



### **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](http://www.citainternationalschool.org).

#### **PICK UP FROM SCHOOL DURING TERM TIME/EXAMINATIONS**

Last session, we noticed with utter dismay, the incessant picking up of students from school by their parents during term time and exams. Parents are advised to pick up their children from school during the course of the term only if necessary. Unnecessary pick up your child/ward from school during term time could affect his/her academic performance. Moving forward, an exeat must be obtained from the high school admin office with valid reasons for leaving school. The granting of Permission will no longer be automatic.

#### **DROPPING OFF OF FORGOTTEN ITEMS DURING THE TERM**

Parents are advised to drop of 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 in your best interest and that of your child/ward.

#### **BIRTHDAYS**

Birthdays are celebrated on Saturdays between 2pm and 4pm. Henceforth food will not be allowed. A child will only be allowed a cake and drinks. Parents are advised to return home with any left over cake or drinks from the celebration as they will not be allowed into the hostel or stored in the kitchen.

#### **HIGH SCHOOL VISITING DAYS**

Visiting days for the high school come up twice a term on the last Sunday of the Month. Food items brought for visiting days should be in moderation. Left overs must be taken back home as they are not allowed in the hostel. This is a preventive measure against rats, which could result in snakes. **Due to the short time between the resumption and the end of the month, the next visiting day is scheduled for the 27<sup>th</sup> of October 2019.**

**VERBAL ABUSE OF STAFF MEMBERS**

We appeal to our parents to refrain from verbally abusing our staff. They are employed to render a service to you and should be accorded some respect when dealing with them.

**POINTS BASED PUNISHMENT**

Parents should please note that moving forward your child/ward would be punished based on points. There is a three-strike policy in effect. Any student who commits an offence three times will have a point deducted from their grades as a deterrent. Parents are therefore encouraged to work with us to ensure that their children are of their best behaviour.

**SOCIAL MEDIA PLATFORMS**

We are available on the following social media platforms. Please feel free to follow us on Instagram: [@citainternational](#), Twitter: [@cita1981](#) and like our page on Facebook: [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.

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

**African Proverb**

Thank you and God bless you.

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