

CITA INTERNATIONAL SCHOOL – NURSERY & PRIMARY
1 CITA Close
Rumuogba Housing Estate
Port Harcourt
Email: info@citainternationalschool.org
Website: www.citainternationalschool.org



4th June 2014

Dear Parents,

In spite of the very busy start, we have finally reached our half term. We are very grateful to God.

- (1) **Midterm Break:** commences on Friday 6th June and ends on Sunday 15th June 2014. The school will resume for the second half, on Monday 16th June 2014.
- (2) **Homework:**
Homework is compulsory and has to be done **by the child** we are only expected to guide and supervise them. Homework is important; it gives pupils the opportunity to practice what they have learnt and helps to improve their academic confidence.
- (3) **School Fees:**
Pupils whose fees have not been paid will not be allowed into the classes after the midterm break. Please endeavour to pay the fees during the break.

It has been observed by the accounts section that most parents that opt for the online payment option for paying fees have a problem with submitting their printed transaction to the office.

We therefore have no choice but to cancel that option of fee payment since it greatly affects our accounting process.

- (4) **Security/Safety:**
We are appealing to you, to please notify your child's class teacher, the head of department, the office and security department, when changing those you have previously introduced to the school as delegates responsible for picking up your children, in your absence. Pupils will only be released to parents and delegates that have been duly introduced to the school.

It very important that you do not allow your children run through the school gate, into the car park unaccompanied. This is very dangerous

We are appealing to everyone to please be mindful of the time we spend during drop off and pick up times. The car park is small, the less time we park our cars out there, the more accommodating the small car park becomes.

(5) **Change of Dates**

Please note the following changes in dates

Closing for summer term – 11th July 2014*

Graduation – 12th July 2014

Music Show – 13th July 2014

Result collection for CITA Nursery & Primary – 15th July 2014

*Parents of CITA HIGH would pick up results as they pick up their children on the 11th of July

Music show:

The first phase of our music show will hold on Saturday 7th June 2014, from 10 am. You are all invited. Please parents of children performing that day should be at school by 9:30 am.

“Anything that worries or troubles a child can result in school failure. For example, Inadequacy can prevent academic concentration”-

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Dr. James Dobson

*“I sought the LORD and He answered me; He delivered me from all my fears.
Psalm 34:4*

Yours faithfully,

P. D. Adukeh
Proprietor



4th June 2014

Dear Parents/Guardians,

We thank God for a successful first half of the summer term. Please take note of the following

(1) Lost Items

Parents should check the lost items pile before replacing the so-called “lost or stolen” items.

(2) School Uniforms

All school uniforms, socks, etc. should be monogrammed discreetly with the names of the students. Failure to do so would result in the students being sent back home and not returning until they have had their uniforms and accessories monogrammed.

It should also be noted that students found not having complete set of uniforms on the day of resumption would be required to purchase such items from the bookshop on site. In the event that the student does not have complete uniforms during term time, such items would be issued to the student and the parents would be billed. It is therefore important to ensure that your child/ward has the complete set of uniforms.

(3) School Fees

Students whose fees have not been paid will not be allowed into the classes after the midterm break. Please endeavour to pay the fees during the break.

It has been observed by the accounts section that most parents that opt for the online payment option for paying fees have a problem with submitting their printed transaction to the office.

We therefore have no choice but to cancel that option of fee payment since it greatly affects our accounting process.

Moving forward, all fee payments should be made by banker's draft in favour of **CITA INTERNATIONAL SCHOOL**. Please be advised that **NO** banker's draft should be made in favour of **CITA INTERNATIONAL HIGH SCHOOL**.

(4) Amendment of Uniforms

It has been observed that students are in the habit amending their uniforms to make them more tight fitting in the case of the girls skirts and Sunday wear and slim fitting in the case of boys' uniform trousers. Any such students caught would be issued new uniforms and the parents would be billed. We there urge our parents to help us in curbing this habit.

(5) **Footwear**

We have noticed that some students wear the wrong school shoes. Parents are pleased advised to purchase the correct school shoes from the bookshop. Any student found with the wrong shoes would result in the shoes being confiscated. The students would be given the right shoes and the parents would be billed. We would do our part to ensure that they are readily available.

