



# Angels Specialist School International, Tema

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26<sup>th</sup> March, 2014

Dear Parent,

## END OF 2<sup>ND</sup> TRIMESTER

We hereby inform parents that the school will break for the Easter holidays on Thursday, March 27, 2014 at 14:00 hours and resume on Tuesday, April 22, 2014 for the third trimester academic activities. However, the BECE candidates and the candidates for the Cambridge check point will be in school till the 17<sup>th</sup> of April, 2014.

## PICKING OF REPORTS

Please take note that the collection of examination reports and scripts will take place on **THURSDAY, APRIL 3, 2014**. As stated on the academic calendar, parents would be expected to discuss their wards' reports and performance with teachers concerned.

## STRICTLY NO 'OUR DAY'

Traditionally, we do not have "Our Day" for school children during the end of 2<sup>nd</sup> trimester. School pupils and students are therefore advised to wear their normal school uniform (blue-black & white) to school tomorrow, the last day of the trimester, since there will be no "OUR DAY".

## FINANCIAL POLICY

The policy that states that fees are paid **ON** or **BEFORE** school reopens is still in place. We are

encouraging parents to help the school, not just to stand on its feet but to make strides by making prompt payment as per the policy.

From next trimester (April, 2014), no parent/guardian should pay physical cash in payment of school fees at the school's account office. We intend to make the account office a cashless one. School fees should be paid at the school's bank, Cal Bank, and the deposit slip returned to the account office for receipt. Parents, however, have the following options:

- i. To issue a CROSS-CHEQUE at the account office in payment of fees (that is a cheque that indicates payment to Angels Specialist School International and not a cheque that indicates 'pay cash'). Please take note that if a parent/guardian issues a cheque and the cheque is dishonoured by the bank, the parent/guardian whose cheque has been dishonoured will lose the opportunity of issuing cheques to the school.
- ii. Parents/guardians can go to their own banks or any bank of their choice and obtain a payment Order (Bank draft), in view of fees payment, and bring it to the account office for receipt. Please take note

these measures will be strictly enforced.

## STAKEHOLDERS' CONFERENCE

As per the school's calendar of activities, parents are informed of the stakeholders conference slated for Saturday, April 5, 2014. The conference is scheduled to take place at the COCOBOD TRAINING SCHOOL, Community 6, Tema at 3:00p.m. prompt.

## ACADEMICS

We are at the end of yet another productive trimester. From the outset, we had set for ourselves a number of goals. Thankfully, we worked towards attaining these goals. Teachers have never relented in their bid to ensure school improvement. This has been evident in areas where teachers have gone the extra mile to develop the enthusiasm for learning and a desire for excellence. In view of this, parents are encouraged to take keen interest in their wards' academic progress and to make quality time to assist them perform any assignments issued.

Thank you.

- *Management*