



OUR REF : .....

TRN No. 100483609200003

Friday, 31<sup>st</sup> May 2024

**To: The Parents of students in Years 1-13 –  
WEEKLY CIRCULAR BEFORE WEEK 35**

Dear Parents,

**Greetings from Saint Mary's.** We trust that this update finds you and your families safe and healthy. We send our prayers for all our students sitting their GCSE / GCE Edexcel Examinations.

**NEW AND URGENT**

- **All parents are reminded that starting Monday, 3<sup>rd</sup> June 2024, we will revert to regular school timings. Please note that students will not be sent outside for sports lessons or break time owing to the high temperatures during the day. Parents are advised to please send water with children and to make sure that all children are carrying a cap or a sun hat that they can wear on the way to school and when they leave school to go home.**
- **Students in year 10 and year 12 will be taught content for their GCSE's and GCE's respectively. Teachers will be commencing with curricular content of year 11 and year 13. Students must be both regular with their attendance and serious about their preparedness for Edexcel Board exams for the Summer 2025 series.**

- **A similar pattern will follow for other year groups and parents are reminded to please ensure that students are regularly at school.**
- **26<sup>th</sup> AUGUST IS THE RE-OPENING DATE FOR THE ACADEMIC YEAR 2024-2025 FOR ALL STUDENTS.**
- **Due to a change in KHDA policy, re-exams which are usually held in August will likely be held in the second week of June.**
- **A-LEVEL ADMISSION TO YEAR 12 (2024 - 2025)- check attachment with admission link.**

**PLEASE NOTE THAT ANY FEES THAT HAVE NOT BEEN PAID ARE NOW CONSIDERED OUTSTANDING. ANY STUDENT WHOSE FEES HAVE NOT BEEN PAID WILL BE CONSIDERED OUTSTANDING AND WE WILL NOT BE ABLE TO ISSUE ANY OFFICIAL SCHOOL DOCUMENTS, EXAMINATION ANSWER SCRIPTS, REPORT CARDS, ETC. .**

**Please note: In cases of outstanding fees, RE-REGISTRATION MUST NOT BE PAID, even if paid, it is not considered as a re-registration but will be adjusted towards the outstanding fees. We urge parents to please be responsible and settle ALL OUTSTANDING fees without any further delay.**

**The RE-REGISTRATION DEADLINE WAS 21<sup>ST</sup> APRIL 2024. Any student who has not re-registered will be considered as not returning for the next academic year. This also applies to students with outstanding fees.**

**1) RE-EXAMINATIONS LIKELY TO BE HELD IN THE SECOND WEEK OF JUNE 2024:**

We would like to inform parents that due to a change in KHDA policy, we will likely conduct re-examinations (that are usually conducted in August) in the second week of June 2024. This will be done during regular school hours.

**2) PARENTS MUST NOT APPROACH ANY CHILD ON THE PREMISES OR AROUND THE SCHOOL EVEN OUTSIDE THE SCHOOL :**

Parents are being strongly reminded that under Child Protection Policies, NO PARENT must ever approach another child either to reprimand or seek any information etc. This is a major Child Protection violation and parents must keep this in mind. Any issues must be shared with the teachers or members of the school's leadership team.

**3) A-LEVEL APPLICATION TO YEAR 12: A link for admission form as well as a letter regarding admissions has been sent out with this circular. Please go through it carefully.**

**4) GL EXAMINATIONS IN ENGLISH LANGUAGE, MATHS & SCIENCE YEARS 4-10 IMPORTANT UPDATE FROM GL EDUCATION – THE GL PT SERIES**

**WILL WORK ONLY ON A DESKTOP OR A LAPTOP therefore parents will be required to send a fully charged laptop on the scheduled days of a GL exam. ∴**

The timetable for these exams has also been included. **ALL STUDENTS MUST BE PRESENT ON THE DAY OF A GL EXAM WITH A FULLY CHARGED LAPTOP.** Any absence will require a medical certificate to

**reschedule the exam, even if the absence is only for ONE DAY.**

**5) MAI DUBAI RETHINK PLASTIC ART CHALLENGE & RETHINK PLASTIC INNOVATION CHALLENGE:**

Two exciting competitions from MAI DUBAI. The school will send in the three best entries. Details will be sent in the Class Group Email.

