



**ST. MARY'S CATHOLIC HIGH SCHOOL**

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**مدرسة القديسة مريم الكاثوليكية الثانوية**

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية المتحدة

maryscol@emirates.net.ae : بريد إلكتروني

هاتف : ٣٣٧٠٢٥٢ : ٤٩٧١

www.stmarysdubai.com : موقع ويب

فاكس : ٣٣٦٨١١٩ : ٤٩٧١

OUR REF : .....

TRN : 100259955100003

Saturday, 28<sup>th</sup> May 2022

**To: ALL Parents from YEARS 1-13- WEEKLY CIRCULAR AHEAD OF WEEK THIRTY FIVE**

Dear Parents,

**Greetings from Saint Mary's.** We trust that this update finds you and your families safe and healthy.

**A REMINDER THAT SCHOOL TIMINGS FOR YEARS 1-10 AND YEAR 12 DURING THE FINAL EXAMINATIONS WILL BE FROM 7:10 TO 11:00 AM. Please send water and a snack with them. ALL EXAMS WILL BE PAPER-BASED AND STUDENTS MUST NOT BRING IN ANY DEVICES. BOOKS MAY BE BROUGHT ONLY FOR REVISION OF THE DAY'S SCHEDULED EXAM.**

**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) ( REMINDER ) RULES AND REGULATIONS FOR THE FINAL EXAMINATIONS:**

- If your child is showing any flu-like or covid-like symptoms, please do not send them to school but send an email to the class teacher informing them of the absence and do a PCR immediately without any delay. We will re-schedule exams that have been missed for this reason.
- Students must carry their stationery in a transparent plastic case or pouch. No borrowing will be permitted so please ensure that you have the required pens, pencils, erasers and geometry items as needed.
- NO SMARTWATCHES ALLOWED DURING EXAMINATIONS**

- d. Students must not have in their possession any electronic devices to include but not limited to mobile phones, smart watches, tablets, laptops, Bluetooth devices, ipods, mp3/4 players etc. If any of these items are found with a student during an exam , they will be given a zero.
- e. Students must not have any unauthorised material during an examination – notes, chits of paper with written notes, any written notes concealed in the desk or on the person. If any of these are found with a student during an examination, they will be given a zero.
- f. Students must not resort to any form of malpractice during an examination , they must not speak to any other students during an examination. Any form of malpractice will lead to being given a zero for that particular examination.
- g. Students writing with pen MUST ONLY USE A BLACK BALL POINT PEN.
- h. NO ink erasers, correcting fluid or ink killers are permitted for examinations.
- i. Students must be on time for exams, no extra time will be given to late comers.

## **2) REGULAR SCHOOL TIMINGS FROM 2<sup>ND</sup> JUNE 2022:**

A reminder to all parents that we will be following regular school timings from the 2<sup>nd</sup> of June until the end of the Academic Year.

## **3) RE-EXAM SCHEDULE FOR ABSENTEES:**

Class teachers will be sending the re-exam schedule to students who have missed exams for medical or other emergencies. They will receive it over the weekend. This schedule must be strictly adhered to. Students with re-exams must go to the MAIN LIBRARY after registration on any day when they have a re-exam.

## **4) READING QUIZ:**

The reading quiz for all year groups has been scheduled for Friday, 3<sup>rd</sup> June 2022.

## **5) 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 well before the Spring Break 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. The deadline for re-registration was 21<sup>st</sup> April and any students not-re-registered will be considered as not returning for the next Academic year 2022-2023. Please note that students with outstanding fees cannot re-register until all outstanding dues are cleared and this must be done without any further delay as we have to confirm seats for new students who have applied to the school for next year.

**6) 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](mailto:dayani-smchs@smgeducation.org) with a copy to the both school nurses on [midhu.xavier-smchs@smgeducation.org](mailto:midhu.xavier-smchs@smgeducation.org) and [savitha.mariya-smchs@smgeducation.org](mailto: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.

**7) 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.**

**8) 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.

**9) 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.

**10) 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.

**11) 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. Students with OUTSTANDING FEES will now be considered as not re-registered for the next Academic Year and could potentially lose their seat for next year.**

Yours sincerely



Mr. Paul Asir Joseph  
( Principal )





OUR REF : .....

TRN : 100259955100003

Tuesday, 22<sup>nd</sup> 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 **21<sup>st</sup> 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 11<sup>th</sup> of APRIL 2022 with a FINAL DEADLINE of 21<sup>st</sup> 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 21<sup>st</sup> 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 :** \_\_\_\_\_