

## ST. MARY'S CATHOLIC HIGH SCHOOL

P.O. Box: 52232, DUBAI - U.A.E.

Tel. : +(971) 4 3370252

E-mail : maryscol@emirates.net.ae

Fax : +(971) 4 3368119

website : www.stmarysdubai.com



## مدرسة القديسة مريم الكاثوليكية الثانوية

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية المتحدة

بريد الكتروني : maryscol@emirates.net.ae

هاتف : +٩٧١ ٤ ٣٣٧٠٢٥٢

موقع ويب : www.stmarysdubai.com

فاكس : +٩٧١ ٤ ٣٣٦٨١١٩

OUR REF : .....

TRN : 104153998000003

Friday, 03 April 2026

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

## **WEEKLY CIRCULAR BEFORE WEEK 28**

Dear Parents,

Greetings from Saint Mary's. Please read on to find out important information that is relevant to your child and their year group. We send our prayers for each and every one from our Marian Family for your safety during these current times.

**DUBAI GOVERNMENT SAFETY GUIDE- SENT TO ALL SIMS PARENT APPS AND AVAILABLE ON THE SCHOOL WEBSITE.**

**PSYCHOLOGICAL AND COUNSELLING HOTLINE: "Itma'en" (Rest Assured) by Government of Dubai - Please see attachment.**

*We would like to take this opportunity to wish all our Marian families celebrating Easter, a very blessed and joyful Easter.*

*May God bless your families with peace, happiness and his everlasting love.*

### **NEW UPDATES:**

- **DISTANCE LEARNING 6<sup>th</sup> April to 10<sup>th</sup> APRIL:** Please check attachment.
- **CANCELLATION OF IGCSE/ IAL EXAMS IN UAE:** Please check separate circular - Parents of Years 11 and 13.
- **RE-REGISTRATION FOR THE ACADEMIC YEAR 2026-2027:** Please check attachment.
- **APTITUDE /PSYCHOMETRIC TESTS YEARS 8 AND 11-** Please complete latest by 4<sup>th</sup> April 2026.
- **ADMISSIONS FOR THE ACADEMIC YEAR 2026-2027:** Please check all attachments/school website.

**PLEASE NOTE THAT ANY FEES THAT HAVE NOT BEEN PAID ARE NOW CONSIDERED OUTSTANDING. ANY STUDENT WHOSE FEES HAVE NOT BEEN PAID WILL BE CONSIDERED OUTSTANDING AND WE WILL NOT BE ABLE TO ISSUE ANY OFFICIAL SCHOOL DOCUMENTS, EXAMINATION ANSWER SCRIPTS, REPORT CARDS, ETC. Please note: In cases of outstanding fees, RE-REGISTRATION MUST NOT BE PAID, even if paid, it is not considered as a re-registration but will be adjusted towards the outstanding fees. We urge parents to please be responsible and settle ALL OUTSTANDING fees without any further delay.**

**Parents are reminded that RE-REGISTRATION PAYMENT CAN NOW BE MADE ON SKIPLY ONLY UNDER THE RE-REGISTRATION FEE (2026-2027) OPTION. *Given the current situation, please email the re-registration form and the Skiplly receipt of the re-registration to your child's class teacher.***

**1) RE-REGISTRATION FOR THE NEXT ACADEMIC YEAR 2026-2027 – YEARS 1-10 AND YEAR 12:** We have attached an important circular with regard to re-registering your child for the next Academic Year 2025-2026. It is important that you go through the circular carefully. *Given the current situation, please email the re-registration form and the Skiplly receipt of the re-registration to your child's class teacher.*

**2) YEAR 8 APTITUDE TEST-Parents of registered Year 8 students:** Parents of Year Eight students who had paid for the Aptitude test are requested to kindly check your child's school email for information regarding this process.

