



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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فاكس : ٣٣٦٨١١٩ ٤ ٩٧١ +

OUR REF :

TRN : 100259955100003

Friday, 14th March 2025

To: The Parents of students in Years 1-13

WEEKLY CIRCULAR BEFORE WEEK TWENTY-SIX

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:

- **RE-REGISTRATION FOR THE NEXT ACADEMIC YEAR 2025-2026 AND GUIDELINES ON PAYMENT.**
- **SCIENCE PROJECT & EXHIBITION 2025 (Years 1-10 and year 12)**
- **MOCK EXAM RULES AND REGULATIONS (Years 11 and 13)**

1) RE-REGISTRATION FOR THE NEXT ACADEMIC YEAR 2025-2026 – YEARS 1-10

AND YEAR 12 : We have attached an important circular regarding re-registering your child for the next Academic Year 2025-2026. It is important that you go through the circular carefully.

Please note that the window to pay the re-registration fee of AED 500/- is from 7th April 2025 to 15th April 2025. The option 'RE-REGISTRATION FEE (2025-2026) will be activated in the Skiplly App during the aforementioned period to facilitate the payment. Parents are requested to kindly refrain from using other options available in Skiplly App to make re-registration payments now.

2) SCIENCE PROJECT EXHIBITION 2025 YEARS 1-10 & 12 : Please see separate circular.

Please note that this is part of the Final Examination Assessment.

3) MOCK EXAM RULES ND REGULATIONS –YEARS 11 & 13 : Please see separate attachment. Please note that the students must be in FULL AND COMPLETE SCHOOL UNIFORM (including the correct school jacket), and they must have the correct stationery. **ONLY BLACK BALL POINT PENS.** The school will not be providing stationery. It has been a disappointing experience that even today on day one of the examinations, many students did not have a black ball point pen even among other missing stationery items.

4) RAMADAN TIMINGS : Ramadan Timings for our school from Mondays to Thursdays – **7:10 am to 12:10 pm.** Fridays – **7:10 am – 11:55 am.**

5) REMOTE LEARNING FRIDAYS DURING THE HOLY MONTH OF RAMADAN (Years 1-10 & 12) : Please read the separate circular on this. Years 11 and 13 will continue with their Mock Examinations on those days with no change to the schedule.

6) MEETING WITH SUBJECT SPECIALISTS OF THE OPTIONAL SUBJECTS FOR NEXT ACADEMIC YEAR (Current Year 8): Subject specialists will be available in school on Saturday, 15th March from 7:30 – 10:30 am, should you wish to consult them. They will be in the school library.

7) RAMADAN OFFERING TO THE MOSQUE : As we do every year, we will be inviting all our children to bring in a small fast-breaking package which we will be sending to the mosque daily during Ramadan . This is optional of course, but we would like to teach ALL children the values of charity and generosity and inculcate in them a deeper sensitivity for those who are less fortunate. A schedule for each class is attached to this circular. **IF THE CLASS OFFERING IS FALLING ON A REMOTE LEARNING FRIDAY , PLEASE SEND THE OFFERING ON THURSDAY.**

8) 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>

9) MOCK EXAMINATIONS YEARS 11 AND 13 AND SERIOUS TIME FOR STUDY

NOW : Please note that the Mock Examinations for years 11 and 13 will run from 14th of March to 21st of March before the Spring Break and 7th April to 14th April 2025. Students must report to school at sharp 7:00 am. No leave will be sanctioned during Mock Examinations. **Any medical illnesses even for one day will require a medical certificate.** The Mock Exam Timetables have been uploaded to the school website and have been attached to this circular.

10) 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 .

11) 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.

12) PROPOSED FEE INCREMENT FOR THE ACADEMIC YEAR 2025-2026 (Years 1-

12): Parents are asked to please check the link to the separate circular.

13) 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.

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 month of May and June.

14) PARENTS' WHATSAPP GROUPS : While a WhatsApp group maybe very useful for *sharing important information that can be very helpful – sometimes essential – for busy parents, it has increasingly been noticed that these groups seem to have become breeding grounds for gossip, Chinese whispers and criticism. We are noticing more and more that a personal experience of a child or a staff member has become fodder for public comment, and this has extended to even the very private medical information of children being openly discussed on parent groups.* There's a broader societal issue here. This is all very new to us adults. We must reflect on the example we're setting. We talk about what our children are doing online, but we don't reflect on our own behaviour; we don't have an agreed etiquette. We would like all parents , especially those in primary school to do some reflection on the unchecked chatter and quite often the vilifying of staff members in the parents' WhatsApp groups over the past year and ask yourself if that is truly helping you or rather creating unwanted stress. As a school, we would like you to reach out to the teachers or to Ms. Lise-Ann (in more urgent cases) rather than allow what could be one parent's opinion or perspective or misinterpretation in many cases, cloud the perspectives of all the rest. Let us try not to micromanage the children but have more faith in their capacity for resilience and courage.

