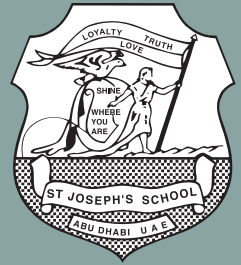


# Student's Hand Book



**St. Joseph's School**

P.O. Box 3361, Abu Dhabi - U.A.E.

Tel.: +971 2 4463646

[www.stjosephsschool.ae](http://www.stjosephsschool.ae)

# **ST. JOSEPH'S SCHOOL ABU DHABI**

## **MOTTO**

***SHINE WHERE YOU ARE***

## **VISION**

***TO EDUCATE, INNOVATE AND EMPOWER TO BECOME GLOBAL LEADERS.***

## **MISSION**

***TO EQUIP STUDENTS WITH SKILLS AND VALUES TO FACE THE CHALLENGES OF THE 21ST CENTURY THROUGH INNOVATIVE, VALUE-DRIVEN EDUCATION, EMBRACING INCLUSIVITY, ALIGNED WITH THE UAE'S PROGRESSIVE VISION.***

***TO ENABLE STUDENTS TO ACHIEVE THEIR HIGHEST POTENTIALS BY DEVELOPING THEIR SOCIAL AND EMOTIONAL PERSONALITY THROUGH ACTIVE LEARNING.***

***TO CREATE IN STUDENTS AN AWARENESS OF GLOBAL ENVIRONMENTAL ISSUES AND EMPOWER FUTURE LEADERS COMMITTED TO SUSTAINABILITY AND CULTURAL DIVERSITY.***



This is to certify that .....

.....

is a bonafide student of St. Joseph's School, Abu Dhabi.

.....  
Date

.....  
Class Teacher

.....  
Principal

# Message from the Principal

Dear Students,

Welcome to the academic year 2026-2027

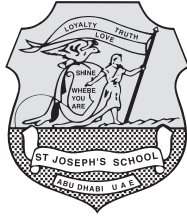
As you embark on this journey, I encourage you to embrace every challenge with resilience and determination. Let curiosity guide your learning, collaboration strengthen your bonds, and creativity enrich your endeavors. Your time in the School is not just about academic achievements but also about becoming individuals who contribute meaningfully to the world.

Remember, every small effort you make adds to your larger success story. Take pride in your accomplishments, but don't shy away from mistakes—they are stepping stones to progress. Strive to be kind, empathetic, and responsible in all your actions, as these qualities define true leaders.

Our school is proud of its traditions and ever-evolving spirit. You are an essential part of this legacy, and your voice, ideas, and actions shape the vibrant community we share. Let's make this year memorable, filled with purpose and joy.

Wishing you all the best for the year ahead.

Sr. Suranjana (Prestina Rocha)  
Principal



# ST. JOSEPH'S SCHOOL

P.O. Box 3361, Abu Dhabi - Tel. 4463646, Fax. 4461772

Email: [info@stjosephsschool.ae](mailto:info@stjosephsschool.ae) | [www.stjosephsschool.ae](http://www.stjosephsschool.ae)

## STUDENT'S HAND BOOK

Name .....

Class ..... Div. .... Register No. ....

ESIS No. ....

Emirates ID: .....

Expiry Date: .....

Address .....

.....

.....

**THIS HAND BOOK SHOULD  
BE BROUGHT TO SCHOOL DAILY**

# TIME TABLE

PERIOD	I	II	III	IV	V	VI	VII	VIII	IX
TIME	7.40 8.20	8.20 9.00	9.00 9.40	10.00 10.40	10.40 11.20	11.20 12.00	12.00 12.40	12.40 12.55	1.35 2.15
MON									
TUE									
WED									
THU									
FRI									

**B R E A K**

**B R E A K**

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# WORKING HOURS

## **SCHOOL TIMINGS**

Monday to Thursday : 7.15 am – 2.30 pm  
Friday : 7.15 am – 11.20 am  
Weekly Holidays : Saturday & Sunday

## **SCHOOL OFFICE**

7.30 am – 1.30 pm

## **FEE COUNTER**

8.00 am – 12.30 pm

## **VISITING HOURS**

### **To meet the Principal**

Parents may meet the Principal on working days between 8.00 am and 9.00 am., subject to availability, or at other times by prior appointment.

### **To meet the Teachers**

If parents wish to meet teachers outside of Open House days, they may do so during school working hours with prior permission from the teacher.

### **To meet the Counselors**

During the school hours with prior appointment.

## **Contacts:**

Accounts : [accounts@stjosephsschool.ae](mailto:accounts@stjosephsschool.ae)  
Technical Issues : [itsupport@stjosephsschool.ae](mailto:itsupport@stjosephsschool.ae)  
Student Absence : [studentabsence@stjosephsschool.ae](mailto:studentabsence@stjosephsschool.ae)  
Early Pickup : [earlypickup@stjosephsschool.ae](mailto:earlypickup@stjosephsschool.ae)  
School Clinic : [clinic@stjosephsschool.ae](mailto:clinic@stjosephsschool.ae)

# STATEMENT MADE BY PARENTS / GUARDIAN

Student's full Name .....

Class & Div. .... Nationality ..... Sex .....

Religion  Catholic  Christian  Hindu  Muslim Other .....  
(Please Tick)

Date of birth ..... Reg. No. ....

ESIS No. ....

Emirates ID No. ....

Expiry Date: .....

Father's Full Name .....

Tel. Office ..... Res. .... Mob. ....

Email .....

Emirates ID No. ....

Mother's Full Name .....

Tel. Office ..... Res. .... Mob. ....

Email: .....

Emirates ID No. ....

Home Address .....

.....

Mode of Transport  Blue Star Bus No. ....  Own Transport

Siblings studying in this school:

1 ..... Std. & Div. ....

2 ..... Std. & Div. ....

3 ..... Std. & Div. ....

I have read the rules and regulations of the school and I promise to abide by them and see that my child conforms to the standard required of her/him in conduct and studies. I shall not hold the school authorities responsible if my child / ward is subjected to any injury or harm outside school hours.

Signatures

Father ..... Mother .....

Guardian ..... Date .....

## SPECIMEN SIGNATURES

The specimen signature of the Parents and Guardians who are responsible for signing the Report Cards or remarks, etc. made by the Principal, or teachers should be given below:

Name

Signature

Father .....

Mother .....

Guardian .....  
(state relationship to the pupil)

Guardian .....  
(state relationship to the pupil)

NB.:

In writing to the school about your ward always quote his/her full Name, Class, Section and Register Number.

# STATEMENT MADE BY PARENTS / GUARDIAN

Student's full Name .....

Class & Div. .... Nationality ..... Sex .....

Religion  Catholic  Christian  Hindu  Muslim Other .....

(Please Tick)

Date of birth ..... Reg. No. ....

ESIS No. ....

Emirates ID No. ....

Expiry Date: .....

Father's Full Name .....

Tel. Office ..... Res. .... Mob. ....

Email .....

Emirates ID No. ....

Mother's Full Name .....

Tel. Office ..... Res. .... Mob. ....

Email: .....

Emirates ID No. ....

Home Address .....

.....

Mode of Transport  Blue Star Bus No. ....  Own Transport

Siblings studying in this school:

1 ..... Std. & Div. ....

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Mother .....

Guardian .....  
(state relationship to the pupil)

Guardian .....  
(state relationship to the pupil)

NB.:

In writing to the school about your ward always quote his/her full Name, Class, Section and Register Number.

## PARTNERSHIP WITH PARENTS

Name: .....

Std: ..... Division : .....

Father/Guardian: .....

Occupation: .....

Nature of work: .....

Qualification & Special abilities: .....

Phone: Office ..... Ex-student: Yes/No .....

Address (Res) .....

Phone: Res. ..... Mob. ....

Email .....

Names of your child/children/ward/Class & Division

1. ....

2. ....

3. ....

4. ....

Mother/Guardian: .....

Occupation: .....

Nature of work: .....

Qualification & Special abilities: .....

Phone: Office ..... Ex-student: Yes/No .....

Address (Res) .....

Phone: Res. ..... Mob. ....

Email .....

## Ways Parents Can Help the School

Here are various ways you, as a parent, can support the school:

- Offer to coach a sport or assist in coaching sessions for students.
- Volunteer to teach music (instrument lessons, vocal training, etc.).
- Choreograph performances for school events such as Annual Day or cultural programs.
- Sponsor prizes (trophies, medals, certificates) for Annual Day or Sports Day events.
- Volunteer in helping with costumes/Makeup/dressing up/Practices for Annual Day or Sports Day events.
- Volunteer for Field Trips
- Donate towards financial assistance for needy students (term fee/ full year fees)
- Offer to substitute teach in areas where you have expertise (subjects, skills, etc.).
- Mentor students in personal development, career guidance, or life skills.
- Other Ways

Signature : (Father)

(Mother)

Date:

**ST. JOSEPH'S SCHOOL - ABU DHABI**  
**TRANSPORTATION DETAILS**

Student's Name: .....

Class & Div: .....

ESIS No: ..... Gender:..... Date of Birth: .....

Address: .....

.....

.....

Contact Number: Father: ..... Mother: .....

Res: ..... Emergency Contact No: .....

Email: .....

Mode of Transportation: (tick the correct option)

i) BLUE STAR BUSES:      a.m.       p.m.

ii) PARENT:                      a.m.       p.m.

iii) WALKING:                      a.m.       p.m.

For students using Blue Star School Buses Transportation

Bus No.: Morning ..... Afternoon .....

Pick Up Location: .....

.....

Drop Off Location: .....

.....

Siblings studying in the School: (Std & Division)

a) ..... Std & Division .....

b) ..... Std & Division .....

Signature:

Father: ..... Mother: .....



