

CITA INTERNATIONAL SCHOOL NEWSLETTER



FRIDAY
9TH
MAY
2014

Summer Term 2013/2014
- Issue 1

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Welcome to Cita

SCHOOL CALENDAR

2013/2014 Summer Term

Resumption from Easter Holiday

Monday 28TH April 2014

Instruction Period before Mid-term Break

Monday 28th April - 6th June February 2014

Midterm Break

Monday 9th - Sunday 15th June 2014

Events:

Open day FRIDAY 6TH JUNE 2014

MUSIC SHOW - SUNDAY 6TH JULY 2014

GRADUATION CEREMONY - SATURDAY 12TH JULY 2014

Resumption from Midterm Break

Monday 16TH JUNE

Instruction Period after Midterm Break

Monday 16TH JUNE - TUESDAY 1ST JULY 2014

Closing for Summer Holiday

- Friday 15TH JULY 2014

Resumption from Summer Holiday

Monday 15TH SEPTEMBER 2014

From the Executive Director

We welcome back our esteemed parents to our third and final term of the 2013/2014 session.

Please take note of the following important information;

COMMUNICATION:

Cita International School has several methods of communicating with her parent clients; these include Word of mouth; newsletters and pasted 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 8 am - 3pm, Mondays to Fridays. Please do not abuse this service as staff members may be in class or carrying out their duties.

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 they can give you all the 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:

Mr. Tonye Arinyedokiari - Special Needs Department

Ms. Uwomano Orogu - Primary Department

Mrs. Kate Tubonimi - Nursery Department

SCHOOL FEES:

As is the long old 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.

Payment of Fees:

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.

We have the following options for fee payment.

BANK TELLERS:

Bank tellers are signed by a school official for security and control and are 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.

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 OR
CITA NURSERY AND PRIMARY SCHOOLS OR
C.I.T.A. INTERNATIONAL SCHOOL

Once again your child/children's name should be clearly written at the back of your bank draft.

ONLINE PAYMENT

This is only accepted if a printed copy of the transactions is presented at the admin. Office, as usual with the child/children's name(s) and class written on the document.

POS

We have a POS machine available with Mrs. Allen at the admin. Office; the above mentioned procedure also obtains for this method.

There is a two weeks grace in this third term for payment of fees. 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 any embarrassment.

ADMISSION:

The Admission procedure for new parents will end on 31st of May 2014. All old parents that have the intention of enrolling their new babies in the pre-toddler and Toddler classes should please inform the admin office. We usually attend to our old parents first before enrolling brand new clients. Thank you for your co-operation on this issue.

USE OF FOUL LANGUAGE AND VERNACULAR

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 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.

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	<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 enough to deserve verbal abuse 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: center;"><i>Mrs. Bibi Nwokidu</i></p> <p><u>From the General Manager/Head SENU,</u></p> <p>I welcome you, our dear parents, from a well deserved rest, from school routine and into the Summer term, the last of the 2013/2014 school session.</p> <p>This term is going to be quite exhaustive for the children and the key word for us, parents, is patience. Patience towards our children. We love our children, but as we go through the hassles of school routine, we tend to loose our patience.</p> <p>The outcome is not good for the confidence and psychological health of our children. We always want the best for our children, but sometimes the lack of patience tends to ruin our good intentions.</p> <p>Planning ahead may help. Getting uniforms, socks, shoes, school bags, homework etc. packed the night before is a wonderful strategy.</p> <p>"Early to bed, early to rise" This cannot be negotiated. Children must go to bed early enough to get at least eight hours (8 hours) sleep. This works wonders for anybody.</p> <p>Children who have breakfast before coming to school do better than those who do not.</p> <p>Please make your children eat some breakfast before coming to school.</p> <p>This term we promise to continue doing our best.</p> <p>If there is any reason you are not satisfied with this, please feel free to come to the office and let us know your contribution.</p> <p>Welcome!</p> <p style="text-align: right;"><i>Mr. Tonye Arinyedokiari</i></p>	

	<p style="text-align: center;">BUILDING ON A SURE FOUNDATION (CITA INTERNATIONAL SCHOOL MAY REPORT 2014)</p>	3
	<p><u>From the HOD Nursery:</u> Welcome back to a fulfilling and fun filled term. Let us help our children expand their perspective of the world and appreciate their individual place in it.</p> <p><u>ATTENDANCE, LATENESS AND ABSENCE:</u> It is important that children realise the essence of regular attendance and punctuality to school. These habits once developed will establish a life long pattern for success. Please ensure your child is consistently present and punctual to school.</p> <p><u>DROP OFF PICKUP AND WEEKLY CONFIRMATION</u> Parents are expected to drop off and pickup their children at 7:30am and 1:30p.m respectively. If someone else is picking up your child(ren) please ensure to do the weekly confirmation in your child's class.</p> <p>Note that CITA's policy does not allow a parent to pickup other parent's children without previous confirmation.</p> <p><u>HOMEWORK EXPECTATION:</u> Parents are expected to guide and supervise children when doing their homework and not to do it for them. If a child is having difficulties doing the homework, do a written note or get back to the teacher immediately.</p> <p><u>LUNCH:</u> Please ensure adequate and enough food is packed for lunch and brought along with the children. After children resume for class, every morning, parents are not allowed to send in food or drinks.</p> <p><u>HAIR EXTENSION:</u> Hair extensions of any sort are strictly prohibited. Pupils are not allowed to use beads of any size in making their hair to school because this could cause great harm to them.</p> <p><u>ACTIVITIES:</u> This term we would be having the music show, more information on this would be passed on to you.</p> <p><u>COMPLAINTS:</u> If you have any complaints please report to the office and it will be handled.</p>	

