

AJI/CirNo.18/AJI/AY2023-24/March

26th March 2024

Dear Parents,

Greetings!

Sub: Welcome Circular AY 2024-2025

We would like to extend a special welcome to all newly enrolled students and their parents, expressing our gratitude for choosing and trusting Al Ain Juniors School with their education journey.

At Al Ain Juniors School, our commitment lies in fostering a harmonious relationship between the school management, educators, and parents to steer our students towards a bright future through comprehensive and high-quality education.

The academic year 2024-2025 is scheduled to commence on Monday, April 15, 2024.

Kindly find below important information pertaining to the Academic Year 2024-2025:

1. Reopening Dates

CLASS	REOPENING DATE
KG 1	Monday, 15 th April, 2024
Kg 2	Wednesday, 17 th April, 2024
Grades 1- 9	Monday, 15 th April, 2024
Grades 10,11& 12	Will resume classes on 15 th April 2024

2. Parent Orientation:

We are pleased to announce that the school has organized a parent orientation session to inform about the policies and academic program of the school which will be held in the school premises:

Grade	Date	Day	Time	Venue
KG1	15-Apr-24	Monday	8:00. a.m. to 10. a.m.	AJ School Premises
KG2	17-Apr-2024	Wednesday	8:00. a.m. to 10. a.m.	AJ School Premises
Grade 1	15-Apr-24	Monday	8:30. a.m. to 10. a.m.	AJ School Premises
Grade 2 & 3	17-Apr-24	Wednesday	5.p.m. to 6:30. p.m.	AJ School Premises
Grade 3, 4 & 5	18-Apr-24	Thursday	5.p.m. to 6:30. p.m.	AJ School Premises
Grade 9, 10, 11 & 12	19-Apr-24	Friday	5.p.m. to 6:30. p.m.	AJ School Premises

3. School Fee Deadline:

To confirm the enrollment of your child(ren), please ensure that the following fees are cleared on or before Sunday, April 14, 2024:

- April 2024 tuition fees
- Ministry of Education (MOE) Books fee
- Transportation fee, if applicable

4. **Ministry of Education (MOE) mandatory subjects Books:**

It is mandatory to buy the latest version of the MOE Books as per the directives from ADEK, for Grades 1-12. These subjects are:

1. Islamic Studies. (Muslim Students)
2. Arabic Language (Non-Arab students)
3. Moral, Social & Cultural Studies. (Non-Arab Students)

Parents are required to make payment for the MOE books along with the first installment before the commencement of the new academic year. MOE books will be distributed to students once we receive them from the Ministry of Education Book Store.

5. **Mode of payment:**

You may utilize the following payment modes:

a) Online Fee Payment/Parent Portal:

- ✓ Online payments are facilitated through the parent portal, Zenda.
- ✓ Please download and sign up with Zenda©. Comprehensive information about the app is accessible on the school website: <http://www.alainjuniors.com/online-fee-payment>

b) At the School Front Office:

- ✓ Payments can be made directly at the school front office during the following hours:

Regular Office hours	Office hours during Ramadan
Monday to Thursday: 7:30 a.m. to 3:00 p.m. Fridays: 7:30 a.m. to 11:30 a.m.	Monday to Thursday: 9 a.m. to 12:30 p.m. Fridays: 9 a.m. to 11:30 a.m.

6. **School Transportation:**

- Please note that the availability of the school transport service at Al Ain Juniors School is not automatically guaranteed.
- Confirmation of school transportation is based on a first-come, first-served basis and is subject to seat availability.
- If you require school transportation, you can apply for it through the link provided below.

<https://forms.office.com/Pages/ResponsePage.aspx?id=RqgeGXQ7N0SvOkxKGYVJY8FgCilpkvFEmIAe55z7oOxUMklTODdXRUXXS0NVQk9MU05aMjZHMlNjSyQlQCN0PWcu>



- For any further inquiries or assistance, please don't hesitate to contact the Transport Department at 03 - 7810077 (EXT. 117).

