

Dear RCHK staff member,

Thank you for agreeing to be a CAS Supervisor for a Diploma student here at RCHK.

Our Diploma Programme students are required to plan, implement and reflect upon, their own balanced and personally challenging CAS programme in the final 2 years of their schooling here at RCHK.

The student will need to set a goal for their participation in this activity. Their CAS Advisor will work with them on this.

There are a few things that we would ask you to do to ensure that the activity can be included as part of our student's CAS programme.

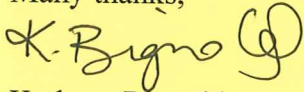
We would greatly appreciate it if you could:

1. keep an accurate record of the student's attendance
2. write a brief evaluation of the student's attendance and participation (general effort, progress and attitude).

Please sign the attached form and return it to the student.

Should you require any further information about our programme, please do not hesitate to contact me via email on [kbignold@renaissance.edu.hk](mailto:kbignold@renaissance.edu.hk) or call on 3556 3596.

Many thanks,



Kathryn Bignold  
CAS Coordinator  
Renaissance College Hong Kong

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Renaissance College Hong Kong  
Creativity, Action, Service  
CAS Supervisor – Internal Supervisor

Student Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Activity: \_\_\_\_\_

I agree to keep a record of the student's attendance and comment on their participation at the conclusion of the activity.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_