	Have a Glorious and fulfilling term. <i>Mrs. Kate Tubonimi</i>	
	BUILDING ON A SURE FOUNDATION (CITA INTERNATIONAL SCHOOL MAY REPORT 2014)	4
	<p><u>From The HOD Primary</u></p> <p>Welcome back from the Easter Holiday, we do sincerely hope it was a restful holiday for you.</p> <p>In CITA, we value the confidence and trust you have in our ability to work with your children. We look forward to working together to achieve our set goals for the term. We understand that there is nothing more precious than a child and nothing more important than preparing a child for the challenges of the future.</p> <p><u>HOMEWORK AND RESEARCH:</u></p> <p>We are uncompromising in our commitment to provide high quality education as the world is consistently evolving. To this effect pupils in Primary 3, 4, and 5 will be required to carry out a lot of research and project works that will further enhance whatever lessons have been taught in school.</p> <p>Parents are therefore encouraged to ask the class teachers for the relevant materials, sites and whatever will ease the work for the child.</p> <p>Homework for the P3 class in this summer term is daily as in P₄ and P₅.</p> <p><u>STUDY NOTES:</u></p> <p>In line with the quality of educational you want for your children, pupils are encouraged to pick up their note books daily from their classes before going. In essence Parents should request for these books from the class teachers before leaving the classroom environment. This will further help parents work on revising the day's activities with their children. Please note that every book taken home must be returned in tact to the class teacher.</p> <p><u>Punctuality:</u></p> <p>Parents are encouraged to drop their children off in school early as classes (instructions) begin at 8 am prompt. Pupils who arrive in school after classes have begun often have a hard time settling down to the day's activity, especially during assessments or exams.</p>	

	<p style="text-align: center;"><i>BUILDING ON A SURE FOUNDATION</i> <i>(CITA INTERNATIONAL SCHOOL MAY REPORT 2014)</i></p>	5
	<p><u>Examination:</u></p> <p>This is the promotion term, therefore parents are adviced to attend to all personal matters outside the school period. We advice that the following, should be attended to during holiday, especially before examinations. Exams are not allowed to be retaken in this school.</p> <ul style="list-style-type: none"> - Visa applications and interviews - Passport collection - Medical appointments - Travels etc. <p><i>Welcome to the summer term.</i></p> <p style="text-align: right;"><i>Miss Uwomano Orogu</i></p> <p><u>From the Proprietor</u></p> <p><i>"Be patient and give your child time to mature. Work gently on the traits that concern you the most, but allow him the privilege of being a child. He will be one for such a brief moment, anyway."</i></p> <p style="text-align: right;"><i>Dr. James Dobson</i></p> <p><i>"There is as season for every activity under heaven"</i></p> <p style="text-align: right;"><i>Ecclesiastes 3:1</i></p> <p>Yours faithfully</p> <p><i>P. D. Adukeh</i> Proprietor</p>	
	<p style="text-align: center;"><i>BUILDING ON A SURE FOUNDATION</i> <i>(CITA INTERNATIONAL SCHOOL MAY REPORT 2014)</i></p>	5



9th May 2014

Dear Parents/Guardians,

We welcome you back from the Easter holidays. We are thankful to God for bringing us into another summer and for His protection towards us.

(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) 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.

(4) Footwear

We have he 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.

(5) 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.

(6) **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

(7) **New Grading Scheme**

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.

(8) **Visiting Day**

Visiting day is scheduled for Sunday the 25th of May 2014. Parents are therefore advised to go back home with food items that have not been consumed or dispose of left over items. Bin bags would be provided to facilitate this. Food items are not allowed into the hostels. This is to prevent rat infestations, which could be a health risk to your children, our students.

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.

(9) **Payment of Fees**

All school fees should be paid two weeks prior to the resumption date. Payments should be made by bank draft in favour of **CITA INTERNATIONAL SCHOOL**. **All bank drafts made in favour of CITA HIGH SCHOOL or CITA INTERNATIONAL HIGH SCHOOL would not be accepted.** Please be informed that all those owing school fees will not be allowed into the school premises after the midterm break. Once again be reminded that it is school policy that fees are paid during the holiday before the beginning of any term. However a two weeks grace period is given. Parents still owing any form of fees after this grace period will agree with the school's ensuing action.

(10) **eSchools**

Parents should please note that the eSchools system is not just for assignments and chatting amongst students. There is a portal for parents where newsletters can be accessed via a username and password. If you have not received any of these please contact the school and we would be more than happy to assist you. The most recent newsletter can also be accessed via the home page of the school's website www.citainternationalschool.org. We are appealing to parents to please read the newsletter as communications from the school are contained therein.

Parents are also advised to monitor the activities of their children on the Internet particularly during the use of the eSchools student chat. It was found that during the holidays some students made use of profanities and vulgar language whilst they chatted online. Please be aware that the eSchools system flags such profanities and notifies us. Therefore any student found using profanities on the system would be punished.

SCHOOL CALENDER 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	TUESDAY 15 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>
1 ST ASSESSMENT	THURSDAY 15 TH MAY 2014
2 ND 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
1 ST OPEN DAY	FRIDAY 6 TH JUNE 2014
MUSIC SHOW	SUNDAY 6 TH JULY 2014
GRADUATION	SATURDAY 12 TH JULY 2014

WELCOME BACK!!!

R. T. Ebiye-Koripamo
Head of Centre