



September 7th, 2017

Dear Secondary Parents,

Welcome to our 11th year at the Canadian International School! We are very pleased to continue working with our returning families, and we look forward to establishing warm, supportive relationships with families that are new to our school community. In preparation for the start of the school year, we have a few reminders for families below:

First Day of School: Our academic year begins on Sunday, September 10th. Students in Grades 7-12 may collect their timetables in the KG1 hub and report to their Period 1 classes by 8:00am.

Locks & Lockers: Students will be assigned their lockers in Homeroom. If a student wishes to rent a lock, they may do so during lunch break beginning on September 17th. Locks will be given out in the Library and will cost 60AED; 30AED will be returned to the student upon the return of the lock at the end of the year. For security reasons, only school locks may be used.

School Uniforms: We have recently introduced new uniforms at CIS. The uniform shop is located in the cafeteria and will be open beginning Sunday, August 27th, from 10:00am – 3:00pm. We ask that families use the parking lot gate to access the school uniform shop.

The school uniform consists of black school trousers, a white school dress shirt, and a red school sweater (optional). Plain white shirts are permitted to be worn under the school dress shirt if a student wishes. Students are expected to be in full uniform beginning on the first day of school. Beginning on September 17th, students who are not in uniform will not be permitted to attend class.

We would like to take this opportunity to remind families that previous uniforms are not permitted, and that secondary students are not permitted to wear shorts or any non-uniform items. Further, secondary students are reminded that they must wear black, closed-toe shoes of a formal or casual nature. These can take the form of trainers, ballet flats, skates shoes (i.e. Vans or Converse), or dress shoes; sandals, crocs, and other forms of beach footwear are not permitted.

The PE uniform consists of the new red CIS PE shirt, CIS PE shorts, and trainers. Students are encouraged to bring a hat for when their PE classes are outside.

Bell Schedule: We are introducing a new timetable at CIS this year. School gates open at 7:30am, and there is a warning bell at 7:50am, and all students begin classes at 8:00am; students are encouraged to be prompt. The secondary timetable ends at 3:20pm; buses will leave promptly at 3:30pm. On Thursdays, secondary students will be dismissed early at 2:20pm.



Supply Lists: The secondary school supply list has been attached to this message. Students should arrive at school prepared for class every day, beginning on September 10th. Students will be issued their textbooks in their classes.

Cafeteria: The school cafeteria will be available beginning on September 10th. Students are permitted to access the cafeteria from 7:30am – 7:50am, as well as during their lunch break and after 3:20pm. Parents are welcome to access the cafeteria from 7:30am to 8:15am on school days.

School Fees: School fees are due on September 14th. Fees may be paid by cash or cheque. On-line payments are welcome at: Bank of Sharjah, Abu Dhabi Branch Account No.: 013-06-16-77-22; Account Name: CANADIAN INTERNATIONAL SCHOOL; Swift Code: SHARAEAS; IBAN No: AE83 0120 0000 0130 6167 722.

Administrative Staff: There have been a few changes to the administrative team at CIS. While Ms. Leanne will continue as Head of the Secondary School, we are very pleased to announce that Ms. Robyn will be taking on the role of Head of the Elementary School. She will be assisted by Mr. Raffi as the new Elementary Coordinator, and Mr. Stephen will continue in his role as the Secondary Coordinator and Guidance Counselor. Mr. Larry and Ms. Jan will also be continuing in their roles as Superintendent and Academic Achievement Advisor, respectively.

Academic Calendar: Lastly, please note that we have attached the 2017-2018 academic calendar. All Islamic and UAE holidays and days of observance are subject to ADEC announcement.

Inquiries: For questions regarding school fees, please contact Ms. Rowena.
For questions regarding admissions, please contact Ms. Kelly.
All further inquiries may be made at Reception.

Our faculty look forward to working closely with you and your family, and to creating another successful year at CIS.

Warm regards,

CIS Administration Team