



OUR REF :

TRN : 100259955100003

Friday, 8th September 2023

To: The Parents of students in Years 1-13
WEEKLY CIRCULAR BEFORE WEEK THREE

Dear Parents,

Greetings from Saint Mary's. We trust that this update finds you and your families safe and healthy. It has been a wonderful week back to school with the children and we are grateful for your high level of collaboration and support.

ALL PARENTS PLEASE USE THIS LINK TO FILL OUT IMPORTANT INFORMATION SO WE CAN SAVE THIS DIGITALLY.

Link: <https://forms.gle/YZspmp7JYcCtwtG86>

The above form can only be viewed by users logged in the SMCHS student's school email account. Kindly logout from any other email profiles on your web browser.

DECLARATION FORM -Parents who have not returned these are strongly urged not to delay this any further.

CLINIC CONSENT FORM - Parents who have not returned these are strongly urged not to delay this any further.

Please note that our school office is closed on the first and third Saturdays of every month and the administrative staff work on the second and fourth Saturdays of every month from 8:00 am to 12:00 pm.

1) SCHOOL DIARY FOR PRIMARY YEARS 1-6 :

Parents please note that we have issued a school diary to all primary children in years 1-6 with some guidelines for parents on the use of this diary. Please check your child's diary daily.

2) DROP OFF AND PICK UP FOR YEAR 1 CHILDREN:

Parents are informed that they may follow the current practice for ONE MORE WEEK.

3) PICK UP FOR YEAR 2 CHILDREN:

Parents are informed that they may follow the current practice for ONE MORE WEEK.

4) SHORTER BREAK ON FRIDAYS:

Parents of older children are advised to please have children bring a snack from home on Fridays as the break is shorter owing to the very short school day. Perhaps this is a good opportunity for older children to focus more on healthy eating & an independent preparation of their own snack.

5) ORIENTATION FOR YEAR 13 STUDENTS ON MONDAY AT 7:20 AM AND ISSUANCE OF A-LEVEL EXIT PASSES :

Parents of year 13 students please note that we will be having an important meeting with the children to explain critical matters related to their Pearson Edexcel GCE exams in May-June 2024 and clear expectations for them. We will also be issuing exit passes to those students whose parents have sent in the consent forms.

6) INTERNATIONAL UNIVERSITY FAIR AT OUR SCHOOL ON 27TH SEPTEMBER FROM 3:00 TO 4:00 PM- PARENTS and STUDENTS IN YEARS 10, 11, 12 and 13 :

This is a very important opportunity for parents and students to meet with representatives from key universities from across the world. Please read the separate circular attached.

7) UNIFORM SALES / TEXT BOOKS FROM PERIWINKLE/ SCHOOL STATIONERY :

(Details in circular dated 1st September)

8) SCHOOL TIMINGS AND DROP OFF AND PICK UP :

(Details in circular dated 1st September)

9) GL CAT-4 TEST FOR YEARS FOUR, SIX, EIGHT AND TEN ONLY:

Parents of students in Years Four, Six, Eight and Ten are requested to kindly check the separate attachment to this circular regarding the GL CAT4 examination. Please email the skiply receipt indicating payment for the same to your child's class teacher. **CHILDREN MUST BRING**

A FULLY CHARGED DEVICE – ONLY A TABLET OR LAPTOP (THE TEST WILL NOT RUN ON A MOBILE PHONE) ON THE DAY THE TEST HAS BEEN SCHEDULED FOR THEIR CLASS.

10) ADMISSION TO A-LEVELS (PARENTS OF CURRENT YEAR 11 STUDENTS):

Parents of Year 11 students are requested to kindly go through the separate circular on A-Level admissions attached to this weekly notice.

11) NGRT STANDARDISED LITERACY TEST YEARS 2-10:

We have issued a separate circular for this and have attached it to this weekly circular. Please go through this carefully.

12) UNIFORM INFRACTIONS :

Parents are hereby notified that we have been very disappointed with the large number of uniform infractions, especially among senior students. *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, heavy make -up on girls.* What is even more disappointing is the lack of collaboration from parents when we correct students for the same. We are constantly having to correct students for things that could be overseen by parents before they arrive at school and this wastes precious teaching time. Parents are requested to please check on your children before they leave home in the morning. Please refer to the uniform policy.

13) CLASS GROUP EMAIL :

The CLASS GROUP EMAIL using the students 'official email ID for every class went into operation from 6th September 2023. . This 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 everyday for important updates.

14) PAYMENT OF TERM FEES :

All FIRST TERM FEES MUST be paid via the SKIPLY APP or a direct Bank Transfer between the 20th of August and the 20th of September 2023. First Term fees that are not paid by the 20th of September 2023 will then be considered as OUTSTANDING. Please respect the fee payment deadlines. Second Term fees must be paid between the 1st of December 2023 and 15th January 2024. The new FEE STRUCTURE for the next academic year 2023-2024 has been uploaded to the school website.

The school's RAK Bank account details (refer to circular dated 1st September 2023)

15) BOARD EXAMINATION FEES:

We would like you to be informed well in advance that EDEXCEL LONDON BOARD EXAMINATION FEES will be collected in the month of NOVEMBER 2023 for students in years ELEVEN and THIRTEEN. We trust that this will help you to budget accordingly. You can check your KHDA Parent-School contract when released by KHDA for the BOARD EXAM FEE AMOUNT for each year group.

16) FINANCE-RELATED EMAILS:

(Details in circular dated 1st September)

Link: <https://www.stmarysdubai.com/wp-content/uploads/2023/09/WEEKLY-CIRCULAR-FRIDAY-1-SEPTEMBER-1.pdf>

17) APPROVED KHDA CALENDAR FOR ACADEMIC YEAR 2023-2024:

Parents are requested to check the approved KHDA School Calendar for the Academic Year 2023-2024 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 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 be not be approved.

28 th AUGUST 2023	School re-opens for ALL STUDENTS
29 th SEPTEMBER 2023	Prophet's (P.B.U.H) Birthday
30 th OCTOBER 2023	Holiday for all students
10 th NOVEMBER 2023	Holiday for all students
1 st DECEMBER 2023	Martyr's Day
11 th DECEMBER 2023 – 1 ST JANUARY 2024 (Inclusive)	Winter Break
2 nd JANUARY 2024	School re-opens after the Winter Break
16 th JANUARY – 1 ST FEBRUARY 2024	First Term Examinations in the morning. Regular lessons after break. Students will not be allowed to go home after the morning's exam.

2 nd FEBRUARY 2024	Term break for all students
15 th FEBRUARY 2024	Sports Day Years 5-13 (subject to change)
23 rd FEBRUARY 2024	Sports Day Years 1-4
11 th -22 nd MARCH 2024 15 th , 16 th & 17 th APRIL 2024	Mock Examinations years 11 and 13
25 th MARCH – 5 TH APRIL 2024 (inclusive)	Spring Break
9 th to 12 th APRIL 2024	Eid Al Fitr (subject to government declaration)
15 th & 16 th MAY 2024	Final exams in parallel with regular lessons
17 th MAY 2024	Study Holiday
20 th to 31 st MAY 2024	Final Exams and students go home at 11:00 am
17 th & 18 th JUNE 2024	Eid Al Adha (subject to government declaration)
28 th JUNE 2024	Report Day & Last working day for students and teachers

Please note that the GL EXAMS usually take place during the month of May and June.