**6) FEE INCREMENT** : Please see the separate circular. Please note that we are currently only seeking approval from KHDA for a fee increment for the overall sustainability of the school.

**7) RECYCLING CHALLENGE IN PARTNERSHIP WITH BIC PENS UNTIL 5<sup>TH</sup> JUNE 2024** : Students are invited to collect all used plastic pens and markers for recycling from now until June 5<sup>th</sup>, 2024, for a chance to win up to AED 10,000 exciting prizes including Bic stationery, outdoor furniture, and t-shirts made from recycled plastic for your school . The class collecting the highest number will win an outing.

**8) 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 not be approved.**

17 <sup>th</sup> & 18 <sup>th</sup> JUNE 2024	Eid Al Adha ( subject to government declaration )
28 <sup>th</sup> JUNE 2024	Report Day & Last working day for students and teachers

**9) SOCIAL MEDIA FREQUENT CHECKS BY PARENTS FOR SECONDARY & UPPER PRIMARY CHILDREN** : Please refer to our circular of 16<sup>th</sup> September 2022.

**10) IRRESPONSIBLE USE OF SOCIAL MEDIA PLATFORMS, PARTICULARLY BY STUDENTS IN YEARS 9-11:** Parents are requested to carefully read the separate circular issued in this regard on 16<sup>th</sup> September.

**11) URGENT QUERIES AND CONCERNS:** If you have any urgent queries and concerns, kindly send an email to our Vice Principal, Ms. Lise-Ann on [l.pinto-smchs@smgeducation.org](mailto:l.pinto-smchs@smgeducation.org) and she will get back to you. Please include your telephone number in case she needs to call you.

Yours sincerely



Mr. Paul Asir Joseph  
(Principal)





OUR REF : .....

DATE: Friday, 10<sup>th</sup> May 2024

**To: Parents of Year Eleven Students Applying for  
GCE A-Level Two Year Course (YEAR 12 and 13)**

Dear Parents,

**Greetings from St. Mary's Catholic High School Dubai.** We are writing to inform you that the A-LEVEL APPLICATION FORMS are available via the link attached. The last day to submit these forms online is the 16<sup>th</sup> of June 2024 **PLEASE NOTE THAT NO FORM WILL BE ACCEPTED AFTER THIS DATE.**

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

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** and a high-grade average in the same.
- **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. The portion for the entrance exam is all content covered from Year 9 to Year 11.**

**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'.**

**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 making your decision. 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 students should ensure that they have a back-up plan. This would include applying to other institutions besides St. Mary's.**

**The final deadline for the return of the A-LEVEL application forms is 16<sup>th</sup> June 2024. Forms will not be accepted after this date, nor will any calls be accepted for the same. Please respect this final deadline.**



**PRIMARY GL EXAMINATION TIME TABLE MAY-JUNE 2024**

<b>DATE</b>	<b>DAY</b>	<b>YEAR FOUR</b>	<b>YEAR FIVE</b>	<b>YEAR SIX</b>
24 <sup>th</sup> May	Friday			<b>ENGLISH</b> Bring a fully charged device
30 <sup>th</sup> May	Thursday		<b>ENGLISH</b> Bring a fully charged device	
31 <sup>st</sup> May	Friday	<b>ENGLISH</b> Bring a fully charged device		
3 <sup>rd</sup> June	Monday	<b>SCIENCE</b> Bring a fully charged device		
4 <sup>th</sup> June	Tuesday	<b>MATHS</b> Bring a fully charged device		
5 <sup>th</sup> June	Wednesday		<b>SCIENCE</b> Bring a fully charged device	
6 <sup>th</sup> June	Thursday		<b>MATHS</b> Bring a fully charged device	
7 <sup>th</sup> June	Friday			<b>SCIENCE</b> Bring a fully charged device
10 <sup>th</sup> June	Monday			<b>MATHS</b> Bring a fully charged device





