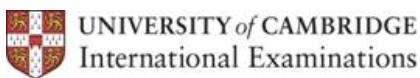


L u s a k a  
International  
Community  
S c h o o l



# Primary Parent – Student Handbook

Academic Year  
2009 - 2010



Accredited by  
the Council  
of International  
Schools



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## Imprint

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## 1 Introduction

Welcome to the Lusaka International Community School (LICS). We place a strong emphasis on the Community part of our name and trust that soon you and your child(ren) will feel part of a close knit and caring group of people.

As part of the process to improve communications between LICS and Parents, we have updated our 'Handbook for Parents'.

The handbook will be revised every new academic year for both new and existing parents so that you are aware and can contribute to school systems and procedures.

The handbook relays information for the Primary school.

We would appreciate your feedback and comments to this handbook as to its contents so it can be refined and updated to benefit us all.

Please complete the feedback sheet found at the back of the booklet and return to school with your child.

## 2 LICS Vision and Mission Statement

Vision:

Maximising the potential of future world citizens

Mission:

LICS shall provide an internationally recognised education to a culturally diverse student body in a caring and supportive learning environment.

LICS is a CIS (Council of International Schools) accredited School.

## 3 Board of Governors

The parents of the pupils at the school own LICS. The shareholders of the school are called the company members. There is a maximum of 50 company members at any time. Company members must be parents at the school comprising half Zambian citizens or residents, and half expatriates. Company members have one major duty – to attend the Company AGM, which is held in October. The company members elect the board, approve the accounts and the annual report, and discuss any other business that may be proposed. Board members are elected for three years. To be elected onto the board, you do not have to be a company member, or even a parent of LICS. Being a board member involves attendance at monthly board meetings, and may also involve joining sub-committees.

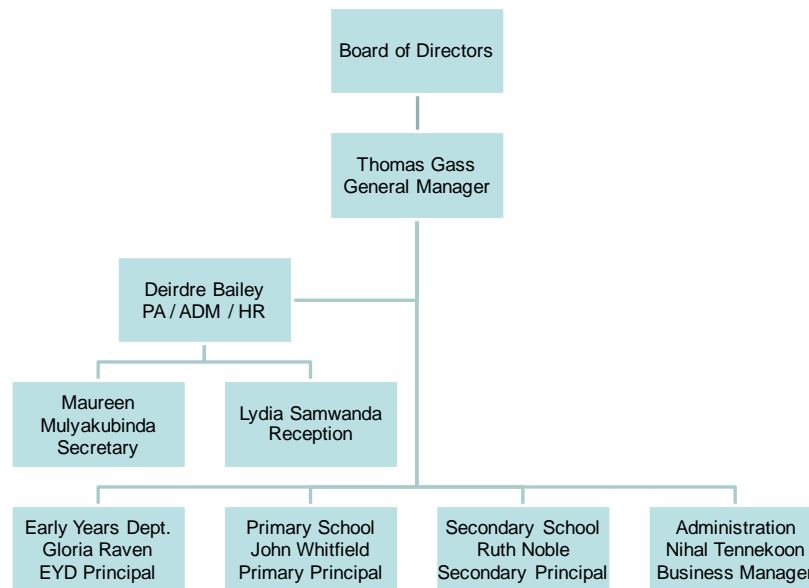
## 4 Role of the Class Teacher

Every child has a class teacher. Class teachers plan collaboratively to deliver a curriculum closely tied to the English National Curriculum. The class teacher is responsible for taking the register in the morning, for checking homework diaries, equipment, carrying out administrative duties and helping to prepare students for the school day. The class teacher is a child's first point of reference to discuss any problems that they may be experiencing.

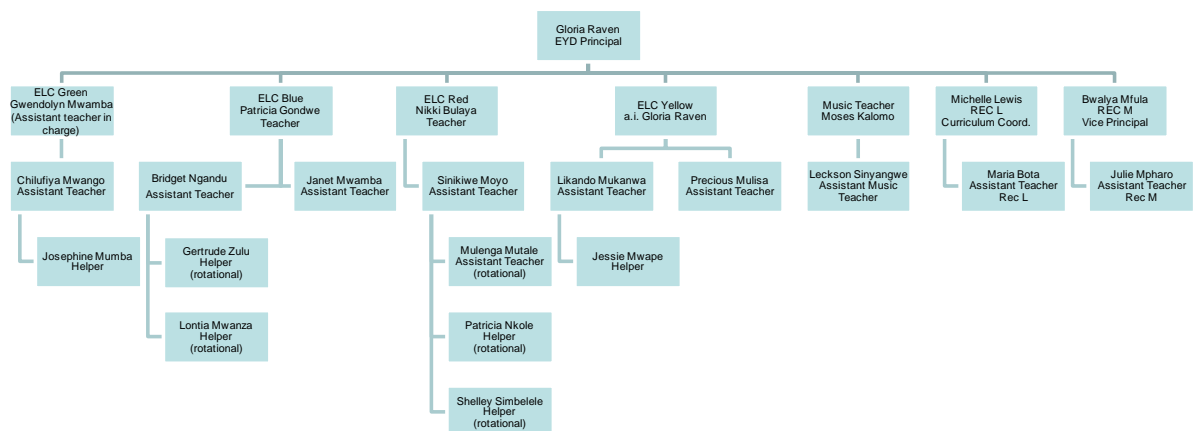
The class teacher is also a first point of communication for parents if they have any problems. This can be done through the homework diary. The class teacher will then involve other members of staff if and when they feel it is appropriate. If necessary, a meeting can be arranged by appointment.