18) GOOGLE CLASSROOM:

Class teachers and subject teachers will be adding students to their respective Google Classrooms over the week. Reference material, homework assignments, teaching and learning material will be posted in Google Classroom and this will continue to be of critical importance .

19) SIMS PARENT APP/ ACTIVE LEARN/ LEARNING LADDERS:

Please note that these are still in process and our IT Support will be sending out the invitation and credentials for the same in some time. We will let you know via a circular when that process gets rolled out. Kindly do not email IT Support for this at the moment. Login details for ACTIVE LEARN and LEARNING LDDERS will be sent by the second week of September.

Please note that the SIMS PARENT APP must be checked on a regular basis and not just at the time of report cards as when it is inactive for more than a month, APP access automatically gets disabled.

20) INTERNATIONAL BENCHMARK TESTS FOR THE ACADEMIC YEAR 2023-2024 AND APPLICABLE PAYMENTS:

Parents are requested to kindly go through this table carefully so that you will be aware of which International Benchmark tests are applicable to your child. Payments will be via Skippy and will be advised in September 2023 or closer to the time of the test.

PRIMARY SCHOOL

YEAR GROUP	NGRT	CAT-4 Amended	GL	IBT ARABIC A	IBT ARABIC B
YEAR 1	NA	NA	NA	NA	NA
YEAR 2	YES	NA	NA	NA	NA
YEAR 3	YES	NA	NA	NA	NA
YEAR 4	YES	YES	YES	NA	NA
YEAR 5	YES	NA	YES	YES	YES
YEAR 6	YES	YES	YES	YES	NA

SECONDARY SCHOOL

YEAR GROUP	NGRT	CAT-4 Amended	GL	IBT ARABIC A	IBT ARABIC B
YEAR 7	YES	NA	YES	YES	YES
YEAR 8	YES	YES	YES	YES	NA
YEAR 9	YES	NA	YES	YES	YES
YEAR 10	YES	YES	YES	YES	NA
YEAR 11	NA	NA	YES	YES	NA
YEAR 12	NA	NA	NA	NA	NA
YEAR 13	NA	NA	NA	NA	NA

New students admitted in years 4, 6, 8 and 10 for the new Academic Year 2023-2024 will have to appear for the CAT-4 examination.

21) 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.

22) 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.

23) 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.

24) 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 for absences will be marked as unjustified and will be reflected on students' progress reports.

25) 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)



Link : [Weekly Circular – Friday, 1 September 2023.](#)

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 : 100259955100003

DATE : Friday, 8th September 2023

To : The Parents of students in YEARS 10, 11, 12 AND 13 : **INTERNATIONAL UNIVERSITY FAIR**

Dear Parents,

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

It is a pleasure to be able to once again invite you to join us in the Main Hall for **THE INTERNATIONAL UNIVERSITY FAIR** on **Wednesday, 27th September 2023**. We have several top quality universities from the UK, US, Ireland, Canada and Australia attending the Fair. We strongly encourage you to come and take advantage of this unique opportunity to meet with all the top universities and speak to their representatives personally.

Students from years 10, 11, 12 and 13 are strongly advised to stay back in school and attend the fair that will be highly beneficial to them. The details of the fair are as follows:

Date: Wednesday 27th September 2023

Venue: Main Hall, SMCHS

Time: 3:00 – 4:00 pm

Yours sincerely

Mr. Paul Asir Joseph
(Principal)



The following universities have confirmed their attendance

UK	Ireland
Aberystwyth University	University of Galway
Anglia Ruskin University	Trinity College Dublin
Aston University	USA
Brunel University London	Embry-Riddle Aeronautical University
Coventry University	Green River College
De Montfort University	Kaplan US
Glasgow Caledonian University	Oklahoma State University
St. George's University	University of Cincinnati
Heriot-Watt University	Australia
INTO	Australian Catholic University
Kaplan International Pathways	Curtin University
Keele University	Flinders University
Manchester Metropolitan University	James Cook University
Newcastle University	Monash University
Northumbria University	RMIT University
Nottingham Trent University	The Australian National University
ONCAMPUS	The University of Queensland
Oxford Brookes University	The University of Sydney
Queen Mary, University of London	University of Wollongong
Study Group UK - (booth sharing US)	Canada
Swansea University	Bow Valley College
The University of Manchester	Brock University
Ulster University	Carleton University
University of Stirling	Dalhousie University
University for the Creative Arts	Durham College
University of Aberdeen	George Brown College
University of Bath	King's University College at Western University
University of Birmingham	Navitas US & Canada
University of Dundee	Ontario Tech University
University of Essex	Queen's University
University of Exeter	St. Clair College
University of Leeds	St. Francis Xavier University
University of Leicester	Trent University
University of Liverpool	University of Guelph- Humber
University of Nottingham	University of Manitoba
University of Sheffield	University of Prince Edward Island
University of St Andrews	University of Regina
University of Surrey	University of Saskatchewan
University of the West of England	University of the Fraser Valley
University of Warwick	University of Waterloo
University of Westminster	University of Windsor
University of Wolverhampton	Wilfrid Laurier University
	University of Guelph

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 : 100259955100003

DATE: Friday, 1st September 2023

To Parents of students in Years TWO to TEN :

NGRT – NEW GROUP READING TEST YEARS TWO TO TEN

Dear Parents,

Warm greetings. Our school as mandated by KHDA has to undertake the NGRT for students in Years Two to Ten . The government of Dubai has mandated that all students from ages 6-16 undertake a standardized reading literacy test thrice a year. This year we have to undertake the test thrice . We invite you to read on for further information.

NGRT is a fully adaptive, standardised, termly reading assessment. As it's adaptive, it offers a personalised experience for each student, ensuring it's accessible for those who are struggling and challenging for those who need to be stretched, so you can get to the root of any problems identified precisely and quickly.

There is no more crucial skill for success in any subject than reading, so being able to accurately assess and monitor this is essential. NGRT is proven to deliver a reliable assessment of reading comprehension, set against national benchmarks. Using it regularly helps to quickly spot problems that will hold back a child's progress, with customised practical classroom solutions for each student and the ability to demonstrate the impact of the interventions you put in place.

The amount to be paid for the NGRT is **AED 105/- ONLY**. This amount must be paid only via the **SKIPLY APP** and a soft copy of the receipt must be emailed to the class teacher. **The deadline for payment is 8th SEPTEMBER 2023.**

The schedule for the tests will be sent with the next weekend circular but will tentatively be in September 2023.

Please note that results will go towards part of the English Language assessment for the FIRST REPORT IN NOVEMBER 2023 and students must undertake the tests seriously as this will count towards attainment in English.

Yours sincerely



Mr. Paul Asir Joseph
(Principal)





OUR REF :

TRN : 100259955100003

DATE : Friday 1st September 2023

**To: Parents of students in Years FOUR, SIX EIGHT & TEN ONLY
GL CAT4 EXAMINATION-SEPTEMBER 2023 (Revised year group
cohorts as advised by KHDA and will differ from the year groups we
indicated in our end of year and welcome back circular)**

Dear Parents,

Greetings from St. Mary's Catholic High School, Dubai. It is that time of the year for our students to complete the GL Cognitive Ability Test CAT4 which is mandated by KHDA for the year groups mentioned above. As part of our commitment to the National Agenda targets, and with a view to tracking progress and identify gaps in learning, our school will participate compulsorily in the GL-CAT4 exams. GL Education, one of the leading research organizations in the world , develops this test and provides a range of Assessment services in many countries and works in close tandem with the KHDA here in Dubai. These are mandatory assessments by KHDA and feature in your Parent-School Contract as well.

