

CITA INTERNATIONAL SCHOOL NEWSLETTER



MONDAY
13th
January 2020

*EASTER TERM
2019/2020 SESSION*

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Welcome to CITA SCHOOL CALENDAR 2019/2020 EASTER TERM

Resumption date for Easter Term

Monday 13th January, 2020

Instruction Period before Mid-term Break

Monday 13th January - Friday 21st February, 2020

Open day/Midterm Break

Friday 21st February – Friday 28th February, 2020

Resumption from Midterm Break

Monday 2nd March 2020

Examination

Monday 30th March – Friday 3rd April 2020

Events:

CITA Inter-House Sports: 17th - 20th February, 2020

CLOSING : Thursday 9th APRIL, 2020

**BUILDING ON A SURE FOUNDATION
(CITA INTERNATIONAL SCHOOL JANUARY REPORT 2020)**

From the Executive Director

We welcome back all our esteemed parents to a new term as well as a new calendar year. We hope you had a much deserved end of year holiday last year. Please find below some reminders for this term and important information that we believe will help us work together.

New Admissions

Please be informed that admissions for the 2020/2021 session has commenced, we usually attend to all interested old parents before we deal with new parents. We appeal that you visit the admin office if you are interested in enrolling your new babies as this will give us an idea of how much space will be left for new parents.

It is also important to return all duly filled admission forms to the admin office with the requested attached documents; this will aid with a speedy admission process and proper documentation. Please new pupils will be asked to show their clearance receipts before starting classes in September 2020.

Uniforms

Uniforms are compulsory; Parents should please buy all uniforms from the book shop as a lot of care and time is put into locating and purchasing good uniforms for the students, please direct all complaints you may have about the uniforms to the admission office as we are always available to hear your views.

Data

We appeal to parent to please give proper contact information to the office which is used in case of an emergency. We would also ask that you inform the office if and when you change your address. This is for security reasons and proper documentation.

Closing time

Please be informed that parents are not allowed into the school premises before the closing time except on administrative business. We appeal to parents to please not stand in front of the classrooms before the school closing time as it distracts both the students and their teacher. Taking your child out of their class before the official closing time not only distracts your child but the entire class. Thank you for understanding.

School Fees

We want to thank all our parents who paid their children's school fees early. We also want to appeal to those who have paid but have not submitted their tellers to please do so before the 31st of January 2020. Thank you for your usual assistance.

Cita expects that fees are paid during the holidays and submitted 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 2weeks grace is given during the 2nd term only for fee payment.

We also expect fees to be paid in full before the beginning of the 3rd term of every session.

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 it** 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.

Bibi Nwokidu

Executive Director

From the Head of Centre

Dear Parents,

Happy New Year and welcome to a new decade, we are glad to have you back. We pray that this year and new decade brings good health, provision and more of God's immense blessings to you all.

EXTERNAL EXAMINATIONS

As you know this term is the beginning of the external examinations season for your children in the SS3 and JSS3 classes. We ask that as parents you do your part to encourage them to work hard and to celebrate their hard work. We as their teachers are only a supplement to what you do in imbuing good values and morals as their parents and guardians. Our wishes for them is that they all succeed. We can only achieve this if we work together.

VISITING DAY

Our visiting days come up twice a term on the last Sunday of the Month. On that note our, first Visiting Sunday for the year is scheduled for the 9th of February 2020. Parents are advised to bring food and drinks in moderation to avoid wastage. Food and drinks left over should be taken back home as they would not be allowed into the hostel. This is to avoid an infestation of rats in the hostel which in turn brings snakes.

LOST AND FOUND ITEMS

We have a high amount of items in the lost and found section of the school from both the boys and the girls hostels. We have noticed that some students are in the habit of misplacing their property and telling their parent that these items have been stolen when they are actually among our lost and found items. Parents are therefore advised to ensure that they check with the matrons and patrons for their child/wards items in the lost and found section before going ahead to replace the said items. Parents are also advised to check their child's/ward's property and to ensure that the items they are taking home for the school breaks and holidays are actually theirs before leaving the school premises.

REPORTING OF INCIDENTS

Parents are advised to encourage their children to report incidences backed up with facts directly to the school authorities to ensure swift action in dealing with the matter and to allow for any investigations to be carried out if the need arises. In the event that a parent is informed of an incident where their child was affected, we implore you to seek the two sides of the story before reacting as this would promote fairness in the appropriate measures to be taken concerning the students involved and facilitate an informed decision for both the school and the parents.

In closing we also encourage parents to contact the school administration to verify any information received concerning the school.

Thank you and God bless

R.T. Ebiye-Koripamo

Head of Centre

From the HOD Nursery

Happy New Year! Welcome to the Easter term. Considering that the term is very short we appeal and expect your cooperation in order to achieve our set goals.

Home Work Expectation:

Homework should be supervised and submitted as at and when due. Parents should please ask for clarification from their child(ren)'s teacher concerning their homework if the instructions are not clear. This will give us the necessary feed back on concepts taught in class.

Extra Lesson:

We have discovered that methods of teaching at "Lesson" are at variance with ours and therefore confuses the child, please "lesson" is not necessary for Nursery pupils because they need enough time to rest and absorb what they have been taught. If you feel your child needs help see the H.O.D nursery.

Illness and Medical Emergencies:

No child will be allowed into school with signs of illness. In case of an emergency, the 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.

Inter-House Sport:

Children have been assigned to their various houses in school. More details concerning the inter-house sport will be communicated to you through the class teachers.

Please kindly give your child all the necessary assistance needed to make this year's event a huge success.

Have a fruitful term.

Mrs. Tubonimi

HOD Nursery

