

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 : 104153998000003

Friday, 12 June 2026.

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

WEEKLY CIRCULAR BEFORE WEEK 38

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.

All private schools will **observe the Hijri New Year holiday on Monday, June 15 and resume operations on Tuesday, June 16.**

NEW UPDATES:

- **BOOK CIRCULAR 2026-2027:** Please find attached circular.
- **SCIENCE EXHIBITION YEARS 1-10 & YEAR 12:** 22ND June for Primary and 23RD June for Secondary.
- **YEAR 12 ADMISSIONS:** Students selected for an interview will be notified via email.
- **LAST DATE TO APPLY FOR ANY DOCUMENTS FROM THE OFFICE-22ND JUNE 2026:** This is applicable to ALL cohorts.
- **PARENT-TEACHER MEETING 30TH JUNE 2026 2:15 PM to 5:15 PM:** Parents will have received report cards in advance of this date. Those who wish to meet teachers may come on this day.
- **END OF YEAR CLASS PARTIES & COLOURED CLOTHES DAY (Years 1-10 and Year 12):** Please read the details in the main circular.

URGENT NOTICE TO PARENTS REGARDING ATTENDANCE

Parents of all year groups are requested to kindly note that attendance throughout June is critical for ALL cohorts as we are teaching new topics for the next year across ALL subjects and year groups.

1) BOOK CIRCULAR (Purchase of books for the next Academic Year 2026-2027): Please re-read the circular through the link below.

<https://www.stmarysdubai.com/wp-content/uploads/2026/06/BOOK-CIRCULAR-JUNE-2026-Updated-with-Online-Purchase-Guidelines.pdf>

2) SCIENCE EXHIBITION (YEARS 1-10 AND 12): The Science Exhibition for Primary and Secondary has been scheduled for 22nd and 23rd June respectively. Parents are welcome to come in after 11:00 AM on both days to view some of the projects.

3) ADMISSION TO YEAR 12: Please be advised that we will send out an email to students who have been selected to appear for an admission interview. We will likely conduct this towards the end of this month only.

4) LAST DATE TO APPLY FOR DOCUMENTS 22ND JUNE: All parents are requested to kindly note that 22nd June will be the last and final date to apply for ANY documents for this academic year. Further applications for documents can only be made after 24th August 2026.

5) FINAL PARENT-TEACHER MEETING OF THE YEAR, 30TH JUNE (2:15 PM TO 5:15 PM): 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 30th of June. A separate circular will be sent next week with regard to Report Day. Reports will not be shared where there are outstanding fees.

6) 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 snacks for their own child. There will be no food sharing. Students in Years 7-10 are requested to kindly carry a tablet or a laptop on that day for a simple task that must be done. Dates for class parties will be shared in the next weekend circular.

7) SAINTZ MUN: Please check the attachment to this circular. Delegate registration is now open for SaintzMUN26. Click here for further details and registration form. Last day to register and pay: 12th June 2026.

<https://docs.google.com/forms/d/1PLBYXCyaPOTDKkn0NFxQIVO7eKXX5HDdNtCZsubPcq4/edit>

8) URGENT PAYMENT OF OUTSTANDING SCHOOL FEES: At the heart of St. Mary's is our "Marian family", a community built on mutual support and a shared commitment to our children's future. As a not-for-profit institution, we rely almost exclusively on school fees to sustain our operations, pay our dedicated staff and maintain the learning environment that your child deserves. Our ethos has always been to ensure that no child's education is interrupted due to financial constraints in a particular academic year. However, the current significant amount in outstanding fees, in some cases both first and second term outstanding, has placed enormous pressure on our school. We, therefore, respectfully request all parents with outstanding fees to kindly settle these at the earliest to allow us to continue to provide a safe and good quality education. **At this juncture, while we are at the end of the Academic year, we also need to remind parents with outstanding fees that children could now potentially lose their place for next year where there are outstanding fees.**

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) INAPPROPRIATE USE OF SOCIAL MEDIA & CYBERBULLYING: 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

11) 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.

12) 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.

13) 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.

14) 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.

Yours sincerely,


Mr. Paul Asir Joseph
(Principal)





OUR REF :

TRN : 10415399800003

DATE: 05 June 2026

To: Parents of Students from Years One to Ten (Current Academic Year)

ORDERING BOOKS FOR THE NEXT ACADEMIC YEAR-2026-2027

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 potential trials of delivery and distribution due to the current regional situation.

Books must be ordered and paid for directly through the online portal of our supplier, Novel House School Supplies, formerly known as Periwinkle International School Supplies, at <http://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 the class teachers.

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 handbooks 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 TEXTBOOKS . THESE CANNOT BE SEPARATED FROM THE PLATFORM).

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 2026-2027.

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 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 20th JUNE 2026 NO ORDERS CAN BE PLACED AFTER 20TH JUNE 2026 AS THIS WILL IMPACT THE DELIVERY OF THE ENTIRE SHIPMENT.

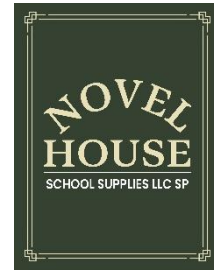
KINDLY BEAR IN MIND THAT BOOKS WILL NOT BE AVAILABLE AT A LATER DATE IF A PAID ORDER HAS NOT BEEN MADE AS THESE BOOKS ARE BEING SHIPPED DIRECTLY FROM THE UK, BOOK DISTIRUBITION DATES WILL BE ISSUED WITH THE END OF YEAR CIRCULAR.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)





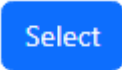
ONLINE PURCHASE GUIDELINES

<https://novelhouse.ae/login>

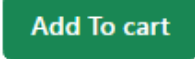
Step 1: click the above link or copy paste to your browser.

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

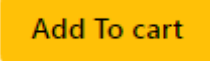
Step 3: click on the  button.

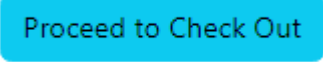
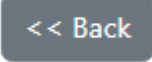
Step 4:  the student name if siblings are there.

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 .

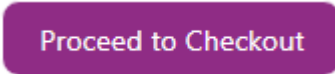
Step 7: Items shown in orange color need to be selected  to proceed.

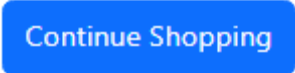
Step 8: click on  to go to next page or Click on  Button to go back to the previous page. Proceed to checkout will take you to the cart where you can change the quantity or delete item

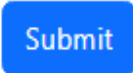
Step 9: Select the payment option Advance payment or Full payment .

- **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 THE BOOK CIRCULAR FROM THE SCHOOL)

Step 10: Verify the items and qty selected and click  to proceed to

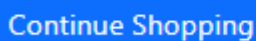
payment. Click  if you want to continue shopping.

Step 11: Fill in the required details and click 

Step 12: You will be redirected to the Payment gateway. You will get an email confirmation once the payment is successful.

Step 13: You can view your order or continue shopping.

✓
Payment Success!





FOR ANY FURTHER ASSISTANCE PLEASE CALL OR WHATS APP 0557540510