

CITA INTERNATIONAL SCHOOL NEWSLETTER



MONDAY
14TH
SEPTEMBER 2015

THANKSGIVING TERM
2015/2016 SESSION
- Issue 1

Email: Info@citaischool.org
Website: www.citainternationalschool.org

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From the Executive Director

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Admission

From HOD Nursery

Weekly confirmation, pupil's
profile, Hair Extensions, After
school, Extra Lessons.

From HOD Primary

School Clubs, Arrival/Departure
Health, CIPP Registration

Welcome to Cita SCHOOL CALENDAR 2015/2016 Thanksgiving Term

Resumption from Summer Holiday

Monday 14th 2015

Instruction Period before Mid-term Break

Monday 14th September – Friday 23rd October 2015

Midterm Break

Monday 26th October – Sunday 1st November 2015

Resumption from Midterm Break

Monday 2nd November 2015

Events:

Open day: Thursday 22nd October 2015
Praise Day: 6th December 2015
Funfair: 12th December 2015

Result Pick up

Monday 14th December 2015

**BUILDING ON A SURE FOUNDATION
(CITA INTERNATIONAL SCHOOL SEPTEMBER REPORT 2015)**

From the Executive Director

We welcome back our esteemed parents to our brand new 2015/2016 session. We are sure you all had a well deserved rest.

Please take note of the following important information.

COMMUNICATION

Cita International School has several methods of communicating with its parent clients; these include Word of mouth; newsletters (posted on our website: www.citainternationalschool.org) pasted on notices among others.

We also encourage our parents to come directly to the admin office for clarification on any broadcasted information. In the case of an emergency these are the available phone numbers for the Nursery and Primary:

08144907837 – Primary Department
08144920449 – Nursery Department

These numbers are operational between the hours of 8am-3pm, Mondays to Fridays. Please do not abuse this service as staff members may be in class or carrying out other work tasks. We appeal that you limit calls to cases of emergency.

We also expect our parents to inform the office in the event of a sick child, travel plans or an outright school transfer. This is to help with monitoring your child and also for record purposes.

The departmental heads are also available to put you through your child's **academic progress** if you so wish and can give you all information you need about class work and what is expected of your child. Please feel free to use this service as they are always available.

The Departmental heads are:

Ms Uwomano Orogu- Primary Department
Mrs. Kate Tubonimi - Nursery Department
Mrs. Rachael Patrick – Sunshine Department

Please be aware that the school calendar and other notice concerning this session have been uploaded on our website. Please take out time to look through the information available to you.

SCHOOL FEES

As is the old long Tradition of CITA International School, fees are reviewed every 2 years. Parents are informed officially of this upgrade and review in the 3rd (third) term prior to the new school fee session, which is 5 months notice.

For more information, please see the Executive Director.	
<i>BUILDING ON A SURE FOUNDATION (CITA INTERNATIONAL SCHOOL SEPTEMBER REPORT 2015)</i>	1
<p>FEE PAYMENT</p> <p>For those parents that are new to our system or old parents who may have forgotten our method of fee payment, here is a step by step guide on how school fees should be paid.</p> <p>We have the following options for fee payment:</p> <p>Bank teller, which is signed by a school official for security and control and is kept at the security lodge for your convenience. After payment by bank teller, return the blue copy to Mrs. Allen at the admin office with your child/children’s name and class clearly written at the back of the teller.</p> <p>Bank Draft A bank draft can be made from any bank of your choice The draft beneficiary should be CITA INTERNATIONAL SCHOOL not CITA HIGH SCHOOL or CITA NURSERY AND PRIMARY SCHOOL Once again your child/children’s name should be clearly written at the back of your bank draft .</p> <p>Online Payment</p> <p>This is only accepted if a printed copy of the transaction is presented at the admin office as usual with the child/children’ name and class written on the document.</p> <p>POS</p> <p>We have a POS machine available with Mrs. Allen at the admin. Office; the above mentioned procedure also obtains for this method.</p> <p>Payment of fees should be made before the beginning of every term; Children that have no record of fee payment after this period will not be allowed into the classroom. Please present copies of proof of payment to the office to avoid embarrassment.</p> <p>ONLINE PAYMENTS</p> <p>Parents that opt for online method of paying school fees MUST send a printed out copy of the transaction to the admin office. Please note importantly that emails or text messages of any kind will not be accepted as a proof of payment method.</p>	

