



September 7, 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](http://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:
  - **Registration Form, Parent Consent Form, Organization Commitment Form**
    - Grade 12 – **November 30, 2026**
    - Grade 9 – **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**
    - Grade 12 – **March 2027**
    - Grades 9 – **May 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**

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](mailto:cspcoordinator@ardennehighschool.edu.jm)

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

Regards,  
*Community Service Coordinator*  
**ARDENNE HIGH SCHOOL**