

Dear Parents and Guardians

We would like to welcome you back to the second term. A special welcome to all our new parents and learners to the Lake Road family.

We would like to believe that our children managed to recuperate fully during the break to take on the many academic and co-curricular activities lined up for this term.

Kindly take note of the following:

1.0 TERM TWO FEES

The early bird incentive on the school fees expired yesterday, Sunday 14th May, 2017. Between now and Friday 27th May, 2017, payment of actual school fees will apply. Thereafter, the penalty fee of 5% on the school fees will kick in.

Unsettled School Fees: All learners whose fees for the first term are still outstanding, will not be allowed into class tomorrow, **Tuesday, 16th May, 2017.**

Please ensure that you have receipts for all payments you have made just in case our Accounts Section did not pick up a payment from the statements.

Just to refresh your mind, here below is a table of the school fees:

#	SECTION	NEW FEES	EARLY BIRD (5% DISCOUNT)	PENALTY (at 5%)
1	Nursery	K3 570.00	K3 391.50	K3 748.50
2	Reception	K5 300.00	K5 035.00	K5 565.00
3	Grades 1-7	K5 300.00	K5 035.00	K5 565.00
4	Grades 8 & 9	K6 900.00	K6 555.00	K7 245.00
5	Grades 10-12	K7 500.00	K7 125.00	K7 875.00

2.0 AFTERNOON PROGRAMME

The afternoon programme for all classes, save for Nursery and Reception, will commence on **Monday 22nd May, 2017.** Details of the

activities will be communicated to you by the respective sections of the School.

3.0 NEW TEXTBOOKS

The School has procured most of the textbooks for almost all the grades. We expect all the children to take very good care of them especially when the books go home with the learners to do their assignments.

4.0 WEATHER

Weather forecasts from the Meteorological Department indicate that we will have a very cold season this year. Please ensure that your child is dressed warmly in the correct school uniform.

5.0 EXAMINATIONS

The seventh, ninth and twelfth graders will sit Zonal Mock Examinations at the end of this term. All our learners are expected to work extra hard to achieve high academic standards.

It should be noted that the entry requirements into the school have been revised upwards at both Grades 8 and 10.

6.0 PROHIBITED ITEMS

The school does not allow learners to come with electronic gadget into school such as cellular phones, iPads, Laptops, Play Stations, etc. If for some reason such items are brought into school, the child is expected to declare these with the Grade teacher or the Head Teacher's Office. Any undeclared item that is found on a child in school will be confiscated and can only be retrieved at the end of the term after payment of a prescribed fine to be determined by the school.

7.0 VISITORS

If you would like to see your child during school hours, please do not go directly to the classroom where the child is. Get help from the Head Teacher's office. The Secretary will either call the child to the Office or deliver the parcel or information to the child. This is for the security and safety of the children.

8.0 REMEDIAL WORK

Grades 7, 9 and 12 classes will not have club activities but will remotely participate in some sports events this term and in the third term. They will use this time for remedial and extra work especially in Mathematics and Science.

9.0 CALENDAR

The School Calendar for this term will be circulated in the course of this week.

10.0 School Website

The School website is up and running. Let us make it a habit to open our webpage on www.lakeroadptaschool.ac.zm for information on the events taking place in school.

Yours faithfully

C Chella
School Manager

CIRCULAR TO PARENTS



Monday 15th May, 2017