**ST. JOSEPH'S SCHOOL - ABU DHABI**  
**TRANSPORTATION DETAILS**

Student's Name: .....

Class & Div: .....

ESIS No: ..... Gender:..... Date of Birth: .....

Address: .....

.....

.....

Contact Number: Father: ..... Mother: .....

Res: ..... Emergency Contact No: .....

Email: .....

Mode of Transportation: (tick the correct option)

i) BLUE STAR BUSES:      a.m.       p.m.

ii) PARENT:                      a.m.       p.m.

iii) WALKING:                      a.m.       p.m.

For students using Blue Star School Buses Transportation

Bus No.: Morning ..... Afternoon .....

Pick Up Location: .....

.....

Drop Off Location: .....

.....

Siblings studying in the School: (Std & Division)

a) ..... Std & Division .....

b) ..... Std & Division .....

Signature:

Father: ..... Mother: .....

# **PARENTS' RESPONSIBILITIES TOWARDS THE SCHOOL BUS TRANSPORTATION**

**(Applicable for school bus users only)**

1. All information provided regarding the student, parents, and the contact details is accurate.
2. Any change or update regarding the address or any other information will be notified to the school and the service provider at least a week prior to change.
3. The person designated by me (if I am not present) shall be present at the drop off point to collect my ward under the age of 11 years of age.
4. Collect the ward from school if they are returned to school due to parents' / designee's absence at the designated drop off point.
5. Deliver the ward to the school bus or the assembly point at the specified time. If there is a delay from parents' part, the ward will be delivered to the school, without holding the driver accountable.
6. Train and educate your ward on the importance of traffic safety, and how to wait and ride the school bus and compliance of the following:
  - Not to violate any safety regulations and expose themselves or others to danger within the bus.
  - To remain seated throughout with the seatbelts fastened.
  - Not to misbehave or get involved in an improper behaviour.
  - Notify the school administration of any offence or negligence from the driver or supervisor.
7. School/ service provider is entitled to deny any student the school transport service if
  - student violates any safety rules or poses danger to others during the bus trip,
  - Involved in any inappropriate behaviour after three warning.
  - Non-payment of bus fees.
8. Pay transport fee as approved by ADEK will be paid by timely as per the fee schedule provided by the school.
9. Make oneself aware of the school transportation policy and other circulars issued by the school or the service provider.
10. Comply with all rules and responsibilities as per School Transport Regulation guidelines listed by Department of Transport and ADEK.

I acknowledge that I have thoroughly read and comprehended the responsibilities associated with utilizing the school bus facility, and I am committed to adhering to them.

Name: .....

Signature ..... Date .....

**ST. JOSEPH'S SCHOOL**  
**ABU DHABI**  
**(Applicable for non-bus users)**

**Letter Of Consent**

We hereby allow our son/ our daughter, .....  
class ....., to use the following mode of transportation while commuting to  
and from school:

1. Taxi
2. Public transportation
3. Walking
4. My child will be unaccompanied / accompanied by .....  
while walking home.

We understand that (he/she) will be commuting at (his/her) own risk and that the  
school cannot be held liable for any incidents that may occur during (his/her)  
transportation.

We assure you that our daughter/son has been instructed on safety measures and  
will exercise caution while commuting.

We trust him/her to adhere to all guidelines provided by the authorities and to  
conduct (himself/herself) responsibly.

Name: .....

Father: ..... Date: .....

Mother: .....

**Note: The above is permissible only for students aged 11 and above.**

**STUDENTS BELOW THE AGE OF 11 MUST BE ACCOMPANIED BY AN ADULT  
OR A SENIOR STUDENT.**



**ST. JOSEPH'S SCHOOL  
ABU DHABI  
(Applicable for non-bus users)**

**Letter Of Consent**

We hereby allow our son/ our daughter, .....,  
class ....., to use the following mode of transportation while commuting to  
and from school:

1. Taxi
2. Public transportation
3. Walking
4. My child will be unaccompanied / accompanied by .....  
while walking home.

We understand that (he/she) will be commuting at (his/her) own risk and that the  
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transportation.

We assure you that our daughter/son has been instructed on safety measures and  
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We trust him/her to adhere to all guidelines provided by the authorities and to  
conduct (himself/herself) responsibly.

Name: .....

Father: ..... Date: .....

Mother: .....

**Note: The above is permissible only for students aged 11 and above.**

**STUDENTS BELOW THE AGE OF 11 MUST BE ACCOMPANIED BY AN ADULT  
OR A SENIOR STUDENT.**

## **PRAYER BEFORE CLASS**

Eternal God - Creator of all - I firmly believe - that I am now - in Your presence - I adore - Your Divine Majesty - and I ask of You - to enlighten my mind - that I may know You more clearly - and to move my heart - that I may love You - above all things - and my neighbour - for your sake.

Help me - that I may never - in my thoughts - words or deeds - offend You - and Your Holy Law.

## **PRAYER AFTER CLASS**

We give You thanks - Almighty God - for all the benefits - You have conferred - upon us.

O my God - I love You - with my whole heart - and above all things - I am heartily sorry - for having offended You - because - You are so good - and I firmly resolve not to offend You - any more.

## **PRAYER BEFORE AN EXAMINATION**

Lord of wisdom, bless us with confidence and courage as we approach our examination. Help us, please, that our memory may not fail us, as we strive to answer our paper to the best of our ability. Bless our hard work with good fruits we pray Amen.

## **ST. JOSEPH'S SCHOOL**

St. Joseph's School, founded in 1967, is run by the Carmelite Sisters of St. Teresa under the management and patronage of the Apostolic Vicar of Southern Arabia.

The objectives of St. Joseph's School are :

1. To instil a positive attitude towards learning as an immediate enrichment of life and as a preparation for further education ;
2. To orient each child individually through the educational process so that he can maximise his/her potential ;
3. To provide instruction in the core academic areas such as Languages, Mathematics, Science, Social Science.

4. To provide each child with opportunities to discover and foster interests and talents in the arts and other non - academic areas ;
5. To guide each child in the development of interpersonal relationships in the school, at home, and in the society ;
6. To foster realistic understanding and appreciation of the culture of India, of the host country (U.A.E.) and of all foreign countries and to inculcate in the children a sense of mutual respect, love friendship and universal brotherhood and sisterhood.

## **STUDENT CODE OF CONDUCT**

( Aligned with ADEK Behaviour Policy - Promoting Positive Behaviour Through a Student Code of Conduct)

St. Joseph's School is committed to maintaining an atmosphere and environment where students feel secure, happy, and motivated to learn and where there is a sense of belonging and mutual respect.

The ***purpose*** of the student code of conduct is.

- To promote pupils' well-being and happiness.
- Create the conditions for an orderly school community in which effective learning can take place, in which there is mutual respect between all members of that community and respect for the school environment.
- To develop a sense of self-discipline in students and an acceptance of responsibility for their own actions.
- To provide a fair and transparent set of procedures that ensure consistent application of sanctions for dealing with unacceptable behaviour that impacts on the smooth running of the school within the context of positive behaviour management.

A student at St. Joseph's School must adhere to the following :

- Showing due care and respect for the school, its staff, students, and the wider community by:
  - a) following the school rules
  - b) behaving responsibly, ensuring the safety and welfare of oneself and others.
  - c) caring for the school's property and facilities

- Demonstrate a commitment to learning by attending school and classes on time consistently. Provide explanations for lateness and absences when necessary, showing respect for the learning environment and the importance of regular attendance.
- Approach classwork, homework, and assignments with personal effort and dedication, striving for excellence in academic endeavours.
- Behave responsibly and respectfully both inside and outside the classroom, recognizing the impact of one's actions on the learning of others.
- Participate in extracurricular learning opportunities.
- Speak politely and behave courteously with others by using phrases such as "please" and "thank you" in speech. Demonstrate appreciation and respect for others through positive and respectful communication.
- Respect personal space and boundaries, seeking consent before touching or using the belongings of others.
- Take personal initiative to act as a responsible student by refraining from engaging in misconduct and promoting a safe and inclusive environment for all.
- Report incidents of bullying or misconduct witnessed, demonstrating a commitment to the well-being of fellow students.
- Exhibit sportsmanship in both winning and losing situations, showing grace, respect, and integrity regardless of the outcome.
- Follow good hygiene practices (e.g., washing hands, covering nose and mouth when sneezing/coughing, refraining from spitting, being mindful of unpleasant odors).
- Be vigilant of, caring for, supporting, and/or mentoring younger students, where appropriate.
- Take personal initiative to encourage and promote environmental awareness, conservation, and sustainable practice.
- Foster a spirit of cooperation and inclusivity by working collaboratively with fellow students, valuing their contributions and perspectives.
- Demonstrate an open and welcoming attitude towards all students.
- Dress modestly and appropriately in accordance with the school's dress code and grooming rules.
- Respect UAE national identity and cultural values.

- Recognize the diversity of the school and wider community, and not discriminate against others based on characteristics such as ethnic origin, nationality, culture, language, religion, gender, or ability/ disability.
- Exhibit positive behavior when under the school's supervision.
  - a. This includes periods when students are traveling to and from the school using school transportation and moving between, waiting for, and taking part in all activities organized by the school inside or outside its premises.
  - b. Where students are representing the school indirectly when not under the school's supervision, such as when wearing a school uniform in public settings.
- English to be spoken all-round the School, and in all classes except Islamic, Arabic, French and Hindi classes.
- Play only in designated areas. Stay within boundaries and avoid: Planted areas, Between and behind buildings , Steps and railings, Areas near and behind doors and restroom areas, except when needed.
- Do not bring personal items without necessary permission.

