

Dear Parents and Guardians

Salutations to you all!

We are hopeful that you are all well and taking all precautions to stay safe from coronavirus in this era of the “New Normal”.

There are some pieces of information we would like to share with you as we continue to evolve within our partial lockdown.

1.0 Official Opening of Schools

The Republican President announced that the official opening of Schools would be on Monday 1st June, 2020 for learners in the Examination Classes. Therefore, Grades 7, 9 and 12 will commence their physical school program on Monday next week. The School sessions will run from 07:20 to 13:00 hours daily for the first two weeks.

The Head Teachers shall advise any changes to the School program for their respective sections.

Other grades shall continue with the eLearning program until the Ministry of General Education gives direction.

2.0 Precautionary Measures and Protocols

In view of Schools opening for the Examination Classes on 1st June, 2020, the School has put in place measures and protocols to mitigate the potential of introducing COVID 19 into the School as follows;

- 2.1 On arrival at school, all learners and staff shall be subjected to temperature checks.
- 2.2 It shall be mandatory for all learners and staff to mask up within the School premises. All learners shall be expected to wear re-useable / washable cotton masks.
- 2.3 It shall be 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 and the classrooms on bucket stands.
- 2.4 Parents are encouraged to provide bottled alcohol based hand sanitizers for their children.
- 2.5 It shall be mandatory for all the learners and staff to maintain a social/physical distance within and outside the classroom.

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 for the purpose of contact tracing.
- 2.8 Classrooms and class furniture shall be disinfected daily.
- 2.9 To avert 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 coronavirus symptoms such as cough, fever, headache, shortness of breath shall be referred to the medical personnel for check-up. 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

Please ensure that you engage the School to settle your child’s fees timely.

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

5.0 UPLOADING OF PoP

Kindly upload proof of payment of School Fees on either the

a. School's website:

www.lakeroadptaschool.ac.zm/school-depositsuploads.html

or

b. WhatsApp line: +260 976 263901

6.0 MOODLE Learning Management System

As from 2nd June, 2020, we shall migrate from the Home Schooling Program to MOODLE Learning Management System. All learners will have unlimited access to Moodle by using login credentials from 2nd to 6th June. During this period, learners shall be expected to upload the required information into their individual Moodle Accounts (*Details of the requirements shall be shared by the Information Technology Administrator*). Lessons and assignments shall also be accessed by the learners.

From 8th June, 2020, all learners whose fees are not paid shall be denied access to the eLearning platform as their Moodle Accounts shall be suspended.

Finally, let us ensure that we are all adhering to the COVID 19 preventive measures as prescribed by the Ministry of Health.

Yours truly



C Chella
School Manager

CIRCULAR TO PARENTS



Wednesday May 27, 2020

Circular No. SM 2 T2 2020