



OUR REF :

TRN : 100259955100003

Friday, 25th March 2022



To: ALL Parents from YEARS 1-13- WEEKLY CIRCULAR AHEAD OF SPRING BREAK

Dear Parents,

Greetings from Saint Mary's. We trust that this update finds you and your families safe and healthy. We would like to take this opportunity to wish you all a happy and restful Spring Break. Safe travels to all the families who will be travelling at this time.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF THEY HAVE ANY FLU-LIKE SYMPTOMS. IF YOU HAVE TAKEN YOUR CHILD FOR A PCR TEST (because you have some suspicion based on symptoms) PLEASE DO NOT SEND THEM TO SCHOOL UNTIL YOU HAVE RECEIVED A NEGATIVE PCR.

1) SPRING BREAK: The Spring break will begin on the 26th of March 2022. Students return to school on the 11th of APRIL 2022. The school Office will be closed during the Spring Break and will re-open on 11th April 2022. Please note that the school staff or management will not be available by email during the Spring Break. Please contact them for any matters after the Spring Break.

2) TWO DAY HOLIDAY MARKED IN KHDA CALENDAR IN APRIL 2022:

Please note that the school will be closed on the 14th and 15th of April 2022.

3) RAMADAN TIMINGS: We would like to thank those parents who responded to the survey regarding Ramadan Timings. Having taken into account the majority of those responses, we can now share with you that the **Ramadan Timings will be:**

Monday to Thursday
Fridays

7:10 am to 12:10 pm
7:10 to 11:55 am.

Lessons will be of a shorter duration and dispersal for years 1-3 will commence at 11:50 am during Ramadan. We would like to take this opportunity to wish you all a happy, hopeful and peaceful Ramadan with abundant blessings of God's love. Ramadan Kareem. **YEAR 13 STUDENTS DOING MOCK EXAMS MUST REPORT AT 9:00 AM FOR THE SECOND SESSION IN LIEU OF THE RAMADAN TIMINGS.**

4) FINAL EXAMINATION AND GL EXAM TIMETABLE: We have attached the Final Examination Time table as well as the GL Examination time table to this circular. Please go through it carefully. School will end at 11:00 am from the 18th of May to 1st of June.

5) PORTIONS FOR THE FINAL EXAMINATIONS: We will upload the portions for the Final Examinations on Monday, 28th March 2022. These can be found under the respective departments on the school website.

6) RE-REGISTRATION FOR THE NEXT ACADEMIC YEAR FOR ALL CURRENT STUDENTS , YEARS 1-10 AND 12: Please go through the circular and re-registration form that was sent a few days ago and has also been attached to this circular. Please make a careful note of the deadlines for re-registration payments, form submissions and criteria for re-registration.

7) GL EXAMINATION CIRCULAR AND PAYMENT years 4-10: We would like to remind all parents to kindly respect the deadline for the payment of the GL examinations . Payments MUST be made via the Skiplly App.

8) DE-ISOLATION / CLEARANCE CERTIFICATE IS ABSOLUTELY ESSENTIAL TO RETURN TO SCHOOL FOR ANY STUDENT WHO HAS TESTED POSITIVE FOR COVID-19: All parents are requested to kindly email the de-isolation / clearance certificate from DHA to the school doctor on dayani-smchs@smgeducation.org with a copy to the both school nurses on midhu.xavier-smchs@smgeducation.org and savitha.mariya-smchs@smgeducation.org

This is absolutely essential for your child to return to school. Children cannot return to on-site lessons unless the school clinic has received the DE-ISOLATION certificate as a soft copy via email.

9) CHILDREN WHO HAVE TESTED POSITIVE: Kindly inform the class teachers, the school doctor and Ms. Pinto if your child tests positive and attach the PCR report without any delay.

10) CHILDREN WHO ARE CLOSE CONTACTS OF COVID POSITIVE FAMILY MEMBERS LIVING WITH THEM: Please refer to the updated KHDA guidelines attached to this circular. Close contacts do not need to quarantine if they do not have symptoms. We will continue to contact trace and we will tell you if your child is a close contact. If a close contact has symptoms then as per DHA protocols two PCR tests need to be done within 48 hours.

