



ST. MARY'S CATHOLIC HIGH SCHOOL

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مدرسة القديسة مريم الكاثوليكية الثانوية

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية المتحدة

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OUR REF :

TRN No. 100483609200003

DATE: Wednesday, 26th June 2024

**To: Parents of students from Year One to Year Thirteen and
PARENTS OF NEWLY ADMITTED STUDENTS TO THE SCHOOL.
(END OF YEAR CIRCULAR – JUNE 2024)**

Dear Parents,

Greetings from St. Mary's Catholic High School. It has been an engaging year for all the families who belong to our larger Marian Family, and we would like to take this opportunity to say a heartfelt thank you to all of our children, our parents and our teachers and staff for your extraordinary collaboration and support and your positivity through this year. Please read on for important information and updates. **WE REQUEST ALL PARENTS TO CHECK THE WEBSITE REGULARLY FOR ANY URGENT UPDATES.**

REPORT DAY, 28TH JUNE 2024, 7:30-10:30 am: STUDENTS ARE NOT SUPPOSED TO BE IN SCHOOL ON REPORT DAY, THIS IS NOT A REGULAR SCHOOL DAY. Please note that we have already sent out report cards to the SIMS PARENT APP today, 26th June 2024. Students with outstanding fees will not receive their report cards and final results. ***Parents will receive a time slot from the class teachers. Attendance is not mandatory.***

RE-REGISTRATION FOR THE NEXT ACADEMIC YEAR 2024-2025: We have been following up on re-registrations over the last two and a half months and would like to thank those parents who have respected these deadlines. Parents who have not re-registered their children for the next Academic Year including those whose children have outstanding fees must understand that they will be removed from the system before the next academic year and those seats will be made available to new applicants.

FEES FOR THE ACADEMIC YEAR 2024-2025: We will publish the fee table of applicable fees on the school website.

KHDA SCHOOL INSPECTION REPORT: Parents will have received the same from KHDA. We will also post this on our school website.

TEXTBOOK ORDERS AND COLLECTION FOR THE NEXT ACADEMIC YEAR 2024-2025: We have attached a separate circular to this one detailing how book orders are to be made. Please read through it very carefully.

SURVEY ON SAFEGUARDING: Parents are requested to please check the school website for a link to complete a survey on safeguarding. Please note that the deadline for the same is 28th June 2024.

RE-OPENING FOR THE NEXT ACADEMIC YEAR 2024-2025: **The Academic Year will begin from the 26th of August 2024 for all students from years One through Thirteen. School timings are 7:10 am until 1:40 pm.**

SCHOOL OFFICE CLOSURE: The school office will be open on Saturday, 29th June from 8:00 am to 12:00 pm. The last working day for the office is 5th July 2024. **The timings from 1st July to 5th July 2024 will be from 8:00 am to 12:00 pm.** We will be having civil work carried out on the premises during this closure and so the premises will be completely closed. The office closure includes emails to all members of the school's leadership and administration as well. The administration office will re-open on 12th August 2024. Please note that those parents who clear outstanding fee dues during the period of office closure will receive receipts and report cards only once the office resumes. The office will resume working from the 12th of August 2024. **Parents of New Admissions, however, must continue to email copies of the Leaving/Transfer Certificate as soon as you receive it from your child's school. Email these copies only to registration.documents-smchs@smgeducation.org**

PEARSON EDEXCEL RESULTS FOR YEARS 11, 12 (IAS) AND 13: Students from Year 13 will receive their results on 15th August 2024 and Year 11 students will receive their results on the 22nd of August 2024. Parents are advised to kindly follow the school website for further updates on Pearson Edexcel Results.

All year 11 and 13 students have been given their Results Plus passwords for accessing results in August 2024. Any login issues have already been sorted out.

School Uniform: Please check the attached SCHOOL **UNIFORM POLICY**. The **PROCEDURAL GUIDELINES** for the purchase of school uniforms in August 2024 will be sent in a separate circular on 28th June 2024.

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 2024** 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** for the **BOARD EXAM FEE AMOUNT** for each year group.

RECOMMENDATION LETTERS: Parents whose children require recommendation letters from teachers are reminded that these will only be available after the 25th of August 2024.

APPLICATIONS FOR LEAVING CERTIFICATES YEARS 1-10 & 12: While we have already issued Leaving Certificates to parents who had requested for these, please note that additional requests for **LEAVING CERTIFICATES** must be now made either before the 5th of July 2024 or after the 14th of August 2024. Leaving Certificates cannot be issued during the period of office closure. **The final date for requesting transcripts is 28th June 2024.**

APPLICATIONS FOR LEAVING CERTIFICATES YEARS 11&13: Parents of students in Year 11, 12 and 13 are reminded that Leaving Certificates must be applied for but can be issued only after Pearson Edexcel Results are issued in August 2024. Please note that the process is not immediate as results have to be approved by KHDA. Students in Years 11, 12 and 13 have to apply for a leaving Certificate by filling out the form available on the school website.

APPROVED KHDA CALENDAR FOR ACADEMIC YEAR 2024-2025: Parents are requested to check the approved KHDA School Calendar for the Academic Year 2024-2025 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.

26 th AUGUST 2024	School re-opens for ALL STUDENTS
30 th SEPTEMBER 2024	Holiday for students
10 th to 23 rd OCTOBER 2024	Window for mid-term assessments
1 st NOVEMBER 2024	Diwali Holiday
11 th NOVEMBER 2024	Holiday for all students
2 nd & 3 rd DECEMBER 2024	National Day Holidays
14 th DECEMBER 2024 – 5 th JANUARY 2025 (Inclusive)	Winter Break
6 th JANUARY 2025	School re-opens after the Winter Break
10 th - 24 th JANUARY – 2025	First Term Examinations in the morning. Regular lessons after break. Students will not be allowed to go home after the morning's exam.
13 th FEBRUARY 2025	Sports Day Years 5-13 (subject to change)
17 th FEBRUARY 2025	Holiday for all students
21 st FEBRUARY 2025	Sports Day Years 1-4 (subject to change)
7 th to 21 st March 2025	Window for Mid-term assessments
14 th -21 st MARCH 2025 7 th to 11 th APRIL 2025	Mock Examinations years 11 and 13
22 nd MARCH – 6 TH APRIL 2025 (inclusive)	Spring Break
17 th & 18 th APRIL 2025	Holiday for all students
13 th MAY 2025	Study Holiday
14 th 15 th & 16 th MAY 2025	Final exams in parallel with regular lessons
19 th to 28 th MAY 2025	Final Exams and students go home at 11:30 am
5 th & 6 th JUNE 2025	Eid Al Adha (subject to government declaration)
26 th JUNE 2025	Government Holiday
27 th JUNE 2025	Last day of school

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

GL AND NGRT TEST RESULTS: Parents are reminded that the GL and NGRT test results will be sent to your child's school email ID before the 5th of July 2024.

ORIENTATION FOR PARENTS AND NEW STUDENTS OF YEARS ONE, TWO THREE, FOUR, FIVE & SIX (This is applicable only to newly admitted students for the next academic year): There will be an Orientation Meeting before the start of the Academic Year on the 23rd of August 2024 in the MAIN HALL You will be given some orientation about the school's expectations from parents. You will also be introduced to your child's class teacher, and you will have the opportunity to settle any doubts you might have.

PARENTS OF STUDENTS JOINING OUR SCHOOL ARE REQUESTED TO KINDLY SEND THE COPY OF THE LEAVING CERTIFICATE AS SOON AS YOU RECEIVE IT FROM YOUR CHILD'S CURRENT SCHOOL TO registration.documents-smchs@smgeducation.org. Parents of students joining SMCHS for the next Academic Year are requested to kindly keep in touch with all updates on our school website.

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.

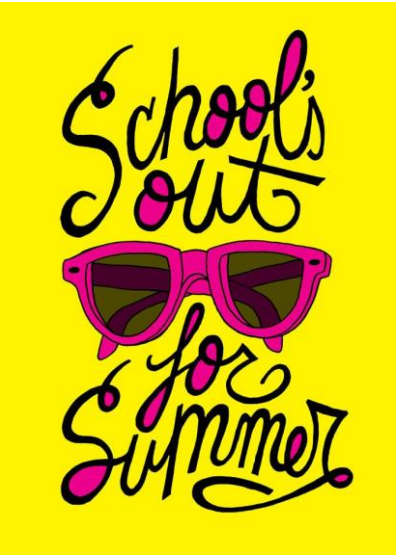
We take this opportunity to wish you a Happy and Safe Summer Holidays! God Bless you all! We hope that you will all get to spend some restful and meaningful quality time as families. We would also like to express our deepest gratitude for your unwavering support and love throughout the year. Your kindness and caring have been deeply appreciated.

Yours sincerely,



Mr Paul Asir Joseph
(Principal)







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OUR REF :

TRN No. 100483609200003

DATE: 26th June 2024

**To: Parents of students from Year Two to Year Eleven
-2024-2025 (currently years 1 – 10)**

ORDERING BOOKS FOR THE NEXT ACADEMIC YEAR-2024-2025

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 trials of delivery and distribution experienced over the last two to three years.

Books must be ordered and paid for directly through the online portal of our suppliers Periwinkle Intl School Supplies through the online portal www.periwinkle.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 IT-Support team.

