



OUR REF :

TRN : 100483609200003

DATE : Wednesday, 21st October 2020

To: The Parents of students in Years 4-13 – DISTANCE and BLENDED LEARNING UPDATE

Dear Parents,

Greetings from Saint Mary's. Please read through these important updates for week nine. We pray that all of you and your children are safe and well.

REFUND FOR ARABIC/ MORAL ED./ ISLAMIC STUDIES TEXTBOOKS:

We have asked Arabic teachers to include these as PDF copies in the Google Classroom for the children as we understand that some children might have given away their text books since we were made aware of the MOE decision only when we began this year. We request your patience while we sort out a process for refunds for those parents who had ordered for and paid for these books through Iris International. Social Studies books were changed this year and MOE is in the process of providing these to us. We will inform you shortly about collection of the same. In the meanwhile teachers are providing all the relevant learning ,material for the students.

FIRST TERM FEES:

A reminder to all parents that the last date for the payment of the First Term Fees has now passed.

WE WILL BE CONTACTING PARENTS WITH OUTSTANDING FEES SOON TO INFORM YOU ABOUT THE NEXT STEPS. Your collaboration in settling your child's first term fees immediately is the need of the hour.

IMPORTANT NOTICE FROM KHDA –TRAVEL REGULATIONS AND TRAVEL DECLARATION :

A reminder to all parents to check the school website for this important update from KHDA as regards student travel and the required travel declaration form that needs to be filled.

GUIDANCE SESSIONS FOR PARENTS FROM LIGHTHOUSE ARABIA :

We have uploaded details of three sessions for parents from Lighthouse Arabia on the school website.

GL CAT-4 EXAMINATIONS:

We have already sent you a separate and detailed circular regarding these exams so this is only a reminder of the schedule. ***The entry fee is AED 65/- for the test , the exact amount of which must be paid ONLY VIA THE SKIPLY APP NO LATER THAN 28TH OCTOBER 2020. This amount has been included in the Parent Contract as well. Year 12 was only included this year after the KHDA Parent-School Contract was sent out. Please note that PASS does not carry any charge.***

Students who have joined the school this year in the year groups being tested, and have done the CAT4 exam last year in your previous school, are requested to kindly submit your CAT4 results to your class teachers via email.

Kindly note the schedule for your child's examination : **ALL CHILDREN MUST BE PRESENT ONLINE ON THE DAYS SCHEDULED FOR THEIR EXAMS.**

CLASS	DATE	DAY
YEARS 6, 8 10 AND 12 PASS	5 th NOVEMBER	THURSDAY (9:00 AM - 11:00 AM)
YEAR 2	6 TH NOVEMBER	FRIDAY (9:00 AM -11:30 AM) We have chosen a Friday morning to ensure that at least one parent is at home to facilitate the technology and assist the children in the event of any technological issues. The Class teachers and IT support staff will be there to assist you and your children.
YEAR 4 & YEAR 6	12 th NOVEMBER	THURSDAY (9:00 -11:30 AM)
YEAR 7, 9 & 12	19 TH NOVEMBER	THURSDAY (9:00 -11:30 AM)

IBT ARABIC A AND ARABIC B EXAMINATIONS:

We have already sent you a separate and detailed circular regarding these exams so this is only a reminder of the schedule. **Please check the system requirements and browser settings well in advance and kindly use the link to run the check.**

TUESDAY	10TH November 2020 9:00 AM	ARABIC A	YEARS 5-10
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TUESDAY	17TH November 2020 9:00 AM	ARABIC B	YEARS 5, 7 & 9
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The entry fee is AED 45/- for this exam , the exact amount of which must be paid ONLY THROUGH THE SKIPLY APP NO LATER THAN 30TH OCTOBER 2020.

WORLD ENERGY DAY 22ND OCTOBER 2020:

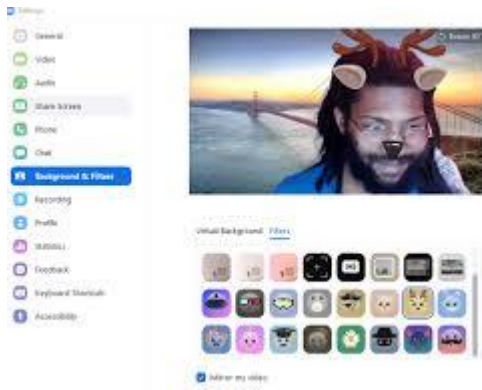
This World Energy Day let's unite our efforts to protect the planet. Together we can make a positive impact. Remember that every small act counts. Pledge on www.dewa.gov.ae

NEW LESSON TIMINGS WITH SCREEN BREAKS IN BETWEEN LESSONS:

We have posted new lesson timings to include screen breaks in between lessons. These went into effect from Sunday, 18th October 2020. We have done this to provide a space for the children away from the screen to help overcome the effects of screen fatigue. Our hope is that the children use this break to physically move away from the screen and do a bit of stretching and perhaps take a little walk in any physical space available to them. We would also like you to remind children about the **20-20-20 RULE- The rule says that for every 20 minutes spent looking at a screen, a person should look at something 20 feet away for 20 seconds.**

NEW ZOOM FILTERS NOT TO BE USED BY CHILDREN FOR LIVE LESSONS:

Please remind your children that the new Zoom filters are not to be used for live lessons. Teachers will remind them as well and they have been instructed to remove children from lessons if they use these filters.



