



Dear Esteemed Parents,

Welcome back to a new term and a new year, we hope you had a good restful break. Please take note of the following rules and reminders for the term.

Information

We practice an open door policy in Cita International School. Please feel free to inform us on any topic or issue you would require clarification on.

Payment of fees

Please be informed that all those owing schools fees will not be allowed into the school premises after the 21st of January, 2019. Once again be reminded that it is the school's policy that fees are paid during the holiday before the beginning of any term. However a two week grace is given to parents who have not paid fees as at the date of resumption. Parents still owing any form of fees after this period will agree with the school's ensuing actions.

Fee payments can be made by Bank draft, bank tellers and online transfer (FOR ONLINE TRANSFERS, A PRINTED COPY OF THE TRANSACTION SHOULD BE SUBMITTED TO THE ADMIN OFFICE); parents who opt for the teller will have to pick up customized controlled tellers from the school premises.

School Uniforms

Once again school uniforms are available at the bookshop for sale. Please ensure that your child is in the correct and approved uniform for the day. The management has gone to great lengths to ensure that the school uniform is of good quality, if you have any complaints about the school uniforms please inform the admin office and give us the opportunity to solve the problem for you. We will not allow pupils with 'foreign uniforms' into our classrooms.

Hair extensions are not allowed for our female students; their hair should be woven or threaded neatly.

Thank you.

All male students should have their hair cut short and neatly.

We cannot over emphasize the importance of personal hygiene.

Transfers and Withdrawal

We appeal to our parents who may be leaving us this season from non graduating classes to please inform the Admin office of your withdrawal. This will enable us replace your space in time and possibly defer your admission for those who may want to continue with the school in the future (referring to cross postings and transferred parents).

Upgrades

From time to time the school management makes changes to methods of teaching, to teachers and upgrades its services to meet up with the ever growing global standards of education. We appeal to our esteemed parents to make use of the open – door, as we will be available to explain reasons for the changes.

Permissions

We appeal to all our esteemed parents to please plan their visits to embassies and other appointments during non school hours as it is very distracting to take a child out of school for an appointment. This not only distracts the child but the class as a whole.

Requests for introduction letters and consent letters should be applied for during the school term and not at the end of the term or during the holiday. We require a 2 day period to confirm the child's name with our records before the letter is issued; this procedure aims to aid and assist you with whatever process you may need the letter for. Please bear with us.

Admissions

Admissions for 2019 / 2020 session will commence on the 10th of February, 2019.

There will be **no more** admissions after the 31st of May 2019. The school intends to maintain its number of children per class for quality education and would not want a crowd in their classrooms come next session. Old parents should please inform the office of any new baby they intend to bring in for admission before the end of the month.

God bless you all.

Mrs. BibiNwokidu
Executive Director

Welcome everyone; I hope that you had a relaxing fun filled vacation. A few reminders for you to start off the term.

Weekly confirmation, Drop off and pick up:

Drop off and picking up times for Nursery is 7:00am and 1:30pm respectively. If there is any delay please call the school before 9:00 am after which your children will not be allowed to enter the school's premises. CITA's policy does not allow a parent to pick up other parents children without previous confirmation.

Home work Expectation:

Home work is compulsory and it is a part of your child's assessment. Supervision from parents to help the pupils put into practice acquired skills from school and a feedback from parents as to the challenges faced will be appreciated.

Illness and Medical emergencies:

Kindly note that no pupil will be allowed in school with signs of illness. In case of an emergency, the staff nurse will attend to the child while parents are contacted.

Class Projects:

Your child will engage in several projects. This term our main focus is on traditional attires and ceremonial wears which they will display on the cultural day. Please note that it is not based on the child's place of origin. Assignments will be sent home, kindly give them all the necessary support needed.

Complaints:

Kindly note that we place a huge value on relationships between all stakeholders (pupils, staff, parents and management). We are all in the team together. Come to the office if you have any observation or complaints. Do not base your conclusions from somebody else's experience.

Conclusion:

We anticipate a very successful term as our team of amazing teachers support the academic, social and emotional growth of your child.

Best regards

Mrs. Kate Tubonimi
HOD Nursery