



## Lake Road PTA School

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### CIRCULAR TO PARENTS

*Circular No. SM 1 T3 2021*

**Monday September 27, 2021**

Dear Parents and Guardians

We would like to welcome you to the third Term of 2021. Special notice and welcome is extended to all those that have just joined the Lake Road PTA School Family.

As the Term starts, we would like to bring to the fore noteworthy information. For your easy reference and retention, salient points have been itemized as headlines.

#### 1.0 New School Fees

The Lake Road PTA School Board of Governors has approved an upward adjustment of School fees for the period 2021/2022 as follows;

#	SECTION	OLD FEES	NEW FEES
1	Nursery	K4,500.00	<b>K5,500.00</b>
2	Reception	K6,800.00	<b>K7,500.00</b>
3	Grades 1-7	K6,800.00	<b>K8,300.00</b>
4	Grades 8 & 9	K8,300.00	<b>K10,100.00</b>
5	Grades 10-12	K9,000.00	<b>K11,000.00</b>

The new School Fees are effective from 27<sup>th</sup> September, 2021.

It should be appreciated by the School Community that school fees were last adjusted two years ago but the economic environment has continued to adversely impact on the operations of the School.

#### 2.0 Annual General Meeting First Notification of the Annual General Meeting – 2021

Date : Saturday 20<sup>th</sup> November, 2021  
Venue : Lake Road PTA School  
Time : 10:00 hours

#### Agenda

1. National Anthem
2. Prayer
3. Notice of Convening the Meeting – School Manager
4. Apologies
5. Register of Attendance – Quorum
6. Introduction of Tellers
7. Minutes of the Last Annual General Meeting – March 30, 2019
  - a. Reading and correcting of the Minutes
  - b. Approval of the Minutes
  - c. Matters Arising from the Previous Minutes
8. Reports
  - a. Board Chairperson’s Report
  - b. Management Report
  - c. Treasurer’s Report, Presentation of the Budget and the Audited Accounts
9. Elections of new Board of Governors
10. Any other Business
11. Closing remarks
12. Prayer

#### Please note:

- i. The quorum for the commencement of the meeting is 50 parents. I earnestly request parents / guardians to arrive on time.
- ii. The meeting is postponed if the quorum is not formed after thirty (30) minutes from the set time of 10:00 hours
- iii. All nominations shall be submitted to the office of the School Manager in not less than five (5) clear days before the date of the Annual General Meeting which is Saturday 20<sup>th</sup> November, 2021.
- iv. Nominees should have a clean school fees payment record attested by the Accounts Department.

- v. Some Board Members are still eligible for re-election.
- vi. In view of the coronavirus pandemic, the sitting arrangement shall take into account physical distancing.

### **3.0 Weekend Swimming**

The Fundraising Committee is hosting swimming sessions every Saturday and Sunday from 10:00 hours. The charge per session is K50.00. Learners are encouraged to take advantage of the weekend swimming sessions to perfect their swimming skills.

### **4.0 Important Dates**

Kindly diarize the following dates for this term;

Thursday 14 <sup>th</sup> October	-	Civilian Day
Friday 15 <sup>th</sup> October	-	Open Day
Monday 18 <sup>th</sup> October	-	National Day of Prayer & Fasting
Tues 19 <sup>th</sup> – Fri 22 <sup>nd</sup> Oct	-	Mid Term Break
Monday 25 <sup>th</sup> October	-	Public Holiday
Saturday 20 <sup>th</sup> November	-	Annual General Meeting
Thursday 9 <sup>th</sup> December	-	End of Term 3
Friday 17 <sup>th</sup> December	-	Open Day

The School runs an open door policy. Therefore, parents are encouraged to feel free to engage Grade Teachers, Head Teachers as well the School Manager on matters that would add value to the wellbeing of the School.

Yours truly,



C Chella  
**School Manager**