



OUR REF :

TRN : 100259955100003

Saturday, 27th August 2022

**To: The Parents of students in Years 1-13 – FIRST UPDATE FOR THE
ACADEMIC YEAR 2022-2023 - WELCOME BACK TO SCHOOL**

Dear Parents,

Greetings from Saint Mary's Catholic High School. We would like to offer right at the onset our most sincere prayers and blessings for all the families of our bigger Marian family as we begin to prepare to journey through another school year. We would like to take this opportunity to welcome back our existing Marian family members and we warmly welcome all those children and parents who have joined our Marian Family this year. Please go through this update, albeit a long one, very carefully as it will give you a good insight into how we are moving forward with teaching and learning as well as give you other important information at the start of the new year.

**EXISTING KHDA PROTOCOLS FOR FACE - TO - FACE LEARNING AT DUBAI
PRIVATE SCHOOLS:**

There have been no major changes to existing protocols from KHDA. **USE OF MASKS
INDOORS IS MANDATORY AND MUST BE STRICTLY
ADHERED TO by all staff and students.** We will continue to do our best to maintain physical distancing and will follow regular sanitisation procedures.

FIRST DAY OF SCHOOL, 29TH AUGUST 2022. WHAT WILL IT LOOK LIKE? :

The 29th of August, 2022 will be the first day for the whole school except Year 12 students who will come in the following day, 30th August. Year 12 students sitting entrance exams will report on the 29th of August 2022 at 8:00 am. The first four lessons of the day will be set as time with the class teachers who will meet the children and give them various guidelines about all that they need to know about their lessons and discuss school rules and how Google classroom will be used for posting homework etc. School timings are 7:10 am until 1:40 pm

STUDENT SCHOOL EMAIL ID:

Your child's school email will be a focal point for our communication to you. **We will use a parent's email only to communicate outstanding fee or disciplinary issues.** In the coming weeks we will be creating **a CLASS GROUP EMAIL** for every class. This is for the dissemination of information daily from the class teacher to the parents of this class and we request parents not to write back to this address. We recommend that every parent checks this email after 6:00 pm everyday for important updates.

BOOK DELIVERIES :

Please check the attached clarification circular regarding book deliveries.

PAYMENT OF TERM FEES :

Payment of Term Fees

All FIRST TERM FEES MUST be paid via the **SKIPLY APP** or a direct Bank Transfer between the 20th of August and the 30th of September 2022. First Term fees that are not paid by the 30th of September 2022 will then be considered as OUTSTANDING. Please respect the fee payment deadlines. Second Term fees must be paid between the 1st of December 2022 and 31st January 2023. There are NO CHANGES to the FEE STRUCTURE for the next academic year 2022-2023. There has been no fee increment and the fees for all year groups stand the same as the current year. You can find the fee table on the school website.

The school's RAK Bank account is mentioned below:

Account Name: St.Mary's Catholic High School

Account No: 0182154991001

IBAN No.: AE860400000182154991001

Bank: The National Bank of Ras Al-Khaimah

SWIFT CODE: NRAKAEAKXXX

Once a transfer has been made, please share the transfer details, the student name, Year & section and student's SIMS ID number through email to "fee-smchs@smgeducation.org"

We would like to remind ALL parents that timely fee payments are important for the sustained functioning of the school. We urge parents not to delay fee payments and ensure that you have paid well within the stipulated fee payment window for each term.

FINANCE-RELATED EMAILS:

1) fee-smchs@smgeducation.org

ALL FEES Related matters (payments) : Kindly make sure to send the transaction details with the required SUBJECT Header for quick validation of your concerns and attached proof of payment.

(Mode of Payment / Particulars/ Amount / Student ID)

SKIPLY/ TERM 1 FEES/ 4,800 Dhs / 002563 / Kiandra Smith / 11A

SIMS Student Registration Number Request must also be sent to the email above.

2) finance-smchs@smgeducation.org

ALL INVOICE, ACCOUNTS RECONCILIATION, TC and other related matters

Kindly make sure to send the transaction details with the required SUBJECT Header for quick validation of your concerns and attached proof of payment.

(Particulars/ Student Details)

Request for Pro-Forma Invoice / 002536 / Kiandra Smith / 11A

REMINDER OF KHDA HEALTH AND SAFETY PROTOCOLS :

The protocols that were issued in March 2022 remain the latest and have been attached to this circular for your reference.