I \_\_\_\_\_ parent of \_\_\_\_\_  
grade \_\_\_\_\_ hereby acknowledge and accept above mentioned 'student code of conduct' and will support the school behaviour policy.

Signature:

Date:

# PERSONALIZED TARGET SETTING

Students should be set specific goals and targets throughout the year. Students need to set 3-4 targets which then need reviewing and endorsing by the class teacher, subject teacher or parent.

## ACADEMIC TARGET

Refer to previous exam or assessment grades and consider subject-specific goals. These may include time management, study skills or organization.

Target	Date Set	Date Reviewed	Signature of Reviewer

## ACTIVITIES TARGET

Involvement in sports, performing arts, visual arts, literary activities, competitions inside or outside school.

Target	Date Set	Date Reviewed	Signature of Reviewer

**Fact:** Abu Dhabi, Dubai, Sharjah, Ajman, Fujairah, Ras Al Khaimah and Umm Al Quwain are seven Emirates of UAE.

# PARENTS CODE OF CONDUCT

## Parent-School agreement

The purpose of this agreement is to provide a reminder to all parents and visitors to our school about the expected conduct and policies. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

**Parents must agree to adhere to the following code of conduct at a minimum:**

- A1. Respect the vision, mission, and value statements of the school and its learning environment.
2. Treat members of the entire school community in a professional and respectful manner and maintain relationships in the best interest of students.
3. Demonstrate positive speech and behaviour as an example and show a readiness to address concerns in a professional manner, whether through verbal or written communication, without raising one's voice or using offensive language.
4. Refrain from posting culturally inconsiderate or defamatory content about parents, students, or staff of the school on social media.
5. Strive to reconcile a child's perspective with the school's viewpoint to achieve a peaceful resolution to any disagreements.
6. Respect the school's policy on academic honesty and integrity.
7. Commit to my responsibilities -e.g., ensure their children engage in home learning, get adequate sleep, consume healthy foods, engage in physical activity, as wellbeing of a child is a joint responsibility of parent and school.
8. Take responsibility for addressing their child's behaviour or that of those under their care, particularly when it may escalate to conflict, pose safety concerns, or impede other children's learning opportunities.
9. Prioritize child's consistent attendance and punctuality, refraining from scheduling holidays outside official school breaks, monitoring child's academic progress, and respecting arrival and pick-up times.
10. Commit to be respectful of the school's general policies and behave and dress in a manner that is respectful of UAE national identity and cultural values in school premises.

11. Respond promptly to teacher invitations for parent-teacher meetings and maintain regular positive communication to support child's growth and consistent progress.
12. Collaborate with the school by following recommendations for additional learning support when deemed necessary by the school.

I \_\_\_\_\_ parent of \_\_\_\_\_  
grade \_\_\_\_\_ hereby acknowledge and accept above mentioned 'student  
code of conduct' and will support the school behaviour policy.

Signature:

Date:

# SCHOOL UNIFORM

## 1. Appearance

- Students should come to school neat and clean dressed in full school uniform.
- The P.T uniform should be worn only on the days specified.
- Students should wear ironed uniforms and shoes should be polished.
- Ensure that the pinafore is AT KNEE LENGTH for the girls.

## 2. Students should refrain from:

- wearing gold jewelry, fancy watches, fancy hair clips, nose rings, finger rings, long earrings, hand bands or any other ornament.
- applying nail polish, henna, tattoos, bhandis etc.
- wearing makeup, eyeliners, lipsticks, kajal, bindi, lipliner and extra piercing in the ears.
- using watches with calculators or games / smart watches.

## 3. Hair

- Hair Coloring and fancy hairstyling is not permitted.
- Hair should be combed well and must be braided in two plain plaits or two ponytails (depending on the length of their hair) using red/ black ribbon or band.
- Students having short hair will neatly pin their hair using a red / black hair band or hairpins.
- Students of Grade 11 and 12 with hair longer than shoulder length are required to tie their hair in a single braid. Pony tails are not permitted for long hair.
- Students who wear black scarves should pin it neatly. Only black scarves are permitted.
- Boys should cut their hair at regular intervals. It should be well trimmed, and no fancy hair styling is allowed.

## 4. Other instructions

- Sweaters may not be tied around the waist at any time.
- P.E Uniform should not be faded. Pants should not be above the ankle.

- Students should wear full school uniform during all Parent Teacher meetings and other school events.
- All personal items, including bags, lunchboxes, water bottles and other personal belongings should be clearly labeled. This will aid in the swift return of misplaced belongings.
- Students must wear their Identity card (lanyard) to school daily.

## UNIFORM

### GRADE I TO X Regular Wear.

**GIRLS** Grey pinafore with School Logo and white short sleeved blouse with gray piping and shirt collar, black shoes and knee length white socks. knee length shorts (black or Blue) under their pinafore.



**BOYS** Grey half/full pants, white short sleeved shirt, black shoes and White socks.



## WINTER WEAR

Simple knit red sweater with school logo for boys and girls.



## GRADE XI AND XII

Grey pants and white shirt collar blouse with grey piping / Grey blazer with school logo / tie approved by school/black shoes with white socks.



## PE UNIFORM GRADE I TO XII

Black track pants, house colour T-shirt, White socks and white sports shoes.



# EXAMINATIONS & PROMOTIONS

In order to implement the New Policy of Education, the Central Board of Education, New Delhi has drawn up a concrete programme of action to evaluate and assess the students' performance.

The highlights are as follows: -

## **Assessments & Evaluation**

### **GRADES 1 to 9, 11**

It is a Continuous Evaluation. The assessments will be broadly classified into 2 terms.

<b>TERM 1</b>	<b>TERM 2</b>
PERIODIC ASSESSMENT I / PRE - SEMESTER EXAMINATION	PERIODIC ASSESSMENT II / CONTINUOUS ASSESSMENT
TERM I EXAMINATION / FIRST SEMESTER EXAMINATION	TERM II EXAMINATION / FINAL EXAMINATION

- A student must obtain 50% in ministry subjects for Grades 1 to 8 and 60% for Grades 9 to 12.
- A student must obtain 33% in other subjects separately to qualify for promotion to the next grade.
- Grades 10 and 12 as per the CBSE guidelines.
- Moral Education is compulsory for Grades 10 to 12.
- Scholastic Areas Grading Scale: Grades 1 to 12 – Grades are awarded on an 8-point grading scale.
- Co-Scholastic Areas are based on a 3 & 5 point grading scale.
- During examination periods, no student can remain absent except for students with attested medical certificate.
- International Assessment & Standard Benchmark Tests will be aligned to the assessments.
- For further details you may refer the school portal.

# **STUDENT ATTENDANCE POLICY AND PROCEDURE**

**PURPOSE:** Good attendance is a foundation for academic achievement, and it underpins all aspects of personal development. It establishes a responsible attitude towards the opportunities available in school and further education.

**POLICY:** Our school actively promotes and encourages 100% attendance for all pupils. We strive for attendance that is consistently outstanding for all groups of pupils. We will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance.

## **School Attendance Procedures**

- Students are expected to attend school on every school day as specified in the school calendar.
- Students shall arrive at school punctually every day, attend morning assembly, and attend classes on time.
- For the safety of the child, the parent has to inform the school office/ Class teacher before 7.20 am, if the child is absent.
- Daily attendance is sent to ADEK through eSIS website.
- Students reaching school after the assembly, need to report at the school office - a remark is put in the student's handbook which must be presented to class teachers as proof of sign in.
- No leave of absence is granted on previous written application from parent or guardian except for serious reasons. Students' leave of absence applications should be duly approved by the Principal.
- All students are expected to attend school on the re-opening day after the vacation.
- A student remaining absent on account of sickness and infectious diseases like chicken pox, diphtheria, measles, hepatitis, mumps, whooping cough etc. should be supported by the Medical Certificate issued by the Department of Health, Abu Dhabi. Students can attend the school only after producing the medical certificate issued by the DOH certifying them as fit.

- While submitting leave notes and other letters please mention the full name of the child, class and division.
- Parents should ensure that family vacations are taken during scheduled school holidays.
- Students are responsible for completing all assignments missed during their absence.
- No half-day leave will be granted to the students except in exceptional cases after the approval of the Principal.
- If a child is found to be sick during school hours, the school's clinic will contact the parents or guardians to inform them of the situation. The parents will then be responsible for arranging to pick up the child as soon as possible to ensure their well-being and to prevent the spread of illness to other students.
- All early pick-up notifications should reach school no later than 1p.m. to facilitate necessary arrangements. Last pick up time will be 1.30 p.m.
- In case of an early pick-up, a formal email notification outlining the reason and pertinent details must be sent to :  
**earlypickup@stiosephsschoolae.**  
and cc to **bluestar21sjs@gmail.com** (if the student is availing school transportation)

Your email should have the following details:

Name of the Student
Class & Division
Time of Pickup
Reason
Is the student using School Transport
If Yes, Bus no
Name of the parent made the request
If the parent is not going to pick up, then the following details have to be sent in the email (By giving the details you give the consent to send the child with the person you authorise)
Name of the person
Relation
Emirates ID no.

## **ADEK PROCEDURES**

We would like to inform you that ADEK has activated automated attendance messages in their system for students with unexcused absences. These messages, based on the number of unexcused absences recorded in eSIS, will be sent automatically to parents via SMS and email.

The messages are designed to encourage parents to ensure their child attends school regularly, highlighting the importance of consistent education for their academic growth. If the absence thresholds are reached, the relevant authorities will take further action.

The categories and their corresponding messages are as follows:

### **1. Initial Absence Notifications**

- These messages will explain the impact of missing school and emphasizes the importance of regular attendance.
- Sent after 3, 6, and 8 days of unexcused absence.

