



NDOLA TRUST SCHOOL

(Ndola Trust School Limited)

“Success through Hard Work ”

www.ndolatrustschool.edu.zm



CIRCULAR TO PARENTS

Circ. /Par/05/T3.22

12th September, 2022.

Dear Parents/Guardians,

On behalf of the Ndola Trust School Board of Directors, Management and Staff, allow me to welcome you all to Term Three, 2022. We take this opportunity to welcome our new parents/guardians, as well as their children to Ndola Trust School. We pledge to continue putting in our best for the sake of our children's education. May God Almighty richly bless you all.

1.0 Introduction of New Staff

Dear parents/guardians, please help me welcome new members of staff to Ndola Trust School. These include both teaching and non-teaching staff.

S/N	Name	Department	Designation
1.	Mr. Thomas Mfula Mwale	Accounts	School Chief Accountant
2.	Mr. Lewis Mulenga Chanda	Upper Primary	Grade 6 Gold Class Teacher
3.	Mr. Vincent Simonwa	Upper Primary	Grade 5 Gold Class Teacher
4.	Mr. Davis Phiri	Secondary Section	Teacher of Mathematics(on part-time)

We also wish to thank the teachers that separated with the school in the previous term and wish them the very best in their professional endeavours. They include:

S/N	Name	Department	Designation	
1.	Mr. Weston Machinchi	Upper Primary	Grade 6 Gold Class Teacher	
2.	Mr. Rasford Labule	Upper Primary	Grade 5 Gold Class Teacher	
3.	Mr. Andrew Kabinda	Secondary Section	Teacher of Mathematics	

2.0 Teaching and Learning at Ndola Trust School

Dear parents/guardians, we are in the last term of the school calendar for the year 2022. It is an academic and examinations-packed term. Let us collaborate in supporting our learners to work hard and achieve best results at the end of this academic year.

Although teaching and learning is not only about academic results but also morals, values, social and emotional intelligence, this term will be heavy on academics. Let us all play our part in adequately preparing them for their next grades.

3.0 Important Examination Dates

Date	Class/Activity
28/10/2022	Grade 7 Malpractice Sensitization
31/10/2022	Grade 7 National Examinations Begin
03/11/2022	Grade 7 National Examinations End
04/11/2022	Grade 12 Malpractice Sensitization
07/11/2022	Grade 12 National Examinations Begin
22/11/2022	Grade 12 National Examinations End
23/11/2022	Grade 9 Malpractice Sensitization
24/11/2022	Grade 9 National Examinations Begin
02/12/2022	Grade 9 National Examinations End

4.0 August Holiday Tuitions

Dear parents/guardians, we wish to thank you for supporting the school in ensuring that all the learners participated in the Grade 7, 9 and 12 lessons that took place during the August holidays. A lot of work in form of syllabus content and examination revision was done with them. We hope the learners will keep the momentum built during those sessions.

5.0 The Integrated School Management System

In the 21st Century, communication is revolutionised and this revolution is meant to enhance efficiencies. The school was piloting the MTN School Management System in Term Two. Parents/Guardians in some secondary school classes were oriented on how to access information from this platform. This platform will be launched across the whole school this term. Orientations will be done with parents/guardians of sections that were not met during the pilot stage.

6.0 Term Two Secondary Section Open Day

We are thankful to all our dear parents/guardians who turned up in numbers to collect the End of Term Two and Mock Examination School Reports on Friday 9th September, 2022. Let us work with subject teachers to help learners improve in areas where weaknesses were observed. Those who did not make it for the event should make every effort to make an appointment with the class teachers for those important discussions.

7.0 Term Three Weather

We are in the hot-dry season of the year in this part of the world. We are susceptible to dehydration in this weather. The school has water dispensers in different blocks of each section. However, clean drinking water quickly runs out in those facilities when dealing with large numbers. We urge parents/guardians to pack water bottles for the learners and encourage them to keep hydrated all the time. Water is important for their health and their brain function.

8.0 Pupil-Tracking

Dear parents/guardians, we wish to make it clear that learners who are not performing up to standard in Grade 6, 8 and 11 will not be allowed to proceed to the next Grade in the coming year. Before the initial process of Examinations Council of Zambia registration starts later in this term, the Senior Teachers, Heads of Department and Vice Principals for the concerned section will have a meeting with parents/guardians of identified learners and advise on the way forward. Please let us cooperate with these technocrats and adhere to the specialist advice they will give.

9.0 Extra-Curricular Activities

Dear parents/guardians, in addition to Ndola Private Schools Association (NPSA), the school affiliates to Copperbelt Schools' Association (CSA) and Independent Schools Association of Zambia (ISAZ). We wish to inform you that Ndola Trust School will participate in a few sports activities scheduled for the term by these associations. Some of these activities will require learners to travel for tournaments out of town. Some of them will be held on weekends. Let us give the participating learners all the support they need. The complete calendar will be shared through the Sports Department in Week 2.

10.0 Co-curricular Activities

Learners need to consolidate concepts acquired in class by expressing themselves freely, outside the classroom. For that reason, the school will continue allowing learners in non-examination classes to participate in various clubs of their choice. These activities happen in the afternoon (14 00 hours to 16 00 hours) and will require learners to stay behind after lunch. Let us support them but ensure to pick them up in good time after their afternoon activities.

11.0 School-Zone Safety Observations

Dear parents/guardians, school zones can be busy places. The school premises could be even worse, especially during the start and end of the school day – making them risky environments for both motorists and pedestrians. Schools host the most vulnerable members of the community including children and their families. Although the school has done all it can to initiate termly road safety talks with learners through Road Transport and Safety Agency (RTSA), children do not always understand the dangers of roads and vehicles. Therefore, it is our responsibility as motorists to follow safety rules each time we enter a school zone and school premises.

Ndola Trust School has signage at the main entrance, guiding us to drive at 20 km/h around the school zone and inside the premises driveways. Let enforce the guidelines of the signage.

There are certain things a motorist is **not** allowed to do in the school premises.

They included:

- Hooting. Just like at the hospital, motorists are not allowed to blow their horns in the school premises.
- U-turn, three point turns, and other complex manoeuvres are not allowed at a school. They disrupt the flow of traffic and can be dangerous to both pedestrians and other motorists.
- Always give way to the pedestrians, including when entering and leaving the driveways.
- Do not park for more than five minutes in the driveway. If you are taking a little longer, find a parking slot. Driveways are strictly for drop-offs and swift pick-ups
- Please always exercise patience and be courteous to other motorists.

12.0 Interaction with the School

Dear parents/guardians, it is important to monitor the performance of our children regularly. If you notice a downward trend in the performance of the child, you should not hesitate to engage the class teacher. There could be developments affecting the child that need to be addressed collectively for performance to improve. We should not wait until it is too late to address that which is affecting the child's academic performance.

13.0 Educational Field Trips

The school will continue with educational tours in different subjects and sections. Classes that did not have an opportunity to go out on an educational field trip the previous term will be availed those opportunities. If our children are among those classes, let us give them support when their turn comes.


14.0 Ndola Trust School Projects

Dear parents/guardians, the school will continue implementing infrastructure projects this term. This is in addition to those that were earlier highlighted at the close of Term Two. They include:

- (i) Phase II paving of the car park – Contractor selected
- (ii) Construction of the Library – Evaluation of bidding documents before selection of contractor.
 - The Grade 6 classroom and the ablution block will be completed, and be ready for use next week.

We wish our learners and the Ndola Trust School families a wonderful Term Three.

Yours faithfully,



S Kalembwe
Principal