



OUR REF :

TRN : 104153998000003

Friday, 24th October 2025

To: The Parents of Students in Years 1-13
WEEKLY CIRCULAR BEFORE WEEK EIGHT

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 their year group.

NEW UPDATES:

- **YEAR 9 FIRST TERM EXAMINATION TIMETABLE-** Please note correction for the Geography exam (that had inadvertently appeared twice). Please see attachment to this circular.
- **Pearson Edexcel final certificates available for collection -** last year's cohort of Year 11.
- **GAVEL CLUB -** Coming soon - more details next week.
- **NGRT FORM A -** Results will be sent to the student email.

1) FIRST TERM EXAMINATIONS-TIME TABLES/ PORTIONS/ RULES AND REGULATIONS/ COPING WITH EXAM RELATED STRESS (All year groups): We had attached a separate circular on the 10th of October with all the above information. It is all available on the school website. Please see link below.

<https://www.stmarysdubai.com/examinations/>

2) PEARSON EDEXCEL FINAL IGCSE/GCSE CERTIFICATES: Please note that these certificates for the year 11 cohort of 2024-2025 are available for collection from the school office during working hours.

3) PEARSON EDEXCEL EXAM REGISTRATION FORMS FOR YEARS 11 & 13:

Parents of students in Years 11 and 13 are reminded to please check the Pearson Edexcel Exam Registration forms that have been sent with the children last week. Payment for London Board Exams must be made through Skiplly. Please send the forms with the relevant documents (mentioned on the form) and the printed Skiplly receipt. **The final deadline is 5th November 2025.**

4) ATHLETIC MEET 2025-2026 (Years 5 to 13): Please see the link to circulars.

https://www.stmarysdubai.com/wp-content/uploads/2025/10/Sports-Day-events-Boys-Letter-2025-2026.pdf#new_tab

https://www.stmarysdubai.com/wp-content/uploads/2025/10/Sports-Day-events-Girls-Letter-2025-2026.pdf#new_tab

5) SIMPLY BOTTLES RECYCLING PLASTIC WATER BOTTLES: We are inviting parents to please support the children in this campaign as we really would like them to value the importance of recycling. In addition to prizes from Simply Bottles, we will be awarding three classes (YEARS 1-4/ YEARS 5-8/ YEARS 9-13) with the highest number of bottles recycled with a picnic day out in January 2026. Please send the empty plastic water bottles collected with your child each day. This campaign will run until December 2025. Last Year our school won the **FIRST PRIZE** among all other participating schools for this.

6) READING BINGO (YEARS 2-10): An exciting reading challenge for students from years 2-10. Please see link to flyer.

https://www.stmarysdubai.com/wp-content/uploads/2025/10/Reading-Bingo.pdf#new_tab

7) GRADUATION CEREMONY FOR THE CLASS OF 2024-2025 (Current Year 12 students and parents) SAVE THE DATE 7TH NOVEMBER 2025 evening ceremony: Parents are requested to kindly save this date. Please see link to flyer.

https://www.stmarysdubai.com/wp-content/uploads/2025/09/Grad-2025-Notice.pdf#new_tab

8) IBT ARABIC A & B (ARABIC A- Years 5-10) (ARABIC B – Years 5, 7 & 9):

Please see link to circulars.

https://www.stmarysdubai.com/wp-content/uploads/2025/09/IBT-LETTER-ARABIC-A.pdf#new_tab

https://www.stmarysdubai.com/wp-content/uploads/2025/09/IBT-LETTER-ARABIC-B.pdf#new_tab

9) FOURTH SUBJECT DROP (GCE / IAL SUBJECTS ONLY) -YEAR 12

STUDENTS: We have been receiving subject drop forms signed by parents and these are being duly processed where required evidence of the requirement of only three subjects has been provided. Once a subject has been dropped it cannot later be re-taken due to a loss of curricular hours. Parents are therefore requested to carefully consider this decision. There is no deadline for dropping the fourth subject.

10) ENOUGH WATER TO BE SENT WITH CHILDREN OR A FEW AED 1 COINS

TO PURCHASE WATER FROM THE MACHINES: Parents of students especially those in lower primary are requested to kindly send enough drinking water with your child or one or two AED 1 coins so they can be assisted with getting water from the machines. For reasons of hygiene and safety there are no drinking water fountains.

11) BREAKFAST/ SNACK FIRST THING IN THE MORNING:

We recognise that many children, especially those travelling on long bus journeys to reach school every morning, find it difficult to have their breakfast so early in the morning and some suffer travel illness. We would like to inform parents that its perfectly alright to send a packed snack or breakfast with your child so that they may eat it in class first thing in the morning when they reach school. This is a much healthier option than children being on an empty stomach for long hours.

12) INAPPROPRIATE USE OF SOCIAL MEDIA & CYBERBULLYIING:

Please see the link to the circular.

https://www.stmarysdubai.com/wp-content/uploads/2025/09/CYBERBULLYING-BULLYING-SANCTIONS-AND-CONSEQUENCES-REMINDER-CIRCULAR.pdf#new_tab

13) 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.

