



OUR REF :

TRN No. 100483609200003

Friday, 12th January 2024

To: The Parents of students in Years 1-13

WEEKLY CIRCULAR AHEAD OF WEEK EIGHTEEN

Dear Parents,

Greetings from Saint Mary's. We hope that this update finds you all happy and in good health. We know that the children are busy preparing for their exams, and we pray that they keep good health especially during these days.

NEW

- **COPING WITH EXAM STRESS/ STUDY TIPS/ MAKING A STUDY PLAN- See attachment for parents and students.**
- **EXMINATION RULES AND REGULATIONS.**
- **CHANGED RE-OPENING DATE AFTER THE SPRING BREAK.**

ALL PARENTS PLEASE NOTE THAT THE WINDOW FOR PAYMENT OF THE SECOND TERM FEES IS BETWEEN THE 1ST OF DECEMBER 2023 AND THE 15TH OF JAUARY 2024. We REQUEST ALL PARENTS TO RESPECT THIS TIME FRAME. ANY STUDENT WHOSE FIRST TERM FEES HAVE NOT BEEN PAID WILL BE CONSIDERED OUTSTANDING AND WE WILL NOT BE ABLE TO ISSUE ANY OFFICIAL SCHOOL DOCUMENTS.

1) EXAMINATION RULES AND REGULATIONS YEARS 1-10 / YEARS 11-13 will be published in their GC:

- a) If your child is **very ill** and unable to attend school send an email to the class teacher informing them of the absence. We will re-schedule exams that have been missed for this reason. Re-scheduled exams might be scheduled for a Saturday and/ or Sunday depending on how many exams have been missed. Please do not keep children at home for minor reasons. Longer illnesses for more than a day will require a medical certificate for rescheduling exams.
- b) Students must carry their stationery in a transparent plastic case or pouch. No borrowing will be permitted so please ensure that you have the required pens, pencils, erasers and geometry items as needed.
- c) **NO SMARTWATCHES ALLOWED DURING EXAMINATIONS**
- d) Students must not have in their possession any electronic devices to include but not limited to mobile phones, smart watches, tablets, laptops, Bluetooth devices, iPod, mp3/4 players etc. If any of these items are found with a student during an exam, they will be given a zero.
- e) Students must not have any unauthorised material during an examination – notes, chits of paper with written notes, any written notes concealed in the desk or on the person. If any of these are found with a student during an examination, they will be given a zero (irrespective of the intent or the lack of it)
- f) Students must not resort to any form of malpractice during an examination, they must not speak to any other students during an examination. Any form of malpractice will lead to being given a zero for that particular examination.
- g) Students writing with pen **MUST ONLY USE A BLACK BALL POINT PEN.**
- h) NO ink erasers, correcting fluid or ink killers are permitted for examinations.
- i) Students must be on time for exams, no extra time will be given to late comers.

2) COPING WITH EXAM STRESS/ STUDY TIPS AND MAKING A STUDY PLAN:

Parents, please check the attachment for helpful tips for you to share with the children.

3) SPRING BREAK CHANGE IN RE-OPENING DATE AS INFORMED BY KHDA:

Parents are hereby informed that we have just been informed that the school will resume after the Spring Break on 15th **April 2024 and not 8th April** as per their originally approved calendar. PLEASE MAKE A DUE NOTE OF THIS CHANGE.

4) FIRST TERM EXAMS: Please ensure that children are seriously preparing for their Examinations. We are also reminding parents that unless there is a serious emergency or severe illness, students should not remain absent during exams. Children with mild colds can always be kept separately. We have observed that absenteeism at the school is becoming very frequent, we will address this with parents at a later date as this has now been documented by KHDA.

5) SPORTS MEET 15TH FEBRUARY 2024 (YEARS 5-13) TRY OUT SCHEDULE: We will send further updates later.

6) ADMISSION TO A-LEVELS (PARENTS OF CURRENT YEAR 11 STUDENTS): Parents of Year 11 students are requested to kindly go through the separate circular on A-Level admissions attached to this weekly notice. **Parents are reminded that we do not admit NON-ST. MARY'S STUDENTS TO OUR A-LEVEL PROGRAMME.**

7) SOCIAL MEDIA FREQUENT CHECKS BY PARENTS FOR SECONDARY & UPPER PRIMARY CHILDREN: Parents of secondary and upper primary 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.

