

FROM THE DESK OF THE PRINCIPAL



September 1, 2020

Dear Parent/Guardian:

I resumed duties on September 1, 2020 from vacation leave. I take this opportunity to thank the team led by Dr. Jacqueline Pinto, who acted as principal in the interim. It was an unprecedented time in our history that brought many challenges. However, it is true that our vision for Ardenne and commitment to continuous improvement and innovation prepared us to be able to do well as a school. On a personal note, I thank those persons who extended kind thoughts and words to my family and I during our recent loss. We appreciate your thoughtfulness.

As we continue the preparation for the new school year, we are aware that how we proceed is subject to the emerging constraints of the current Covid-19 pandemic. We have mapped out scenarios and will be reshaping whatever we do to provide our students with the best advantage possible. So, we advise and encourage you to be flexible and at your cooperative best. The lines of communication are always open to respectful and meaningful dialogue on what you are experiencing and suggestions on how we can improve.

The school will still need your usual strong financial support. It has been the commitment and the willingness of parents/guardians to contribute over the years that have placed our school in this advantageous position. The cost of operations will still be present outside of somewhat reduced utilities. We will need to make several adjustments and additions as we prepare for Blended Learning in the near future. While our technology capacity is great, we must continue to build out that capacity in order to meet our expanding needs as the leading Science, Technology, Engineering, Arts and Math (STEAM) institution that we are. This is the new normal for us and we must embrace it fully. I am looking forward to even greater support this year.

While the Ministry has given October 5 as the official start date, Ardenne is mindful that our exam groups need to begin classes and as such has decided on Online/Remote Learning commencing Monday, September 14, 2020 for Grades 10, 11 & 13. Therefore, online orientation in preparation will be as follows:

Online Orientation:

- **Grade 13** - Tuesday, September 8, 2020
- **Grade 11** - Wednesday, September 9, 2020
- **Grade 10**- Thursday, September 10, 2020

The Google Meet link will be shared with the students in their school email. It is important that you use the link sent to your individual email addresses and not

someone else's, as not all students will necessarily be in the same orientation exercise for each year group.

All students must be attired in school uniform and well-groomed for our online orientation. Students will be asked to log in using their cameras and full name for purposes of verification. Anyone who does not comply may be removed for not complying. The orientation activities for Grades 7-9 will be announced during the week of September 7, 2020, as we assess and refine how we proceed.

Protocol for online classes:

- All students must be attired in full school uniform.
- Registration in form class with Form Teacher is at 7:30 a.m.
- Attendance registers will be marked by both Form Teacher and subject teachers
- Parents/Guardians email address will be linked to Google classroom and a summary shared of all activities in the Google classroom, weekly.
- All students will be required to turn on their video to ensure their presence is in the class as requested by the teacher for accountability purposes.
- Online contact time for each subject will be two thirds of the allocated time and one third of that time will be for independent work and testing.
- Please ensure that your child/ward remains physically active between classes and are punctual in uploading independent work.



Contributions: Parents/Guardians are encouraged to pay the contributions in spite of the delayed opening of school. Please note the contribution fees have not been increased for the past eight years, and have not increased because we are aware of the challenges many persons are facing during this time of uncertainty. Please see attached the schedule of fees.

I will be communicating with you in a timely manner as we map out how we proceed each week. In the meantime, let us commit to doing everything we can to keep each other safe.

Please send queries and feedback to the info@ardennehighschool.edu.jm . We will do our best to respond in a timely manner.

SCHEDULE OF PARENT CONTRIBUTIONS AND FEES
FOR THE YEAR 2020/21

The contribution approved by the Ministry of Education, Youth and Information is as follows:

GRADES 7 & 8

DEVELOPMENT FUND

\$18,000.00

P.T.A.

\$ 5,000.00

(Payable to the PTA Inclusive of Student Insurance)

LIBRARY DEVELOPMENT CONTRIBUTION

\$ 1,000.00

GRADE 9

DEVELOPMENT FUND	\$18,000.00
COMPUTER FEE	\$ 3,600.00
P.T.A.	\$ 5,000.00

(Payable to the PTA Inclusive of Student Insurance)

<i>LIBRARY DEVELOPMENT CONTRIBUTION</i>	<i>\$ 1,000.00</i>
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GRADES 10 & 11

DEVELOPMENT FUND	\$18,000.00
COMPUTER FEE	\$ 6,000.00
P.T.A.	\$ 5,000.00

(Payable to the PTA Inclusive of Student Insurance)

<i>LIBRARY DEVELOPMENT CONTRIBUTION</i>	<i>\$ 1,000.00</i>
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GRADES 12&13

• Sixth Form Fee	\$54,000.00
• PTA Dues	\$5,000.00
• Library Development Fee	\$2,000.00
• Computer Lab Fees	\$6,000.00
• (Applicable to Computer Science Students)	
• Digital Media Lab Fees	\$6,000.00
• (Applicable to Digital Media Students)	
• Animation and Gaming Design	\$6,000.00
• (Applicable to Animation and Gaming Design)	
• Digital Media and Animation and Gaming Design	\$9,000.00
• (Applicable only if registering for both subjects)	
• Science Lab Fees	\$3,000.00
• (Flat rate for first Science Subject) AND \$1,200 per additional science subject thereafter (Applicable to Science students only including Agricultural Science and environmental Science)	

These fees MUST be paid before the student is allowed to attend classes.

All contributions and fees, for your convenience, can be paid at **Necessities** here at school EXCEPT for the PTA dues. Additionally, payments may be made via electronic transfer as you have been doing.

All receipts of payments **must** be retained and handed in on the relevant Orientation Day. **Please ensure that you retain a copy of the receipt for your own records. In the event that you may need to verify your contributions later on.**

