

# CITA INTERNATIONAL SCHOOL RUMUOGBA HOUSING ESTATE PORT HARCOURT



4<sup>TH</sup> April 2014

Dear Parents,

We will shut down for the Easter holiday on Friday 4<sup>th</sup> April 2014. We thank the Almighty God for His mercies. The school will resume on Monday 28<sup>th</sup> April 2014, and instructions will begin at 8 am, therefore pupils are expected to be in school by 7:30 am latest.

## **Collection of Results:**

Results will be ready for collection on Friday 4<sup>th</sup> April from 10 am to 1pm. As usual we appeal to all parents to come and personally pick up their children's result.

## **Admissions:**

Admissions for next session is still in progress and will end on May 31<sup>st</sup>. We advise that those who have applied for admission should commit themselves by paying fees before May 31<sup>st</sup>.

## **School Fees:**

We want to thank you all for paying fees. It is very difficult for us in the office to know who has paid fees, when duplicate copies of your payment teller have not been presented to the office for record purposes. Parents are therefor advised to present their teller as proof of payment.

## **New Births:**

We thank God for all His many, many blessings; especially for safe deliveries of all our CITA babies. We thank God for Mrs Anekeje and her baby. We thank our mighty father for all our expectant mothers. They will all deliver safely in Jesus Name. Amen

## **Home Work:**

Dated home work will be given to pupils. We are still appealing to you, to just supervise them. That will help them come back to school confident and ready for the new term.

*"Because mothers and fathers represent "GOD" to their children, the fundamentals in teaching morality can be achieved through a healthy parental relationship during the early years.*

- Dr. James Dobson

**Blessed art those whose ways are blameless,  
who walk in accordance to the Law of the LORD - Psalm 119:1**

*Have a wonderful Easter Holiday*

Yours faithfully,

**P. D. Adukeh**  
**Proprietor**



**4<sup>th</sup> April 2014**

**Dear Parents/Guardians,**

As we come to the end of another successful Easter Term, we want to say thank you for entrusting you children into our care. We are grateful to God for preserving each of us. As we go home for the holidays we would like you to take note of 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**

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 snickers, 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.

Parents are also advised to please ensure that their children are in good health before they are dropped off at school on the day of resumption. Parents should treat for malaria and deworm their children. 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) **Punctuality**

It has come to our notice that some parents bring their children back to school late into the term. This affects the children academically in that they find it difficult to catch up and this in turn affects their grades. Moving forward parents who do not bring their children back to school on the assigned date of resumption would be sanctioned with a fine of NGN20000.00 (Twenty Thousand Naira). Children coming late on health grounds must provide a written doctor's report on resumption. Same sanctions will apply if one cannot be provided.

(9) **Toiletries**

The school provides toiletries for all students. However students have been found with their own toiletries with the excuse of reacting to the toiletries provided by the school. Henceforth a written doctor's report would be required for the school to accept your child/ward's toiletries.

(10) **Visiting Day**

Visiting day is scheduled for Sunday the 25<sup>th</sup> 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.

(11) **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.

(12) **E-Assignments**

As you are aware, e-assignments are usually given every holiday. Students are expected to start checking their e-schools portal for their assignments from Tuesday, 8th April 2014.

## 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 <sup>TH</sup> APRIL 2014
PERIOD OF INSTRUCTIONS BEFORE MIDTERM BREAK	TUESDAY 28 <sup>TH</sup> APRIL TO FRIDAY 30 <sup>TH</sup> MAY 2014
CLOSING FOR MID-TERM BREAK	FRIDAY 30 <sup>TH</sup> MAY 2014
BREAK PERIOD	MONDAY 2 <sup>ND</sup> JUNE TO SUNDAY 8 <sup>TH</sup> JUNE 2014
RESUMPTION	MONDAY 9 <sup>TH</sup> JUNE 2014
PERIOD OF INSTRUCTIONS AFTER MID-TERM BREAK	MONDAY 9 <sup>TH</sup> JUNE TO FRIDAY 27 <sup>TH</sup> JUNE 2014
CLOSING FOR SUMMER TERM	FRIDAY 11 <sup>TH</sup> JULY 2014
RESUMPTION FOR THANKSGIVING TERM 2013/2014	MONDAY 8 <sup>TH</sup> SEPTEMBER 2014 <b>CITA HIGH WILL RESUME SATURDAY 6<sup>TH</sup> SEPTEMBER 2014</b>
<b>EVENTS</b>	<i>*Applies to CITA HIGH</i>
1 <sup>ST</sup> ASSESSMENT	THURSDAY 15 <sup>TH</sup> MAY 2014
2 <sup>ND</sup> ASSESSMENT	THURSDAY 12 <sup>TH</sup> JUNE 2014
EXAMINATIONS	<i>*Applies to CITA HIGH</i>
NURSERY	FRIDAY 27 <sup>TH</sup> JUNE 2014
PRIMARY	MONDAY 30 <sup>TH</sup> JUNE 2014
1 <sup>ST</sup> OPEN DAY	FRIDAY 30 <sup>TH</sup> MAY 2014
2 <sup>ND</sup> OPEN DAY	FRIDAY 11 <sup>TH</sup> JULY 2014
MUSIC SHOW	TBC

## HAPPY EASTER!!!

**R. T. Ebiye-Koripamo**  
Head of Centre