



OUR REF :

TRN: 100483609200003

DATE : Thursday,18th March 2021

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

Dear Parents,

Greetings from Saint Mary's. We continue to ask all of our Marian family to hold the school community in prayer especially for the health and safety of our children and their extended families. We pray in a special way for those families that are facing many challenges with health and other difficulties related because of the Pandemic and we trust that a peaceful healing and happier times return to one and all. Please read these important updates as we move into week thirty of this Academic Year.

IN MEMORIAM:

The Pandemic has severely impacted some families of our larger Marian Family and with great sadness we share with you all that we have recently lost four parents and the spouse of a staff member to this illness. We ask you all to hold these families in close prayer especially praying for strength for the families to cope with such a difficult loss.

REVISED ADMIN. OFFICE TIMINGS EFFECTIVE IMMEDIATELY:

All parents are requested to please make a careful note that commencing immediately the School Admin Office will be **closed on the First and Third Saturday of every month** and **will work from 8:00 am to 12:30 pm on the Second and Fourth Saturday of every month.** For any urgent collection of documents, the office will intimate you on a case by case basis of any other timings during the week when documents may be collected.

TRAVEL DECLARATION:

In order for the school to be compliant with the UAE Covid-19 travel requirements, please click on the official DHA link (available on website) and answer the relevant questions even if your child has not travelled. We appreciate if you are not travelling that you complete it as soon as possible. If you are travelling, please complete it prior to your child's return to lessons. The email required to be filled in the field on the form is :

traveldecl-smchs@smgeducation.org

NEW DHA REQUIREMENTS FOR REPORTING COVID-19 SCHOOL CASES:

Even if a child who has opted for Distance Learning / Blended Learning has tested positive for Covid-19, parents are requested to please access a new link <https://forms.gle/P38FvRf6NP38vjav8> provided on the school website as per new DHA requirements and fill it up without fail. The new requirements necessitate that the PCR test report is sent by parents to the school on the same day that they receive it from the lab. **THIS IS NOW MANDATORY FOR PARENTS AS PER DHA.**

SPRING BREAK :

The Spring Break for the Academic Year 2020-2021 commences on 28th March 2021 and students will return to school on Sunday, 18th April 2021.

FINAL EXAMINATION PORTIONS and TIMETABLES :

The portions for the final examinations will be uploaded under the relevant Department categories on the school website on the 27th of March 2021. Please refer to the school calendar on the website for dates for Final Examinations. Final examination time tables will also be uploaded on the same day. Please note that some GL examinations will be scheduled in early June 2021 as the window for these is until 17th June 2021.

CIRCULAR ISSUED AS A REMINDER ABOUT SANCTIONS AND PROTOCOLS REGARDING CYBERBULLYING/ BULLYING AND INAPPROPRIATE USE OF SOCIAL MEDIA (YEARS 7-13):

Every Parent is reminded to kindly go through the circular that was posted on Thursday, 25th February 2021. It has been sent to all SIMS Parent Apps and class teachers have also sent it to the class group email. Please treat this matter seriously.

IBT ARABIC EXAMS 2019:

Parents of students who sat their IBT examinations in 2019 may come to the school office on any working Saturday to collect your child's IBT Arabic certificate and corresponding report.

IBT ARABIC EXAMS 2020:

Parents of students who sat their IBT examinations in November 2020 are requested to kindly go through the instructions at the end of this circular to download your child's report and certificate. We have sent your child the student ID to his/ her school email. This will be required. Please follow the steps in the info graphic attached to this circular.

GL EXAMINATIONS IN ENGLISH , MATHS & SCIENCE FOR YEARS 4-10 (MAY-JUNE 2021) CIRCULAR ISSUED ON 15TH MARCH 2021:

Parents are requested to kindly go through the circular carefully and kindly remember to email a copy of the SKIPLY PAYMENT RECEIPT to the class teacher when you have made the payment. The deadline for the payment of AED75/- for the GL Exams is 10th April 2021.

