

# CAS SCHOOL GUIDE

NARRABUNDAH

COLLEGE



***“What lies behind us and what  
lies before are tiny compared  
to what lies within us”  
Ralph Waldo Emerson***

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## MISSION STATEMENTS



**Narrabundah College offers a challenging curriculum in a caring environment to meet the needs of students in an international community**

### **CORE VALUES**

**Challenging curriculum  
Caring environment  
International community**



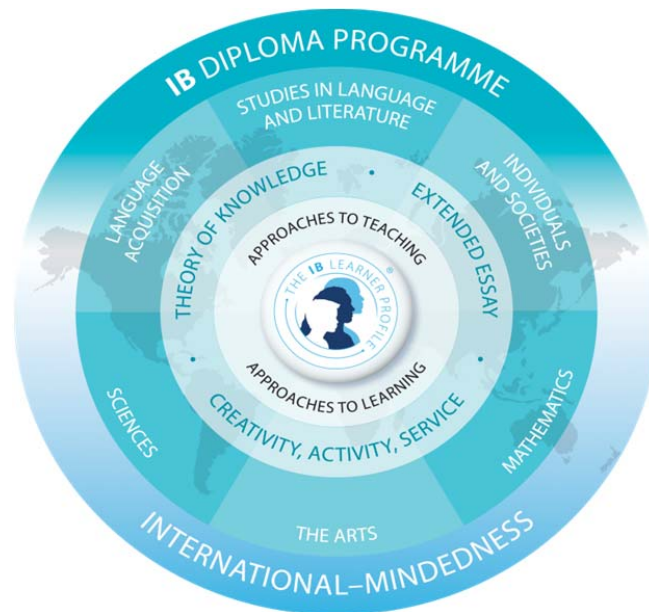
**“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.**

**To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.**

**These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.”**

## WHAT IS CAS?

The CAS (Creativity, Activity and Service) programme lies at the heart of the IB Diploma programme, together with the extended essay and Theory of Knowledge (TOK). It therefore indicates that IB Diploma students are required to satisfactorily complete this programme in order to obtain their Diploma certificate.



CAS is experiential education, in other words, learning from experience. It aims at enhancing personal and interpersonal development through experience and to help them become more active, compassionate and aware citizens.

In order to achieve this level of development, CAS involves the following:

- Purposeful short and long term activities and projects which have outcomes
- Personal challenge
- Thoughtful consideration, such as planning, reviewing progress and reporting
- Associated, ongoing and guided reflection

This is achieved through activities and projects in three areas which may from time to time overlap each other.