	<p>For Our First Term, Children are placed in classrooms on a first come first serve basis with reference to when proof of payment for school fees is provided.</p> <p>ADMISSION</p> <p>The admission process for this session (2015/2016) has ended, pending when spaces become available. The next admission season will commence on the 8th of February 2016. This will be for the 2016/2017 session.</p>	
	<p><i>BUILDING ON A SURE FOUNDATION (CITA INTERNATIONAL SCHOOL SEPTEMBER REPORT 2015)</i></p>	<p>2</p>
	<p>USE OF FOUL LANGUAGE AND VERNACULAR</p> <p>We appeal to our esteemed parents to please desist from the use of foul language and vernacular in and around the school premises as well as around your children out of school, as they could copy your choice of words. It has come to our notice that some of our parents have the habit of abusing members of staff in front of their children and using foul language on them, which they in turn want to copy.</p> <p>There is also the case of making verbal threats to the security guards that assist with controlling traffic.</p> <p>We would please prefer that you report any member of staff that has offended you and they will be disciplined accordingly after investigation.</p> <p>Once again we are glad to have you back hale and hearty.</p> <p style="text-align: right;">Mrs.</p> <p><i>Bibi Nwokidu</i></p> <p><i>From the HOD Nursery</i></p> <p>Welcome to a fulfilling Session “If you can conceive it, you can achieve it” “Yes you can!</p> <p>Let us help our children expand their perspective of the world and appreciate their individual place in it.</p> <p><u>Home Work Expectations:</u></p> <p>Each child has been given the best opportunities possible to grow and develop. It is our duty to encourage <i>and celebrate their efforts. Parents should please ask for clarification from their child’s(ren) teacher concerning their home work if the instructions are not clear. This will give us the necessary feedback on concepts taught in class. Please do not do the homework for them.</i></p>	

Extra Lessons:

We have discovered that method of teaching at “lessons” are at variance with ours and therefore confuses the child. Please “lesson” is not necessary for Nursery pupils because they need enough time to rest and absorb what they have been taught. If you feel your child needs help see the HOD Nursery.

Lunch:

We see each child as special and we feed each Pre-toddler individually and at least twice during the period of 8:00a.m – 12:30 p.m. This is where our duty ends. Parents are expected to prepare or supervise what their children bring to school for lunch. Pieces of meat should be cut to bite size, their bottles should be checked to avoid giving soapy water to the child as has been done by some parents in the past.

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Illness and Medical Emergencies:

No child will be allowed into school with signs of illness. In case of an emergency the staff nurse will attend to the child while parents are contacted, the child might be taken to Prime Medical Consultants when it is deemed necessary and the bill sent to the Parent.

Hair Extension

Hair extensions of any sort is strictly prohibited. Pupils are not allowed to use beads of any size in making their hair to school because this can cause great harm to them and others.

Weekly Confirmation, Drop off and pick up

Drop off and pick up times for Nursery is 7:00 am and 1:30 p.m. respectively, after which the pupils will be dropped at the waiting room – which would attract an additional fee of N1000 per hour: Due to the unfortunate security situation in Port Harcourt, it is necessary for parents to do a weekly confirmation of who they have delegated to pick up their children other than themselves. Normally this should be done in each child’s class.

Please note that our policy does not allow a parent to pick up another parent’s child without prior confirmation. For further clarification, please see the HOD.

Kindly submit passport photograph of parents, child and delegate to the class teacher this week.

We trust that we would all work and achieve our goals this session.

Mrs.

Kate Tubonimi

From HOD Primary

Welcome back from a long restful and fun filled holiday to a blissful term of discoveries and achievements of our purpose as pupils, teachers and parents. One thing I can say for sure is, it is good to have you all back.

To enable us achieve our purpose. The following are matters that must be considered thoroughly.

School Attendance:

This is the frequency with which one has been present for a regular activity or set of events A pupil's attendance is not just how often the child attends school within a given period of time but:

How often

How punctual and

The actual state of the pupil's mind.

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The attendance of a Pupil is dependent on the priority the adults in the child's life place on the three aspects listed above. It is imperative that children be taught the importance and relevance of regular attendance (consistency) and punctuality which will advertently improve confidence and a readiness to tackle any task ahead. When pupils are constantly kept away from school or made to come late to school for adult related reasons, note that this eventually sums up in the weakening of the child's academic performance.