The entry fee is AED 65/- for the test , the exact amount of which must be paid ONLY VIA THE SKIPLY APP NO LATER THAN 8th SEPTEMBER 2023. Please email a copy of the SKIPLY receipt to your child's class teacher. This amount has been included in the Parent Contract as well.

CAT4 is designed to assess the four main abilities that underpin intellectual development and influence attainment. It measures four areas of reasoning:

- Quantitative
- Verbal
- Non-verbal and
- Spatial, a skill important for success in STEM subjects and an ability that is not measured by any other reasoning test for schools.

CAT4 is an assessment of reasoning that helps identify pupils' developed abilities and likely academic potential. *CAT4* is not about knowledge recall and requires no preparation, offering all students the same opportunity to show their underlying ability.

What is CAT4?

The Cognitive Abilities Test (*CAT4*) is a diagnostic assessment that is designed to help students and their teachers understand how they learn and what their academic potential might be. It assesses how students think in areas that are known to make a difference to learning.

While many tests focus on a child's attainment in core subjects, *CAT4* is designed to give schools a much broader, more rounded view of each child, their potential and how they learn. Results help teachers decide about the pace of learning that is right for a student and whether additional support or challenge is needed.

Tasks involve thinking about shapes and patterns (Non-Verbal Reasoning), words (Verbal Reasoning), numbers (Quantitative Reasoning) and some questions are answered by mentally generating and transforming visual images (Spatial Ability).

CAT4 is based on years of research and development. The current edition took five years to develop and the involvement of 25,000 students across the UK. It is a well-known assessment in schools; teachers value its ability to provide an understanding of what a child is capable of rather than defining them by their understanding of a body of knowledge in particular subjects.

How are CAT4 Results used?

CAT4 provides teachers with information that can form the basis for discussions about how best a student can learn and reach his or her potential in school.

Teachers are provided with an individual profile of learning preference along with a range of indicators of likely future performance. Used with other information (such as results from Key Stage 2 SATs, for example), these data can support teaching and learning for all children.

Can students practice for CAT4?

GL strongly advises against any kind of practice ahead of a CAT4 test as this will alter the reliability of test scores. The point of CAT4 is that it is not a test of learnt knowledge and it needs to be as unaffected as possible by any external factors, such as practice. Think of it like an eye test; if you practice ahead of an eye test and memorise the card, your diagnosis may not be correct and valuable information may be missed.

CAT4 is a timed assessment and is administered under formal conditions. However, each section of the assessment includes introductory information with practice examples, and these will familiarise the children with the style and format of the questions. These sections are not timed and may be repeated.

Is additional time allowed for children with SEND ?

CAT4 is a timed assessment and additional time is not permitted as this will affect the reliability of the results. CAT4 is not just about what and how it tests but how the questions are answered within a set timeframe. The timed element makes it diagnostically very powerful.

CAT4 subtests are generously timed and most children reach the final questions, however there may have been a minority of students during the standardisation process who would have obtained higher scores if they had been given more time. Therefore, giving extra time to a particular student could give an inflated view of their relative ability when comparing their results with the CAT4 norms.

SAMPLE QUESTIONS TO GIVE YOU AN IDEA OF QUESTION TYPES

<https://www.tests.com/practice/cognitive-abilities-practice-test>

ALL NEW ADMISSIONS TO THE SCHOOL THIS YEAR in years 4, 6 8 and 10 will also be required to do the GL CAT-4 EXAMINATION.

SCHEDULE FOR CAT-4 EXAMINATIONS

1 st NOVEMBER	YEAR 4 A B C D E & F
2 nd NOVEMBER	YEAR 6 A B C D E & F
6 th NOVEMBER	YEAR 8 A B C D E & F
7 th NOVEMBER	YEAR 10 A B C D E & F

Yours sincerely,



**Mr. Paul Asir Joseph
(Principal)**





OUR REF :

TRN : 100259955100003

DATE: Friday, 1st September 2023

**To: Parents of Year Eleven Students –
ADMISSION TO TWO YEAR A-LEVEL GCE PROGRAMME**

Dear Parents,

Greetings from St. Mary's Catholic High School Dubai. We invite you to read this circular very carefully as it has important information for parents regarding admission to the two year A-Level GCE Programme.

We would like to point out very clearly, that admission to A-Level is not automatic and is a completely new process.

We would also like to bring to your attention that under the British system, a student completes high school with the completion of his/her O-Level. Hence the admission to A-Level is then a process of a 'NEW ADMISSION'.

YEAR 11 students cannot re-register for the next Academic year when this comes up for other year groups.

The conditions for a student to be considered for a place in A-Levels are as follows.

- **SHOULD HAVE AN EXCELLENT BEHAVIOUR RECORD**
- **4 SUBJECTS TO BE OPTED FOR**
- **Admissions will be MERIT-BASED.**
- Hold a high grade **average** in all subjects (Internal Exams) in Year Eleven.

- Should have not had any serious or repeated disciplinary issues over Years Nine through Eleven.
- Should not have engaged in activities, in or out of school, which tarnish the reputation of the school.
- **Hold a minimum attendance record of 95%**
- **Be prepared for an entrance exam in the subject opted for that has not been taken at O-Level**

Those students who take Arabic as a First language and Islamic Studies in A-Level will have to maintain a minimum aggregate attendance percentage of 95% for Arabic and / or Islamic Studies lessons, FAILING WHICH STUDENTS WILL NOT BE ISSUED A SCHOOL LEAVING CERTIFICATE/ATTESTED CERTIFICATES OR RECOMMENDATION LETTERS. Students who do not reflect this 95% aggregate attendance after the first month of enrollment might not be allowed to continue the A-Level programme.

Please note that St. Mary's Catholic High School offers the GCE Advanced Levels Linear Programme which means that we DO NOT OFFER **AS LEVEL CERTIFICATION** at the end of Year 12. This is a standalone qualification and results are declared only at the end of Year 13.

The whole two year Programme has to be completed for any equivalency certification.

Please consider all the criteria above while planning ahead with the next phase in your child's educational journey. Parents should also be aware that even if all criteria are met, **competition for places remains very stiff as seats are limited** and therefore, **we strongly recommend that all parents should ensure that their children have a back-up plan. This would include applying to other institutions besides St. Mary's well in advance.**

Thank you for your kind co-operation.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)





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

DECLARATION FORM

Please provide us with the information requested below and return to the Class teacher.

STUDENT INFORMATION:

Student Name			
Year Group / Section		Date of Birth (dd/mm/yyyy)	
Religion (please specify)		Nationality	

MEDICAL CONDITIONS:

Known Medical Conditions including allergies (if any). Please provide details of regular medication	
---	--

PARENT CONTACT DETAILS:

	Father / Guardian	Mother / Guardian
Name		
Company		
Occupation		
Mobile Number		
Office Number		
House Number		
Email Address		
Primary Contact (Please tick)		

The aforementioned information will be used to contact primary contact in case of emergency, if he/she is unable to answer the second contact will be called.

