



OUR REF :

TRN : 100259955100003

Friday, 9th September 2022

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

Dear Parents,

Greetings from Saint Mary's. We trust that this update finds you and your families safe and healthy. Please read on for all the latest updates. Information that is still relevant from last week's circular will be referenced from there so that it is not repetitive.

1) PARENT ACCESS TO THE CAMPUS IN THE MORNING: Parents are hereby notified that only children will be allowed on campus in the mornings. We have allowed parents access to the premises for the first two weeks to help new children settle into their new environment. If you have any work with the office, kindly access it only through gate 4.

2) PARENT ACCESS TO THE CAMPUS AT HOMETIME: Parents are requested to wait in the designated waiting areas only. Please do not go to any child's classroom and only GATE 5 must be used. GATE 3 IS EXCLUSIVELY FOR STS BUS USERS ONLY.

3) NO DISTRIBUTION OF ANY ITEMS (cakes/ candies/ chocolate/ and even non-edible items) FOR BIRTHDAY CELEBRATIONS: Parents are reminded that while the class would be happy to sing for your child on his/her birthday, there should be STRICTLY NO DISTRIBUTION of any food/ sweets or even non-edible items like small toys etc on your child's birthday.

4) ORIENTATION FOR YEAR 5 AND 6 STUDENTS: We have completed our orientation for Year 5 and 6 students on Thursday and they have been fully oriented about relevant school policies, rules and regulations. We were well pleased with their overall behaviour at the orientations even though they were in large groups.

5) PARENT'S' APPOINTMENTS WITH TEACHERS: Parents are requested to kindly email a particular teacher that you wish to meet for any urgent reason. Please specify if you would like a telephone call, a zoom meeting or a face-to-face meeting. Please include your telephone number in the email. Teachers will get back to you.

6) 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.

7) IMPORTANCE OF HYGIENE KIT FOR ALL STUDENTS IRRESPECTIVE OF AGE: Please refer to our circular dated 2nd September.

<https://www.stmarysdubai.com//WEEKLY-CIRCULAR-2-SEPTEMBER-2022.pdf>

8) CRITICAL AND EMERGENCY RESPONSE REQUIRED IF ANY STUDENT TESTS POSITIVE, EVEN AT THE WEEKEND: Please refer to our circular dated 2nd September.

<https://www.stmarysdubai.com//WEEKLY-CIRCULAR-2-SEPTEMBER-2022.pdf>

9) ONLINE LESSONS ONLY FOR ACTIVE COVID-19 CASES/ SYMPTOMATIC CLOSE CONTACTS: Please refer to our circular dated 2nd September.

<https://www.stmarysdubai.com//WEEKLY-CIRCULAR-2-SEPTEMBER-2022.pdf>

10) STUDENT SCHOOL EMAIL ID: Please refer to our circular dated 2nd September.

<https://www.stmarysdubai.com//WEEKLY-CIRCULAR-2-SEPTEMBER-2022.pdf>

11) GOOGLE CLASSROOM: Please refer to our circular dated 2nd September.

<https://www.stmarysdubai.com//WEEKLY-CIRCULAR-2-SEPTEMBER-2022.pdf>

12) NO ELECTRONIC DEVICES FOR STUDENTS OF YEARS 1-8 (EXCEPT FOR MOBILE PHONE): Please refer to our circular dated 2nd September.

<https://www.stmarysdubai.com//WEEKLY-CIRCULAR-2-SEPTEMBER-2022.pdf>

13) 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.

14) 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.**

15) 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.

16) SCHOOL UNIFORM SHOP (Boys' uniforms/ sports uniforms for boys and 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.

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

<https://www.stmarysdubai.com//WELCOME-UPDATE-27-AUGUST-2022.pdf>

18) PAYMENT OF TERM FEES: Please check all information related to the same from our WELCOME BACK CIRCULAR dated 26th August 2022.

<https://www.stmarysdubai.com//WELCOME-UPDATE-27-AUGUST-2022.pdf>

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.

19) 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

20) SCHOOL CANTEEN: The school canteen has been 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.

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

22) 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.

23) 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.

24) KHDA PARENT-SCHOOL CONTRACT FOR NEW STUDENTS: - The KHDA PARENT-SCHOOL CONTRACT has been published for ALL parents. **Please keep make sure you sign it without any delay.**

25) 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.

Yours sincerely



Mr. Paul Asir Joseph
(Principal)



