



## CIRCULAR TO PARENTS

*Circular No. SM 3 T3n2 2020*

**Friday November 20, 2020**

Dear Parents and Guardians,

Warm salutations to you all!

The School programs have progressed quite smoothly this term. We are glad to report that the entire School populace has been COVID 19 FREE throughout the period the School has been in session.

Like always, we are duty bound to bring to your attention noteworthy matters.

### 1.0 END OF TERM

All non-examination classes shall close School for this term on Thursday, 3<sup>rd</sup> December, 2020. School will open on Monday 4<sup>th</sup> January, 2021 for Term 1.

This means that learners will progress to the next grade in the New Year. There shall be need for learners to catch up on the year's work, especially those who did not participate in the eLearning Term.

### 2.0 SCHOOL FEES

We would like to appeal to all those whose fees for this term are not yet settled to do so by Monday 23<sup>rd</sup> November, 2020. It is not our desire to inconvenience the learners by disallowing them to sit their end of term examination for non-payment of school fees. Further, all those who entered into payment plans to settle school fees for the eLearning Term should ensure that the fees are settled by Monday 30<sup>th</sup> November, 2020. Learners whose fees are not settled in time may lose their school places to new applicants who are on a waiting list at some grade levels.

### 3.0 EXAMINATIONS

Internal Examinations will start on Monday 23<sup>rd</sup> and 25<sup>th</sup> November, 2020 for Primary and Secondary School respectively. The respective sections of

the School have already published and circulate the examination timetables.

National Examinations shall run as follows:

Grade	Exams Start	Exams End
7	Mon 21/12/2020	Thurs 24/12/2020
9	Mon 07/12/2020	Tues 15/12/2020
12	Mon 14/12/2020	Wed 30/12/2020

### 4.0 FUMIGATION

The School has continued to adhere to health regulations as prescribed by the Ministry of Health. In that vein, classrooms, offices and the general surroundings shall be fumigated every Friday. This program will go on up to the end of the year.

Therefore, the School shall be closed to the public every Friday from 14:00 hours this year.

### 5.0 ACCESS TO THE SCHOOL

Kindly bear with our security personnel as they carry out their work of ensuring that only vehicles with the Lake Road PTA School disc sticker are granted access to the School. This is done to protect our children from potential kidnappers.

### 6.0 ANNUAL GENERAL MEETING

The School has not been able to hold this year's Annual General Meeting due to the interruption imposed on the School calendar by the COVID 19 pandemic. The Board of Governors are committed to ensuring that matters pertaining to the holding of the AGM are resolved within reasonable time from date of resumption of the normal school program. Therefore, **Saturday 10<sup>th</sup> April, 2021** is the new date for the AGM which shall take into account 2019 and 2020 Financials and other matters.

### 7.0 SPECIAL EDUCATION NEEDS

A Special Education Needs (SEN) unit is being expanded to take on a few more learners with Special Education Needs. In the initial stage, children with mild to moderate learning challenges are being assessed and enrolled to the School. As the SEN infrastructure is improved upon, more children shall be admitted to the Learning Support Section of the School.

## **8.0 UNIFORM**

Make sure to buy the uniform now for your child/ward in readiness for the beginning of next term. Although we currently have adequate stocks, uniforms shall be sold to parents on first come first served basis in the desired quantities.

Finally, on behalf of the Board, Management and Staff, we would like to thank all the parents for the unflinching support we receive in ensuring that Lake Road PTA School remains as the School of choice.

Yours truly,

A handwritten signature in black ink, appearing to read 'C Chella', with a stylized flourish at the end.

C Chella  
**School Manager**