



LAKE ROAD PTA SECONDARY SCHOOL

P O Box 320042, Woodlands, Lusaka, Zambia
Tel: Admin - (Fax) 263901 & Sec - 260616
Email: lakeroad@zamnet.zm

Tuesday November 24, 2020

Dear Parents and Guardians

RE: GRADE 12 GRADUATION

Our senior most learners, the twelfth graders, are scheduled to celebrate their completion of secondary school on **Friday 8th January, 2021** within Lake Road PTA School. This thrilling event will begin at **10 00 hours** and is likely to be graced by a former student of the School.



1.0 Purpose of the Event

The Ceremony is meant to provide a public venue in which the twelfth graders will be awarded certificates of recognition in various categories and for marking their official completion of the School Certificate Programme. It will also be a moment that will mark the commencement of their next stage in life.

So do not let your child / ward miss such a magnificent experience!

2.0 Cost and Mode of Payment

To meet the cost of hiring tents and gowns, meals and other logistics, each twelfth grader is required to pay **K870**, which is inclusive of K50, a refundable deposit in respect of the hired gown. Please do refer to the Budget attached herewith.

A full payment of **K870** should be deposited in the School Account with details below.

Account Name : Lake Road PTA School
Bank Name : Investrust Bank Plc
Account Number : 0110004514016
BANK ID : 170005

Swift Code : VSTRZZMLU
Branch : Arcades

You will be issued with an official School receipt by the Accounts Section upon presenting a copy of the deposit slip.

Remember to indicate to the personnel in the Accounts Section that the payment is for your child/ward's Graduation Ceremony.

3.0 Closing Date

Please note that the closing date for payments towards the Ceremony is **Thursday 24th December, 2020**.

4.0 Confirmation

Please confirm your child/ward's participation by completing the cut-off slip attached herewith and return it to the respective Grade Teacher by **Monday 30th November, 2020**.



NB: You may wish to retain this circular for future reference.

A Quote for You and Your Child / Ward!

"The man who does not read books has no advantage over the one who cannot read them" – Mark Twain.

- Let us work together to discourage aliteracy.

We envisage a great turnout for our graduating students who will come **dressed up modestly** and **not in the manner that has potential to create unclean thoughts in others**. Let this be one of their best recollections of life!

Yours faithfully

Lake Road PTA School

D S Phiri
Head Teacher – Secondary School

CUT-OFF SLIP

Kindly fill in this slip and return it to School to the appropriate Grade Teacher.

I, Mr/Mrs/Ms/Dr/Prof.
the parent / guardian of
in Grade 12 hereby state that my child / ward

will / **will not**

participate in this year's Graduation Ceremony to be held on Friday 8th January, 2021.

* Please tick in the appropriate box.

Signed:

Date:

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Signed:

Date:
