



## CIRCULAR TO PARENTS

*Circular No. SM 4 T3n2 2020*

**Friday December 11, 2020**

Dear Parents and Guardians

Greetings!

We wish to share some important information as we end our year.

### 1.0 END OF TERM THREE

The third term for all non-examination classes officially came to an end on Thursday 3<sup>rd</sup> December, 2020. The first term of 2021 shall commence on Monday 4<sup>th</sup> January. All learners shall be expected to progress to the next grade.

### 2.0 NATIONAL EXAMINATIONS

The National Examinations commenced on 7<sup>th</sup> December, 2020. The Primary and Secondary School sections communicated with all learners in Examination Classes about the rules and examination schedules.

### 3.0 HOLIDAY ASSIGNMENTS

Some holiday assignments shall be uploaded on the School's Learning Management System (LMS). Respective class and grade teachers shall provide you with the details of the said holiday tasks.

### 4.0 OPEN DAY

This event takes place on Friday 11<sup>th</sup> December, 2020 from 08:00 – 15:30 hours. The respective sections of the School already circulated the Open Day schedules.

### 5.0 ENROLMENT

Enrolment for 2021 classes started in September. There has been a very high demand for school places in the Primary School. A few classes are

already full for next year. Assessment of new entrants to the School shall be ongoing throughout December.

We wish to urge our returning learners/parents to be on time with payment of School fees for Term 1 for next year to avoid losing the School places to those who would have been waitlisted.

### 6.0 SCHOOL UNIFORMS

We are currently sufficiently stocked with the School Uniform. The sale of uniform is on first-come-first-served basis as the demand for the School attire is quite high before the beginning of a new School Year. Please ensure that you procure the uniform for your child now. We shall ensure that the Stores Office is open throughout December.

### 7.0 ACCOUNTS OFFICE

Ensure that you pass through the Accounts Section to collect your child's school fees statement and invoice. The School Accountant shall be available for any queries you might have.

### 8.0 ANNUAL GENERAL MEETING

As stated in the earlier circular, the Annual General Meeting for the School shall take place on **Saturday 10<sup>th</sup> April, 2021**. The meeting shall review the 2019 and 2020 Financials and other matters.

### 9.0 GRATITUDE

We remain grateful for the support we continue to receive from all the parents. Those of you who pay School Fees on time help us plan our cash flows in time. We appreciate the fact that 2020 was a peculiar year and a number of our parents were affected by the effects of COVID 19. It shall be our expectation that you shall all continue being committed to the School.

On behalf of the Board, Management and Staff, I would like to wish you a Blessed Festive Season.

Yours truly,

C Chella  
**School Manager**