

## 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 : 10415399800000

Date: 21<sup>st</sup> March 2026

To: **Parents of students in Years 1-13**

**DISTANCE LEARNING FROM 23<sup>rd</sup> MARCH TO 3<sup>rd</sup> APRIL 2026**

Dear Parents,

**Greetings from St. Mary's.** We trust that this update finds you all safe and well. Please be assured of our prayers and best wishes for every member of our Marian Family.

We have already confirmed that the KHDA has extended distance learning for two weeks after the Spring Break, from 23<sup>rd</sup> March until 3<sup>rd</sup> April 2026. All further updates as received from the authorities will be communicated to you.

The Knowledge and Human Development Authority has made it very clear that nobody is to access the school premises, which also includes the vast majority of staff members except for those critically required for operational purposes. Regrettably, the premises are currently out of bounds. This is purely to ensure the safety and security of the school community.

### **DISTANCE LEARNING - PHASE WISE**

**YEARS 11 & 13:** Students of Years 11 and 13 will not have live lessons from 23<sup>rd</sup> until the 25<sup>th</sup> March 2026 owing to the fact that their mock exams have had to be extended under the current circumstances and so these three days have been kept for meaningful revision and exam preparation as well as for a full testing for technological readiness for their online Mock Examinations.

From the 26<sup>th</sup> of March students in these two-year groups **MUST** attend all examinations online. - Kindly read ***separate circular on examination rules and regulations.***

Class teachers of Year 11 and Subject teachers of Year 13 will create a separate Google Classroom for the turning in of examination answer scripts, please ensure that your children join these later in the day on Monday.

**LIVE LESSONS ON 23<sup>RD</sup> MARCH WILL BE SCHEDULED FOR ALL YEAR GROUPS AFTER THE DAY'S REGULAR BREAKTIME. REGISTRATION will be at 9:30 am for ALL classes except Years 11 and 13 on the 23<sup>rd</sup> of March.**

## **WHY ROUTINES ARE PARTICULARLY IMPORTANT FOR CHILDREN AND TEENAGERS DURING TIMES OF UNCERTAINTY.**

Children today often surprise us with their ability to be resilient. We do understand that in the current situation of conflict, they are also dealing with feelings of fear, confusion and uncertainty and therefore one powerful way to help children navigate this period is through the use of ROUTINES. Simple as they may seem, routines provide structure through activities that share key characteristics:

- They have a beginning and an end.
- They are usually performed in a specific way
- They often follow a predictable sequence.

In the current times of uncertainty, a routine becomes something dependable for a child to count on. Routines serve the same purpose of predictability which becomes overwhelmingly important in times of conflict and confusion.

The education regulators have been wonderful in ensuring the continuity of learning while still ensuring the safety and security of students and school communities.

For this period of distance learning, we will also be following a set routine that all students in Years 1-10 and Year 12 are expected to follow.

- **School hours are from 7:10 am until 1:50 pm. Please find our lesson timings posted below. Students must be ready by 7:05 am.**
- **All students MUST be present for the morning Registration with their class teachers at 7:10 am sharp on all days and at 7:05 am on Fridays.**
- **The National Anthem will be played daily and there will be a morning prayer during registration.**
- **All students MUST be present for lessons in FULL SCHOOL UNIFORM and in PE uniform on days that PE is time tabled.**

- **During distance learning, attendance will be taken at each lesson, and you will be informed via email if your child has missed certain lessons.**
- **Teachers will finish lessons 5-7 minutes earlier to give children a screen break and time to use the restroom.**
- **Please ensure that your child is fully ready with all that they need in terms of the technology as well as their writing materials and textbooks.**
- **In the case of double lessons, the teacher will give students a 5-7-minute break between both lessons as a screen break.**

### **Years EIGHT THROUGH TEN**

- Live Synchronous Lessons are applicable to students of these Year groups for ALL SUBJECTS except PE, Library and Activity.
- (Art for Years 7 and 8 will be Asynchronous)
- Zoom links will be posted in your child's subject GC
- Please find the attached ZOOM rules and regulations for these Year groups.

### **Years FIVE AND SIX**

- Live Synchronous Lessons are applicable to students of these Year groups for ALL SUBJECTS except PE, Library, Music, Art and Activity.
- (Art for Years 5 and 6 will be Asynchronous)
- Zoom links will be posted in your child's subject GC
- Please find the attached ZOOM rules and regulations for these Year groups.