8) APPROVED KHDA CALENDAR FOR ACADEMIC YEAR 2023-2024: Parents are requested to check the approved KHDA School Calendar for the Academic Year 2023-2024 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. We expect parents to respect these dates and not request leave during school days.

KEY DATES IN THE APPROVED KHDA CALENDAR

Parents are strongly reminded not to plan holidays/ celebrations and other events outside the approved holiday slots in the calendar as these will not be approved.

16 th JANUARY – 1 ST FEBRUARY 2024	First Term Examinations in the morning. Regular lessons after break. Students will not be allowed to go home after the morning's exam.
2 nd FEBRUARY 2024	Term break for all students
15 th FEBRUARY 2024	Sports Day Years 5-13 (subject to change)
23 rd FEBRUARY 2024	Sports Day Years 1-4
11 th -22 nd MARCH 2024 15 th , 16 th & 17 th APRIL 2024	Mock Examinations years 11 and 13
25th MARCH – 14TH APRIL 2024 (inclusive)	Spring Break. SCHOOL RE-OPENS 15TH APRIL 2024
9 th to 12 th APRIL 2024	Eid Al Fitr (subject to government declaration)
15 th & 16 th MAY 2024	Final exams in parallel with regular lessons
17 th MAY 2024	Study Holiday
20 th to 31 st MAY 2024	Final Exams and students go home at 11:00 am
17 th & 18 th JUNE 2024	Eid Al Adha (subject to government declaration)
28 th JUNE 2024	Report Day & Last working day for students and teachers

Please note that the GL EXAMS usually take place during the month of May and June.

9) PREDICTED GRADES POLICY FOR YEARS 12 & 13: Please refer to previous circulars

10) SUBJECT CHANGE POLICY, YEARS 9 TO 13: Please refer to previous circulars.

11) 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. As shared with you, Lise-Ann is also our school's Wellbeing Champion and so she may be contacted via email for any wellbeing issues that you would like to urgently discuss.

We take this opportunity to wish each and every one of you a safe and happy Weekend.

Yours sincerely



Mr. Paul Asir Joseph
(Principal)





DEALING WITH EXAM STRESS

If stress affects you, try to find ways to maintain a positive attitude and cultivate a positive approach during your revision.



KEEP FIT

by taking some exercise you enjoy



RELAX

perhaps by sitting quietly or meditating



EAT WELL

but healthily



PLANNED TIME AWAY

take some planned time away from study, rather than avoiding revision



SLEEP

get sufficient sleep



RECOGNISE ACHIEVEMENTS

be pleased with your achievements as you revise

REWARD YOURSELF

reward yourself with an occasional treat



Study Tips

Establish a study routine. Creating a routine—such as studying for an hour after dinner, or for a half hour each morning—will encourage consistency. When getting started, create a study schedule and set reminders on your phone to help build the habit.

Create a dedicated study area. Choose an area that is free of distractions where you can set up your study materials and leave them between sessions. When it's time to study, you won't spend time searching for something you need. Just sit down, and you're ready to go.

Focus on the quality of studying, not the quantity. It's more effective to space out many short study sessions, rather than having one marathon session. Try studying in half-hour to hour-long blocks, with breaks in between. This way, you can stay alert and focused the whole time.

Make studying a priority. When it's time to study, take it as seriously as you would take a job. Don't skip study sessions, start on time, and give the task 100% of your attention.

Set specific study goals. Goals give direction to a study session and provide a sense of accomplishment when completed. Create goals that can realistically be completed in a single study session, such as: Learn the terms in chapter 1, pass the chapter 2 practice quiz, take notes on chapter 4, or review class notes for 30 minutes.

Don't stop at reading—write down what you learn. By typing or hand-writing information, you will engage in active learning, which can improve retention and understanding. Try making flashcards, writing chapter summaries, or creating an outline of the material. As a bonus, you can refer back to what you've written to quickly review the material.