STEPS FOR PLACING THE BOOK ORDER WILL BE SENT IN A SEPARATE CIRCULAR ON 28TH JUNE 2024)

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/ACTIVE TEACH 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 MATHS and SCIENCE TEXTBOOKS)

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 2024-2025.

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/ Active Teach' 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 desktop computer or 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/ Active Teach' and 'Learning Ladders' has also been included on each booklist.

THE ADVANCE PAYMENT TOWARDS BOOKS AND THE ACTIVE LEARN/ACTIVE TEACH ONLINE PLATFORM & LEARNING LADDERS MUST BE PAID BEFORE 10TH JULY 2024. NO ORDERS CAN BE PLACED AFTER 10TH JULY 2024 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 DISTRUBITION DATES WILL BE ISSUED WITH THE END OF YEAR CIRCULAR.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)





OUR REF :

TRN No. 10048360920003

To: Parents of STUDENTS FROM YEAR ONE TO YEAR THIRTEEN

**Re: CLARIFICATIONS REGARDING UNIFORM
POLICY FOR ACADEMIC YEAR 2024 - 2025**

Date: 26th June 2024

Dear Parents,

Please read through the Uniform Policy carefully.

SCHOOL UNIFORM

Girls' Shirt:

All girls will continue to wear the light blue blouse with the school logo. **We request parents to kindly make sure that the size selected for your daughter is appropriate with a slightly looser fit for a more modest appearance.**

Girls' Skirt :

Girls will also continue to wear the existing grey skirt, but we would like to appeal to all parents to make sure that the skirts purchased for your daughter, are worn modestly and are of appropriate length (must cover the knees while seated). **It has been an unpleasant experience to have to constantly correct our young ladies for the often-immodest length of their skirts and we strongly urge all parents to take strict cognizance of the same and to ensure that your daughters' skirts are well below the knee. Do take into account sudden gains in height when you purchase the skirts.**

Boys' Uniform :

Boys will also continue to wear the white T-Shirt with the school logo and navy-blue trousers.

Boys' and Girls' Sports Uniform :

Boys and girls throughout the school will wear dark navy blue track pants and a T-shirt in their respective house colours with the house logo on the back and the school logo in front.

SHOES (GIRLS)

GIRLS will be allowed to wear sports shoes (ONLY FULL WHITE) on the days they have sports . On other days, all girls MUST wear BLACK SHOES with GREY SOCKS. The BLACK SHOES MAY BE FORMAL OR EVEN SPORTS SHOES . In the past we used to mandate only formal shoes but after suggestions from parents and students about comfort and practicality , we will accept black sports shoes as well. A white sole will also be permitted but there must not be any other colour or design on the shoes.

Sports shoes must be regular white. No additional colours, whatsoever will be accepted. If the shoes have laces, the laces must be the same plain colour as the shoes. **No converse or canvas shoes or boots will be allowed.** We would ask you also not to allow your daughter to wear boys' shoes.

SHOES (BOYS)

BOYS will be allowed to wear sports shoes (ONLY FULL WHITE) on the days they have sports . On other days, all boys MUST wear BLACK SHOES with NAVY BLUE SOCKS. The BLACK SHOES MAY BE FORMAL OR EVEN SPORTS SHOES . In the past we used to mandate only formal shoes but after suggestions from parents and students about comfort and practicality , we will accept black sports shoes as well. A white sole will also be permitted but there must not be any other colour or design on the shoes.

Sports shoes must be regular white. No additional colours, whatsoever will be accepted. If the shoes have laces, the laces must be the same plain colour as the shoes. **No converse or canvas shoes or boots will be allowed.**

<p>We would advise parents to buy simple school footwear for your children. This will be more economical for you and will also ensure that the shoes are in keeping with the school regulations.</p>
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WINTER HOODIE :

The winter hoodie also continues to be the same. Year 12 and 13 students are allowed to wear their school Varsity jackets and those students on the school sports teams are allowed to wear the school sports team jacket.

Kindly note that on those days when students have sports, they MUST wear the complete PE uniform and no excuses will be entertained. However, on all other days, students are not permitted to wear the PE uniform or even a combination of it with the regular school uniform. On days when students do not have sports and / or activities, they MUST wear the regular school uniform.

All boys **MUST** wear an under- shirt or vest. Kindly note that it **MUST** be **ONLY WHITE** in colour. Similarly, all girls **MUST** wear a vest or camisole that **MUST** be **ONLY WHITE** in colour.

We would also like all parents and students to be aware that uniform infractions will be dealt with very strictly . Parents will receive an email for a breach of uniform regulations (this includes the use of accessories, nail polish, hair highlights, tints or colour etc. which is not permitted). Three uniform infractions will result in students being asked to spend a day at home under suspension which will also be reflected in their personal student record.