FIRST HOLY COMMUNION FOR CATHOLIC STUDENTS IN YEAR FOUR:

Please note that in collaboration with the Parish, the First Holy Communion has been arranged for Catholic students in Year Four whose parents wish for them to receive this Sacrament this year. The relevant circular has been sent by your child's class teacher to the class group email / child's individual school email later today. Please go through it carefully. For any clarifications you may email the subject leader for Bible, Ms. Judith Tarugo.

RETURN FOR THE NEXT ACADEMIC YEAR 2021-2022 :

It is that time of the year when we need to request parents to start thinking about whether your child will be returning for the next Academic Year 2021-2022 and we will be providing you with a form and some additional details before the Spring Break but we would like you to begin thinking about re-registration for next year.

SOCIAL MEDIA NOT RECOMMENDED FOR PRIMARY CHILDREN :

Parents are requested to kindly make sure that Primary Children are not using Social Media as they are well below the statutory age to hold these accounts. We have also noticed that many children as young as Year 4 have their own Whatsapp accounts and we at St. Mary's highly discourage this practice as the children are not mature enough to handle these and often wind up in difficult conversations with their peers that might cause potential problems for parents if these are flagged to any local authority for their impropriety.

SOCIAL MEDIA FREQUENT CHECKS BY PARENTS FOR SECONDARY CHILDREN :

Parents of secondary children are strongly encouraged to kindly make frequent checks of your child's use of Social Media. We have seen in many cases that minor children are being sought out on Instagram, Snapchat and other platforms by much older individuals for chats and conversations. It is important for parents to know who their children are conversing with to protect them from any potential safeguarding issues. We would also like to remind parents about your children's use of inappropriate content and language on Social Media Platforms which you will be aware of only if you make frequent checks of the same. Please have your child remove himself/herself from private social media groups that are not encouraged or recommended by us at St. Mary's. The school cannot take responsibility for private groups started by students and we strongly discourage the formation of these groups as well as discourage student participation in them. It is once again important here that ALL PARENTS check your children's digital activity frequently including group activity if your child is part of private groups created by students.

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. The process of uploading might necessitate that plans will be only fully available by Sunday morning.

YEAR 11 AND 13 BOARD EXAMINATIONS:

We have been officially informed that the Edexcel Board will use a robust approach based on teacher assessment for GCSE/ International GCSE, GCE/ International AS/A Level assessment in May-June 2021 and exams will not go ahead as planned. We will continue to update you of the next steps. We would ask you to reiterate the importance of daily study to your children so that they are doing their best on all assessments as we have been encouraging them with from the beginning of this year. We would also like to clarify that although exams are not going ahead, Pearson Edexcel will continue to provide a full Qualification for the candidates even in the absence of exams and these Qualifications are a prerequisite for the next phase of your child's educational journey. The full amount had to be paid for registrations for the Qualifications and if there are any partial refunds at a later date we will inform you as and when we have been informed by Pearson Edexcel.

MOCK EXAMINATIONS YEARS 11, 12 & 13:

We have attached the Mock Examination timetables to this circular. Please note that Mock Examinations will be held virtually to ensure the health and safety of all involved. **However please explain to your children very carefully that should there be any doubt that unfair means were used while answering any of the exams then the school reserves the right to require the student to re-take the entire series of exams on the premises. The school will also be using a three year trend analysis of attainment and progress of every student in ascertaining that academic integrity has been rigorously maintained by the student in answering these examinations.** We have always held the students of St. Mary's in high esteem as far as their integrity and respect for the Marian Values is concerned and we would like to remind them that these values must be the cornerstone while they take their Mock Examinations. We have included a reminder of the Examination rules and regulations as well as a reminder of the Academic Integrity Policy . Kindly ensure that your children have a laptop in good working condition and a fast and uninterrupted Wifi Connection well in advance of the exams.