Quiz yourself to make information “stick”. Look for practice tests or discussion questions after each chapter you read. Another way to “quiz” yourself is to teach something you've studied to a friend, a pet, or even an inanimate object, without looking at the material.

A change of scenery can improve information retention. If you're feeling unfocused, unmotivated, or just plain bored, try studying somewhere new. Libraries, parks and coffee shops are great alternatives for breaking out of your routine.

Take care of your mind and body. Healthy sleep habits, exercise, and a balanced diet will boost memory and brain function. Studying is most effective when it's balanced with good habits.

Focus Plan

Step 1: Define the task

Write one task you need to complete this week. For example, "clean the house for guests."

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Step 2: Break the task into smaller parts

Breaking a large task into smaller parts makes it feel more manageable. "Clean the house" might sound daunting, but "wash dishes" and "do laundry" seem easier to handle.

Task Parts	Time Required
1	
2	
3	
4	
5	

Step 3: Create a schedule

Schedule the task for a specific time, or link it to a daily activity (e.g. "do the laundry when I get home"). Also, plan how you will remember to work on the task (e.g. "set a phone reminder").

Schedule	Reminders

Focus Plan

Step 4: Prepare for the task

List how you will get ready to work on the task, before the scheduled time.

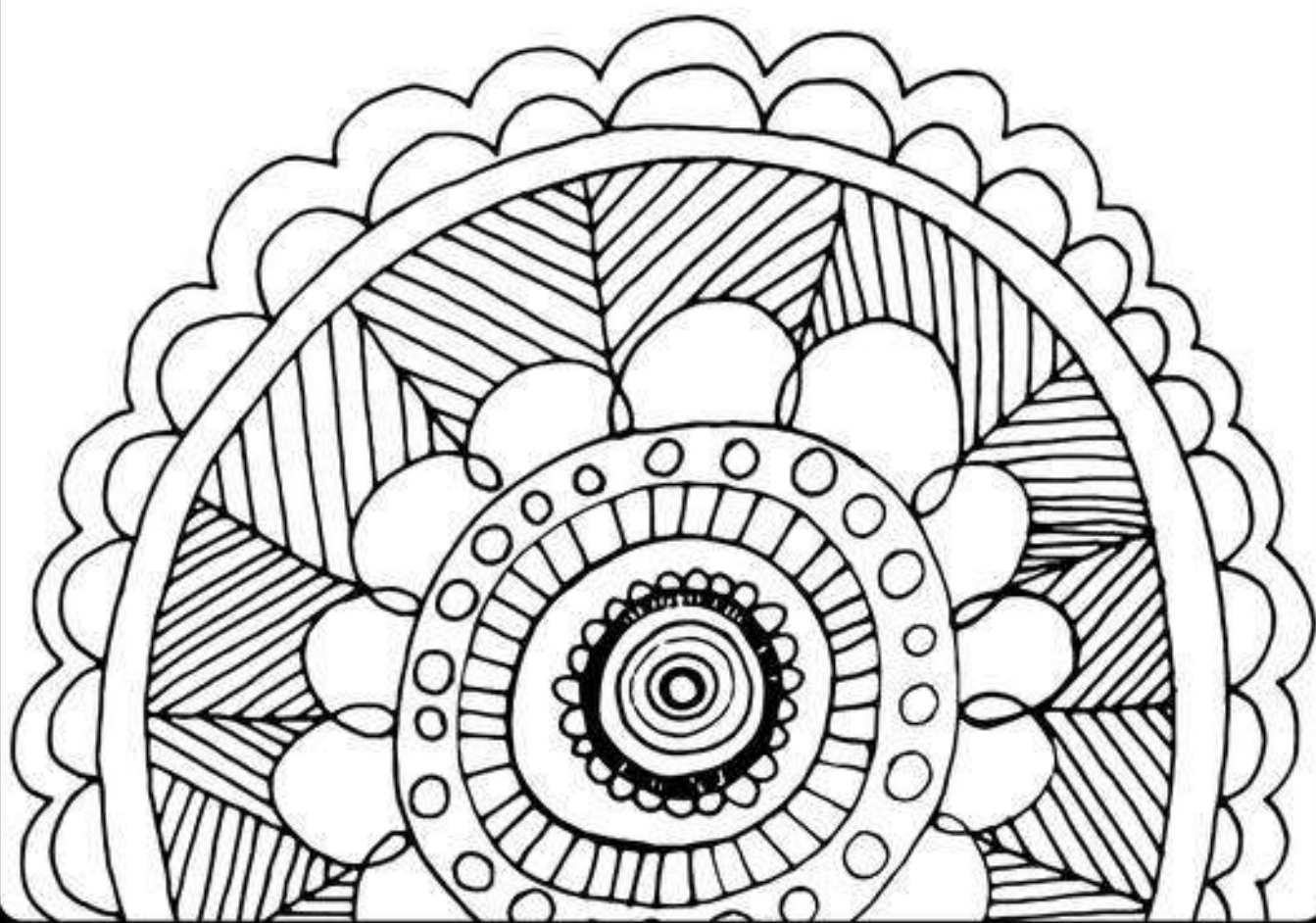
<p>Eliminate Distractions List distractions you can eliminate before starting (e.g. silencing phone, working from a room without a TV).</p>	<p>Plan for Unavoidable Distractions Create "If, then" plans for likely distractions (e.g. <u>If</u> my friend calls, <u>then</u> I will say "Let me call you back in 15 minutes").</p>
<p>Materials and Supplies List items you will need to complete the task (e.g. dish soap, sponges, laundry detergent).</p>	<p>Physical Preparation List actions you will take to be ready for the task (e.g. dressing appropriately, getting home on time, having a snack).</p>

