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مدرسة كريدنس الثانوية
CREDENCE HIGH SCHOOL

IN READINESS FOR THE ACADEMIC SESSION 2024 - 2025
KG1 -GRADE 12

Circular Date: 20th February 2024

Dear Valued Parent,

Greetings from Credence High Dubai!

As we prepare to commence the new academic year 2024 – 2025, kindly note:

- Over the last few years, there have been various requests to streamline the online payment facility for completing the payment of tuition fees, books, uniforms, and transport fees and to get real-time receipts. This has now been implemented and will go live effective **1st March 2024**.
- The **online payment guidelines** will be shared with you on your primary email by the **29th of February 2024** with login details (username and password) for completing the payments.
- After completing the online payments for books/uniforms, the same can be collected by showing the receipts to the school bookstore/uniform store on your visit to the school on the dates mentioned **under 'Issuance of books and uniforms'**.

Important guidelines and dates:

PAYMENT GUIDELINES	
Date	Friday- 1st March 2024 to Friday- 29th March 2024 NOTE: <ul style="list-style-type: none">For the safety and security of all our stakeholders (parents, students, and staff), please follow the staggered dates mentioned under 'Issuance of books and uniforms' for visiting the school for the purchase/collection of books & uniforms.If you have more than 1 child (studying in different grades), you can plan to visit the school on one day itself, preferably during the elder sibling/s issuance dates.
Venue	<ul style="list-style-type: none">School Premises- Accounts Office: Credence High School 9 AM – 2 PM (Monday through Saturday)Alternatively, all payments can be made online.The school will be closed on all Sundays.

TUITION FEE	
Please click on the hyperlink: website , for fee details	
Term-wise payment option	<ul style="list-style-type: none">3 PDC'S dated 1st April 2024, 1st September 2024 and 1st January 2025Termwise online payment
Monthly payment option	<ul style="list-style-type: none">10 PDC's dated 1st April 2024 till 1st March 2025Monthly online payment

Cheques are to be drawn in favour of	Credence High School LLC

TRANSPORT FEE	
<ul style="list-style-type: none"> Please click on the hyperlink: website, for fee details Please note that there has been a change in the transport fees for certain areas. The same has been updated on the school website under 'Transportation'. 	
Term wise only	<ul style="list-style-type: none"> 3 PDC'S dated 1st April 2024, 1st September 2024 and 1st January 2025 Termwise online payment
Cheques in favour of	Blue Line Star Passengers Transport by Rented Buses LLC
Transport details (bus route numbers with driver and nanny details) for the academic year 2024 – 2025, will be emailed to you from the transport department latest by Friday, 29th March 2024.	

ONE TIME ANNUAL FEE & BOOKS + UNIFORM	
Please click on the hyperlink: website , for the fee details:	
Payment	Current dated cheques/cash/credit card /debit card/online
Cheques to be drawn in favour of	Credence High School LLC
The amount for the same can be included in the Cheque for the tuition fee for the 1st month/term	

ISSUANCE OF BOOKS & UNIFORM (Timings: 9 AM – 2 PM)

GRADES (for session 2024-25)	ISSUANCE OF BOOKS & UNIFORMS (Timings: 9 am – 2 pm)
Grade 1 (Current KG2 going to Grade 1)	Friday, 15th March 2024
KG1, KG2, and Grade 2 (Current PreKg, KG1, and Grade 1 going to their next grade)	Monday, 18th March 2024
Grade 3 – Grade 5 (Current Grade 2, Grade 3, and Grade 4 going to their next grade)	22nd & 23rd (Friday and Saturday) March 2024
Grade 6- Grade 9 & Grade 11 (Current Grade 5, Grade 6, Grade 7, Grade 8, and Grade 10 going to their next grade)	Tuesday, 26th March to Friday, 29th March 2024
Grade 10 & Grade 12 (Current Grade 9 and Grade 11, going to their next grade)	Wednesday, 6th March 2024

START OF THE NEW SESSION	
PreKG,KG1, Grade 1 - Grade 10 & Grade 12	MONDAY, 1st April 2024
KG2 and Grade 11	WEDNESDAY, 3rd April 2024

POINTS TO REMEMBER

- As per the KHDA guidelines, the tuition and transport fees are to be paid term-wise. However, for your convenience, we have given you the option to pay the **tuition fees monthly**, by providing PDCs for all the months (April 2024 to March 2025) OR by paying online on a monthly basis.
- You are advised to keep all the receipts with you as they may be required to collect any pending books or uniforms.
- **If you have any concerns about making the payment online** you may please visit the school in person to complete the same or call the accounts team at +971527981388/+971551096985.

Rest assured, before we commence with the academic session 2024-2025, the class teachers for the grades, like always, will send a welcome mail to each parent with further details and guidelines to ensure that the transition to the new class is smooth and seamless.

Key contact persons (Academic) - Through the school portal (CLOUD 9)

School CEO-Principal		Ms. Deepika Thapar Singh
PreKG- Grade 1	Early Years Supervisor	Ms. Dhanalaxmi Induchudan
Grade 2-Grade 5	Primary School Supervisor	Ms. Nirmala Prasad
Grade 6-Grade 8	Middle School Supervisor	Ms. Anila Sagar
Grade 9 - Grade 10	Secondary School Supervisor	Ms. Neelima Byju
Grade 11 - Grade 12	Senior Secondary School Supervisor	Mr. Shyam. K

For any clarification/details, please contact us at 04-3212144 OR write to us at the below email addresses

Key contact person (Administration)

School Administrator	shaheen@credencehighschool.com
Accounts Related	accounts@credencehighschool.com
Any general queries	admissions@credencehighschool.com / info@credencehighschool.com
IT related	it@credencehighschool.com
Transport related	transport@credencehighschool.com
Secretary to the Principal	secretary@credencehighschool.com

We extend our thankful wishes to you and your family for all the cooperation and trust that you have shown towards us.

Looking forward to the next productive Academic Year, 2024-25, at Credence High School, Dubai.

Warm Regards

Mr. Shaheen Aboobacker
School Administrator
Credence High School Dubai