baccalaureate is a comprehensive, pre-university educational program that develops students’ self-organizational and study skills, and reflects international standards of education. Students undertake a Creativity, Activity and Service program (CAS), an integral part of the International Baccalaureate Diploma Course, which is a non-academic component aiming to extend students’ personal talents and social commitment through major projects of community worth.

The CAS program aims to provide the individual student with a challenge in three areas:

CREATIVITY: This aspect of CAS covers a wide range of arts and other activities outside the normal curriculum, which include creative thinking in the design and carrying out of service projects.

ACTIVITY: This aspect of CAS can include participation in expeditions, individual and team sports, and physical activities outside the normal curriculum; it also includes physical activity involved in carrying out creative and service projects.

SERVICE: Aims to nurture and mould the global citizen, which involves interaction, such as the building of links with individuals or groups in the community. The community may be the school, the local district, or it may exist on national and international levels. Service activities should not only involve doing things for others but also doing things with others and developing a real commitment with them.

An adult supervisor is required for all experiences a student undertakes. St Leonard’s College is compliant with the Victorian Government Child Safe Standards and requires the parent(s) of the student to complete an External CAS Experience Approval Form and submit it for approval before starting any out of school experience. If the parent(s) is not to be in attendance during the experience, the supervisor is required to have a current Working with Children Check or teacher registration and must provide registration details.

The role of the supervisor is to monitor the student’s attendance and performance and let me know if there are any problems. If possible please provide the guidance and support to help the student be successful with this experience, by assisting with the setting of personal goals. Once the student has completed the activity you will be emailed or given a completion form to sign.

Thank you for agreeing to be an experience supervisor and supporting the CAS program. If you have any questions please contact me on 9909 9597 or email at cameron.mckenzie@stleonards.vic.edu.au

Mr Cameron McKenzie

IB Coordinator and CAS Coordinator