11) CHILDREN SHOWING SYMPTOMS: CHILDREN WITH SYMPTOMS SHOULD NOT BE SENT TO SCHOOL ON ANY ACCOUNT. If your child is showing flu-like symptoms, kindly inform the class teacher via email immediately and please do a PCR. Once a negative PCR is obtained, the child can resume school. If a child tests positive, please refer to point number three of this circular.

12) MUST HAVE HYGIENE KIT: It is essential that an extremely high level of hygiene be maintained by every child in order to curb the spread of the virus in our school community. Therefore please make sure that your child has his/ her FULL AND COMPLETE HYGIENE KIT before they leave each morning. **THREE DISPOSABLE FACE MASKS, AMPLE SANITIZER, SANITIZING/ DISINFECTING WIPES/ TISSUES.** Please remind your child about how important it is for them to keep their hands clean, not touch their faces, wear their masks fully covering their nose and mouth and keeping a good distance from others.

13) PAYMENT OF FIRST TERM & SECOND TERM FEES :
Kindly settle all outstanding dues at the earliest. In the case of unpaid first term fees we will have to follow regulator policy with regard to discontinuation of school for the stipulated number of days as per regulator policy. Kindly ensure that ALL FIRST TERM FEES have

been paid. Examination marks, papers, reports and other documents will not be issued to any child whose first term fees are outstanding. Second term fees MUST BE PAID IMMEDIATELY. No documents will be released to students who have any OUTSTANDING FEES NOW. The deadlines for all fee payments have passed.

14) FEE PAYMENT OPTIONS: Please see an attachment to this circular that has a recap of the various fee payment options.

15) ABT ARABIC LEARNING PLATFORM: We will be launching an interactive Arabic Learning platform for years three to ten shortly. It will not be charged currently but next year it will be payable at AED 40/- per child for the entire Academic year. This will be part of their E-Learning resources.

16) DUBAI METRO (STUDENTS WHO USE THE METRO) : We had a site visit from representatives from Dubai Metro to share with us some urgent concerns about the students who use the metro. We would like all parents to address these issues most urgently with your children. CONCERNS: The most serious is leaving their bags unattended and going off to talk to friends- the government has strict security protocols on any unattended bags/ parcels and this is causing a massive issue for the security at the Oud Metha station. Secondly students are gathering in large groups – not maintaining distance and talking loudly and being a source of disturbance. Some are running up and down the escalator and some even sliding down the escalator railing. Please make the children aware that after this warning if any of this behaviour still persists , parents will face potential fines .

17) YEAR 11 Ministry Arabic Exam, 18th April 2022: Year 11 students who take Arabic will have their Ministry Arabic Examination on 18th April 2022.

18) YEAR 8 SUBJECT CHOICE FORM FOR OPTIONAL SUBJECTS IN YEAR 9: Parents of year 8 are reminded that the subject choice form must be completed and scanned and emailed back to the class teacher **Tuesday, 22nd March 2022 WAS THE FINAL DEADLINE. Please send it immediately if you haven't done so.**

19) READING QUIZ AND READING FOR PLEASURE YEARS 1-10: We will be providing a PDF copy of a book for reading before the Spring Break. Years 1-6 will have the book prescribed in Active Learn. The next Reading Quiz will be part of the Final Exam.

Have a blessed, peaceful and restful Spring Break. Safe Travels to all of you who are travelling and Ramadan Kareem to all our families who will be celebrating the Holy Month.