### **2. Referral to ADEK**

- These messages will inform parents that their child has been referred to ADEK for closer monitoring. Further actions may be taken if absenteeism persists.
- Sent after: 11-14 days and 15-17 days of unexcused absence.

### **3. Notification of Further Action**

- This message indicates that the relevant authority will contact parents to discuss the consequences of continued unexcused absences.
- Sent after: 18-19 days of unexcused absence.

### **4. Consequences and Final Action**

- At this stage, the message will notify parents that the relevant authority will take action and contact them to address non-compliance with school attendance policies.
- Sent after 20 or more days of unexcused absence.

## Authorized Absences:

Seq	Absence Type	Absent reasons	Description
1	Absent Reason	Medical appointment	A medical appointment scheduled prior to the absence. Example: A student has a scheduled dental surgery and needs to miss school for the procedure and recovery.
2		Short-term illness	Temporary illness of any kind (e.g., cold, flu, etc.). Example: A student has a mild fever and is unable to attend school for 2 days.
3		Chronic illness	For students with chronic medical conditions who may require more than 10 school days of absence, including those who require medical care outside of the UAE. Example: A student diagnosed with diabetes needs to travel abroad for specialized treatment and requires extended absence from school.
4		Medical for students with Additional Learning Needs (ALN)	Leave for medical or therapeutic reasons for students with additional learning needs. Example: A student with autism requires regular therapy sessions during school hours and is granted time off for this purpose.
5		Family death	Death of a first- or second-degree relative. Example: A student's grandmother passes away, and the student is absent to attend the funeral.
6		Family emergency travel	Urgent family travel for essential reasons such as medical care, escorting a loved one, or handling a family death (outside of first- or second-degree relatives). Example: A student needs to travel abroad suddenly to accompany a parent who is undergoing emergency surgery.
7		Study leave	Leave of up to 4 weeks annually for board and pre-collegiate examinations, with ADEK approval. Example: A student preparing for international exams (e.g., SAT, A-levels) takes a study break, as permitted by the school and ADEK.
8		Examination leave	Leave for board and pre-collegiate examinations, when approved by ADEK. Example: A student is granted leave to sit for a board(external) exam outside of the school's examination period.
9	Official appearance	Official community task	Community tasks mandated by authorities, such as cleaning up beaches or other official duties (e.g., a student's required participation in an official court order or legal case). Example: A student is required by the court to participate in community service as part of a legal requirement.
10		Official appearance	Mandatory appearance before an official body (e.g., a family legal case or juvenile delinquency hearing). Example: A student has to appear in court due to a family legal dispute and is unable to attend school on that day.
11		Extracurricular activity	Participation in conferences, competitions, or events with the principal's approval (e.g., Model United Nations, sports events, Olympiads). Example: A student is selected to represent the school in an international debate competition and is absent for several days.
12		Entertainment work	Employment in the entertainment industry. Example: A student who works as an actor in a television show requires time off for filming commitments.
13		Religious holiday	Observation of religious holidays that are not classified as public holidays in the UAE. Example: A student observes a religious holiday not recognized as a public holiday and requires a day off from school to celebrate with their family.
14		Government-approved closure	Absences due to government-sanctioned school closures, such as for extreme weather conditions. Example: The school is closed due to severe sandstorms, and all students are excused from attendance.
15		Unauthorized absence	Absences that do not fall under the list of authorized absence reasons, as per the Student Administrative Affairs Policy. Example: A student skips school to attend a concert without prior approval from the school.
16	Partial absence reason	Authorized late	Lateness that is excused by the school. Example: A student arrives late due to a traffic accident on the way to school, and the school marks it as an authorized late.
17		Unauthorized late	Lateness that is not excused by the school. Example: A student arrives late to school frequently without any valid reason, and the school marks it as an unauthorized late.



# “Why Every Day at School Counts”

## Attendance Rules & What Parents Need to Know.

Student Administrative Affairs Policy in full effect this AY 2025/26

01

### The 5% & 10% Absenteeism Rule

Applies on combined excused & unexcused absences



#### Kindergarten

- ▶ If a student misses more than **10% (18 days)**, it is flagged

#### Grades 1-12

- ▶ If a student misses more than **5% (9 days)**, it is a concern

02

### Excused Absences



- ✓ Illness
- ✓ Emergency medical appointments
- ✓ Family Loss (1<sup>st</sup> or 2<sup>nd</sup> degree relative)
- ✓ Official duties
- ✓ Competitions/events
- ✓ Government public holidays
- ✓ Study/exam leave (with ADEK approval)
- ✓ Government-mandated closures

### Unexcused Absences



- ✗ Family vacations during school days
- ✗ Staying home without notifying the school
- ✗ Non-emergency medical appointments
- ✗ Non-severe weather conditions



### Lateness Adds Up

Schools will identify frequent lateness and take appropriate action at their discretion

03

### Medical Absences



Up to **3 consecutive days**  
(and a maximum of 12 days annually)



Parent-written sick notes

Starting **4<sup>th</sup> sick day**



DOH sick leave certificate

### Chronic Illness Absences

If a student exceeds 12 missed school days, parents must submit DOH medical reports

04



### No Skipping Schoolwork

Even excused absences mean your child **must catch up on all missed work/tests**.

05



### Parent Responsibility

You must notify the school of any absence and provide documents to avoid having it marked as unexcused (unauthorized).

**Attendance is the foundation of your child's future success. Being on time and present builds responsibility, protects learning and ensures your child thrives.**

# SCHOOL BAG WEIGHT POLICY

This policy has been made using information provided by ADEK and is designed to inform all staff, parents, and students. The health of our students is of paramount importance thus every member of the school community should ensure that they have read this policy and that they understand it.

Guidelines: A student's school bag shall not exceed 5-10% of a child's body weight when packed (considering individual factors such as the student's overall health, physical strength, and any existing health conditions) to avoid adverse effects on their spine or body as per Table 2. Maximum Backpack Weight Limit per Grade.

Table 2. Maximum Backpack Weight Limit per Grade

Grade/Year	Max. Backpack Weight*
KG1 / FS2	Not exceed 2 kgs
KG2 / Year 1	
Gr 1 / Year 2	
Gr 2 / Year 3	
Gr 3 / Year 4	Not exceed 3 to 4.5 kgs
Gr 4 / Year 5	
Gr 5 / Year 6	
Gr 6 / Year 7	Not exceed 6 to 8 kgs
Gr 7 / Year 8	
Gr 8 / Year 9	
Gr 9 / Year 10	Not exceed 10 kgs
Gr 10 / Year 11	
Gr 11 / Year 12	
Gr 12 / Year 13	

To help families adhere to the policy, we recommend that parents explore the following:

- Please refrain from sending unwanted books with your child. Students are requested to bring books as per the timetable.
- No trolley bags are allowed. If the child has any medical condition, please provide a medical certificate and consent form.
- Buy a smaller bag. Only one stationery pouch is allowed.
- Lunch box and bottle should be brought separately. No glass items are allowed.

# CULTURAL CONSIDERATION POLICY

(TAKEN FROM ADEK CULTURAL CONSIDERATION POLICY)

St. Joseph's School ensures that members of the school community are aware of the culturally and nationally acceptable topics and practices in the educational context.

## PURPOSE & OBJECTIVES

- This policy serves as a guide for the entire school community to embrace cultural diversity while adhering to the laws of the UAE.
- In alignment with our school's mission and vision, and understanding the significance of cultural considerations in the UAE, St. Joseph's school practices will be in adherence to the policy.
- School will ensure that teaching and learning resources align with the UAE's cultural sensibilities.

**COMMUNITY CONDUCT:** Members of the school community shall conduct themselves in ways that are mindful of cultural consideration, including the following:

1. Respecting the UAE's cultural and social norms, values, and traditions.
2. Refraining from (directly/indirectly) promoting inappropriate stereotypes, preconceptions, and assumptions about the UAE and the region.
3. Refraining from directly or indirectly encouraging any behaviour, practice, or displays that are culturally inconsiderate, such as drug and alcohol use, smoking, violence, promoting alternative gender identity and sexual orientation, indoctrination, etc.
4. Refraining from using symbols, colours, or imagery associated with any movement/beliefs related to political, social, or extremist religious groups that are culturally inconsiderate, such as misrepresentations of prominent figures, images that are gratuitously violent or sexual in nature, representation of pride movement, extremist ideas, etc.).
5. Refraining from conducting any activities and/or using any content that leads to the indoctrination and promotion of religious/political extremism, racism, bullying, and all other forms of discrimination.
6. Refraining from holding rallies, demonstrations, and protests on school premises or while holding a school-related event offsite.
7. Ensuring that one's appearance is culturally considerate. Examples include but are not limited to:
  - a. Covering of visible body tattoos and any type of piercings for men and women.
  - b. Appropriate clothing in line with the school's dress code.
8. Ensuring the appropriateness of all school-organized events and celebrations to UAE culture, in adherence with this policy.
9. Adhering to the laws of the UAE by conducting themselves accordingly.

# ANTI-BULLYING POLICY

At Saint Joseph's School, we commit ourselves to providing an environment where all students feel safe and protected from harm. This framework endeavors to provide a set of guiding principles to promote a safe, caring and happy learning environment for all members of our school community; to ensure that all students become confident, self-motivated and independent lifelong learners.

The school strives to be a community in which everybody feels valued and safe and within which individual differences are accepted, tolerated and regarded positively. Every student has the right to enjoy school.

## **Students**

- Are aware of what bullying is and what is not.
- Show respect for all members of the school community.
- Speak out against bullying and report it when you see it.
- Support students who are bullied.
- Participate in Anti bullying Week and other curriculum-based work on anti-bullying.

