



OUR REF :

TRN : 100259955100003

Friday, 18th March 2022

To: ALL Parents from YEARS 1-13- WEEKLY CIRCULAR AHEAD OF WEEK TWENTY-SEVEN

Dear Parents,

Greetings from Saint Mary's. We trust that this update finds you and your families safe and healthy. We are praying for all those families who are coping with children or other family members who are sick at this time, and we pray for a speedy and complete recovery for all who are ill.

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.

WE HAVE ATTACHED THE LATEST UPDATED GUIDELINES FROM KHDA WITH REGARD TO COVID SAFETY PROTOCOLS. PLEASE GO THROUGH IT CAREFULLY.

1) ON-SITE LESSONS FOR ALL STUDENTS (YEARS 1 -13):

We will be continuing with on-site lessons/ exams. Distance Learning can only be offered to students who test positive for Covid-19, students who are close to contacts and those with exemptions as per DHA guidelines.

2) 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.

3) 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.

4) 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.

5) 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.

6) ADMISSION FOR YEARS 2 TO YEAR 10 FOR THE ACADEMIC YEAR 2022-2023 FOR SIBLINGS:

Thank you for your emails. You should have been notified via email from one of our IT support staff about when to come in to fill a form on the premises. If you have not yet received an email, please email Ms. Pinto via email on l.pinto-smchs@smgeducation.org

7) 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.

8) 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 should also be settled immediately and without any further delay.

The deadlines for all fee payments have passed.

9) FEE PAYMENT OPTIONS:

Please see an attachment to this circular that has a recap of the various fee payment options.

10) SPRING BREAK:

The change in Spring Break is only the weekend change so Friday, 25th March will be a working day. Spring break will begin on the 26th of March 2022. Students return to school on the 11th of APRIL 2022.

11) CHANGE IN 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.

12) REPORT DATES (PARENT –TEACHER MEETINGS ONLINE):

The Parent-teacher meeting for Years 1-10 and year 12 has been scheduled for Saturday, 19th March. Detailed circulars regarding time slots are attached to this circular.

13) APTITUDE TEST FOR THOSE WHO HAVE COMPLETED IT (YEAR 8 & 11):

For the students of year 8 and year 11 who have completed the Aptitude test, please note the reporting session will be conducted on Saturday, 19th March. The session will be from 12:00 pm. Please ignore previously stated timing.

14) UPDATED LESSON TIMINGS ON FRIDAYS:

We have made small changes to our lesson timings on Fridays to allow for a slightly wider dispersal window. The start and end timings of the day remain unchanged.

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) MOCK EXAMINATION TIMETABLES YEARS 11 AND 13:

We had published the Mock Examination timetables on the 2nd of March. Please make a careful note of the reporting time for examinations and also note that students will not be given extra time if they are late. Any valid medical emergencies must be communicated by parents only via email to the class teacher and cc to Ms. Pinto. We have also provided students and parents with guidelines and regulations regarding the Mock Exams. Please ensure that these are read carefully.

17) 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.

18) FIRST TERM EXAMINATION PAPERS/ GOOGLE FORMS:

Teachers have shared the first term answer scripts / google forms. We will not be able to provide answer scripts to those students who have outstanding first term fees.

19) YEAR 11 Ministry Arabic Exam, 18th April 2022:

Year 11 students who take Arabic will have their Ministry Arabic Examination on 18th April 2022.

20) 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 **NO LATER THAN Tuesday, 22nd March 2022.**

21) 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. The next Reading Quiz will be part of the Final Exam.

22) EXTRA DRINKING WATER FOR CHILDREN:

We are requesting parents to please send extra drinking water with your children as the weather is also changing and we have been observing that children do not have enough water to last them through the day.

23) GL PROGRESS TESTS YEARS 4-10:

Parents are requested to kindly check the attachment to this circular.

Have a blessed and lovely weekend!

Yours sincerely



Mr. Paul Asir Joseph
(Principal)





OUR REF :

TRN : 100259955100003

DATE : 18th March 2022**To : Parents of students in Years FOUR THROUGH TEN: GL EXAMINATIONS IN
ENGLISH LANGUAGE, MATHS & SCIENCE**

Dear Parents,

Greetings from St. Mary's Catholic High School, Dubai. As part of our commitment to the National Agenda targets, and with a view to tracking progress and identify gaps in learning, our school will participate in the GL-Progress Tests in English Math and Science which are online tests. GL Education , one of the leading research organizations in the world , develops this test and provides a range of Assessment services in many countries and works in close tandem with the KHDA here in Dubai. These are compulsory International Tests that have to be undertaken as mandated by KHDA.

