



OUR REF :

TRN : 100259955100003

Friday, 20th June 2025

To: The Parents of students in Years 1-13

WEEKLY CIRCULAR BEFORE WEEK THIRTY-SEVEN

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.

NEW

- **EDUCATIONAL OUTINGS – YEARS 6, 9 & 10 -23rd June.**
- **REPORT DAY- SAVE THE DATE-25TH JUNE 2025.**
- **BOOK CIRCULAR- All year groups-Please see attached.**
- **27th June is a public holiday for all students and staff to mark the occasion of Hijri New Year.**
- **24th June- End of year class parties & Coloured Clothes Day- Years 1-10 and Year 12.**
- **26th June - Last day of school - School ends at 11:00 am.**

Please note that since we are in the last two weeks of the academic year, we have to consider ALL students with outstanding fees as UNREGISTERED for the next academic year 2025-2026. We have done our best to reach out individually but at this stage we cannot confirm seats for students with outstanding fees for the next Academic Year.

1) EDUCATIONAL OUTINGS ALL YEAR GROUPS: Please check the table below that serves as a reminder for class educational outings. Please note that those children who are not attending MUST stay at home. Children attending must carry sufficient water, snacks (although we will be providing these) and wear their sports uniform and a sun hat/ cap. No books to be brought on the day of the class outing.

23RD June 2025	YEAR 6	DUBAI AQUARIUM & UNDERWATER ZOO
23RD June 2025	YEARS 9 & 10	MUSEUM OF THE FUTURE

2) FINAL REPORT DAY - YEARS 1-10 & 12 - 25TH JUNE 2025: Reports will be sent to the SIMS parent App in advance. Parents are not compelled to come for the final report day. If there are any serious concerns, with promotion to the next class, the school will arrange separate meetings for those parents well in advance of the 25th of June. Reports will not be shared where there are outstanding fees. ***Parents will receive a time slot from the class teachers.***

3) BOOK CIRCULAR: All year groups-Please see attached.

4) END OF YEAR CLASS PARTIES & COLOURED CLOTHES DAY (Years 1-10 and year 12): End of year class parties are a celebratory occasion for the children to mark the end of the school year and celebrate their many successes before the long summer break. Children are invited to come dressed in coloured clothes but are reminded of the importance of being modest and respectful in their dressing. Parents may only send dry packed snacks and juices but no other food items due to the high temperatures. Students may carry their own snack which they wish to consume. Students in years 7-10 are requested to kindly carry a tablet or a laptop on that day for a simple task that has to be done.

5) 26th June 2025 last day of school: The last day of school is 26th June 2025, and school will end at 11:00 am on that day.

6) A-LEVEL APPLICATION TO YEAR 12: A link for admission form as well as a letter regarding admissions has been sent out with this circular. Please go through it carefully.

7) RE-REGISTRATION FOR THE NEXT ACADEMIC YEAR 2025-2026 (YEARS 1-10 & YEAR 12: The DEADLINE for re-registration was 15th APRIL 2025.

8) 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.

9) 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.

10) 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.

11) 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.

12) 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.

13) 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)





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.

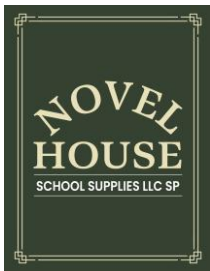
Ministry of Education Books (MOE Arabic, UAE SST AND ISLAMIC) will be available to purchase on the website later, once the MOE releases the new edition books for 2025-26

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)





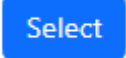
ONLINE PURCHASE GUIDELINES

<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.

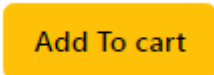
Step 3: click on the  button.

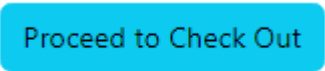
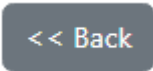
Step 4:  the student name if siblings are there.

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.

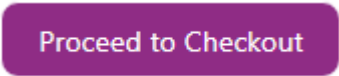
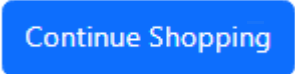
Step 8: click on  to go to next page or Click on  Button to go back to the previous page. Proceed to checkout will take you to the cart where you can change the quantity or delete items.

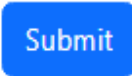
Step 9: Refund Balance AED IF ANY BOOKS WERE NOT DELIVERED LAST YEAR AND THE PAYMENT WAS DONE, WE WILL ADJUST THE AMOUNT IN THE CURRENT YEAR ORDER HERE (FOR YEAR 3 and 5 of AY 2024-25).

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.

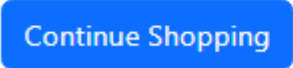
Step 12: Fill in the required details and click 

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.