

CITA INTERNATIONAL SCHOOL - NURSERY & PRIMARY
RUMUOGBA HOUSING ESTATE
PORT HARCOURT
Email: info@citainternationalschool.org
www.citainternationalschool.org



4th December 2013

Dear Parents,

God in His kindness has seen us through this eventful year. We will always be grateful to Him that our children are healthy and doing well. May all praise and thanks be unto our God.

Vacation:

The school will be closing for the Christmas holiday on Wednesday 4th December 2013 and will resume on Monday 13th January 2013.

Collection of thanksgiving term's report will be on Friday 6th December, between the hours of 10 am and 1pm.

CIPP:

Registration for CIPP will begin in the second week of January. Only pupils who pass the progression test will qualify for the CIPP examination.

Gratitude:

We want to express our profound gratitude to all our parents for all your support during this year. Thank you and may our God bless you all.

New Births:

Praise God for many, many blessings; especially for the safe deliveries of all our CITA babies. May all our expectant mothers and "fathers" deliver safely and experience this joy too in JESUS name. Amen.

Fees Payment:

Tellers can be picked up at the office between now and Friday 13th December 2013. Tellers can also be picked up during the holidays at the security lodge. Endeavour to pay your child's fees during the holiday.

CAR PARK:

We are experiencing an unnecessary build up of traffic at the car park because of the following reason:

- Refusal of some parents to obey instructions given by the security guards when they are directing traffic

To serve you better, we advice that instructions at the car park be observed; the guards are doing quite a difficult job. We can only show some appreciation by making it easier for them. Please obey these simple instructions. Please, the earlier you leave the car park the better. "Be your brother's keeper"

SECURITY/SAFETY

Security and safety issues do not need to be over emphasized these days.

The school will not accept situations where our in-house security arrangements for the safety and well being of pupils in our care are compromised by some parents. After school, pupils will only be released to parents or delegates duly introduced to the school, i.e. to:

- 1) Class Teacher
- 2) Head of Departments
- 3) School Supervisor
- 4) Security guards.

Please, weekly confirmation of these delegates is HIGHLY NECESSARY.

Homework:

Some homework will be given to the pupils. This will serve as an academic bridge between this term and the Easter term. Please do supervise them.

"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 are those whose ways are blameless, who walk in accordance to the Law of the Lord

Psalm 119:1

Journey mercies.

Have a wonderful Christmas Holiday.

Yours faithfully,

P. D. Adukeh

Proprietor

CITA INTERNATIONAL SCHOOL – CITA HIGH
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Etche L.G.A, Rivers State
Email: info@citainternationalschool.org
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4th December 2013

Dear Parents/Guardians,

We thank God for bringing us to the end of yet another successful Thanksgiving Term. 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

(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 minimise injuries.

(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) **Resumption**

The school resumes on Saturday the 11th of January 2014, 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.

(9) **Visiting Day**

It was observed from the last visiting day that parents brought in excessive amounts of food for their children during their visit. This resulted in a lot of food and drinks being left over and wasted. Parents are therefore advised to back home 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 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.

(10) **Parent Teacher Forum**

At CITA High we are always interested in getting feedback from you about our delivery of service. We are therefore invited all CITA High Parents to our Parent Teacher Forum scheduled for the 26th of January 2014 at 10am prompt. Visiting Day would commence after the forum. We look forward to see you all there.

(11) **Cambridge IGCSEs & Cambridge Secondary Checkpoint**

At CITA High, Cambridge International Examinations in the form of IGCSEs and Checkpoint are compulsory for all students in the **SS3 and JSS3** classes respectively. As such all students of the classes mentioned would be registered starting January next year. All necessary fees required would be communicated to you as soon as information reaches us from the British Council.

(12) **School Fees**

All school fees should be paid from two weeks prior to the resumption date. Fee payments during the holidays are also welcome. Payments should be made by bank draft in favour of **CITA INTERNATIONAL SCHOOL**. Bank drafts can be dropped off at the security lodge of our Rumuogba office during the holidays. 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

(13) **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 Monday, 9th December 2013.

SCHOOL CALENDER FOR SUBSEQUENT TERMS

***Please note that in the event of unforeseen circumstances, the school calendar is subject to Change**

EASTER TERM CALENDAR

RESUMPTION:	MONDAY 13 TH JANUARY 2014
PERIOD OF INSTRUCTIONS BEFORE MIDTERM BREAK	MONDAY 13 TH JANUARY – FRIDAY 21 ST FEBRUARY 2014
CLOSING FOR MID-TERM BREAK	FRIDAY 21 ST FEB 2014
BREAK PERIOD	MONDAY 24 TH FEBRUARY – SUNDAY 2 ND MARCH, 2014
RESUMPTION	MONDAY 3 RD MARCH 2014
PERIOD OF INSTRUCTIONS AFTER MID-TERM BREAK	MONDAY 3 RD – FRIDAY 21 ST MARCH 2014
CLOSING FOR EASTER HOLIDAY	FRIDAY 4 TH APRIL 2014
RESUMPTION FOR SUMMER TERM	28 TH APRIL 2014 CITA HIGH WILL RESUME SATURDAY 26TH APRIL, 2014
EVENTS	<i>*Applies to CITA HIGH</i>
1ST ASSESSMENT	THURSDAY 6 TH FEBRUARY 2014
2ND ASSESSMENT	THURSDAY 6 TH MARCH 2014
EXAMINATIONS	<i>*Applies to CITA HIGH</i>
NURSERY	FRIDAY 21 ST MARCH 2014
PRIMARY	MONDAY 24 TH MARCH 2014
1ST OPEN DAY	THURSDAY 20 TH FEBRUARY 2014
2ND OPEN DAY	FRIDAY 4 TH APRIL 2014
INTER HOUSE SPORTS COMPETITION	SATURDAY 22 ND FRIDAY 2014

SUMMER TERM CALENDAR

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

On behalf of the Staff, Students and Management of CITA we wish you journey mercies.

MERRY CHRISTMAS AND A HAPPY NEW YEAR

R. T. Ebiye-Koripamo

Head of Centre