



ST. MARY'S CATHOLIC HIGH SCHOOL

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مدرسة القديسة مريم الكاثوليكية الثانوية

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية المتحدة

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OUR REF :

TRN : 100259955100003

Friday, 7th March 2025

To: The Parents of students in Years 1-13
WEEKLY CIRCULAR BEFORE WEEK TWENTY-FIVE

Dear Parents,

Greetings from Saint Mary's. We trust that this update finds you and your families safe and healthy. Please read on to find out important information that is relevant to your child and/or his/her year group.

NEW UPDATES:

- **RE-REGISTRATION FOR THE NEXT ACADEMIC YEAR 2025-2026.**
- **REMOTE LEARNING ON FRIDAYS DURING RAMADAN (Years 1-10 & 12) -Please see separate circular.**

1) RE-REGISTRATION FOR THE NEXT ACADEMIC YEAR 2025-2026 – YEARS 1-10 AND YEAR 12 : We have attached an important circular regarding re-registering your child for the next Academic Year 2025-2026. It is important that you go through the circular carefully.

2) RAMADAN TIMINGS : Ramadan Timings for our school from Mondays to Thursdays – **7:10 am to 12:10 pm.** Fridays – **7:10 am – 11:55 am**

3) REMOTE LEARNING FRIDAYS DURING THE HOLY MONTH OF RAMADAN (Years 1-10 & 12) : Please read the separate circular on this. Years 11 and 13 will continue with their Mock Examinations on those days with no change to the schedule.

4) SUBJECT ORIENTATIONS FOR YEAR 8 STUDENTS ON 6th & 10th MARCH for girls and on 11th and 12th March for boys : We have organised subject orientations for YEAR 8 students. Students need not bring any books on this day as they will be engaged in the Main Hall during the day.. They must have a refill pad and a pen to note down key information. They must also have their regular snacks and water.

5) NO MARCH MID-TERM ASSESSMENTS : Given that many children will be fasting during the Holy month of Ramadan and lessons will also be shorter during Ramadan, the school has taken a decision NOT to have the March mid-term assessments and therefore NO third report will be issued. This is also with a view to maximise curricular hours for instruction /teaching time.

6) RAMADAN OFFERING TO THE MOSQUE : As we do every year, we will be inviting all our children to bring in a small fast-breaking package which we will be sending to the mosque daily during Ramadan . This is optional of course, but we would like to teach ALL children the values of charity and generosity and inculcate in them a deeper sensitivity for those who are less fortunate. A schedule for each class is attached to this circular.

IF THE CLASS OFFERING IS FALLING ON A REMOTE LEARNING FRIDAY , PLEASE SEND THE OFFERING ON THURSDAY.

7) ADMISSIONS TO YEARS TWO- TEN FOR THE ACADEMIC YEAR 2025- 2026: We would like parents to please note that places for these year groups are limited. Please check the admissions notice for years 2-10 that has been uploaded to the school website. Link to the circular is here.

<https://www.stmarysdubai.com/wp-content/uploads/2025/02/Admissions-for-the-Academic-Year-2025-2026-YEAR-2-TO-YEAR-10.pdf>

8) MOCK EXAMINATIONS YEARS 11 AND 13 AND SERIOUS TIME FOR STUDY NOW : Please note that the Mock Examinations for years 11 and 13 will run from 14th of March to 21st of March before the Spring Break and 7th April to 14th April 2025. Students must report to school at sharp 7:00 am. No leave will be sanctioned during Mock Examinations. **Any medical illnesses even for one day will require a medical certificate.** The Mock Exam Time tables have been uploaded to the school website and have been attached to this circular.

We urge parents to monitor students doing board examinations as we have found a lack of seriousness among many students. This is a critical time for solving past papers, clearing doubts and undertaking intensive revision. We are still seeing many students not displaying a fairly responsible attitude towards their studies and this will impact them negatively in the long run. Parents will need to be more active in monitoring their social media use and any other time that is not spent fruitfully. We urge children to use this short time left to maximise their revision and preparation for Board Exams.

