

End of Academic Year 2024-2025

Dear Parents,

As we conclude this academic year, we express our heartfelt gratitude for your unwavering support and collaboration. Your dedication has been instrumental in ensuring the success of this year, and we truly appreciate your efforts. The trust you've bestowed upon us is invaluable, and we remain steadfast in our commitment to delivering quality education to all our students.

Kindly note the following important details:

REPORT CARDS:

Report cards for all the students will be available online on Phoenix Classroom. Please log in to <https://gems.phoenixclassroom.com/Account/login> using your current Phoenix ID.

For students in **KG1 to Grade 2**, report cards will be uploaded from **4th March 2025**.

For students in **Grades 3 to 9**, report cards will be uploaded from **24th March 2025**.

TRANSFER CERTIFICATE:

The Transfer Certificates with the KHDA attestation will be ready for collection **by 4th April 2025**, after obtaining clearances from the school tuition fees and STS fees till March 2025 and the Transfer Certificate fee of AED126/-. Please note that the Transfer Certificate will not be available online. All parents must come to the school and collect a hard copy of the original transfer certificate for moving your ward within Dubai and outside Dubai. The Transfer Certificate for **ALL GRADES** will be handed over to the security at **GLS-Primary Campus-GATE 1**.

Parents who have acquired a Transfer Certificate for their child should note that the option to print report cards is accessible until March 31st, 2025. Subsequently, after this date, access to the Phoenix classroom will be disabled, and the option to print report cards will no longer be available. To prevent any inconvenience, it is advised to either print or download the report cards before the deadline of March 31, 2025. In case a hard copy of the report card needs to be attested, it needs to be brought in personally, to be attested by the school authorities.

MEDICAL FILE:

For students moving to another Emirate and Outside UAE, the parent should personally come and collect the medical file of their ward from the School Medical Services before collecting the transfer Certificate. For students moving to another school within Dubai, the medical file will be sent directly to the school selected by you.

OUTSTANDING DUES:

All outstanding dues for the academic year 2024-2025 must be cleared by March 10, 2025, to avoid any inconvenience. As stated in the KHDA Parent-School Contract, parents must clear all outstanding tuition and transport fees for their child on or before March 10, 2025, to ensure their child can continue to avail all privileges at school without interruption and the child's promotion to the next class is not impacted.

Students with outstanding fees will not be included in the class list for the new academic year 2025-2026, as the school cannot re-enroll them if previous academic year's fees remain unpaid. The school reserves the right to withhold the concerned student's progress report and refer the case to KHDA.

NEW ACADEMIC YEAR 2025- 2026:

The new academic year 2025-2026 for all existing students will commence from Monday, 7th April 2025. The reporting date for the **new admission students of Grade 6 and above** is also Monday, 7th April 2025. All **KG1 students** will report on Tuesday, 8th April 2025 whereas **KG2 to Grade 5 new admission students** will report on Wednesday, 9th April 2025.

We look forward to welcoming all our students for the new academic year 2025-2026.

Warm regards,



Asha Alexander

Principal

Executive Leader - Climate Change

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مديرة المدرسة

الرئيس التنفيذي - تغير المناخ