



OUR REF :

TRN : 100259955100003

Friday, 2nd September 2022

**To: The Parents of students in Years 1 - 13 : WEEKLY CIRCULAR
AHEAD OF WEEK TWO**

Dear Parents,

Greetings from Saint Mary's. We trust that this update finds you and your families safe and healthy. It has been a wonderful week back to school with the children and we are grateful for your high level of collaboration and support.

1) 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 had a compliance inspection from KHDA today and they want us to reiterate to ALL parents that students must constantly be reminded about the critical importance of the correct usage of masks indoors. We are doing our best to remind them in school and your support in speaking to them at home will help us immensely.

2) IMPORTANCE OF HYGIENE KIT FOR ALL STUDENTS IRRESPECTIVE OF

AGE:Please ensure that each and every child has their Hygiene kit with 3 face masks and a personal hand sanitizer and sanitizing wipes. The use of the face shield while eating will no longer be required.

3) 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(dayani-smchs@smgeducation.org) 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.

4) ONLINE LESSONS ONLY FOR ACTIVE COVID-19 CASES/ SYMPTOMATIC CLOSE CONTACTS: Please note that the KHDA does not permit online lessons for any other reason except in the case of Covid-19 active cases and symptomatic close contacts. Symptomatic close contacts will be required to submit a negative PCR to resume lessons.

5) 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 stringent disciplinary issues.** A **CLASS GROUP EMAIL** has been created 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. The weekly circular will also be sent to the class group email.

6) GOOGLE CLASSROOM: Children will have a Google classroom for each of their subjects. Assignments , Homework, learning resources , reminders from subject teachers, test portions/ topics etc will all be posted in GC.

7) NO ELECTRONIC DEVICES FOR STUDENTS OF YEARS 1-8 (EXCEPT FOR MOBILE PHONE): No laptops/ tablets or any other electronic device should be sent with students from years 1-8 unless we have specifically asked you to send these for an International Benchmark test such as NGRT, GL-CAT-4 OR GL PROGRESS TESTS. Only a mobile phone can be carried and we will lock these away in the morning and return it to students before they leave school.

8) PARENTS' WHATSAPP GROUPS : While a Whatsapp group maybe very useful for sharing important information that can be very helpful – sometimes essential – for busy parents, it has increasingly been noticed that these groups seem to have become breeding grounds for gossip, Chinese whispers and criticism. We are noticing more and more that a personal experience of a child or a staff member has become fodder for public comment and this has extended to even the very private medical information of children being openly discussed on parent groups. There's a

broader societal issue here. This is all very new to us adults. We must reflect on the example we're setting. We talk about what our children are doing online, but we don't reflect on our own behaviour; we don't have an agreed etiquette. We would like all parents, especially those in primary school to do some reflection on the unchecked chatter and quite often the vilifying of staff members in the parents' whatsapp groups over the past year and ask yourself if that is truly helping you or rather creating unwanted stress. As a school, we would like you to reach out to the teachers or to Ms. Lise-Ann (in more urgent cases) rather than allow what could be one parent's opinion or perspective or misinterpretation in many cases, cloud the perspectives of all the rest. Let us try not to micromanage the children but have more faith in their capacity for resilience and courage.

While we continue to encourage you to use emails as the official channels for communication, we would like to offer some useful guidelines for the ethical use of whatsapp groups should parents still feel the need for them.

Groups can be used to share :

- Reminders about deadlines, school activities, and events.
- Questions about school activities or special events e.g. what date the science project is due in, uniform or non-uniform day, when the deadline to pay for something is, etc.
- Sharing important information already posted in a circular to help reach more parents e.g. alerts about sickness, school policies, etc.
- Sharing information which can be useful to the other parents in the group e.g. where to buy costumes for dressing up days, ideas for projects, etc.
- Foster a sense of community
- Sharing relevant community notices e.g. road closures or new traffic lights in the local area, etc.

We **STRONGLY discourage** the use of the groups to:

- Gossip.
- Voice grievances.
- Share personal problems.
- Point out another child's behaviour.
- Discuss the work of teachers: if a parent has a concern regarding the teacher, that parent should speak with him or her directly.
- Raise individual concerns or complaints: if a parent has a particular concern or complaint regarding the School or any member of the Staff, that issue should be raised directly with the School.
- Share political or religious posts or discussions.

9) OWN TRANSPORT DROP OFF AND PICK UP GATE :

All parents who drop off their own kids and/or pick them up are requested to only use GATE NUMBER 5. Students in years One, two and three (Mon-Thu pick up time is between 1:20 & 1:25 pm and on Fri- between 11:40 & 11:45 am) Please park your cars sensibly and do not create unnecessary traffic jams on what is already a busy school road. Let us always keep CHILD SAFETY our priority.

10) SCHOOL OFFICE WEEKEND SCHEDULES :

The school office will work on Second and Fourth Saturdays from 8:00 am until 12:00 pm. The school office will remain CLOSED on First and Third Saturdays and ALL Sundays.

11) SCHOOL UNIFORM SHOP (Boys' uniforms/ sports uniforms for boys ad girls and hoodies) :

The Uniform Shop will be open only on Second and Fourth Saturdays from 8:00 until 11:00 am. Students have been accessing the uniform store for the first hour in the mornings after their class registration.

12) BOOK DELIVERIES :

Please check the attached clarification circular regarding book deliveries from our WELCOME BACK CIRCULAR dated 26th August 2022.

13) PAYMENT OF TERM FEES :

Please check all information related to the same from our WELCOME BACK CIRCULAR dated 26th August 2022.

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.

14) 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

15) 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.

16) APPROVED KHDA CALENDAR FOR ACADEMIC YEAR 2022-2023:

Please check all information related to the same from our WELCOME BACK CIRCULAR dated 26th August 2022. The calendar has been attached to this circular. The legend of key dates is below.

24th October	Diwali Holiday
1st & 2nd December	Government Holidays
12th -30th December (inclusive)	Winter break
17th January – 2nd February (inclusive)	First Term examinations in the morning session and regular lessons after break.
3rd February	End of Term Holiday
15th to 24th March 2023 and 10th to 14th April 2023 (inclusive)	Mock Exams for Years 11 and 13
27th March to 7th April 2023	Spring Break
20th and 21st April 2023	Government Holidays
4th and 5th May 2023	Final exams (Years 1-10 and year 12) in the morning session and regular lessons after

8th to 19th May 2023	Final exams (Years 1-10 and Year 12 in the morning and students go home after the
22nd May	Holiday
26th June	Last Academic day for students and staff

17) STUDENT ABSENCES MUST BE INFORMED BY PARENTS:

All parents are requested to kindly inform the class teacher via email whenever a child is absent, even if it is just for one day. A simple email with the reason for the absence will suffice but is mandatory. Unaccounted for absences will be marked as unjustified and will be reflected on students' progress reports.

18) 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.

19) 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.

20) URGENT QUERIES AND CONCERNS:

If you have any urgent queries and concerns, kindly send an email to our Vice Principal, Ms. Lise-Ann on lpinto-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.

Yours sincerely

Mr. Paul Asir Joseph
(Principal)