### **Years ONE THROUGH FOUR**

- Live Synchronous Lessons are applicable to students of these Year groups for ALL SUBJECTS except PE, Guided Reading, Music, and Activity.
- During Art lessons, teachers will conduct Mindfulness and other simple activities for children.
- (For the first week, Values Education for years 1-3 will be Asynchronous)
- Zoom links will be posted on a daily document and sent to you daily.
- Please find the attached ZOOM rules and regulations for these Year groups.

We are trying our best to consider student wellbeing and not have extended screen time for younger children.

We appeal to parents to ensure that children are attending required lessons and that they are maintaining respectful standards of behaviour online.

It is extremely important to speak to your children at this time about the value of sensitivity and empathy for others. This is particularly in relation to respecting teachers and fellow students at a time when everyone is navigating a period of uncertainty. We have had to deal with cases in the week before the Spring Break where students behaviour did not reflect our core Marian values and this is even more disappointing in the current situation.

## **TECHNOLOGICAL and LEARNING READINESS TO CONTINUE WITH DISTANCE LEARNING**

- 1) Please ensure that the latest version of ZOOM is installed on your child's laptop. Zoom will be used for ALL LIVE/SYNCHRONOUS LESSONS
- 2) For Asynchronous lessons, work will be posted in Google Classroom.
- 3) Please ensure that your child has a fully working device with a fully working camera/webcam. The video MUST BE TURNED ON FOR ALL LESSONS. We will remove students whose videos are off. KINDLY ENSURE WORKING TECHNOLOGY. This is for reasons of safeguarding.
- 4) No filming/ photography of any part of a lesson or screen during a lesson or content of a lesson is permitted. Strict action will be taken in accordance with UAE cybercrime laws.
- 5) Parents are requested to check their email daily for important updates from the government and/or the school. We will communicate with you daily if your child has been absent or if your child has not been following the regulations in accordance with online learning.
- 6) **PARENTS MUST INFORM THE CLASS TEACHER VIA EMAIL ONLY, THE PREVIOUS NIGHT if your child is going to be absent the following day.** Please note that this has not been followed by MANY parents and it is a matter of child safeguarding that must be treated very seriously.
- 7) No eating or drinking during lessons. A virtual classroom must be respected in the same way that we respect an on-site classroom. Please talk to your children about this.

- 8) Please reach out to your child's class teacher via email if your child is struggling with anything in particular.
- 9) We strongly advise parents to refrain from exposing students to distressing news and social media which often have unverified and overly sensationalised material that causes more harm than good. Children cannot be treated in the same way as adults and it is best to stick to familiar routines for them. This helps children feel safe both physically and emotionally.
- 10) Kindly inform your child's class teacher via email if you are currently out of the UAE.

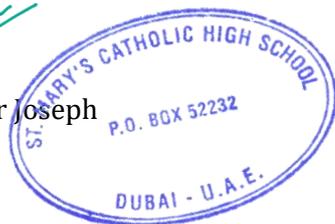
**LET US TEACH OUR CHILDREN THAT THE KEY VALUES AT THIS TIME ARE: RESPECT, INTEGRITY, RESILIENCE AND EMPATHY.**

We understand that these can be very confusing times for families, but we are certain that the UAE Government is doing its best to ensure our safety and security. It is important that we rely only on verified sources for information in these extenuating circumstances and be supportive of one another.

We wish you all safety in your day-to-day routines as we navigate the current uncertainty. Please be reassured of our prayers for everyone.

Yours sincerely,

Mr. Paul Asir Joseph  
(Principal)





## LESSON TIMINGS : ACADEMIC YEAR 2025 - 2026 (Distance Learning)

LESSON	MONDAY & WEDNESDAY	TUESDAY & THURSDAY	FRIDAY	
Registration	7:10 - 7:25 AM	7:10 - 7:30 AM	Registration	7:05 - 7:15 AM
Zero Lesson	7:25 - 8:05 AM			
First Lesson	8:05 - 8:45 AM	7:30 - 8:15 AM	First Lesson	7:15 - 7:55 AM
Second Lesson	8:45 - 9:25 AM	8:15 - 9:00 AM	Second Lesson	7:55 - 8:35 AM
Third Lesson	9:25 - 10:05 AM	9:00 - 9:45 AM	Third Lesson	8:35 - 9:10 AM
Fourth Lesson	10:05 - 10:45 AM	9:45 - 10:25 AM	Fourth Lesson	9:10 - 9:45 AM
Break	10:45 - 11:10 AM	10:25 - 10:50 AM	Break	9:45 - 9:55 AM
Fifth Lesson	11:10 - 11:50 AM	10:50 - 11:35 AM	Fifth Lesson	9:55 - 10:35 AM
Sixth Lesson	11:50 AM - 12:30 PM	11:35 AM - 12:15 PM	Sixth Lesson	10:35 - 11:15 AM
Seventh Lesson	12:30 - 1:10 PM	12:15 - 1:05 PM		
Eighth Lesson	1:10 - 1:50 PM	1:05 - 1:50 PM		