**3) ADMISSIONS TO YEAR ONE, YEAR TWO and YEARS THREE TO TEN FOR THE ACADEMIC YEAR 2026- 2027:** We would like to inform all parents that the admissions notices for the Academic Year 2026 – 2027 have been uploaded to the school website and we have attached them to this circular as well. Please go through them carefully.

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

**4) SUBJECT-OPTIONS CHOICE LETTER and FORM (PARENTS OF YEAR 8 STUDENTS):** Parents of Year Eight students are requested to kindly make sure that the SUBJECT OPTION FORM IS SENT TO THE CLASS TEACHERS NO LATER THAN 12<sup>TH</sup> APRIL 2026. The subject Orientation PowerPoints are being sent to the SIMS PARENT APP.

**5) YEAR 12 MOCK EXAM TIMETABLE:** Parents of year 12 students who are sitting for mock examinations are requested to kindly check the Mock Exam Timetable. Link below:

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

**6) GL EXAMINATIONS IN ENGLISH LANGUAGE, MATHS & SCIENCE YEARS 4 -**

**10:** We are requesting parents of students in Years 4-10 to kindly check the separate circular on GL examinations. The timetable for these exams has also been included. **ALL STUDENTS MUST BE PRESENT ON THE DAY OF A GL EXAM WITH A FULLY CHARGED DEVICE. Any absence will require a medical certificate to reschedule the exam, even if the absence is only for ONE DAY.**

**7) NGRT FORM C EXAMINATIONS FOR YEARS 2-10:** Please note that Form C of the

NGRT series will be conducted according to the schedule below. Parents have already paid for NGRT at the start of the year. **Any absence will require a medical certificate to reschedule the exam, even if the absence is only for ONE DAY.**

Tuesday, 5 <sup>th</sup> May 2026	YEARS 7 and 8	Bring in a fully charged device
Wednesday, 6 <sup>th</sup> May 2026	YEARS 9 and 10	Bring in a fully charged device
Thursday, 7 <sup>th</sup> May 2026	YEARS 2 A and 2B	In the Computer Labs
Friday, 8 <sup>th</sup> May 2026	YEAR 2C	In the Computer Labs
Monday, 11 <sup>th</sup> May 2026	YEARS 2D and 2E	In the Computer Labs
Monday, 11 <sup>th</sup> May 2026	YEARS 4 and 6	Bring in a fully charged device
Tuesday, 12 <sup>th</sup> May 2026	YEARS 3A, 3B & 3C	In the Computer Labs
Wednesday, 13 <sup>th</sup> May 2026	YEAR 3D	In the Computer Labs
Thursday, 14 <sup>th</sup> May 2026	YEAR 3E	In the Computer Labs
Thursday, 14 <sup>th</sup> May 2026	YEAR 5	Bring in a fully charged device
Friday, 18 <sup>th</sup> May 2026	YEAR 3F	In the Computer Labs

**8) 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.

**9) INAPPROPRIATE USE OF SOCIAL MEDIA & CYBERBULLYING:** Please see the link to the circular.

## **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) 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.**

## **12) 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.

**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](mailto: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 thank the Government of the UAE for all its efforts in ensuring the safety of its citizens, residents and visitors. Please rely only on official government sources for information and do not share any unverified information on social media or via any other means of communication.

Yours sincerely,



Mr. Paul Asir Joseph  
(Principal)



*Happy  
Easter*



*May your heart be filled with joy, your home  
with love, and your life with blessings.*

*Wishing you a wonderful  
and peaceful Easter!*

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فاكس : +٩٧١ ٤ ٣٣٦٨١١٩

OUR REF : .....

TRN : 104153998000003

Friday, 3<sup>rd</sup> April 2026.

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

**DISTANCE LEARNING FROM 6<sup>th</sup> to 10<sup>th</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 thank you all for your feedback as well as feedback received from students and teachers that have helped us review our current practice and make some adjustments and adaptations, keeping in mind student wellbeing and support as well as challenges for our very young learners.