The information I have provided above is correct and if it were to change after the child has enrolled at St. Mary's, I accept to inform the administration.

Name : _____

Signature : _____

Date : _____

ST. MARY'S CATHOLIC HIGH SCHOOL

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

Tel. : +(971) 4 3370252

Fax : +(971) 4 3368119

E-mail : maryscol@emirates.net.ae

website : www.stmarysdubai.com

**مدرسة القديسة مريم الكاثوليكية الثانوية**

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية المتحدة

maryscol@emirates.net.ae : بريد إلكتروني

www.stmarysdubai.com : موقع ويب

هاتف : ٣٣٧٠٢٥٢ ٤ ٩٧١ +

فاكس : ٣٣٦٨١١٩ ٤ ٩٧١ +

OUR REF :

TRN : 10025995510003

1. CONSENT FOR FIRST-AID TREATMENT**Student Name** : _____**Class** : _____**Date** : _____**Parent's Contact No.** : _____

The following medications are available in the school clinic and are given to students according to their need after informing parents. However there are times that parents can't answer the call immediately due to work constraints etc. This form will help us in giving urgent medical care to the students while waiting for your response.

Please tick the medications that we can give if we are not able to speak to you.

NAME OF MEDICATION	INDICATION	AGREE (YES / NO)	
Paracetamol Syrup / Tablets	Fever / Headache / Pain	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Ibuprofen Syrup / Tablets	Fever / Headache / Pain	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Medenamic Acid Tablets	Menstrual Pain	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Buscopan / Scopinal Syrup / Tablets	Abdominal Pain	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Meroclopramide Syrup / Tablets	Vomitting	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Prospan Syrup	Cough	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Anti Allergy Syrup / Tablets	Allergies	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Lozenges	Sore Throat / Throat Infection	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Moov Gel	Joint / Muscle Pain	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Fenistil Gel	Insect Bites / Skin Allergies	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Fusidin Ointment	Wound Dressing	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Betadine Solution	Wound Dressing	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Flammazine Ointment	Burns	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Gaviscon Syrup	Acidity	<input type="checkbox"/> YES	<input type="checkbox"/> NO

If the child has personal medicine and needs to be taken during school hours, the parent should inform the clinic and send the prescription from the prescribing doctor and parents consent for medication (DHA) form (in school website) together with the medicine directly to the clinic.

Parents / Guardian Name : _____

Date : _____

Signature: _____

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

هاتف : ٣٣٧٠٢٥٢ ٤ ٩٧١ + بريد إلكتروني : maryscol@emirates.net.ae
موقع ويب : www.stmarysdubai.com فاكس : ٣٣٦٨١١٩ ٤ ٩٧١ +

OUR REF :

TRN : 100259955100003

2. CONSENT FOR EMERGENCY FIRST-AID TREATMENT

In the event that your child requires emergency treatment, your child will be given first aid and taken directly to the hospital for treatment and management.

Does your child have any valid Health Card (YES / NO)

YES

NO

Does your child have any valid Health Insurance Card (YES / NO)

YES

NO

I give my consent for my child to be transferred to hospital in case of emergency and that I take the full responsibility to bear any costs incurred.

Parents / Guardian Name : _____

Contact Number : _____

Date : _____

Signature : _____

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 : 100259955100003

3. **CONSENT FOR ROUTINE MEDICAL EXAMINATION**

As per DHA school health guidelines, medical examinations will be done for new students, year 5, year 8 and year 11 students.

The medical examination includes measurement of height, weight, BMI, examination of Eyes, ears, lungs, abdomen and skeletal system. Parents are to be notified if there's any noted abnormal findings.

I give my consent for my child to be examined in the school by the school doctor and the nurse.

YES

NO

(IF YOU DO NOT GIVE CONSENT, YOU ARE REQUIRED TO PROVIDE A MEDICAL REPORT AS PER THE REQUIREMENT BY YOUR OWN DOCTOR, SCHOOL WILL PROVIDE THE BLANK TEMPLATE.)

Parents / Guardian Name : _____

Contact Number : _____

Date : _____

Signature : _____

August 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	.	.	.

School Days: 4

September 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	.	.	.	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	.

School Days: 20

October 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31

School Days: 21

November 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	.	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	.	.	.

School Days: 21

December 2023						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	.	.	.	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

School Days: 5

January 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31

School Days: 22

February 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	.	.	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	.	.	.

School Days: 20

March 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	.	.	.	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

School Days: 16

April 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30

School Days: 13

May 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	.	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	.	.

School Days: 22

June 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

School Days: 18

July 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
.
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31

School Days: 0

Academic Year (Total School Days) (Minimum days required to submit the calendar is 182)
The total number of days that students formally attend school and includes instructional days, examinations, academic and non-academic activities.

Total days
182



GUIDE TO:



Google
Classroom

IMPORTANT NOTES



- ❑ Teachers and Students need to use only school email id for Google classrooms.
- ❑ Teachers can create Google classroom and share the class code with their students to enrol.
- ❑ Teachers should not enrol themselves as student in any classroom, doing so will result in loosing their permission to create class.