We appeal to parents to co-operate with us in ensuring that children leave for school in the morning in a uniform which is clean, orderly and worn with dignity. The way the children dress says a lot about the image of the school, and, quite frankly, the attitude of the children and their level of co-operation, in some cases, has been very disappointing and at times very frustrating. We also appeal to parents to make sure that all students maintain a good sense of personal hygiene and are particular about daily hygiene routines. **PLEASE MAKE SURE THAT NO HAIR COLOUR / TINTING / HIGHLIGHTING IS DONE OVER ANY HOLIDAY BREAKS FOR YOUR CHILD'S HAIR. WE WILL ASK YOU TO HAVE IT REMOVED if this is the case.**

Hair and Jewellery : BOYS

- **Hair should be kept short, combed neat and tidy.**
- No spiked hairstyles allowed, no gel and no tints.
- Boys are not allowed to wear jewellery; except for a simple wristwatch, any other item will be confiscated.
- No piercings or tattoos are allowed.

Hair and Jewellery : GIRLS

- Hair must be neatly tied back with a white, navy blue or black hair tie.
- **No coloured tints / or even full hair colour will be allowed. Kindly do not even allow your daughter to tint her hair for festive occasions and / or holidays as she will return to school with the same and that will not be permitted. Artificial hair colour takes a number of months to completely wash out and hence NO EXCUSES WILL BE ENTERTAINED TO THIS EFFECT.**
- Besides stud earrings and a simple wristwatch, no other jewellery or accessory is allowed. The earrings must only be worn in the regular lower earlobe area and not on any other part of the ear.
- No piercings or tattoos are allowed.

Students should show respect for their uniform and they are also asked to keep their uniform and their shoes clean and tidy at all times.

PERSONAL HYGIENE :

Personal hygiene is to be strictly maintained by ALL students and we encourage you dear parents to ensure that students follow a daily routine of bathing and coming to school with their hair neatly combed, their uniform ironed and their appearance fresh and ready to start the school day. Keeping in mind the hot and humid weather conditions prevalent for a major part of the school year, it is advisable for older students to use a light deodorant after sports or outdoor lessons. **It must be noted here that students must not spray this in the classroom as it is often detrimental to some of their classmates who suffer from allergies or asthma.**

‘Coloured Clothes ‘ Days

On occasion, permission is given to students to dress down and wear-coloured clothes to school. Students are asked to observe the following guidelines :

- Headgear of any kind (i.e. hats, caps, bandanas, sweatbands etc.) may not be worn. Halter, low cut, off-the-shoulder and transparent tops, those with spaghetti straps plus tank tops and muscle (sleeveless) shirts are not considered appropriate clothing for the school environment and **MUST NOT BE WORN ON ‘COLOURED CLOTHES’ DAYS.**
- Tops must be long enough to cover a student’s midriff.
- Any clothing displaying an inflammatory slogan, defamatory, suggestive or offensive language, or those promoting illegal activities or products (i.e. tobacco, drugs or alcohol) is prohibited.
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Students who fail to observe these guidelines will not be allowed to attend classes and parents will be called to school to either bring appropriate clothing or to take the child home.

Please read the attached Coloured Clothes Day Policy.





COLOURED CLOTHES DAY DRESS CODE

Together with the School's Senior Student Council, we have arrived at a **Coloured Clothes Day Dress Code** as a ready reference for both Parents and Teachers to have a clear idea of what is not acceptable for any student of the school to wear whenever the school invites students' to wear coloured clothes or on days like 'Ethnic Day', 'Talent Show' etc. We have worked with the Students Council following suggestions from parents, students, teachers and our experiences with some instances of inappropriate clothing on 'Coloured Clothes Days.' We would like our students to enjoy these days in a responsible manner.

IT IS NOT PERMITTED FOR ANY STUDENT TO WEAR THE FOLLOWING:

GIRLS

Any shorts, dress, skirt that is above the knee (All clothing must be below the knee)

No Jeans/ trousers that are RIPPED/ DISTRESSED above the knee

No RIPPED/ DISTRESSED Tights

No see-through/ transparent blouses/ t-shirts / dresses

No fish net / lace stockings (SIMPLE OPAQUE COLOURED STOCKINGS ONLY)

No off-shoulder tops/ blouses/ dresses/ any upper body wear

No low necklines

No upper body wear/ blouses/ tops/ t-shirts that are midriff revealing

No strappy/ spaghetti strapped tops/ blouses/ vests/ t-shirts/ dresses

No backless or strapped 'cholis' (worn with a sari)

No tattoos and extra piercings (other than earrings)

BOYS

No tank t-shirts (sleeveless t-shirts that are deeply cut in)

No inappropriate signs or slogans on clothing

No piercings and tattoos

No shorts above the knee (Short Pants must be below the knee)

Any student found not complying with the above will be kept in a private office area until a parent (who will be contacted) brings in some appropriate clothing.