We would also like to say with all humility that our teachers are doing the best they can, sometimes under very challenging conditions. Your patience and understanding goes a long way as we are also navigating the same uncertainties that you are. There is no Rule book for a situation like this and so with your feedback and our own review of current practices, we will make changes to improve as best we can. We would truly appreciate that parents understand this.

## **DISTANCE LEARNING -PHASE WISE**

### **Years 11 and 13:**

Students of Years 11 and 13 will continue with their online Mock Examinations from 6<sup>th</sup> to 10<sup>th</sup> April.

Students with medical absences will sit their re-exams at the end of the Mock Exam series.

Students in these two-year groups **MUST** attend all examinations online. -Kindly read ***separate circular on examination rules and regulations.***

Any further directives for after the 17<sup>th</sup> of April will be communicated as soon as they are received from KHDA.

## **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 overarchingly 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.**

### **What happens if there is an emergency alert during lessons?**

Firstly, we recommend that as far as it is possible, please try to keep the child's study space away from windows and door. If this is not possible, then you will have already instructed them to move away from doors and windows in the home to a safe space.

Not everyone receives an alert and so if this happens during lessons, teachers are asked to PAUSE, and use the pause to reassure and comfort students based on their age and to use various different approaches that might range from mindful breathing to other calming techniques or even singing a song together and then once the teacher feels that students are sufficiently calm, they will resume the lesson as appropriate.

## **Years ONE through FOUR**

Live Synchronous Lessons are applicable to students of these year groups for **ALL SUBJECTS** except PE, Guided Reading Arabic, Music, Art and Activity.

During morning registration, teachers will conduct Mindfulness and other simple activities for children.

*Guided Reading English, Values Ed. and French will be Asynchronous.*

*ONE Synchronous and ONE Asynchronous lesson for Citizenship and Islamic during the week.*

Zoom links will be posted on a daily document and sent to you daily.

**What has changed for week three based on feedback from students, teachers and parents?**

*We understand that there are often barriers to access remote learning especially with younger children who have both working parents. We are also trying to be very mindful of screen time for our younger learners and so we have made the following key changes after reviewing our current practice.*

- 1) We have asked our teachers of Maths, English, Science and Arabic to send you short videos at the end of each day focusing on any key concepts that they have taught. These will be posted in your child's Google Classroom or class Group Email. This is to aid children who might have not been able to join live lessons or where working parents might need to review these.
- 2) When there is a double lesson for a particular subject on a given day, we will have a live lesson for the first lesson and then manageable work will be explained to the children for the second, so they do not have to be on the screen for a long time.

## **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.

*Values Education and Citizenship will be Asynchronous next week.*

**What has changed for week three based on feedback from students, teachers and parents?**

*We understand that there are often barriers to access remote learning especially where there may be sharing of devices. We are also trying to be very mindful of screen time for our primary students and so we have made the following key changes after reviewing our current practice.*

- 1) We have asked our teachers of Maths, English, Science and Arabic to send you teaching material in the form of short PPTs at the end of each day focusing on any key concepts that they have taught. These will be posted in your child's Google Classroom. This is to aid children who might have not been able to join live lessons or where working parents might need to review these.
- 2) We will also send you ONE SINGLE PDF document with all the zoom links posted on it, so it is easier for students to access in one place.
- 3) When there is a double lesson for English Language or Arabic on a given day, we will have a live lesson for the first lesson and then manageable work will be explained to the children for the second, so they do not have to be on the screen for a long time.

## **Years SEVEN and EIGHT**

Live Synchronous Lessons are applicable to students of these year groups for ALL SUBJECTS except PE, Library and Activity.

*Art will now be a Synchronous lesson for YEARS 7 and 8 to help children use this time for creativity to improve their well-being.*

*French will be Asynchronous and one lesson of Geography for Year 8 will be Asynchronous. One lesson of English Language/ Literature and Arabic will also be Asynchronous for Years 7 and 8.*

Zoom links will be posted in your child's subject GC.