9) RECYCLING CHALLENGE IN PARTNERSHIP WITH BIC PENS UNTIL JUNE 2025

: Students are invited to collect all used plastic pens and markers for recycling from now until June 2025 for a chance to win exciting prizes .

10) SECOND TERM FEES TO BE PAID WITHOUT DELAY : All parents are requested to please pay the second term fees . The timely payment of fees is crucial to the sustainable functioning of the school. We urge those parents who have not yet made the First Term fee payments to kindly do so without any further delay. First Term fees that have not been paid will now be considered as outstanding and we will not be able to issue corrected assessment papers, report cards and any other official documents .

We would also like to clarify that when late payments are made, papers and reports cannot be released immediately. There is a fairly lengthy process to be completed and so we request all parents to kindly be patient in this regard.

11) PROPOSED FEE INCREMENT FOR THE ACADEMIC YEAR 2025 - 2026 (Years 1-12): Parents are asked to please check the link to the separate circular.

12) APPROVED KHDA CALENDAR FOR ACADEMIC YEAR 2024-2025: Parents are requested to check the approved KHDA School Calendar for the Academic Year 2024-2025 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 be not be approved.

14 th -21 st MARCH 2025 7 th to 11 th APRIL 2025	Mock Examinations years 11 and 13
22 nd MARCH – 6 TH APRIL 2025 (inclusive)	Spring Break
17 th & 18 th APRIL 2025	Holiday for all students
13 th MAY 2025	Study Holiday
14 th 15 th & 16 th MAY 2025	Final exams in parallel with regular lessons
19 th to 28 st MAY 2025	Final Exams and students go home at 11:30 am
5 th & 6 th JUNE 2025	Eid Al Adha (subject to government declaration)
26 th JUNE 2025	Government Holiday
27 th JUNE 2025	Last day of school

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

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) PREDICTED GRADES POLICY FOR YEARS 12 & 13 : We would like to remind all parents and students to carefully go through this Policy that is available on our school website. The situation that unfolded over the last few years made many children realise, albeit too late the true value of being consistent with their study habits and not waiting until the last minute before exams to prepare and study. It is always best for every child to be **CONSISTENT AND HIGHLY REGULAR** with their study and ensure that they maintain a good level of attainment across all their assessment opportunities and prepare as well as they can for their Board Examinations. This will also help them to achieve better predicted grades as every assessment and examination counts towards the calculation of the same.

15) SUBJECT CHANGE POLICY , YEARS 9 TO 13: We would like to request all parents of children in these year groups to please go through the Subject Change Policy which is available in the Parents' Info section of the school website.

16) 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.

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) NO FEE PAYMENTS MUST BE DEPOSITED INTO THE SCHOOL ACCOUNT:

Parents are reminded that fee payments MUST not be deposited into the school account. Kindly come to school if you wish to pay fees in cash so that we can issue the fee receipt immediately.

19) 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 long weekend.

Yours sincerely

Mr. Paul Asir Joseph
(Principal)



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OUR REF :

TRN : 100259955100003

Friday, 7th March 2025

To: **The Parents of students from Year One to Year Ten and Year 12 – RE-REGISTRATION FOR THE ACADEMIC YEAR 2025-2026**

Dear Parents,

We are in the process of organizing our records for the **next Academic Year 2025-2026**. Please fill up the form attached to this circular, sign and **send a printed copy** to your son / daughter's class teacher by **15th April 2025 as the final date for the form to be received by the school.**

Please read the following information very carefully before you make your final choice:

CRITERIA FOR RE-REGISTERING YOUR CHILD FOR THE NEXT ACADEMIC YEAR 2025-2026- Please note that filling out this form is MANDATORY for every parent.

