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**Reference; CS/C01/2019**

Date; 13 – 02 – 2019

**Dear Parents and Guardians,**

We greet you in the name of Our Lord Jesus. Cleverland School is humbled and excited to meet you all and hope you will have a wonderful and productive year ahead.

### **APPRECIATION**

On behalf of the School, sincere appreciations goes to parents and guardians for choosing Cleverland School, where we aim to create a learning environment where all students are motivated to find their purpose and realize their full potential.

### **ACADEMIC PROGRESS**

The teaching and learning process so far, has gone on well and improved performance by most learners has been noted. In order to assess learners' performance, monthly tests will be conducted during the week starting 25<sup>th</sup> February, 2019. Therefore, all parents and guardians are requested to buy their children **Performance Report Cards** at a fee of **K30 per year**.

The School Open Day will be on Thursday, 7<sup>th</sup> March, 2019 starting from 12 hours to 15 hours; this is where all parents and guardians will discuss with respective teachers their child's performance.

### **VALENTINE'S DAY**

The School will join the World in celebrating Valentine's Day on Thursday 14<sup>th</sup> February, 2019 and therefore, every learner will be expected to dress in red and pay a **K10**.

### **SCHOOL FEES**

We wish to send a modest reminder to all parents and guardians to make payments on the outstanding School Fees.

### **TRANSPORT**

To facilitate the smooth running of the School Bus and related costs, please make monthly payment for the Bus Services.

Thanking you and your family for your child's development partnership, have a great year 2019.

Yours faithfully,

**Tr. SIATWINDA N. NKUMBWA (Mrs.)**

**SCHOOL PRINCIPAL**