



Pestalozzi
Education Centre
enke schools network

School Contract

2025 SCHOOL YEAR

between

Pestalozzi Education Centre

and

Parent/Guardian's name

for

Student's Name

Start date of the contract



Pestalozzi
Education Centre
enke schools network

Pestalozzi Education Centre
Off Twin Palm Road, Ibex Hill, Lusaka, Zambia.
+260978 950- 599 | +260966 412 027
pestalozzi@enkeeducation.com
enkeeducation.com/pestalozzi/

Parent/Guardian Information

Parent/Guardian 1

..... Last Name First Name(s)
..... Relation to student Preferred language
..... Phone number 1 Cell Phone number
..... Email address 1 Physical address
..... Profession Employer

Parent/Guardian 2

..... Last Name First Name(s)
..... Relation to student Preferred language
..... Phone number 1 Phone number 2
..... Email address Physical address
..... Profession Employer

Student's Information

Student 1

Last Name	First Name(s)	Gender
Date of entry at school	Date of birth	Birth place
National ID number	First language	Other languages
Nationality 1	Nationality 2	Address if different from parents
Current school and grade	Grade entering at Pestalozzi Education Centre	
Information about special learning needs		
Medical condition (<i>allergy, diabetes, asthma, other</i>)		
Persons permitted to collect students from school	Names of siblings at the school	

Student 2

Last Name	First Name(s)	Gender
Date of entry at school	Date of birth	Birth place
National ID number	First language	Other languages
Nationality 1	Nationality 2	Address if different from parents
Current school and grade	Grade entering at Pestalozzi Education Centre	

Information about special learning needs

Medical condition (*allergy, diabetes, asthma, other*)

Persons permitted to collect students from school

Names of siblings at the school

Student's Information

Student 3

Last Name

First Name(s)

Gender

Date of entry at school

Date of birth

Birth place

National ID number

First language

Other languages

Nationality 1

Nationality 2

Address if different from parents

Current school and grade

Grade entering at Pestalozzi Education Centre

Information about special learning needs

Medical condition (*allergy, diabetes, asthma, other*)

Persons permitted to collect students from school

Names of siblings at the school

Parent's statement

Statement	Signature
Vaccination <i>I hereby certify that my child's vaccination record is up-to-date (yellow fever, typhoid).</i>	
Authorization of medical attention <i>I authorise the school's direction, in case of an emergency, to take any necessary action regarding my child (medical care, hospitalisation, surgical intervention). I confirm having informed Pestalozzi Education Centre of my child's medical condition.</i>	
Authorization for school trips <i>I authorise my child to participate in field trips, outings, curricular and extracurricular activities organised by Pestalozzi Education Centre.</i>	
Parental authorization for the use of digital photos of students <i>I authorise the Pestalozzi Education Centre managed by Enko Education schools to use photos and digital images of my child in written and digital publications. I am informed that they will only be used in educational material and that the identity of my child will be protected.</i>	

Payment terms

	<input type="checkbox"/> Termly <input type="checkbox"/> Annually <input type="checkbox"/> Other:
Total amount of annual school fees	Frequency of payments
First and last name of the guardian and email who will receive and settle school fee invoices	

School Fees payment Policy

Enrolment and Re-Enrolment Fees

1. A ZMW 1500 one-time registration fee is payable by all new students in order to confirm their enrollment and save the child's seat at school.
2. A ZMW 1000 re-enrolment fee is required from all students already enrolled in order to secure the student's seat for the next academic year. This will be exempted to parents who confirm re-enrolment for the next academic year prior to 31st of October of the preceding academic year.

Security Deposit

A refundable K2,500 security deposit is applicable per child for all new enrolments which will be revised annually.

The school requires advance notice of one term to be given, to process refunds.

Development Levy.

A non-refundable K3,000 development levy is applicable for all new enrolments per family.

School Fees

Payment options

Two payment options are available at Pestalozzi Education Centre

1. Annual Fee payment.

Paid in full at enrollment. A 5% discount applies on the total of school fees (non applicable after the first day of school).

2. Termly Fee payment.

- 40% of total school fees paid at enrollment.
- 40% of total school fees paid before the 1st May,2024.
- 20% of total school fees paid before the 1st September, 2024.

