



Circular AUS/2020-2021

24 JUNE 2021

Dear parents and students,

LAST WEEK OF THE ACADEMIC YEAR

Next week will be the final week of this academic year. In every section of the school the respective Heads of Section have made arrangements with the parents and students of that particular section.

All the teachers' laptops have to be submitted to our IT department to ensure that the necessary maintenance will be done during the coming summer holidays. This will happen during the last few days of the week and especially the **last day of school, 1st of July**, none of our teachers will have any laptops for lessons. On that last day, Thursday 1st July, the school will also arrange a number of small events to wish our staff the best for the coming holidays and discuss the final arrangements for the start of the new academic year. Final work to release the student report cards will also be completed on that day. **Due to these arrangements there will be no lessons in-school or online on Thursday, 1st July.**

Students' final report cards will be released on Edunation on Thursday, 1st July, for those who have cleared all the fees for the current academic year.

PROCESS OF RE-REGISTRATION AND CONFIRMATION OF SEAT IN AUS OR IN-SCHOOL CLASSES

The current system of re-registration and **confirmation** of a **seat in AUS** and for **In-School classes** (for those who opted for this learning model) works as follows:

- After the online AUS and Parent Agreement has been submitted and the mode of learning has been indicated, the summary of the previous day's submissions is generated and emailed to our Accounts Department (for YES submissions) or Admissions Department (for NO submissions) by around 9am every morning
- Parents are contacted regarding any pending fees by the Accounts Department or our Parent Liaison Officer
- To those parents with zero balances, the Accounts Department confirms that they can access the Skippy app or visit the school for payment of the re-registration amounts for the 2021-22 academic year
- When the 1st instalment is paid or confirmation is received of an agreement with Mr Pareesh, our Finance Manager regarding the payment of the 1st instalment or otherwise, the information is sent to the Admissions Officer, Ms Sareena
- The Admissions Officer places the paid students' names into the relevant year group lists and notifies parents via email that their child/ren's seat/s is/are confirmed for In-School or Distance Learning for 2021-22
- The whole process described above may take around 3 working days to complete
- If you don't receive confirmation of a secured seat after 3 days, please email parentliaison@arabunityschool.ae to follow up on any delayed response

PLEASE REMEMBER TO CONTACT THE FINANCE DEPARTMENT IF YOU NEED ANY SUPPORT WITH PAYMENT PLANS OR OTHERWISE

Please stay safe and healthy!

Leonard Murphy
Principal

