



NDOLA TRUST SCHOOL

(Ndola Trust School Limited)
“Success through Hard Work”
www.ndolatrustschool.edu.zm



20th January, 2023

NTS/TI/HOS.NL1/23

Dear Parents and Guardians,

Welcome!

We wish to welcome back all our pupils to school after what we hope was a refreshing Christmas vacation. In the last ten days of learning, our teachers have been working hard to get the school off to a super start. We thank you for participating in our safe landing activities lined up to share with you our expectations for the term and the whole year.

A special welcome to the new parents/guardians joining the Ndola Trust School family for the very first time. Thank you for choosing Ndola Trust School. We wish to extend a warm welcome to our Grade 8 and 10 classes who reported this week. Let us help them settle down as quickly as possible.

Dear parents and guardians, we have some exciting initiatives that are planned for this term and the whole year which will further the already high quality education offered at our great, sweet, tried and tested school. We shall communicate more on this through our class platforms in the coming weeks. We are also pleased to have new teachers in our school. We know that our parents and guardians, as well as other members of the school community will extend a warm welcome to each and every one of them.

Dear parents and guardians, this newsletter provides a good overview of the wide range of curricular activities offered at Ndola Trust School. More information is available at the Ndola Trust School Website, www.ndolatrustschool.edu.com; where parents can see photos of our school life and read about what goes on. It is important that our parents and guardians familiarize with the school website as most of the important information, including circulars and newsletters such as the current one, are posted. We are thankful to the school Board of Directors and Management team for the support rendered to the teaching and learning programmes, this far.

Christmas Donations

Dear parents and guardians, we wish to thank you all for the donations you gave the learners as a gesture of extending help to the vulnerable. The 2022 Christmas donations went to St Anthony Orphanage in Masala. Your spirit of giving went a long way to touch a vulnerable soul and we know God will bless you abundantly for your thought towards the underprivileged.

Important Dates

TERM	OPENING	CLOSING	TOTAL
I	9 th January, 2023	6 th April, 2023	62
II	8 th May, 2023	4 th August, 2023	62
III	4 th September, 2023	1 st December, 2023	62

National Examination Results

We are yet again elated to announce to you that Ndola Trust School has continued to produce excellent results in both the Primary and the Secondary Section. The school has yet again produced 100% results at Grade 7 and 9 in the 2022 National Examinations. We are thankful to our dear parents/guardians and examination class teachers of the two grades who worked tirelessly to help the learners achieve these results.

Ndola Trust School believes that much as ‘liars may figure, figures never lie’. This is why the school has consistently continued to present three, sometimes four-year trend analyses to you our dear parents and guardians. Below are the 2022 analyses for both Grade 9 and 12:

(i) Grade Seven 2020 to 2022 Trend Analysis

Range out of 900	% age			No of pupils			Pass Rate		
	2020	2021	2022	2020	2021	2022	2020	2021	2022
800 and above	89-100%			26	28	15	37	28	20
750-799	83-89%			32	34	39	45	46	51
700-749	78-83%			10	15	19	14	20	25
Below 700	77% and below			02	03	03	03	04	04
Total				70	73	76	100	100	100

Grade Nine

Range out of 600	% age	No of pupils					Pass Rate			
		2019	2020	2021	2022	2019 – 2022 (%)				
500 and above	83-100%	00	02	03	06	00	05	07	10	
447-499	75-82%	07	20	13	18	17	50	30	31	
400-446	67-74%	12	10	17	18	30	25	40	31	
360-399	60-67%	13	05	08	08	33	13	19	14	
300-360	50-59%	07	03	02	08	17	07	04	14	
Below 300	50% >	01	00	00	00	03	00	00	00	
Total		40	40	43	58	100	100	100	100	

Ndola Trust School Education Philosophy

Dear parents and guardians, Ndola Trust School believes that with hard work from the learners, the teachers and parents, we can achieve academic excellence. The school holds a conviction that all children can learn and succeed if taught well. Let us all support our children to enable them achieve maximum potential in their individual uniqueness.

The Weather in Term One

Dear parents and guardians, the first term of the year in our country is usually rainy and wet. Children are more likely to get sick during this season. Therefore, you should be careful to keep them safe and healthy during this season. As you are aware, weather fluctuations are quite common this time around. Let us keep them warm when it is wet and cold. They can enjoy the pitter-patter of raindrops occasionally but do not allow them to play in stagnant and polluted water. Having accessories such as umbrella, raincoat, face towel and rain boots would not be a bad idea.