If this date falls on a weekend, payment must be made on or before the last business day before this date.

School fees remain due and payable according to the above deadlines irrespective of the implementation or not of distant / blended learning.

2024 School Fees

School Fees Academic Year 2025

Assessment Fee	Re-Enrolment Fees
500 ZMK	1000 ZMK
Enrolment Fees	Development Levy (Per family)
1500 ZMK	3000 ZMK
Security Deposit (Refundable)	
2500 ZMK	

Tuition Fees			
Creche			
Annual Fee	Term 1 Paid by 1st January	Term 2 Paid by 1st May	Term 3 Paid by 1st September
21,900	8,760	8,760	4,380
Grade Pre-School			
Annual Fee	Term 1 Paid by 1st January	Term 2 Paid by 1st May	Term 3 Paid by 1st September
21,900	8,760	8,760	4,380
Grades 1 to 4			
Annual Fee	Term 1 Paid by 1st January	Term 2 Paid 1st May	Term 3 Paid 1st September
25,900	10,360	10,360	5,180
Grades 5 to 7			
Annual Fee	Term 1 Paid by 1st January	Term 2 Paid by 1st May	Term 3 Paid by 1st September
27,900	11,160	11,160	5,580
Grades 8 to 9 (National Programme)			
Annual Fee	Term 1 Paid by 1st January	Term 2 Paid by 1st May	Term 3 Paid by 1st September
37,900	15,160	15,160	7,580
Grade 10 to 12 (National Programme)			
Annual Fee	Term 1 Paid by 1st January	Term 2 Paid by 1st May	Term 3 Paid by 1st September
38,900	15,560	15,560	7,780
Cambridge Year 4 to 8 (International Programme)			
Annual Fee	Term 1 Paid by 1st January	Term 2 Paid by 1st May	Term 3 Paid by 1st September
36,900	14,760	14,760	7,380
Cambridge IGCSE Year 1/2			
Annual Fee	Term 1 Paid by 1st January	Term 2 Paid by 1st May	Term 3 Paid by 1st September
49,900	19,960	19,960	9,980
Cambridge AS/A Level Year 1/2			
Annual Fee	Term 1 Paid by 1st January	Term 2 Paid by 1st May	Term 3 Paid by 1st September
59,900	23,960	23,960	11,980
IBDP Year 1 to Year 2			
Annual Fee	Term 1 Paid by 1st January	Term 2 Paid by 1st May	Term 3 Paid by 1st September
62,900	25,160	25,160	12,580

Other fees	
Mandatory Fees	
Exam Fees	<i>These fees are subject to change annually. Once the Examination Boards have released these fees, a communication will be sent. Parents must meet the deadline for the payment of exam fees.</i>
Uniform	<i>Uniforms are available from the school uniform store at school published price.</i>
Text books/Stationery	<i>Text books and stationery are available from the school store at school published price.</i>
Graduation Fee	ZMW 2500 , this is for grades 12, IG 2 and DP 2
PTA fees	<p><i>All Pestalozzi families are required to pay an amount of 500 ZMW annually. (Please note the said amount should be deposited into the PTA bank account)</i></p> <p>Account Name: Pestalozzi Children's Trust Bank Name: Stanbic Bank Account Number: 9130006805586 Currency: ZMW Branch: Lewanika Bank Code: 040030 Swift Code: SBICZMLX</p>
Sports Levy	500 ZMW per child annually.
Field trip/Creativity, Activity, and Service Camp	4000 ZMW per child annually. To be paid in full by 31st May.
Optional Fees	
Transport	3,650 - 4,150 ZMW / term. The cost of the bus service depends on the pickup location which can vary. Bus fees must be paid in advance for the term/year.
Meals	Meals are served at the School Cafeteria, priced between 50 ZMW- 65 ZMW per meal.
Day Activities	Participation fee will be communicated prior to the event.
After Care	After care (stay beyond school hours) fee is 3000 ZMW per term.

