

# ST. MARY'S CATHOLIC HIGH SCHOOL

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## مدرسة القديسة مريم الكاثوليكية الثانوية

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OUR REF : .....

TRN : 100259955100003

### 'BUILDING BRIDGES OF TOLERANCE'

Date : Monday, 7<sup>th</sup> October 2019

**To : Parents of students from Year Seven - Year Eleven - 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, homework, circulars and other activities for students, who might not always communicate the same to you, we have set up a group email for each class for students from YEARS 7-11.

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
- If notebooks have been taken for correction
- Any university or career sessions for older students
- Assessments Schedule
- Other school/class-related reminders

We hope that this will help towards a better means of communication for you and a means of assistance for those children who have been absent. We thank you for your support and collaboration.

Yours sincerely,

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