## **Years NINE and TEN**

Live Synchronous Lessons are applicable to students of these year groups for ALL SUBJECTS except PE and Library.

*One lesson of English Language and Arabic will also be Asynchronous for Years 9 and 10.*

Zoom links will be posted in your child's subject GC.

## **Year TWELVE**

Live Synchronous Lessons are applicable to students of these year groups for ALL SUBJECTS.

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 currently 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 or class Group Email (for younger students).
- 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.

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)



# Frequently Asked Questions



We have put together a list of FAQs which we hope will be helpful. Please understand that the starting point for us is ALWAYS OUR CARE for the WELLBEING of our children. We care for them and we do understand your problems too.

We also trust that you are empathetic to our challenges.

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- |  |   |
|--|---|
| 1 Why does my child have to wear a school uniform to attend lesson from home?                                      | <b>The requirement of a school uniform even for online lessons is to keep that sense of routine going for children at this time of uncertainty. It also creates a sense of equity among all students and is a big element of self-discipline</b>                            |
| <hr/>  |   |
| 2 I have travelled, but I have not carried my child's uniform. What do my children wear in this case?              | <b>We understand the haste of travel under the current circumstances and so in this case we strongly recommend that boys wear a white T-shirt/ and navy blue or black trousers and girls wear a white T-shirt/ blouse and a navy blue or black skirt or trousers.</b>       |
| <hr/>  |   |
| 3 Will my child be marked absent if he/she has missed the registration but has attended all other live lessons?    | <b>We will be flexible where there is an occasional occurrence, but we do expect ALL children to attend the morning registration which is when we have the morning prayer and the playing of the National Anthem. This creates a meaningful routine for children.</b>       |
| <hr/>  |   |
| 4 We are sharing devices among children in my family and so my child might not be able to attend ALL live lessons. | <b>We do understand that this conflict has thrown up sudden challenges that we might not have anticipated so, in this case, please send an email to your child's class teacher explaining the situation. Please send the email from your email ID and not your child's.</b> |
| <hr/>  |   |
| 5 Why can't the school send a single zoom link for all lessons for younger children?                               | <b>The main reason for this is SECURITY AND SAFETY of the virtual classroom for ALL students and staff. A single link cannot provide the added layer of security provided by separate links. Teachers are also different across various subjects.</b>                       |
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- 6 Why can't my child join a zoom meeting with a parent ID or their personal ID? **The main reason for this is SECURITY AND SAFETY of the virtual classroom for our learners and teachers. We are using a domain-based platform which is restricted to only SMG users. This ensures a robust and secure mode of delivery of remote lessons.**
- 
- 7 Can I talk to my child's teacher when I see them in an online session ? **This is not possible because the synchronous lessons are a space only for students and teachers. If you have any concerns, you can send an email to the class teacher or to the vice principal. Please do not approach or engage with any teachers during an online session.**
- 
- 8 Why can't I access my child's school locker as they have left books there? **KHDA has currently mandated that the premises cannot be accessed by parents, students and even staff except critical staff required for operational purposes. While we understand that this can be distressing, might we suggest that children have their classmates share important material for the time being. Our teachers are also providing useful PPTs that might help to an extent.**
- 
- 9 Why can't my child eat or drink during class? **Firstly, we would recommend that your child keeps a glass or bottle of water nearby to stay hydrated. As far as eating is concerned, the virtual classroom is much like a normal classroom, and we maintain the same etiquette and discipline of a regular classroom. Children may eat during the break or in between lessons.**
- 
- 10 My teacher scheduled a zoom lesson but then sent an Asynchronous task, any reason for this sudden change? **Just like the families in our school communities, teachers too experience sudden issues like power outages or internet issues with loss of connectivity and therefore these sudden changes might sometimes occur.**
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11 My child seems very stressed and fatigued. Is there someone I can reach out to?