Years 11 and 13 and those doing Mock exams in Year 12:

Students will receive their examination question paper and they will be required to write the answers just as they would on ruled paper sheets and scan it as a PDF document and send it to a specially created GOOGLE CLASSROOM for Examinations. There will be a separate time allocated after the exam for students to scan and post their answer scripts. Full details of the process can be found below. **It is imperative that children have a good supply of good quality ruled refill pad paper only (not notebook size) and a digital device that works well so as not to hamper their work. Please ensure that you have a good and stable Wifi connection for the examinations. A desktop or laptop is preferable to a tablet.**

PROCESS TO BE FOLLOWED FOR MOCK EXAMINATIONS:

For the smooth conduct of the exam we request you to ensure that the following points are taken care of

- 1) Check the device that your child is using well in advance and ensure that it does not have any hardware or software issues.
- 2) The **CAMERA** and **MICROPHONE** MUST be in good working condition.
- 3) Kindly ensure that an uninterrupted WI-Fi network is provided for your child.
- 4) It is MANDATORY to switch on the device camera for the duration of the exam.
Answer Scripts will not be evaluated if the camera is not switched on.
- 5) Students must only use the RAISE THE HAND OPTION if they have a doubt.
- 6) Class teachers will schedule the Zoom call for 7:45 am and take attendance. Class teachers will monitor them while they take the exam. A special Google Classroom for Exams has already been created before the first term exams and the papers will be posted there. The start time of ALL MORNING SESSIONS will be 8:00 am and teachers will inform students daily about the end time as paper durations will differ across subjects.
- 7) Students will be given 20 minutes at the end of each exam to scan the answer sheets. Answer sheets MUST be scanned using a good quality mobile scanner/regular scanner in pdf format and be turned in to the special Google Classroom for exams. In case of any technical difficulty they must contact the class teacher or teacher in charge of their class for Mock Examinations immediately for further instructions.
- 8) Answer script files should be named as Student name_Subject_Class/Section (Danielle_Physics_11A)
- 9) Answer scripts that have not been turned in within the 20 minute window provided for this purpose will not be evaluated.
- 10) Students who experience a Wifi disruption will be asked to come to school to take the exam and therefore it is imperative that parents do their best to ensure a stable Wifi connection.
- 11) Where the number of lines have been specified for answers, then only those number of lines must be used to answer as this is similar to the board exam requirement for answering.

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 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 Mock Examinations.*

ATTENDANCE FOR THESE EXAMINATIONS 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 with the attached medical certificate as evidence to Lise-Ann on lpinto-smchs@smgeducation.org. Kindly mention your child's full name and section and the exam/s missed in your email to her.

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.

Please explain to your children very carefully that should there be any doubt that unfair means of any kind were used while answering any of the assessments then the school reserves the right to require the student to re-take the entire series of assessments on the premises. The school will also be using a three year trend analysis of attainment and progress of every student in ascertaining that academic integrity has been rigorously maintained by the student in answering these examinations.

ADMISSION TO YEAR 12 FOR THE ACADEMIC YEAR 2021-2022 –PARENTS OF YEAR 11 STUDENTS:

(This was shared in the circular of 19th September 2020 as well as 11th and 17th February 2021, 4th March 2021 and is being shared again since there are many queries regarding admissions to A-Level)

We would also like to bring to your attention that under the British system, a student completes high school with the completion of his/her O-Level. **Hence the admission to A-Level is then a process of a 'NEW ADMISSION'.**

We would like to point out very clearly , that admission to A-Level is not automatic. The conditions for a student to be considered for a place in A-

Levels are as follows.

- **SHOULD HAVE AN EXCELLENT BEHAVIOURAL RECORD**
- Must opt for 4 subjects with a high grade average in the subjects opted for.
- Admission will be merit-based.
- Hold a high grade average in ALL SUBJECTS (Internal Exams) in Year 11
- Should have not had any serious or repeated disciplinary issues over Years Nine through Eleven.
- Should not have engaged in activities, in or out of school, which tarnish the reputation of the school.
- **Hold a minimum attendance record of 95%**
- **Be prepared for an entrance exam in the subject opted for that has not been taken at O-Level.**

Please check the school website after the Spring Break for admission forms to A-Level.