While we continue to encourage you to use emails as the official channels for communication, we would like to offer some useful guidelines for the ethical use of WhatsApp groups should parents still feel the need for them.

Groups can be used to share :

- Reminders about deadlines, school activities, and events.
- Questions about school activities or special events e.g. what date the science project is due in, uniform or non-uniform day, when the deadline to pay for something is, etc.
- Sharing important information already posted in a circular to help reach more parents e.g. alerts about sickness, school policies, etc.
- Sharing information which can be useful to the other parents in the group e.g. where to buy costumes for dressing up days, ideas for projects, etc.
- Foster a sense of community.
- Sharing relevant community notices e.g. road closures or new traffic lights in the local area, etc.
-

We **STRONGLY discourage** the use of the groups to:

- Gossip.
- Voice grievances.
- Share personal problems.
- Point out another child's behaviour.
- Discuss the work of teachers: if a parent has a concern regarding the teacher, that parent should speak with him or her directly.
- Raise individual concerns or complaints: if a parent has a particular concern or complaint regarding the school or any member of the Staff, that issue should be raised directly with the school.
- Share political or religious posts or discussions.

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.

18) 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.

19) 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 weekend.

Yours sincerely



Mr. Paul Asir Joseph
(Principal)



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OUR REF :

TRN : 100259955100003

Friday, 7th March 2025

To: **The Parents of students from Year One to Year Ten and Year 12 – RE-REGISTRATION FOR THE ACADEMIC YEAR 2025-2026**

Dear Parents,

We are in the process of organizing our records for the **next Academic Year 2025-2026**. Please fill up the form attached to this circular, sign and **send a printed copy** to your son / daughter's class teacher by **15th April 2025 as the final date for the form to be received by the school.**

Please read the following information very carefully before you make your final choice:

CRITERIA FOR RE-REGISTERING YOUR CHILD FOR THE NEXT ACADEMIC YEAR 2025-2026- Please note that filling out this form is MANDATORY for every parent.

1) There should **not be any OUTSTANDING FEES** for the current Academic Year 2024-2025. In case you re-register your child by error but still have outstanding fees, then the **AED 500/-** which is the re-registration amount will be adjusted towards the **OUTSTANDING FEE** and **WILL NOT** be considered as a **RE-REGISTRATION AMOUNT**. In addition, students who have **OUTSTANDING AMOUNTS** by the end of this year will automatically not **be re-registered for the next Academic Year**. We strongly urge **ALL** parents who still have Outstanding Fees to clear these without any further delay.

2) Please be informed that even though the KHDA sends out the Parent-School Contract to all parents by default via email, it will not be considered binding even if you sign it, if you still have outstanding fees for your ward.

3) Parents will have to pay **AED 500/-** as a **RE-REGISTRATION AMOUNT** that will be adjusted with your child's **FIRST TERM FEE** for the next Academic Year 2025-2026. **This amount has to be paid via the SKIPLY APP from the 7th of APRIL 2025 with a FINAL DEADLINE of 15th April 2025.**

4) Please note that once you re-register your child and pay the re-registration amount but then wish to cancel the same, the amount of AED 500/- shall not be refundable.

5) Parents who respond that they are not re-registering their child for the next Academic Year 2025-2026 MUST fill out the attached form to apply for a Leaving Certificate that will be issued at the end of this Academic Year.

6) For parents who do not fill out the form by 15th April, 2025 we will consider it as a case of non- registration for the next Academic Year 2025-2026.

7) Kindly fill out this form and scan it and send a printed copy back to your child's class teacher along with the scanned SKIPLY receipt for payment of the re-registration amount of AED 500/-.

Yours sincerely,



Mr. Paul Asir Joseph
(Principal)





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

RE-REGISTRATION FOR THE ACADEMIC YEAR 2025-2026

NAME OF STUDENT : _____

YEAR AND SECTION : _____

Please tick the number that applies to you.