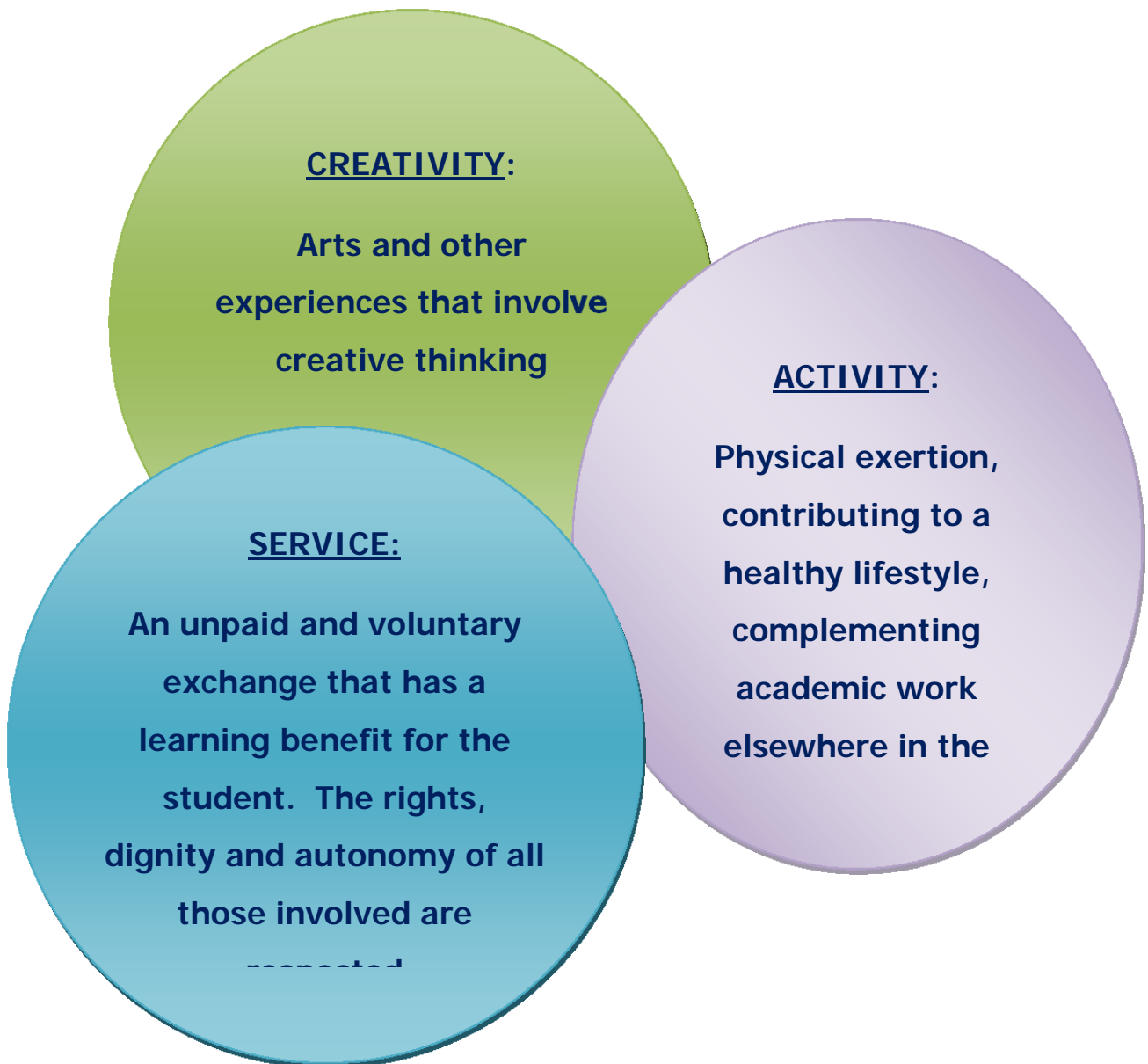


Figure 2: definition of CAS

The CAS programme lasts for a minimum of 18 months. Students will be able to access Managebac, the online journal in May of the first year until November of the second year. Students can start their CAS program unofficially when they commence their diploma in February. Students must be aware that CAS activities and projects may be undertaken during school holiday time. This is a commitment that must be made by students when they enter into the IB Diploma programme at Narrabundah College.

## AIMS OF CAS

We aim to develop IB students who, through the CAS programme, will be:

- Reflective thinkers
- Willing to accept new challenges and new roles
- Aware of themselves as members of communities with responsibilities towards each other and the environment
- Active participants in sustained, collaborative projects
- Balanced

## 8 STEPS OF CAS

1. *CAS is **learning through experience**.*
2. *CAS stands for **creativity, activity and service**.*
3. *IB Diploma students should do their CAS programme **over an 18 month** time period.*
4. *IB students will **not receive a Diploma unless they have completed CAS**.*
5. *Students must **take part in a variety of activities** which take them into the world outside of the school community.*
6. *Students must **regularly record details of participation** in activities on **Managebac**.*
7. *Students must **reflect** on what they learn through their experiences in CAS activities.*
8. *Students must supply evidence of their activities. These can be in the form of supervisor reports; photos; videos and other documentation.*

## CAS REQUIREMENTS

Narrabundah college uses Managebac: an online recording system to monitor CAS activities: <https://narrabundahc.managebac.com>

The requirements to complete the CAS programme: - 150 hours over the life of the Diploma

- 50 hours of Creative activities/ 50 hours of Action activities/ 50 hours of Service.
- Students must submit a plan for each activity and project - a project must be over 1 month in duration.
- Students should participate in CAS activities on a weekly basis
- All CAS activities must have supervisor contact details
- Students need to reflect on the activities carried out
- 150 hours is a general guide to the duration of a CAS program

## LEARNER PROFILE AND LEARNING OUTCOMES

In order for an activity or project to be counted toward the CAS requirement there must be evidence that a student has achieved one or more of the learning outcomes, or a component of the learner profile. A student must show evidence of achieving all eight learning outcomes to fulfill the requirements of the programme.