ADMISSION FORMS FOR THE ACADEMIC YEAR 2021-2022:

We would like to inform all parents that admissions to the Academic Year 2021-2022 are now open only for year 10. There will be NO ADMISSIONS FOR YEAR ELEVEN. Kindly check the school website www.stmarysdubai.com for the admissions notice for further information related to admissions.

SECOND TERM FEES – PAST THE DEADLINE FOR PAYMENT:

Please note that Second term fees should have been paid by the 31st of January 2021. We will not be able to issue any letters or other official documents to students who have any Outstanding Fees at this point. **Please note that answer scripts of Mid-Term assessments which are due at a later date, will only be sent if ALL FEES FOR THE ACADEMIC YEAR HAVE BEEN PAID.**

OUTSTANDING FIRST TERM FEES :

We are at a time junction of having gone four months past the last day for first term fee payments but we still have a large number of students with outstanding fees for the first term. We are urging all parents who have not yet cleared these outstanding fees from term one to do so without delay. Please note that we will not be in a position to provide examination marks, report cards, reference letters or any other official documents to students who still have outstanding first term fees.

MID TERM ASSESSMENTS :

It is the last week for the second round of mid-term assessments.

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.

Please explain to your children very carefully that should there be any doubt that unfair means were used while answering any of the assessments then the school reserves the right to require the student to re-take the entire series of assessments on the premises.

READING FOR PLEASURE & READING QUIZ:

One book will be assigned for children to read during the Spring Break and a quiz on these will be conducted after the break and the marks will be integrated into the third report for English Language. Reading is the most valuable skill and we would like to embed this skill in every child, so your support in encouraging them to read with interest will be greatly appreciated.

BLENDED LEARNING:

Please note that every child must bring a fully charged device for use during lessons on the days when they are on-site. Face shields are a must and the Hygiene Kit must contain three masks, a Face Shield, personal sanitizer and a pack of sanitizing wipes. **Children must also carry a headset with them.**

COMPETITION AND PROGRAMME PARTICIPATION UNDER DL SECTION OF OUR WEBSITE:

We would like to invite you to please check this new section we have added for many interesting programmes and competitions that the children can participate in.

BLENDED LEARNING ADDITIONAL CRITICAL AND EMERGENCY RESPONSE REQUIRED:

In case 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 10 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 10 days as part of contact tracing requirements.

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.

SCHOOL EMAIL ID TO BE USED EXCLUSIVELY FOR SCHOOL WORK:

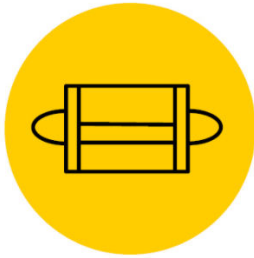
Students **MUST NOT USE** the school email ID credentials to register on any gaming website or third party eBook websites etc. Students should be very careful when visiting any website they are unsure of as there is the potential possibility of clicking on pop ups which could lead to inadvertently sharing 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.

STRONG PASSWORD TO BE SET FOR SCHOOL EMAIL ID & NO SHARING OF PASSWORD WITH OTHER STUDENTS:

It is imperative that parents of students (especially years 4-8) ensure that your child has set a strong password for his/ her school email. Moreover we have observed that many students are sharing their passwords with their classmates and we would like you as parents to remind them that this is STRICTLY FORBIDDEN. Please explain to them the potential issues they could face if they share their email passwords with friends/ classmates.

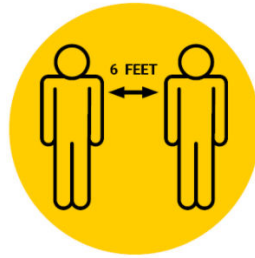
We wish you safe days ahead with blessings of good health for one and all.

Please remember the three W's



WEAR

YOUR FACE SHIELD
OR MASK



WATCH

YOUR DISTANCE



WASH

YOUR HANDS OR
USE HAND SANITIZER

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Paul Asir Joseph".

