



Information for Parents of New Students January 2020

School Hours

All day students should arrive by 07:30 hours.

Students in Grades 1-7 should be collected at 14:30 hours

Secondary students finish lessons at 15:30 hours, but sometimes have after-school activities to attend so finishing times vary.

School does not accept responsibility for day students outside of these times.

ALL day students should be collected at 12:30 hours on Fridays. Lunch is not provided for day students on Fridays unless by special arrangement.

ALL weekly boarders should be collected at 13:00 hours on Fridays from the dorm building.

All termly boarders should be collected at the appropriate times at half terms, holiday weekends and at the end of term, usually at 13:00 hours. Times vary according to the arrangements for an end of term concert/service. All students will be involved in such an occasions and will not be able to leave until the activity is over.

Emergency contact

Please ensure that the school office **ALWAYS** has your up-to-date contact details, so notify us of changes of address, phone numbers and email addresses promptly. We must be able to contact you quickly in an emergency. If you are going out of the country please let us know and provide alternative contact details.

All parents who live outside 100 km radius of Amano **MUST** nominate a guardian who lives within 100 km of the school. This must be a person who can act on your behalf in an emergency, and the school must have contact details for this person.

Family worship

As a Christian School we meet together for worship one Sunday during each month. All parents and friends of the school are welcome to join us at 11:00 hours for a short service of praise, worship and teaching. Lunch is provided afterwards.

Tardy Fees

We appreciate you collecting your children promptly. If you are unavoidably delayed please let us know if possible. FOR LATE PICK-UPS - If no phone call has been made giving a reasonable excuse:

Day Students

K25 if day students are collected more than ½ an hour later than the specified time and K25 for every half hour after that

Boarders

K50 for weekly and termly boarders collected late for every hour or part of the hour after 14:30 hours up to 17:30 hours

K100 for weekly or termly boarders for every additional hour after 17:30 hours

FOR LATE ARRIVALS - If no phone call has been made giving a reasonable excuse:

K100 if students return the following day after term or half term begins.

If any of these charges apply to your child, you will be notified by email shortly afterwards and the charges will be added to your invoice at the end of the term.

End of term reports/parent-teacher interviews

The staff write a report about your child at the end of each term and take a considerable time writing accurate and helpful comments. Please take time to read this and then take the opportunity to discuss any concerns you may have with the staff members at the end of term. Of course the teaching and dorm staff are happy to talk over any queries and concerns during the term; please contact them as necessary, but at the end of term specific interview times are allocated. For parents of Primary students these are at the end of the first and third terms. Interviews for parents of Secondary students are arranged once a year. Please consult the list of term dates for details.

Legal Documents

In order to satisfy the requirements of the Immigration authorities we need to hold the following documents on file:

- a. All students whose parents are Zambian citizens we need certified copies of both parents' green Registration cards
- b. All students whose parents are not Zambian citizens and who are in Zambia on Self-Employment Permits or Work Permits are **legally required** to be in possession of a Study Permit. Please collect a form and letter from the school office. Once you have started the process and have a receipt from Immigration please send us a certified copy of it. Then, when you have the Study Permit, a certified copy must be returned to the school office along with certified copies of the parents' passports and Work Permits.
- c. For all students whose parents hold Residence Permits, we need certified copies of these please, along with a certified copy of the child's Permit.

School equipment

All **Secondary Students** require the following equipment:

- 1 x scientific calculator (available in Shoprite)
- 1 x 30cm ruler
- Pencils, pens & pencil sharpener.
- Eraser
- Colouring pencils or felt tips
- Scissors
- 1 x protractor
- 1 x pair of compasses
- 2 x set squares (1 x 60/30 degree and 1 x 45 degree)
- 1 x Secondary School Oxford English Dictionary
- 1 x ring binder (A4 size) + dividers
- File paper – sufficient for the term
- 1 padlock for classroom locker

(These materials are provided for all Primary students if they need them and for those Secondary students in receipt of a Bursary.)

P. E. Equipment

P. E. shirt will be provided by the school and the cost invoiced to the parents. Other items for the P. E. kit are listed on the clothing list. Please make every effort to obtain these articles.

Please make sure your child brings their kit to school whenever they have P. E. lessons. During the first and third terms the students will have swimming lessons so they will need their swimming things once a week.

The Primary class teacher will inform the students when these lessons will take place. Secondary students need their P. E. and/or swimming things every Monday, Tuesday and Thursday.

Homework

Students in Grades 1 - 3 will not normally have homework except reading 3 times a week along with spellings and Maths facts to learn.

Students in Grades 4 - 7 will have the same as above but may also occasionally have a homework activity to do at home.

In term 3 students in Grade 7 will have a homework activity to complete each week, in order to prepare them for Secondary School.

Students in Secondary will receive their homework timetable and diary at the beginning of term, please go through the contents of the diary with your child each day and sign the book when the work has been completed.

We are looking forward to the start of the next school term and to welcoming all our new students as they become part of the Amano Christian School family.