COVID-19 Prevention

Dear parents and guardians, let us all join hands in fighting the spread of COVID-19 pandemic. Health watch reports indicate that the disease is spreading in our communities and deaths are, yet again, being reported in our country.

This week, our civic authority released a public notice to advise all of us to adhere to the five basic rules of preventing the spread of the disease. They include:

- Masking-up in public places
- Maintaining a physical distance
- Avoiding crowded places
- Washing hands with soap or using hand sanitizer and
- Seeking medical attention if symptomatic

The school does not have direct guidelines received from the line Ministry yet, however, we all have a responsibility to help prevent the scourge among our communities. Let us all adhere to these basic rules.

Primary Section Parent Briefings

We are thankful to parents and guardians who took off time from their busy schedules to attend the Parents Briefings held on Wednesday 17th January, 2023. These were for classes from Reception to Grade 7. Parents and guardians who could not make it for those important meetings should arrange to meet with the class and subject teachers before 27th January, 2023.

A full orientation of both parents and learners in the Secondary Section will be held in Week Three on the days and dates to be communicated through our class platforms.

Extracurricular Activities (ECA)

Dear parents and guardians, the Term 1 extracurricular activities commenced on Monday 16th January, 2023. Please help your child choose the best club that will give them maximum benefit in enhancing their non-academic talents.

Swimming

The Ndola Trust School swimming practical lessons have commenced. Let us encourage the learners to, not only learn the art as a survival skill, but also urge them to develop interest in it as a sports talent. Kindly note that, for the youngest of them, swimming lessons will depend on the dictates of the weather.

Punctuality

Dear parents and guardians, our school day starts at 07 20 hours in the Secondary Section and 07 30 hours in Primary. Preparatory time for the start of class in each section takes ten minutes. We expect our learners to be in school early to allow them time to settle. That way, they will not start their day on a hurried note. Let us help them to observe punctuality.

School Pick-up times

Dear parents and guardians the following are the times learners are supposed to be picked up from school:

Section	Lunch Time	Knocking off Time When no afternoon activity	When Staying
Lower Primary	12 30 hours	12 30 hours	16 00 hours
Upper Primary	13 10 hours	13 10 hours	16 00 hours
Secondary	13 10 hours	13 10 hours	16 00 hours

Note: The Secondary Section has reverted to the old class timetable of teaching in the afternoons up to 16 00 hours.

Homework

Ndola Trust School has a strong homework policy. From Reception to Grade 12, learners take a minimum of one set of activities per subject on a daily basis. Some of this homework will be given in form of research. Let us help the learners complete all tasks and take time to check it thoroughly before endorsing it.

Uniform

Dear parents and guardians, our uniform is our pride. It is part of our brand that we have a responsibility to protect. Brands come with patents and copyrights. Buy your child the correct uniform from the school shop. Children that will be found wearing wrong uniform with imitated logos from elsewhere will be inconvenienced. The school has enough stock for all the learners.

Further, we have noted with disappointment that some boys in the Secondary Section have taken their pairs of trousers to tailors for alteration so that they fit them tightly. Such pairs of trousers will not be allowed in school. We have also taken note of girls who reduce the length of their skirts to sizes not recommended by our school. Kindly note that girls will not be allowed to use short skirts as the school shop stocks skirts of the appropriate length. While the school appreciates that adolescents, especially, would want to express their growing independence and individuality through dress, we cannot allow this to be done through school uniform, which by its very name, must remain “uniform.”

Kindly note that, starting from Week 3, uniform will only be sold from 13 00 hours to 16 00 hours during working days.

Hairstyles

Dear parents and guardians, a majority of young people are influenced by those around them. This is because they feel, somehow, they need to fit in. Teenagers, especially, are extremely conscious about how they look and often obsess over details. A number of them (both boys and girls) enjoy getting all the attention they can receive and would want to use hairstyles to draw that attention. However, Ndola Trust School has rules that govern how far learners can go in expressing themselves through hairstyles.

Both boys and girls are expected to keep their hair as prescribed in the school rules. Boys should have their hair cut to size 1 or 2. Girls should have their hair braided and/or combed and tied as prescribed.

Rights and Responsibilities of Children

Dear Parents and Guardians, Ndola Trust School upholds the rights of children enshrined in the Children's Code Bill of 30th June, 2022. Yes, they have the right to survival and development, the right to expression, the right to education, health and parental care. They also have the right to privacy, a good name and nationality. Please help us promote these rights among all the children that belong to our school community. Let us also teach them to understand that every right they enjoy comes with a responsibility. They, too, should avoid infringing on other people's rights.