CONTENTS



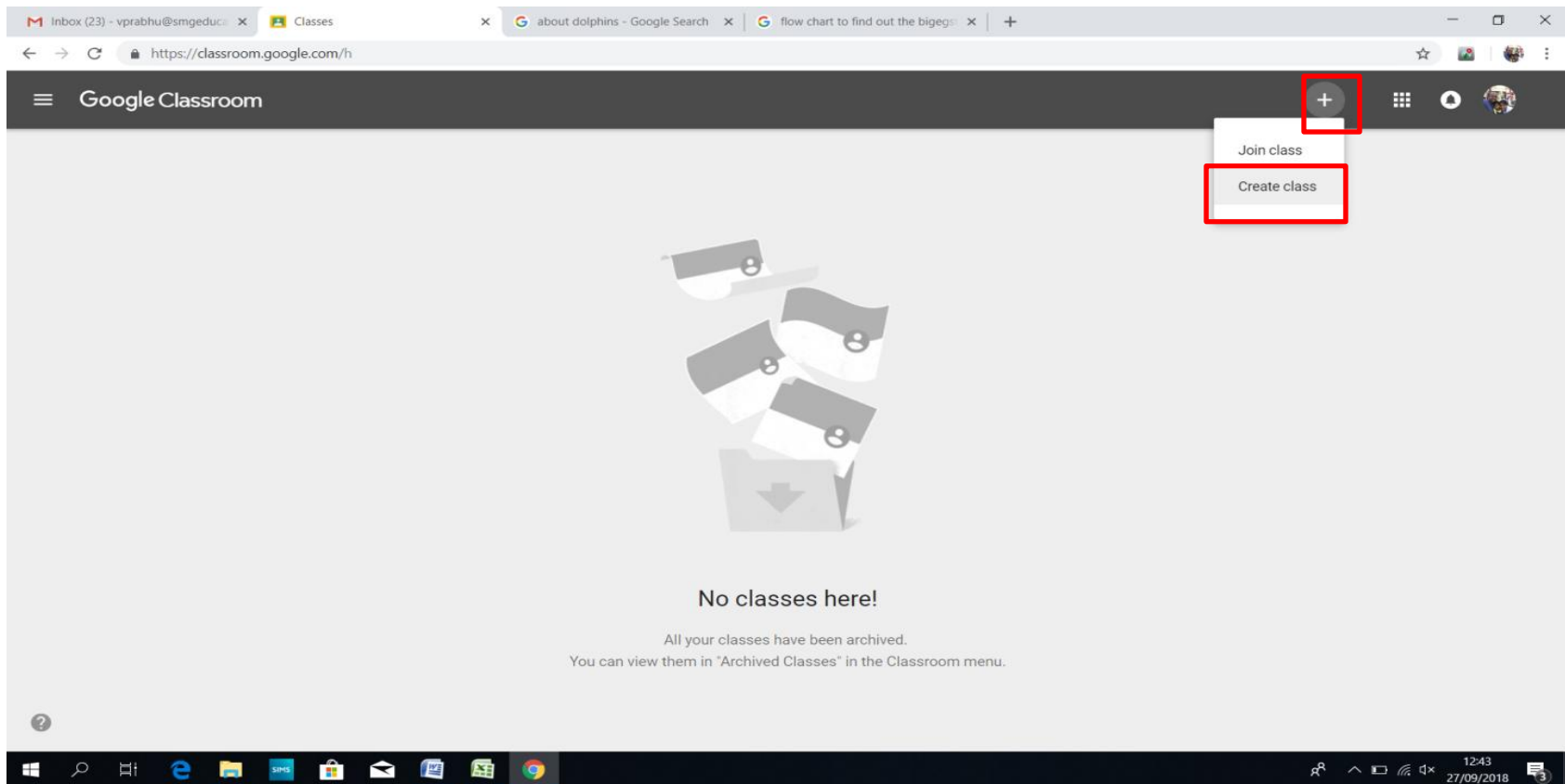
- [How to create class](#)
- [Customize appearance of your class](#)
- [Updating \(Edit, Move, Archive\) a class](#)
- [Add students to Google classroom](#)
- [Add resources \(syllabus\) to Google classroom](#)
- [Creating assignments to Google classroom](#)
- [Organize Assignments by Topic](#)
- [How students complete and submit assignments](#)
- [Grading assignments](#)
- [Google Classroom Tutorial - Video Links](#)





How to Create a Class with Google Classroom

- 👉 Navigate to <https://classroom.google.com>
- 👉 Click the "+" sign in the top right-hand corner next to your Google account (School Email ID).
- 👉 Select "Create Class", then give it a name and a section, and click "Create"





How to Create a Class with Google Classroom

The "Section" field is a secondary descriptor for your class, so here you may want to add something like a grade level, or some other short description.

The screenshot shows the Google Classroom 'Create class' dialog box. The 'Class name (required)' field is filled with 'Year 6'. The 'Section' field is filled with 'E'. The 'Subject' field is highlighted with a red box and contains 'ICT'. The 'Room' field is filled with 'Lab 1'. At the bottom right of the dialog box, there are 'CANCEL' and 'CREATE' buttons. The background shows the Google Classroom interface with a 'No classes here!' message and a note that all classes have been archived.





Customize appearance of your class

When you create your class for the first time, you are given a default header image.

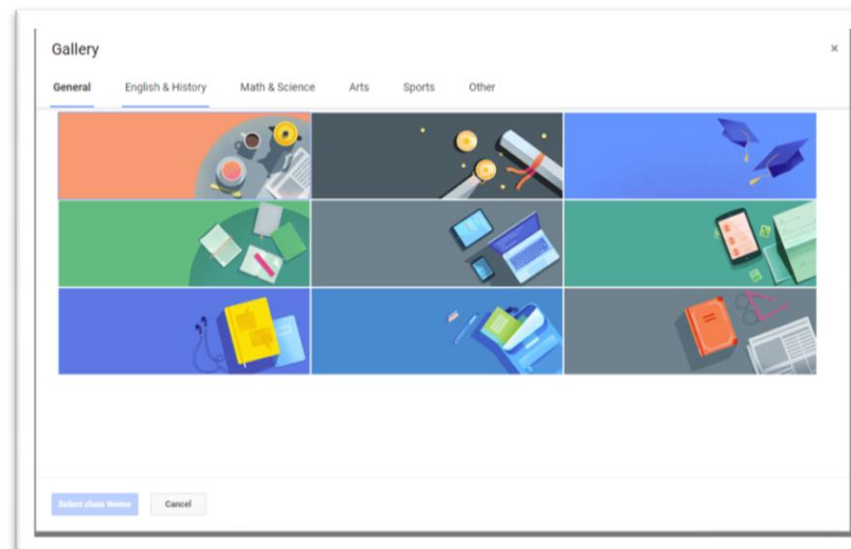
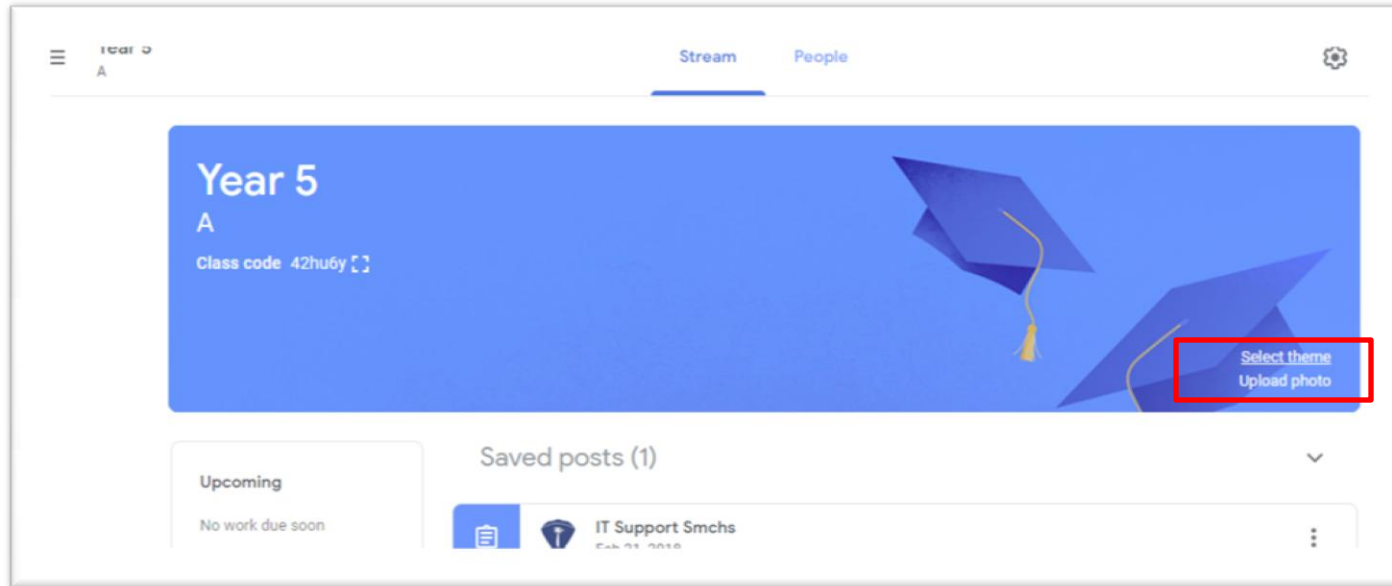
This is the image that students will see when they click on your class to access assignments and announcements. You can customize this image with a few quick steps.

