

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

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مدرسة القديسة مريم الكاثوليكية الثانوية

ص.ب. ٥٢٢٣٢، دبي - الإمارات العربية المتحدة

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OUR REF :

TRN : 100259955100003

Friday, 7th February 2025

To: The Parents of students in Years 1-13

WEEKLY CIRCULAR BEFORE WEEK TWENTY-ONE

Dear Parents,

Greetings from Saint Mary's. We trust that this update finds you and your families safe and healthy. Please read on to find out important information that is relevant to your child and/or his/her year group.

NEW UPDATES:

- **ADMISSIONS OPEN FOR YEAR ONE -2025-2026.**
- **ADMISSIONS OPEN FOR YEARS TWO TO TEN-2025-2026.**
- **PROPOSED FEE INCREMENT - YEARS 1 – 12.**
- **ATHLETIC MEET -15TH FEBRUARY 2025 @ GEMS WORLD ACADEMY, DUBAI.**
- **FIELD TRIPS: YEARS 1-4 (18TH February), Years 7-11 and some Year 12 girls (21ST February).**
- **SECOND REPORT DAY, 22ND FEBRUARY 2025-Years 1-13.**
- **SPORTS DAY SENIOR SCHOOL- 13TH FEBRUARY 2025.**
- **DIABETES WALK-YEARS 10 AND 12 – 16TH FEBRUARY 2025.**
- **NGRT CYCLE B RESULTS.**
- **OCEAN KIDS TALENT HUNT 2025.**
- **SAINTZ NEWSLETTER VOL 1 (2024-2025).**
- **SMCHS FEBRUARY CALENDAR**

1) ADMISSIONS TO YEAR ONE FOR THE ACADEMIC YEAR 2025- 2026: We would like to inform all parents that the admissions notice for **YEAR ONE** for the Academic Year 2025 – 2026 has been uploaded to the school website. Link to the circular is here.

<https://www.stmarysdubai.com/wp-content/uploads/2025/01/Admissions-for-YEAR-ONE-for-the-Academic-Year-2025-2026.pdf>

2) ADMISSIONS TO YEARS TWO-TEN FOR THE ACADEMIC YEAR 2025-2026: We would like parents to please note that places for these year groups are limited. Please check the admissions notice for years 2-10 that has been uploaded to the school website. Link to the circular is here.

<https://www.stmarysdubai.com/wp-content/uploads/2025/02/Admissions-for-the-Academic-Year-2025-2026-YEAR-2-TO-YEAR-10.pdf>

3) PROPOSED FEE INCREMENT FOR THE ACADEMIC YEAR 2025-2026 (Years 1-12): Parents are asked to please check the attached circular.

4) ATHLETIC MEET, 15TH FEBRUARY 2025- FOR PARENTS OF STUDENTS WHO HAVE QUALIFIED FOR THE FINALS: Please see link to circular. Athletes will receive an additional consent form , please fill that in and send it back with your child.

<https://www.stmarysdubai.com/wp-content/uploads/2025/01/ATHLETIC-MEET-YEARS-5-13.pdf>

5) FIELD TRIPS: Please check your child's school email account or SIMS Parent App for details.

6) SECOND REPORT DAY –SATURDAY, 22ND FEBRUARY 2025 (7:30 am – 11:30 am) : Please see the separate circular.

7) SPORTS DAY SENIOR SCHOOL - 13TH FEBRUARY 2025: Students will receive more information for the above in class.

8) BEAT DIABETES WALK , 16TH FEBRUARY 2025 FOR YEARS 9, 10 AND 12: We will send a separate circular to parents of students in these year groups . Please save the date for this event. Parents are most welcome to join our school group. Children aged 12 years and above have to pay AED 20.

9) NGRT CYCLE B REPORTS (YEARS 2-10): We will be sending the NGRT Cycle B reports to your child's email. Please do check these.

10) OCEAN KIDS TALENT HUNT 2025: Parents are asked to check the attachment to this circular.

11) SAINTZ NEWSLETTER VOL1 (2024-2025): Link to the circular is here.