SCHOOL CANTEEN:

The school canteen will be operational from Monday, 5th September 2022. However we strongly discourage primary students from buying food at the canteen, rather they would benefit from healthy snacks/ food carried from home. Parents must keep in mind that crowded canteen lines are not viable for younger children and as much as we do try to streamline the queues, it is not always possible to whittle down the crowds.

APPROVED KHDA CALENDAR FOR ACADEMIC YEAR 2022-2023:

Parents are requested to check the approved KHDA School Calendar for the Academic Year 2022-2023 that has been attached to this circular for your easy reference. This will help you plan ahead. If the regulators make any changes to the same we will inform you immediately. Please note that only emergency medical leave will be approved during school days. Leave for family holidays and celebrations must coincide with the school holidays as per the KHDA calendar. Leave for events like graduations, weddings, parties etc will not be granted during school days and if absences like this occur during exams, there will be no re-exams in that case.

GOOGLE CLASSROOM:

Class teachers and subject teachers will be adding students to their respective Google Classrooms over the week. Reference material, homework assignments, teaching and learning material will be posted in Google Classroom and this will continue to be of critical importance .

UNIFORMS:

Please refer to the uniform circular attached. While we understand that some uniform sizes might not have been available especially for new admissions , we will be flexible with those children for the first week and they may wear simple clothes (Jeans, t-shirts, trousers, skirts, blouses , dresses) .

CRITICAL AND EMERGENCY RESPONSE REQUIRED IF ANY STUDENT TESTS POSITIVE, EVEN AT THE WEEKEND:

If any child shows symptoms of Covid-19, they must be kept at home and a diagnosis must be sought from an approved medical practitioner. **If a child tests positive, the parent must email a copy of the PCR test to the school doctor and Lise-Ann. These are critical DHA requirements and have to be treated with the utmost seriousness.** The school will then contact the parents of any other child who was in contact with the child in question for contact tracing. *A DHA Clearance Certificate for a child who previously tested positive is also required in order for the child to return to school.* Asymptomatic close contacts need not isolate.

SIMS PARENT APP/ ACTIVE LEARN:

Please note that these are still in process and our IT Support will be sending out the invitation and credentials for the same in some time. We will let you know via a circular when that process gets rolled out. Kindly do not email IT Support for this at the moment.

BOARD EXAMINATION FEES:

We would like you to be informed well in advance that EDEXCEL LONDON BOARD EXAMINATION FEES will be collected in the month of NOVEMBER 2022 for students in years ELEVEN and THIRTEEN. We trust that this will help you to budget accordingly. You can check your KHDA Parent-School contract for the BOARD EXAM FEE AMOUNT for each year group.

KHDA PARENT-SCHOOL CONTRACT FOR NEW STUDENTS:-

The KHDA PARENT-SCHOOL CONTRACT has been published for ALL parents. Please keep a look out for it and make sure you sign it without any delay.

URGENT QUERIES AND CONCERNS:

If you have any urgent queries and concerns, kindly send an email to our Vice Principal , Ms. Lise-Ann on l.pinto-smchs@smgeducation.org and she will get back to you. Please include your telephone number in case she needs to call you.

We take this opportunity to wish each and every one of you a safe and happy weekend and a warm welcome to this new Academic Year.

Yours sincerely



Mr. Paul Asir Joseph
(Principal)



Staying Safe

Updated safety standards for private schools, universities and early childhood centres in Dubai

★ What's New? ★

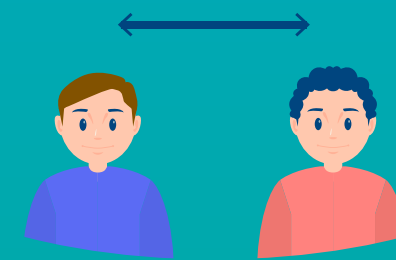


Face masks are no longer required outdoors. They remain compulsory indoors.*



Children, students and staff who are considered close contacts but do not show Covid symptoms are not required to isolate and can continue attending classes.

What stays the same?



Physical distancing



Regular and consistent sanitisation



Contact tracing by Health and Safety Officers



Compliance with safety standards from Dubai Government authorities



Close contacts can only return to school if they are free of symptoms.



