



01 February 2023  
042/Par/23

Dear Parents,

May I inform you of the most recent directive from the Ministry of Education. All schools are required to update the details for students on the Al Manhal system, which is the formal method of registering students for the MOE. Failure to do so will mean that documents will not be issued from the system. To ensure that does not happen I am therefore requesting your help.

We have completed this by next week.

We are asking for hardcopies in a sealed envelope for all the children in the school as follows:

**Nationals of the United Arab Emirates**

1- Three recent student passport type photos. (Taken in the last three months)

2- Child's passport with Unified number page.

3- Father's passport with Unified number page.

4- Mother's passport.

5- Child's Emirates ID.

6- Father's Emirates ID.

7- Mother's Emirates ID.

8- Family book copy.

**Non UAE Nationals.**

1- Three recent student passport type photos. (Taken in the last three months)

2- Child's passport with visa.

3- Father's passport with visa.

4- Mother's passport with visa.

5- Child's Emirates ID.

6- Father's Emirates ID.

7- Mother's Emirates ID.



Please leave good colour copies in an envelope with the full name of child or children if all family enclosed on the outside of the envelope and ensure it is sealed. The Registrar will then access these to update the system.

**From Friday 2 February before school there will be staff collecting these at**

Primary gate

KG entrance

Middle School gate

Senior Gate Grade 8 & 9- Ms Jonine

Senior Gate Grade 10-12-Ms Katherine

If you wish to send during the day then leave with security or with reception in the administration building. Submitting for all the children in the family in one envelope leave at any of the above locations. May we urgently request this to be compliant with

If other questions please call Ms Hanan in the school office 2221140 ext 6.

Thanking you for your assistance.

Yours faithfully,

Jan Brettingham M

Principal