



OUR REF : .....

TRN : 104153998000003

Friday, 05 June 2026.

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

## **WEEKLY CIRCULAR BEFORE WEEK 37**

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.

**In observance of the public holiday on Monday, 15 June 2026,  
the school and office will be closed for all students and staff.**

### **NEW UPDATES:**

- **BOOK CIRCULAR 2026-2027:** Please find attached circular.
- **SCIENCE PROJECT & EXHIBITION YEARS 1-10 & YEAR 12:** 8<sup>TH</sup> June is the final date for submission.
- **UPDATED GL EXAM TIMETABLES:** Please find our updated GL Exam timetable.
- **ETHNIC DAY FOR SECONDARY:** Secondary students will celebrate Ethnic Day at school on Friday, 12<sup>th</sup> June 2026.
- **LAST DATE TO APPLY FOR ANY DOCUMENTS FROM THE OFFICE- 22<sup>ND</sup> JUNE 2026:** This is applicable to ALL cohorts.
- **REPORT CARDS YEARS 11 AND 13:** Report cards for Years 11 and 13 will be sent to the SIMS Parent App.

## 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 read the attached circular very carefully.

**2) SCIENCE PROJECT AND EXHIBITION (YEARS 1-10 AND 12):** Monday, 8<sup>th</sup> June 2026 will be the final submission date for the Science Project.

[Link : https://www.stmarysdubai.com/wp-content/uploads/2026/05/Annual-Science-Project-Exhibition-2026.pdf#new\\_tab](https://www.stmarysdubai.com/wp-content/uploads/2026/05/Annual-Science-Project-Exhibition-2026.pdf#new_tab)

**3) ETHNIC DAY FOR SECONDARY (YEARS 7-12 ) :** Secondary school students will celebrate Ethnic Day on Friday, 12<sup>th</sup> June 2026. Students are invited to come dressed in their traditional clothes. We will be conducting various activities that help students showcase various aspects of their home countries with the goal of celebrating the “Melting Pot”, that is St. Mary’s. Please ensure that students are dressed modestly and that the Coloured Clothes Day Dress policy is strictly followed.

**4) LAST DATE TO APPLY FOR DOCUMENTS 22<sup>ND</sup> JUNE:** All parents are requested to kindly note that 22<sup>nd</sup> 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 24<sup>th</sup> August 2026.

**5) REPORT CARDS YEARS 11 AND 13 :** Please be informed that the report cards for students of Years 11 and 13 will be sent to the SIMS PARENT APP. We will not be able to send report cards for students with outstanding fees.

**6) 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 : 12<sup>th</sup> June 2026. <https://docs.google.com/forms/d/1PLBYXCyaPOTDKkn0NFxQIVO7eKXX5HDdNtCZsubPcq4/edit>

**7) 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 as well as meet the new safety and security protocols to be compliant.

**8) RE-REGISTRATION FOR THE NEXT ACADEMIC YEAR 2026-2027 – YEARS 1-10 AND YEAR 12:** *We would like parents to be aware that any child who has not been re-registered for the next academic year will be considered as not returning for the next Academic Year 2026-2027.*

**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.

**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 [lpinto-smchs@smgeducation.org](mailto:lpinto-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. We commend the Leaders on their resilience and commitment to safety and security. 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 )





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

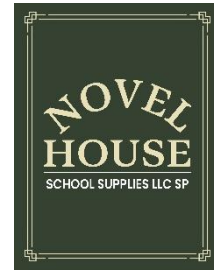
**KINDLY BEAR IN MIND THAT BOOKS WILL NOT BE AVAILABLE AT A LATER DATE IF A PAID ORDER HAS NOT BEEN MADE AS THESE BOOKS ARE BEING SHIPPED DIRECTLY FROM THE UK, BOOK DISTIRUBITION DATES WILL BE ISSUED WITH THE END OF YEAR CIRCULAR.**

Yours sincerely,



Mr. Paul Asir Joseph  
(Principal)





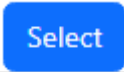
## ONLINE PURCHASE GUIDELINES

<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.

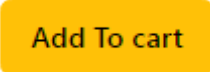
**Step 3:** click on the  button.

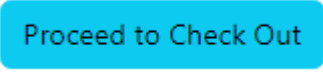
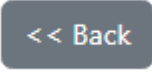
**Step 4:**  the student name if siblings are there.

**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 .

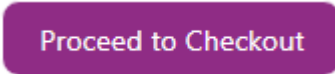
**Step 7:** Items shown in orange color need to be selected  to proceed.

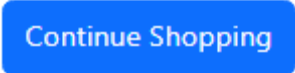
**Step 8:** click on  to go to next page or Click on  Button to go back to the previous page. Proceed to checkout will take you to the cart where you can change the quantity or delete item

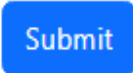
**Step 9:** Select the payment option  Advance payment or  Full payment .

- **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

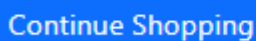
payment. Click  if you want to continue shopping.

**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**

# ST. MARY'S CATHOLIC HIGH SCHOOL

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# مدرسة القديسة مريم الكاثوليكية الثانوية

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OUR REF : .....

TRN : 100259955100003

Thursday, 4<sup>th</sup> June 2026.

Dear Parents,

**Greetings from Saint Mary's.**

Regrettably, we experienced unexpected internet connectivity issues in school today which has necessitated a **rescheduling of GL tests** for today. To ensure all students can complete this test under fair and consistent conditions, we have taken the decision to reschedule it. Etisalat is working closely with us to resolve the issue.

## **UPDATED GL SCHEDULE AS OF 4<sup>TH</sup> JUNE 2026**

DATE	DAY	YEAR 5	YEAR 6	YEAR 7	YEAR 8	YEAR 9	YEAR10
8 <sup>TH</sup> JUNE	MON	MATHS	ENGLISH			MATHS	SCIENCE
9 <sup>TH</sup> JUNE	TUE			MATHS		ENGLISH	ENGLISH
10 <sup>TH</sup> JUNE	WED	SCIENCE				SCIENCE	MATHS

We appreciate your understanding as this step allows every student the same opportunity to complete the test without technical disruption. Please ensure your child brings a fully charged device to school on the day of their test.

We sincerely apologise for any inconvenience this may cause and thank you for your continued cooperation and support.

Sincerely,

Mr. Paul Asir Joseph  
(Principal)