Note : The seventh lesson on Friday has moved to the zero lesson on Wednesday

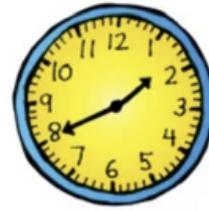


# ZOOM USAGE & REGULATIONS: YEARS 1 TO 4



## JOINING LESSON

- Use your school email to join.
- Wait quietly in the Waiting Room.
- Use your real name.



## BE PREPARED

- Be on time.
- Sit in a quiet place.
- Have the books and material ready.



## CAMERA & AUDIO

- Keep your camera ON.
- Keep your microphone OFF (muted).
- Raise your hand if you want to speak.



## LISTEN CAREFULLY

- Use chat only when teacher asks you to use it for the lesson.
- Do not chat with your classmates.
- No eating during class.



## BE RESPECTFUL

- Do not interrupt others.
- Use polite words.
- Stay focused on the lesson.



## BE READY TO LEARN

- Act like you are in school.
- An Adult needs to be present.
- Wear the school uniform.



## ONLINE SAFETY

- Do not share your screen unless your teacher allows.
- Only students should join the lesson.
- No games or other apps during class.



## REMEMBER

- Your teacher will give a reminder if needed.
- Continued disruption may mean leaving the lesson.
- Parents may be informed.

**Let's make online learning safe, happy, and fun for everyone!**



# ZOOM USAGE & REGULATIONS: YEARS 5 & 6



To ensure a productive, safe, and disciplined digital learning environment, the following regulations are mandatory for all Years 5 and 6 online sessions. While we grant senior students (Year 11 and A-Levels) greater autonomy, these stricter protocols are in place for Years 5 -10 to meet our safeguarding obligations and maintain academic focus.

## STUDENT ADMISSION & APPEARANCE

**Uniform Policy:** All students must wear the official school uniform shirt or blouse while attending online lessons.

**Identity Verification:** Access is strictly limited to students using their official school email ID.

**Naming Convention:** Students must use their full legal names. Nicknames are strictly prohibited; students using aliases will not be admitted.

**Profile Pic:** To maintain a professional classroom environment, your Zoom profile picture must be one of the following:

- A clear headshot of yourself wearing the school uniform (shirt/blouse).
- The default 'Initial' icon that Zoom provides automatically.

## VIRTUAL CLASSROOM MANAGEMENT

**The Waiting Room:** Teachers will use the Waiting Room feature to vet all participants before entry and to manage latecomers.

**Audio Controls:** All students will be Muted on Entry. To minimize interruptions, students must remain muted throughout the lesson. Teachers will manually unmute individual students only when they are called upon to participate.

**Camera Policy:** Cameras must remain ON at all times to monitor engagement.

**Protocol:** If a student's camera is off, the teacher will provide one reminder. If the camera remains off, the student will be removed from the lesson immediately.

**No Breakout Rooms:** Due to the specific management needs of these year groups, Breakout Rooms are prohibited for Years 5 and 6.

## DISCIPLINE & TECHNICAL SAFEGUARDS

**Screen Sharing:** Restricting screen sharing to the Host/Co-host is mandatory. Students are not permitted to share their screens under any circumstances.

## DISRUPTION PROTOCOL:

**Private Warning:** For minor disruptions, teachers will send a private chat message to the student before addressing the behavior publicly.

**Hold/Removal:** Teachers may use the "Attendee On-Hold" feature to temporarily suspend a student's access or remove them entirely if the disruption persists.

**Parental Involvement:** In cases of recurring behavioral issues or technical non-compliance, teachers will formally engage parents via email or scheduled meetings.

Students are reminded to be respectful in lessons and maintain high standards of behaviour during remote lessons.



# ZOOM USAGE & REGULATIONS: YEARS 7 & 8



To ensure a productive, safe, and disciplined digital learning environment, the following regulations are mandatory for all Years 7 and 8 online sessions. While we grant senior students (Year 11 and A-Levels) greater autonomy, these stricter protocols are in place for Years 7, 8, 9 and 10 to meet our safeguarding obligations and maintain academic focus.