## **Staff**

- Model anti-bullying attitudes and behaviour.
- Are alert to the signs and symptoms of bullying.
- Listen and respond to reports of bullying, provide support and refer as needed.
- Implement the school code of conduct and anti-bullying policy.

## **Parents**

- Support the values of tolerance and respect in the home.
- Support your child at home and school in developing positive anti-bullying skills.
- Report bullying and encourage your child to do so.
- Work with the school to resolve bullying issues.

## **Anti-Bullying**

### **Procedures-**

- Class teachers will immediately investigate any acts of bullying that they are made aware of.
- An appropriate level of counselling should be offered to support the victim of bullying.
- An appropriate level of time should be spent talking to the child who bullied, explaining why the action was wrong, and helping them to change behaviour in the future.
- If a child is repeatedly involved in bullying another child, the child's parent will be invited into the school to discuss the situation and the steps necessary to be taken to address the issue. This will involve referral to the social worker, coordinators and follow up.
- All ADEK guidelines will be adhered.

### **Monitoring, Evaluation, and review**

To ensure that the policy is effective, it will be regularly monitored and evaluated. Anti-Bullying policy will be reviewed at least once per year and amendments made after consultation with all members of staff and students.

# SCHOOL OSH POLICY

**Aim:** Our aim as a place work of and learning is to provide a safe and healthy environment for staff, students and visitors.

**Policy:** It is St. Joseph's School Policy to recognize the responsibilities of shaping the values of future generations and to ensure our sustainability as a school through proactive leadership in the protection of human health and safety and preservation of our surrounding environment.

OSH Policy measures-

- Conduct regular risk assessments in classrooms, labs, playground and other facilities.
- Develop and communicate a clear evacuation plan.
- Minimizing environment, health and safety impact, hazards and risks arising from our activities and operations.
- Ensures firefighting equipment, alarms and emergency exits are maintained regularly.
- Providing adequate resources to maintain a sustainable, healthy and safe environment.
- Maintain an incident book for injuries and accidents.
- Provide regular training sessions for teachers and staff on first aid, fire safety and managing emergencies
- Develop and communicate a clear evacuation plan.
- Train staff and students on emergency procedures.
- Conduct emergency drills termly as per civil defence requirements to maintain preparedness for emergencies.
- Prevent injury, ill health and environment Pollution.
- Enhance the health and wellbeing of our staff and students.
- Promote awareness and encourage participation through effective communication and consultation with staff, students and concerned stake holders.
- Review the Policy once in a year.

# School Healthy Eating and Food Safety Policy

- A healthy, balanced breakfast or snack box will boost your child's energy levels, helping them stay focused and active throughout the day.
- Students are not permitted to bring any packaged foods (juice, milk, croissants, cakes etc.) for their breakfast or snack.
- Foods high in sugar and fat are strongly discouraged. This includes fast food (such as pizza, fried chicken, burgers, and French fries), deep-fried items, as well as sweets, cornflakes, chocolates, desserts, cakes, and biscuits.
- Food items containing alcohol, carbonated drinks, caffeinated beverages and pork are not allowed to be brought to school.
- Unsafe food items, including those containing allergens (e.g., nuts), are prohibited from being brought for personal consumption or distribution on school premises.
- Students are not permitted to distribute chocolates for birthdays or special occasions if they contain any allergens. All packed items should be carefully checked to ensure they are allergen-free.
- Students are strictly prohibited from sharing their packed breakfast items with others.
- Birthday cakes are not permitted on campus or in any classroom due to the dietary needs of students throughout the school.
- Students will not be permitted to use external food delivery services.
- Students are strictly prohibited from packing their breakfast or snacks in single-use containers. All children are encouraged to bring their own reusable water bottles, single-use plastic water bottles will not be permitted.

## **HOUSE SYSTEM**

To inculcate a sense of loyalty, team spirit and healthy competition, students are divided into 4 Houses. By being part of a House, every student becomes an integral member of a vibrant community that celebrates teamwork, leadership, and excellence. Through inter-house activities and events, we inspire resilience, creativity, and the spirit of fair play, preparing students for success both within and beyond the classroom.

### **HOUSES**

### **MOTTO**

BLUEBELL	: Through cooperation to success
ROSE	: Serve and not to be served
SHAMROCK	: Forward we go and never backward
SUNFLOWER	: Live for others and not for yourself

## **SCHOOL PARLIAMENT**

The School Parliament is committed to fostering students' personal and social development, empowering them to become confident, capable, and responsible citizens.

Each year, students from Grades IX to XII are elected to key leadership positions, including Head Girl, Assistant Head Girl, Sports Secretary, Literary Secretary, Cultural Secretary, Wellness Leader, Student Ambassador, Captains, Vice Captains of the Houses and Assistant Secretaries. These leaders take an active role in organizing events, ensuring discipline, and maintaining order during school hours and functions. The leadership structure extends to younger students as well, with the Primary Head Girl and Assistant Head Girl selected from Grade V.

Through its inclusive and democratic framework, the School Parliament nurtures leadership, teamwork, and a strong sense of responsibility, preparing students to meet the challenges of the future with confidence and integrity.

## **CLUBS**

Clubs a dynamic part of SJS extracurricular program, offers students a platform to pursue their interests, discover new talents, and cultivate teamwork.

Literary Club      Verte Club  
Fine Arts Club      Music Club

**Note:** For information on day to day activities and events, kindly visit the Tentative Year Planner at <https://www.stjosephsschool.ae/year-plan>

## **ACADEMIC AWARDS**

### **Star of Achievement**

Classes 5 to 9: Awarded to students who achieve A1/A2 grades in all scholastic subjects, including MOE, in the Term End Examinations.

Class 11: Awarded to students who secure an aggregate of 80% or higher in an academic session, with a minimum of 75% in each scholastic subject.

### **General Proficiency Award:**

Presented to the student who attains the highest overall marks across all sections of a specific grade in an academic session.

### **100% Attendance Award:**

Granted to students who attend school on all working days of the academic year.

## **ACCOLADE SYSTEM**

The Accolade is a recognition bestowed by the staff to honor students for their **exceptional efforts, contributions to the school community, and dedication to serving others.**

S. No.	DATE	ACTIVITIES	STAFF SIGN.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

A certificate will be awarded upon achieving the following milestones of accolades:

**10 accolades: Bronze Medal**

**15 accolades: Silver Medal**

**20 accolades: Gold Medal**

## ADMISSION

Admissions are open only for grade I. The child should have completed 6 years by 31st of March. Admissions to all classes depend upon the existing vacancies. Leaving Certificate from the previous school (if from U.A.E. School, Ministry Certificate and if from other countries, counter - signed by an educational officer in that country and attested by the Embassy of that country in Abu Dhabi), 2 passport size photographs, passport copy of the child and the sponsoring parent with the visa and Emirates ID are necessary for admission.

## WITHDRAWALS

Parents wishing to withdraw their child from the school must submit a written application to the Principal in the proforma provided in this handbook. The application should be submitted at least one month in advance.

The Transfer Certificate (TC) will be issued only after all outstanding payments due to the school have been settled.

**Transfers within Abu Dhabi and Al Ain:** If a child is being transferred to another school within Abu Dhabi or Al Ain, a No Objection Certificate (NOC) from the new school must be attached to the TC application.

## SCHOOL FEE

### PAYMENT OF FEES

1. The school fees will be collected from the parents/guardians in three instalments.
  - a. 1st Instalment : April to June - to be paid beginning of March.
  - b. 2nd Instalment: September to December - to be paid end of June.
  - c. 3rd Instalment: January to March - to be paid beginning of December.
2. Payment of School fees need to be made by Cheque/DD or through Bank Transfer.

3. Kindly draw the cheque in favour of **SAINT JOSEPH PRIVATE SCHOOL LLC**. Please submit only current dated cheque. Postdated cheque will not be accepted. In case of siblings issue only one cheque.
4. You are requested to mention the name of the child, Reg. No., mobile number of both the parents, class and section of the child, behind the cheque.
5. Details for Bank Transfer
  - **Name of the Bank** : Bank of Baroda
  - **Branch** : Abu Dhabi
  - **Account Number** : 90020200009506
  - **IBAN No.** : AE840110090020200009506
  - **SWIFT** : BARBAEADADH

## **NON-PAYMENT OF SCHOOL FEES**

The school will not dismiss students due to a delay in the payment of School fees, however, School will suspend a student for up to three days but only after sending three warning notices each being one-week in duration each time to the student's Parents/Guardians.

The Parents/Guardians are contacted by the admin office or the class teacher.

Further, School will also withhold examination report cards, transfer certificates (or block a transfer on eSIS) and/or re-registering a student until all outstanding dues are settled. School will not prevent students from sitting for any end-of-term or end-of-year examinations or any examinations assigned during the term as a consequence of non-payment of School fees.

## **REFUND POLICY**

If a student withdraws or leaves school for any reason, the refunds will be processed as follows and returned to the original payee.

- If a student attends any part of week one of the term or fails to show up at all without the Parent/Guardian notifying the School in writing sufficiently in advance before the beginning of a term. In such a case, the School will retain the value of the registration or re-registration fees.
- If a student attends from one week and up to three weeks in a term, the School will retain the value of one full month of tuition fees.
- If a student attends over three weeks and up to six weeks in a term, the School will retain the value of two full months of tuition fees.
- If a student attends over six weeks in a term, the School will retain the full-term fee.