Mode of Payment	
Bank Transfer	Bank: ABSA Branch: Long Acres Branch code: 017 Account number: 1430682 SWIFT CODE: BARCZMLXXXX
Cheque	in Favour of "Pestalozzi Education Centre"

Payment Policy
<ul style="list-style-type: none"> ✓ Please refer to the school fee policy (also included in student contract) ✓ All School fees must be paid in Advance (Annual/ termly). ✓ A 5% discount is applicable on upfront payment of annual tuition fee(non applicable after the first day of school).

- ✓ **A 10% surcharge is applicable if the fee is paid in instalments or paid late.**
- ✓ *Payment in instalments (Payment plan) needs prior approval.*
- ✓ **a 2.5% discount is available on the first sibling and 5% on subsequent siblings.**
- ✓ *Examination fees for ECZ Grades 7 are **ZMW 650** and **ZMW k2,300** for grades 9 and 12.*
- ✓ *Examination fees for IGCSE is **ZMW 25,000** and **ZMW 37,500** for IBDP. (Subject to change)*
- ✓ *Payment can be done by bank transfer, bank deposit or point of sale (EFT-POS).*
- ✓ *outdoor and experiential learning camp at **ZMW 5,000**.*
- ✓ *Cash payment is not accepted beyond **ZMW 1,000**.*
- ✓ *Security deposit is refundable given a full term notice is provided.*
- ✓ *Payment reference for bank transfer/deposit: Surname, Name, Grade of the student.*
- ✓ *Proof of payment must be either handed to the school finance department or emailed to finance.pec@enkoeducation.com and cc; pestalozzi@enkoeducation.com*



Pestalozzi Education Centre

School Uniform Price List - 2025

No.	Item	Price (K)
1 Nos	Blazer	830
1 Pair	Trouser/Shirt	700
1 Pair	Skirt/Shirt	700
1 Pair	Dress/shirt	700
1 Nos	Jersey	500
1 Pair	PE (Short/T-shirt)	430
1 Nos	Socks	100
1 Nos	Necktie	70
1 Nos	Shirt	280
1 Nos	Trouser/Skirt/Dress	430
1 Nos	T-Shirt	230
1 Nos	Short	220
1 Nos	Dallas	400
1 Pair	Tracksuit	810
1 Nos	Floppy Hat	200
1 Nos	Cap	150
1 Nos	Baseball Jacket	1300

Note:

1. All payments must be made from the uniform shop and receipt obtained.
2. Uniforms can be collected from the uniform shop upon producing the receipt of payment.
3. Uniforms are sold in sets.
4. All students must be in appropriate school uniform at all times.

5. PE uniform (house colour) is a must and should be worn on days when PE is timetabled or when sports events are organised.
6. Formal shoes are black leather. This is currently not sold by the school.
7. For sports/PE, any comfortable sports shoes can be worn. This is currently not sold by the school.
8. Shirt/T-shirt/Jersey/Blazer/Mask/Cap/Hat are branded with the school logo.
9. School will allow 3 weeks at the beginning of term 1 for all students to purchase proper school uniforms. During this period students can wear smart and comfortable casuals.

Enrolments during the academic year

If a student enrolls at any time during the second or third term, the family has to pay the annual school fees pro rata to the months the student is present at school. For the month in which the student arrives at school, the following rule applies:

1. Enrolment between the 1st and the 15th of the month: the entire month is due
2. Enrolment between the 16th and the last day of the month: 50% of the month is due.

Communication

Communication about school fees will be sent to parents by e-mail and a printed letter will be handed out to students when possible.

Invoices

- Parents will receive their invoice 30 days before the payment deadline
- If the payment is not done, a reminder is sent 15 days prior to the deadline
- If the payment is not done, a second reminder is sent 5 days prior to the deadline

Statement

Parents will receive individual statements and payment reminders at the time of invoicing. Please Note that the school uses Zambian Kwacha (ZMW) as the standard functional currency and as such all the invoices and payments should be in ZMW.

Refunds

1. Development levies, Enrolment and re-enrolment fees are non-refundable.
2. Should the Parents wish to terminate the enrolment of a Learner before the start of the new school year for which the enrolment is applicable, the Parents undertake to furnish the Head of school with written notice, and the school will refund the tuition after a written request is made for such.
3. If a student has attended school for any number of days in a given term, fees paid in relation to that term will not be refunded either in part or full.
4. Refunds will be processed within 10 working days from the time a written request has been received.
5. If a child is expelled from the school based on gross misconduct, the family forfeits all fees paid (security deposit inclusive). If the family of the child expelled is owing the school will not issue a transfer letter until all outstanding fees are cleared.