### **IB LEARNER PROFILE**

IB learners strive to be:

- INQUIRERS
- OPEN-MINDED
- KNOWLEDGEABLE
- THINKERS
- COMMUNICATORS
- PRINCIPLED
- CARING
- RISK-TAKERS
- BALANCED
- REFLECTIVE

## **IB CAS LEARNING OUTCOMES**

- Increased their awareness of their own strengths and areas for growth
- Undertaken new challenges
- Planned and initiated activities
- Worked collaboratively with others
- Shown perseverance and commitment in their activities
- Engaged with issues of global importance
- Considered the ethical implications of their actions
- Developed new skills

**Individual journal entries must directly address each of the learning outcomes and show evidence of having achieved these outcomes i.e. deep reflection and accompanying documentation.**



## **THE ROLE AND RESPONSIBILITIES OF THE SCHOOL**

In line with the *IB Programme standards and practices* document, it is required that:

- **Schools provide appropriate resources and staff to support the delivery of an appropriate and varied CAS programme**
- **Students have opportunities to choose their own CAS activities and to undertake activities in a local and international context as appropriate.**
- **Students have opportunities to reflect on their CAS experiences, guided by teacher advisers who provide appropriate feedback**
- **Parents are fully informed about the CAS programme**

In accordance with these responsibilities the school will undertake the following roles

- 1) **Coordination** – ***The Coordinator – Mrs Christine Ward*** will be involved in overseeing every aspect of the school's CAS programme.
  - Developing policy statements/documents/forms
  - Providing leadership for other members of staff involved in CAS
  - Ensuring that staff, parents and other students are kept informed about CAS
  - Publicising achievements
  - Ensuring students are prepared for the challenges they will face
  - Reporting student achievement to the IB
  - Maintaining contact with students and supervisors

2) **Administration** – The coordinator will:

- maintain contact with external individuals and agencies
- take consideration of safety issues
- be in charge of record keeping

3) **Mentoring and advising**: The coordinator will:

- Guide students in identifying personal goals
- Help in developing students' powers of reflection
- Read and respond to diaries/journals (CAS logbook)
- Monitor the range and balance of activities undertaken by individual students.

4) **Supervision**: activity/project supervisors will:

- Monitor attendance
- Provide guidance and support related to the activity
- Alert the IB coordinator to any problems
- Report, as required, on student performance

## **RESPONSIBILITIES OF THE STUDENT**

Students must make a full personal commitment to the CAS programme and understand that CAS is about learning through experience. Therefore students are required to do the following:

- **Choose and initiate activities and projects for CAS**
- **Plan, do and reflect**
- **Take part in a range of short and long term activities/projects, which fulfil a balance of creativity, activity and service**
- **Keep records of their achievements in Managebac through their journal reflections**
- **Show evidence of achievement of the eight CAS learning outcomes**
- **Complete the CAS requirement of an 18 month programme which will mean continuation of CAS through school holidays**
- **Discuss any difficulties with the coordinator**
- **Regularly check the CAS noticeboard**
- **Meet with the Coordinator to discuss issues when requested**
- **CHECK YOUR EMAILS AS THIS IS THE MAIN SYSTEM OF COMMUNICATION BETWEEN TEACHERS AND STUDENTS**

# **THE CAS PROGRAMME**

## **IB Diploma Coordinator / CAS Coordinator – Christine Ward**

The IB Diploma Coordinator is the link between the school and the IBO (International Baccalaureate Organisation). Any issues, documents which are required by the IBO will be sent via her. The CAS Coordinator is involved in the oversight of every aspect of the CAS programme at the school. She will meet with the students and ensure that the CAS programme runs smoothly

There will be an ongoing process which will involve;

- Regular meetings between students and the Coordinator at the beginning of each session
- Monthly checking of the CAS logbook
- School reports detailing evidence of students' progress

## **CAS NOTICEBOARD**

The CAS noticeboard will serve as the main means of communication between CAS students, the coordinator and the rest of the school. It will be used for;

- Displaying pictures of the students doing CAS
- CAS students to inform the rest of the school of current activities and projects
- Informing students of meetings, events and deadlines
- Publicising student achievements

## **SCHOOL NEWSLETTER**

CAS News forms part of the school newsletter which informs the school community about the CAS programme at Narrabundah College.

Students, teachers and supervisors are encouraged to write articles and take pictures which can be used in the newsletter. Students can use articles used as a creativity activity for their own CAS programme.

## EXAMPLES OF CAS ACTIVITIES/EVENTS AND PROJECTS

See Managebac for a complete list

CREATIVITY	ACTIVITY	SERVICE
Photography	Football	Footpath restoration
Journalism	Basketball	Language clinic
Drama	Tennis	Organising cultural events
Art	Athletics	Reading to the blind
Cookery	Cricket	Musical concert for elderly people
Musical instrument	Marital Arts	Fundraising for animals
Debating	Circuit Training	Recycling
Mentoring	Beach Clean up	Handwriting clinic
Dance	Aerobics	Organising a Christmas party for the needy