7. Uniform Sale For new students

For the convenience of parents and to mitigate crowds during the regular uniform sale dates, the school is implementing a separate schedule for new students to purchase their uniforms from School Stores in Sanaiya

Grade	Day & Date	Timing	Venue
KG	Sunday 31/03/2024	9.00 am to 2.00 pm	AJ School Stores
KG	Monday 01/04/2024	9.00 am to 2.00 pm	AJ School Stores
Gr. 1 to Gr. 12	Tuesday 02/04/2024	9.00 am to 2.00 pm	AJ School Stores
Gr. 1 to Gr. 12	Wednesday 03/04/2024	9.00 am to 2.00 pm	AJ School Stores

AJ Store location link: <https://maps.app.goo.gl/S6qVbYSj12v7rNCL7>

8. Books & Uniform Sale

The school book and uniform sale will take place on the following dates within the school campus. Parents are kindly requested to enter the school through Gate No. A7 (Wadi entrance).

Books sale Schedule for the academic year 2024-25

Grade	Day & Date	Timing	Venue
Jr.Kg to Gr. 2	Friday 12/04/2023	9.00 am to 4.00 pm	AJ School Auditorium
Grade 3 & 6	Saturday 13/04/2023	9.00 am to 4.00 pm	AJ School Auditorium
Grade 7 to 12	Sunday 14/04/2023	9.00 am to 4.00 pm	AJ School Auditorium

9. Student Photo in School Uniform:

- All new students are kindly requested to provide a passport-sized photo **in school uniform**.
- Please ensure the photo is sent no later than Friday, April 12, 2024, to the following email address: studentservices.aji@alainjuniors.com
- Specifications for the photo: Passport size photo in JPG format, less than 2 MB.

10. School Schedule, Late Arrival Policy, Gate Access, Dismissal

Class		Start Time	End Time	Pick up and drop off location for own transport students
KG1	Monday to Thursday	8:30 a.m.	1:25 p.m.	Gate A8
KG2	Friday	8:30 a.m.	12:00 p.m.	Gate A3
Grades 1 to 12	Monday to Thursday	7:30 a.m.	2:15 p.m.	Gate A4
	Friday	7:30 a.m.	10:50 a.m.	

Note: To prevent overcrowding and traffic congestion and to ensure the safe and smooth entry and exit of students who commute using their own transportation, we kindly request parents or designated guardians to adhere to the following instructions:

I. For KG students:

- Gate A8/A3 will open for entry of KG students at 8:00 a.m. sharp and will close promptly at 8:30 a.m. daily.
- Students will not be permitted to enter after 8:30 a.m.
- Students must present their student ID card and wear the appropriate school uniform, including the school jacket, to gain entry through the designated gate onto the school premises.

II. For Grade 1 to 12 students:

- Gate A4 will open for entry of students from Grade 1 to 12 at 7:10 a.m. sharp and will close promptly at 7:30 a.m. daily.
- Students will not be permitted to enter after 7:30 a.m.
- Students must present their student ID card and wear the appropriate school uniform, including the school jacket, to gain entry through the specified gate onto the school premises.

III. Parents or designated guardians are allowed to accompany their children only up to the entry gates (A3/A8/A4) and will not be permitted to enter the school premises.

IV. During dismissal, parents or designated guardians will be allowed to enter the school premises only up to the designated area.

V. We urge parents to arrive on time for pick-up as we do not provide caretaking services beyond the specified daily opening and closing times mentioned in the admission undertaking. The school will not be held responsible for the safety and security of children after these times.

11. Application for School Official Letters:

To request school official letters such as payment invoices and bonafide letters, please fill out the online application form using the following link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=RqgeGXQ7N0SvOkxKGYVJY8FgCilpkvFmIAe55z7o0xUMUFMTFdEUkdIUE5POTFXNE45NFBNVklHRiQIQCN0PWcu>



Please note that official letters will be issued only after confirmation of enrollment by paying the first installment, which includes the registration Fee, Tuition fee for April 2024, MOE books fee, and transport fee (if availing).

12. Student Class Allocation:

Classes are assigned to students based on careful consideration of demographic details, gender balance (from KG to Gr.12), learning styles, and aptitudes.

We strongly discourage requests for section changes. The school's decision in this matter is final.

13. Scheduling Meetings with School Personnel:

Please feel free to schedule appointments with the

- ✓ Principal, Vice Principal,
- ✓ Subject Coordinators, Heads of Departments or teachers ,

if you have any concerns regarding your child's education. Prior appointments can be arranged through the school front office.

