

# 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

## 'BUILDING BRIDGES OF TOLERANCE'

OUR REF : .....

TRN : 100259955100003

Date : Sunday, 22<sup>nd</sup> September 2019

To : Parents of students from Year One - Year Six - GROUP EMAIL FOR PARENTS ( per class )

Dear Parents,

Greetings from St. Mary's Catholic High School, Dubai. Following through from a system we followed last year for years 1-4 in order to have a means of communication about important notices, special assemblies, circulars and other activities for younger children, who are sometimes not able to write a diary note for the same, we have set up a group email for each class for students from YEARS 1-6 to include the entire primary.

The class teacher will send a short email before 5pm to you via this group email. Please note that this is ONLY for the purpose of conveying information to you and therefore we will request you not to reply back with ANY queries as the teacher will not be in a position to accommodate those. We will continue to use the school diary as a means of communication between parents and teachers. If you wish to make an appointment to see a teacher, or if your child has not completed their notes for the day, then kindly send a note to the respective SUBJECT TEACHERS who will facilitate whatever needs to be done in each particular case.

Do bear in mind that a teacher might also encounter medical or other emergencies on certain occasions and we trust that you will understand that when unanticipated events occur beyond a teacher's control, there will be a delay in sending the email . Let us all be patient and understanding with these matters.

The email ID used will be the student school email ID. In case you have not received the same, kindly send an email with your child's name and class to [itsupport-smchs@smgeducation.org](mailto:itsupport-smchs@smgeducation.org)

**What can you as parents expect to receive via the group email?**

- School Circulars
- Homework assigned for the day
- Particular notices for each class like special assemblies etc.
- If notebooks have been taken for correction
- If text books and resource files are being sent home
- Assessments Schedule
- Other school/class-related reminders

We hope that this will help towards a better means of communication especially for the younger children who are not always able to note down everything in their diaries and for those children who have been absent. We thank you for your support and collaboration.

Yours sincerely,

Mr. Paul Asir Joseph  
( Principal )

