



P.O. Box 30023, Capital City, Lilongwe 3, Malawi, Africa

Tel: (+265) 1772210/1772212

Fax: (+265) 1771049

30th December, 2016.

Dear Parents/Guardians

The first term of the 2016/2017 Academic Year ends on Friday, 9th December, 2016. We would like to thank all parents, guardians and students for all the support rendered to the School during the course of this successful term.

1. PARENTS CONSULTATIONS

The program for the end of term Parent / Teacher Consultation is as follows;

CLASS	DATE	TIME	VENUE	FOCAL PERSON
JUNIOR SCHOOL	Tuesday			
Reception to STD 3	06/12/16	12:00hrs – 15:00hrs	Junior School Campus	Mrs Mushipe
MIDDLE SCHOOL	Tuesday			
STD 4 to 6	06/12/16	12:00hrs– 15:30hrs	School Hall	Mrs Nyasulu
HIGH SCHOOL	Wednesday			
Form 1 to 5	07/12/15	4:00–6:00pm	School Hall	Mr Mushaninga

2. KNOCKING OFF TIME

Knocking off time for Middle and High School next week (5 to 9 December) is 13:00hours. For the Junior Campus remains the same 12:00 noon and 13:00 hours

3. SCHOOL FEES

The School would like to thank all Parents that paid their children's school fees on time this term. We would like to encourage all parents and guardians to pay the second term fees at the earliest possible time to enable the School to meet its obligations.

4. CHRISTMAS PAGEANT AND CAROLS

The Annual Christmas Pageant will be held on Friday 2nd December, 2016 in the School's sports complex. All Parents and Guardians are invited to attend the School's Christmas Pageant from 10am to 12noon. Students will showcase music and drama in Celebration of the Festive Season. **NB: All Primary School Students are required to attend the Christmas pageant. All High School Students except those participating will be exempted from the Christmas pageant.**

5. RAFFLE DRAW

As part of our celebrations a raffle draw will take place just after the Pageant. Both students and parents are encouraged to buy tickets and to participate. The raffle draw Prizes will be displayed in the hall.

6. CLOSING OF TERM PROGRAM

Closing day is on Friday 9th December 2016. Students are allowed to come to School in their casual but smart and decent clothing The School assembly will start at 08:00am followed by class parties from 09:00am to 12:00 noon. Classes will finish at 12:00 noon. Parents are requested to pick up their children on time on closing day. **The second term of the 2016/2017 Academic calendar will commence on Monday the 9th January, 2017.**

7. HOLIDAY OFFICE HOURS

The Administration Office will be open for Student enrolment and assessments on the following dates; 12th, 13th, 14th and 15th then from 19th, 20th, 21st December, 2016 from 08:00am to 12:00noon. Please find the School Heads as focal persons during this period. The Accounts Office will be open from 08:00hours to 14:00hours during the holiday period.

8. SCHOOL BUS

The school buses are still running ferrying students from both the Junior and Senior Campus to and from school. The cost of the service for one way is MK 30,000.00 per month two way bus service costs MK 40,500.00 and the cost of the door to door bus service is MK 46,000.00. Interested parents are required to sign up for the service with the School Heads at the senior campus.

9. MOUNT SINAI INTERNATIONAL SCHOOL WEBSITE

The Mount Sinai International School Management would like to thank our MSIS parent Mr. Austin Madinga for our updated school website. All parents, guardians and students are encouraged to check out www.mountsinaiinternationalschools.com

Mr. T. F. Mushaniga

Head of High School.

Mrs L. Nyasulu

Head of Primary.