## 5 LICS Staff, Teaching Staff & Assistant Teachers

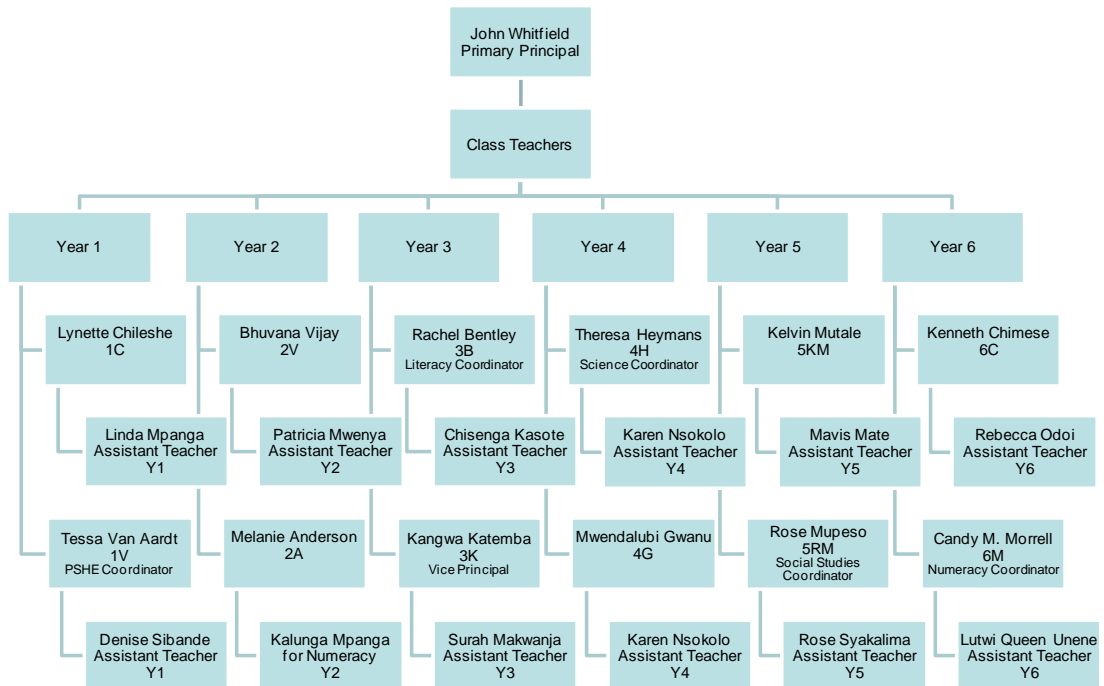
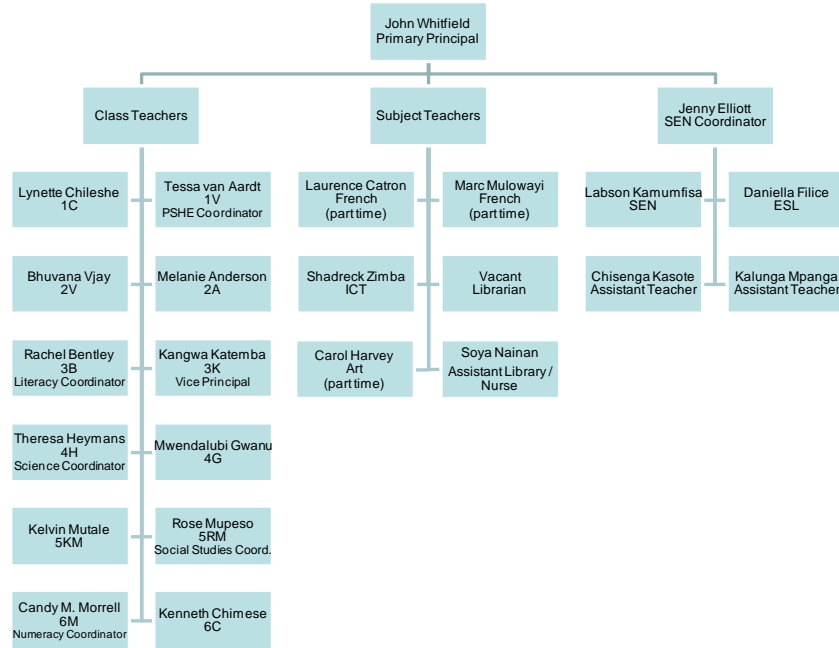
### 5.1 General Overview / Management