Yours sincerely



Mr. Paul Asir Joseph
(Principal)





FINAL EXAMINATIONS - (MAY-JUNE 2022)

YEARS 1 – 4

DATE	DAY	YEAR ONE	YEAR TWO	YEAR THREE	YEAR FOUR
18 th May	Wednesday	English Writing	English Writing	English Writing	English Language
19 th May	Thursday	Arabic	Science	UAE Social Stu.	English Lit.
20 th May	Friday	Rel. Studies/ Ctz.	History	Math	French
23 rd May	Monday	English Reading	English Reading	English Reading	Rel. Studies/ Ctz
24 th May	Tuesday	History	Geography	History	Refer to GL Time Table
25 th May	Wednesday	PSHE	UAE Social Stu.	Moral Education	UAE Social Stu
26 th May	Thursday	Math	Rel. Studies/ Ctz	French	Arabic
27 th May	Friday	Geography	Math	Arabic	Moral Education
30 th May	Monday	No Exam	PSHE	PSHE & Geog	History
31 st May	Tuesday	Science	Arabic	Science	Geography
1 st June	Wednesday	No Exam	Moral Education	Rel. Stu./ Ctz	Refer to GL Time Table

School will end at 11:00 AM during the Final Exams for Years 1- 10 and Year 12



FINAL EXAMINATIONS - (MAY-JUNE 2022)

YEARS 5 – 6

DATE	DAY	YEAR FIVE	YEAR SIX
18 th May	Wednesday	English Language	English Language
19 th May	Thursday	Refer to GL Time Table	Geography
20 th May	Friday	Arabic	Rel. Studies/ Ctz
23 rd May	Monday	English Literature	English Literature
24 th May	Tuesday	Moral Education.	Science
25 th May	Wednesday	History	UAE Social Studies
26 th May	Thursday	French	French
27 th May	Friday	UAE Social Studies	Arabic
30 th May	Monday	Geography	Math
31 st May	Tuesday	Rel. Studies/ Ctz	Moral Education
1 st June	Wednesday	NO EXAM	History

School will end at 11:00 AM during the Final Exams for Years 1- 10 and Year 12



FINAL EXAMINATIONS - (MAY-JUNE 2022)

YEARS 7 – 8

DATE	DAY	YEAR SEVEN	YEAR EIGHT
18 th May	Wednesday	English Language	English Language
19 th May	Thursday	UAE Social Studies	Islamic Studies/Bible/Ctz.
20 th May	Friday	Arabic	Math Paper 1 & 2
23 rd May	Monday	Moral Education	English Literature 1 & 2
24 th May	Tuesday	History	History
25 th May	Wednesday	English Literature 1 & 2	UAE Social Studies
26 th May	Thursday	French	Science
27 th May	Friday	Islamic Studies/Bible/ Ctz.	French
30 th May	Monday	Computing & Geography	Computing & Geography
31 st May	Tuesday	Science	Moral Education
1 st June	Wednesday	Math	Arabic

School will end at 11:00 AM during the Final Exams for Years 1- 10 and Year 12



FINAL EXAMINATIONS - (MAY-JUNE 2022)

YEARS 9 – 10

DATE	DAY	YEAR NINE	YEAR TEN
18 th May	Wednesday	English Language	English Language
19 th May	Thursday	Religious Studies	Chemistry/ Economics
20 th May	Friday	English Literature 1 & 2 / History/ Art	Religious Studies
23 rd May	Monday	ICT/ Computer Science	English Literature 1 & 2/ History 1 & 2/ Art
24 th May	Tuesday	Biology /Accounting	Physics/ Business
25 th May	Wednesday	Math Paper 1 & 2	Psychology
26 th May	Thursday	Chemistry/ Economics	Biology /Accounting
27 th May	Friday	Psychology	Arabic
30 th May	Monday	Moral Education & Social Stu.	Moral Education & Social Stu
31 st May	Tuesday	Physics/ Business	ICT/ Computer Science
1 st June	Wednesday	Arabic	Math Cal and Non Cal

School will end at 11:00 AM during the Final Exams for Years 1- 10 and Year 12



FINAL EXAMINATIONS - (MAY-JUNE 2022)

