

CITA INTERNATIONAL SCHOOL NEWSLETTER



FRIDAY
20TH
SEPTEMBER
2013

*Thanksgiving Term 2013/2014
- Issue 1*

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From the Proprietor

Welcome to Cita

SCHOOL CALENDAR

2013/2014 Thanksgiving Term

Resumption from Summer Holiday

Monday 16TH September 2013

Instruction Period before Mid-term Break

Monday 16TH September - Friday 25TH October 2013

Midterm Break

Monday 28th October* - Sunday 3rd November 2013

Events:

Open day Friday 25th October 2013

Praise Night: Saturday 7th December 2013

Resumption from Midterm Break

Monday 24th October 2013

Instruction Period after Midterm Break

Monday 4th November - Friday 6th December 2013

Closing for Christmas Holiday

- Friday 6th December 2013

Resumption from Christmas Holiday

Monday 6th January 2014

***High School Will Close for Mid Term break Friday 25/10/2013 and resume Friday 01/11/2013**

From the Executive Director

We welcome back all our esteemed parents both old and new to a new term as well as a New session. We hope you all had a well deserved rest during the holidays. We would like to use this opportunity to update you on some of our rules and procedures.

School Fees:

The school requires that all tuition fees be paid before the start of the term, failure to do so will result in the child not being allowed into the classroom. This has been our policy for a long time and hence should not be new information to our old parents. Payments should preferably be made by bank draft but in a situation where this is not possible, customized and signed tellers are available at the security post or in the Admin office. New intake fees are paid strictly by bank draft; teller payments for new intake fee will result in a loss of the admission space. Thank you for understanding.

Letters:

We implore you to write an application for any form of introductory letter you may require from the school; please state to whom the letter should be addressed; location and the full name of the pupil as it appears on their passport and class. It is important to note that a 48 hour notice should be given to the office to enable us confirm child's names as it appears on their admission forms and class.

Assembly

Cita International School is a Christian based school and hence thrives to inculcate Godly morals in our pupils. The Wednesday Assembly is one of the many avenues we use to reach them. We will be honoured if you could join us for our weekly assembly by 8 am for just 30-45 minutes. You will be blessed.

Closing Time

Please be informed that parents are not allowed into the school premises before the closing time except on administrative business. We appeal to parents not to stand in front of classrooms before the school closing time, as it distracts both the students and their teacher.

PTF

We will have our usual class PTF meetings this term and will inform all our parents through mini slips of the date and time for each class. We will appreciate your taking time out to attend these very important meetings.

Please do not hesitate to come to the admin office for any clarification on our policies, rules and regulations.

Once again welcome back to a new session.

Mrs. Bibi Nwokidu

From The General Manager/Head Senu

We thank the LORD for a new beginning(2013/2014 Session)

We thank Him for all the victories He has made provisions for this session. To Him be eternal praise. Welcome back and Happy New school Year!

This term we are ready to serve you better. The school has gone a long way to put in a lot to upgrade our services to the children. Positive changes have been made and we hope you will be pleased with them.

We are open to suggestions and as partners, we expect that you make them.

The special needs unit has also been upgraded and will serve the needs of our exceptional ones better. Please do well to ask questions and work with us!

Children need a lot of rest. It is needful for their cognition. It is possible to get them to sleep at 8pm, Monday to Friday. This will make them alert and responsive to their environment. "early to bed, early to rise, makes"

Please make them eat or drink something before they come to school. This should be one habit they must form before the end of this term.

We use this opportunity to remind you, our parents, to please get white canvas shoes for the children. The multicoloured ones are not acceptable.

Welcome back.

Mr. Tonye Arinyedokiari

From the HOD Nursery

Welcome back! I am sure you had a beautiful vacation. Let us help our children expand their perspective of the world and appreciate their individual place in it.

Attendance, Lateness and Absence:

It is important that children realise the essence of their regular attendance and punctuality to school. These habits, once developed will establish a life long pattern for success. Absence for long periods of time may result in weakening the child's enthusiasm for school. Please ensure your child is consistently present and punctual to school.

When your child is absent from school, please send an SMS to the school before 12:30pm on phone no: **084-302341** leave a message with the following information.

- Name(s) of your child(ren)
- Name(s) of class teacher
- Reason for absence

Drop off, Pick up and Weekly Confirmation:

Drop off and Pick up time for the Nursery is 7:00 am and 12:30pm respectively, Note that parents are to pick up their children before 1:20pm.

At our PTF meetings, the decision to provide the After-School-Care Unit was reached and executed. Kindly register your child(ren) or you pick them up promptly. The gate house is meant for visitors not children.

Due to the unfortunate security situation in Port Harcourt, it is necessary for parents to do a weekly confirmation in their child's class on who they have delegated to pick up their child other than themselves.

CITA's policy does not allow a parent to pick up other parents' children without previous confirmation. Also ensure you check your drivers delegated to pick up your child(ren) Some of them come here drunk.

For further clarification please see the HOD Nursery.

Home Work Expectations

We provide an environment which educates the human potential. Parents are expected to guide and supervise pupils when doing their homework and not to do it for them, Ensure their homework are properly done and returned at the right time in their homework file.