1) There should **not be any OUTSTANDING FEES** for the current Academic Year 2024-2025. In case you re-register your child by error but still have outstanding fees, then the **AED 500/-** which is the re-registration amount will be adjusted towards the **OUTSTANDING FEE** and **WILL NOT** be considered as a **RE-REGISTRATION AMOUNT**. In addition, students who have **OUTSTANDING AMOUNTS** by the end of this year will automatically not **be re-registered for the next Academic Year**. We strongly urge **ALL** parents who still have Outstanding Fees to clear these without any further delay.

2) Please be informed that even though the KHDA sends out the Parent-School Contract to all parents by default via email, it will not be considered binding even if you sign it, if you still have outstanding fees for your ward.

3) Parents will have to pay **AED 500/-** as a **RE-REGISTRATION AMOUNT** that will be adjusted with your child's **FIRST TERM FEE** for the next Academic Year 2025-2026. **This amount has to be paid via the SKIPLY APP from the 7th of APRIL 2025 with a FINAL DEADLINE of 15th April 2025.**

4) Please note that once you re-register your child and pay the re-registration amount but then wish to cancel the same, the amount of AED 500/- shall not be refundable.

5) Parents who respond that they are not re-registering their child for the next Academic Year 2025-2026 MUST fill out the attached form to apply for a Leaving Certificate that will be issued at the end of this Academic Year.

6) For parents who do not fill out the form by 15th April, 2025 we will consider it as a case of non- registration for the next Academic Year 2025-2026.

7) Kindly fill out this form and scan it and send a printed copy back to your child's class teacher along with the scanned SKIPLY receipt for payment of the re-registration amount of AED 500/-.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)





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

RE-REGISTRATION FOR THE ACADEMIC YEAR 2025-2026

NAME OF STUDENT : _____

YEAR AND SECTION : _____

Please tick the number that applies to you.

_____ 1. **Yes,** my son/daughter is coming back for the next Academic Year 2025-2026.

_____ 2. **No,** my son/daughter is **NOT** coming back for the next Academic Year 2025-2026.

I have read all of the criteria above and I understand the conditions associated with re-registration for the next Academic Year 2025-2026.

NAME OF PARENT: _____

PARENT SIGNATURE : _____

DATE : _____



MARCH 2025 CALENDAR

VERSION 1.0

Sat, 1 st March	
Sun, 2 nd March	
Mon, 3 rd March	Ramadan Offering Year 12 & 13
Tue, 4 th March	Ramadan Offering Year 2 A, B, C, D & E
Wed, 5 th March	Ash Wednesday Mass. Ramadan Offering Year 3 A, B, C Year 11 A,D,E
Thu, 6 th March	Ramadan Offering Year 3 D, E, F Year 11 B,C,F. Year 8 Girls Orientation
Fri, 7 th March	Remote Learning Friday during Ramadan/ Ramadan Offering year 4 A,B,C
Sat, 8 th March	
Sun, 9 th March	
Mon, 10 th March	Ramadan Offering Year 4 D, E, F Year 8 Girls Orientation
Tue, 11 th March	CS MOCK PRACTICALS. Ramadan Offering Year 5 A,D,E Year 8 Boys Orientation
Wed, 12 th March	CS/ICT MOCK PRACTICALS. Ramadan Offering Year 5 B,C,F Year 8 Boys Orientation
Thu, 13 th March	ICT MOCK PRACTICALS. Ramadan Offering Year 6 A,D,E
Fri, 14 th March	Remote learning Friday during Ramadan/ Ramadan Offering Year 6 B,C,F / MOCK EXAMS YEARS 11 & 13
Sat, 15 th March	
Sun, 16 th March	
Mon, 17 th March	Ramadan Offering Year 7 A,D,E,B,C,F/ MOCK EXAMS YEARS 11 & 13
Tue, 18 th March	PIRLS FIELD TRIAL YEAR 5 (selected classes) / Ramadan Offering Year 8 A,D,E,B,C,F/ MOCK EXAMS YEARS 11 & 13
Wed, 19 th March	Ramadan Offering Year 9 A,D,E,B,C,F/ MOCK EXAMS YEARS 11 & 13
Thu 20 th March	Ramadan Offering Year 10 A,D,E,B,C,F/ MOCK EXAMS YEARS 11 & 13
Fri, 21 st March	Remote Learning Friday during Ramadan/Ramadan Offering Year 1 A,B,C,D,E/ MOCK EXAMS YEARS 11 & 13
Sat, 22 nd March	SPRING BREAK COMMENCES