<https://www.stmarysdubai.com/wp-content/uploads/2025/02/Saintz-Times-Vol-1-2024-2025-Winter-compressed.pdf>

12) RECYCLING CHALLENGE IN PARTNERSHIP WITH BIC PENS UNTIL JUNE 2025 : Students are invited to collect all used plastic pens and markers for recycling from now until June 2025 for a chance to win exciting prizes .

13) SECOND TERM FEES TO BE PAID WITHOUT DELAY : All parents are requested to please pay the second term fees . The timely payment of fees is crucial to the sustainable functioning of the school. We urge those parents who have not yet made the First Term fee payments to kindly do so without any further delay. First Term fees that have not been paid will now be considered as outstanding and we will not be able to issue corrected assessment papers, report cards and any other official documents .

We would also like to clarify that when late payments are made, papers and reports cannot be released immediately. There is a fairly lengthy process to be completed and so we request all parents to kindly be patient in this regard.

14) 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.

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.

15) 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.

16) 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.

17) SOCIAL MEDIA FREQUENT CHECKS BY PARENTS FOR SECONDARY & UPPER PRIMARY CHILDREN: Parents of secondary and upper primary children are strongly encouraged to kindly make frequent checks of your child's use of Social Media. We have seen in many cases that minor children are being sought out on Instagram, Snapchat and other platforms by much older individuals for chats and conversations. It is important for parents to know who their children are conversing with to protect them from any potential safeguarding issues. We would also like to remind parents about your children's use of inappropriate content and language on Social Media Platforms which you will be aware of only if you make frequent checks of the same. Please have your child remove himself/herself from private social media groups that are not encouraged or recommended by us at St. Mary's. The school cannot take responsibility for private groups started by students and we strongly discourage the formation of these groups as well as discourage student participation in them. It is once again important here that ALL PARENTS check your children's digital activity frequently including group activity if your child is part of private groups created by students.

19) 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.

18) NO FEE PAYMENTS MUST BE DEPOSITED INTO THE SCHOOL ACCOUNT:

Parents are reminded that fee payments MUST not be deposited into the school account. Kindly come to school if you wish to pay fees in cash so that we can issue the fee receipt immediately.

20) 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 long weekend.

Yours sincerely



Mr. Paul Asir Joseph
(Principal)



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OUR REF :

TRN : 100259955100003

Admissions for the Academic Year 2025-2026 **YEAR ONE ONLY**

Information to parents applying to **YEAR ONE**

We are pleased to announce the procedures for **New Admission for the Academic Year 2025-2026** at St Mary's Catholic High School, Dubai. We invite you to read on carefully as this will help in saving time and enable us to work smoothly.

As per the guidelines of KHDA, the Ministry of Education, minimum age for admission to Year One is 5 years on the 31st of August 2025 for UK curriculum schools. Children born between 1st September 2019 and 31st August 2020 may apply for YEAR ONE.

ALL STUDENTS APPLYING TO YEAR ONE SHOULD HAVE COMPLETED FS2 OR KG1. THIS IS A MANDATORY REQUIREMENT FOR ADMISSION TO ST. MARY'S.

Admission Procedures



Forms must be filled online using the link provided in this notice with all relevant supporting documents. Please note that forms that are not fully filled in, have incorrect details and/or do not have all the supporting documents will not be considered.

Documents to be attached with the form.

- 4 passport photographs.
- 1 photocopy of the passport with valid visa of the child, parents/ guardian.
- Last report card from the previous school.
- Emirates ID of parents and candidate.
- Birth certificate of the child.
- The health card (Immunization Card).
- The Baptismal Certificate (Christians only).

Face-to-face interviews that test a child's reading and general conversational ability will be scheduled for short listed candidates in the month of March 2025. **A SAMPLE READING TEXTS WILL BE UPLOADED TO THE SCHOOL WEBSITE UNDER THE ADMISSIONS TAB.** Parents should be aware that the INTERVIEWS are competitive as the number of students far exceeds the number of places available. Other factors are also taken into consideration such as those which will allow us to maintain a good balance in the internationality of the student body.

