



September 07, 2026

Dear Parent/Guardian,

Re: Community Service Programme (CSP)

Congratulations that your child/ward has made a successful transition to their current grade level.

We are endeavoring to develop a spirit of volunteerism in our students. In this way we prepare them to give back to Jamaica and to help those who are less advantaged as well as develop a concern for our environment.

All students from Grades 9 – 13 must complete community service hours, by doing a series of tasks as stipulated, in order to participate in Grade 11 and 13 Valedictory Service and School Leaving Ceremony respectively.

For this programme, students are given the opportunity to complete community service tasks **face-to-face/in-person** or **virtually**. Students can lend a helping hand to individuals, working from a computer, tablet, mobile phone, or by visiting approved organizations to assist with approved tasks as stipulated by the guidelines of the Ministry of Education. They can provide support to teachers, students and organizations as outlined in a list of activities shared in the attached **Community Service Policy**.

All information and pertinent documents about the programme will be accessible to all students via grade level **Community Service Google Classrooms**. Each student will be added to their respective classroom. The documents will also be posted on the school's website at www.ardennehighschool.edu.jm for parents access.

Community Service Programme will commence **September 14, 2026**

*The tentative **deadlines** are as follows:*

- ❖ For the submission of the following documents:
 - **Parent Consent Form, Organization Commitment Form or Project Approval Request**
 - Grades 13 – **October 30, 2026**
 - Grade 11 – **October 30, 2026**
 - Grade 10 – **November 30, 2026**

SIGNED AND COMPLETED DOCUMENTS SHOULD BE SUBMITTED AT THE LIBRARY

❖ For the submission of the following documents:

- **The task card, the qualitative report, the student time card or the project completion record**
 - Grade 13 – **February 2027**
 - Grade 11 – **February 2027**
 - Grades 10 – **April 2027**

EACH CLASS WILL BE GIVEN A SPECIFIC SUBMISSION DATE.

**SIGNED AND COMPLETED DOCUMENTS SHOULD BE SUBMITTED AT THE LIBRARY
ON THE SUBMISSION DATE GIVEN**

Students are required to complete the following:

- Grades **9, 10 & 11** – Minimum of **5 tasks** with a duration equivalent to **15 hours**
- Grades **12 & 13** – Minimum of **5 tasks** with a duration equivalent to **20 hours**

The community service programme for the last academic year (**2025-2026**) is **closed**. In cases where students have outstanding hours for the previous year/s, they will be required to complete and submit those hours with this year's total hours.

For detailed information on the programme, please read through the attached policy document carefully. Where you have further queries you **should** contact the community service coordinator using the email address cspcoordinator@ardennehighschool.edu.jm

Let us work together in helping our children to accomplish this important goal.

Regards,
Community Service Coordinator
ARDENNE HIGH SCHOOL