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مدرسة كريدنس الثانوية

CREDENCE HIGH SCHOOL

IN READINESS FOR THE ACADEMIC SESSION 2025-2026

PRE KG -GRADE 12

Circular Date: 28<sup>th</sup> February 2025

Dear Valued Parent,

Greetings from Credence High School!

As we prepare to commence for the new academic year 2025 – 2026, we would like to share with you the timeline and payment guidelines regarding the tuition fee, transport fee and the purchase/collection of books & uniforms.

For the same kindly note:

- **Online Payment Portal (Orison)** - Please use the online payment portal to complete all payments/purchases. Kindly click on the link for the step by step process.  
**LINK** for [Online Tuition/Transport Fee payment steps](#)  
**LINK** for [Online purchase of Books & Uniform Fee payment steps](#).
- 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	
<b>Date</b>	Saturday - 1st March 2025 to Saturday - 5th April 2025 <b>NOTE:</b> <ul style="list-style-type: none"><li>● For the safety and security of all our stakeholders (parents, students, and staff), <b>please follow the staggered dates mentioned under 'Issuance of books and uniforms' for visiting the school for the purchase/collection of the same.</b></li><li>● If you have more than 1 child (studying in different grades), you can plan to visit the school on one day, preferably during the elder sibling/s issuance dates.</li></ul>
<b>Venue</b>	<ul style="list-style-type: none"><li>● School Premises- Accounts Office: Credence High School 9 AM – 2 PM (Monday through Saturday)</li><li>● Alternatively, <b>all payments can be made online.</b></li><li>● <b>The school will be closed on all Sundays and during Public Holidays.</b></li></ul>

### TUITION FEE

Please click on the hyperlink: [website](#), for fee details

<b>Term-wise payment option</b>	<ul style="list-style-type: none"><li>• 3 PDC'S dated 1st April 2025, 1st September 2025 and 1st January 2026</li><li>• Term wise online payment</li></ul>
<b>Monthly payment option</b>	<ul style="list-style-type: none"><li>• 10 PDC's dated 1st April 2025 till 1st March 2026</li><li>• Monthly online payment</li></ul>
<b>Cheques are to be drawn in favor of</b>	<b>Credence High School LLC</b>

### TRANSPORT FEE

Please click on the hyperlink: [website](#), for fee details

<b>Term wise only</b>	<ul style="list-style-type: none"><li>• 3 PDC'S dated 1st April 2025, 1st September 2025 and 1st January 2026</li><li>• Term-wise online payment</li></ul>
<b>Cheques in favor of</b>	<b>Blue Line Star Passengers Transport by Rented Buses LLC</b>

#### NOTE:

The transport details (bus route numbers with driver and nanny details), will be **emailed to parents who have opted for bus transport, latest by Saturday, 29th March 2025**, by the bus vendor representative at Credence.

### BOOKS + UNIFORM & ONE TIME ANNUAL FEE

Please click on the hyperlink: [website](#), for the fee details:

<b>Payment</b>	Current dated cheques/cash/credit card /debit card/online
<b>Cheques to be drawn in favor of</b>	<b>Credence High School LLC</b>

The amount for the same can be included in the Cheque for the tuition fee for the 1st month/term

### ISSUANCE OF BOOKS & UNIFORM FOR PRE KG TO GRADE 1 (Timings: 9 AM – 2 PM)

**Note: For Pre KG to Grade 1 students, all books and stationery will be handed over to the respective class teachers. These will be labelled and ready to use before the classes commence.**

<b>GRADES (for session 2025-26)</b>	<b>ISSUANCE OF UNIFORMS (Timings: 9 AM – 2 PM)</b>
<b>KG1 &amp; KG2 (Current Pre KG &amp; KG1, going to their next grade)</b>	<b>Monday, 17th March 2025</b>
<b>Grade 1 (Current KG2 going to Grade 1)</b>	<b>Thursday, 13th March 2025</b>

### ISSUANCE OF BOOKS & UNIFORM FOR GRADE 2-12 (Timings: 9 AM – 2 PM)

<b>GRADES (for session 2025-26)</b>	<b>ISSUANCE OF BOOKS &amp; UNIFORMS (Timings: 9 AM – 2 PM)</b>
<b>Grade 2 (Current Grade 1 going to their next grade)</b>	<b>Tuesday, 18th March 2025</b>
<b>Grade 3 to Grade 5 (Current Grade 2, Grade 3, and Grade 4 going to their next grade)</b>	<b>Monday 24th &amp; Tuesday 25th March 2025</b>

<b>Grade 6 to Grade 9 &amp; Grade 11</b> <b>(Current Grade 5, Grade 6, Grade 7, Grade 8, and Grade 10 going to their next grade)</b>	<b>Thursday, 27th March to Saturday, 29th March 2025</b>
<b>Grade 10 &amp; Grade 12 (Current Grade 9 and Grade 11, going to their next grade)</b>	<b>Tuesday, 11th March 2025</b>

<b>START OF THE NEW SESSION</b>	
<b>Pre KG, KG1, Grade 1 - Grade 10 &amp; Grade 12</b>	<b>MONDAY, 7th April 2025</b>
<b>KG2 and Grade 11</b>	<b>WEDNESDAY, 9th April 2025</b>

<b>POINTS TO REMEMBER</b>
<ul style="list-style-type: none"> <li>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 <b>tuition fees monthly</b>, by providing PDCs for all the months (April 2025 to March 2026) OR by paying online on a monthly basis.</li> <li>You are advised to keep all the receipts with you as they may be required to collect any pending books or uniforms. If any book or uniform item is unavailable during collection, it will be delivered to your ward's classroom once restocked.</li> <li><b>If you have any concerns about making the payment online</b> you may please visit the school in person as per the timings given under the payment guidelines to complete the same or call the accounts team at +971527981388/+971551096985.</li> </ul>

Before the academic session 2025-2026 begins, class teachers will, as always, send a welcome email to each parent with essential details and guidelines to ensure a smooth and seamless transition to the new class.

<b>Key contact persons (Academic) - Through the school portal (CLOUD 9)</b>		
<b>School CEO-Principal</b>		Ms. Deepika Thapar Singh
<b>Vice Principal</b>		Mr. Shivender Kumar
<b>Pre KG- Grade 1</b>	Early Years Supervisor	Ms. Dhanalaxmi Induchudan
<b>Grade 2-Grade 5</b>	Primary School Supervisor	Ms. Nirmala Prasad
<b>Grade 6-Grade 8</b>	Middle School Supervisor	Ms. Neelima Byju
<b>Grade 9 - Grade 12</b>	Senior School Supervisor	Ms. Anila Sagar

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

<b>Key contact person (Administration)</b>	
Administrator	<a href="mailto:shaheen@credencehighschool.com">shaheen@credencehighschool.com</a>
Accounts Related	<a href="mailto:accounts@credencehighschool.com">accounts@credencehighschool.com</a>
Any general queries	<a href="mailto:admissions@credencehighschool.com/">admissions@credencehighschool.com/</a> <a href="mailto:info@credencehighschool.com">info@credencehighschool.com</a>
IT related	<a href="mailto:it@credencehighschool.com">it@credencehighschool.com</a>
Transport related	<a href="mailto:transport@credencehighschool.com">transport@credencehighschool.com</a>
Secretary to the Principal	<a href="mailto:secretary@credencehighschool.com">secretary@credencehighschool.com</a>

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, 2025-26, at Credence High School, Dubai.

**Warm Regards**  
**Shaheen Aboobacker**  
**School Administrator**  
**Credence High School, Dubai**