

Dear Parents and Guardians

We have come to the end of the first term. The term was punctuated with a number of academic and non-academic activities. The support the school received from parents and guardians is noteworthy.

Below are a few salient points for your diary;

### 1.0 AGM

The turnout of parents at this year's Annual General Meeting was extremely encouraging to both the Board of Governors and the school staff. This positive trend should be maintained.

### 2.0 New School Fees

The Annual General Meeting of Saturday 8<sup>th</sup> April, 2017 adopted an 8% average increase of school fees. The new fee structure will be as follows:

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

### 3.0 School Fee Collection Policy

The following School Fee Collection Policy was adopted at the 2017 AGM;

**Early Bird:** School fees paid in full **before** school opens will be discounted by 5%.

*(Note: The discounted 5% incentive is NOT applicable to those with outstanding fees from the previous term)*

**School Fees:** These will be **paid in the first two weeks** of the term.

*A reminder of any outstanding fees for the term shall be sent to parents at the end of the **Second week** of the term.*

**Penalty:** School fees paid **after two weeks** from the commencement of the term will attract a penalty of 5% on the full fees due.

*Pupils whose fees are not settled in full by the end of the **fourth week** of the term shall be asked to stay away from school until payment is made.*

### 4.0 Closing and Opening Days

School will close for term one on **Thursday April 13, 2017**. The second term will open on **Monday 15<sup>th</sup> May, 2017**.

### 5.0 Open Day

This will take place on **Friday 21<sup>st</sup> April, 2017** from 08:00hrs to 15:30hrs for both Primary and Secondary School. Parents are encouraged to attend these sessions to get a hind sight into the performance of their children.

### 6.0 Board of Governors

We would like to welcome two new members of the Board of Governors in the name of Mrs Sharon C K Sichilongo and Mr Andrew Chaziya.

### 7.0 Open Communication

All parents are encouraged to feel free to interact with the School Management in order to verify any information they may receive from their children or a 'suspicious' source.

It is our desire to be as communicative as possible.

Please note that our website, *lakeroadptaschool.ac.zm*, is regularly uploaded with valuable information about the happenings in the school.

### Quotation

*"Wisdom is the principal thing; therefore get wisdom: and with all thy getting get understanding" Proverbs 4:7*

Yours faithfully

C Chella  
**Acting School Manager**

**CIRCULAR TO PARENTS**



**Thursday 13<sup>th</sup> April, 2017**