



OUR REF :

TRN : 100259955100003

Date: 16 October 2026

WEEKLY CIRCULAR BEFORE WEEK SEVEN

To the Parents of students in Years 1-13

Dear Parents,

Greetings from Saint Mary's. We trust that this message finds you and your families well. **Please be**

reminded that school reopens on Monday, 19th October, following the mid-term break. We hope you have enjoyed some quality family time together, and we look forward to welcoming our students back to learning on Monday.

Year 10 students, please ensure your device is fully charged and bring it with you on 19 October 2026 for the GL CAT-4 exam.

NEW THIS WEEK

- **SSES SURVEY (OECD):** Selected students (15-year-olds) and their parents and selected teachers. -23 October 2026
https://www.stmarysdubai.com/wp-content/uploads/2026/10/SSSES-SURVEY-INFORMATION-LETTER-TO-PARENTS.pdf#new_tab
- **YEAR TWO OUTING ON 29 OCTOBER 2026:** Please refer to the circular sent to your child's group email.
https://www.stmarysdubai.com/wp-content/uploads/2026/10/CLASS-OUTING-YEAR-2-STUDENTS.pdf#new_tab
- **TRY OUTS FOR SPORTS DAY 2026-2027 (Years 5-13):** Please see below link.
<https://www.stmarysdubai.com/wp-content/uploads/2026/10/Athletic-Meet.pdf>
- **READING BINGO - LET'S WORK TOWARDS IMPROVING READING LITERACY:** Parents of Students from Year 1 to Year 10.
https://www.stmarysdubai.com/wp-content/uploads/2026/10/Reading-Bingo.pdf#new_tab
- **UPDATED OCTOBER CALENDAR:** Parents, Students and Staff.
<https://www.stmarysdubai.com/wp-content/uploads/2026/10/SMCHS-Monthly-Calendar-October.pdf>
- **PHOTOGRAPHY CONSENT FORM:** Please check the link sent to your email early this week.

COMPETITIONS AND WORKSHOPS:

- **SMART CUP LOGO COMPETITION:**
<https://www.stmarysdubai.com/wp-content/uploads/2026/10/Smart-Cup-Logo-Competition.pdf>
- **CAREER QUEST CHAMPIONSHIP:**
<https://www.stmarysdubai.com/wp-content/uploads/2026/10/Career-Quest-Championship-2026.pdf>
- **EMIRATES LITFEST -ENBD POETRY FOR ALL 2027:**
<https://www.stmarysdubai.com/wp-content/uploads/2026/09/ENBD-Poetry-for-all-2027.pdf>
- **EMIRATES LITFEST-CHEVROM READERS CUP 2026:**
<https://www.stmarysdubai.com/wp-content/uploads/2026/09/Chevron-Readers-Cup-2026.pdf>
Chevron Readers Cup and ENBD Poetry For All competitions-The preliminary round will take place on Saturday, 24th October in our school. Teams for the Readers Cup and Poetry for all will be selected after the preliminary round and the school will register for the event. **NO STUDENT IS ALLOWED TO REGISTER FOR THESE 2 COMPETITIONS ON THEIR OWN.**
- **IF AI COULD DRAW MY UAE:**
<https://www.stmarysdubai.com/wp-content/uploads/2026/09/If-AI-Could-Draw-my-UAE-A4-1.pdf>
- **LITFEST COMPETITIONS:**
<https://www.stmarysdubai.com/wp-content/uploads/2026/09/ELF-COMPETITIONS.pdf>

IMPORTANT: Please note that NO STUDENT is permitted to change out of their school uniform before exiting the school at home time.

Information From the Clinic

Parents, please find below the link to the flyer related to important DHA information on the FLU VACCINE.
<https://www.stmarysdubai.com/wp-content/uploads/2026/09/FLU-VACCINE.pdf>

NEW ADMISSIONS WHOSE TC's have not been submitted and/or KHDA REGISTRATION IS INCOMPLETE MUST NOT ATTEND SCHOOL UNTIL THE SAME HAS BEEN COMPLETED. THIS IS A MANDATORY GOVERNMENT REQUIREMENT. Please do not send children to school until and unless the KHDA registration has been completed.

Students who have outstanding fees for the previous year MUST NOT be sent to school as they have not been re-registered for this year 2026-2027. They can only be re-admitted once ALL outstanding dues have been cleared.