**Your child's class teacher is always a good first point of contact because they know your child well. However, our school counsellors are ready to help.**

To contact our Primary counsellor please send an email to: [natasha.joseph-smchs@smgeducation.org](mailto:natasha.joseph-smchs@smgeducation.org)

To contact our secondary school counsellor, please send an email to: [samantha-smchs@smgeducation.org](mailto:samantha-smchs@smgeducation.org)

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12 Who can I reach out to for any other issue concerning the current distance learning or other important queries?

**For minor issues, you can send an email to your child's class teacher. But for any other larger issues, kindly email our Vice Principal on [lpinto-smchs@smgeducation.org](mailto:lpinto-smchs@smgeducation.org)**

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13 How can I manage my child's wellbeing at this time?

**Our teachers are keeping a close eye on the children and are concerned about them. We are doing some simple mindfulness and relaxation activities with primary children. We will also be sending you useful and practical wellbeing resources that you can use to keep your child happy and resilient during this challenging phase.**

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14 When will on-site lessons resume?

**While we cannot answer this question at this time, we are closely following all directives by KHDA and we will keep updating you with any changes in directives without any delay.**

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15 How will the teachers know if my child is learning?

**AFL – Assessment for Learning continues even in the current mode of delivery. For younger children, teachers use short quizzes or Kahoot-based quizzes, short verbal responses, tasks on Active Learn Platform to assess students' learning. For older students more structured tasks as well as shorter verbal responses give teachers key indication of what learning is taking place and what needs to be adjusted.**





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- 16 Will it be my choice to send my child back to school once we re-open? **We will have to wait for the education regulator's decision on this.**
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- 17 What options do I have if I am currently outside the UAE? **We are aware that some families have temporarily re-located due to the current situation. It is heartening to know that most flights are operating to destinations where our families hail from. We will also have to wait for regulator directives on this**
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- 18 How will schools prevent students from falling behind? **We are keeping parents updated when we notice a major shift in a child's overall attitude to learning. However, it becomes even more important at this time for parents to partner with us and monitor your child's academics more closely than you might usually do**
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- 19 What support is in place for working parents? **We have asked teachers of younger children to send you some short teaching videos next week that will help if both parents are working. We are also sending you daily updates if children are missing live sessions. Teachers will also be sending PPTs that you can use to review and some other information in bite-size chunks which will be simpler for children to work with.**
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- 20 Do I have to pay my child's re-registration fees now? **There is no change to the process of re-registration, in fact KHDA has already begun the process of next year's planning with schools in terms of calendars etc. Re-registration fees for next year must be paid as per our circular.**
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**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**



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OUR REF : .....

TRN : 104153998000003

Friday, 3<sup>rd</sup> April 2026

**To: Parents of Students in Years 11 and 13**  
**CANCELLATION OF PEARSON EDEXCEL IGCSE AND IAL EXAMINATIONS.**

Dear Parents,

**Greetings from St. Mary's.** Firstly, we would like to extend our sincere gratitude for your patience and support regarding the impact of the current situation on the students examinations. We also understand that like us, you too are completely focused on your child's safety as a top priority, and we are certain that these decisions are solely made keeping their safety as the singular focal point.

Our awarding examination board, **Pearson Edexcel have announced that all IGCSE and IAL examinations scheduled for Summer 2026 will not take place in-person in the UAE.** We are still awaiting confirmation for our Pearson Edexcel GCSE and GCE examinations and we will update you when we receive information about this.

At this time, we want to reassure you that school leaders are well experienced in dealing with emerging situations of this kind and we have well-established policies and procedures in place to ensure that we can provide the necessary evidence that may be required by the awarding examination board. We of course await further details from Pearson Edexcel regarding the specific evidence we need to provide them with. Please also be assured, that in situations of this kind, both schools and awarding bodies work closely to ensure that no student is disadvantaged by cancellations of examinations.

We will communicate with you as soon as we have full clarity on the next steps and have received all the necessary guidance from Pearson Edexcel, so we can then address any concerns or questions you may have.

