



CIRCULAR TO PARENTS

Circular No. SM 1 Pre-T1 2022

Thursday January 6, 2022

Dear Parents and Guardians,

We would like to wish you all a Happy and Prosperous New Year.

It is a great privilege for all of us to be alive and enter into another year by God's grace. I am sure that we can all attest to the fact that 2021 was quite tumultuous particularly by the ravaging effects of COVID-19. Therefore, it becomes incumbent on all of us to strictly adhere to the COVID-19 prevention guidelines in this New Year.

Like always, we are delighted to share information with you our critical stakeholders. Kindly take note of the following;

1.0 Official Opening of School

Lake Road PTA School shall officially open to all the learners on **Monday 24th January, 2022** in line with the Ministerial directive issued by the Minister of Education. 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 School Fees

School Fees for this term will remain unchanged as follows;

#	GRADE	TUITION FEES
1	Nursery	K5,500.00
2	Reception	K7,500.00
3	Grades 1-7	K8,300.00
4	Grades 8 & 9	K10,100.00
5	Grades 10-12	K11,000.00

3.0 Early Bird Discount

In view of the postponement of the date for opening school, the period for the 5% discount on fees has equally been extended to Friday, 21st January, 2022. Please take advantage of this window.

4.0 Deadline for Payment of Term One School Fees

Please note that the deadline for payment of the School Fees for Term One is **Friday 28th January, 2022**.

No learner shall be admitted to class with unsettled fees by **Monday 31st January, 2022**.

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**

5.0 School Uniform

Most pieces of the school uniform for the Primary and Secondary School have arrived from the UK. They will be available in the Stores Office for purchase from Tuesday 11th January, 2022.

6.0 Enrolment For 2022

Assessments for enrolment in selected grades for the 2022 Academic Calendar is still in progress. Get in touch with the respective Head Teachers to secure a school place for your child/ward.

7.0 COVID 19 Prevention Guidelines and Protocols

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

- 7.1 On arrival at School, all learners and staff shall be subjected to temperature checks.
- 7.2 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.
- 7.3 It is a requirement for all members of the School Community to regularly sanitize or 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.
- 7.4 Parents are encouraged to provide bottled alcohol based hand sanitizers for their children.
- 7.5 It is mandatory for all the learners and staff to maintain a physical distance within and outside the classroom. Activities and Events that would potentially result in crowding may not be held.
- 7.6 All learners will be required to register their daily attendance with the Grade Teacher.
- 7.7 A daily attendance record of all staff and visitors shall be kept to ease the process of contact tracing in the event of a positive COVID-19 case in the School.
- 7.8 Classrooms shall be disinfected weekly while contact surfaces and high traffic areas shall be disinfected daily.
- 7.9 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.
- 7.10 All learners exhibiting COVID-19 symptoms shall be isolated to the Sick Bay by the School Nurse before contacting parents to pick them up for medical check-ups. Such children

shall stay home until declared fit for School by a medical practitioner.

- 7.11 We highly recommend the School Community to vaccinate against COVID 19 as guided by the Health Ministry.

We would like to thank all the parents for the continued patronage of Lake Road PTA School. It is our commitment to provide a highly stimulating learning experience to all our learners.

Yours truly,



C Chella
School Manager