# ST. JOSEPH'S SCHOOL

## Fee Structure for the Academic year 2026-27

Grade	Term 1 (April to Jun)	ACER Exam fee	Book Fees	CBSE		Total Amount Payable for Term 1	Term 2 (Sept to Dec)	Term 3 (Jan to Mar)
				Exam Fees	Reg. Fees			
Grade 1	1995		374	-	-	2369	2660	1995
Grade 2	1995		401	-	-	2396	2660	1995
Grade 3	1995	80	418	-	-	2493	2660	1995
Grade 4	1995	80	429	-	-	2504	2660	1995
Grade 5	1995	80	429	-	-	2504	2660	1995
Grade 6	2238	80	462	-	-	2780	2984	2238
Grade 7	2238	80	468	-	-	2786	2984	2238
Grade 8	2238	80	495	-	-	2813	2984	2238
Grade 9	2715	80	484	-	150	3429	3620	2715
Grade 10	2715		484	700	-	3899	3620	2715
Grade 11 (Science)	3438		470	-	150	4058	4584	3438
Grade 11 (Commerce)	3027		451	-	150	3628	4036	3027
Grade 12 (Science)	3438		451	800		4689	4584	3438
Grade 12 (Commerce)	3027		358	800		4185	4036	3027

Note: Fees subject to change as per ADEK Approval

*Prestina Rocha*

Sr. Suranjana (Prestina Rocha)  
Principal



### Bank Details

**Account Name.:** Saint Joseph Private School LLC

**Name of the Bank:** Bank of Baroda

**Branch:** Abu Dhabi

**Account Number:** 90020200009506

**IBAN NO:** AE840110090020200009506

**SWIFT:** BARBAEADADH



## **BLUE STAR SCHOOL BUSES TRANSPORTATION**

Blue Star School Buses Transportation, a well acknowledged transportation firm in Abu Dhabi, offers high quality bus transport service to students. Being in the field for a quite long period of time, is committed to provide a reliable and secure bus service, ensuring safety and happiness to student community and their parents.

As safety is our highest priority, all buses comply with the regulations of Abu Dhabi Department of Transport (DOT) and the guidelines of Department of Education and Knowledge (ADEK). Professional staff undergo regular training sessions to ensure the safety and security of the child

### **CONTACT DETAILS**

Mr. Maneesh      Mobile : +971 50 399 8672

Mr. Manoj        Mobile : +971 50 882 1563

Office : +971 56 798 0504

Email : [bluestar21sjs@gmail.com](mailto:bluestar21sjs@gmail.com)

Kindly note that for any queries, concerns, change of location or letter of consent (authorizing an adult while picking up) can be communicated through the following email ID or a hard copy to be submitted at the transport office in school.

**Contact email Id-**  
**[bluestar21sjs@gmail.com](mailto:bluestar21sjs@gmail.com) and cc to [transport@stjosephsschool.ae](mailto:transport@stjosephsschool.ae)**

## **NOTE TO PARENTS**

It is St. Joseph's School Policy that parents play an essential role in their children's education. We ensure that parents are actively involved in their children's learning process.

### **School Responsibilities**

The school promotes parental involvement through the following:

#### **Student Handbook**

Beginning of the academic year each student will receive a "Student Handbook" that includes the school's mission, vision, and values as well as a brief description of the curriculum and the subjects taught along with information related to school timings, absences, school rules, health and safety rules, uniform, promotion and retention, code of conduct and other issues. Teacher-parent can communicate through the section provided in the handbook.

#### **Open House meetings**

At the beginning of each academic year, all parents will be invited and encouraged to attend the annual Open House. During the Open House, parents meet their children's Class Teacher and subject teachers. The teachers give presentations in which they explain the curriculum, the classroom rules and procedures, modes of communication between parents and teachers, student assessment techniques, expectations from students and parents, as well as discuss the ways that parents can help and support their children with learning.

#### **Parent-Teacher Meetings**

Parents are invited and encouraged to attend the Parent-Teacher Meetings that are held twice a year. In these meetings, parents meet their child's teachers and discuss about their progress in all subjects.

#### **Timely information to parents**

The School will communicate with parents regularly and frequently through the School Portal, telephone calls and e-mails

#### **Individual Parent-Teacher Meetings**

Whenever the parent or teacher has any concern about a student, he or she can request a meeting with the child's teacher and/or parent. An appointment is set and both the parent and the teacher will meet on a particular date and time. In these meetings, the parent and the teacher discuss their respective concerns and issues and agree on a course of action.

## **Frequent Reports on children's progress**

A report on each child's academic and personal development is provided to parents after each assessment.

## **Opportunities for volunteering**

The School makes every possible effort and creates opportunities to involve parents in school activities. The school informs the parents through memos and invitations. Moreover, the school requests parents to share their ideas and volunteer in events and activities.

## **Parental Survey**

Annually, a parental survey is sent out to all parents. The aim of the survey is to obtain a feedback related to the quality of education and services offered by the school and the areas which need improvement. The responses are collated and analyzed and used as opportunities for improvement, usually embedded in the school improvement plan.

## **School Policies**

Policies are important because they help a school establish operating procedures and create standards of quality for learning and teaching, as well as set out expectations and accountability. These policies foster consistency, ensure accountability and help maintain a safe environment for all students and staff.

Parents can refer to the School Policies on the School Portal and Website for detailed information.

## **Stay Connected with Us**

To keep up with school announcements, activities, and achievements, please visit our website: [www.stjosephsschool.ae](http://www.stjosephsschool.ae).

You can also follow our official social media pages for regular updates and glimpses of student life.

Website: [stjosephsschool.ae](http://stjosephsschool.ae)

Instagram: [instagram.com/sjs.auh](https://www.instagram.com/sjs.auh)

Facebook: [facebook.com/SJSabudhabi](https://www.facebook.com/SJSabudhabi)

Twitter: [twitter.com/stjosephs\\_uae](https://twitter.com/stjosephs_uae)

YouTube: [www.youtube.com/@SJSabudhabi](https://www.youtube.com/@SJSabudhabi)

# ***ASSEMBLY SONGS***

## النشيد الوطني لدولة الإمارات العربية المتحدة

عيشي بلادي عاش اتحاد إماراتنا  
عشت لشعب دينه الإسلام هديه القرآن  
حصنتك باسم الله يا وطن

بلادي بلادي بلادي ..... بلاد

حماك الإله شرور الزمان

أقسمنا أن نبني نعمل

نعمل نخلص نعمل نخلص

مهما عشنا نخلص نخلص

دام الأمان عاش العلم يا إماراتنا

رمز العروبة كلنا نفديك بالدماء نرويك

نفديك بالأرواح يا وطن

## UAE National Anthem

Eeshi Biladi

Aasha etihadu Emaratina

Eshti le shaabin

Deenuhul deenu hul Islamu

Hadiyuhu al Qurano

Hasantoka Bismi allah-ya-watan

Biladi - 3- Bilad

Hamakil elahu shuroora - a - zaman

Aqsamna an nabniya na'amal

Na'amal nukhlus (2)

Mahma eshna nukhlus nukhlus

Da malamano

Aashal alam ya Emaratina

Ramzo ularooba - Kuluna

Nafdeeke beldima narwaeke

Nafdeka belarwah ya - watan

## Indian National Anthem

Jana-gana-mana-adhinayaka jaya he  
Bharat-bhagya-vidhata.  
Punjaba-Sindhu-Gujarata-Maratha-  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
Uchhala-jaladhi-taranga  
Tava Shubha Nameh Jage  
Tava subha asisa mage,  
Gahe tava jaya-gatha.  
Jana-gana-mangala-dayaka jaya he  
Bharat-bhagya-vidhata  
Jaya he, jaya he, jaya he,  
Jaya, jaya, jaya, jaya he.

Rabindranath Tagore

### राष्ट्रगान

जन गण मन अधिनायक जय हे  
भारत भाग्यविधाता  
पंजाब सिंधु गुजरात मराठा  
द्राविड उत्कल बंगा  
विन्ध्य हिमाचल यमुना गंगा  
उच्छल जलधि तरंगा  
तव शुभ नामे जागे  
तव शुभ आशीष मागे  
गाहे तव जयगाथा  
जन गण मंगलदायक जय हे  
भारत भाग्यविधाता  
जय हे, जय हे, जय हे  
जय जय जय जय हे!

० रवीन्द्रनाथ टैगोर

## ST. JOSEPH'S SCHOOL ANTHEM

1. Cheer! Cheer! for St. Joseph's School  
Wake up the echoes cheering its name.  
Send the volley cheer on high,  
Shake down the thunder from the sky.  
What tho' the odds be great or small  
St. Joseph's School will win over all  
While its loyal children marching  
Onward to victory.
2. Cheer!.....  
What tho' the odds be great or small  
St. Joseph's School will love one and all  
Loyal, truthful, ever singing  
Our song "Shine where you are."

## **SING HOSANA**

1. Give me oil in my lamp, keep me burning,  
Give me oil in my lamp, I pray  
Give me oil in my lamp, keep me burning,  
Keep me burning till the break of day.
- Ch. Sing Hosana (3) to God above (2)
2. Give me love in my heart, keep me serving.

## **COUNT YOUR BLESSINGS**

When upon life's billows  
You are tempest tossed.  
When you are discouraged, thinking all is lost,  
Count your many blessings, name them one by one  
And it will surprise you, what the Lord has done.

- Ch. Count your blessings, name them one by one  
Count your blessings, see what God has done  
Count your blessings, name them one by one  
And it will surprise you, what the Lord has done.