Mr. Paul Asir Joseph
(Principal)



IBT 2020 ONLINE REPORT AND CERTIFICATES ACCESS – FOR STUDENTS

Participating students are able to access their IBT student report and certificate on the online report delivery system via individual logins.

This is a two-step process:

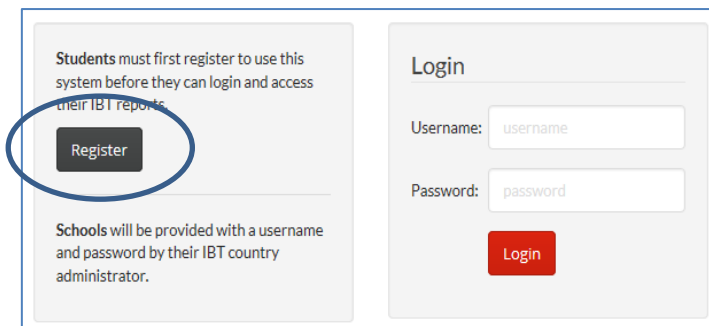
- Register for an account to receive a username and password.
- Login and download the student report and certificate.

Registering an account

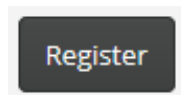
1. In your preferred browser, open the following website address for IBT online reporting to login:

<https://ibtreporting.acer.edu.au/>

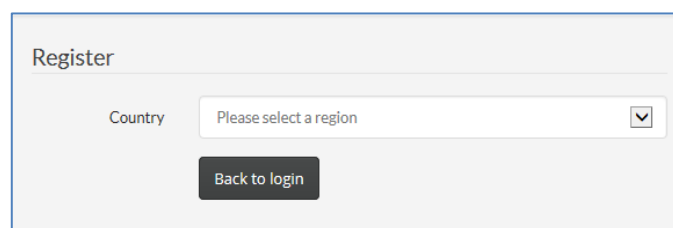
The login page for the online system will be displayed:



2. Select register to set up a student account.



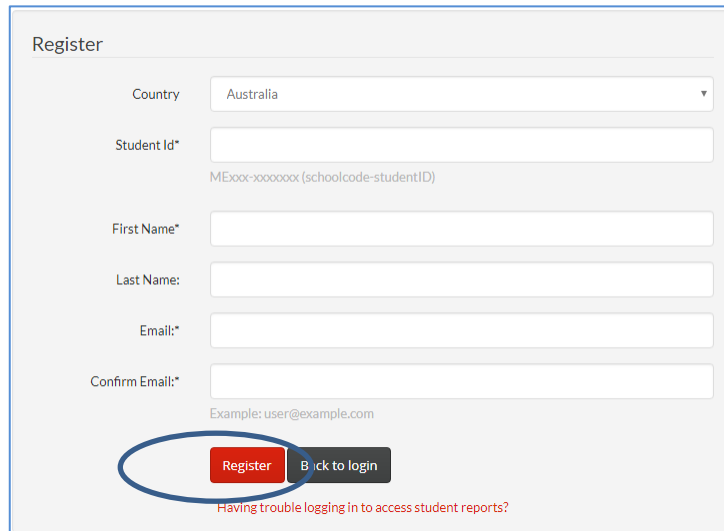
3. Select your country or region.



4. Complete the online registration form.

The following information is required to register:

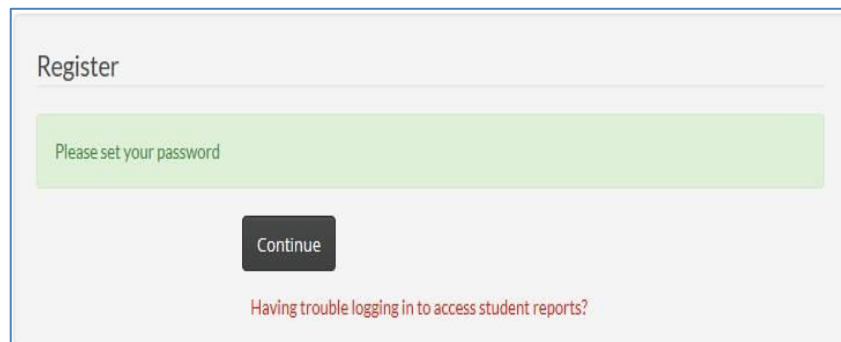
- Student ID
- First name or
- Last name
- Valid e-mail address