Methods of payment

1. Payment must be made by bank transfer, bank deposit or through the Point of Sale system available at the school.
2. Parents paying by bank transfer or bank deposit must send the proof of payment to the school. When paying by bank transfer and/or bank deposit then the **student's name, surname and grade** must be mentioned. If these details are not mentioned, then any such payment will not be allocated to the correct student and the account is at risk of reflecting as being in arrears.
3. Due to safety concerns for all our staff and students, no cash payments will be allowed.

Discounts

Upfront payments discounts

A 5% discount on annual school fees only applies for all upfront payments.

Siblings discounts

1. A sibling discount of 2,5% on school fees applies to the total fees due by all families with two siblings enrolled at school.
2. A sibling discount of 5% on school fees applies to the total fees due by all families with three siblings and more enrolled at school.
3. Sibling discounts are only applicable to children with the same legal guardians.

Upfront payment discounts and siblings' discounts can be accumulated, and the upfront payment discount applies first, the siblings discount being applied to the total of discounted school fees.

Default Payment

1. Any cheques banked and are subsequently dishonoured will attract a fee of 2.5% of the payment amount and will be levied to all student's accounts.
2. The school is entitled, without prejudice to any of the affected persons rights, to suspend a student's enrolment if the school fee account remains in arrears for 10 days:
 - a. Such suspension will remain in effect until all outstanding fees have been paid. Suspension will be done by adhering to the principles of procedurally fair practice and conduct.
 - b. Suspended students will not be entitled to attend classes nor take examinations, and no grade will be given for any work done during the exclusion.
 - c. Certificates, diplomas and academic transcripts will not be released until payment of obligations has been made in full.
3. If the school and or any other fees of any learner is in arrears for more than 30 days of any due date and no arrangement has been made, the case will be handed out to a recovery agent attracting an extra penalty fee.
4. Any outstanding fees from the previous year must be settled before the start of the new academic year. If such fees are not settled the student will not be allowed to come back to school. No exceptions will be allowed in this regard.

Late Payment Penalties Clause

1. Late payment penalties are applicable to parents or guardians who fail to make timely payments for school fees.
 - If a payment is not received within 10 days of the due date, a penalty of 10% of the outstanding fee will be invoiced and added to the total amount due.
 - In case the payment is delayed beyond 20 days from the due date, an additional penalty of 10% will be invoiced and added on top of the outstanding fee and the previously accrued penalty.
2. If the payment remains overdue for 30 days or more, a penalty of 10% will be invoiced and added to the total outstanding fee, and the following actions will be taken:
 - (a) The parent or guardian will be held liable for a penalty fee of 30% of the total outstanding amount.
 - (b) The student associated with the unpaid fees will face suspension from attending classes and accessing school facilities until the dues are settled.
 - (c) Once the pending fees have cleared and the student(s) is allowed to attend class, the school is not liable for giving the student extra classes/catch up lessons for the lessons missed.

It is the responsibility of the parent or guardian to ensure that the school receives timely payments for the school fees and to keep track of payment due dates. All payments made need to include the student's reference number to ensure that payments made are correctly allocated to the student's account.

The school reserves the right to review and update the late payment penalties as deemed necessary, without prior notice provided to the parents or guardians.

Late Pick-up

Kindly take note of the school timings at Pestalozzi Education Centre highlighted below:

Monday-Friday **08:00 hours - 16:00 hours**

Therefore, parents are advised to pick up their children from school before 17:00 hours. Late pickups (after 17:00 hours) will incur a charge of ZMW 100 per hour. The payment should be made at pick-up upon and the corresponding invoice will be issued to the student's account. Before the payment could be made the parent should sign the register.

