



ST. MICHAEL LEARNING CENTRE



Farm 32 A/e, Vorna Valley, Meanwood Area, off Ruben Kamanga Road

Cell: +260 970636708/0977 423367

WEB: <https://stmichaelszambia.com> Email: hello@stmichaelszambia.com

INFORMATION BOOKLET FOR PARENTS

The following notes are designed to answer many questions that will be asked by parents who have children in the school or wish to bring children to the school.

INTRODUCTION

ST. Michael Learning Centre is an inter-denominational School. It comprises of a Pre-school and Primary school up to grade 7.

At very affordable fees, your child will get a quality of education that can be obtained at much higher rates, in the big private schools.

CURRICULUM

The curriculum used is Ministry of Education approved curriculum, reinforced with other international curricula.

ENROLLMENT

Children from the age of 2 years old are accepted. Children are enrolled to a particular grade according to age and/or ability. An application form should be completed and K500.00 Enrolment fee paid before the child can start school.

Terms and conditions of the school should be read and understood before the enrolment form is signed.

READING PROGRAMME

We operate a free reading programme in which children take home a reading book daily, to read with the parents. Children will bring home books from different reading schemes because the aim is not only to teach the children to read, but also to help them become enthusiastic readers. Teachers spend time with children each school day to listen to them read and to teach them to read. Therefore, when parents listen to a child read the emphasis should be on enjoyment, increasing fluency and explaining new vocabulary. Research has shown that organised regular parental help produces better reading results. Parents are encouraged to discuss their child's reading programme with the class teacher and bring to attention any problems, no matter how insignificant they may appear. There is no extra charge for reading books. For this reason, an earnest appeal is made to parents to help their child take good care of the reading materials. Any damaged books must be paid for or replaced before the child can be allowed to take any more books home. The school will retain the damaged book.

To attain a world in which ALL learners can read, write and are sufficiently numerate. In our commitment to ensuring quality education, "we aspire to be an elite inclusive school which provides lifelong learning opportunities for all"

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SCHOOL DAY

The normal day begins at 08:00 hours and ends at 15:30 hours Monday to Thursday and 08:00 hours to 13:10 hours on Fridays.

Please Note that the first week of the term and the last 2 weeks of the term are half-day, ie 08:00 hours to 13:10 hours. All the children go for break from 10:00 hours to 11:00 hours and from 13:00 hours to 14:00 hours they break for lunch.

From the second week of the term to the 10th week children have Co- curricular activities four days a week, from 14:00 hours to 15:30 hours. This is at no extra charge and attendance is compulsory.

Children are given homework every day. Parents are advised to let the children do their homework on their own.

MEDICAL PROCEDURES

Disclaimer: The school does not charge medical insurance therefore; medical fees will be paid by the parents/guardians.

First Aid will be given in all cases. The child will not be sent home in case of minor cuts and bruises. In case of an emergency, the child will be taken to the nearest clinic and the parents will be notified as soon as possible. **School reserves the right to ask parents to remove any child who, in its opinion, is not well enough to be in school, or whose presence may be detrimental to the health of others.**

LANGUAGE

English language is the medium of instruction. All children will be encouraged to speak English at all times during the school day and could usefully do so at home.

FEES

School fees will be paid in full before or on the first day of the term. The deadline for the payment of school fees is the first day of school. No child will be allowed in class before payment of school fees.

Once a child starts school, fees are not refundable.

However, in special cases (where a child has not reported for school) refunds attract a charge of 50%. **(Terms and conditions apply)**

PHYSICAL EDUCATION

ALL grades have P.E on Wednesday and Friday. Parents are therefore urged to dress their children in the correct P.E attire in order for them to participate.

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SWIMMING

Note that swimming is mandatory for all our learners. A timetable will be distributed for the days allocated for swimming per class. Swimming is done in Term 1 and Term 3 at a K500 fee per child.

PARENTAL PARTICIPATION

Parental participation in the activities of the school is both welcome and encouraged. Parents will be invited from time to time to attend certain functions/activities. Parents also have an opportunity to come and discuss their child's progress once a term. A parent's interest in the child's education is of vital importance and can never be over emphasised.

CONCLUSION

We commit ourselves to doing the best we can to make your child's stay with us both enjoyable and fruitful. We look forward to your unwavering support.

