

Dear Parents and Guardians

We would like to bring the following to your attention;

1.0 New School Uniform

The School received the first consignment of the new uniforms a month ago. The second shipment of uniforms which constitutes of the girls' dresses and P E tracksuits is expected in School by the end of this month.

Parents and guardians are urged to purchase the available uniform so that your children do not feel odd.

Kindly note that **all** learners will be expected to be clad in the new uniform at the beginning of the second term.

2.0 E-Library

We wish to inform you that Astria Learning has managed to load a number of books on to their e-Library platform. Our learners in both Primary and Secondary School can now access the available textbooks on their tablets.

3.0 School Fees

It is always very disheartening for Management to exclude learners from class due to unsettled balances on school fees. Unfortunately, the deed must be done. Please ensure that your child's fees account is reconciled to avoid any inconvenience. Do not hesitate to contact the Accounts Section for help.

4.0 Security Alert

It has come to our attention that school children are once more being targeted for abduction by persons masquerading as drivers sent by parents of the learners. Please impress on your child not to accept to be taken home by a driver unknown or known to your child if prior arrangements were not made. The School should always be informed when you make changes of drivers picking up your child from school.

As a School, we have drilled our children to report any suspicious person who comes to pick them up at knock off time.

Further, ensure that your child is picked up from school promptly as very late pick-ups make the children vulnerable to kidnapping.

5.0 End of Term Examinations

Primary School – 25th March to 29th March, 2019

Secondary School – 28th March to 11th April, 2019

6.0 First Notification of the Annual General Meeting – 2019

Date: Saturday 30th March, 2019

Venue: Lake Road PTA School Hall

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 – 14th April, 2018
 - 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. Any other Business
10. Closing remarks
11. 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

Yours faithfully



C Chella
School Manager

Vision

“To be a leading provider of world class holistic education”

Mission

“To provide education which develops innovative, creative and integrated learners, equipped with skills to enable them contribute positively to society through effective service delivery”.

Our shared values

Teamwork, Creativity, Respect, Accountability and Honesty

CIRCULAR TO PARENTS



Wednesday 13th March, 2019

Circular No. SM 2 T1/2019