School Timings and Drop Off and Pick Up

Please access this important information via the following link:

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

1. SSES Survey (OECD) Implemented in Dubai by KHDA (Selected 15-Year-Olds)

The SSES survey for selected 15-year-olds will take place at school on 23 October 2026. Parents of selected students (random selection from eligible age category by implementing body) will receive simple communication via email. The questionnaire to parents will be later sent on 23 October 2026, via email as well.

2. Try Outs for Sports Day 2026-2027 (Years 5-13)

Please see the attached circulars. Try outs will begin after the Mid-Term break. It would be nice for those athletes who are interested in competing to use the term break to work on their fitness levels so that they are not suddenly faced with the physical rigours of a running race.

3. Reading Bingo -Let's Improve Reading Literacy (Years 1-10):

Parents are invited to join us in motivating our learners to pick up a book and get reading. We have an exciting Reading Bingo challenge open to ALL our students from Years 1-10. There are exciting prizes for our winners. Join hands with us in helping our children discover their reading potential. Please see attached flyers. These are also shared in your child's Google Classroom.

4. First Term Exam Timetable

Please find the Timetables for the First Term Exams on the school website. The link can be found here:

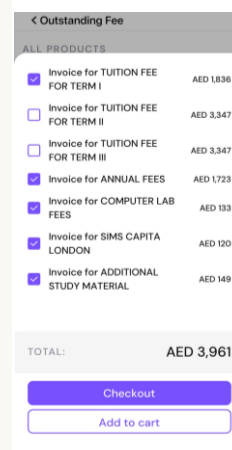
<https://www.stmarysdubai.com/examinations/>

5. Clarification of Fee Components Reflected in Skiplly

We would like to clarify those fee components with the applicable portion that form part of the Term 1 installment in the Skiplly App.

- Annual Fees
- Textbook Fees
- Laboratory Fees
- SIMS Capita London Fees
- Additional Study Material Fees

For ease of reference, a screenshot from the Skiplly platform showing the fee structure can be found here.



< Outstanding Fee	
ALL PRODUCTS	
☒ Invoice for TUITION FEE FOR TERM I	AED 1,836
☐ Invoice for TUITION FEE FOR TERM II	AED 3,347
☐ Invoice for TUITION FEE FOR TERM III	AED 3,347
☒ Invoice for ANNUAL FEES	AED 1,723
☒ Invoice for COMPUTER LAB FEES	AED 133
☒ Invoice for SIMS CAPITA LONDON	AED 120
☒ Invoice for ADDITIONAL STUDY MATERIAL	AED 149
TOTAL:	AED 3,961
Checkout	
Add to cart	

6. Graduation Ceremony for Current Year 12 Students on 06 November 2026

Parents of current Year 12 students are requested to kindly save the date. Please see the link below for further information.

<https://www.stmarysdubai.com/wp-content/uploads/2026/09/GCSE-Graduation-Ceremony-For-The-Class-Of-2025-2026.pdf>

7. Year Two Educational Outing (Optional)

Parents of Year Two students are requested to check the class group email for circulars on an Educational Outing with consent forms. Please follow the steps for payment in the circular. Please note that the payment is being made to the Skippy account of Scravel and not the school.

8. IBT Arabic A And IBT Arabic B International Benchmark Tests

- Parents of Arabic A students from Years 5-10 are requested to kindly access the link to the circular here: <https://www.stmarysdubai.com/wp-content/uploads/2026/09/IBT-LETTER-ARABIC-A.pdf>
- Parents of Arabic B students from Years 5, 7 and 9 are requested to kindly access the link to the circular here: <https://www.stmarysdubai.com/wp-content/uploads/2026/09/IBT-LETTER-ARABIC-B.pdf>

9. GL CAT-4 Examinations Years 4,6 8 and 10

Parents of students in Years Four, Six, Eight and Ten are requested to kindly check the link:

https://www.stmarysdubai.com/wp-content/uploads/2026/09/GL-CAT4-EXAM-LETTER-1.pdf#new_tab regarding the GL CAT-4 examination. Please email the Skippy receipt indicating payment for the same to your child's class teacher.

