



OUR REF :

TRN : 100259955100003

DATE: 20th June 2025

**To: Parents of students from Year Two to Year Eleven -2025-2026
(currently Years 1 – 10) ORDERING BOOKS FOR THE NEXT
ACADEMIC YEAR-2025-2026**

Dear Parents

Greetings from St. Mary's. We have been working hard over the last many weeks with our local book suppliers as well as International Book suppliers to ensure that books will be shipped from the UK despite the trials of delivery and distribution experienced over the last two to three years.

Books must be ordered and paid for directly through the online portal of our suppliers Novel House School Supplies (formerly known as Periwinkle International School Supplies) through the online portal www.novelhouse.ae. An advance payment/ full payment is required to confirm the order. The books can be collected from the school on the book distribution day. The collection appointments can be booked through the same online portal on further notification. The log in credentials to access the online portal will be mailed by IT department.

STEPS FOR PLACING THE ORDER IS ATTACHED AT THE END OF THIS CIRCULAR]

You are not compelled to purchase books through the school and you are free to use the book list to source second hand books as well.

KINDLY ALSO NOTE THAT EVEN IF YOU ARE NOT PURCHASING ANY BOOKS THROUGH THE SCHOOL, THE ACTIVE LEARN DIGITAL PLATFORM and LEARNING LADDERS ARE AN INTEGRAL PART OF THE DAILY TEACHING AND LEARNING AND PROGRESS TRACKING. (THE ACTIVE LEARN DIGITAL PLATFORM FOR YEARS 1-6 INCLUDES HARD COPIES OF MATH & SCIENCE TEXT BOOKS).

Students who are leaving St. Mary's may ignore the email and relevant book circulars.

For students with outstanding dues, please note that purchasing books does not ensure a seat for next year. All outstanding dues must be paid for in full for re-registration for the next Academic Year 2025-2026.

All stationery and notebooks will be delivered along with the textbooks in the school on the book distribution day.

Textbooks will be distributed strictly based on the order that you have made.

ACTIVE LEARN/ ACTIVE TEACH& LEARNING LADDERS

The school uses the Pearson 'Active Learn' an E-Learning pedagogy . This is supported by an online platform wherein students will be given a password and download instructions. Students will require a desktop computer or a tablet or a laptop and printing facility at home. Learning Ladders is being used to track student's progress against specific learning objectives and will give both children and parents a clear idea of the progress that children are making. Kindly note that the payable amount for 'Active Learn' and 'Learning Ladders' has also been included on each booklist.

THE ADVANCE PAYMENT TOWARDS BOOKS AND THE ACTIVE LEARN ONLINE PLATFORM & LEARNING LADDERS MUST BE PAID BEFORE 1st JULY. NO ORDERS CAN BE PLACED AFTER 1ST JULY 2025 AS THIS WILL IMPACT THE DELIVERY OF THE ENTIRE SHIPMENT.

KINDLY BEAR IN MIND THAT BOOKS WILL NOT BE AVAILABLE AT A LATER DATE IF A PAID ORDER HAS NOT BEEN MADE AS THESE BOOKS ARE BEING SHIPPED DIRECTLY FROM THE UK. BOOK DISTRUBITION DATES WILL BE ISSUED WITH THE END OF YEAR CIRCULAR.

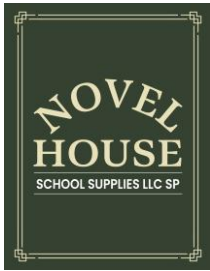
Ministry of Education Books (MOE Arabic, UAE SST AND ISLAMIC) will be available to purchase on the website later, once the MOE releases the new edition books for 2025-26

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)





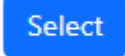
ONLINE PURCHASE GUIDELINES

<https://novelhouse.ae/login>

Step 1: click the above link or copy paste to your browser.

Step 2: login with user name and password received from school IT by email.

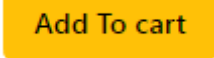
Step 3: click on the  button.

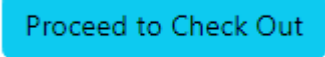
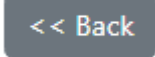
Step 4:  the student name if siblings are there.

Step 5: Select [Click here to download the book list](#) link to download the book list.

Step 6: Select the required book set by clicking  button. Once the book is

Selected, the option automatically changes to .

Step 7: Items shown in orange color need to be selected  to proceed.

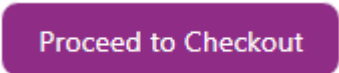
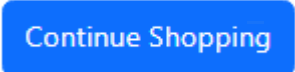
Step 8: click on  to go to next page or Click on  Button to go back to the previous page. Proceed to checkout will take you to the cart where you can change the quantity or delete items.

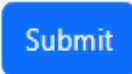
Step 9: Refund Balance AED IF ANY BOOKS WERE NOT DELIVERED LAST YEAR AND THE PAYMENT WAS DONE, WE WILL ADJUST THE AMOUNT IN THE CURRENT YEAR ORDER HERE (FOR YEAR 3 and 5 of AY 2024-25).

Step 10: Select the payment option ☐ Advance payment or ☒ Full payment .

- **ADVANCE PAYMENT** means the order is confirmed, but you have to complete the payment before collecting the books.
- **FULL PAYMENT** means your order and transaction is complete, you can collect the books on the designated delivery day.

(DELIVERY DAY WILL BE INFORMED IN ADVANCE AND APPOINTMENTS CAN BE BOOKED FROM THIS PORTAL ON COMPLETION OF PAYMENT- PLEASE REFER TO THE BOOK CIRCULAR FROM THE SCHOOL)

Step 11: Verify the items and qty selected and click  to proceed to payment. Click  if you want to continue shopping.

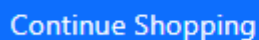
Step 12: Fill in the required details and click 


Step 13: You will be redirected to the Payment gateway. You will get email confirmation once the payment is successful.

Step 14: You can view your order or continue shopping.



Payment Success!





FOR ANY FURTHER ASSISTANCE PLEASE CALL OUR CALL CENTER 06 5722 007/06 5444 500

Thank you.