Associated Fees

1. The school can require fees not covered by school fees and which require additional payments from the Parents/Guardians/Trusts and or Benefactors of participating students.
2. Some of the additional fees are mandatory (e.g. examination fees, textbooks) and must be communicated by the school prior to enrolment.
3. Optional fees (e.g. canteen, foreign school tours) will be communicated by the school if possible on the initial school fees sheet, or be communicated to parents as and when they occur.
4. Every enrolled student in the school is mandated to participate and attend local school tours; except for medical reasons advised by a medical doctor.
5. In the event of any school and or essential fees being outstanding then the school reserves the right to not allow students to participate in activities not considered part of the formal curriculum.

Credit checks

The school reserves the right to conduct credit checks on any Parents / Guardians / Trusts and/or Benefactors responsible for payment on any of the students accounts.

Code of conduct

Student Code of Conduct

Introduction to Code of Conduct

Philosophy of the code of conduct

Pestalozzi Education Centre is committed to providing every student with a safe, secure learning environment in which they can thrive. Consistent with the Enko and Pestalozzi core values of love, respect, trust, honest and open-mindedness and Respect for Human Difference, this policy is designed to guide expected student behaviour based on a general code of conduct and based upon respect for others, respect for self, and respect for property.

Student's Rights

We believe all students have the right to be: treated fairly, courteously and respectfully; to bring complaints to the school management for resolution; to tell their side of the story; and to freely express their opinions. All students have a right to a high-quality education. Similarly, all students have the responsibility to not disrupt the educational process or impose upon, endanger, or deprive others of their rights to a high-quality education.

We recognize that our school does provide a unique opportunity for learning and growth related to student behaviour. We believe in preventive and positive approaches to discipline and in responding with interventions and consequences aimed at addressing the causes of misbehaviour, resolving conflicts, and meeting students' needs and keeping students in school.

All students at Pestalozzi Education Centre have the following rights:

- ✓ The right to non-discrimination on the basis of race, religion, colour, national origin, political affiliation, gender or disability;
- ✓ The right to be respected - for their views, opinions, perspectives or ideologies;
- ✓ The right to equal opportunities;
- ✓ The right to be able to express themselves and to have a 'voice';
- ✓ The right to be safe - from physical harm, corporal punishment, intimidation, bullying or harassment.

The school also recognizes, however, that a student is entitled to exercise his or her rights only insofar as, by doing so, the student does not interfere with the rights of others.

Therefore, in order to safeguard the rights of all students, it is necessary to outline a number of expectations that will guide student behaviour and, in particular, their interactions with others in order to ensure that the rights of all members of the

Pestalozzi Education Centre community can be protected.

Before listing some of our expectations, it is important to state that the school has a zero tolerance policy with regard to bullying, harassment, foul language or fighting. This includes sexual harassment or discriminatory behaviour.

The school will also respond in the harshest possible way if any student is found to have alcohol, tobacco, illicit drugs or weapons. In the case of assault, illicit drugs or a weapon, the school will not only expel the student, but is likely to also report him/her to the relevant legal authorities.

Expectations

In Pestalozzi Education Centre:

- We show respect and courtesy to others at all times. We are polite and greet teachers and elderly people in the school. Any form of bullying i.e. cyber bullying, physical bullying, emotional bullying which includes or forms of sexual harassment and any form of bullying not mentioned is totally unacceptable.
- We look at ourselves, our classmates and school surroundings by ensuring that the school property is handled with care.
- At all times we behave in a way that is appropriate for a school environment with mixed gender students coming from different cultural backgrounds. Any excessive displays of affection are not acceptable, neither are actions that could be misinterpreted or felt to be provocative and/or offensive by others.
- We address teachers using the following expressions:
 - For female teachers: Mrs / Ms / Miss followed by Last name, or Madam
 - For male teachers: Mr. followed by Last name, or Sir
- Possession of cell phones/other prohibited electronic devices will be confiscated. These will be confiscated for a period of one year. Parents will be communicated to by the school. If it is repeated further sanctions will be given out.
- We do not run on the school premises. We walk carefully on the stairs and give consideration to others by **keeping left**.
- We keep noise to a minimum in order to not disturb others.
- All students register at designated time in Registration Groups. Late students must check in at the front office before attending classes.
- No-one may leave the school premises without permission from parents and the school until transport arrives after classes are over at the end.
- We eat only in the designated area and designated time (Break and lunch). We clear our tables of litter and return all utensils to the kitchen area when we finish eating. Food is not permitted in classrooms. Chewing-gum is not allowed on school premises.
- We only use washrooms designated for student use. We use the bathroom during the breaks, i.e. before the start of lessons.

