



OUR REF :

TRN : 100259955100003

Friday, 23rd August 2024

**To: The Parents of students in Years 1-13 –
FIRST UPDATE FOR THE ACADEMIC YEAR 2024-2025
-WELCOME BACK TO SCHOOL**

Dear Parents,

Greetings from Saint Mary's Catholic High School. We would like to offer right at the onset our most sincere prayers and blessings for all the families of our bigger Marian family as we begin to prepare to journey through another school year. We would like to take this opportunity to welcome back our existing Marian family members, and we warmly welcome all those children and parents who have joined our Marian Family this year.

We also extend our heartfelt gratitude to the newly admitted students (Years 1 to 6) and parents who have attended the Orientation Meeting in school today. It was nice to meet you all prior to the start of the academic year. The PowerPoint presentation used in the Orientation will be sent to the parents for your reference purposes.

Please go through this update, albeit a long one, very carefully as it will give you important information at the start of the new year.

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.

NEW ADMISSIONS WHOSE TC's have not been submitted and/or KHDA PARENT CONTRACT HAS NOT BEEN SIGNED MUST NOT ATTEND SCHOOL UNTIL THE SAME HAVE BEEN COMPLETED. THIS IS A GOVERNMENT REQUIREMENT.

Students who have outstanding fees of the previous year have now been removed from the system and MUST NOT be sent to school as they have not been re-registered for this year 2024-2025.

UNIFORM SALES / TEXTBOOKS FROM PERIWINKLE/ SCHOOL STATIONERY : We had set aside dedicated days for each year group right from the 17th of August to allow for a seamless process. We have given parents two months advance notice of these dates. However, we now need to use the weekend to get the school and classrooms ready to welcome students back for the Monday start.

THERE WILL BE NO SALE/ COLLECTION OF BOOKS/ STATIONERY/ UNIFORMS at the school on Saturday, 24th August 2024.

If you have not yet collected stationery, then that may be collected in school from Monday onwards from 8:00 am to 12:00 pm. If you wish for your child (in the case of older children) to collect their own stationery, please send a written note with your child to the class teacher, confirming the same.

Uniforms and books from Periwinkle will have to be collected from their store. (Iris store in Oud Metha)

Uniforms provided by the school will be available in the school uniform store on Tuesdays and Thursdays (8:00am to 10:30 am) and on working Saturdays from 9:00 to 11:00 am.

Students who have not yet purchased uniforms will be allowed to attend school in modest coloured clothes until 30th August 2024.

FIRST DAY OF SCHOOL, 26TH AUGUST 2024. WHAT WILL IT LOOK LIKE? The 26th of August, 2024 will be the first day for the whole school . Year 12 students will be advised about their date at the interview. The first day will be spent with the class teachers who will meet the children and give them various guidelines about all that they need to know about their lessons and discuss school rules and how Google classroom will be used for posting homework etc.

School timings are 7:10 am until 1:40 pm. All students must be on the premises by 7:05 am SHARP.

Parents of Year one students and newly admitted students to year 2 and 3 can drop their children to their respective classrooms and pick them up from there until the 6th of September ONLY.

- **OWN TRANSPORT PARENTS TO ACCESS GATE NO. 5.**
- Years 1-3 pick- up time for own transport is 1:25 pm. Year 4 to 6 pick-up time is at 1:30pm.
- Students using the metro must use GATE NO. 4.

Year 1 students are requested to bring only a rough notebook, stationery pouch and their snack box from Monday (26th August) until Friday (30th August).

Years 2 to 6 students are requested to bring only a rough notebook and the stationery pouch from Monday (26th August) until Wednesday (28th August).

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.** In the coming weeks we will be creating a **CLASS GROUP EMAIL** using the students 'official email ID for every class. 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.

Payment of Term Fees - PLEASE SEE ATTACHED FEE CIRCULAR

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 when released by KHDA for the BOARD EXAM FEE AMOUNT for each year group.

FINANCE RELATED:

Please send your emails to :

1) fee-smchs@smgeducation.org

ALL FEES Related matters (payments) : Kindly make sure to send the transaction details with the required SUBJECT Header for quick validation of your concerns and attached proof of payment.