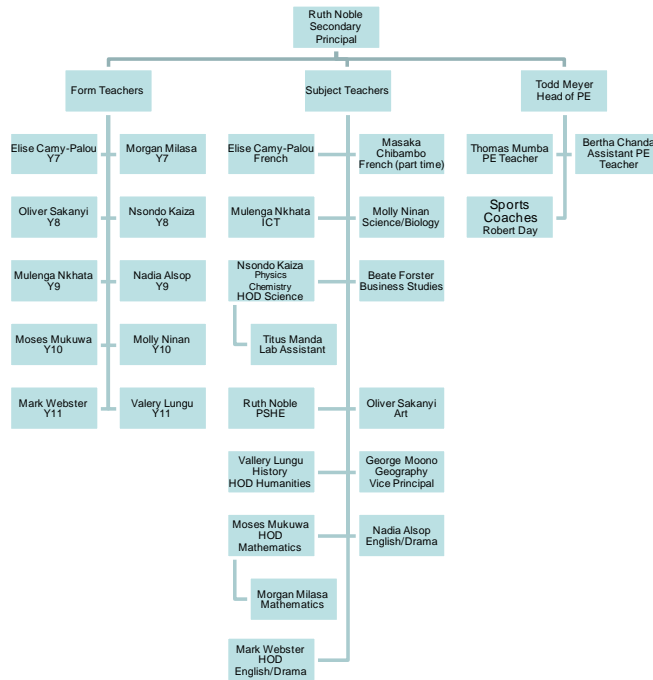
### 5.2 Early Years Department EYD



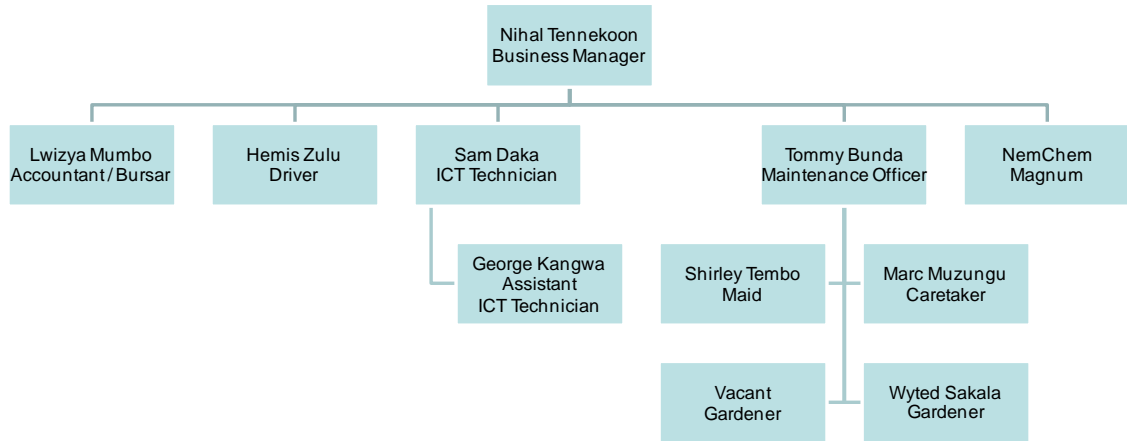
### 5.3 Primary School



## 5.4 Secondary School



## 5.5 Administration



# 6 School Calendar: Terms and Dates

## LICS Calendar 2009-2010

**Key:**

- School days
- Teachers Days (no school)
- Public Holidays

Lusaka International Community School  
242A Kakola Road, Roma  
P.O. Box 30528, Lusaka, Zambia

Tel: +260 211 290 626 / 292 447 Fax: +260 211 290 048  
E-Mail: info@lics.sch.zm  
Website: www.LICS.sch.zm



Aug - 2009							Term 1		Jan - 2010							
M	T	W	T	F	S	S			M	T	W	T	F	S	S	
					1	2	14-21 Aug	Teacher Days						1	2	3
3	4	5	6	7	8	9	24-Aug	Term 1 starts	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	15-25 Oct	Half Term Holiday	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	24-Oct	Independence Day	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	11-Dec	Term 1 ends	25	26	27	28	29	30	31	
31																

Sep - 2009							Term 2		Feb - 2010							
M	T	W	T	F	S	S			M	T	W	T	F	S	S	
		1	2	3	4	5	6	25-Dec	Christmas Day	1	2	3	4	5	6	7
7	8	9	10	11	12	13	26-Dec	Boxing Day	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	01-Jan	New Years Day	15	16	17	18	19	20	21	
21	22	23	24	25	26	27			22	23	24	25	26	27	28	
28	29	30														

Oct - 2009							Term 3		Mar - 2010						
M	T	W	T	F	S	S			M	T	W	T	F	S	S
			1	2	3	4	07-08 Jan	Teachers Days	1	2	3	4	5	6	7
5	6	7	8	9	10	11	11-Jan	Term 2 starts	8	9	10	11	12	13	14
12	13	14	15	16	17	18	05-08 Mar	Half Term Holiday	15	16	17	18	19	20	21
19	20	21	22	23	24	25	08-Mar	Internat. Womens Day	22	23	24	25	26	27	28
26	27	28	29	30	31		12-Mar	Youth Day	29	30	31				
							01-Apr	Term 2 ends							