The screenshot shows a registration form titled "Register". It contains the following fields and elements:

- Country: A dropdown menu with "Australia" selected.
- Student Id*: A text input field with a placeholder "MExxxx-xxxxxxx (schoolcode-studentID)".
- First Name*: A text input field.
- Last Name: A text input field.
- Email*: A text input field.
- Confirm Email*: A text input field with a placeholder "Example: user@example.com".
- At the bottom, there are two buttons: a red "Register" button and a black "Back to login" button. The "Register" button is circled in blue.
- Below the buttons is a link: "Having trouble logging in to access student reports?"

Click on 'Register' to set your password



The screenshot shows a screen titled "Register" with a green banner that says "Please set your password". Below the banner is a black "Continue" button. At the bottom, there is a link: "Having trouble logging in to access student reports?"

Set password to activate your account

Account Activation

Please create a password to activate your account.
Your password will need to be a minimum of eight (8) characters.

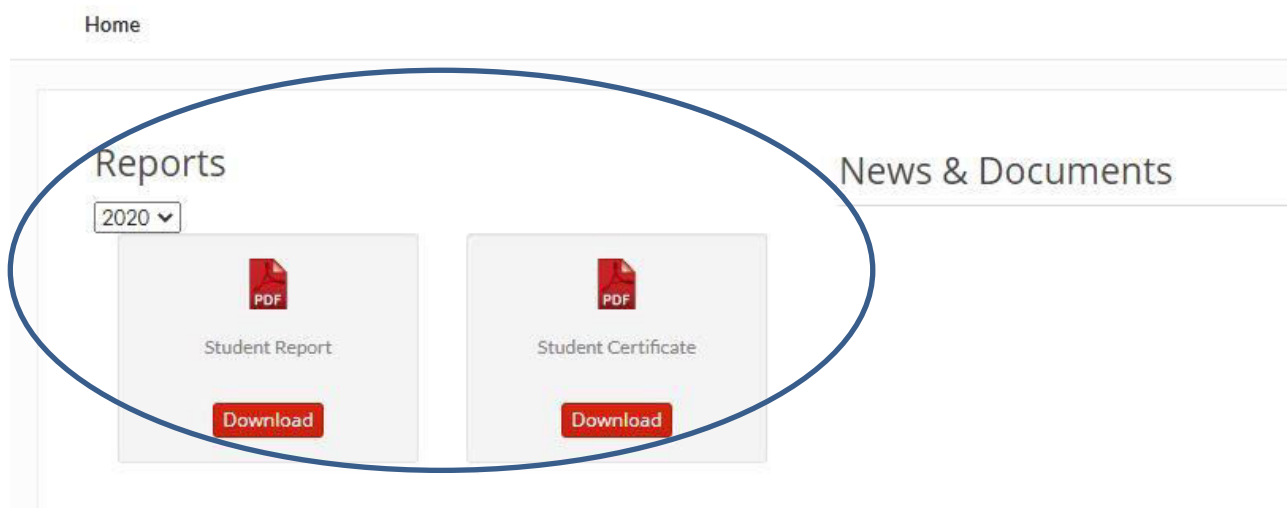
Password:

Confirm password:

[Continue](#)

Logging-in and downloading your report(s)

Click on 'download' to access your report and certificate



Reports for the subject(s) attempted will be provided in one PDF. File. and Certificates as another pdf file.

Further Information

Contact **ACER, Dubai** at:

Email: ibt-me@acer.org

Phone: +971 4 2830 120