

Dear Parents and Guardians

Thursday 11<sup>th</sup> April, 2019 marks the end of the first term for the learners. As our children proceed on recess, we would like to share some useful information.

### 1.0 2019 ANNUAL GENERAL MEETING

We are grateful to all the parents that attended the AGM that took place on 30<sup>th</sup> March, 2019. Important resolutions were made which will be binding to all the members of the Association.

### 2.0 NEW SCHOOL FEES

The Annual General Meeting approved the following new School Fees effective in the Second Term of 2019;

#	SECTION	OLD FEES	NEW FEES
1	Nursery	K4 000.00	<b>K4 500.00</b>
2	Reception	K6 000.00	<b>K6 800.00</b>
3	Grades 1-7	K6 000.00	<b>K6 800.00</b>
4	Grades 8 & 9	K7 450.00	<b>K8 300.00</b>
5	Grades 10-12	K8 100.00	<b>K9 000.00</b>

The 5% early bird incentive will apply only to those who will pay full fees before the commencement of the new term and have no outstanding fees for the previous term.

Conversely, a 5% penalty shall be charged on fees that will not have been settled after two weeks into the new term.

Further, the PTA Fund of **K500** per child per year continues to apply.

### 3.0 SCHOOL FEES FOR TERM ONE

We noted that some of our treasured parents had challenges with settling fees for term one. In as much as the difficulties were appreciated, the School needs to run in order to continue offering quality service.

Therefore, the Accounts Section has been advised to strictly adhere to the School Fees Collection Policy in order to keep the School financially buoyant.

### 4.0 BANK ACCOUNTS

The School now has two Bank Accounts into which parents can deposit School Fees;

#### a. MAIN ACCOUNT

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**

#### b. OTHER ACCOUNT

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 DEPOSITS

Kindly upload all proof of payments of School Fees on either the

a. School's website:

[www.lakeroadptaschool.ac.zm/school-depositsuploads.html](http://www.lakeroadptaschool.ac.zm/school-depositsuploads.html)

or

b. WhatsApp line: +260 97 6 263901

### 6.0 CLOSING AND OPENING DAYS

School will close for term one on **Thursday April 11, 2019**. The second term will open on **Monday 13<sup>th</sup> May, 2019**.

### 7.0 OPEN DAY

This will take place on **Thursday 18<sup>th</sup> April, 2019** from 08:00 hours to 15:30 hours for both Primary and Secondary School. Parents are encouraged to attend these sessions to get an understanding of the progress made by their children/wards. This is a non-delegable activity.

### **8.0 GRADE SEVEN HOLIDAY LESSONS**

All learners in the seventh grade will be required to attend holiday lessons from **Tuesday 23<sup>rd</sup> April to Friday 3<sup>rd</sup> May, 2019**. This learning programme is aimed at completing the syllabus in time.

### **9.0 SECONDARY SCHOOL HOLIDAY TUITION**

The Secondary School will be conducting Holiday Tuition from **Monday 15<sup>th</sup> April to Friday 3<sup>rd</sup> May, 2019** at K350.00 per learner. Learners in all grades from the School and other Schools are welcome to participate in this programme.

Please contact the office of the Head Teacher to register.

### **10.0 NEW UNIFORM**

All learners will be expected to be clad in the new uniform at the beginning of the second term. Please get in touch with the Stores Officer for your orders.

### **11.0 PARENTAL INVOLVEMENT IN THE LEARNING PROCESS**

All parents wishing to participate or observe lessons in session at various grade levels should contact the respective Head Teachers for scheduling of appointments. We would also like to request parents interested in improving the reading culture among our learners to see the Head Teachers in order to volunteer their services.

We would like to wish all our learners and parents a restful school holiday.

Yours faithfully



C Chella  
School Manager

## **CIRCULAR TO PARENTS**



**Thursday 11<sup>th</sup> April, 2019**

Circular SM 4 T1 2019