

CITA INTERNATIONAL SCHOOL - NURSERY & PRIMARY
RUMUOGBA HOUSING ESTATE
PORT HARCOURT

Email: info@citainternationalschool.org
www.citainternationalschool.org



11th July 2013

Dear Parents,

God in His goodness and mercy has seen us peacefully through this term and Session. May all praise and thanks be unto Him. We praise God for the safety of our children and our parents. We thank God also for the safe deliveries of our expectant mothers. I want to thank you all for being so cooperative and appreciative.

Closing and Resumption :

The school will be closing on Friday 12th July for the summer holiday and will resume on Monday 16th September 2013. Instructions start at 8. am prompt.

Collection of Results/Homework:

Pupils are not expected to come to school after today 11th July 2013, but parents and **PARENTS** ONLY are expected to come and pick up their children's results from 10 am on Friday 12th July. This exercise will end at 1pm. Results not collected within this time frame will only be released on Monday 16th September 2013.

Graduation:

Our graduation ceremony this session is holding on Saturday 13th July 2013 in school, from 10am. Only graduating pupils, students and their Parents are invited. The graduating pupils and students are expected to be in school by 9am.

School Fees:

I want to thank you all for paying up fees. We expect that school fees for the new term be paid during the holidays. Please endeavour to submit your tellers to the office after payment, as it is difficult for us in the office to know who has paid, when the duplicates of your payment teller have not been presented. Please do well to present these duplicates at the office for record purposes before the resumption date.

Gratitude

We want to express our profound gratitude to all our parents for all your support during this session especially, at the just concluded Nursery/Primary projects – "PEOPLE OF THE WORLD". Thank you and may God bless you all. We commit all our Parents, children and teachers into God's hand. Take care of yourselves during the holiday. May JESUS, the resurrected, protect us all and bring us back on Monday 16th September in Jesus Name, Amen

"Because mothers and fathers represent 'God' to their children, the fundamentals to teaching morality can be achieved through a healthy Parental relationship during the early years"

Dr. James Dobson

**"Blessed are those whose ways are blameless,
Who walk in accordance to the law of the Lord." Psalm 119:1**

Yours faithfully,

P. D. Adukeh

CITA INTERNATIONAL SCHOOL – CITA HIGH
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11th July 2013

Dear Parents/Guardians,

We thank God for bringing us to the end of yet another successful session. We would like to use this avenue to appreciate your support throughout the period.

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

(3) **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 minimise injuries.

- (4) **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.
- (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) **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.
- (7) **Resumption**
The school resumes on Saturday 14th September 2013, between the hours of 11:00am to 5:00pm. Please endeavour to have your child/ward returned on this day. Late coming would be prohibited.
- (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.**
- (9) **E-Assignment**
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 Monday, 15th July 2013.
- (10) **Graduation:**
Our graduation ceremony this session is holding on Saturday 13th July 2013 in school, from 10am. Only graduating pupils, students and their Parents are invited. The graduating pupils and students are expected to be in school by 9am

GOD BLESS YOU AND HAVE A LOVELY SUMMER HOLIDAY!!!

R. T. Ebiye-Koripamo
Head of Centre