(Mode of Payment / Particulars/ Amount / Student ID)

SKIPLY/ TERM 1 FEES/ 4,800 Dhs / 002563 / Kiandra Smith / 11A

2) finance-smchs@smgeducation.org

ALL INVOICE, ACCOUNTS RECONCILIATION, TC and other related matters

Kindly make sure to send the transaction details with the required SUBJECT Header for quick validation of your concerns and attached proof of payment.

(Particulars/ Student Details)

Request for Pro-Forma Invoice / 002536 / Kiandra Smith / 11A

3) The modes of payment for fees as well as the school's new bank account details are mentioned in the attached notice.

4) For SIMS Student Registration Number and DC Number request, please send email to:

itsupport-smchs@smgeducation.org (IT-Support Email Account).

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	Holiday for all students
21 st FEBRUARY 2025	Sports Day Years 1-4
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 st 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 month of May and June.

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.

UNIFORMS & APPEARANCE: Please refer to the uniform circular attached. All students must come to school neatly dressed in the correct uniform. Please read the circular on UNIFORMS for full details about hair/ jewellery etc.

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 LADDERS 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.

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 and a warm welcome to this new Academic Year.

Yours sincerely



Mr. Paul Asir Joseph
(Principal)





OUR REF :

TRN : 100259955100003

Date : 17th August 2024.

NOTICE

Dear Parents,

To facilitate payment of school fees for the new academic session, 2024-2025, listed below are the payment options:

1. Payment through Skiplly App:

Please follow the steps mentioned in the Skiplly Payment Guide.

<https://www.stmarysdubai.com/parents-info/skiplly-mobile-payment-gateway/>

Kindly note that Skiplly is a payment gateway and it will not show the reducing balance of the fee for the student.

2. Company Cheques: In favour of ST MARYS CATHOLIC HIGH SCHOOL DUBAI.

Please mention the DC Student Registration Number, Name, Year & Section of the student, behind the cheque leaf.

3. Manager's Cheques: In favour of ST MARYS CATHOLIC HIGH SCHOOL DUBAI.

Please mention the DC Student Registration Number, Name, Year & Section of the student, behind the cheque leaf.

4. Details of Bank Transfer -

Bank Name : THE NATIONAL BANK OF RAS AL-KHAIMAH

Account Name : ST MARY CATHOLIC HIGH SCHOOL DUBAI

Account Number : 0183378610001

IBAN Number : AE490400000183378610001

Please send the transaction details through email to fee-smchs@smgeducation.org. Kindly mention the DC Student Registration Number, Name, Year & Section of the student.

- NO PERSONAL CHEQUES WILL BE ACCEPTED.
- NO CASH DEPOSITS OR CHEQUE DEPOSITS SHOULD BE MADE DIRECTLY TO THE SCHOOL'S BANK ACCOUNT.

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

هاتف : +٩٧١ ٤ ٣٣٧٠٢٥٢

www.stmarysdubai.com : موقع ويب

فاكس : +٩٧١ ٤ ٣٣٦٨١١٩

OUR REF :

TRN : 100259955100003

PAYMENT OF TERM FEES :

Please refer to the new KHDA approved FEE STRUCTURE for the next academic year 2024-2025.

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 2024. First Term fees that are not paid by the 20th of September 2024 will then be considered as OUTSTANDING. Please respect the fee payment deadlines. Second Term fees must be paid between the 1st of January 2025 and 31st January 2025.

The school's RAK Bank account is mentioned below:

Account Name: St Marys Catholic High School Dubai

Account No: 0183378610001

IBAN No.: AE490400000183378610001

Bank: The National Bank of Ras Al-Khaimah

SWIFT CODE: NRAKAEAKXXX

Once a transfer has been made, please share the transfer details, the student name, Year & section and student's DC ID number through email to "fee-smchs@smgeducation.org"

We would like to remind ALL parents that timely fee payments are important for the sustained functioning of the school. We urge parents not to delay fee payments and ensure that you have paid well within the stipulated fee payment window for each term.

Thanking you

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.
-

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.

August 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: 5

September 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: 20

October 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: 23

November 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: 19

December 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: 8

January 2025						
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: 20

February 2025						
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	.	.

School Days: 19

March 2025						
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: 15

April 2025						
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: 16

May 2025						
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

June 2025						
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: 17

July 2025						
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

						Total days
Academic Year (Total School Days) (Minimum days required to submit the calendar is 182)						183
The total number of days that students formally attend school and includes instructional days, examinations, academic and non-academic activities.						