## THANK YOU LORD

1. Thank you, Lord for giving us life (2)  
Thank you, Lord for giving us life  
Right where we are
2. Thank you Lord for giving us love (3)  
Right where we are
3. Thank you, Lord for giving us joy (3)  
Right where we are
4. Thank you, Lord for giving us, peace (3)  
Right where we are
5. Alleluia, Praise the Lord (3)  
Right where we are

## IF I WERE A BUTTERFLY

1. If I were a butterfly  
I'd thank you, Lord, for giving me wings  
If I were a robin in a tree  
I'd thank you, Lord, that I could sing  
If I were a fish in the sea,  
I'd wiggle my tail and I'd giggle with glee  
But I just thank you, Father, for making me me.  
Ah - ha - ha

Ch. You gave me a heart and you gave me a smile  
You gave me the Lord and you made me your child  
And I just thank you, Father, for making me me  
Ah - ha -ha

2. If I were an elephant  
I'd thank you Lord, by raising my trunk  
If I were a kangaroo,  
You know I'd hop right up to you.  
If I were an octopus  
I'd thank you, Lord, for my fine looks  
But I just thank you, Father, for making me me  
Ah -ha - ha

## **THIS IS THE DAY**

This is the day (2)  
That the Lord has made (2)  
We will rejoice (2)  
And be glad in it (2)

This is the day  
That the Lord has made.  
We will rejoice (2)  
And be glad in it (2)

This is the day (2)  
That the Lord has made

## MY GOD LOVES ME

1. My God loves me, His love will never end  
He rests within my heart for my God loves me.
2. My God loves me  
His faithful love endures  
And I will live like a child  
held in love secure

## REJOICE IN THE LORD

1. Rejoice in the Lord always and again I say rejoice (2)  
Rejoice, rejoice and again I say rejoice  
Rejoice in the Lord always and again I say rejoice.

## GOD SEES THE LITTLE SPARROW FALL

1. God sees the little sparrow fall,  
It meets His tender view;  
If God so loves the little birds,  
I know He loves me too.
- Ch. He loves me too (2) I know He loves me too  
Because He loves the little things  
I know He loves me too.
2. He paints the lily of the field,  
Perfumes each lily bell;  
If He so loves the little flowers,  
I know He loves me well

## LOVE HIM IN THE MORNING

Love Him in the morning  
When you see the sun arising  
Love Him in the evening  
Cause He took you through the day  
And during the between times  
When you feel the pressure coming  
Remember that He loves you  
And He promises to stay

## MAKE ME A CHANNEL OF YOUR PEACE

1. Make me a channel of your peace,  
Where there is hatred, let me bring your love,  
Where there is injury, your pardon, Lord,  
And where there is doubt, true faith in You.
- Ch. Oh. Master, grant that I may never seek  
So much to be consoled as to console,  
To be understood as to understand,  
To be loved as to love with all my soul.
2. Make me a channel of your peace,  
Where there's despair in life, let me bring hope,  
Where there is darkness, only light,  
And where there's sadness ever joy

## **WE SHALL NOT BE MOVED**

1. We're on our way to heaven,  
We shall not be moved.  
On our way to heaven  
We shall not be moved  
Just like a tree that's standing by the water side  
We shall not be moved.
  
- Ch. We shall not, we shall not be moved  
We shall not, we shall not be moved  
Just like a tree that's standing by the water side, we  
shall not be moved.
  
2. We're on that road to freedom we shall not be moved ..

## **ALL THE TIME**

- Ch : God our Father looks on us with love, all the time  
all the time (2)
1. He says, " I love you all the time " (2)  
" I will love you forever, I will love you forever,  
I will love you forever all the time".
  
  2. He says, " I am with you all the time (2)  
" I am with you forever, I am with you forever,  
I am with you forever all the time".

# SMILE DON'T YOU KNOW GOD LOVES YOU

Smile don't you know God loves you  
Come to think of it we love you too  
Take your time to smile at someone  
And before you're through  
Someone will be smiling back at you

If you ever feel that you are all alone  
If you ever feel that you are all alone  
If you ever feel that you are all alone  
Remember God's love for you is strong  
And soon your heart will sing this Happy song

## HAPPY GOD

We don't have a sad God  
We have a happy God - 2  
Who wants us to be happy

We know he watches what we do  
And help us to be good  
He wants us to be good  
Because he is the father of us all  
He loves us big or small - 2

## **IF YOU CAN SING A SONG**

If you can sing a song  
And praise the Lord  
If you can hum along  
And praise the Lord  
If you can sit down on the ground  
Turn your body all around  
And make a happy sound  
Praise the Lord

If you can reach up high  
To Praise the Lord  
And try to touch the sky  
And praise the Lord  
Just like the green leaves on the trees  
Swaying in the summer breeze  
Make a melody to the Lord

## **WHISPER A PRAYER**

Whisper a prayer in the morning  
Whisper a prayer at noon  
Whisper a prayer in the evening  
To keep your heart in tune

## **HE'S STILL WORKIN' ON ME**

He's still workin' on me  
To make me what I ought to be  
It took him just a week to make  
The moon and stars  
The sun and the earth and  
Jupiter and mars  
How loving and patient he must be  
He's still workin' on me

There really ought to be  
A sign upon my heart  
Don't judge him yet  
There's an unfinished part  
But I'll be perfect just  
According to his plans  
Fashioned by the master's loving hands

## **WITH MY WHOLE HEART**

With my whole heart  
Lord let me love you with my whole heart  
None above you, Praise and love you  
With my whole heart

With my whole heart  
Lord let me hear you with my whole heart  
Ever near you, Help me hear you  
With my whole heart

## JOYFUL JOYFUL

Joyful joyful we adore thee  
God of glory Lord of love  
Hearts unfold like flowers before thee  
Opening to the sun above

Melt the clouds of sin and sadness  
Drive the dark of doubt away  
Giver of immortal gladness  
Fill us with the light of day

## PRAISE HIM

Praise Him, Praise Him  
All ye little children  
God is love, God is love  
Praise Him, Praise Him  
All ye little children  
God is love, God is love

- 1) Love Him
- 2) Serve Him
- 3) Thank Him

## PRAISE GOD

When I see a squirmy worm  
Diggin round in the ground  
Or watch a sleepy ole possum  
Hangin upside down  
See an army of ants busy  
Building a hill or a  
Particular pelican with a fish in his bill

I want to praise God  
For his creation  
Praise God for creatures great and small  
Praise God, He is creator and  
Maker of us all (Praise God)- 3

When I see a baby bird  
Hatching out of its egg  
Or watch a pink flamingo  
Standing on one leg  
See a litter of pups  
Slowly opening their eyes  
Or a buzzing bee colony  
Makin honey all the time - I want to

## **SEE THE WORK OF THE LORD**

The sun comes up in the morning time  
See the work of the Lord  
Just the way that God designed  
See the work of the Lord  
God commanded the world to be  
See the work of the Lord  
Fish and birds, sand and sea  
See the work of the Lord

Sun light, Moon Bright  
All things for His delight  
God made - the whole world  
See the work of the Lord.

## **LOVE IS THE GREATEST GIFT OF ALL**

Love is the greatest gift of all - 2  
With God's love in my heart  
I can be a shining light  
God's love is the greatest gift of all

## **IT'S A HAPPY DAY**

It's a happy day

And I thank God for the Weather

It's a happy day

And I really mean it from my heart

It's a happy day

And things are going to get better

Living each day by the promises in God's words

## **THE BIRDIES IN THE TREETOP**

The birdies in the treetop

Sing their song

The angels in the chorus sing along

The flowers in the garden

Lend their hue

So why shouldn't I - 2

Praise Him too.

## **GOD'S LITTLE THINGS**

Little tiny flowers  
Little pretty bees  
Little pretty babies  
All the little things  
Though God made the universe  
He stayed behind the scene  
God specialises in using little things

Little drops of water  
Little grains of sand  
Makes the mighty ocean  
And the beautiful land  
Though God made the universe  
He stayed behind the scene  
God specialises in using little things

Little hugs and kisses  
Little bits of love  
Will go around the world  
Till all have enough  
Though God made the universe  
He stayed behind the scene  
God specialises in using little things.



# THE MORE WE ARE TOGETHER

The more we are together, together, together  
Oh! the more we are together, the merrier we shall be  
For your friends, are my friends  
And my friends are your friends  
The more we are together, the merrier we shall be.

## H - A - P - P - Y

H - A - P - P - Y

We are happy why not try  
To keep the smile throughout the day  
Happiness is here to stay.

High and low everywhere  
Happiness is in the air  
It will blow and never stop  
If you love and not give up.

High and low everywhere  
Happiness is in the air  
If we'll only change one heart  
Then at least it is a start.

# WHO PUT THE COLOURS IN THE RAINBOW

Who put the colours in the rainbow  
Who put the salt into the sea  
Who put the cold into the snowflakes  
Who made you and me  
Who put the hump upon the camel  
Who put the neck on the giraffe  
Who put the tail upon the monkey  
Who made Hyenas laugh

Who made whales and snails and quails  
Who made birds and beasts and seals  
Who made fish and things that crawl  
Who made all of these

Who put the gold into the sunshine  
Who put the sparkle in the stars  
Who put the silver in the moonlight  
Who made earth and mars  
Who put the scent into the roses  
Who taught the honey bees to dance  
Who put the tree inside the acorn  
It surely can't be a chance

Who made seas and leaves and trees  
Who made snows and winds that blow  
Who made streams and rivers that flow  
God made all of these

## **MAKING FUN**

Making fun is just no fun  
When you see what it's done  
Our teasing games and calling names  
Can really hurt someone  
Sticks and stones can break our bones  
But words with unkind laughter  
Are very real and we can feel  
The hurt a long time after

So lets be careful what we say  
Even if the words are just in play  
They may hurt others in some way

So lets be careful when we play  
That in all we do and say  
We don't hurt someone.

## **TIME TO BE HAPPY**

The time to be happy is now  
And the place to be happy is here  
And the way to be happy is to  
Make someone happy and to  
Have a little heaven right here.

## DON'T GIVE UP

If you're feeling so down in the dumps  
Don't give up.  
Even if you're sick with the mumps,  
Don't give up,  
Soon the sun will appear,  
And love will replace your fear. - So  
Wipe away the tears and Don't give up.