PLEASE NOTE THAT NOT ALL APPLICANTS MAY BE CALLED FOR AN INTERVIEW AS SPACES ARE LIMITED.

Those applicants who are called for an interview will have to pay a non-refundable assessment fee of AED 50/- (INCLUSIVE OF VAT) on the day of the assessment.

Incomplete application forms will not be considered for admissions. Students studying in a particular class will not be allowed to take admission in the same year, for e.g. if a child is studying in **YEAR ONE**, he / she will not be considered for admission to year one.

A Valid Residential Visa for the child, parents or the guardian who is sponsoring is a must to consider the applications for admission process. In case your UAE visa is under process, kindly provide evidence of the same and / or an undertaking to provide the same once secured.

We regret that we will not be able to contact all the applicants individually. If your child's name does not appear on the final list, then it means that he or she has not made it through the face-to-face interview. Please do not call the school to check the status of your application. We will not be able to entertain such enquiries. **As places are very limited, parents are advised to seek admission to other schools too.**

Please do not phone the school for admission-related enquiries.

[Link to Admission Form:](#)



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OUR REF :

TRN : 100259955100003

Admissions for the Academic Year 2025-2026 YEARS TWO to TEN

Information to parents applying to **YEARS TWO** through **TEN**

We are pleased to announce the procedures for New Admission for the Academic Year 2025-2026 for Years 2 to 10 at St Mary's Catholic High School, Dubai. We invite you to read on carefully as this will help in saving time and enable us to work smoothly.

Admissions to Year 10 are open only to those students coming from the UK Curriculum system.

Admission Procedures

Forms must be filled online with all relevant supporting documents. Please note that forms that are not fully filled, have incorrect details and/or do not have all the supporting documents will not be considered.

Please note that there are no vacancies for Year Eleven, hence NO FORMS will be accepted for Year Eleven.



Documents to be attached with the form

- 4 passport photographs
- 1 photocopy of the passport with valid visa of the child, parents/ guardian
- Last report card from the previous school
- Emirates ID of parents and candidate
- Birth certificate of the child
- The health card (Immunization Card)
- The Baptismal Certificate (Christians only)
- Most recent GL report (where applicable)
- Most recent CAT-4 reports (where applicable)

ON-SITE interviews that test a child's reading and general conversational ability will be scheduled for short-listed candidates FOR YEARS TWO THROUGH FOUR. In addition, **short listed candidates** for years two to ten will be called for a written test in Maths and English to test literacy and numeracy. Short-listed candidates for the interviews will be sent an email that includes the time and date of the entry test. **A SAMPLE OF READING TEXTS WILL BE UPLOADED TO THE SCHOOL WEBSITE UNDER THE ADMISSIONS TAB.** Parents should be aware that the INTERVIEWS and THE WRITTEN TESTS are competitive as the number of students far exceeds the number of places available. Other factors are also taken in consideration such as those which will allow us to maintain a good balance in the internationality of the student body.

Please note that NOT all candidates who apply will be called for a written test as spaces are limited. Your understanding is greatly appreciated.

Those applicants who are called for an interview will have to pay a non-refundable assessment fee of AED 100 (INCLUSIVE OF VAT) on the day of the assessment.

Incomplete application forms will not be considered for admissions. Students studying in a particular class will not be allowed to take admission in the same year, for e.g. if a child is studying in year TWO, he / she will not be considered for admission to year TWO.

A Valid Residential Visa for the child, parents or the guardian who is sponsoring is a must to consider the applications for admission process. In case your UAE visa is under process, kindly provide evidence of the same and / or an undertaking to provide the same once secured.

We regret that we will not be able to contact all the applicants individually. Successful candidates will be sent an email Please do not call the school to check the status of your application. We will not be able to entertain such enquiries. **As places are very limited, parents are advised to seek admission to other schools too.**

Kindly note that admissions into years 2 through 10 will be subject to seat availability as it depends on the number of our students who wish to get transferred.

Confirmation of admission will be given as and when places become available, based on TC requests from May 2025 and ongoing.