_____ 1. **Yes,** my son/daughter is coming back for the next Academic Year 2025-2026.

_____ 2. **No,** my son/daughter is **NOT** coming back for the next Academic Year 2025-2026.

I have read all of the criteria above and I understand the conditions associated with re-registration for the next Academic Year 2025-2026.

NAME OF PARENT: _____

PARENT SIGNATURE : _____

DATE : _____



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OUR REF :

TRN : 100259955100003

Date: 14th March 2025

Dear Parents,

Our School will be conducting a **Science project exhibition** this year! The completed project will be due on **22nd April 2025**. This is going to be a whole school fair/exhibition wherein every student is encouraged to participate. Students from Years 1 to 6 will work on their task individually and Students from Years 7 to 10 and Yr 12 will work in groups assigned by their respective Science teachers.

The due dates have been spread out to allow ample time for students to complete the work at a steady, but comfortable pace.

The students' project will be assessed out of 20 marks. These marks are part of their Final Summative average/marks.

A Science project challenges a student to solve a problem/answer a question using the scientific method or design process.

It is a great way to excite children about Science, teach them to think like Scientists and develop their innovative skills.

All work must be completed by the students. Parents/Guardians can help by offering students support and encouragement, as well as monitor the students' progress in the coming weeks.

It should be noted that a successful project does not have to be expensive. Some of the best projects can be completed using materials found around the home. The project may preferably be a working model.

We encourage students to choose a topic that they are interested in learning more about. Projects should be meaningful and related to real-world experiences.

We are very excited to be hosting our Annual Science exhibition! Top projects from each class will be chosen to be entered in the school exhibition and students will present their work/models.

Thank you in advance for supporting your child in such an exciting process of discovery!

The criteria for assessing the project and other details will be posted on GC by your child's Science teacher and will be discussed during their Science lesson.





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

MOCK EXAMINATION RULES AND REGULATIONS
YEARS 11 AND 13 (13th MARCH 2025)

- 1) **ALL CANDIDATES MUST REPORT AT 7:00 AM SHARP. Examinations will begin at 7:10 am. No extra time for later comers.**
- 2) **NO WRIST WATCHES ALLOWED AT ALL!!!** (This includes both smart watches and regular digital / analogue wrist watches as well). **NO ELECTRONIC DEVICES OF ANY SORT** (except a calculator). Any Bluetooth device found with a student during an exam will be considered as malpractice and will lead to disqualification.
- 3) Calculators **MUST NOT HAVE COVERS.**
- 4) Only **BLACK BALL POINT PENS** must be used.
- 5) Students must ensure that they have ample supply of their own stationery to include Black ballpoint pens, pencils (only for drawing), erasers, geometry equipment to include 30 cm rulers, protractors, compass, calculators (without covers), tracing paper (for Maths).
- 6) Cancellations of rough work or wrong answers must be made by cutting across them neatly with a **single line.**

- 7) The following are **STRICTLY PROHIBITED**: Correcting pens, correcting fluid or tape, erasable pens or blotting paper, highlighters or gel pens.
- 8) Students must not borrow or communicate in any way with, ask for help from or give help to another candidate while in the examination hall.
- 9) Students should raise their hands to attract an invigilator's attention.
- 10) If the fire alarm sounds, please remain seated and wait for instructions from the invigilator.
- 11) Only clear transparent plastic pouches or packets for stationery.
- 12) **STUDENTS MUST CARRY THEIR STATEMENT OF ENTRY FOR EVERY SINGLE EXAMINATION.** –It will be issued tomorrow morning in the hall.
- 13) Water bottles must be transparent without any labels on them. Please remove the brand label if you are using commercial water bottles.
- 14) **FLASKS ARE NOT ALLOWED.**
- 15) Please note that any form of malpractice during the exams will lead to disqualification.