Pupils who will be absent from school on any account must

1. Give at least a 3 day notice to the class teacher

2. Call the class teacher or team head in case of an emergency.

Pupils must be signed into the classes and seated at 7:50 am as classes commence at 8:00 am prompt. Note that the school gate is shut to both pupils and parents at 9:00 am and no call should be made to the class teachers, team heads or head of department.

Health:

Pupils who show any sign of an ailment no matter how mild and non contagious, will not be allowed into the classrooms. We have over time to

realise that this very mild issues at some point become an emergency that have the staff nurse /school scampering to the hospital. All pupils who show any sign of ailing should be kept at home until it is appropriate for resumption.

School Clubs:

As part of the strategies to improve learning, the following clubs have been introduced and all parents are encouraged to have their children registered as members. This is not only to improve learning and gain mastery but also a step in skill acquisition.

The Science Club

Music Club

COUNT club

MEDIA Club under which we have the:

- **Drama club**
- **News Casters**
- **Spelling Bee**
- **Dance club**
- **Readers/Poets club**

THE TRACKERS CLUB

Sports club under which we have

- *Football*
- *Volley ball*
- *Lawn Tennis*
- *Skipping*
- *High Jump*

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- *Long Jump*
- *Skating Club*

For further enquiries and registration please see any of the following members of staff.

- *Mr. Raphael Segun - Music Teacher*
- *Mr. Ewozino Okoro – French/Sports*
- *Mrs. Iwunze - P1 Teacher*
- *Mrs. Owuso - P3 Teacher*
- *Miss Orogu - HOD Primary*

REGISTRATION FOR CIPP EXAM

CIPP is simply put as Cambridge International Primary CheckPoint Examination. This is an annual international exam designed by Cambridge for all schools. It is an International platform on which pupils, teachers and

the schools are assessed. This is a certificate that shows what key stage work a pupil has completed within the stipulated primary academic learning period. This exam is often scheduled to take place between March and April of every year. The registration begins from October 21st and ends January 10th 2016. For enquiries please see the HOD Primary – Miss Orogu.

Homework/Research/Projects

The e-school is one of the many means through which home work, Research and projects will be sent. Parents, please alert the class teacher of any challenges faced during download, sign-in, printing etc. To this effect new parents are encouraged to pick up their password and login details for themselves and their children from the class teachers while old parents should ensure that their pages are still up and running. Parents are encouraged to request for their children's note of subjects taught for that specific day. It is your right as a parent.

Welcome back!

Miss Uwomano Orogu

From the Proprietor

Welcome back, Pupils, Parents and teachers! It was a long well deserved holiday. We have worked really hard to make this session very interesting. Remember to verify every piece of information-“rumour or gossip”. I am available for any work related questions/clarifications; book an appointment with Mrs. Benson please.

We wish to congratulate our High School for our very wonderful performance at the just concluded exams, we pray that this present exam classes will do even better.

God bless you all.

P. D. Adukeh
Proprietor



CITA HIGH SCHOOL

Umuchoko, Chokota

Etche L.G.A, Rivers State

Email: info@citainternationalschool.org

www.citainternationalschool.org

NEWSLETTER

8th September 2015

Dear Parents/Guardians,

We thank God his protection and preservation during the holidays and for the beginning of yet another session. We are confident that the Lord who took us through the last session and summer holidays will take us through this new session.

I would like to use this opportunity to say a big welcome to our new parents as well as our returning parents. Please take note of the following information.

Newsletters

In keeping with our commitment to protect the environment and save paper all newsletters henceforth are electronic and are available for download to your device from the school website homepage.

eSchools Parent Portal

The school has an electronic platform comprising portals for teachers, parents and students. The parents' portal can be accessed via a username and password obtainable from the admin office. Please endeavour to collect your login details. The eSchools app can be downloaded to your phones from Google play store for Android phones (Samsung, Techno, Infinix, etc) and the Apple Store for iPhone. There are instructions on the portal stating how this can be done on your phone. Look out for the following icons on your phones.