PLEASE NOTE THAT APPLYING TO SAINT MARY'S IN NO WAY GUARANTEES ADMISSION. SEATS ARE VERY LIMITED AND COMPLETELY DEPENDENT ON THE NUMBER OF TRANSFERS REQUESTED BY OUR OWN PARENTS THAT ARE HISTORICALLY VERY LOW.

[Link to Admission Form:](#)





OUR REF :

TRN : 100259955100003

DATE : Friday, 7th February 2025

TO: **Parents of students in Years 1-12**

**PROPOSED FEE INCREMENT FOR THE ACADEMIC YEAR
2025-2026**

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 6% increase in Tuition Fees**, subject to KHDA approval, for the Academic year 2025-2026.

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. We are a Not-for-Profit institution, and the proposed fee hike is only to help the school sustain its day-to-day operations.

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, maintenance costs, refurbishment upgrades and operational expenses.

We hope you will recognise that our decision to propose a 6% increase in the tuition fees is to sustain the operational needs of the school by 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)





OUR REF :

TRN : 100259955100003

Friday, 7TH February 2025

To **Parents (Year One to Year Thirteen) :**

**Second Parent-Teacher Meeting / Second Report Day /
PARENT-TEACHER MEETING**

Dear Parents,

Greetings from St. Marys. The second Parent-Teacher Meeting / Report Day of the academic year will be a wonderful opportunity for you and your children's class teachers to share insightful information about them. The Second Parent -Teacher Meeting has been **SCHEDULED ON**

Saturday, 22nd February 2025 from 7:30 am until 11:30 am.

All parents are not compelled to attend the meeting and only those parents who wish to meet their children's class teachers may attend. Meeting slots are as follows. However, some parents may be called if there are serious academic and/or behavioural concerns.

Class SIMS ROLL ORDER LIST –

- **Numbers 1 - 10 (7:30 am – 8:30 am) ,**
11 - 20 (8:45 am - 9:45 am),
21 - 30 (10:00 am -11:00 am).

A-Level students will be given a different schedule in class, and they will explain to you how that will work.

Report cards will be published on the SIMS PARENT APP in advance; however, we will not be able to publish report cards of children who have outstanding first term fees. Reports cannot be published if fees are paid at the last minute. (For example, if fees are paid a few days before the report day, reports cannot be published immediately). Kindly ensure that all outstanding fees are paid immediately if you have not yet done so.

Parents are asked to kindly jot down important points you wish to discuss with your child's class teacher and to not spend more than five minutes with the teacher as a courtesy to other parents. However, if you feel you need to spend a longer time with the class teacher, then it is advisable to make a private appointment with the class teacher at a later date by contacting them via email so they will schedule an appointment based on their availability.

Please send a similar email to any particular subject teacher that you feel you might need to meet personally, and a private appointment can be made on another day according to their scheduled timetable availability.

The school management might send a request to meet certain parents where there are serious academic and/or behavioural concerns.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)





FEBRUARY 2025 CALENDAR **(PARENT and STUDENT REFERENCE)**

Sat, 1 st Feb	Office Closed/ Some staff in for Catechist Conference/ YLP
Sun, 2 nd Feb	
Mon, 3 rd Feb	
Tue, 4 th Feb	Picnic for winning classes of Simply Bottles Challenge
Wed, 5 th Feb	WELLBEING WEDNESDAY SCHOLARSHIP SESSION FOR YEAR 13-MAIN HALL
Thu, 6 th Feb	
Fri, 7 th Feb	Coloured Clothes Day
Sat, 8 th Feb	Office closed / YLP/ PARISH FESTIVAL/Extra class year 13
Sun, 9 th Feb	PARISH FESTIVAL
Mon, 10 th Feb	
Tue, 11 th Feb	YLP ASSEMBLY AWARDING
Wed, 12 th Feb	WELLBEING WEDNESDAY
Thu, 13 th Feb	SPORTS DAY YEARS 5-13
Fri, 14 th Feb	Coloured Clothes Day
Sat, 15 th Feb	OFFICE CLOSED. ATHLETIC MEET GEMS WORLD ACADEMY
Sun, 16 th Feb	BEAT DIABETES WALK @ ZABEEL PARK
Mon, 17 th Feb	SCHOOL HOLIDAY
Tue, 18 th Feb	DAY OUTINGS YEARS 1-4
Wed, 19 th Feb	WELLBEING WEDNESDAY
Thu 20 th Feb	FHC -YEAR 4
Fri, 21 st Feb	PRIMARY SPORTS DAY YEARS 1-4 Day outings years 5-11 BOYS AND GIRLS and some year 12
Sat, 22 nd Feb	PTM, Second report Day
Sun, 23 rd Feb	
Mon, 24 th Feb	Vaccinations Years 1-5
Tue, 25 th Feb	Vaccinations Years 1-5
Wed, 26 th Feb	Vaccinations Years 1-5
Thu, 27 th Feb	Vaccinations Years 1-5
Fri, 28 th Feb	Coloured Clothes Day / Ethnic Day (only if Ramadan has not been declared)