14. Modes of Communication between School, Parents, and Students:

We will be utilizing the following channels of communication to reach out to you and support our students:

- ✓ Website: Visit <http://www.alainjuniors.com> for the latest updates and information.
- ✓ Email: Teachers will keep you informed with regular updates via email.
- ✓ SMS and WhatsApp: These channels serve as one-way communication from the school to parents for important updates and news. **Save our contact number +971 56 949 1164 to your contact list.**
- ✓ Feedback Helpdesk (SHARE YOUR EXPERIENCE WITH US): We highly value your feedback and aim to provide service that is fair, efficient, and of the highest quality.

Visit our school website and click on the Feedback link to share your experience with us.

15. School fee policy / fee structure

For the updated fee policy, please visit the link provided below:

http://www.alainjuniors.com/images/updates2023/20-06-23_Updated_AJ_Fee_Policy.pdf

AL AIN JUNIORS SCHOOL INDIAN SYSTEM		FEE STRUCTURE FOR ACADEMIC YEAR 2024-2025 (WEF April 2024)							
		Affiliated to C.B.S.E, New Delhi, India Affiliation No : 6630040 P.O.Box 80718, Al Ain, UAE 03 7810043 info@alainjuniors.com www.alainjuniors.com							
TYPE OF FEE	MODE OF PAYMENT	JKG & SKG	Gr 1 & 2	Gr 3 & 4	Gr 5 & 6	Gr 7 & 8	Gr 9	Gr 10	Gr 11 & 12
Registration Fee (Non Refundable)	For new students: At the time of admission	350	370	400	430	450	500	490	580
	For existing students: in January to confirm enrolment for next A.Y.								
Tuition fee	Total Tuition Fee per Year	6,650	7,170	7,740	8,330	8,730	9,520	9,450	11,140
	Tuition Fee per Month (for 10 months)	665	717	774	833	873	952	945	1,114
Transport Fee	Total Transport Fees per Year	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750
	Transport Fee per Month (for 10 months)	275	275	275	275	275	275	275	275

The above fee schedule is in accordance with the Ministry of Education and ADEK guidelines and approvals.
Please contact the school administration for any enquiries.

16. General Guidelines:

a) Punctuality:

- ✓ Punctuality is a crucial aspect of our students' development and aligns with our core values. It helps instill a sense of responsibility and good behavior.
- ✓ We kindly request parents to ensure that their children arrive and are picked up from school ON TIME.
- ✓ Students who arrive late will have their names recorded, and parents of students who are late more than three times will receive a letter. Disciplinary action may be taken against such students.

b) Baseline Assessment (for Grades 1 to 12):

- ✓ Students across all grade levels will undergo baseline assessments covering selected topics from the previous grade level for all core and compulsory subjects.
- ✓ These assessments will form part of their formative evaluations and assist in setting targets and forecasting grades for students.
- ✓ This practice aims to support students in achieving academic success in their respective classes.

c) School Uniform (Student Dress Code):

- ✓ All students must wear neat uniforms, including their student IDs, and must come to school in full uniform each day.
- ✓ It is mandatory for ALL students to wear their IDs at all times while on the school premises.

d) Mobile Phones and Other Gadgets:

- ✓ Students are not permitted to bring mobile phones or any other gadgets to school.
- ✓ We kindly request parents to ensure that their children adhere to this school policy.
- ✓ Any gadgets found with a student will be confiscated and will only be returned upon the parents' visit to the school to claim them.

e) Celebration of Student Birthdays in School:

- ✓ Please be informed that our school does not permit the celebration of birthdays on campus.
- ✓ Students from Kindergarten to Grade 6 are allowed to wear a decent colored dress on their birthday.
- ✓ The school strictly prohibits students from bringing and distributing any food items, including chocolates, toffees, fizzy drinks, and chips, not only on birthdays but on any day.

At Al Ain Juniors, the health, safety, and security of our students are of paramount importance.

We consistently ensure that our teachers and staff members provide the best services, adhering to our policies, which are in line with regulations set by ADEK and the Abu Dhabi Agriculture and Food Safety Authority (ADAFSA).

You are kindly requested to regularly check the school's official website at www.alainjuniors.com for updates and announcements.

AJI Administration