

## WINTER HOLIDAYS & SPECIAL CLASSES

Dear Parent,

This is to inform you that the school closes for winter holidays for students of classes **KG1 – 9<sup>th</sup>** on **Monday, 12<sup>th</sup> December 2022** whereas for students of classes **10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup>** the holidays start on **Saturday 17<sup>th</sup> December 2022**. The school reopens for all students on **Monday, 2<sup>nd</sup> January 2023**. **Special classes (online) will be conducted for students of classes 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> from 12<sup>th</sup> December 2022- 16<sup>th</sup> December 2022 (Attendance is Mandatory)**

### GENERAL INSTRUCTIONS

You are reminded of the following instructions and requested to abide by them.

#### 1. Attendance: -

- Student's attendance is one of the mandatory criteria for their promotion to the next higher class at the end of the academic year. Therefore, you are requested to ensure that your ward has sufficient attendance to avoid detention in the class.
- Please visit your wards SCHOOL PORTAL and ensure that there is sufficient attendance. If not, you may produce the required documents to the office to compensate the absence to avoid any further embarrassment.

#### 2. Own Transport Parents: -

- Please adhere to the below given timing strictly:-

**Monday to Thursday : 7:30 AM to 2:30 PM**  
**Friday : 7:30 AM to 10:50 AM**

- Please **drop off** your wards before **7.30AM** at the designated area only (**FRONT MAIN GATE**).
- Kindly **pick up** your ward before **2:45 PM** and **Friday** before **11:30 AM** from the designated pickup point only (**GIRLS SECTION GROUND**).
- Please don't stop your car in front of the **ENTRY** and **EXIT** gates.

#### 3. Walking Students: -

- Entry and exit of the walking students are restricted through the front main gate only.
- Students must produce the exit pass on demand.

#### 3. Disciplinary Policies: -

- Wearing smart watches or gold ornaments, bringing mobile phones, colouring of hair etc... are prohibited in the school.
- The students should come in clean and neat prescribed school uniform including the school blazer.

## 2. Fee Payment: -

- The school fee should be paid latest by the **5<sup>th</sup> of every month**. The fee defaulters have to clear all the dues within 25<sup>th</sup> November 2022 in order to obtain permission to continue the classes.
- Please contact the school office for any fee related queries.

### Fee Payment Mode :

#### 1. CASH / DEBIT – CREDIT CARD/ CHEQUE

1. Cash/Card / Current dated cheque (post dated cheques will not be accepted) Payment at the school office counter.

#### 2. ONLINE PAYMENT

1. Online Payment through the web portal by using the credentials of your ward.
2. The receipt of the online payment should be sent to the Class Teacher as it usually takes two working days to reflect your wards account

#### 3. BANK TRANSFER / BANK DEPOSIT

1. **Bank Transfer A/C Details:-**  
**Bank Name: ADCB Branch: Dubai A/C**  
**Name: AL AMEER ENGLISH SCHOOL**  
**A/C NO: 596074920001 IBAN: AE470030000 596074920001**  
**SWIFT Code: ADCBAEAA060**
2. Screenshot or receipt of the transfer should be sent to the Class Teacher as it usually takes two working days to reflect the amount in your wards account
3. Those who are making payment by bank deposit/ bank transfer are required to fill the **Bank Deposit Intimation Slip** shown on the right top of our school website and submit.

**NB : Kindly follow these payment guidelines in order to avoid any confusion.**

Anticipating your kind support and cooperation,

Thanking you  
Warm Regards



**Dr. S. J. Jacob**  
**(PRINCIPAL)**



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