



LAKE ROAD PTA PRIMARY SCHOOL

P O BOX 320042, WOODLANDS LUSAKA, ZAMBIA

TEL: LOWER PRIMARY: 263901, UPPER PRIMARY: 262295 AND SECONDARY: 260616

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SCHOOL RULES



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PREAMBLE

Believing that freedom is essential to growth and maturity, the school limits its rules and regulations to those considered essential to the community's well-being. In the spirit of being an educational institution in a Christian Nation, the Lake Road PTA School while tolerant to other forms of religious expression as guided by the Constitution will endeavour to advance the Christian values contained and espoused by the Republican Constitution to the limit and extent permitted by the Constitution.

Pupils who violate the expectations and standards in this document are accountable for their behaviour. The principle of accountability is basic to providing a climate which encourages pupils to take responsibility for their own actions. Therefore, erring pupils can be counselled, advised and disciplined accordingly to ensure adherence to regulations referred to herein:

The following guidelines and rules will apply to all pupils enrolled to Lake Road PTA Primary School. Every pupil must obey and follow the rules and guidelines stipulated below.

1. APPEARANCE

(a) School Uniform

All pupils must wear the correct uniform at all times. Regard should be paid to the School policy on uniform and good personal hygiene. (*See Appendix 1*)

Penalty

Pupils in wrong uniform shall be counselled and/or parent will be called to be advised on the correct uniform. The pupil adorned in a wrong uniform on more than two occasions shall be censured and may be excluded from class until the correct uniform is worn.

General Rule

Anything worn under the school uniform should not show, and pupils found wanting in this regard shall be asked to remove the attire distorting the school uniform.

(b) Hair Styles

Girls

- i. Hair must be neatly combed or plaited **without** beads.
- ii. Only black hair bands shall be allowed.
- iii. Hairstyles should be simple and neat.
- iv. Only black wigs will be allowed for plaiting.

The following hair styles are NOT allowed:

- i. Wet-look or 'freeze' hair style
- ii. Human hair inclusions (any hair extensions)
- iii. Dreadlocks
- iv. Wavy braids

Boys

- i. Hair must be evenly short and neatly brushed.
- ii. Plaiting of hair by boys, wet-look, 'freeze' hair style and other funky haircuts are not allowed.

Penalty

Pupils in wrong hair styles will be given a day to undo their hair. Failure to comply will warrant exclude from class until an acceptable hairstyle is done.

(c) Jewellery and Make up

- i. All types of body piercing are not allowed except for ear piercing for girls.
- ii. Any form of tattooing or eyebrow tweezing is not allowed.
- iii. Girls may wear one pair of plain, round studs, silver or gold in colour (not more than 50 mm in diameter).
- iv. Boys are not allowed to wear earrings or beads.
- v. Make-up, nail polish, jewellery and bangles are not allowed.

Penalty

Any pupil with make-up will be asked to remove it. Any jewellery worn by pupil will be confiscated and only returned to the parent of the pupil at the end of the term.

2. BEHAVIOUR

- (a) All pupils must line-up outside their classroom after every activity deemed to have taken place outside such as breaks, lunch or Physical Education, before entering respective classrooms.

Penalty

Pupils shall be made to go back to the place where such an activity took place, walk back to class in an orderly manner and line up outside the classroom before entering.

- (b) Pupils shall always walk in silence, keep to the left and in a single file when moving in a group between locations.

Penalty

Pupils shall be reprimanded. Repeat offenders shall be booked and punished to clean the area around their classroom.

- (c) Pupils should always be polite, courteous and helpful to all members of the School Community: Staff, school prefects, other pupils and the visitors.

Penalty

Pupils shall be cautioned and thereafter be made to apologise.

- (d) Making noise or shouting or running in the school hall, car park and along the corridors and generally in School is not allowed.

Penalty

Pupils shall be reprimanded on first occasion and punished on repeated offences.

- (e) The Swimming pool area is out of bounds unless accompanied by a member of staff.

Penalty

Pupils shall be punished on first occasion and suspended from school for five (5) days on each repeated offence.

(f) **Specific Offences**

The following are **not** allowed in, around or within the school premises.

- i. Possession, concealing, distribution or consumption of any kind of cigarette, drugs or alcoholic drinks.
- ii. Possession, concealing, distribution, use or viewing of obscene materials on any form of media (electronic or print) or items likely to corrupt morals.
- iii. Stealing, fighting, quarrelling, bullying or use of abusive language or language likely to corrupt morals.
- iv. Demeaning remarks about other pupils' race, religious or political affiliation and tribe or all manner of name-calling.
- v. Bringing in or acting as a conveyance of cell phones or any form of electronic gadgets except School tablets, indecent literature or literature likely to corrupt morals.
- vi. Carrying or being in possession of harmful or lethal objects.

Penalty

Parents or guardians would be summoned for information and the offender face punishment such as cleaning walls or mopping the floor. Repeat offenders shall be suspended for a period of ten (10) school days.