Nov - 2009							Term 1		Apr - 2010						
M	T	W	T	F	S	S			M	T	W	T	F	S	S
						1	02-Apr	Good Friday				1	2	3	4
2	3	4	5	6	7	8	03-Apr	Holy Saturday	5	6	7	8	9	10	11
9	10	11	12	13	14	15	04-Apr	Easter Sunday	12	13	14	15	16	17	18
16	17	18	19	20	21	22	05-Apr	Easter Monday	19	20	21	22	23	24	25
23	24	25	26	27	28	29			26	27	28	29	30		
30															

Dec - 2009							Term 2		May - 2010							
M	T	W	T	F	S	S			M	T	W	T	F	S	S	
		1	2	3	4	5	6	19-Apr	Teachers Day						1	2
7	8	9	10	11	12	13	20-Apr	Term 3 starts	3	4	5	6	7	8	9	
14	15	16	17	18	19	20	01-May	Labour Day	10	11	12	13	14	15	16	
21	22	23	24	25	26	27	24-25 May	Half Term Holiday	17	18	19	20	21	22	23	
28	29	30	31				25-May	Africa Freedom Day	24	25	26	27	28	29	30	
							01-Jul	Term 3 ends	31							
							02-Jul	Teachers Day								

Jun - 2010							
M	T	W	T	F	S	S	
		1	2	3	4	5	6
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	1	2			

Summary School Days		
Term 1	14.5 Weeks	73 Days
Term 2	11.5 Weeks	56 Days
Term 3	11.0 Weeks	52 Days
<b>Total:</b>	<b>181 Days</b>	

**Note:**  
Monday 23 August 2010 : Provisional starting date for 2010/11

# 7 Times of the School Day

Below you find the standard timetable for the Primary School.

Timetable Primary										Lusaka International Community School 242A Kakola Road, Roma P.O. Box 30528, Lusaka, Zambia		LICS	
Year:	2009 -2010									Tel: +260 211 290 626 / 292 447 Fax: +260 211 290 048		E-Mail: info@lics.sch.zm	Website: www.LICS.sch.zm
Term:													
Class:													
Day	Period 1 07:30 - 08:30	Period 2 08:30 - 09:30	09:30 - 09:45	Period 3 09:45 - 10:25	Period 4 10:25 - 11:05	Period 5 11:05 - 11:45	11:45 - 12:10	Period 6 12:10 - 12:50		Period 7 12:50 - 13:30			
Monday			Break				Lunch		Homeroom				
Tuesday													
Wednesday													
Thursday													
Friday													
<b>Notes:</b> On Fridays time is allocated for a Primary Assembly 12:15 - 12:40 Reception - Y4 School finishes 13:00, Year 5 & 6 school finishes 13:30, Fridays school finishes 13:00 Activities Monday - Thursday Year 1 & 2: 13:45 - 14:30 Activities Monday - Thursday Year 3 - 6 13:45 - 14:45 Monday to Thursday Term 1 & 2 Reception finishes 12:30, final term finishes 13:00													

## 7.1 Early Morning / Break time / End of the School Day Procedures

### 7.1.1 Early Morning Procedures

Students should be at school by 7.25am, when a bell will ring for registration. Children should not arrive before 7.00am as there is no guarantee of supervision before this time. When dropping off your child please use the available parking spaces. In order to avoid causing congestion a member of staff will be present at the chain to help those students being dropped off at the gate. **To stem the flow of traffic in the mornings it is important that all parents/drivers do not park in the restricted areas.** The students play out in the quad area or MPH prior to the bell ringing. Once the bell rings students are asked to remain still, wait for the second bell and then proceed quietly to their classrooms.

Students should not be in classrooms unless supervised by the class teacher or Teaching Assistant.

Any student who arrives after 7.30 am should report directly to the Main Office. It is imperative that student's attendance is recorded in the register for health and safety reasons.

### 7.1.2 Break times

Students spend their break times in the garden / fields supervised by the designated members of staff on duty.

- Students should bring a snack for first break and can purchase food items from the LICS Tuckshop during 2nd break, or alternatively parents can provide their child(ren) with suffi-

cient food to cover both breaks. Primary teachers supervise their class for the first 10 minutes of second break to ensure that students eat their snack.

- Students should find a place to sit and eat their lunch.
- Water is available to all students during break times.

When it is a wet break all students should assemble on the covered walkway and in designated classrooms.

### 7.1.3 End of School Day

Years 1 to 4 finish at 13:00 hours and Years 5 and 6 finish at 13:30 hours. Parents will be informed and invited at the beginning of the week when their child's class is involved in a class assembly.

Students should be picked up promptly at the end of the school day, straight after lessons or activities. A supervised provision is made in the library to those who are waiting for older siblings. Primary teachers escort their children to the gate where a teacher is on duty.

## 7.2 Afternoon Activities

Afternoon activities are considered an integral part of the school day although they are not compulsory. Primary activities for Years 1 & 2 run from 13:45 to 14:30 and for Years 3-6 from 13:45 to 14:45.

Afternoon activities are available to all students in 2 activity sessions, Session 1 from 13:45 to 14:45 and Session 2 from 14:45 to 15:45. Parents will be informed when activities start and finish during the term.

