



Lake Road PTA School

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CIRCULAR TO PARENTS

Circular No. SM 1 T3 2021

Friday November 12, 2021

Dear Parents and Guardians

We trust that you are all keeping well.

We would like to share a few reminders;

1.0 National Examinations

Grade 12

The twelfth graders started their final examinations on Wednesday 10th November, 2021. The examinations shall run up to Tuesday 23rd November, 2021.

Grade 7

Learners in Grade 7 shall commence with their examinations on Monday 15th to Thursday 18th November, 2021.

Grade 9

The ninth graders examinations will start on Monday 29th November and end on Monday 6th December, 2021.

Note: Please ensure that we create a stress free environment for the learners as they sit the examinations.

2.0 Graduation & Price Giving Ceremony

The seventh and twelfth graders will respectively hold their Graduation and Price Giving Ceremonies on Wednesday 24th and Friday 26th November, 2021.

The Price Giving Ceremony for the rest of the School shall be held in 2022.

3.0 End of Term Examinations

Primary School

The Exams will be from Thursday 2nd to Wednesday 8th December, 2021.

Secondary School

The non-exam classes will sit their end of term exams from Thursday 2nd to Thursday 9th December, 2021.

4.0 Annual General Meeting

Third Notification of the Annual General Meeting – 2021

Date : Saturday 20th 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 20th 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.

Yours truly,

A handwritten signature in black ink, appearing to be 'C Chella', written in a cursive style.

C Chella
School Manager