CHILDREN MUST BRING A FULLY CHARGED DEVICE - ONLY A TABLET OR LAPTOP AS THE TEST WILL NOT RUN ON A MOBILE PHONE ON THE DAY THE TEST HAS BEEN SCHEDULED FOR THEIR CLASS. Please find the schedule below.

Date	Year group
THURSDAY, 1st October	GL CAT-4 EXAMS-YEAR 4
MONDAY, 5th October	GL CAT-4 EXAMS-YEAR 8
THURSDAY, 8th OCTOBER	GL CAT-4 EXAMS-YEAR 6
MONDAY, 19th OCTOBER	GL CAT-4 EXAMS-YEAR 10

10. Fourth Subject Drop (GCE/IAL Subjects Only)-Year 12 Students

We have attached the subject drop forms. These will be 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.

11. Pearson Edexcel Exam Registration Forms for Years 11 & 13

Parents of students in Years 11 and 13 are reminded to please check the Pearson Edexcel Exam Registration forms that have already been sent with the children. Payment for London Board Exams must be made through Skiply. Please send the forms with the relevant documents (mentioned on the form) and the printed Skiply receipt. Please avoid waiting for the final deadline and kindly send these as soon as you are able to. The final deadline is 5th November 2026.

12. SIMS Parent App - Important Reminder

SIMS Parent App registration invitations have now been sent to all new and pending parents. Parents are requested to complete the registration, where applicable, and ensure that they can access the SIMS Parent App without any issues. The app is used to view student attendance and is also the exclusive platform for publishing examination reports. If you have forgotten your username or password, or are experiencing any other sign-in issue, please contact the school IT Support Team and have the issue resolved by 31 October 2026. The First Term Examinations are scheduled from 16 November 2026. Please do not wait until examination results are published, as unresolved login or password issues may prevent you from accessing the report when needed.

13. First Term Exam Portions

Please find the portions for the First Term exams on the school website. The link can be found here: <https://www.stmarysdubai.com/examinations/>

14. Approved Calculators for The A-Level GCE Programme And GCE Exams (Parents of All A-Level Students)

Parents of A-Level students are requested to kindly read the separate circular via the link below.

<https://www.stmarysdubai.com/wp-content/uploads/2026/09/CALCULATOR-CIRCULAR-TO-GCE-STUDENTS-AND-PARENTS.pdf>

15. E-Waste Collection Drive

As part of our commitment to promoting sustainable practices, our school has organised an E-Waste collection drive. We encourage students and families to contribute unwanted electronic items to be disposed in the Electronic Bin Waste kept in our school premises. This initiative will also help our students to understand the importance of caring for our environment and how our small practices can make a huge difference.

Our collection has begun from 15th September. The E-waste bins are kept near Gate # 4 and Gate # 5 for easy access of students and parents for disposal.

What can be donated?

Old or unused electronic items such as mobile phones, chargers, cables, keyboards, computer accessories, batteries and other small electronic devices may be donated.

16. Microsoft 365

Students have access to Microsoft 365 for educational purposes, including Word, Excel and PowerPoint online, with licensed desktop applications available for personal devices.

Students may also use Word, Excel, PowerPoint and Microsoft Access on one personal device at home. Please note that school files and data cannot be accessed from home. The school Microsoft 365 account may also be used to sign in to computers in the school laboratories. Students will receive their credentials by 15th September 2026.

17. Mobile Phone Letter and Mobile Phone Policy

Parents of ALL students are requested to kindly read the attached letter and please access the Mobile Phone Policy using the link here. <https://www.stmarysdubai.com/wp-content/uploads/2026/09/Mobile-Phone-Policy-2026-2027.pdf>

18. School Letter for RTA NOL Card

Please note that parents wishing to avail the school letter for the RTA NOL card are requested to kindly send an email to Ms. Shirley on maryscol@emirates.net.ae The email subject should clearly state RTA NOL CARD LETTER and the email must reflect the child's full name and year group and section. Example: Mike Treece, YEAR 8F.

19. School Transcripts

Please note that parents wishing to avail school transcripts must send an email to Ms. Shirley on maryscol@emirates.net.ae. The email subject should clearly state SCHOOL TRANSCRIPTS and the email must reflect the child's full name and year group and section.

Example: Mike Treece, YEAR 8F.

Please note that school transcripts require a minimum of two working weeks. Please keep this timeline in mind when you make a request.