Play Store
on Android



App Store
on iPhone



eSchools
app icon

Login button at the top right corner of the screen

Welcome to CITA International School

Select Language Search... Login

CITA INTERNATIONAL SCHOOL
EST. 1981

Home About CITA Nur & Pry CITA High Cita seru News
Calendar Photos Contact Mail

Welcome to CITA International School

September 2015

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Login Page

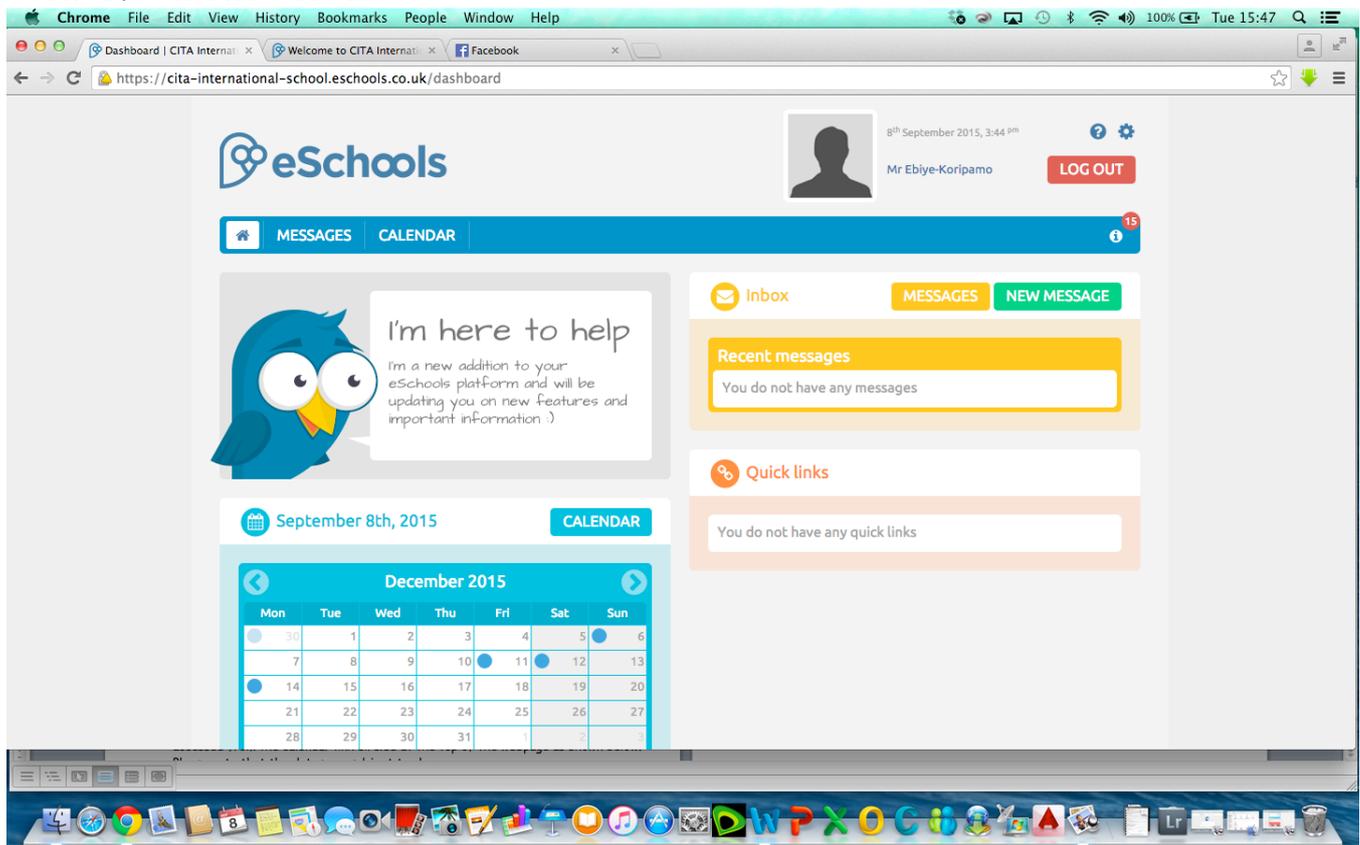
eSchools Contact support Visit school website

