

**7.0 PUNCTUALITY IN DROPPING OFF AND PICKING UP CHILDREN:**

**Due to road constructions going on in Lusaka**, parents and guardians are encouraged to leave their homes early to avoid being caught up in traffic. In the same vein, you are urged to collect your children in time. There are a few children who are still being picked up after 16:45 hours. **The School will not be held responsible for children who are not picked up after 16:45 hours.**

**8.0 SCHOOL UNIFORMS**

The school wishes to advise students to abide by the correct uniform code at all times. If students persist on coming in wrong attire then they shall be either sent back home or parents will have to bring in the proper uniform.

**9.0 BULLYING**

Bullying is unwanted and aggressive behaviour among school aged children that involves a real or power imbalance. LICEF School does not condone all forms of bullying such as verbal, physical, social and cyber. Students are advised to report any kind of bullying to their respective teachers and head teachers. **The school will take disciplinary action against all offenders.**

**10.0 APPEAL TO ROAD USERS:**

Be reminded that the School has designated areas for dropping off and picking up of pupils. Please adhere to the laid down procedures and be mindful of other road users when you are in the school premises. Show respect to the **School Traffic Wardens** as they help control the flow of traffic in the school. **NOTE: Pupils should not be dropped off on INDUS STREET as it may cause a major casualty due to running traffic.**

**11.0 STUDENT ABSENTISM**

The school wishes to remind parents and guardians that any pupil who is absent from school for any reason should bring a letter from their parents guardians/doctors. This letter should be on a full A4 page so that it is easy to file. On the other hand, parents and guardians are also encouraged to inform the school when their children are absent from school. Prior approval should be sought for any leave of absence for more than 3 days from respective head teachers.

**12.0 CLEANLINESS:**

The school has installed more dustbins in areas prone to littering. Pupils are encouraged to deposit all forms of litter in these bins that are dotted around the school campus. Please, do not pour liquids in the bins as this may damage the bins. Pupils are also encouraged to keep their classrooms clean and adhere to the **'KEEP YOUR SCHOOL CLEAN!'** Campaign.

**13.0 USE OF CELL PHONES, CD PLAYERS AND OTHER ELECTRONIC GADGETS:**

We would like to remind all parents and pupils that no pupil is allowed to bring to school electronic gadgets such as cell phones, CD players and so on. Disciplinary action will be taken against pupils flouting this regulation.

**14.0 a) HEALTHY FOOD FOR PUPILS:**

The School administration would like to appeal to parents/ guardians to ensure that their children have a healthy breakfast to sustain them during the day. Do encourage the children to eat some fruits instead of fast foods such as chips, pies and drinks.

**b) BRINGING FOOD AT LUNCH TIME**

Parents and guardians bringing food to their children should leave it at the reception and not go to class directly.

**15.0 PARENT/TEACHER INTERACTION:**

Parents are advised to visit the school to discuss the academic welfare of their children. Please make appointments with the teachers of your children. **No parent/ guardian is allowed to go straight to the classroom to see a teacher during lesson time.**

**16.0 THE SCHOOL ADMINISTRATION, MANAGEMENT AND STAFF WOULD LIKE TO EXTEND THEIR BEST WISHES TO ALL EXAMINATION CLASSES IN THEIR EXAMS.**



**M.Y. PATEL**  
**ADMINISTRATIVE MANAGER**