Students will take a letter home during the first week of term asking them to sign up for their choice of activity; Please note activity sign up is on a first come first serve basis. Teachers are also expected to sign up each term to supervise duties.

A range of activities is offered including football, sports, music, art workshops, computers, cooking and karate. These activities are optional for the students and the school makes an additional charge for some activities involving outside coaches or extra expenses. The range of activities will change each term depending on what is on offer by the teachers.

Once signed up, students are expected to attend the activities each week. Failure to attend on a regular basis may mean that your child's place is given to another student.

At the end of an activity teachers take their children to the gate where there is a member of staff on duty. If the child is not picked up by the end of this duty they are taken to the library. **We should emphasise the importance of children being picked up on time.** We need to discuss sanctions against those parents who are late collecting their children, especially if it's happening on a regular basis.

## 8 Equipment

All students from Year 3 onwards, are expected to attend school with the appropriate equipment required for their lessons. A minimum equipment list is given below:

1. Pencil
2. Ruler
3. Rubber
4. Sharpener
5. colour pencils
6. Writing pen (when required)

Children in Year 1 & 2 will be supplied with all stationery. In year 3-6 children should have a 30cm ruler. Year 6 should come to school with a standard maths set that includes protractor, set squares and compasses. Year 5 and 6 are expected to use pen (biro) unless directed otherwise by the teacher.

All the above equipment is available locally.

We are enforcing correct PE kit this term. Please make sure than your Son/Daughter has the following items:

- LICS shorts
- LICS House T-shirt
- LICS polo shirt
- Correct sports shoes
- LICS swimming costume
- Please be mindful of children wearing a cap as added protection from the sun. Sun cream can be given to the teacher, labelled and only administered with signed permission from the parent of guardian.

All items can be purchased from the PTA Shop (open on Friday lunchtime between 12:30 – 14:00. The cost of individual items is as follows: (These are fixed prices and are subject to change):

Pos	Description	ZMK
1.	Polo Shirts	55,000
2.	House Shirts	50,000
3.	Shorts	50,000
4.	Boys Swim Costumes	80,000
5.	Girls Swim Costumes	90,000
6.	Caps	25,000
7.	Book Bags	40,000
8.	Swim Team T-shirts, LICS Lightning	50,000
9.	Secondary Boys Trunks	45,000
10.	Rash Vests Age 4-8	125,000
	Rash Vests Age 9-14	150,000
	Rash Vests Adult Size	175,000
11.	Shin Pads	50,000
12.	Mouth Guards	15,000
13.	Hockey Socks	25,000
14.	Large LICS Sports Bags	70,000

Please clearly label all your child's possessions. There is a central area for lost property in the administration. Please contact reception for further assistance.

Please remind your child(ren) to take belongings with them when involved in an activity. This will reduce the chances of bags going missing. **Please help us to minimise lost property.**

## 9 Homework

### 9.1 Homework Diaries

At LICS, homework is an important aspect of learning. It emphasises that homework is part of the learning cycle and is integral to the whole learning process.

Student homework diaries are more than a book in which to document homework. They are a means of communication for students, parents and teachers, and as such we need to encourage students to have them available at all times.

#### 9.1.1 Children

Children are each issued a diary and are expected to record the following;

- The lesson timetable
- A homework timetable
- Details of homework set on a daily basis, and date when it should be submitted.

Children should have their diary ready for collection at registration.

Children are expected to enter details of homework when it is set; if none is set then for the appropriate subject children should enter 'NONE SET'. If a child displays any problems with completion of their homework, written communication to the teacher is welcome.

#### 9.1.2 Teachers

Teachers set homework according to the homework timetable. Clear instructions should be given so the student knows what to do and is clear when to submit homework. Reasonable time is given for completion of the task.

The teacher has access to all diaries to make comments on the allocated day when necessary.

POSITIVE	NEGATIVE
Improved behaviour Outstanding work / test results Merit given Etc	Late for lessons No homework produced Poor attitude to work Excess chatting / disruption in class Chewing gum Poor test results Referral given Etc

#### 9.1.3 Parents

The school urges parents to take an active interest in homework. Parents will also be kept fully informed of any day-to-day incidents through student diaries.

Parents should use the diaries as a primary line of communication, to write notes to the class teacher or subject teacher. Please may we ask parents to sign the Homework Diary on a daily

basis to inform the teacher that you have seen the homework set and that it has been completed.

## 9.2 Homework Schedule

The setting of homework enables the children to expand their learning and encourages self-motivation and self-organization. Children have a responsibility to complete all homework set, and to ensure that it is handed in promptly on the due date.

Each student will receive a homework schedule at the beginning of each academic year and should make a record of when homework is set in their diaries.

As a general guideline, children should spend the following times on their homework.