It has also come to our attention that most students wear slippers during sports resulting in foot injuries especially during football matches. Parents are therefore advised to get proper footwear such as white sneakers, which can be obtained from the bookshop as well. Students who are interested in playing football must get football boots. This is all in the interest of the safety of our students as well as to minimise injuries.

(6) **Letters**

Requests for Letters Identification for Visa purposes and leavers reports must come to the Administrative Office two (2) weeks prior to the date. Also visa appointments and interviews for your child/ward should be planned in such a way that it does not interfere with classes. However Parents wishing to pick up their child/ward during term time should put it in writing. Requests would be subject to approval.

(7) **Health & First Aid**

Our first aid units/sick bay serve emergencies. It is impossible to first notify Parents before administering emergency procedures. Any parent who objects to this must put their objection in writing.

It is also important that parents inform the school if there is any medical history with their children to enable us take the appropriate action when the need arises. Parents with asthmatic children are advised to please provide inhalers for their children.

(8) **New Grading Scheme**

Again in order to encourage our students to work harder, our grading system has been revised as follows:

80 – 100 – A
70 – 79 – B
60 – 69 – C
50 – 59 – D
40 – 49 – E
0 – 39 – F

It would also be important to note that the cut off mark for promotion to the next class has been set at **60%**. Parents are therefore encouraged to help us work together to achieve this in the interest of their children.

(9) **Visiting Day**

Visiting day is scheduled for Sunday the 29th of June 2014. The last visiting day saw a lot of food wasted as a result of excess food left over. Parents are therefore advised to bring food for their children in moderation. Food not consumed should be taken back home. Parents are also advised to clean up after themselves. Bin bags would be provided to dispose of leftovers.

Food items are not allowed into the hostels, food items are also not allowed in the classrooms. This is to prevent rat infestations, which could result in diseases such as lassa fever. On this note please be advised that any food items found on students after visiting day would be confiscated and disposed of. Also the kitchen would not accept any food items for storage.

(10) **Change of Dates**

Please note the following changes in dates

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SCHOOL CALENDAR FOR THE SUMMER TERM AND SUBSEQUENT TERM

***Please note that in the event of unforeseen circumstances, the school calendar is subject to Change**

SUMMER TERM CALENDAR

RESUMPTION:	TUESDAY 28 TH APRIL 2014
PERIOD OF INSTRUCTIONS BEFORE MIDTERM BREAK	TUESDAY 28 TH APRIL TO FRIDAY 6 TH JUNE 2014
CLOSING FOR MID-TERM BREAK	FRIDAY 6 TH JUNE 2014
BREAK PERIOD	MONDAY 9 TH JUNE TO SUNDAY 15 TH JUNE 2014
RESUMPTION	MONDAY 16 TH JUNE 2014 CITA HIGH WILL RESUME SATURDAY 14TH JUNE 2014
PERIOD OF INSTRUCTIONS AFTER MID-TERM BREAK	MONDAY 16 TH JUNE TO TUESDAY 1 ST JULY 2014
CLOSING FOR SUMMER TERM	FRIDAY 11 TH JULY 2014
RESUMPTION FOR THANKSGIVING TERM 2013/2014	MONDAY 15 TH SEPTEMBER 2014 CITA HIGH WILL RESUME SATURDAY 13TH SEPTEMBER 2014
EVENTS	<i>*Applies to CITA HIGH</i>
1ST ASSESSMENT	THURSDAY 15 TH MAY 2014
2ND ASSESSMENT	MONDAY 2 ND JUNE 2014
EXAMINATIONS	<i>*Applies to CITA HIGH</i>
NURSERY	WEDNESDAY 2 ND JULY 2014
PRIMARY	THURSDAY 3 RD JULY 2014
1ST OPEN DAY	FRIDAY 6 TH JUNE 2014
MUSIC SHOW	SUNDAY 13 TH JULY 2014
GRADUATION	SATURDAY 12 TH JULY 2014

HAVE A WONDERFUL MIDTERM BREAK!!!

R. T. Ebiye-Koripamo
Head of Centre