Positive Covid cases must isolate for 10 days

* for students in Year 2/Grade 1 and above

August 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31

School Days: 3

September 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	.	.	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	.	.
.

School Days: 22

October 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31

School Days: 20

November 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30
.

School Days: 21

December 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	.	.	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	.
.

School Days: 5

January 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31

School Days: 22

February 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	.	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28
.

School Days: 19

March 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	.	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	.	.
.

School Days: 18

April 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
.

School Days: 13

May 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31

School Days: 22

June 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	.	.	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	.	.
.

School Days: 18

July 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31

School Days: 0

Academic Year (Total School Days) (Minimum days required to submit the calendar is 182)
The total number of days that students formally attend school and includes instructional days, examinations, academic and non-academic activities.

Total days
183



OUR REF :

TRN : 100259955100003

Date: 1st July 2022

To: Parents of STUDENTS FROM YEAR ONE TO YEAR THIRTEEN (AND NEWLY ADMITTED STUDENTS)

Re: CLARIFICATIONS REGARDING UNIFORM POLICY FOR ACADEMIC YEAR 2022- 2023

Dear Parents,

Greetings from St. Mary's. We are writing to remind you about the existing uniform policy which will continue through for the academic year 2022 - 2023. There are no changes to the school uniform for the next year.

A detailed circular / process map for the sale of the BOYS' POLO TEES, HOODIES AND THE SPORTS UNIFORMS WILL BE ISSUED IN THE FIRST WEEK OF AUGUST. PLEASE CHECK THE WEBSITE FOR THE SAME. THAT CIRCULAR WILL ALSO HAVE ATTACHED ORDER FORMS THAT MUST BE PRINTED AS A SINGLE COPY PER CHILD AND BROUGHT WITH YOU ON THE DAY OF THE SALE OF UNIFORMS.

SCHOOL UNIFORM

Girls' Shirt:

All girls will continue to wear the light blue blouse with the school logo. **We request parents to kindly make sure that the size selected for your daughter is appropriate with a slightly looser fit for a more modest appearance.**

Girls' Skirt :

Girls will also continue to wear the existing grey skirt, but we would appeal to all parents to make sure that the skirts purchased for your daughter, are worn modestly and are of appropriate length. (must cover the knees while seated). **It has been an unpleasant experience to have to constantly correct our young ladies for the often immodest length of their skirts and we strongly urge all parents to take strict cognizance of the same and to ensure that your daughters' skirts are well below the knee. Do take into account sudden gains in height when you purchase the skirts.**

Boys' Uniform :

Boys will also continue to wear the white T-Shirt with the school logo and navy blue trousers.

Boys' and Girls' Sports Uniform :

Boys and girls in Primary School (Years 1 through 6) will wear dark navy blue track pants and a T-shirt in their respective house colours with the house logo on the back and the school logo in front. (However if parents wish to purchase shorts for primary boys and girls to wear during the warmer months, these will be made available.) However Students in Secondary school (Years 7 through 11) will wear dark navy blue track pants and a T-shirt in their respective house colours with the house logo on the back and the school logo in front.

SHOES (GIRLS)

GIRLS will be allowed to wear sports shoes (ONLY FULL WHITE) on the days they have sports and / or co-curricular activities. On other days, all girls MUST wear BLACK FORMAL LEATHER SHOES with GREY SOCKS.

School Formal Leather Shoes must be fully black. Sports shoes must be regular white. No additional colours, whatsoever will be accepted. If the shoes have laces, the laces must be the same plain colour as the shoes. **No converse or canvas shoes or boots or pumps will be allowed. We would ask you also not to allow your daughter to wear boys' shoes.**

SHOES (BOYS)

BOYS will be allowed to wear sports shoes (ONLY FULL WHITE) on the days they have sports and / or co-curricular activities. On other days, all boys MUST wear BLACK FORMAL LEATHER SHOES with NAVY BLUE SOCKS.

School Formal leather shoes must be fully black. Sports shoes must be regular white. No additional colours whatsoever will be accepted. If the shoes have laces, the laces must be the same plain colour as the shoes. **No converse or canvas shoes will be allowed.**

We would advise parents to buy simple school footwear for their children. This will be more economical for you and will also ensure that the shoes are in keeping with the school regulations.