In the meantime, we humbly request you to kindly refrain from making individual enquiries as we will not be able to provide any further information until we receive clear guidance. Please rest assured that we are managing this situation diligently and with care and consideration for our students. We are currently continuing with our Mock Examinations, and we will keep you updated as soon as we receive further guidance from Pearson Edexcel.

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)





# 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.

**ST. MARY'S CATHOLIC HIGH SCHOOL**

P.O. Box: 52232, DUBAI - U.A.E.

Tel. : +(971) 4 3370252

E-mail : maryscol@emirates.net.ae

Fax : +(971) 4 3368119

website : www.stmarysdubai.com



**مدرسة القديسة مريم الكاثوليكية الثانوية**

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية المتحدة

maryscol@emirates.net.ae : بريد إلكتروني

+٩٧١ ٤ ٣٣٧٠٢٥٢ : هاتف

www.stmarysdubai.com : موقع ويب

+٩٧١ ٤ ٣٣٦٨١١٩ : فاكس

OUR REF : .....

TRN : 10415399800000

Friday, 20<sup>th</sup> February 2026.

**To : The Parents of Students from Years One to Year Ten and Year 12  
RE-REGISTRATION FOR THE ACADEMIC YEAR 2026-2027**

Dear Parents,

We are in the process of organizing our records for the next **Academic Year 2026-2027**.

Please fill up this form, sign and send **a printed copy** to your son / daughter's class teacher by **8<sup>th</sup> April 2026 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 2026-2027- 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 2025-2026. 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 2026-2027. This amount has to be paid via the SKIPLY APP from the 30<sup>th</sup> MARCH 2026 with a **FINAL DEADLINE of 8<sup>th</sup> April 2026.**
- 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 2026-2027 **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 8<sup>th</sup> April 2026, we will have to consider it as a case of non- registration for the next Academic Year 2026-2027. We therefore urge ALL parents to kindly make a careful note of these dates and to kindly respect the deadline.**
- 7) **Kindly fill out this form and send a printed copy back to your child's class teacher along with the printed SKIPLY receipt for payment of the re-registration amount of AED 500/- attached. PLEASE ENSURE THAT BOTH DOCUMENTS ARE PRINTED.**

Yours sincerely,



Mr. Paul Asir Joseph  
( Principal )





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

### RE-REGISTRATION FORM FOR THE ACADEMIC YEAR 2026-2027

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 2026-2027

\_\_\_\_\_ 2. **No**, my son/daughter is **NOT** coming back for the next Academic Year 2026-2027

**I have read all of the criteria above and I understand the conditions associated with re-registration for the next Academic Year 2026-2027.**

NAME OF PARENT: \_\_\_\_\_

PARENT SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_



**ST. MARY'S CATHOLIC HIGH SCHOOL**

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**مدرسة القديسة مريم الكاثوليكية الثانوية**

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية المتحدة

maryscol@emirates.net.ae : بريد إلكتروني

هاتف : +٩٧١ ٤ ٣٣٧٠٢٥٢

www.stmarysdubai.com : موقع ويب

فاكس : +٩٧١ ٤ ٣٣٦٨١١٩

OUR REF : .....

TRN : 10415399800000

Date: 21<sup>ST</sup> March 2026.

**To: Parents of students who have applied for admission for the Academic Year 2026-2027**

Dear Parents,

**Greetings to you from St. Mary's Catholic High School!**

We understand that many of you must be wondering about the application process.

We are all trying to navigate these unprecedented times and it naturally follows that the application and subsequent admission process will undergo delays given the current situation. We are monitoring the situation, and we will get in touch with you once we have a better grip on the situation.

We are back to two more weeks of distance learning and therefore nobody is permitted to access the school campus. The authorities will review the situation, and we will update you of our plans once we get updates from them.

We certainly aim to prioritize in-person interviews if and when these are permitted.

Your patience, collaboration and understating will be deeply appreciated. We wish you continued safety at this time.

Yours sincerely,

Mr. Paul Asir Joseph  
(Principal)