- 16) Students must be in proper school uniform. If you wish to wear a pullover / jacket inside the examination hall, please note that only the SCHOOL HOODIE or THE SCHOOL BRANDED VARSITY JACKET will be allowed. However, during an exam, hoodies must not cover the ears or head.
- 17) Students must not write any inappropriate, obscene or offensive material on the paper.
- 18) If you leave the examination room unaccompanied by an invigilator before the exam has finished, you will not be allowed to return.
- 19) **ANY MALPRACTICE OF ANY KIND WILL LEAD TO DISQUALIFICATION.**



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

YEAR 13 MOCK EXAMINATIONS – MARCH / APRIL 2025

DATE	DAY	SESSION ONE	SESSION TWO
14 th March	Friday	9CHO/01 Chemistry 1 hr 45 Min 9ECO/01 Economics 2Hrs	9PHO/01 Physics 1Hr 45Min
17 th March	Monday	9CHO/02 Chemistry 1hr 45 Min 9ECO/02 Economics 2Hrs	WET03 /01English Lit. 3 2Hrs
18 th March	Tuesday	9BIO/01 Biology 1Hr 45Min	9PSO/01 Psychology 2Hrs
19 th March	Wednesday	9MAO/03 Mechanics and Statistics 2Hrs	9BSO/01 Business 2Hrs
20 th March	Thursday	9MAO/01 Pure Mathematics 2Hrs	9BSO/02 Business 2Hrs
21 st March	Friday	9CHO/03 Chemistry 2Hr 30Min 9ECO/03 Economics 2Hrs	-----
7 th April	Monday	9BSO/03 Business 2Hrs	9PSO/02 Psychology 2Hrs
8 th April	Tuesday	9PHO/02 Physics 1 hr 45 Min	WET04/01 English Lit.4 2Hrs
9 th April	Wednesday	9BIO/02 Biology1Hr 45Min	9MAO/02 Pure Mathematics 2Hrs
10 th April	Thursday	9PHO/03 Physics 2Hr 30Min	9PSO/03 Psychology 2Hrs
11 th April	Friday	9BIO/03 Biology 2Hrs 30 Min WAC12 Accounting 2 3Hrs	Islamic Studies
14 th April	Monday	ARABIC	

REPORTING TIME FOR THE MORNING SESSION IS 7:00 AM AND SECOND SESSION WILL START AFTER SHORT BREAK. Those having only a second session on a particular day must report by 9:00 am at the latest.



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

MOCK EXAMINATIONS –YEAR 11- MARCH-APRIL 2025

DATE	DAY	SESSION ONE	SESSION TWO
14 TH March	Fri	1EN0/02 English Language 2-2h 05 min	-----
17 th March	Mon	4IT1/ 01R -ICT-1h 30 min 4CP0 / 01 Computer Science- 2 hours	1EN0/01 English Language 1- 1h 45 min
18 th March	Tue	1MA1/1H Mathematics (NC P1)- 1h 30 min	1MA1/2H Mathematics (CAL P2)- 1h 30 min
19 th March	Wed	1BIO/1H Biology 1-1h 45 min 4AC1/01R Accounting 1-2hrs	1PHO/1H Physics 1- 1h 45 min 1BS0/01 Business Studies 1-1h 45 min
20 th March	Thu	1CH0/1H Chemistry 1-1h 45 min 4EC1/01R Economics 1-1h 30 min	4RS1/01 Religious Studies 1- 1h 45 min
21 st March	Fri	4RS1/02 Religious Studies 2- 1h 30 min	1PS0/02 Psychology 2-1h 20 min
7 th April	Mon	1BIO/2H Biology 2-1h 45 min 4AC1/02R Accounting 2-1hr 15 min	1PHO/2H Physics 2-1h 45 min 1BS0/02 Business Studies 2-1h 45 min
8 th April	Tue	1CH0/2H Chemistry 2-1h 45 min 4EC1/02R Economics 2-1h 30 min	1PS0/01 Psychology 1-1h 45 min
9 th April	Wed	1MA1/3H Mathematics (CAL P3)- 1h 30 min	1ET0/01 English Literature 1-1h 45 min 4HI1/1R History-1 h 30 min
10 th April	Thu	1ET0/02 English Literature 2-2h 15 min 4HI1/2R History- 1h 30 min	Ministry Arabic -2hous 30 min
11 TH April	Fri	4AA1/01 Arabic (A1)- 2hrs 15 min	4AA1/02 Arabic (A2)- 1hr 30 min
14 th , 15 th , 16 th April-		Pearson Edexcel Art Board Exam	

REPORTING TIME EVERY MORNING IS 7:00 AM- IN YOUR RESPECTIVE QUADRANGLES.

Morning exams will start at 7:10 am . Second session exams will commence after a short break from the end of the first session. Students cannot leave the premises.

COMPUTER SCIENCE and ICT Mock Exam Practicals on the 11th, 12th and 13th of March 2025 respectively. Further details of timings are available on the school website and in the students' GC.