Lunch:

Parents are expected to prepare or supervise what their children bring to school for lunch. Meat should be cut to bite size. Their water bottles should be thoroughly checked to avoid giving soapy water to the child. This has been a regular occurrence lately.

Illness and medical emergencies:

No child will be allowed in school with signs of illness. In case of a medical emergency, the staff nurse will attend to the child while we contact their parents.

Hair Extensions:

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

Complaint:

If you have any complaints, please report to the office and it will be handled.

Have a glorious and fulfilling term!

Mrs. Kate Tubonimi

	(CITA INTERNATIONAL SCHOOL SEPTEMBER REPORT 2013)	
	<p><u>From HOD Primary</u></p> <p>It's hard to believe but it's, that time of the year the again, the beginning of a new school year. Welcome back!</p> <p>There is a lot of excitement ahead of us, including new teachers to meet, new books to read, new friends to meet and new skills to master as we begin this term.</p> <p><u>Home Work /Research</u></p> <p>Homework activities are a way of receiving feed back from the pupils about their level of understanding of concepts taught in class. This aim becomes defeated when lesson teachers, uncles, aunties and parents carryout this activities and get the pupils to copy. Remember we are building a confident and an independent generation void of manipulation and corruption.</p> <p>Where there is a challenge with a particular topic of a subject, parents are advised to point this out to the class teacher or head of department. Homework and research/projects must be returned when due.</p> <p><u>Confirmation of Delegates.</u></p> <p>The school policy clearly states that no pupil will be released to unidentified persons. Therefore parents are advised to sign in their delegates on a weekly basis on Fridays or Mondays before 8 am or after school between 3 and 3:30pm.</p> <p>Note that failure to do this will amount to your child being held back in class as phone calls are not accepted means of identifying delegates.</p> <p><u>External Examinations:</u></p> <p>The primary 5 pupils will be preparing for external examinations, the National Common entrances into Secondary schools of their choices, the Cambridge International Primary Checkpoint (CIPC). These examinations will take place within the months of May/June of 2014. Parents are advise to see the head of department for further details and enquires as registration will begin at the end of September 2013.</p> <p><u>Permissions:</u></p> <p>It has come to our notice that pupils who are picked up from school during lessons end up with extra work which sometimes drags into the next school week, thereby putting extra and unnecessary stress on the pupil in question. Therefore we plead with you to take care of all appointment with embassies, Passport offices, Doctors etc before the commencement of the school week. No child will be allowed out of school for any of these appointments.</p> <p><u>e-Learning</u></p> <p>The e-school facility is still on and parents are advised to monitor the use of this facility by their children. Only academic blogs and class/school related conversations should hold on this facility. Pupils who are reported to use strong language or bullying/vulgar comments or words will be liable to a "one week suspension from school.</p>	
	<p align="center">BUILDING ON A SURE FOUNDATION (CITA INTERNATIONAL SCHOOL SEPTEMBER REPORT 2013)</p>	4

Hair Extensions:

Please remember that as a school, the policy is NO HAIR EXTENSIONS OF ANY FORM. Pupils are also prohibited from using beads. Now the holiday is over and is back to school policy.

Lessons:

The pupils are given enough activities to keep them occupied if properly supervised and monitored. Considering the chaos on air roads, it is a wonder that parents still indulge in the act of seeking for private lesson teachers within the school. This is detrimental to the development of the child and parents are advised to desist from this and report any classroom teacher who approaches you, suggesting that your child needs extra lessons.

Miss Uwomano Orogu

From the Head of Centre (High School):

Dear Parents and Guardians,

We thank God for bringing us into another session. It is great to be back and always a pleasure to have your children with us. We thank you for making CITA High your choice of education for your child/ward. We would like to acquaint you with the following information.

- . (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** 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. 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 minimize injuries.
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- . (5) **Training Workshop** There would be a health and safety training workshop next term for the students. Parents are expected to pay a sum of NGN5000.00 for administrative costs, which cover training and a certificate at the end of the exercise. Method of payment is cash.
- . (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) **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.
- . (8) **School 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. It should also be noted that no student would be allowed into the school without full payment of school fees. As such there would be no concessions given.

MR ROLAND T EBIYE-KORIPAMO

From the Proprietor:

Welcome back everybody!!! Good to have you back.

We are very happy to have our new block, which house our hall, Montessori practice room and Art Lab. The Practice room will help us with our concepts and SEN unit.

For better understanding of the method of education we use, we intend to have two seminars this term, for our Parents. You will be duly informed.

I am glad that there is a new awareness among our Parents; majority of you are working with us for the welfare of your children. Please always ask questions and clear with the HODs, General Manager, Executive Director about any information that is contrary to what you know about us.

*I believe people tend to think of leadership only in terms of action.
But leadership..... is not just something you do; it's something you are
And that's one of the reasons good leaders have such strong magnetism.
People are attracted to who they are. All leaders desire results, but being must
Precede doing. To achieve higher goals, you must be a more effective leader. To
Attract better people, you must a better person yourself. To achieve greater
Results, you must be a person of great character. ..If you're willing to do that, then
You can leave the results to God.*

Yours faithfully

P. D. Adukeh
Proprietor