OUR REF :

TRN : 100259955100003

Friday, 28th February 2025

To: The Parents of students in Years 1-10 and Year 12
REMOTE LEARNING ON FRIDAYS DURING
RAMADAN (7th March, 14th March and 21st March)

Dear Parents,

Greetings from Saint Mary's. This is an update regarding **Remote Learning** during the Holy month of Ramadan.

In line with the directives of His Highness Sheikh Hamdan bin Mohammed bin Rashid Al Maktoum, Crown Prince of Dubai, Deputy Prime Minister, Minister of Defence, and Chairman of the Executive Council of Dubai, and in His Highness's dedication to strengthening family bonds during the holy month, it has been decided to implement the remote learning option for private school students in Dubai on Fridays throughout the blessed month of Ramadan.

However, students from Years 11 and 13 answering their Mock Examinations will attend their exams in school as planned.

In case of any overwhelming circumstances, please inform your child's class teacher by email by Monday, 3rd March 2025, if you wish to send your child to school on these three Fridays so that we can make provision for them in the library to do their work. If teachers do not receive any emails, then we will understand that children will be at home.

- For years 1-8, teachers who have lessons on Friday will send out the work to their students in Google Classroom (GC) on Thursday itself.
- Years 9, 10 and 12 will have Zoom links sent to them by their teachers.

Yours sincerely

Mr. Paul Asir Joseph
(Principal)





OUR REF :

TRN : 100259955100003

DATE: Friday, 21st February 2025

**To: Parents of students from Years 1 to 13 -
RAMADAN OFFERING**

Dear Parents,

Greetings from St. Mary's. The Holy Month of Ramadan will soon be upon us, and this is a beautiful time of sharing and being charitable, especially with those less fortunate. As we do every year, we are inviting our students to bring in a simple Iftaar package that we send to the mosque just opposite our school. There are hundreds of workers who access the mosque daily for Iftaar and these little packages go a long way towards meeting this urgent need.

We believe that the values of charity and empathy are key values that we would like the children to imbibe from a young age. Of course this is optional. Please find below the contents for the Iftaar package: (**PLEASE SECURE ALL IN A NEATLY SEALED PLASTIC PACKET**)

1. 3-4 dates (neatly wrapped in cling wrap or in a small, sealed packet.
2. Any of these: Apple/ orange / Banana
3. A small bottle of juice or Laban
4. A small bottle of water

Please send this only on the day scheduled for your child's class as these are perishable items.

Monday, 3rd March 2025	YEAR 12 & 13
Tuesday, 4th March 2025	YEAR 2 A, B, C, D, E
Wednesday, 5th March 2025	YEAR 3 A, B, C, & YEAR 11 A, D, E
Thursday, 6th March 2025	YEAR 3 D, E, F & YEAR 11 B, C, F
Friday, 7th March 2025	YEAR 4 A, B, C
Monday, 10th March 2025	YEAR 4 D, E, F

Tuesday, 11th March 2025	YEAR 5 A, D, E
Wednesday, 12th March 2025	YEAR 5 B, C, F
Thursday, 13th March 2025	YEAR 6 A, D, E
Friday, 14th March 2025	YEAR 6 B, C, F
Monday, 17th March 2025	YEAR 7 A, B, C, D, E, F
Tuesday, 18th March 2025	YEAR 8 A, B, C, D, E, F
Wednesday, 19th March 2025	YEAR 9 A, B, C, D, E, F
Thursday, 20th March 2025	YEAR 10 A, B, C, D, E, F
Friday, 21st March 2025	YEAR 1 A, B, C, D, E

May your kindness and generosity be blessed.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)