- ☞ Hover your mouse over the banner image
- ☞ Look for the **Select Theme** link in the bottom right-hand corner.
- ☞ Click **Select Theme** to open a gallery of photos you can choose for your class.
- ☞ Choose a photo from the gallery, then click **Select Class Theme** to change your header image. There are a variety of images to choose from, but most are themed on some kind of academic subject. For instance, you could choose books for Language Arts classes, a piano for Music, coloured pencils for Art, and so forth. You can also upload your own photo by clicking the **Upload Photo** link.





Customize appearance of your class





Move, Edit or Archive a Class

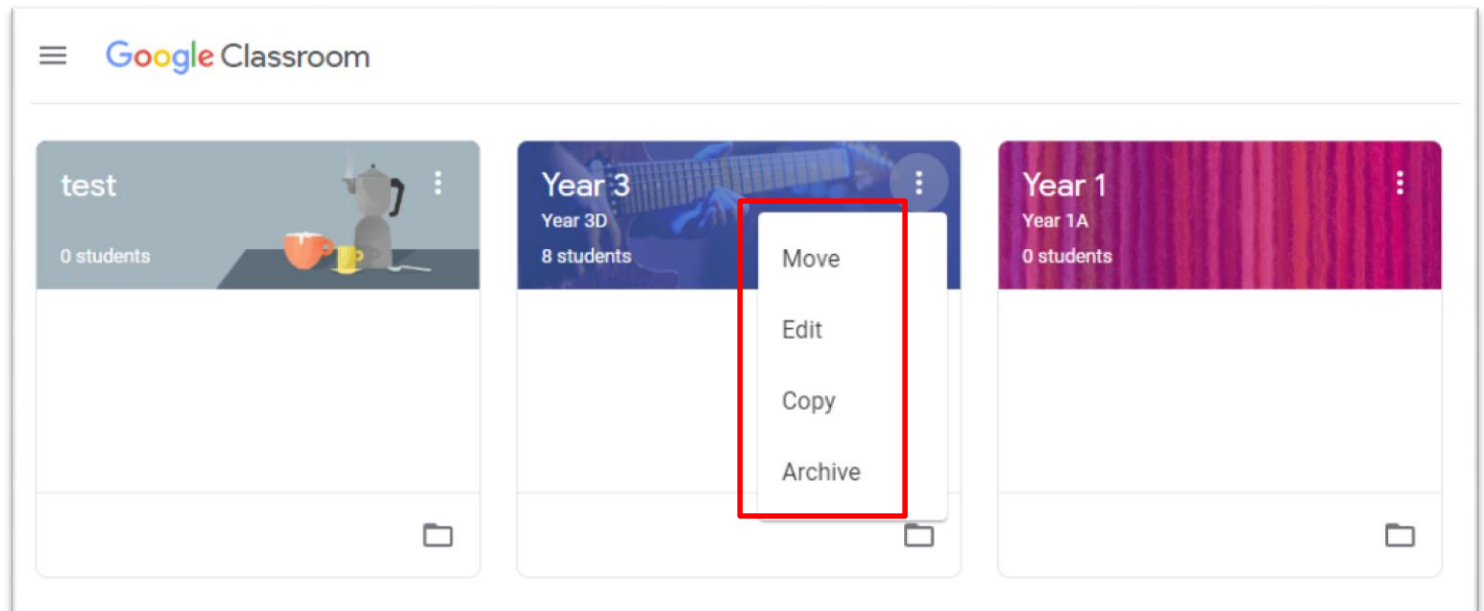
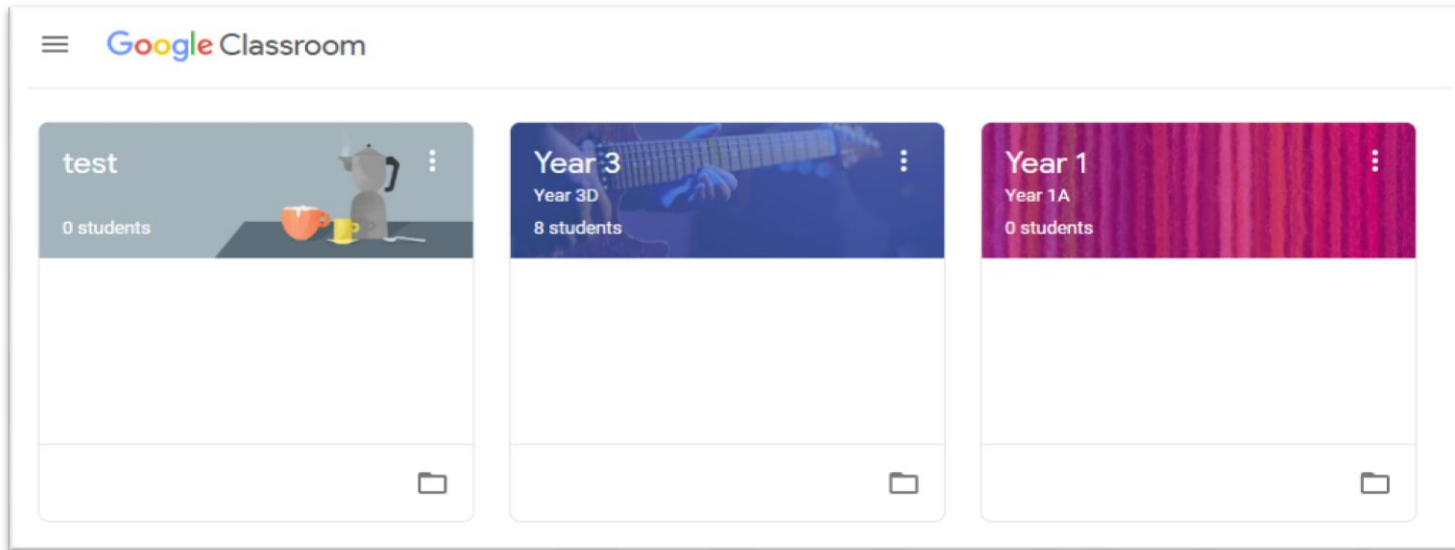
For Move, Edit or Archive a Class –

- ☞ Click the menu button in the top left-hand corner of the screen (its three horizontal lines)
- ☞ Select Classes to see all of the classes you have created
- ☞ Now click the three dots in the top right hand corner of the class you want to modify
- ☞ Choose Move, Edit or Archive to make the changes you need
- ☞ The Edit button will let you rename your class or change the section, subject or room number.
- ☞ The Move button allows you to rearrange the order of the classes in your dashboard.
- ☞ The archive button will remove the class from your dashboard and archive it. When a class is archived, you can still access it via the Settings by clicking on the menu icon in the top left-hand corner and selecting Archived Classes. From here, you can restore archived classes or delete them permanently.