Kentucky birds come flying over your head  
Don't give up.  
But you don't let them build a nest in your head  
Don't give up  
So let the bad not scare you  
And there's so much the good can do  
And love will see you through,  
So Don't give up

Don't be down over anything,  
Don't give up.  
Think of the things that make you want to sing  
Don't give up  
But soon the clouds will disappear and  
Love will replace your fear  
So wipe away your tears and Don't give up - 3  
Don't give up!

# GIVE LOVE AND RECEIVE LOVE

While talking to a friend of mine in school today  
I realised how much I have in every way  
He didn't have a lunch to eat  
And so I thought how nice it is  
If he sits down and shares my lunch with me

Cos if you give love  
You will receive love  
And everyone will have enough  
Yes if you give love  
You will receive love  
Cos thats the sharing loving law of life

Today my mother asked me if  
I shared my favourite jeans  
Gave them to my younger brother  
Cos thats what he really needs  
And as I gave my jeans away  
I heard my precious mother say  
Today I bought new pair just for you

I took a look at all the things  
I have today  
It seems the more I give  
The more I have each day  
My parents taught me that to give  
Is being really happy  
If I give and it will be given to me

# MANNERS

Manners proper manners  
Sharing love with everybody everyday  
Manners proper manners  
In cheerful little things you do & say  
Manners proper manners  
Forget myself and think of those around  
Simply thinking more of the others and  
Thats how love is found

There are many times each day  
When you and I can show  
The little deed of kindness  
Everywhere we go  
Remember others notice all the  
Things we do and say  
So lets try a little now  
And help someone today.

# LAUGH AT YOURSELF

I was feeling oh so sad  
That I went to see  
A friend I had

I want you to know  
Won't you listen friend  
I got some problem  
Can you help me

While playing game  
With all my friends  
I always lose  
I never win  
I am too short  
I miss the ball  
Or when I catch it  
I always fall

He said have a laugh at yourself  
It will do you good  
Don't take your life  
So seriously  
An extra laugh takes your tears away  
Cos everyone needs a smile today.

# HAPPINESS

Happiness Happiness is making others happy  
Happiness Happiness is there for you and me  
Happiness Happiness you can't buy with money  
Happiness Happiness can only be received  
It's free

So, if you are looking for someone to make you happy  
Why don't you just go and give your love away,  
And I know if you will live by this simple rules  
That you will find  
That Happiness will find you today

Happiness Happiness is walking right beside you  
Happiness Happiness is knocking at your door  
Happiness Happiness you can't live without it  
Happiness Happiness there's always more and more  
I am sure

## LET THE SUNSHINE IN

My mommy told me something  
A little child should know  
It's all about the devil  
And I've learnt to hate to him so  
I know he'll be unhappy cause I'm  
Never with a frown  
If you keep on smiling he'll get  
Tired of hangin around

So let the sunshine in  
Face it with a grin  
Smilers never lose  
And frowners never win  
So let the sunshine in  
Face it with a grin  
Just open up your heart and  
Let the sunshine in

# MAGIC OF LOVE

What can make the birdie sing  
That beautiful tune  
And what can make that tiny seed  
And flowers bloom  
What can make me want to share  
My toys with you-It's that  
Great big wonderful, oh so powerful  
Magic of love

One plus one will make two  
You need me, I need you  
All alone life's no fun  
When love knocks you better come

What can make a cloudy day  
Turn sunny and bright  
What can turn the darkness  
Into a starry night  
What can make me want to share  
Instead of fight - It's that  
Great big wonderful, oh so powerful  
Magic of love

## SIMPLE GIFTS

Tis a gift to be simple  
Tis a gift to be free  
Tis a gift to come down  
Where we ought to be  
And when we find ourselves  
In the place just right  
It will be in the valley of love and delight

When true simplicity is gained  
To bow and to bend  
We shan't be ashamed  
To turn, turn will be our delight  
Till by turning turning we come around right

## TRUTH

Don't look left, Don't look right  
Look straight ahead at the guiding light  
Don't get off, off the track  
Keep going onwards and don't look back

For, truth is the most important treasure  
In the world today  
Falsehood is the enemy  
Of justice love the future of all  
That the Lord is working out to  
Do through us who love to live his way

Don't believe, all you hear  
Falsehood and evil you'll learn to fear  
Put away evil words  
Carefully judge anything you hear

## JOY IS LIKE A RAIN

I saw raindrops on my window  
Joy is like a Rain  
Water runs across the pane  
Slips away and comes again  
Joy is like a Rain

I saw clouds upon a mountain  
Joy is like a cloud  
Sometimes silver sometimes gray  
Always sun not far away  
Joy is like a cloud

I saw raindrops on the river  
Joy is like a rain  
Bit by bit the river rose  
Till all at once it overflows  
Joy is like a rain

## HELPFUL HINTS

I'll remember to wash up before I eat  
I'll try to keep my bedroom nice and neat  
Put my clothes back on the shelf  
Clean up after myself  
And always sit up straight in my seat

These helpful habits I am trying to learn  
To do my part around the house to show concern  
At first it's difficult - I'll  
Take em one day at a time

After dinner I'll tell "Ma it was delicious"  
And then I'll help to wash the dirty dishes.  
I'll sweep the kitchen floor  
And do my other chores  
And mom says thank you with thousand kisses

These helpful habits I am trying to learn  
To do my part around the house to show concern  
It's getting easier - I'll  
Take em one day at a time

I'll be considerate in what I say and do  
And remember to say "Please" and "Thank You"  
When I'm asked a question  
I'll give my full attention  
And give a smile when introduced

These helpful habits..... concern  
These helpful habits are now easy to do  
Just keep on trying you will learn them too  
These helpful habits  
Just take em one day at a time.

## **SOMETIMES I LIKE TO BE QUIET**

Sometimes I just like to be quiet  
I think there's something special about it  
Well I like my friends  
I'm with them most of the time  
But sometimes I just like to be quiet

If I stop talking and listen  
I hear a bird in the tree singing  
Her melody sounds so happy to me  
So sometimes I just like to be quiet

I like to take time to be peaceful  
A special time for me to be still  
You'll truly find you'll like it  
You'll enjoy the quiet  
You may hear something special if you try it  
Sometimes its just good to be quiet.

## **WEAR A GREAT BIG SMILE**

Wear a great big smile upon your face        -2  
Chase away your frown  
Turn it upside down  
Wear a great big smile upon your face.

There's no room for gloom upon your face        -2  
You can have a love  
That is from above  
It will give a smile upon your face.

# RUDOLF THE RED - NOSED REINDEER

Rudolf the red - nosed reindeer,  
Had a very shiny nose,  
And if you ever saw it  
You would even say it glows  
All of the other reindeer  
Used to laugh and call him names  
They never let poor Rudolf  
Join in any reindeer games.

Then one foggy christmas eve,  
Santa came to say  
"Rudolf with your nose, so bright  
Won't you guide my Sleigh tonight."  
Then all the other reindeer.  
Shouted out with blissful glee,  
"Rudolf the red - nosed reindeer  
You'll go down in history."

## JINGLE BELLS

Dashing through the snow  
In a one - horse open sleigh  
O'er the fields we go  
Laughing all the way  
Bells on bob - tail ring  
Making spirits bright  
What fun it is, to ride and sing  
A sleighing song tonight.

Ch. (Jingle bells (2)  
Jingle all the way  
Oh, what fun it is to ride  
In a one - horse open sleigh) (2)

# SANTA CLAUS IS COMING TO TOWN

Ch. You better watch out  
You better not cry  
You better not pout  
I'm telling you why  
Santa Claus is coming to town

He is making a list  
And checking it twice  
He's gonna find out  
Who's naughty or nice  
Santa Claus is coming to town

He knows when you are sleeping  
He knows when you're awake  
He knows if you've been good or bad  
So be good for goodness sake

## SILVER BELLS

1. City side -walks, busy side - walks  
Dressed in holiday - style  
In the air, there's a feeling of Christmas  
Children laughing, people passing  
Giving smile after smile  
And at every street corner you'll hear

Ch. Silver bells (2)  
It's Christmas time in the city  
Ring - a ling, hear them ring  
Soon it will be Christmas day.























# SPECIAL CLASSES

(Come in full uniform)

Date	Name of the Teacher	Subject	Time In	Sign.	Time Out	Sign.	Remarks	Parent Sign.

# SPECIAL CLASSES

(Come in full uniform)

Date	Name of the Teacher	Subject	Time In	Sign.	Time Out	Sign.	Remarks	Parent Sign.











*“Alone, We Can Do So Little;  
Together, We Can Do So Much”*

HELEN KELLER

# Form of Application for a Leaving Certificate

Date : .....

The Principal

**St. Joseph's School**, Abu Dhabi - U. A. E.

Respected Principal,

Please furnish me with Leaving Certificate of my child / ward.

The necessary particulars are given below :

Full name .....

Reg. No. .... ESIS No. ....

Reason for leaving .....

Class in which studying .....

Date of leaving / Last day in school .....

Leaving for : Outside U. A. E. / Within U. A. E.

a) Within Abu Dhabi, Name of School

b) Within Emirates Name of Emirate

Mobile No.: Father ..... Mother .....

Email: .....

I ..... parent of .....

grade ..... using Bus no. .... , confirm that I have paid all transport dues of my ward and have no pending payments, and my accounts are clear.

Signature of Parents .....

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## For the use of the School Staff

1. All Books returned

.....  
Class Teacher

2. All dues have been paid

.....  
Secretary



***“Education is the  
most powerful  
weapon which you  
can use to change  
the world.”***

– Nelson Mandela





مدرسة القديس يوسف  
ST. JOSEPH'S SCHOOL  
1977-1978