OCEAN KIDS
TALENT
Hunt 2025

DANCE, MUSIC, ART COMPETITION
Registrations starts on February 1st onwards

WINNERS
WILL BE
AWARDED

March 1st & 2nd

ART COMPETITION

Registration deadline: February 26th, 2025

April 5th & 6th

FINALS FOR DANCE AND MUSIC

Registration deadline: March 23rd, 2025

FOR MORE DETAILS



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education

Leading UK Boarding School Operations
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OCEAN KIDS
DANCE . MUSIC . ART . KARATE



AL KARAMA
Hamsah Bldg 210 Above Ansar Gallery
Near Burjuman Metro Station Exit 2
Tel: 043709676

AL NAHDA 2
Platinum Business Centre
501 Near NMC Hospital
Tel: 042808178



OCEAN KIDS
DANCE . MUSIC . ART . KARATE

TALENT HUNT 2025

OCEAN KIDS MUSIC COMPETITION:

The competition will be held on April 5 (Saturday) or 6 (Sunday) 2025 at Ocean Kids Al Karama Branch. We anticipate a diverse range of musical performances, fostering a spirit of friendly competition and mutual appreciation among participating schools. We will have various categories to cater to different musical styles and skill levels, ensuring that every student has a chance to shine.

Registration for the Ocean Kids Music Competition opens on February 1st, 2025 (Saturday). To participate, students are required to submit a Music Cover Video showcasing their talent. The deadline for registration is on March 23, 2025 (Sunday).

Detailed information regarding registration procedures, competition rules and categories can be found on website :

<https://www.oceankidsdubai.com/music-competition>

If you have any questions regarding Dance Competition you may call on: 050-181-2205 / 050-220-5391 / 050-598-713





OCEAN KIDS
DANCE . MUSIC . ART . KARATE

TALENT HUNT 2025

OCEAN KIDS DANCE COMPETITION:

Auditions starting from February 1st, 2025 (Saturday).

To participate, students are required to submit a Dance Cover Video showcasing their talent. The deadline for video submissions is on March 23, 2025 (Sunday).

Selected participants will be invited to perform live at the Ocean Kids Institute Karama Branch on April 5th (Saturday) or 6th (Sunday) for the FINALS.

For further details and submission guidelines, please visit:

<https://www.oceankidsdubai.com/dance-competition>

If you have any questions regarding Dance Competition you may call on: 050-181-2205 / 050-220-5391 / 050-598-713





OCEAN KIDS
DANCE . MUSIC . ART . KARATE

TALENT HUNT 2025

OCEAN KIDS ART COMPETITION (ON THE SPOT)

The competition will be held in Ocean Kids premises in both branches Karama and Al Nahda on March 1st (Saturday) and March 2nd (Sunday) 2025.

Registration for the Ocean Kids Competition opens on February 1st, 2025 (Saturday) . The deadline for registration is on February 26th, 2025 (Wednesday)

Detailed information regarding registration procedures, competition rules and categories can be found on website :

<https://www.oceankidsdubai.com/art-competition>

If you have any questions regarding Dance Competition you may call on: 050-181-2205 / 050-220-5391 / 050-598-713

