

## ST. MARY'S CATHOLIC HIGH SCHOOL

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## مدرسة القديسة مريم الكاثوليكية الثانوية

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية المتحدة

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OUR REF : .....

TRN : 100259955100003

DATE: Monday, 24<sup>th</sup> June 2019

### To: Parents of students from Year One to Year Thirteen ( END OF YEAR CIRCULAR – JUNE 2019 ) and PARENTS OF NEWLY ADMITTED STUDENTS TO THE SCHOOL.

Dear Parents,

Greetings from St. Mary's Catholic High School. As we approach the end of the academic year, we invite you to read through the following points and note them carefully.

#### **Final Report Cards 4<sup>TH</sup> JULY ( THIS IS NOT A WORKING DAY FOR STUDENTS )**

**Final report Cards will be distributed on Thursday 4<sup>th</sup> July 2019 between 7:45 and 10:15 am.**

Re-admission cards will be available. They cost AED 200/- each. If the Report Card or the Re admission cards are not collected, then it will be assumed that the child will not be returning to St. Mary's in September 2019 and the name will be automatically cancelled from the school roll. Final Reports and Re Admission cards will only be released if all fees have been cleared. **( Re-examination -white cards will cost AED 100/- each. ) ( Holiday Homework Cards with one or two subjects cost AED 100/- each if there are more than two subjects the Holiday Homework card will cost AED 150/- each )** Parents who are not able to collect the report on the 4<sup>th</sup> of July **MUST** send an authorization letter with a photocopy of your Emirates ID and the payment for the re-admission card with a relative or friend on the same day.

**END TIMINGS FROM 27<sup>TH</sup> JUNE TO 3<sup>RD</sup> JULY 2019:** Owing to extreme heat conditions, school will end at **10:40 am for all students from the 27<sup>th</sup> of June until the 3<sup>rd</sup> of July 2019.** The STS buses will be informed accordingly and parents who pick up their children are advised to kindly pick them up on time at 10:40 am sharp. The office however will be open until 12:30 pm.

**LAST DAY OF SCHOOL** : Students from years 1-4 may come to school in coloured clothes on Sunday, 30<sup>th</sup> June 2019 for their end of year party and they may remain at home after that. Students from years 5 and 6 may come to school in coloured clothes on Monday, 1<sup>st</sup> July 2019 for their end of year party and they may remain at home after that. Students from years 7, 8 and 9 may come to school in coloured clothes on Tuesday, 2<sup>nd</sup> July 2019 for their end of year party and they may remain at home after that. Year 10 and 12 students may come to school for their end of year party on Wednesday, 3<sup>rd</sup> July 2019.

#### **Letter for the renewal of residence Visas**

Please submit your requests with immediate effect to ensure that the letter will be ready for collection along with the Report Card.

#### **LEAVING Certificates**

Please note that School leaving certificates cannot be issued until the final report Card is issued on July 4<sup>th</sup> 2019. If you intend to collect a Leaving Certificate, please apply in writing for one immediately. Leaving Certificates cost AED 130/- each inclusive of attestation charges.

#### **The School Office**

**The school office will be closed from the 8<sup>th</sup> of July till the 14<sup>th</sup> of August 2019(inclusive). Please make sure that you transact any work with the school office before the 8<sup>th</sup> of July 2019.** The office hours ( for parents to transact any work ) from 15<sup>th</sup> August till 31<sup>st</sup> August are from 8:00 am till 12:30 pm, Sunday to Thursday and Saturday.



**HOLIDAY HOMEWORK:** All Holiday Homework must be handed in to the school office on the **25<sup>th</sup> of August 2019 between 10:00 am and 1:00 pm** . Please note that the re-registration card will only be issued if the Holiday Homework has been completed as per the instructions or it will be returned for proper completion. Parents are advised to monitor how children are completing the holiday homework and to ensure that it is fully completed. If a child has BOTH –a re-exam and holiday homework, then the re-registration card will only be given once the re-examination results have been approved by KHDA

### **Re-Examinations / Entrance Examinations**

Re-examinations will be held on **Monday , the 26<sup>th</sup> of August 2019**. Students having re-exams must report at 7:30 am sharp .**Students must bring their re-examination card and their report card with them and must present themselves in proper school uniform.** An entrance examination will be held on **Monday the 26<sup>th</sup> of August 2019** at 9:00am **for who have requested a change in an optional subject and for A-level students opting for a subject they have not done for O-levels.** Re-examination results will probably be available on **Wednesday, 28<sup>th</sup> August 2019 at 9:00 am** if approved by KHDA.

### **Payment of Term Fees and Uniforms**

**All FIRST TERM FEES MUST be paid to the office between the 17<sup>th</sup> of August 2019 and the 29<sup>th</sup> of August 2019 between 8:00 am and 12:00 pm ONLY ( excluding FRIDAYS )**  
**( Please check the school website for updates regarding new payment options )**

**Parents are reminded that when fees are paid , the Admission Card ( Yellow card for returning students / Green card for new students ) must be shown. The Admission Card must be handed over to the Class teacher on the first day of school. Students will not be admitted to class unless they present their re-admission ( yellow / green ) card.**

### **Registration for transport (STS only)**

Students using STS Transport are asked to register on any day ( Sunday to Thursday ) from 8:00 am until 1:00 pm till June 30<sup>th</sup>. Parents may submit the registration form during the months of July & August ( Sunday to Thursday ) from 8:00 am until 12:00 pm. You may contact Ms. Jean on 055-2207479 for any queries. **PAYMENT & REGISTRATION FOR RETURNING AND NEWLY ADMITTED STUDENTS WILL BE DONE FROM THE 11<sup>TH</sup> OF AUGUST TILL THE 25<sup>TH</sup> OF AUGUST 2019.**

### **School Uniform- ( THERE IS NO CHANGE TO THE SCHOOL UNIFORM )**

The school uniforms ( **ONLY THE WHITE POLO TEES FOR THE BOYS AND THE SPORTS UNIFORMS FOR BOYS AND GIRLS** ) will be available for purchase in school on the **26<sup>th</sup> and 27<sup>th</sup> of August 2019**. The blue trousers for boys, grey skirt and blue blouse for girls may be purchased from our suppliers ( Periwinkle ) from the 16<sup>th</sup> of August 2019 onwards. ( shop timings: Sat. to Thu. 9am-1pm and 5pm-10pm/ Friday 5pm to 10pm

**DUBAI :** Iris International school supplies LLC, Shop no.3, Al Safa Paradise, Behind Brands for Less, Oud Metha Road, Oud Metha, Dubai . Telephone no. 04-3966615

**SHARJAH :** Iris International school supplies LLC, Shop no.3, Al Manara Tower, Near Al Hilal Bank, King Abdul Aziz Street, Al Qassimia, Sharjah . Telephone no. 06-5444500.

We would like to reiterate that other than our authorized suppliers listed above, no enterprise or agency outside of school has been authorised with selling our school uniforms and parents are strongly reminded not to purchase school uniforms from any unauthorized vendor as differences in colour and pattern will not be accepted. Kindly refer to the uniform circular uploaded with this circular to have a clear idea of the uniform requirements for your child.

