



**PHILIPPINE EMIRATES PRIVATE SCHOOL
East Baniyas 8, Abu Dhabi, United Arab Emirates
Villa School (02-6410918) / Baniyas (02-5858041)**

January 28, 2019

Dear Parents,

Greetings!

Please be informed that our Preliminary Exams for the Third Periodical Examinations will be on February 3-5, 2019. We would like to remind you to please settle all your delayed accounts until the month of January and February. You can make your payment at the old villa school on weekdays, Sunday- Thursday from 9:00am to 5:00pm. Hence, students are required to present Examination Permit which can be obtained from the Accounting Office as "NO PERMIT, NO EXAM POLICY "will strictly be implemented. Kindly disregard this reminder if payments have been made.

Schedule of exams will be sent to you through the respective advisers of your child. Please observe dismissal time schedule for each Department on the First and Second Day (February 3-4, 2019):

Kindergarten Department	- 10:00 am
Primary Level (Grades 1-3)	- 12:00 nn
Intermediate level (Grades 4-6)	- 12:30 pm
JHS & SHS (Grades 7-12)	- 12:30

Please note that all students will be going home at their regular classes' dismissal time on February 5, 2019.

Furthermore, please be informed that the **distribution of the Second Grading Report Card will be on Thursday, January 31, 2019 from 4:00 pm to 7:00 pm only**. Please find time to come and discuss with the Class Advisers on matters with relevance to the Academic Performance and behaviour of your child in school. They will also assist you in your query regarding the monitoring of discipline and progress of your child.

You can also approach all the subject teachers so as to confer with them his/her scholastic ratings on the specific subject you wish to refer with.

As we continue to serve you better and more efficiently, we would like to request all the parents to please compel to follow and adhere with school policies and procedures. As partner and stakeholders, it is one of our objectives to strive for excellent service by extending your utmost cooperation with us.

We do appreciate your unquestionable loyalty and benevolence.

Thank you.

**ROSEMARIE T. NATIVIDAD, MA.ED
School Principal**