Year	Homework Tasks	Approx. Time (daily)
Reception	Reading on Monday, Wednesday and Friday.	Max. 15 min
Year 1	Reading every day One literacy activity weekly One maths activity weekly Differentiated spellings requiring daily practice.	Max. 30 min
Year 2	Reading every day One literacy or spelling activity daily One maths activity weekly Differentiated spelling weekly.	Max. 30 min
Year 3	Reading every day One maths activity weekly Differentiated spelling and spelling activity weekly One literacy activity weekly. Language activities will commence in Term 2 only.	Max. 30 min
Year 4	Reading every day Two maths activities weekly Differentiated spelling and spelling activity weekly One literacy activity weekly Occasional practical exercises at home.	Max. 40 min
Year 5	Reading every day Two maths activities weekly Differentiated spelling and spelling activity weekly One literacy activity weekly Research/project work. This will commence in Term 2 and will involve work being completed over a period of a few weeks Occasional practical exercises at home.	Max. 50 min  Time management will be emphasised in Term 2
Year 6	Reading every day Two maths activities weekly Differentiated spelling and spelling activity weekly One/two literacy activity weekly Research/project work. (This will take place once a term and will involve work being completed over a period of a few weeks)	Max. 60 min  Time management will be emphasised while completing project work.

## 10 Behaviour

### 10.1 General Guidelines

	Criteria	Description
1.	Act respectfully and safely at all times	
2.	Make learning effective and fun	<ul style="list-style-type: none"> <li>• Be on time for school, lessons and activities.</li> <li>• Come prepared to all lessons and activities</li> <li>• Be fully committed to all lessons and activities.</li> <li>• Do not disrupt lessons or activities.</li> <li>• Complete the work given to you.</li> <li>• Be honest with all schoolwork.</li> </ul>
3.	Dress appropriately and inoffensively	<ul style="list-style-type: none"> <li>• Follow the Dress Code</li> <li>• HAIR: clean, neat, safe</li> <li>• JEWELLERY: modest Remember Health &amp; Safety when participating in P.E. and Games. Stud earrings only should be worn. Chains should be left at home.</li> <li>• CLOTHES: clean, neat, decent. (Can girls refrain from wearing 'spaghetti strap' tops, hipster jeans and short tops – showing their midriff)</li> <li>• FOOTWEAR: appropriate, safe (Please no flip-flops, slip on sandals)</li> <li>• Always bring your PE kit</li> </ul> <p>(The school may veto other items of clothing in favour of safety and decency)</p>
4.	Respect other people	<ul style="list-style-type: none"> <li>• Never be aggressive, violent or intolerant.</li> <li>• (If someone is aggressive to you, don't respond. Tell a teacher.)</li> <li>• Use respectful language at all times.</li> </ul>
5.	Be healthy	<ul style="list-style-type: none"> <li>• Use of tobacco, alcohol or illegal substances is strictly prohibited. (Head Teacher will take action.)</li> <li>• Chewing gum in school is not allowed.</li> <li>• Dropping litter is prohibited.</li> <li>• Picking up litter is encouraged</li> </ul>
6.	Respect property	<ul style="list-style-type: none"> <li>• Theft is a serious offence</li> <li>• Vandalism is a serious offence</li> <li>• School property must be kept in the best possible condition</li> <li>• Do not bring valuable items to school. Mobile phones not allowed at school. Dress appropriately and inoffensively.</li> </ul>
7.	It is the school's policy to react to all breaches of the Code of Conduct (see also 10.3)	

### 10.2 Discipline and Sanctions

If a student behaves in an inappropriate manner they receive corresponding warnings or sanctions according to the Code of Conduct. The class teacher determines appropriate punishment – extra work / short break- time, timeout etc. This will be recorded in the weekly review section of the teacher's planner. With Primary school children, it will be noted in the Homework Diary. Teachers will keep own records of this in their transcript file.

Referrals are given for more serious offences and handed directly to the Primary School Principal to take action. These are recorded and when a student receives 3 referrals a letter is sent home to parents indicating what the referrals were for.

We have an open door policy and if concerns are raised through our staff meetings or there is a pattern of misbehaviour from a particular student, the Principal or class teacher (after consulting with the Principal) will call parents in to discuss how to modify the student's behaviour or attitude. The Learning Support Department may also be brought in to offer counselling.

We always expect the highest standards of behaviour from all of our children.

### 10.3 Code of Conduct

Pos	Offence	Degree of seriousness	1 <sup>st</sup> Repeated offence	2 <sup>nd</sup> Repeated offence	3 <sup>rd</sup> Repeated offence
1.	Prolonged absences from class	Low level	Class Teacher sanctions	Class Teacher sanctions	Informal chat with parents
2.	Bad language	Low level	Class Teacher sanctions/circle time, check policy	Sent to Head Teacher & meeting with parents	Parents into school, 1:1 connection, in severe cases suspension
3.	Bullying verbal & physical	Medium level	Class Teacher sanctions /circle time, check policy	Sent to Head & meeting with parents	Parents into School, offer nurture group
4.	Vandalism & graffiti	Medium level	Class Teacher sanctions /circle time, check policy	Sent to Head & meeting with parents	Parents into School, offer nurture group
5.	Petty theft	Medium level	Class Teacher sanctions /circle time, check policy	Sent to Head & meeting with parents	Parents into School, offer nurture group
6.	Serious theft, expensive item eg. Phone, money etc.	Serious level	Sent to Head & written letter to parents	Parents invited to school & expulsion discussed	Expelled
7.	Violence – harming with intent	Serious level	Sent to Head & written letter to parents	Parents invited to school & expulsion discussed	Expelled

The disciplinary code given above is a guide; it is by no means exhaustive and circumstances that are not included may be handled differently.