20. 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. Please use this link to access the policy: <https://www.stmarysdubai.com/wp-content/uploads/2026/09/Predicted-Grades-Policy-for-A-Level-Students-2026-2027.pdf>

21. Subject Change Policy, Years 9 to 13

We would like to request all parents of children in these year groups to please go through the Subject Change Policy which is available in the Parents' Info section of the school website. Please use the following link to access the policy: <https://www.stmarysdubai.com/wp-content/uploads/2026/09/Subject-Change-Policy-Updated-2026-2027-1.pdf>

22. No Distribution of Any Items (Cakes/ Candies/ Chocolate/ And Even Non-Edible Items) For Birthday Celebrations

Parents are reminded that while the class would be happy to sing for your child on his/her birthday, there should be **STRICTLY NO DISTRIBUTION** of any food/ sweets or even non-edible items like small toys, etc on your child's birthday.

23. Parents Taking Pictures and Videos on School Premises

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

24. Gate Access to the Premises

Parents are requested to **kindly not use the church gates to access our premises for drop off and pick up**. GATE 4 and GATE 5 are the school gates to be accessed.

25. Student School Email Id

Your child's school email will be a focal point for our communication to you. **We will use a parent's email only to communicate outstanding fee or disciplinary issues**. The CLASS GROUP EMAIL is for the dissemination of information daily from the class teacher to the parents of this class and we request parents not to write back to this address. We recommend that every parent checks this email after 6:00 PM every day for important updates. Please note that if there is something urgent then we might have to send a notification even after 6:00 PM, but we will keep this only for exigency situations.

26. School Fee Information

Please find the link to the school fee circular here.

<https://www.stmarysdubai.com/admission/khda-approved-fee/>

27. Approved KHDA Calendar And Attendance

Please find the link to the circular on the approved KHDA calendar here.

<https://www.stmarysdubai.com/term-dates/>

28. School Snack Boxes -Foods that are prohibited by Dubai Municipality and Education Regulators

Parents are requested to kindly make a careful note of the following banned foods that must not on any account be sent to school. These are the main categories of course. However, we always recommend sending a balanced and healthy snack with children. Please also send sufficient water with your child. Please note that water dispensers are available on the premises, but children should have AED 1/- coins for this purpose.

- Processed meats (hotdogs, sausages, nuggets etc.)
- Instant Noodles (e.g. Indomie, Buldak, Koka etc)
- Hazelnut /Chocolaté Spread
- Chocolate Bars
- Sugary/Fizzy Drinks
- Any sort of Candy
- Deep-fried potato chips or crisps

29. Uniform Infractions

Parents are hereby notified that we have been very disappointed with the large number of uniform infractions, especially among senior boys. **These include very long and unruly hair of boys (kindly ensure that proper haircuts are undertaken this weekend) , long hair of girls untied, coloured and highlighted hair of girls (we have specifically reminded parents at the end of last year that this is strictly not allowed) , multiple ear piercings for girls, shorter than acceptable skirt lengths , long fingernails of both boys and girls.** Your collaboration will be greatly appreciated to this end. Parents are requested to please check on your children before they leave home in the morning. Please refer to the uniform policy. Kindly access the policy using the link here: <https://www.stmarysdubai.com/wp-content/uploads/2025/10/Uniform-Policy-2025-2026.pdf> Please help us to ensure that the children wear their uniform neatly and have an overall dignified comportment.

30. Student Absences Must be Informed by Parents

All parents are requested to kindly inform the class teacher via email whenever a child is absent, even if it is just for one day. A simple email with the reason for the absence will suffice but is mandatory. Unaccounted absences will be marked as unjustified and will be reflected on students' progress reports.

31. Parents' WhatsApp Groups

Parents and carers are requested to kindly access the information using the link below.

<https://www.stmarysdubai.com/parents-whatsapp-group/>

32. Urgent Queries and Concerns

If you have any urgent queries and concerns, kindly send an email to our Vice Principal , Ms. Lise-Ann on l.pinto-smchs@smgeducation.org and she will get back to you. Please include your telephone number in case she needs to call you.

We take this opportunity to wish each and every one of you a safe and happy weekend.

Yours sincerely



Mr. Paul Asir Joseph
(Principal)