Thank you

ENROLMENT FORM

ENROLMENT FEE

First Name: SURNAME:
Date of Birth Nationality
Gender Religion
Father's Name Father's Contact No
Father's place of work..... Contact at place of work.....
Mother's Name: Mother's contact number
Mother's place of work contact at place of work
Guardian's Name Guardian's contact number
Guardian's place of work contact at place of work
Residential address Postal address
Email address.....
School previously attended

Has child any history of serious illness, allergies or handicaps?
.....

Person to contact in case of emergency

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SCHOOL FEE POLICY 2024

1. School fees are to be paid in full by the last day of the previous term. **Late payment attracts a K750 penalty fee.**
2. No cash will be allowed. Modes of payments include ; Bank deposit, Bank transfer and swipe.
3. No child will be allowed in class before full payment of school fees.
4. Families with four (4) or more children enrolled will attract a discount of 5% on tuition. Subject to Terms and Conditions.
5. School fees will be increased at least once every year.
6. Once a child starts school, fees are not refundable.
7. All payments, presentation of proof of payment to be made to be made to the bursar.

Parent's/Guardian's signature

..... Date:

SCHOOL RULES

1. **UNIFORMS:** All learners shall wear only the uniform approved by the school. I.e. Gym dress/Checked shirt & Navy blue skirt for girls, white socks (tights/pull-ins should be white); Shirt and Navy blue trousers for boys with plain navy blue/grey socks. All school shoes should be black leather shoes.
NB: - Tracksuit is considered uniform and therefore can be worn any day.
2. **APPEARANCE:** All learners shall be neatly dressed with clean and neat hair. No hair extensions are allowed on learners or hair colour. Braids should end at shoulder length and must be neatly tied. Boys must keep their hair short and brushed. Dreadlocks must be neatly styled and kept tied.
3. **BEHAVIOUR:** Learners shall respect all members of staff, visitors, prefects and fellow learners.
 - i. Learners shall stand up to greet the Teachers / Visitors.
 - ii. Learners shall observe silence in school.
4. **LANGUAGE:** English will be the only language used for communication in the school. Vulgar or disrespectful language will not be tolerated. If found practicing bad language, the school reserves the right to take disciplinary action.
5. **PUNCTUALITY:** learners should be punctual for lessons and school activities.

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6. SCHOOL PROPERTY / EQUIPMENT MANITENANCE: All school equipment and property should be handled with care. Any loss/damage shall be paid for or replaced by the child responsible.

7. PICKING OF LEARNERS BEFORE KNOCK OFF TIME: learners intending to leave school before the stipulated time shall obtain permission from the school Head teacher.

8. THINGS NOT ALLOWED IN SCHOOL: Learners are advised to inform the school head immediately they arrive in school if they have any money on them.

- Toys or gadgets are not allowed in school. (These include smart phones and smart watches.)

9. ATTENDANCE: learners shall attend lessons as allowed by the class teacher.

- Prolonged absenteeism from school without notifying the school management is a very serious offence, which can lead to a learner being deregistered.
- Learners shall attend all the activities and school programs organized by the school.

10. SERIOUS OFFENCES: The following constitute serious offences: fighting, absenteeism, stealing, **bullying**, and not attending to homework or assignments, possessing pornographic material, carrying of dangerous objects/chemicals to school and the use of abusive language to members of staff or fellow learners.

Learners found in these offences will be suspended and/ expelled.

11. HOMEWORK: All homework is important. Failure to do homework or have it signed by an adult is a punishable offence.

Parents/Guardian consent: I.....have read the above rules and agree to them. I will help my child/wardobey rules governing uniform, homework and general conduct in the school.

Signature

Date:

This serves to inform you that has been accepted in the class.

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Uniform

Monday, Tuesday and Thursday girls put on yellow checked dresses with white socks and black shoes. Boys put on checked shirts with navy blue trousers, navy blue socks and black shoes.

The pupils go for P.E on Wednesday and Friday: all the learners are to be in their P.E attires on these days. The learners wear their house T-shirt with white shorts and athletics shoes.

Reporting and Knock off time

- Monday to Thursday learners knock off at 15:30 hours
- Friday learners knock off at 13:10 hours

Other requirements

- Ream of paper
- 4 Rolls of tissue
- 12 Exercise books for lower primary and upper primary learners (10 lined and 2 squared)
- 400mls hand sanitizer

Yours sincerely,

Mrs. V Chifwelu
SCHOOL HEAD TEACHER



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