



Dear Parents/Guardians,

Welcome to the start of a new term which we also call the thanksgiving term and the new school year 2018/2019 session!

The term is so named because even though we are beginning a new term and session, we are also coming to the end of a calendar year and hence we give thanks.

Outlined below are some reminders and pointers to guide you through the first half of this term.

School Resumption times

Children are to be in their classrooms by 7:45am latest, instructions and lessons begin at 8am. Late coming affects order, concentration and organization; the child seems confused through the day and irritable because they didn't settle in properly.

We appeal to our esteemed parents to please bring the children in early.

We will not encourage extremely early drop off of students, owing to the very insecure situation of the city which we are well aware of. Resumption time for students should therefore not be earlier than 7am; the caregivers resume at 6:45am and not earlier, for same reason. Please bear with us.

Parents should please put into consideration the next parent when dropping off their children. We appeal to those parents who take up time parking their cars to take into consideration the next user of the car park. We are all rushing to work and would appreciate some cooperation between parents with regards to this issue. Thank you.

The school will not be responsible for a child dropped off at the beginning of the road, signing your child in is an essential part of CITA's security check. Please make sure your child is properly signed in before leaving and also ensure that after they are signed out, they remain with you within the school or outside the gate.

School fees payment

CITA expects that fees are paid during the holidays and submitting before resumption. This aids with early planning and upgrades to the infrastructure for the sake of our students. There is no concession for fee payment at the beginning of the session (first term). However a 2 weeks grace is given during the 2nd term only for fee payment.

We also expect fees to be paid in full before the beginning of every term.

As a reminder and for the sake of our new parents;

We have 4 accepted methods of fee payment.

1. Pick up a controlled customized teller from the security lodge and make cash payments to the bank assigned. Return a copy of the teller to the school's admin office with your child's name and class clearly written at the back of the teller to be **submitted**.
2. Prepare a bank draft from any bank of your choice and **submit** to the admin office with your child's name and class clearly written behind the bank draft.
3. Make an online payment, printout the transaction and **submit** to the admin office also with your child's details written on the document.
4. Finally POS machines are available at the Admin office for instant payment of school fees. Please pick up your clearance certificates immediately after payment of fees. Clearance certificates of previous terms will not be issued after the term has ended.

Thank you for your cooperation.

Uniforms

The school insists that all uniforms be purchased from the school bookshop. Students that have the wrong uniforms on are always easy to spot and this affects their self esteem. A school uniform is part of the School's image; attempting to reproduce it from any other source is as good as not accepting the school.

Relocations and Transfers

We appeal to all our dear parents who may be leaving the school for one reason or the other to please inform the admin office for proper record purposes. Also parents who may want to continue with CITA in the future will be required to write a deferment letter. This keeps your slot open until you return. The admission process is waived for such students.

Letters of Introduction

Parents are advised to request for letters of introduction to the embassies for visa purposes at least two weeks prior to the appointment date; clearly stating the students name as it appears on their international passport, their present class and the name and address of the Embassy or organization that requires the letter. This is to ensure that all data provided on the letters are without error. Please do well to abide by this rule.

Interviews and Missing school days

Parents are please advised to schedule their embassy interviews, out of town travels and other appointments during the holidays.

Students with missing class work; assessment and exams may not be allowed to retake the already completed task. A complete schedule of the school calendar for the year/session can be found on our website www.citainternationalschool.org. This should assist with planning your appointments.

Finally, we practice an 'open door' policy and hence are available to answer any question or clarifications. Please feel free to come up to the admin office for any issues you may have.

Once again welcome back and have a fulfilling term.

Bibi Nwokidu
Executive Director

Dear Parents, you are welcome to a very promising session. In this term, we are ready to move to the next level, therefore we suggest to you "All hands on deck" to achieve this great success at the end of the term. The following are guidelines that should be strictly adhered to:

Weekly Confirmation

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

Please note that CITA's policy does not allow a parent to pick up other parent's children without previous confirmation. Also ensure to submit your delegates passport to the class teacher.

Home Work Expectation

Home work is a shared responsibility that ensures success for all our pupils. By working together we will be helping pupils improve their skills and review their work. Please supervise and guide pupils so that their work is neatly done and brought back to school.

Attendance, Lateness and Absence

It is important that children realise the essence of regular attendance and punctuality to school. These habits once developed will establish a lifelong 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.

Illness and Medical emergencies

No child will be allowed to school with symptoms of illness. In case of a medical emergency, the staff nurse will attend to the child while the parents are contacted.

Hair Extensions

Hair extension of any kind is strictly prohibited. Pupils are not allowed to use beads of any size in making their hair to school because this can be hazardous.

Lunch

Pupils are allowed to bring food and drinks. The food should be cut into small bites especially the meats. Please ensure that you pack your child's lunch or that it is supervised by you before sending them to school. Water bottles should be inspected to avoid giving the children soapy water. This has become a regular occurrence. Lunch packs must come with your child not after.

Complaints

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

Have a blessed "Thanksgiving Term"

Kate Tubonimi
HOD Nursery

From the Desk of the Head of Centre

Welcome back to the start of another session, we hope you have had a wonderful summer holiday. We hope we can serve you better this session and also hope that you can work with us as partners in the nurturing of your children into well balanced ladies and gentlemen, morally, academically, socially, spiritually and emotionally. On this note please take note of the following information.

DISEMINATION OF INFORMATION

We urge our parents if unsure, to verify information received about the school from the school office. Information is disseminated via, WhatsApp, SMS, email and our electronic newsletters available on the school website www.citainternationalschool.org.

PICK UP FROM SCHOOL DURING TERM TIME

Parents are advised to pick up their children from school during the course of the term only if necessary. The school must be pre informed and proper permission must be sought. Incessant picking up of your child/ward from school during term time could affect his/her academic performance.

DROPPING OFF OF FORGOTTEN ITEMS DURING THE TERM

Parents are advised to drop off items forgotten by the child/ward at home with the security personnel at the gate. If drop off requires seeing any member of the school authorities, prior information must be given and will be verified by the security personnel. **Parents who have not pre informed the school authorities would not be allowed into the premises.** We crave your indulgence to please cooperate with them as it is in your best interest and that of your child/ward.

HIGH SCHOOL VISITING DAYS

Visiting days for the high school come up twice a term last Sunday of the Month. Food items brought for visiting days should be in moderation. Left overs must be taken back as they are not allowed in the hostel. This is a preventive measure against rats, which could result in snakes.

BIRTHDAYS

Birthdays are celebrated on Saturdays. Again food items (if brought) should be in moderation and excesses should be taken back home for the reasons mentioned above. We would recommend a cake and drinks for a birthday celebration.

SOCIAL MEDIA PLATFORMS

We are available on the following social media platforms. Please feel free to follow us on Instagram: [@cita1981](https://www.instagram.com/cita1981), Twitter: [@cita1981](https://twitter.com/cita1981) and like our page on Facebook: [CITA International School](https://www.facebook.com/CITA-International-School).

ESCHOOL PLATFORM

The school has an electronic portal available to students and parents via the school website. You would be happy to know that this service is absolutely free for all parents and students. Please feel free to contact your class teachers for your usernames and passwords.

NOTICE !!!

We wish to announce that Pastor Kuyak has left us to pursue fulltime ministry. In his time with us he served as the Principal of CITA High School and did an excellent job building and nurturing our students. We know that the Lord will never forget his labour of love and we wish him all the best in his future endeavours.

**“It takes a
village to
raise a child”**

African Proverb

Thank you and God bless you.

R.T. Ebiye-Koripamo
Head of Centre