

Mona Preparatory School

(United Church in Jamaica & The Cayman Islands)



Principal
Mrs. Citrine Dixon, MEd, BEd., Dip. Ed.

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September 1, 2026

Dear Parents/Guardians,

On behalf of the Board of Governors, Administration and Staff, we extend a warm welcome to all our new and returning families as we commence the **2026/2027 academic year**.

The theme for this year will remain **“Rooted in Values, Reaching for Excellence”**, as it continues to reflect our commitment to developing students of strong character who are guided by positive values while striving for excellence in all areas of their lives.

We encourage parents and guardians to remain actively involved in school life by **reading all correspondence carefully and referring regularly to the school calendar and website for important updates**. We will communicate any updates and changes in the timeliest manner possible.

Resumption of Classes

The new school year will commence on **Tuesday, September 8, 2026** for all students. School begins promptly at **8:00 a.m.** Students are expected to attend in full school uniform.

School Fee Reminder

- Term 1 (Christmas Term 2026): **\$179,000** per term per child.
- Term 2 (Easter Term 2027): **\$190,000** per term per child.
- Term 3 (Summer Term 2027): **\$190,000** per term per child.
- The annual PTA dues and Insurance remain at **\$1,500 and \$500 respectively**. Both payable in Term 1 only (these are annual fees).

To avoid unnecessary delays, we encourage all parents to make payments **by Friday, September 4, 2026** and collect the Class Pass at the Bursar's Office. This is necessary so you can properly label your child's items and take the resource materials to the designated classroom during the Meet & Greet and Book Collection days.

Fee Payment Options

Bank Transfer or Deposit (no voucher required)

- **Bank:** National Commercial Bank
- **Branch:** Matilda's Corner
- **Address:** 15 Northside Drive
- **Account #:** 37-1030018
- **Account Type:** Chequing
- **Remark:** Childs's First Initial and Last Name

NCB Online Bill Payment (for NCB customers only)

- Business Category: Education
- Name of Payee: Mona Preparatory School
- Remark: Childs's First Initial and Last Name

Debit or Credit Card payments may also be made at the Bursar's Office. Please send proof of payment (including the student's full name and grade) to: monaprepbursary@gmail.com

Orientation – NEW Students and NEW Parents Only

Orientation for new students and parents/guardians will be held on **Monday, September 7, 2026**, from **8:00 a.m. to 12:00 noon** in the **Ishmael Robertson Hall**.

- **8:00 a.m. – 10:00 a.m.** – Parent and student orientation session.

- **10:00 a.m. – 12:00 noon** – Students will meet their teachers and classmates in their respective classrooms.

Parents are kindly asked to:

- Provide their child with a packed snack and sufficient water.
- Collect their child promptly at **12:00 noon**.

Orientation – Grade 6 Parents Only

Orientation for the incoming grade 6 parents/guardians will be held on **Monday, September 7, 2026**, commencing at **9:30 a.m.** in the respective grade 6 classes.

Meet & Greet / Book Collection

Meet & Greet and Book Collection will take place on the following days (choose any day most convenient to you and your family):

- **Thursday, September 3, 2026**
- **Friday, September 4, 2026**
- **Time:** 8:00 a.m. – 3:00 p.m.
- **Location:** the respective classes
- **Class Pass:** Parents are reminded that a **Class Pass** (issued by the Bursar upon proof of payment of school fees) is required to participate in these activities.

During book collection and meet and greet, parents should:

- Submit all labelled books and stationery, as well as, meet the child's class teacher.
- Submit the completed Student Data Form (please access on the school website under the “Parent” tab).

Timetables & Curriculum Guides

Timetables and Curriculum Guides will be available from class teachers beginning **Tuesday, September 8, 2026**.

Extra-Curricular Activities

ALL Extra-curricular activities will commence in **the second week of school (week of Monday, September 14, 2026)**. Registration and payment must be completed through the Bursar's Office before students participate. **Note:** the extra-curricular activities registration form should be handed to the class teacher so they know what activity each child has daily.

After Care Services

After Care services will commence during the **first week of school (week of Monday, September 7, 2026)**.

- Hours: **3:00 p.m. – 5:30 p.m. (Pick-up promptly)**
- Fee: **\$1,400 per day or \$6,500 per week**

Pick-Up Reminder

Students who are not participating in an extra-curricular activity or registered in After Care should be **picked-up promptly at dismissal**.

Diagnostic Assessments

Diagnostic assessments for students in **Kindergarten 1 to Grade 6** will be conducted during the month of **September**. This is an annual exercise done internally to set the tone for the teaching/learning process for 2026/27 and ensure we cater to each child's individual needs.

Class WhatsApp Groups

The WhatsApp groups from 2025/26 will remain active until the new parent representatives are selected by the Class Teacher. Please remain in your respective groups for updates until then. We hope to complete this process in early September when the teachers familiarise themselves with the parents.

Grooming:

Most of the information contained below can be found on the school's website and in the student handbook on page 14.

Girls:

- Required to have their hair in styles that are appropriate for school, i.e. plaits, corn rows or clipped up at all times.
- False hair and hair colouring **is not permitted**.
- Nail polish is not allowed on the fingernails and nails are to be kept clean and short.
- Makeup should not be worn at school unless directed by teachers (for competitions etc). This is usually in the case of a performance, or other similar activities.
- Appropriate foundation garments are essential.
- The school uniform is as follows: White cotton break-neck short-sleeved blouse worn under a navy blue gingham tunic accompanied by black shoes and white ankle school socks. Navy blue, or white clips are allowed. A simple gold knob and a wrist watch are the only pieces of jewellery which are allowed. School attire is not to be tight or worn in a revealing manner.

Boys:

- Gingham shirt and navy blue shorts (Kindergarten to Grade 3) or pants (Grades 4 to 6) accompanied by black shoes and navy blue socks.
- Boys are required to wear their hair in a style that is appropriate for school.
- Boys hair should have no added colouring, be bleached, or have shaved patterns
- Earrings are not allowed.
- Shirts are to be tucked in pants at all times and a clean appearance maintained.

Parents/Guardian:

Parents/Guardians should be properly attired to conduct business on the school compound - **"The example a parent sets becomes the standard a child follows."**

Staff on Vacation Leave

Ms. Merlene Francis (Grade 4 Class Teacher and Team Lead) will be on vacation leave during **Term 1 (September–December 2026)** of the 2026/2027 academic year. She will resume her duties in January, 2027.

We thank you for your continued trust, support and commitment to Mona Preparatory School and wish every member of our school community a successful, productive and rewarding 2026/2027 academic year.

Yours faithfully,

MONA PREPARATORY SCHOOL

Citrine Dixon (Mrs.)

PRINCIPAL