### 10.4 Praise and Rewards

Rewarding children is an aspect of school life. It is the positive side of our behaviour strategies. Rewards can be frequent and progressive. In LICS we operate a house system. When your child enters the school they are allocated to one of four houses named after African trees. Children earn points for their houses and house teams often compete against one another in sports events. Weekly totals of house points are collated and reported to children. Each house has its own colour and you can buy book bags and PE kits in house colours.

We reward children by teacher comments, both verbal and written, and by awarding house points associated with the house system. Teachers may also send children who have worked/behaved well to the Primary Principal where stickers and novelty erasers will be given.

House points form a significant part of our rewards system. House points are given for outstanding effort or behaviour. The class teacher records the house points. House certificates are awarded when a certain number of house points have been achieved.

Weekly award certificates are given to one child per class to record good work / behaviour / attitude.

Certificate	No. of house points	Award
Bronze	10	Various stationary equipment/stickers
Silver	20	
Gold	45	Rulers with LICS Logo
Platinum	50	Certificate

## 11 Assessment and Reporting to Parents

A wide variety of assessment procedures are used. This includes class work, homework, projects, tests and examinations. Parents are kept informed of their child's progress via comments in exercise books, through the diary, reports and parent teacher conferences.

Each piece of work should be marked with teacher comments.

Teachers comment on a student's progress by indicating performance in their end of term reports as:

- Exceeding curriculum expectations
- Meeting curriculum expectations
- Not yet meeting curriculum expectations

Effort grades are awarded on the effort students put into their work. Consideration is taken for hard work, attitude, behaviour, cooperation, punctuality, participation and presentation of work.

The available effort grades are

Outstanding
Good
Satisfactory
Unsatisfactory

Each Student has a school transcript that records their progress throughout the Primary School. This report will be given / sent to the prospective Secondary School.

## 12 Transition to Secondary School

There is an Induction Evening for Year 6 students and parents in the 3rd term, which includes

- Student activity identifying classrooms & teachers
- Presentation
- Question & Answer session
- Issuing of a Secondary Handbook

Students join the secondary school for the day.

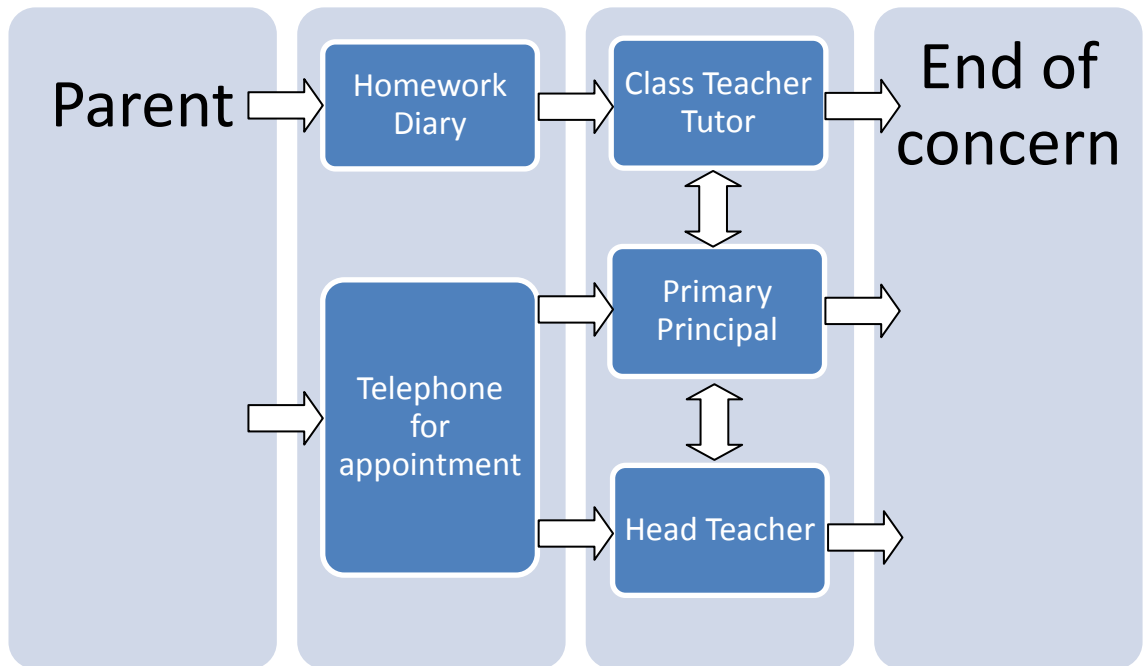
- Invited to a secondary disco.
- Invited to the secondary activities day.

## 13 Procedures for Making Appointments

One of our aims is to encourage communications with both parents and children.

