



CIRCULAR TO PARENTS

Circular No. SM 1 Pre-T1 2021

Friday January 15, 2021

Dear Parents and Guardians

Happy New Year to you all!

Another year has been granted to us by the Divine owner of life. For that we are grateful. As we traverse the perilous times where public health is under siege, it is imperative for all of us to strictly adhere to all health guidelines to avert any possible contraction of COVID-19. As already stated by the President, we shall need to leave cautiously in the new normal.

Therefore, as a School, we wish to guide as follows;

1.0 Official Opening of Schools

Lake Road PTA School shall officially open to all the learners on **Monday 1st February, 2021** in line with the Presidential directive. The School sessions will run daily for the first two weeks from 07:30 to 12:30 hours for Primary School and 07:20 to 13:00 hours for Secondary School. Thereafter, an afternoon programme will be communicated.

2.0 Health Guidelines and Protocols

All parents, teachers and learners shall be expected to strictly adhere to the following guidelines;

- 2.1** On arrival at School, all learners and staff shall be subjected to temperature checks.
- 2.2** It is mandatory for all learners, staff and parents to mask up within the School premises. Those who arrive in School without masks shall not be given access.

- 2.3** It is a requirement for all members of the School Community to regularly wash their hands with clean water and soap. Note that water dispensers, basins and liquid soap are dotted around the School's strategic areas. Class teachers will regularly give guidance to the learners on washing of hands.
- 2.4** Parents are encouraged to provide bottled alcohol based hand sanitizers for their children.
- 2.5** It is mandatory for all the learners and staff to maintain a social/physical distance within and outside the classroom. Functions and Events that would potentially result in crowding such as school assemblies shall not be held.
- 2.6** All learners will be required to register their daily attendance with the Grade or Class Teacher.
- 2.7** A daily attendance record of all staff and visitors shall be kept.
- 2.8** Classrooms and class furniture shall be disinfected daily.
- 2.9** To avert a higher susceptibility to contracting coronavirus, it is recommended that the learners are transported to and from school in private vehicles rather than public service transport.
- 2.10** All learners exhibiting symptoms such as cough, running nose, fever, headache and shortness of breath shall be sent back home for medical personnel to do check-ups. Such children shall stay home until declared fit for School by a medical practitioner.

3.0 School Fees

School Fees for this term remain unchanged as follows;

#	GRADE	TUITION FEES
1	Nursery	K4 500.00
2	Reception	K6 800.00
3	Grades 1-7	K6 800.00
4	Grades 8 & 9	K8 300.00
5	Grades 10-12	K9 000.00

Any child with any historic debt of School fees shall not be admitted to class. It is expected that School fees for this term are settled in full before the commencement of Term 1, 2021.

4.0 BANK ACCOUNTS

School Fees can be deposited into the following Bank Accounts;

4.1 ZANACO

Account Name: **Lake Road PTA School -
REVENUE ACCOUNT**

Bank Name : **Zambia National Commercial Bank**

Account Number: **5697472300236**

Branch : **Woodlands**

Branch Code : **085**

Sort Code : **010085**

Swift Code : **ZNCOZMLU**

4.2 INVESTRUST

Account Name : **Lake Road PTA School**

Bank Name : **Investrust Bank PLC**

Bank Account : **0110004514016**

Bank ID : **170005**

Swift Code : **VSTRZMLU**

Branch : **Arcades**

Yours truly



C Chella
School Manager