- We are on time for the start of every lesson and make sure to bring all the materials that we need. We wait outside the room until the teacher arrives. Students may not go into a classroom unless a teacher is present.
- During lessons, we focus on our work and avoid distractions. We complete classroom and homework assignments to the best of our ability. If we work collaboratively, we ensure that all contributors are recognized. We never present someone else's work as our own.
- We help to protect our environment by switching off lights and/or air-conditioners if left on, and we keep the school tidy.

On school trips, our expectations are broadly the same as above. Student behaviour on their way to and from school is also expected to meet comparable expectations to those mentioned above. Serious breaches of these expectations outside school – on trips or whilst in school uniform – may lead to sanctions (see below).

Consequences of breaching the Code of Conduct

In order for the school community to thrive, this Code of Conduct must be fully accepted and respected by all its members. When incidents arise, the teachers and the Head of School will find, wherever possible, a pedagogical solution. The school also has an obligation to help students understand and follow the rules.

As indicated in the Introduction, the main exception to this is that the school may expel a student for severe or repetitive breaches of the school's expectations.

For lesser breaches of the Code of Conduct, the school may introduce one or more of the following consequences:

- Verbal warning
- Confiscation of inappropriate material and/or items used inappropriately
- Being given reflection exercises (to think about the breach and to encourage ideas as to how to avoid them in future)
- Loss of privileges
- A managed discussion with other members of the school community to better understand the impact of the inappropriate behaviour on others and to identify appropriate restorative practices
- Being required to stay on after school (parents will be informed if this is the case)
- Closer monitoring of conduct (for example, the student having to get a "good conduct" report signed after each lesson for a week)
- Written warning (sent to parents)
- Discussion with parents as to possible causes and solutions of the misconduct
- An additional contract with the student requiring closer adherence to our expectations
- Internal suspension (separated from other students in the school)
- External suspension (required to stay at home for a number of days)
- Other consequences as deemed appropriate

Sanctions for breaching the code of conduct

S/N	MISCONDUCT	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE
1	Abusive language	Verbal warning	Severe reprimand	1 week suspension
2	Late coming	Verbal warning	Written warning	Discuss with parents
3	Wrong uniform	Verbal warning	Written warning	Discuss with parents
4	Any discrimination	Severe reprimand	Discuss with parents	Expulsion
5	Bullying	Severe reprimand and parental involvement	Discuss with parents and/or suspension	Expulsion
6	Wrongful use of electronic devices within school	Written warning	Discuss with parents	1 month suspension
7	Bringing electronic devices to school without permission	Severe reprimand	Discuss with parents	1 month suspension
8	Physical, emotional, sexual and mental abuses	Severe reprimand	2 weeks suspension	Expulsion
9	Alcohol, tobacco and drugs use or possession	Expulsion and report to police		
10	Possession or use of weapons	Expulsion and report to police	-	-
11	Any graffiti	Buy paint and ensure the place in painted	Expulsion	
12	Noise making	Verbal warning	Written warning	Discuss with parents
13	Wrong sportswear	Verbal warning	Written warning	1 week suspension from sports activity
14	Inappropriate haircuts for boys	Verbal warning	Written warning	1 week suspension
15	Longer shoulder hair length for girls	Verbal warning	Written warning	1 week suspension
16	Dyed hair (Any colour other than natural)	Verbal warning	Written warning	1 week suspension
17	Visible tattoo	Verbal warning	Discuss with parents	Forced transfer
18	Coloured hair extensions	Severe reprimand	Discuss with parents	Forced transfer