WINTER PULLOVER / HOODIE :

The winter pullover / hoodie also continues to be the same.

Kindly note that on those days when students have sports and / or co-curricular activities they **MUST** wear the complete PE uniform and no excuses will be entertained. However, on all other days, students are not permitted to wear the PE uniform or even a combination of

it with the regular school uniform. On days when students do not have sports and / or activities, they **MUST** wear the regular school uniform.

All boys **MUST** wear an under- shirt or vest. Kindly note that it **MUST be ONLY WHITE** in colour. Similarly, all girls **MUST** wear a vest or camisole that **MUST be ONLY WHITE** in colour.

We would also like all parents and students to be aware that uniform infractions will be dealt with very strictly . Students will receive a note for a breach of uniform regulations (this includes the use of accessories, nail polish, hair highlights, tints or colour etc. which is not permitted). Upon the receipt of three notes for uniform infractions, students will be asked to spend a day home under suspension which will also be reflected in their personal student record.

We appeal to parents to co-operate with us in ensuring that children leave for school in the morning in a uniform which is clean, orderly and worn with dignity. The way the children dress says much about the image of the school, and, quite frankly, the attitude of the children and their level of co-operation, in some cases, has been very disappointing and at times very frustrating. We also appeal to parents to make sure that all students maintain a good sense of personal hygiene and are particular about daily hygiene routines. **PLEASE MAKE SURE THAT NO HAIR COLOUR / TINTING / HIGHLIGHTING IS DONE OVER THE SUMMER FOR YOUR CHILD'S HAIR. WE WILL ASK YOU TO HAVE IT REMOVED IF THIS IS FOUND IN AUGUST 2022.**

Parents will have to expect that more stringent action will be taken next year on children who do not comply with regulations on uniform. We need to work together to instill a sense of pride in the children about their appearance. We strongly believe that this will also improve the discipline of the children too.

Thank you in advance for your kind co-operation in this matter.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)





OUR REF :

TRN : 100259955100003

DATE: 25TH August 2022

To: ` Parents of students from Year One to Year Thirteen

SUBJECT: Clarification regarding delay in book deliveries.

Dear Parents,

Greetings from Saint Mary's. We would like to apologize for the delay in the delivery of text books but we would like to clearly reiterate that the delay is not on account of our book distributors-Periwinkle.

While we understand that this causes anxiety for you as parents, we don't want Periwinkle bearing the brunt of the flak for something that is not their fault.

Please find attached the letter from Arab Gulf clearly explaining the reason for the delay.

Periwinkle is still doing their best to expedite orders that were placed before the deadline from existing stock and we are grateful for their efforts in trying their best to mitigate this problem.

We assure you that once school starts, our teachers will do their best to work with material that is accessible to students.

We sincerely request you not to hold Periwinkle responsible for this shipping delay that is beyond anyone's control.

Yours sincerely,

Mr. Paul Asir Joseph
(Principal)



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Tel: (04) 2204007 - Fax: (04) 2204011
agedu@eim.ae
www.sayegh1944.com

مكتب رقم ١٠٤ م، طابق الميزانين
مبنى مصرف الهلال، شارع النهضة، القصيص ٢
ص.ب: ٨٦٨٦٥، دبي، أ.ع.م.
هاتف: ٢٢٠٤٠٠٧ (٠٤)
فاكس: ٢٢٠٤٠١١ (٠٤)

Mr. Paul Asif
School Principal
Saint Mary's Catholic High School

Date: 23 August 2022

Subject: Delay of order delivery

Dear Mr. Paul,

On behalf of Arab Gulf Education and Pearson we regret to inform you that the delivery of your school order will be delayed until mid-September.

The orders were supposed to be shipped and received earlier, but due to several delays currently affecting the shipping industry, the departure time and arrival time of the shipment were pushed back.

According to our shipper, the delays are due to heavy port congestion in several ports and these delays are constant at the moment.

Sadly, this is beyond our control as the shipment is already en route and there is nothing we can do to expedite the shipping.

We will however, do our best to speed up the clearing and delivery process once the shipment reaches Dubai.

Please accept our sincere apologies for any inconvenience caused.

Sincerely Yours,



Nancy Trad

Operations Manager

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