Move, Edit or Archive a Class





Move, Edit or Archive a Class

The screenshot displays a user interface for managing classes. On the left is a sidebar with the following sections:

- Classes**: Home icon
- Calendar**: Calendar icon
- Teaching**:
 - To-do: Checklist icon
 - test: Circle with 't' icon
 - Year 3: Circle with 'Y' icon, Year 3D
 - Year 1: Circle with 'Y' icon, Year 1A
 - Year 5: Circle with 'Y' icon, A
 - Year 9: Circle with 'Y' icon, A
- Archived Classes**: Downward arrow icon
- Settings**: Gear icon, highlighted with a red box

The main content area shows three class cards:

- Year 3**: Year 3D, 8 students. Card background is blue with a guitar image.
- Year 1**: Year 1A, 0 students. Card background is purple with a wood grain image.
- Year 9**: A, 2 students. Card background is black.

Each card has a three-dot menu icon in the top right corner and a folder icon in the bottom right corner. A question mark icon is visible at the bottom left of the main area.





Add students to Google classroom

Once you have created all the classes that you need, you can quickly add students to your roster. This can be done in one of two ways.

OPTION 1:

Click on the class that you want students to register for

Click the Settings gear icon at the top of the page

Make a note of the class code and distribute this to students.

Students will then navigate to <https://classroom.google.com>, click the "+" sign in the top right-hand corner of the screen, and select Join class

Students enter the class code, and will instantly be added to the class

Note that the class code can be changed or disabled at any time by the teacher. Simply click the drop-down next to the class code and choose to reset or disable it as you feel the need.

Resetting or disabling the code will not affect student who have already registered for your class.





Add students to Google classroom

The screenshot shows a Google Classroom interface for a class named 'Year 3' (Year 3D). The class code is '35sf08k'. The page has tabs for 'Stream', 'Classwork', and 'People'. A settings gear icon in the top right corner is highlighted with a red box. Below the header is a banner image of hands playing a guitar. The main content area includes an 'Upcoming' section with 'No work due soon' and a 'View all' link. There is also a 'Share something with your class...' section and a post from 'IT Support Smchs' dated 'Oct 22, 2018' about a 'homework test2' assignment.





Add students to Google classroom

General

Class code

mzhxp6 ▼

Stream

Students can post and comment ▼

Classwork on the stream

Show condensed notifications ▼

Show deleted items

Only teachers can view deleted items.





Add students to Google classroom

OPTION 2:

Teachers can also to add students manually as detailed below.

Click on the class that you want to add students to

Then click the "People" tab at the top of the page

Click the Invite Students icon (a plus sign next to a person)

A search box will appear allowing you to search for the email addresses of individual students, contact groups or Google Groups.

Note that teachers using G Suite for Education can only add students who are part of their Google domain. If your students are using public Gmail accounts, they will not be able to access your online content in Google Classroom. This is intentional and is part of the security and privacy that Google wants to ensure teachers and students have when using this platform.








Add students to Google classroom

Stream Classwork **People**

Teachers

 IT Support Smchs 

Students

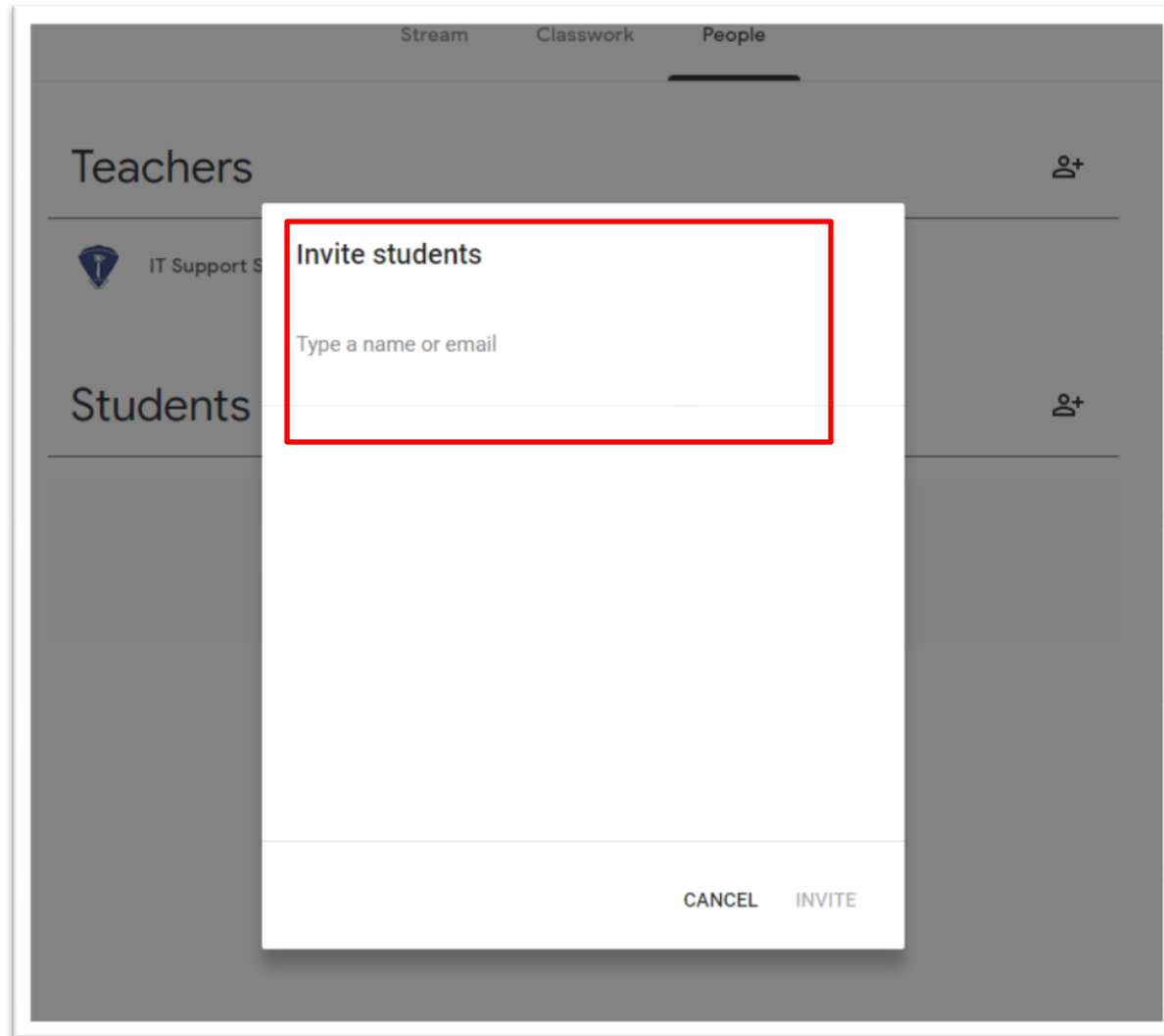


Invite students or give them the class code: mzhxp6





Add students to Google classroom





Add resources (syllabus) to Google classroom

- ☞ Open the class you need
- ☞ Click on the Classwork tab
- ☞ Click Create and then you may choose Material
- ☞ Add a title, description and any attachments you deem appropriate
- ☞ Click Topic and assign your materials to a new topic called Syllabus
- ☞ Click Post when you are done

Note that you can assign a Material to multiple classes if needed or even to individual students. Choose the option you need from the top left-hand corner when you are creating a new Material for your class.