IN ORDER NOT TO DUPLICATE EXAMINATIONS, THE GL TESTS WILL BE THE FINAL EXAMINATIONS EITHER PARTLY OR AS A WHOLE FOR ENGLISH LANGUAGE, MATH AND SCIENCE FOR SOME YEAR GROUPS (REFER TO THE TABLES BELOW FOR EXPLANATION)

ENGLISH LANGUAGE

YEAR GROUP	ASSESSMENT IN MAY Out of 100	GL EXAMINATION	FINAL EXAMINATION RESULT
FOUR	APPLICABLE	APPLICABLE	Assessment + GL Result
FIVE	APPLICABLE	APPLICABLE	Assessment + GL Result
SIX	APPLICABLE	APPLICABLE	Assessment + GL Result
SEVEN	APPLICABLE	APPLICABLE	Assessment + GL Result
EIGHT	APPLICABLE	APPLICABLE	Assessment + GL Result
NINE	APPLICABLE	APPLICABLE	Assessment + GL Result
TEN	APPLICABLE	APPLICABLE	Assessment + GL Result

Please turn overleaf.....

MATHEMATICS

YEAR GROUP	ASSESSMENT IN MAY Out of 100	GL EXAMINATION	FINAL EXAMINATION RESULT
FOUR	NOT APPLICABLE	APPLICABLE	GL Result
FIVE	NOT APPLICABLE	APPLICABLE	GL Result
SIX	NOT APPLICABLE	APPLICABLE	Assessment + GL Result
SEVEN	NOT APPLICABLE	APPLICABLE	Assessment + GL Result
EIGHT	NOT APPLICABLE	APPLICABLE	Assessment + GL Result
NINE	APPLICABLE	APPLICABLE	Assessment + GL Result
TEN	APPLICABLE	APPLICABLE	Assessment + GL Result

SCIENCE

YEAR GROUP	ASSESSMENT IN MAY Out of 100	GL EXAMINATION	FINAL EXAMINATION RESULT
FOUR	NOT APPLICABLE	APPLICABLE	GL Result
FIVE	NOT APPLICABLE	APPLICABLE	GL Result
SIX	NOT APPLICABLE	APPLICABLE	Assessment + GL Result
SEVEN	NOT APPLICABLE	APPLICABLE	Assessment + GL Result
EIGHT	NOT APPLICABLE	APPLICABLE	Assessment + GL Result
NINE	APPLICABLE	APPLICABLE	Assessment + GL Result
TEN	APPLICABLE	APPLICABLE	Assessment + GL Result

The entry fee is AED 75/ the exact amount of which must be paid via the SKIPLY APP .Please be aware that these are COMPULSORY EXAMS as part of the NATIONAL AGENDA and this year THEY ARE ALSO THE FINAL EXAMINATIONS FOR THESE THREE SUBJECTS and no exemption can be granted to any student. The Final date for payment of the GL fee is 10th April 2022.

These tests will be conducted in school during the month of May and June 2022. (excluding Saturdays) We shall send you a follow up circular with more information and details of the exact dates for each year group with the Final Examination Timetable.

We would therefore ask you as parents to kindly make this payment of AED 75/- via the SKIPLY APP and kindly email the receipt to your child's class teacher when you make the payment.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)





OUR REF :

TRN : 10025955100003

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)





MOCK EXAMINATION RULES AND REGULATIONS

YEARS 11 AND 13

1. Students must strictly observe the reporting times. Students who are late (except for a medical and/or valid emergency) will not be given extra time. Please note that the reporting time in the morning is 7:00 A.M.
2. **NO WRIST WATCHES ALLOWED AT ALL!!!** (This includes both smart watches and regular digital / analogue wrist watches as well). **NO ELECTRONIC DEVICES OF ANY SORT.** (Except a calculator) Any Bluetooth device found with a student during an exam will be considered as malpractice and will lead to disqualification.
3. Calculators **MUST NOT HAVE COVERS.**
4. Only **BLACK BALL POINT PENS** must be used.
5. Students must ensure that they have ample supply of their own stationery to include Black ball point pens, pencils (only for drawing), erasers, geometry equipment to include 30 cm rulers, protractors, compass, calculators (without covers), tracing paper (for Maths).
6. Cancellations of rough work or wrong answers must be made by cutting across them neatly with a **single line.**
7. The following are **STRICTLY PROHIBITED**: Correcting pens, correcting fluid or tape, erasable pens or blotting paper, highlighters or gel pens.
8. Students must not borrow or communicate in any way with, ask for help from or give help to another candidate while in the examination hall.