Step 5: Imagine the outcome

Many people underestimate the positive feelings that come from completing a task. Describe the benefits of completing the task, and how you will feel as a result.

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ST. MARY'S *Catholic High School, Dubai*

FIRST TERM EXAMINATION – JANUARY 2024 **RULES AND REGULATIONS YEARS 11, 12 and 13**

- 1) **ALL CANDIDATES MUST REPORT AT 7:00 AM SHARP. Examinations will begin at 7:10 am. No extra time for later comers.**
- 2) **NO WRIST WATCHES ALLOWED AT ALL!!!** (This includes both smart watches and regular digital / analogue wrist watches as well). **NO ELECTRONIC DEVICES OF ANY SORT.** (Except a calculator) Any Bluetooth device found with a student during an exam will be considered as malpractice and will lead to disqualification.
- 3) Calculators **MUST NOT HAVE COVERS.**
- 4) Only **BLACK BALL POINT PENS** must be used.
- 5) Students must ensure that they have ample supply of their own stationery to include Black ball point pens, pencils (only for drawing), erasers, geometry equipment to include 30 cm rulers, protractors, compass, calculators (without covers), tracing paper (for Maths).
- 6) Cancellations of rough work or wrong answers must be made by cutting across them neatly with a **single line.**
- 7) The following are **STRICTLY PROHIBITED**: Correcting pens, correcting fluid or tape, erasable pens or blotting paper, highlighters or gel pens.

- 8) Students must not borrow or communicate in any way with, ask for help from or give help to another candidate while in the examination hall.
- 9) Students should raise their hands to attract an invigilator's attention.
- 10) If the fire alarm sounds, please remain seated and wait for instructions from the invigilator.
- 11) Only clear transparent plastic pouches or packets for stationery.
- 12) Water bottles must be transparent without any labels on it. Please remove the brand label if you are using commercial water bottles.
- 13) **FLASKS ARE NOT ALLOWED.**
- 14) Please note that any form of malpractice during the exams will lead to disqualification.
- 15) Students must be in proper school uniform. If you wish to wear a pullover / jacket inside the examination hall, please note that only the SCHOOL HOODIE or THE SCHOOL BRANDED VARSITY JACKET will be allowed. However, during an exam, hoodies must not cover the ears or head.
- 16) Students must not write any inappropriate, obscene, or offensive material on the paper.
- 17) If you leave the examination room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 18) **ANY MALPRACTICE OF ANY KIND WILL LEAD TO DISQUALIFICATION.**