19	Littering	Verbal warning and clear it up	1 week suspension	
20	Eating or drinking during lessons	Verbal warning	Written warning	1 week suspension
21	Non-religious jewellery	Verbal warning	Written warning	1 week suspension
22	Disrespect towards teachers or fellow pupils	Verbal reprimand and parental involvement	suspension	Expulsion
23	Vandalism	Severe reprimand and repair or replacement	1 week suspension with replacement or repair	Forced transfer
24	Theft	Severe warning and/or suspension	Discuss with parents	Forced transfer/expulsion
25	Failure to submit work on time	Written warning	1 week suspension	Forced transfer
26	Inappropriate relationships	Severe reprimand	Discuss with parents	Forced transfer
27	Fighting	Suspension and/or expulsion	-	-
28	Inciting unrest or protest	Severe reprimand	Discuss with parents	Expulsion
29	Stalking someone	Expulsion	-	-
30	Possessing or distributing or circulating obscene materials	Expulsion	-	-

TERMS AND IMPLICATIONS

1. School uniform means what is prescribed in the acceptance letter.
2. Foul language includes insults or any demeaning speech such as name calling (nigger, etc)
3. Discrimination includes segregation based on age, gender, race, creed, origin and religion.
4. Drugs mean any such substance forbidden by law in Zambia (dagga, cocaine, heroin, myrrh, etc)
5. Weapon refers to any instrument that can injure, wound or kill a person (knife, screwdriver, gun, etc)
6. Hair cut: The school will only promote English and brush-cut for boys as they are the smartest hair styles.
7. Hair styles: As for girls, extensions are permissible only when they are black and elbow or bra's length.
8. Tattoo refers to any writing on the skin. The school does not support any of such marks to be visible.
9. Jewellery includes earrings, necklaces, neck chains, bracelets and anything else that is meant to add beauty to a student.
10. Disrespect refers to rudeness, answering back to authority, refusal to carry out lawful directives, etc.
11. Vandalism means breaking or damaging school equipment, furniture of buildings and other immovable property.

12. Theft refers to stealing school property or equipment or getting anything that belongs to another student without asking for permission or through trickery.
13. Relationship refers to conduct that can make one yield to intimacy.
14. A student that has been suspended before and repeats the offence will be expelled from school immediately without any hearing.
15. Any discussion with parents will serve as adequate consultation on which a harsher punishment may be relied on in line with natural justice.

Uniforms

The school uniform must be worn in full each day of the week, unless a notice has gone home notifying parents/guardians of a special event. The sports kit must only be worn on days where physical education is scheduled in the timetable.

Which Uniform to be worn on a Particular day.

MONDAY	<i>White shirt / Grey skirt /Trousers jersey/Blazer</i>
TUESDAY	<i>White shirt / Grey skirt / Trousers jersey/Blazer</i>
WEDNESDAY	<i>School PE Shirt and Tracksuit</i>
THURSDAY	<i>White shirt / Grey skirt / Trousers jersey/Blazer</i>
FRIDAY	<i>School PE Shirt and Tracksuit</i>

- We wear the correct and approved school uniform. More specifically:
 - ✓ The school uniform must be worn correctly and with pride.
 - ✓ The length of skirts (below knee length) and shorts must not be altered.
 - ✓ Clothing should be clean.
 - ✓ Footwear for all students should be flat black shoes with approved socks.
 - ✓ For PE classes, students should wear PE uniform and Sports shoes/Sneakers.
 - ✓ Visible tattoos are not permitted.
 - ✓ Non-religious headwear is not permitted.
 - ✓ Non religious jewellery i.e. earrings, bracelets, anklets, necklaces, rings are not allowed. Girls may be allowed to wear plain small studs instead.
 - ✓ Artificial nails and the painting of nails are not allowed.

Girls' Hair: Girls are permitted to braid their hair using black cotton or black braids only and these must be tied always and should never go below the shoulders in terms of length.

Note that: All braided hair should be shoulder length. We do not allow weaves or extensions. In kindergarten no decorative beads should be put on a kid's hair.

Boys Hair Cut: Smart brush cuts, fade cuts and English cuts including uncut hair should all be at level 3, while long overflowing hair, or fancy haircuts including shades are not acceptable. Hair should always be the natural colour.

Illness/Absenteeism: Parents/Guardians should inform school when students are sick and bring a medical note upon return to school. Ten days of absence will equal an automatic suspension from school.

End of Document



Parent's statement

School Fee Policy	Signature
I hereby certify having read and agreed to the school's fees payment policy.	

Code of Conduct	Signature
I hereby certify having read and agreed to the school's code of conduct.	