In case of cell phones, electronic gadgets or indecent literature as the case may be, such items shall be confiscated and kept in the Head Teacher's office and may be released at the end of the term or year.

3. CLASSROOM RULES

- (a) Eating and drinking juice are not allowed in class during lessons.

Penalty

The offender will be made to clean the classroom.

- (b) Pupils should be punctual for lessons at all times. Pupils must be in school by 07:25 hours. If the pupil is brought to school late, he/she needs to be walked to class by the parent or guardian.

Penalty

If the pupil repeatedly comes to school late with no proper explanation the pupil will be punished.

- (c) All pupils should keep the classroom clean at all times.

Penalty

Offenders will be made to clean the classroom thoroughly.

- (d) Pupils should not leave money or valuable items in the classroom unattended because the class members shall not be held responsible for any loss.

Penalty

Pupils shall not be held accountable for the lost items.

- (e) Pupils should attend all the lessons. However, consideration shall be given to the circumstances surrounding the absence.

Penalty

Prolonged absence of more than ten (10) consecutive school days without justification shall warrant loss of a school place.

- (f) Any disruptive behaviour by pupils is not allowed.

Penalty

Pupils shall be cautioned and repeat offenders punished in form of detention at break time, part of the lunch time or knocking off time, if prior information has been communicated to parents regarding the late release of their child.

- (g) Any form of graffiti on the walls, chairs or desks is not allowed.

Penalty

Pupils found wanting in this area shall be made to clean the chairs, walls or desks on which such writings were done. The disfigured items should retain their original form after such cleaning, failure to which the parent/guardian will be asked to pay for the damaged furniture or pay for the paint.

- (h) Pupils shall seek permission before leaving the classroom.

Penalty

Erring learners may be cautioned or punished accordingly.

- (i) Silence should be observed at all times save for educational noise guided by the teacher.

Penalty

Noise makers shall be warned and repeat offenders shall be detained.

- (j) Pupils shall greet visitors to the class i.e. other teachers, parents or other adults.

Penalty

Pupils shall be counselled and a record of omission may be kept.

4. GENERAL SCHOOL RULES AND INFORMATION

- (a) Communication shall be done in English at all times. However, French and Cinyanja will be taught as learning areas.
- (b) Pupils are expected to participate in sports and club activities.
- (c) All pupils shall submit their homework in time, duly signed by the parent/guardian.
- (d) Utmost cleanliness shall be observed in school premises. Throwing litter, pieces of paper, seeds and skins of fruits is strictly prohibited. Use of provided dustbins should be made at all times.
- (e) Pupils shall only leave the school premises when accompanied by a parent or guardian.
- (f) Trespassing in the restricted areas such as lawns, swimming pool area, offices, staffroom and staff toilets is strictly prohibited.

5. PARENTS

Only registered parents/guardians shall be allowed to collect official documents from the school e.g. school reports, transfer requests etc. Anyone else shall not be attended to unless there is written consent from the parent/guardian.

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Please fill in the part below in duplicate and retain one copy.

I the parent/guardian of

in grade have read and accepted the School rules. I agree to help my child/ward to observe them. I agree that the school has the right to take corrective action as deemed fit.

Signed.....

Date.....

Lake Road PTA Primary School

Policy on School Uniforms

The School Uniform Policy entails that every pupil enrolled at Lake Road PTA School wears the prescribed uniform. The wearing of the school uniform will assist the School in defining its identity within its community and develop a sense of belonging for the pupils. It will instill discipline in pupils and create the perception of the School as an orderly environment. It will further reinforce the safety of learners by enabling staff to easily recognize visitors and potential intruders in the school.

School Uniforms

Boys

- i. Black pair of trousers and a branded blue shirt (short sleeves)
- ii. Black pair of socks with white edgings
- iii. Black V-neck shaped jersey with school logo/black fleece with a school logo
- iv. Plain pair of black school shoes (not moccasin design or pointed shoes)
- v. Black scarves, gloves and head socks can be worn in Term 2 (In Winter)

Girls

- i. Checked green/blue gym dress with a white shirt.
- ii. Black pair of socks with white edgings
- iii. Plain black leggings will be allowed in Term 2
- iv. Black V-neck shaped jersey with school logo/ black fleece with a school logo
- v. Plain pair of black school shoes (not moccasin design or pumps)
- vi. Black scarves, gloves and head socks can be worn in Term 2

P.E Attire

- i. White golf-shirt with a school logo
- ii. Black pair of shorts
- iii. Black track suit
- iv. Black or white trainers(canvas shoes are not allowed)

General Rules

- All pupils shall wear the uniform smartly and neatly.
- On P.E days, pupils should be dressed in correct P.E attire.
- Pupils who are unable to meet the School Uniform Policy demands on any particular day should bring a note from a parent explaining the reasons for non-compliance. The note must be given to the Class Teacher.
- The cooperation of the parents is requested in ensuring that their children wear the correct uniform.