YEARS 12

DATE	DAY	SESSION ONE	SESSION TWO
18 th May	Wednesday	Physics 1- 2hrs 30 min	-----
19 th May	Thursday	Mathematics (Pure)- 2hrs	-----
20 th May	Friday	Biology 1-2hrs 30 min	-----
23 rd May	Monday	Psychology 1-2hrs	-----
24 th May	Tuesday	Economics 1-2hrs	-----
25 th May	Wednesday	Chemistry 1- 2 hrs 30 min	-----
26 th May	Thursday	Business Studies 1-2hrs	-----
27 th May	Friday	Islamic Studies -2hrs	-----
30 th May	Monday	Mathematics (Statistics)- 2 hrs	-----
31 st May	Tuesday	Arabic (A)- 2hrs 30 min	-----
1 st June	Wednesday	NO EXAM	-----

School will end at 11:00 AM during the Final Exams for Years 1- 10 and Year 12



PRIMARY GL EXAMINATION TIME TABLE **(MAY-JUNE 2022)**

DATE	DAY	YEAR FOUR	YEAR FIVE	YEAR SIX
19 th May	Thursday	-----	English	-----
24 th May	Tuesday	English	-----	-----
1 st June	Wednesday	Maths	-----	
2 nd June	Thursday	Science (before break)	Science (after break)	
3 rd June	Friday	-----	Maths	-----
6 th June	Monday	-----	-----	English (before break)
7 th June	Tuesday	-----	-----	Science (before break)
8 th June	Wednesday	-----	-----	Maths (before break)



SECONDARY GL EXAMINATION TIME TABLE **(MAY-JUNE 2022)**

DATE	DAY	YEAR SEVEN	YEAR EIGHT	YEAR NINE	YEAR TEN
12 th May	Thursday	English (before break)	English (after break)	-----	-----
13 th May	Friday	-----	-----	English	-----
16 th May	Monday	-----	-----	-----	English
6 th June	Monday	Maths (after break)	-----	-----	-----
7 th June	Tuesday	-----	Science (after break)	-----	-----
8 th June	Wednesday	-----	Maths(after break)	-----	-----
9 th June	Thursday	-----	-----	Maths (before break)	Maths (after break)
10 th June	Friday	-----	-----	Science (before break)	-----
13 th June	Monday	-----	-----	-----	Science (before break)



OUR REF :

TRN : 100259955100003

Tuesday, 22nd March, 2022

To: The Parents of students from Year One to Year Ten and Year 12

Dear Parents,

We are in the process of organizing our records for the **next Academic Year 2022-2023**.

Please fill up this form, sign and scan it and email it to your son / daughter's class teacher by **21st April 2022 as the final date for the form to be received by the school.**

Please read the following information very carefully before you make your final choice:

CRITERIA FOR RE-REGISTERING YOUR CHILD FOR THE NEXT ACADEMIC YEAR 2022-2023- Please note that filling out this form is MANDATORY for every parent.

- 1) There should **not be any OUTSTANDING FEES** for the current Academic Year 2021-2022. In case you re-register your child by error but still have outstanding fees, then the **AED 500/-** which is the re-registration amount will be adjusted towards the **OUTSTANDING FEE** and **WILL NOT** be considered as a **RE-REGISTRATION AMOUNT**. In addition, students who have **OUTSTANDING AMOUNTS** by the end of this year will automatically not be re-registered for the next Academic Year. We strongly urge **ALL** parents who still have Outstanding Fees to clear these without any further delay.
- 2) Please be informed that even though the KHDA sends out the Parent-School Contract to all parents by default via email, it will not be considered binding even if you sign it, if you still have outstanding fees for your ward.

- 3) Parents will have to pay **AED 500/-** as a **RE-REGISTRATION AMOUNT** that will be adjusted with your child's **FIRST TERM FEE** for the next Academic Year 2022-2023. **This amount has to be paid via the SKIPLY APP from the 11th of APRIL 2022 with a FINAL DEADLINE of 21st April 2022.**
- 4) Please note that once you re-register your child and pay the re-registration amount but then wish to cancel the same, the amount of AED 500/- shall not be refundable.
- 5) Parents who respond that they are not re-registering their child for the next Academic Year 2022-2023 **MUST** fill out the attached form to apply for a Leaving Certificate that will be issued at the end of this Academic Year.
- 6) **For parents who do not fill out the form by 21st April, 2022, we will consider it as a case of non- registration for the next Academic Year 2022-2023.**
- 7) Kindly fill out this form and scan it and email it back to your child's class teacher along with the scanned SKIPLY receipt for payment of the re-registration amount of AED 500/-.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)



NAME OF STUDENT : _____

YEAR AND SECTION: _____

Please tick the number that applies to you.