Cyber Security

Dear parents/guardians, let us protect our children from negative cyber influences that may put them in conflict with the law. Most learners are not aware that they cannot own a mobile phone before acquiring a National Registration Card. They are not aware that to own a mobile phone, it has to be registered under the name of someone who has reached the correct national identity age.

Children below 16 years of age are not allowed to open a Facebook page. They are also not permitted to open a WhatsApp Group and start inviting their friends to join. It is illegal for a child below the age of 18 to join Instagram.

In saying so, we do not in any way mean they cannot access a phone for educational purposes. They can. However, that should be strictly supervised by adults who understand the correct use of the gadgets. A number of teachers are posting assignments through dedicated lines learners have registered for that purpose. Let them use the mobile phones for their education, not as a device to distract them from academic achievement. They should use the mobile phones for academic research. However, using them is one thing, but allowing them ownership is another.

The Vandalism Policy

Dear parents and guardians, kindly advise learners to help us take care of school property and various installations around our institution. The computers, white boards, gas taps and apparatus in the laboratories, water taps, louvered windows and projectors in the classrooms should all be used for their intended purposes.

The punishment for breaking school property is severe. The moment it is established that a child has broken any of our installations; they will be made to buy two sets of what they have destroyed. The Vandalism Policy will be shared for signing once more in Week Three.

Security Around the School

Dear parents and guardians, Ndola Trust School has mounted 10 surveillance cameras in strategic points of the institutions for security purposes. These will help us keep track of who is coming in and out of the school. They will help us monitor internal and external clients' conduct, as well as student activities around the school. It is hoped that Phase II of the project will be rolled out in the second quarter of 2023.

Integrated School Management System

Dear parents and guardians, Ndola Trust School is implementing an Integrated School Management System. This is a platform powered by MTN. It is an online platform meant to enhance efficiencies in our communication with various stakeholders. The platform comes under the domain <https://ndolatrust.kleartechzm.com>. It is being used for emails to parents, admissions, maintenance of student profiles, registers, examinations and transmission of results, library and other inventories; as well as many internal functions. It will soon be upgraded to handle text messages to you parents and guardians. Let us embrace it for the ease of executing our processes as a modern school that has, however, not abandoned its good traditional practices.

School Fees

We are thankful to all our dear parents and guardians whose children's school fees for 2023 Term I were fully settled before the opening week. Parents and guardians who still remain with balances should make good of their obligation to avoid unnecessary inconveniences on the learners.

Children whose school fees are not paid in full will not be allowed in class starting Tuesday 24th January, 2023.

Parents and guardians who have queries or need clarifications, are advised to contact the Chief Accountant on mobile number 0977316978 or via email on accounts@ndolatrustschool.edu.zm. We consistently remind you our dear parents and guardians in all our circulars and newsletters at the beginning and end of each term, here at Ndola Trust School Limited, that tuition fees for a particular term are due and payable one week before the opening of the term. This long-standing practice is common among many fee-paying institutions globally. It allows the school to prepare adequately before opening for a particular term. It helps the institution make available resources needed before the learners report for school.

Please, note that late payment of fees attracts penalties, and may lead to other inconveniences, which we wish to avoid at all costs. Parents and guardians are reminded that school places are only secured by timely payment of tuition fees in full.

We also wish to remind our parents and guardians of the various discounts and incentives that the school offers. Details of these are in the acceptance letters and in the Ndola Trust School Fee Payment Policy that you can pick up from our Accounts Department.

Projects

Dear parents and guardians, we wish to thank you more sincerely for your patience with the school Management during the implementation of the 2022 fourth quarter projects within the school. These

included; Phase II paving of our car park, construction of the Grade 6 Gold classroom, and construction of an ablution block in the lower primary school. We wish to encourage our children and the entire school community to use these facilities responsibly.

There are more and even much bigger capital projects that the school will embark on this quarter. Details of changes that these developments will bring shall be communicated to you before commencement.

Conclusion

Dear parents and guardians Ndola Trust School operates an open-door policy. You are free to book an appointment with any member of the Senior Management Team to discuss progressive ideas for the education of our children.

We wish our learners Godly blessings and a successful term. Let all our learners thrive to achieve 'Excellence Through Hard Work'.

Yours faithfully,

S Kalembwe
Head of School