The most direct method of communication with the class teacher or class teacher and the first form of contact regarding your child is through the Homework Diary. This can be in the form of written information or a request for an appointment. Diaries are viewed on a daily basis and a response and/or meeting will be scheduled without delay.

It is hoped that matters of concern can be solved at this level. However the class teacher / class teacher may refer the matter to the Primary School Principal, and if more serious the Head Teacher.



If you have any major concerns please do not hesitate to contact Mr. John Whitfield about Primary School matters by telephoning for an appointment. (Tel. direct 290 732, main office 292 447)

Teachers are generally available at the start / end of the school day for a quick word or to schedule an appointment. Please be aware however, that they may be teaching or have scheduled other meetings. The homework diary is important and remains the best method of communication.

## 14 Informing our Parents

LICS aims to keep parents informed of its developments through various channels whether about school events or your child's progress and development.

1. Every fortnight, parents receive our newsletter Scoop, which provides news, achievements, reminders and information of forthcoming events.
2. Letters are distributed via the children giving information or asking for a response via a tear-off slip on various issues.
3. Invoices are sent out for fees, and other payments.

4. Extra-Curricular activity letters are sent out each term for your child to take the opportunity to participate.
5. Reports are distributed, giving parents an in-depth review of their child's progress at the end of Term 1 and Term 3.

Parents are invited to LICS when their child is performing in the assemblies on Friday afternoons and for the whole school assemblies. Details will be provided by the class teacher and should also appear in Scoop. Also check the notice-board near the drop-off zone for weekly events.

In addition parents are invited into school for the following meetings and presentations.

Term 1	<ul style="list-style-type: none"> <li>• Orientation Meetings</li> <li>• Parent / Teacher Meetings</li> <li>• End of Term Performances</li> </ul>
Term 2	Parent / Teacher Meetings
Term 3	<ul style="list-style-type: none"> <li>• Y6 Graduation</li> <li>• Sports Day</li> <li>• Open Day</li> <li>• Parent /Teacher Meetings</li> </ul>

## 15 Trips and Visits

Educational visits are an important part of every student's experience whilst at LICS and are planned to supplement work completed in class.

Visits are planned well in advance, and staff will go before a planned trip to ensure that it is suitable for the children and appropriate to their learning needs.

There are two types of visits:

- Day trips that stay in the locality of the school
- Residential trips

When a trip is planned, parents will receive a letter about the trip. No student will be taken on a trip without the written consent of a parent / guardian.

Parents will be asked to pay for the cost of residential trips, which occur in Term 3.

There will be at least one female and one male member of staff on the trip, and parents are welcome to volunteer their services. LICS expects that there will be an adult-student ratio of 1 adult to 10 children as a minimum.

The staff will carry a mobile phone on the trip and a list of home and emergency contact numbers and any special medical details with them. Children are not allowed to have a phone.

Children are expected to sit sensibly on the buses and should bring adequate provisions with them such as a healthy packed lunch and a bottle of water as well as a cap and sun protection if it is an outdoors trip. The school is not liable for the safekeeping of other personal possessions such as walkmans and jewellery.

A First Aid box is always carried in case of emergencies.

## 16 Accidents and Illness

The School Nurse is found in the Library where there is a 'sick bay' facility.

LICS does not permit children to come to school with any Medication except for girls, who may carry 1 painkiller accompanied by a note in their homework diaries.

If your child needs to take medication during school hours, this can be arranged with the nurse who can administer medication with written permission from parents. She can be contacted through the School Office.

If your child has an accident during school hours the following procedures are followed;

- Minor injuries (cuts and scrapes) are dealt with by supervising staff and the nurse
- Injuries requiring more attention are dealt with by supervising staff/ School Nurse and parents will be contacted by telephone.

In the event of more serious injuries, an Ambulance may have to be called, and parents will be alerted immediately.

CFB Medical Centre Plot 4192 Addis Ababa Drive P.O. Box 32119 Lusaka Zambia	Tel: +260-211- 254396, 254398, 252917, 255730 Fax: 00260 211 254 402 E-Mail: <a href="mailto:cfbmedic@zamnet.zm">cfbmedic@zamnet.zm</a> Web: <a href="http://www.cfbmedic.com.zm">http://www.cfbmedic.com.zm</a>
SES, Special Emergency Services Lusaka Base P. O. Box 31500 Lusaka Zambia	Tel: +260 211 273302-7 Fax: +260 211 273301 / 273181 Cell: 097 777 03 05 / 777 03 02 Radio Phone: +260 211 212663/4 Emergency Control Centre: 273302-7 E-mail: <a href="mailto:med@zamnet.zm">med@zamnet.zm</a> Web: <a href="http://www.ses-zambia.com">http://www.ses-zambia.com</a>

It is the parent's responsibility to update the school nurse with contact/medical details.



# Parent Feedback Sheet

LICS would value your comments and feedback.

We would like to know what you felt was relevant to you and whether you feel there is further information that should be added for the next academic year.

	Name	Year
Parent of Student(s)		

Please provide comments, and any aspects you would like to see added that are relevant to you as a parent.

Many thanks

John Whitfield  
Primary Principal