14) 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. Link here.

https://stmarysdubai.com/wp-content/uploads/2025/08/ADMISSION-TO-A-LEVELS-for-the-ACADEMIC-YEAR-2025-2026.pdf#new_tab

15) UNIFORM INFRACTIONS: Parents are hereby notified that we have been very disappointed with the large number of uniform infractions, especially among senior students. *These include very long and unruly hair of boys (kindly ensure that proper haircuts are undertaken this weekend), long hair of girls untied, coloured and highlighted hair of girls (we have specifically reminded parents at the end of last year that this is strictly not allowed), multiple ear piercings for girls, shorter than acceptable skirt lengths, long fingernails of both boys and girls, heavy make -up on girls.* What is even more disappointing is the lack of collaboration from parents when we correct students for the same. Parents are requested to please check on your children before they leave home in the morning. Please refer to the uniform policy.

16) STUDENT SCHOOL EMAIL ID: Your child's school email will be a focal point for our communication to you. **We will use a parent's email only to communicate outstanding fee or disciplinary issues.** A **CLASS GROUP EMAIL** has been created using the students 'official email ID for every class. This is for the dissemination of information daily from the class teacher to the parents of this class and we request parents not to write back to this address. We recommend that every parent checks this email after 6:00 pm every day for important updates. New students will receive their school email Ids on Monday.

17) BOARD EXAMINATION FEES: We would like you to be informed well in advance that **PEARSON EDEXCEL LONDON BOARD EXAMINATION FEES** will be collected in the month of **NOVEMBER 2025** 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.

18) 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

19) APPROVED KHDA CALENDAR FOR ACADEMIC YEAR 2025-2026: Parents are requested to check the approved KHDA School Calendar for the Academic Year 2025-2026 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 / bereavement 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.

20) INTERNATIONAL BENCHMARK TESTS FOR THE ACADEMIC YEAR 2025-2026 AND APPLICABLE PAYMENTS:

Parents are requested to kindly go through this table carefully so that you will be aware of which International Benchmark tests are applicable to your child. Payments will be via Skippy and will be advised as these come up.

PRIMARY SCHOOL

YEAR GROUP	NGRT	CAT-4	GL	IBT ARABIC A	IBT ARABIC B
YEAR 1	NA	NA	NA	NA	NA
YEAR 2	YES	NA	NA	NA	NA
YEAR 3	YES	NA	NA	NA	NA
YEAR 4	YES	YES	YES	NA	NA
YEAR 5	YES	NA	YES	YES	YES
YEAR 6	YES	YES	YES	YES	NA

SECONDARY SCHOOL

YEAR GROUP	NGRT	CAT-4	GL	IBT ARABIC A	IBT ARABIC B
YEAR 7	YES	NA	YES	YES	YES
YEAR 8	YES	YES	YES	YES	NA
YEAR 9	YES	NA	YES	YES	YES
YEAR 10	YES	YES	YES	YES	NA
YEAR 11	NA	NA	NA	NA	NA
YEAR 12	NA	NA	NA	NA	NA
YEAR 13	NA	NA	NA	NA	NA

PLEASE CHECK ERRATUM CORRECTED NOW IN BOTH RED BOXES ABOVE.

21) 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.

22) 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.

23) 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.

24) PARENTS TAKING PICTURES AND VIDEOS ON SCHOOL PREMISES: All Parents are reminded that taking pictures and videos of children on the premises is a strict violation of Child Protection Policies. We understand that as parents it is exciting to capture memories but when other children are involved, it goes against all Child Protection Policies. We will do our best to send you all memories of various activities captured in school.

25) GATE ACCESS TO THE PREMISES: Parents are requested to kindly not use the church gates to access our premises for drop off and pick up. GATE 4 and GATE 5 are the school gates to be accessed.

26) 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.

27) 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.

28) 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)





FIRST TERM EXAMINATIONS – (YEARS 9 & 10) JANUARY 2026

DATE	DAY	YEAR NINE	YEAR TEN
12 th Jan.	MON	English Language 2 English Language 1	English Language 2 English Language 1
13 th Jan.	TUE	Rel. Stu./ Values Ed & English Lit2	Physics/ Business
14 th Jan.	WED	Chemistry/ Economics	Moral Education
15 th Jan.	THU	Moral Education & UAE SST	English Literature 1 / History1 /Art (before and after break)
16 th Jan	FRI	Biology /Accounting & Geography	Maths Cal and Non Cal
19 th Jan.	MON	Math Paper 1 & 2	Psychology & ICT/ Computer Science
20 th Jan	TUE	English Literature 1 / History/ Art(Art continues after break)	Biology /Accounting & English Lit 2 /History2
21 st Jan	WED	Psychology	Arabic & (Art -after break)
22 nd Jan	THU	ICT/ Computer Science	Chemistry/ Economics (Art -after break)
23 rd Jan	FRI	Physics/ Business	UAE SST
26 th Jan	MON	Arabic	Rel. Stu./ Values Ed