_____ 1. **Yes**, my son/daughter is coming back for the next Academic Year 2022-2023

_____ 2. **No**, my son/daughter is **NOT** coming back for the next Academic Year 2022-2023

I have read all of the criteria above and I understand the conditions associated with re-registration for the next Academic Year 2022-2023.

NAME OF PARENT: _____

PARENT SIGNATURE: _____ **DATE :** _____



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TRN : 100259955100003

LETTER TO REQUEST A LEAVING CERTIFICATE

To: Mr. Paul Asir Joseph

From: Parents of _____ Class : _____

Date: _____ March/ April 2022

I would like to inform you that my son / daughter will **NOT** be returning to St. Mary's for the next Academic Year 2022-2023

Please issue a Leaving Certificate for him / her for

- 1. INSIDE UAE (STATE THE NAME OF THE SCHOOL) _____**
- 2. Outside UAE _____**

I shall collect the Leaving Certificate along with the final results.

The cost for the Leaving Certificate is **AED 126/-**-You **MUST** pay for this through Skiplly and attach a copy of the payment receipt with this form and email both to the class teacher.

PARENT'S SIGNATURE : _____

DATE : _____

We thank you for entrusting your child to our care for this time and would be grateful if you could kindly state the reason for leaving.



ST. MARY'S CATHOLIC HIGH SCHOOL

P.O. Box: 52232, DUBAI - U.A.E.

Tel : +(971) 4 3370252 E-mail : maryscol@emirates.net.ae
Fax : +(971) 4 3368119 website : www.stmarysdubai.com

مدرسة القديسة مريم الكاثوليكية الثانوية

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية المتحدة

maryscol@emirates.net.ae : بريد إلكتروني +٩٧١ ٤ ٣٣٧٠٢٥٢ هاتف
www.stmarysdubai.com : موقع ويب : +٩٧١ ٤ ٣٣٦٨١١٩ فاكس

OUR REF :

TRN : 100259955100003

Date: March 3rd, 2022.

NOTICE

Dear Parents,

To facilitate payment of school fees for the new academic session, 2021-2022, listed below are the payment options:

1. Payment through Skiplly App:

Please follow the steps mentioned in Skiplly Payment Guide.

<https://www.stmarysdubai.com/parents-info/skiplly-mobile-payment-gateway/>

Kindly note that Skiplly is a payment gateway and it will not show reducing balance of the fee for the student.

2. Company Cheques:

In favour of ST MARY CATHOLIC HIGH SCHOOL DUBAI. Please mention the SIMS Student Registration Number, Name, Year & Section of the student, behind the cheque leaf.

3. Manager's Cheques -

In favour of ST MARY CATHOLIC HIGH SCHOOL DUBAI. Please mention the SIMS Student Registration Number, Name, Year & Section of the student, behind the cheque leaf.

4. Details of Bank Transfer -

Bank Name : THE NATIONAL BANK OF RAS AL-KHAIMAH

Account Name : ST MARY CATHOLIC HIGH SCHOOL DUBAI

Account Number : 0182154991001

IBAN Number : AE860400000182154991001

NO PERSONAL CHEQUES WILL BE ENTERTAINED

NO CASH DEPOSITS OR CHEQUE DEPOSITS SHOULD BE MADE DIRECTLY TO THE SCHOOL'S BANK ACCOUNT

Please send the transaction details through email to fee-smchs@smgeducation.org

Kindly mention the SIMS Student Registration Number, Name, Year & Section of the student.

To get the SIMS Student Registration Number, please send an email to

fee-smchs@smgeducation.org

Yours sincerely



Mr. Paul Asir Joseph

(Principal)