9. Students should raise their hands to attract an invigilator's attention.
10. If the fire alarm sounds, please remain seated and wait for instructions from the invigilator.
11. Only clear transparent plastic pouches or packets for stationery.
12. **STUDENTS MUST CARRY THEIR STATEMENT OF ENTRY FOR EVERY SINGLE EXAMINATION.** This will be checked before the start of each examination.
13. Water bottles must be transparent without any labels on it. Please remove the brand label if you are using commercial water bottles.
14. **FLASKS ARE NOT ALLOWED.**
15. Please note that any form of malpractice during the exams will lead to disqualification.
16. Face masks have to kept on for the entire duration of the exams.
17. If any student has any flu-like symptoms, they must send an email to Ms. Pinto on l.pinto-smchs@smgeducation.org cc to the class teacher, stay at home and go for a PCR test. Please email the PCR test result to doctor and Ms. Pinto.
18. Students must be in proper school uniform. If you wish to wear a pull over / jacket inside the examination hall, please note that only the SCHOOL HOODIE or THE SCHOOL BRANDED VARSITY JACKET will be allowed. However, during an exam, hoodies must not cover the ears or head.





OUR REF :

TRN : 100259955100003

Friday, 11th March 2022

To: Parents (Year One to Year Ten and Year Twelve): Second Parent - Teacher Meeting / Second Report Day

Dear Parents,

Greetings from St. Marys. The second Parent-Teacher Meeting / Report Day of the academic year will be a wonderful opportunity for you and your children's class teachers to share insightful information about them.

The Parent -Teacher Meeting has been **SCHEDULED** for **Saturday, 19th March 2022** from **8:00 am until 11:00 pm.** (Years 1-8) and **8:00 am until 12:30 pm** (Years 9, 10 & 12).

All parents are not compelled to attend the meeting and only those parents who wish to meet their children's class teachers may attend. Report cards will be made available via the SIMS Parent app. **We regret that we will not be able to publish report cards if there are outstanding first term fees for your child. If fees are paid this week, reports will be processed a week from the school receiving the confirmation of payment from SKIPLY, so kindly be patient with the process.**

Parents are asked to kindly jot down important points you wish to discuss with your child's class teacher and to not spend more than the ten minutes assigned with the teacher as a courtesy to other parents. Teachers will have to end the meeting after 10 minutes as there will be parents waiting for their assigned time slot.

Class teachers will send a zoom link for the purpose of the meeting. Each class teacher will meet with parents of 15 children. One teacher will handle students with an Even Roll number and the other teacher will handle students with an Odd Roll number.

TIMINGS FOR YEARS 1-8

- **8:00 to 9:00 am - parents of students 1-10 (Parents will be held in the waiting room and will be admitted according to your time slot).**
- **9:00-10:00 am - parents of students 11-20 (Parents will be held in the waiting room and will be admitted according to your time slot).**
- **10:00-11:00 am - parents of students 21-30 (Parents will be held in the waiting room and will be admitted according to your time slot).**

TIMINGS FOR YEARS 9 & 10

For years 9 and 10 since we have only ONE class teacher per class, we will have slightly shorter time slots of 7 minutes for each parent.

- 8:00 to 9:00 am – parents of students 1-7 (Parents will be held in the waiting room and will be admitted according to your time slot).
- 9:00-10:00 am - parents of students 8- 14 (Parents will be held in the waiting room and will be admitted according to your time slot).
- 10:00-11:00 am - parents of students 15-21 (Parents will be held in the waiting room and will be admitted according to your time slot).
- 11:00 am-12:00 pm - parents of students 22-28 (Parents will be held in the waiting room and will be admitted according to your time slot).
- 12:00 – 12:15 pm parents of students 29& 30 (Parents will be held in the waiting room and will be admitted according to your time slot).

TIMINGS FOR YEARS 12

YEAR 12 - Class teachers will send a separate set of timings to students as class numbers vary.

Class teachers will send a zoom link for the purpose of the meeting.

Parents are asked to kindly jot down important points you wish to discuss with your child's class teacher and to not spend more than the seven minutes assigned with the teacher as a courtesy to other parents. Teachers will have to end the meeting after 7 minutes as there will be parents waiting for their assigned time slot.

We have asked the subject teachers to communicate any relevant and vital concerns to the class teachers so that they may share it with you. However, if you wish to speak to a Subject teacher for any serious concerns or queries, you are requested to kindly send an email to the concerned subject teacher with your child's name and your contact number. Teachers will contact you during the week or reply to your queries via email.

Yours sincerely,



**Mr. Paul Asir Joseph
(Principal)**