WELL -BEING INITIATIVE -AN ADDITIONAL PE LESSON FOR YEARS 5 THROUGH 9 :

A part of our commitment to well-being, we will be having an additional PE lesson for the year groups mentioned during their Activity lessons to get children moving and physically active. Kindly encourage your children to attend these sessions as this will help them stay fit and active. Please find the schedule for these sessions below.

Sunday – Third lesson	Year 9 B/C/F
Sunday- Eighth lesson	Year 9 A/D/E
Tuesday-Sixth lesson	Year 5 A/D/E/B/C/F
Tuesday-Seventh lesson	Year 7 A/D/E
Tuesday-Eighth lesson	Year 8 A/D/E
Wednesday- Fifth lesson	Year 6 A/D/E
Wednesday- Sixth lesson	Year 6 B/C/F
Wednesday- Seventh lesson	Year 7 B/C/F
Wednesday- Eighth lesson	Year 8 B/C/F

STUDENT PRIVATE CHAT GROUPS ON WHATSAPP/ ZOOM/ HANGOUT / INSTAGRAM:

We have been notified by several parents over the last few weeks that many children as young as year 5 have created private groups with students from different classes and year groups and that often the language and content of these conversations is not at all age appropriate and also includes language and content that is vulgar and disrespectful. It would be wise to talk to the children not to be part of groups that are likely to cause potential problems and we would encourage all parents to please monitor your child's participation in these chat groups. You will be the best judge to decide if your child should be part of a group or not based on the content that you see.

BLENDDED LEARNING CRITICAL AND EMERGENCY RESPONSE REQUIRED:

If any child who has opted for Blended Learning shows symptoms of Covid-19, they must be kept at home and a diagnosis must be sought from an approved medical practitioner. The parent must email Ms. Lise-Ann on l.pinto-smchs@smgeducation.org and inform her of the status and send a copy of a PCR test that has been conducted. In addition in case a child or a parent, sibling or any family member of a child who has opted for Blended Learning, tests POSITIVE for COVID-19, an email must be sent to Ms. Lise-Ann without delay and the child must be kept at home to self isolate for 14 days. These are critical DHA requirements and as the Health and Safety Officer of the School, Ms. Lise-Ann will then contact the parents of any other child who was in contact with the child in question as well as staff members who will also have to self isolate for 14 days as part of contact tracing requirements. ***A PCR Negative test for a child who previously tested positive is also required in addition to the 14 day isolation in order for the child to return to school.***

DISTANCE LEARNING CRITICAL AND EMERGENCY RESPONSE REQUIRED:

Even if a child who has opted for Distance Learning has tested positive for Covid-19, parents are requested to please inform Lise-Ann via an email, clearly stating your child's full name, class and section, Emirates ID number, date of birth, home address and parent's mobile number. This is because DHA contacts Ms. Lise-Ann both via telephone and email requesting this information and often it is during late hours in the evening or at night and so this information from you would greatly assist the process with DHA.

UPDATED PARENT CONTACT INFORMATION TO SCHOOL & CLASS TEACHERS:

We have uploaded a link on the school website for you to access and provide us the critical information required without delay. **We are still waiting for many parents to fill in this information. THIS IS MOST URGENT!! PLEASE DO NOT DELAY ANY FURTHER !!!**

ZOOM GUIDELINES FOR PARENTS:

WE WOULD LIKE TO REITERATE THAT THE LEARNING SESSIONS IS STRICTLY BETWEEN THE TEACHER AND THE STUDENTS. All previous guidelines have been made available in our PROCESS MAP and we urge you to go through those carefully. We thank you once again for your collaboration with the teachers in supporting your children through lessons.

It is a huge breach of PRIVACY under UAE law to record any live sessions without the permission of all those in a session. Unfortunately it has been observed that some parents and students have been doing this. This is in complete violation of both UAE privacy laws as well as laws concerning Child Safeguarding and Protection and must not ever be done in future. The school will be compelled to report any future actions regarding violation of the same to the relevant authorities. Let us all remember to be respectful to one another as this is a key value to teach our children. **PLEASE REMIND YOUR CHILDREN NOT TO EVER SCREENSHOT ANY LIVE SESSION.** Some have done this and even posted the same on Social Media.