If you want your Syllabus Topic to be the top of your Classwork page, click the three arrows in the top right-hand corner of the Topic and select Move Up. Alternatively, you can drag and drop Topics or Materials by clicking and dragging up and down on the Classwork page.





Add resources (syllabus) to Google classroom

The screenshot shows the Google Classroom interface for a class named 'Year 3' (Year 3D). The 'Classwork' tab is selected and highlighted with a red box. Below the 'Create' button, a dropdown menu is open, listing various resource types. The 'Material' option is highlighted with a red box. The background shows a stream of posts with dates 'Posted Oct 22, 2018'. At the top right, there are links for 'Google Calendar' and 'Class Drive folder'.

Year 3
Year 3D

Stream **Classwork** People

+ Create

- Assignment
- Quiz assignment
- Question
- Material**
- Reuse post
- Topic

Google Calendar Class Drive folder


Posted Oct 22, 2018

Posted Oct 22, 2018





Add resources (syllabus) to Google classroom





 Material ✕


For Year 3 Year 3D ▾ All students ▾

Title

Description (optional)

Topic No topic ▾

 Post ▾





Creating assignments to Google classroom


- ☞ Open the class you want to add an assignment to
- ☞ Click the Classwork tab at the top of the page
- ☞ Click the Create button and choose to add an assignment
- ☞ Give your assignment a title & add any additional instructions/description in the box below
- ☞ Click the date to choose a due date for your assignment, and add a time if you want to specify when it is due on a given day
- ☞ Choose the type of assignment you wish to create by clicking on one of the icons next to the word Assign. Your choices are to upload a file from your computer, attach a file from Google Drive, add a YouTube video, or add a link to a website.
- ☞ Click Assign to give this assignment to your students.

If you want to give the same assignment to more than one class, click the name of the class at the top left-hand corner of the assignment window and choose all of the classes that you want to assign it to.





Creating assignments to Google classroom






 Assignment ✕

For **Year 3 Year 3D** ▼ **All students** ▼

Title

Instructions (optional)

Points **100** ▼ Due **No due date** ▼ Topic **No topic** ▼

     Assign ▼





Organize Assignments by Topic

Google Classroom's ability to organize assignments by topic lets you group assignments together by unit or type in the Classwork tab. It is a more efficient way for students and teachers to find the assignment they are looking for. To create Topics, follow the instructions below.

- ☞ Navigate to your class
- ☞ Click the Classwork tab
- ☞ Click the "Create" button
- ☞ Choose "Topic"
- ☞ Name your Topic and click Add

New assignments can be added to a Topic from the assignment creation screen. Just choose the drop-down box next to Topic before you assign it.





Organize Assignments by Topic

The screenshot shows the Canvas LMS interface for a course named 'Year 3' (Year 3D). The 'Classwork' tab is selected and highlighted with a red box. Below the navigation tabs, there are links for 'Google Calendar' and 'Class Drive folder'. A '+ Create' button is visible, and a dropdown menu is open, listing options: 'Assignment', 'Quiz assignment', 'Question', 'Material', 'Reuse post', and 'Topic'. The 'Topic' option is highlighted with a red box. The main content area shows two posts, each with the text 'Posted Oct 22, 2018'.

The 'Add topic' dialog box is shown, featuring a text input field labeled 'Topic' with a blue underline. Below the input field are two buttons: 'CANCEL' and 'ADD'.





Organize Assignments by Topic

If you have assignments already created that need moved to a Topic, follow these steps.

- ☞ Click on the Classwork tab
- ☞ Hover over the assignment you want to move with your mouse
- ☞ Click the three dots
- ☞ Choose Edit
- ☞ Look for the drop-down box next to Topic
- ☞ Click the drop-down and choose the Topic you want to move it to





Organize Assignments by Topic

+ Create Google Calendar Class Drive folder

Homework Testing
No due date

Posted Oct 22, 2018

Homework TestingHomework TestingHomework TestingHomework TestingHomework Testing

2
Turned in

Edit
Delete
Copy link

Tulips.jpg

[View Assignment](#)

Assignment ✕

For **All students** ▾

Title
Homework Testing

Instructions (optional)
Homework TestingHomework TestingHomework TestingHomework TestingHomework Testing

Points **Ungraded** ▾ Due **No due date** ▾ Topic **No topic** ▾

Tulips.jpg
Image Students can view file ▾ ✕

Cancel Save





How students complete and submit assignments

Students can view active assignments when they log in to Google Classroom (Using School Email-Id) by clicking on a specific class they are part of and reviewing the upcoming assignments. However, a more efficient way is to click the menu button in the top left-hand corner of the screen and select To-do from the pop-out menu. This shows students a list of assignments for all their classes, as well as which ones they have turned in, which ones are still outstanding, and which ones are overdue. Assignments that have been graded by the teacher will also be shown here with a grade next to them.

Clicking on one of these assignments will open the relevant file for the student. If it is a Google Drive file, an additional button is added to the toolbar in the top right-hand corner, next to the Share button. This button is marked "Turn it in". Clicking it submits their assignment to the teacher.






How students complete and submit assignments

Year 9
A

Taha Thameem

Filters

- Turned in
- Returned with grade
- Missing

Title	Due	
23+5?	No due date	Turned in
What is RGB  1	No due date	5/5
Math Test Assignment	Feb 21, 2018	Missing





Grading assignments

Grading and Returning Assignments to Students

Teachers can find student submissions by entering the class you are interested in grading and clicking on the assignment name from the Stream view. Click on the assignment you want to grade and follow the directions below:

Click the name of the student who has submitted an assignment you want to grade. When the document opens, use the commenting features in Drive to leave detailed feedback. Close the document when you are done. All changes are saved automatically.

When you return to Classroom, click to the right of the student's name where it says "No grade" and enter a points based grade for the assignment.

Check the box next to the student you just graded, then click the blue "Return" button to save the grade and notify the student that their paper has been graded

Add any additional feedback in the pop-up box, then click "Return Assignment"





Google Classroom Tutorial – Video links

The NEW Google Classroom - 2018 Tutorial / Updates

<https://www.youtube.com/watch?v=M6L-nZGIUTE>

<https://www.youtube.com/watch?v=VTWYf4PTLPw>

<https://www.youtube.com/watch?v=PyfUcKhdFXw>

Google Classroom 2018 Getting Started

<https://www.youtube.com/watch?v=wFrnxCPQLXA>

<https://www.youtube.com/watch?v=KqTjmTqJWRg>

https://www.youtube.com/watch?v=W4_HDxRCsGg

Google Classroom Classwork Tab

<https://www.youtube.com/watch?v=QYfQ6Fy7Y6Q>

Google Classroom and Choice Boards

<https://www.youtube.com/watch?v=uv6Y6z3KhNU>

Google Classroom Questions and Pre Assessment Strategies

<https://www.youtube.com/watch?v=uiT-ZlqytyI>

Google Classroom Assignments

https://www.youtube.com/watch?v=7jI8_QilrcY

Adding Students and Adults to Google Classroom

<https://www.youtube.com/watch?v=dGs4PIAz8g>

Google Classroom What a Student Sees

<https://www.youtube.com/watch?v=qvdKJjDTI6o>

Google Classroom Add Discussion Questions

https://www.youtube.com/watch?v=LPIet_U3nws

<https://www.youtube.com/watch?v=kV5Bu3-fv4I>