**SECONDARY GL EXAMINATION TIME TABLE MAY-JUNE 2024**

DATE	DAY	YEAR SEVEN	YEAR EIGHT	YEAR NINE	YEAR TEN
13 <sup>th</sup> May	Monday			<b>ENGLISH</b> Bring a fully charged device	
14 <sup>th</sup> May	Tuesday				<b>ENGLISH</b> Bring a fully charged device
22 <sup>th</sup> May	Wednesday	<b>ENGLISH</b> Bring a fully charged device			
28 <sup>th</sup> May	Tuesday		<b>ENGLISH</b> Bring a fully charged device		
10 <sup>th</sup> June	Monday		<b>SCIENCE</b> Bring a fully charged device		
11 <sup>th</sup> June	Tuesday	<b>MATHS</b> Bring a fully charged device	<b>MATHS</b> Bring a fully charged device		
12 <sup>th</sup> June	Wednesday			<b>MATHS</b> Bring a fully charged device	<b>SCIENCE</b> Bring a fully charged device
13 <sup>th</sup> June	Thursday			<b>SCIENCE</b> Bring a fully charged device	<b>MATHS</b> Bring a fully charged device



**FINAL EXAMINATIONS – (YEAR 12) MAY 2024**

<b>DATE</b>	<b>DAY</b>	
15 <sup>th</sup> May	Wed	<b>Physics 1- 2hrs &amp; Islamic Studies – 2 hrs</b>
16 <sup>th</sup> May	Thu	<b>Business Studies 1-2hrs &amp; Arabic (A)- 2hrs 30 min Arabic (B) – 2 hrs</b>
20 <sup>th</sup> May	Mon	<b>Biology 1-2hrs</b>
21 <sup>st</sup> May	Tue	<b>Psychology 1-2hrs</b>
22 <sup>nd</sup> May	Wed	<b>Economics 1-2hrs</b>
23 <sup>rd</sup> May	Thu	<b>Mathematics ( Pure )- 2hrs</b>
24 <sup>th</sup> May	Fri	<b>NO EXAM</b>
27 <sup>th</sup> May	Mon	<b>Chemistry 1-2hrs</b>
28 <sup>th</sup> May	Tue	<b>Mathematics ( Statistics)- 2 hrs</b>
29 <sup>th</sup> May	Wed	<b>REGULAR LESSONSTILL 11:00 AM-ATTENDANCE MANDATORY</b>
30 <sup>th</sup> May	Thu	<b>REGULAR LESSONS TILL 11:00 AM-ATTENDANCE MANDATORY</b>
31 <sup>st</sup> May	Fri	<b>REGULAR LESSONS TILL 11:00 AM-ATTENDANCE MANDATORY</b>



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

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OUR REF : .....

TRN : 100259955100003

DATE: Friday, 1<sup>st</sup> March 2024

To: **Parents of students in Years 1-12 –  
PROPOSED FEE INCREMENT FOR THE ACADEMIC YEAR 2024-2025**

Dear Parents,

**Greetings from St. Mary's.** It is at this time that we wish to provide you with the following information pertaining to a proposed **8%** increase in Tuition Fees, subject to KHDA approval, for the Academic year 2024-2025.

We would like to thank our parent community for your constant support and collaboration. Our mission has always been to provide good quality education that is affordable. Our fee level remains the lowest when compared with other schools that provide the UK Curriculum, a good number of which charge significantly more than St. Mary's.

Cost pressures apply to St. Mary's as much as they do to many other entities and in fact rising costs have impacted our school significantly due to our extremely low fee structure. In spite of diligent financial stewardship and control of expenses, we continually face huge challenges with rising costs with respect to staffing, resources and operational expenses.

We hope you will recognise that our decision to propose an 8% increase in the tuition fees is to sustain the operational needs of the school in supporting its expenses while continuing to provide a good quality education to our children.

You are welcome to send any concerns or feedback to Lise-Ann via email. Thank you for your understanding and support.

Yours sincerely,

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