Please login

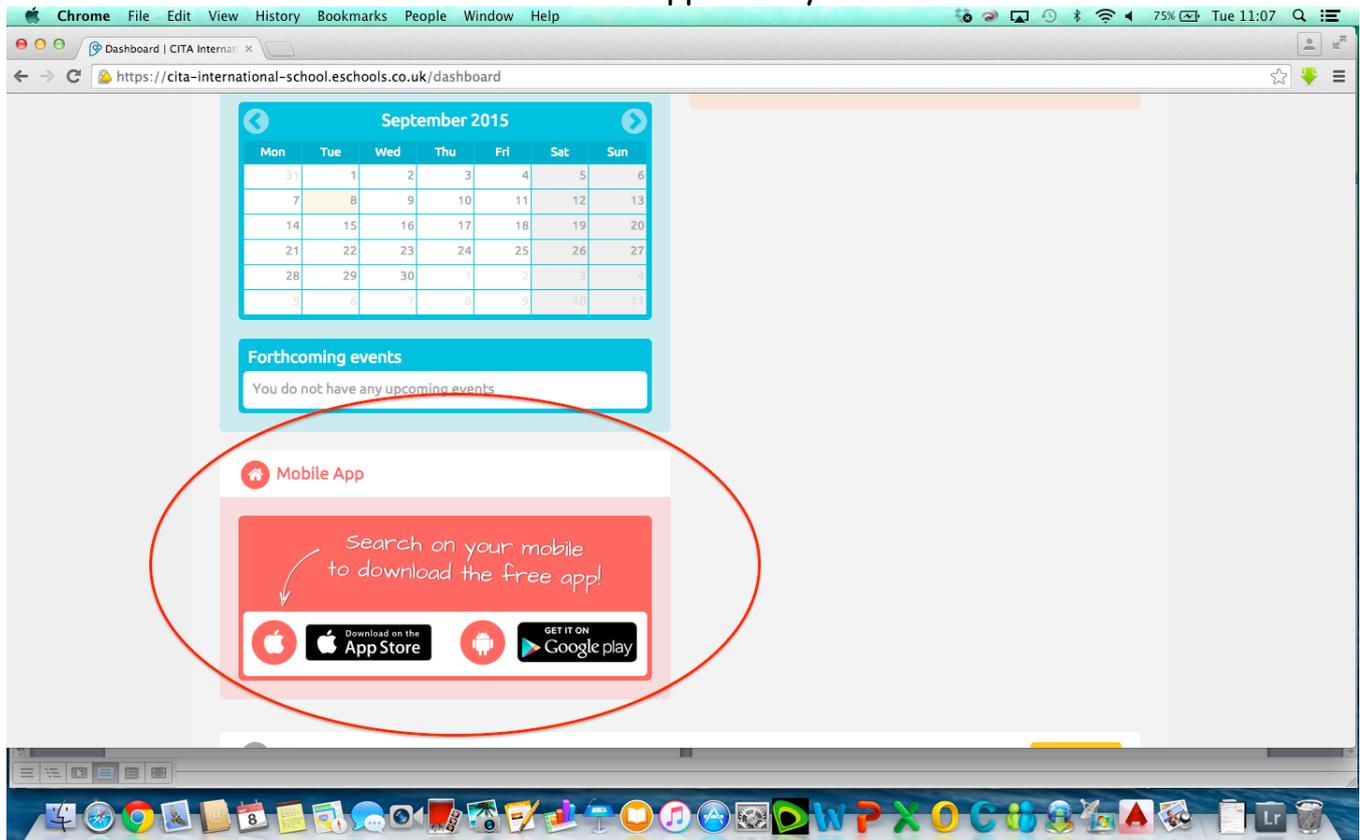
Username
Password

Remember my username [I've forgotten my password](#)

View of Parent Portal



Instructions on how to access eSchool App from your Phone as Seen on Screen



Birthdays

Birthdays are celebrated during weekends. All birthday cakes, drinks and snacks must be brought and consumed on the same day. The kitchen will not store any leftovers. Any student in violation will be punished.

School Uniforms

School uniforms, hostel wears and clothing accessories such as underwear and socks must be monogrammed. This will make it easy for the students to identify their items in the event of a loss. Students who do not have their items monogrammed will not be allowed into the hostel on resumption day.

