

LICEF SCHOOL
CIRCULAR NO: 1 - TERM 1 - 2020

TO: ALL PARENTS/GUARDIANS
FROM: ADMINISTRATIVE MANAGER
DATE: 17TH JANUARY 2020

1.0 WELCOME REMARKS:

On behalf of the School Executive Council, the School Management and members of Staff, we wish to welcome all the pupils back to school and wish them a fruitful academic year. There are no structural changes at Head Teachers' level; Mr. G. Siwelwa is Head teacher, Secondary, Mrs C. Mayondi, Head Teacher, Primary and Mrs. E. Kunda Head Teacher, Foundation. **In this regard, parents and guardians are urged to follow proper channels of communication with the respective Head Teachers. The Executive Committee and Administrative Manager will not attend to any issues that should be handled at Head teachers' level. A step by step complaints procedure can be downloaded from the school website (www.licefschool.org)**

2.0 2020 TERM 1 MAIN EVENT:

Please note the following highlights for Term 1, 2020:

- 13th January 2020 - School Opens.
- 23th January, 2020 -Parent Teacher Coffee Interaction (Secondary)
- 29th January , 2020- Parent Teacher Coffee Interaction (Foundation, 14:00 - 15:30)
- 5th February, 2020 -Parent Teacher Coffee Interaction (Primary)
- 11th February , 2020 - Quiz (Secondary Girls)
- 12th February , 2020 - Quiz (Secondary Boys)
- 17th February , 2020- Midterm Tests begin for all classes
- 3rd March, 2020 - Speech Contest (Primary Boys and Secondary Girls).
- 4th March 2020 - Speech Contest (Primary Girls and Secondary Boys)
- 5th March , 2020 - Speech Contest (Foundation)
- 9th March, 2020 - International Women's Day (Public Holiday)
- 12th March, 2020 - Youth Day(Public Holiday)
- 17th March, 2020 - Parent Teacher Coffee Interaction (Foundation)
- 19th March, 2020 - Parent Teacher Coffee Interaction (Primary & Secondary)
- 1st April, 2020- Secondary End of Term theory exams begin.
- 2nd April, 2020 - Primary End of Term exams begin.
- **9th April, 2020 - Last Day of Term 1.**
- **30th April, 2020 - Open Day for all Grades.**
- **4th May, 2020 - School Opens for Term 2**

Please note that all dates are **tentative and subject to change.**

3.0 TUITION FEES:

The School would like to remind parents/guardians to pay tuition fees to avoid inconveniencing their children who might be taken out of the classroom due to non-payment of fees. The **final extended** deadline for the payment of the 2020 Term 1 tuition fees is **Friday, 24th January, 2020.** Payment times are as follows:

Monday -Thursday: 07:30 hours - 12:30 hours

Friday: 07:30 hours - 11:40 hours

Please note that any student whose fees have not been paid by this date will **NOT** be allowed in class.

4.0 2020 SCHOOL CALENDAR:

Each family will receive one calendar. The calendar, which contains the highlights for the school, will be available in the first week of February, 2020.

5.0 EMAIL ADDRESSES AND PHONE NUMBERS:

Parents and guardians are earnestly requested to provide the administration with their email addresses and phone numbers so that they can easily be contacted in case of an emergency. Valuable information can also be communicated to you by email when the need arises.

6.0 CLARIFICATION ON EXISTING LICEF SCHOOL CAMPUSES

Be informed that LICEF has **two campuses only** namely; the **Malata Campus** along **Malata Road** and the **Main Campus** along **Burma Road.**

7.0 UNCOLLECTED REPORT CARDS

Uncollected report cards can be picked up from the respective receptions during working hours. **Students whose reports are not collected will not be allowed in class in week 2.**

8.0 APPEAL TO ROAD USERS:

Be reminded that the school has designated areas for dropping and picking up of pupils. **Do NOT drop your children by INDUS Street to prevent possible fatal accidents by over speeding motorists.** Please adhere to the laid down procedures and be mindful of other road users especially when you are in the school premises. All drivers are kindly requested to accord due respect to the school traffic wardens as they control the flow of traffic in the school. **A speed of 10km/h must not be exceeded in the school premises. Playing of loud music will not be condoned in the school**

9.0 UNIFORM AND SPORTS ATTIRE:

Parents / guardians are to ensure that their children are in proper school uniform. All pupils will have to come in full school uniform and change into their PE attires when going for PE. No other attire will be accepted. Consult the school for guidance on the right uniforms before you purchase any.

10.0 LIBRARY BOOKS

Pupils who have not returned library books are urged to do so as soon as possible. Lost books must be paid for. Failure to do so will delay the issuance of text books to pupils this new academic year.

11.0 GRADE 7, 9 ECZ RESULTS AND G11 IGCSE RESULTS

The **Grades 7 and 9 ECZ and Grade 11 IGCSE results** have been released. Visit the ECZ Website <https://www.systems.exams-council.org.zm> to print Grade 7 and Grade 9 statements of results. Grade 11 IGCSE, '**my results students' log in'** details can be obtained from Mr Mwewa on **0977716628**. IGCSE Statements of results are yet to be received.

12.0 HEALTHY FOODS 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. Encourage the children to eat some fruits instead of fast foods such as chips, pies and drinks.

13.0 TIMINGS FOR MALATA AND BURMA ROADS CAMPUSES:

Parents and Guardians are expected to bring their children to school on time. Make sure that the pupils are at school at least 10 minutes before time to avoid congestion.

Malata School [Foundation section]:

Monday to Thursday: 07:35 hours to 12:10 hours
Fridays 07:35 hours to 11:25 hours

Primary School Section [Grades 3 - 7]:

Monday to Thursday: 07:30 hours to 12:30 hours
Fridays 07:30 hours to 11:40 hours

Secondary School Section [Grades 8 - 11]:

Monday to Thursday: 07:25 hours to 13:10 hours; 14:10 hrs. to 15:30 hrs.
Fridays: 07:25 hours to 11:40 hours

HIFZ students will be knocking off at 12:30 from Monday - Thursday. Those bringing food for pupils in the secondary section must label it and leave it at the secondary reception.

10.0 BULLYING

Bullying is an unwanted, aggressive and common form of behaviour among school aged children that involves a real power imbalance. LICEF School **does not condone** any forms of bullying such as verbal, physical, social or 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.**

11.0 PARENTAL SCHOOL VISITS

Parents are advised to visit the school to discuss the academic welfare of their children. Please make appointments with the respective receptions. No parent/ guardian is allowed to go straight to the classroom to see a teacher during lesson time. The use of abusive language by parents/ guardians towards teachers will not be entertained.

12.0 REFURBISHMENT OF THE SCHOOL

Parents, learners and teachers must take pride in the transformed educational space of the primary and secondary schools following the refurbishment works that are still going on. The School administration and management has, therefore, a zero tolerance to any damage to school property. Any cost of repair to the school shall be passed onto anyone found wanting.

M.Y. PATEL

ADMINISTRATIVE MANAGER