DL SECTION ON OUR SCHOOL WEBSITE:

We would like to remind ALL parents to kindly visit the DL section on our school website as we have been updating it with many useful links , documents, vital information for keeping your children safe online, tips on well-being and mindfulness to name a few. We are sure that you will find these useful and we will keep updating this section as often as we can.

EXPO 2020 SECTION ON OUR SCHOOL WEBSITE:

We would like to invite you and your children to browse this section regularly as we will keep updating it with interesting and relevant resources for the children.

GOOGLE CLASSROOM STRICTLY FOR TEACHERS AND STUDENTS AND NOT A FORUM FOR COMMUNICATION BY PARENTS:

We would like to remind all parents that the GOOGLE CLASSROOM is an educational space strictly for the children and their teachers. **KINDLY DO NOT POST MESSAGES TO THE TEACHERS IN STREAM.** If you wish to communicate with any teacher kindly send them an email.

CLASS TEACHER SESSIONS WITH A FOCUS ON WELL BEING:

Every class will have two sessions with their class teachers on ANY two Thursdays of the month from **12:00 – 12:20 pm. (school hours)**. Class teachers will inform students which Thursdays this will be scheduled for their respective classes. Attendance is mandatory and there will be a focus on well being as well as a space to share any urgent concerns with their teachers.

ASSESSMENTS AND ASSESSMENT POLICY:

We have uploaded our reviewed and revised *Assessment Policy* on the school website and we invite you to kindly go through it carefully. You will also receive an Assessment schedule from your child's class teacher. Please note that schedules are unique to every section and are based on lessons that are available for that particular section on a particular day. Submission of some assessments that require written work will have to be turned in at the end of the session.

Academic honesty is a fundamental part of learning and teaching and a core value of Saint Mary's Catholic High School Dubai.

While we understand that children are in your physical space during these assessments we also know and trust that parents are the first teachers of values to their children. We therefore request you to only facilitate or help with the technological aspect of the assessment administration if needed but to refrain from assisting in any way with the content of the assessment. We know that above all else both parents and teachers want the values of honesty and integrity to be deeply embedded in the children as key drivers for their journey through life. Children watch us very closely and look up to us as role models and we want them to know that they can continue to maintain these values even when they are doing an assessment at home. ***For older children, we recommend that you have a conversation with them about the school's clear expectations for 'Academic Honesty' and that they must not resort to any unfair means while doing their assessments.***

ATTENDANCE FOR THESE ASSESSMENTS IS CRITICAL AND WE URGE YOU TO SPEAK TO YOUR CHILDREN ABOUT NOT TAKING THESE LIGHTLY. WE WILL NOT BE IN A POSITION TO CREDIT OR MARK ASSESSMENTS THAT HAVE NOT BEEN DONE OR THAT ARE TURNED IN LATE. If a child is sick please send an email to the class teacher and please cc the subject teacher if a child has missed a test in a particular subject.

As part of the Academic Honesty and Integrity students MUST NOT EVER UNSUBMIT any assessment submitted in Google Classroom for editing purposes. Teachers get a notification when a student UNSUBMITS a document and NO MARKS will be given in this case.

MISSED ASSESSMENTS:

In case your child is unwell or if there is any other emergency and he or she misses an assessment, please send an email to the respective subject teacher and copy the class teacher as well. Rescheduled assessments will take place on a Saturday morning and the teacher will communicate further details to you.

WEEKLY LESSON PLANS:

Every Saturday, we will upload the lesson plans for the week so that you will know in advance of the week what your child is going to be learning in the week to come. These plans can be found under the relevant departments on the school website.

SCHOOL EMAIL ID TO BE USED EXCLUSIVELY FOR SCHOOL WORK:

Students **MUST NOT USE** the school email ID credentials to register on any gaming website or third party eBook websites etc. Students should be very careful when visiting any website they are unsure of as there is the potential possibility of clicking on pop ups which could lead to inadvertently sharing information from a child's device to the linked pages. If any student or parent finds any unusual activity happening with your school email ID, kindly forward the same to IT support on their email and they will look into the matter immediately.

PDF COPIES OF BOOKS FOR READING YEARS 4 THROUGH 8:

We have made available PDF copies of books (one per year group) that children have to complete reading by the end of this month. They will have a reading related task based on this book in the first week of November and these marks will count towards English Language for the first report in November. Please support the children by encouraging them to read the books with interest.

COMING SOON – KHDA WELLBEING CENSUS:

We will update you about this event in greater detail next week.

We are always grateful for your support and collaboration. Let us continue to hold one another in prayer and be hopeful for better days ahead. We also pray for the families in our school community who are grappling with ill health and other challenges. Stay safe and blessed.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)