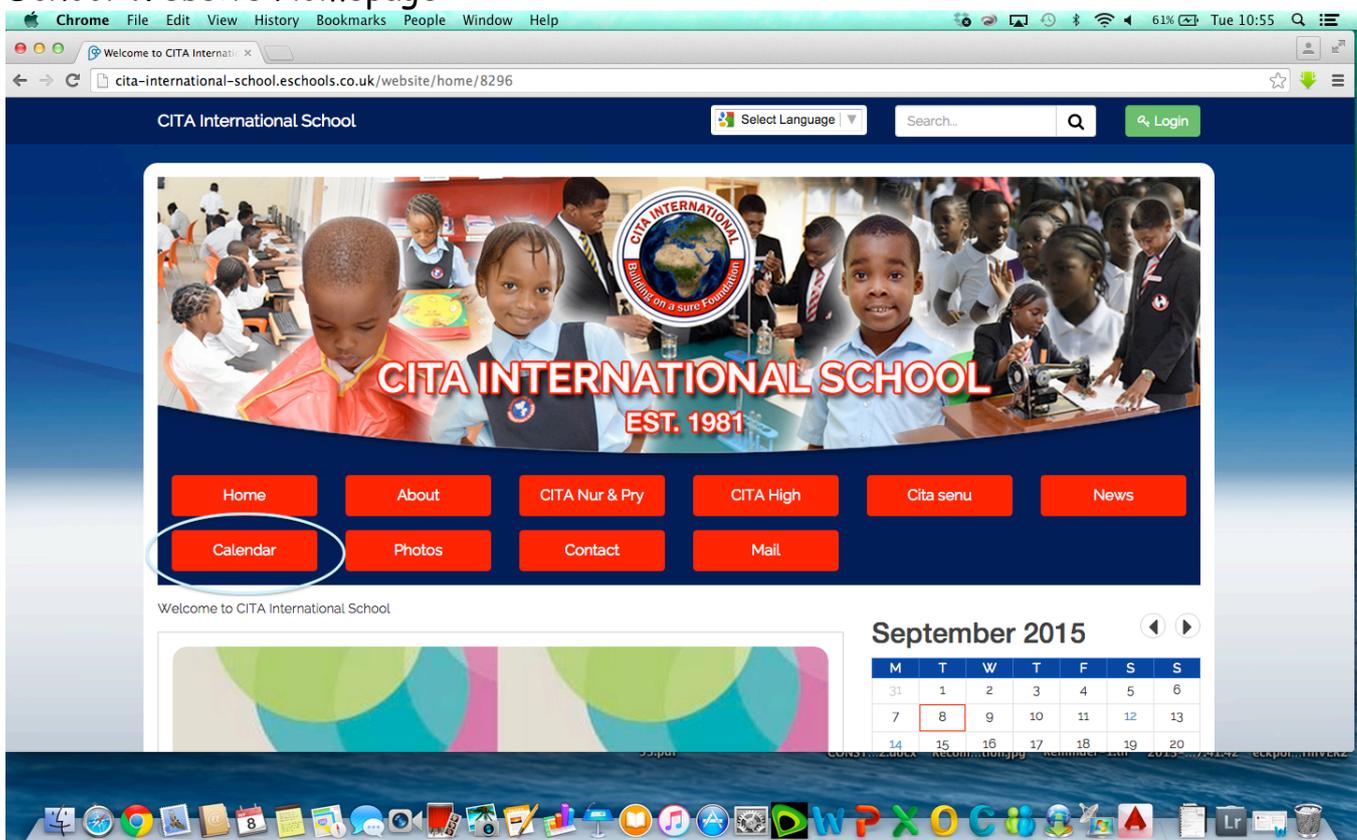
Hair Extensions & Haircuts

It is important for all parents to note that hair extensions of any kind are for girls and all boys must wear low haircuts. Any student in violation will be punished.

School Calendar

The school calendar is now available on the school website. The calendar can be accessed from the calendar link circled at the top of the webpage as shown below. Please note that the dates are subject to change. The calendar is also available on the parent portal.

School Website Homepage



The screenshot shows the homepage of CITA International School. The navigation menu includes buttons for Home, About, CITA Nur & Pry, CITA High, Cita senu, News, Calendar, Photos, Contact, and Mail. The 'Calendar' button is circled in red. Below the navigation menu, there is a 'Welcome to CITA International School' message and a calendar for September 2015. The calendar shows the 8th of September highlighted in red.

M	T	W	T	F	S	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Visiting Day

Visiting day is twice a term. The dates for Visiting Day for this term are the 27th of September 2015 and the 29th of November 2015. Parents are advised to bring moderate amounts of food for their children/wards to avoid wastage. Any food left over must be taken back home, as food would not be allowed into the hostel or be stored in the kitchen.

Thank you and God bless you all.

Roland T. Ebiye-Koripamo
Head of Centre