## STUDENT ADMISSION & APPEARANCE

**Uniform Policy:** All students must wear the official school uniform shirt or blouse while attending online lessons.

**Identity Verification:** Access is strictly limited to students using their official school email ID.

**Naming Convention:** Students must use their full legal names. Nicknames are strictly prohibited; students using aliases will not be admitted.

**Profile Pic:** To maintain a professional classroom environment, your Zoom profile picture must be one of the following:

- A clear headshot of yourself wearing the school uniform (shirt/blouse).
- The default 'Initial' icon that Zoom provides automatically.

## VIRTUAL CLASSROOM MANAGEMENT

**The Waiting Room:** Teachers will use the Waiting Room feature to vet all participants before entry and to manage latecomers.

**Audio Controls:** All students will be Muted on Entry. To minimize interruptions, students must remain muted throughout the lesson. Teachers will manually unmute individual students only when they are called upon to participate.

**Camera Policy:** Cameras must remain ON at all times to monitor engagement.

**Protocol:** If a student's camera is off, the teacher will provide one reminder. If the camera remains off, the student will be removed from the lesson immediately.

**No Breakout Rooms:** Due to the specific management needs of these year groups, Breakout Rooms are prohibited for Years 7 and 8.

## DISCIPLINE & TECHNICAL SAFEGUARDS

**Screen Sharing:** Restricting screen sharing to the Host/Co-host is mandatory. Students are not permitted to share their screens under any circumstances.

## DISRUPTION PROTOCOL:

**Private Warning:** For minor disruptions, teachers will send a private chat message to the student before addressing the behavior publicly.

**Hold/Removal:** Teachers may use the "Attendee On-Hold" feature to temporarily suspend a student's access or remove them entirely if the disruption persists.

**Parental Involvement:** In cases of recurring behavioral issues or technical non-compliance, teachers will formally engage parents via email or scheduled meetings.

Students are reminded to be respectful in lessons and maintain high standards of behaviour during remote lessons.



# ZOOM USAGE & REGULATIONS: YEARS 9 & 10



*To ensure a productive, safe, and disciplined digital learning environment, the following regulations are mandatory for all Years 9 and 10 online sessions. While we grant senior students (Year 11 and A-Levels) greater autonomy, these stricter protocols are in place for Years 9 and 10 to meet our safeguarding obligations and maintain academic focus.*

## STUDENT ADMISSION & APPEARANCE

**Uniform Policy:** All students must wear the official school uniform shirt or blouse while attending online lessons.

**Identity Verification:** Access is strictly limited to students using their official school email ID.

**Naming Convention:** Students must use their full legal names. Nicknames are strictly prohibited; students using aliases will not be admitted.

**Profile Pic:** To maintain a professional classroom environment, your Zoom profile picture must be one of the following:

- A clear headshot of yourself wearing the school uniform (shirt/blouse).
- The default 'Initial' icon that Zoom provides automatically.

## VIRTUAL CLASSROOM MANAGEMENT

**The Waiting Room:** Teachers will use the Waiting Room feature to vet all participants before entry and to manage latecomers.

**Audio Controls:** All students will be Muted on Entry. To minimize interruptions, students must remain muted throughout the lesson. Teachers will manually unmute individual students only when they are called upon to participate.

**Camera Policy:** Cameras must remain ON at all times to monitor engagement.

**Protocol:** If a student's camera is off, the teacher will provide one reminder. If the camera remains off, the student will be removed from the lesson immediately.

**No Breakout Rooms:** Due to the specific management needs of these year groups, Breakout Rooms are prohibited for Years 9 and 10.

## DISCIPLINE & TECHNICAL SAFEGUARDS

**Screen Sharing:** Restricting screen sharing to the Host/Co-host is mandatory. Students are not permitted to share their screens under any circumstances.

## DISRUPTION PROTOCOL:

**Private Warning:** For minor disruptions, teachers will send a private chat message to the student before addressing the behavior publicly.

**Hold/Removal:** Teachers may use the "Attendee On-Hold" feature to temporarily suspend a student's access or remove them entirely if the disruption persists.

**Parental Involvement:** In cases of recurring behavioral issues or technical non-compliance, teachers will formally engage parents via email or scheduled meetings.

Students are reminded to be respectful in lessons and maintain high standards of behaviour during remote lessons.