

# MUSIKILI PRIMARY SCHOOL



## 2016 / 2017 INFORMATION GUIDE

Amended January 2016

## Contact Information

Musikili Primary School  
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MAZABUKA

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Web Site: [www.musikili.com](http://www.musikili.com)

### **Telephone numbers:**

Office – cell	0966 861242
Office – land line	0213 235779
096 616 1343	Junior Girls & Weekend for all boarders
096 634 1636	Middle Junior Girls
096 177 6161	Middle Senior Girls
097 543 6780	Senior Girls
096 715 0366	Junior Boys
096 715 0494	Middle Junior Boys
096 787 6810	Middle Senior Boys
096 715 0592	Senior Boys

Times to phone children are between 17.45 and 19.45.

More specifically:

Grades 1 to 3	17.45 to 18.30
Grade 4	17.45 to 19.15
Grade 5 to 7	17.45 to 19.45

Weekends as above and also between  
08.00 and 08.30 (breakfast time)  
12.30 and 13.00 (lunch time)

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# **1. Curriculum**

## **1.1 Subjects included in the Musikili Curriculum**

- English
- Mathematics
- Social Studies
- Science / Environmental Studies
- Zambian Studies
- Life Skills
- Religious Education
- Physical Education
- Art
- Music
- Computers
- French – (Grades 2 to 7)

Reading is emphasised at the school. Each day is started with a period of reading, where pupils grouped according to ability are taught to hone their reading and comprehension skills.

Grade Seven children can sit the Zambian National Grade 7 Certificate examinations and Grades 3 to 7 have end of year school tests /examinations. Continuous assessment is also done throughout the year in all Grades.

All pupils are given three reports a year, one per term. A “consultation day” between parents and teachers, on a “one-on-one” basis is usually held in the first and the second terms. However, parents are encouraged to be in regular communication with the teachers concerning their child’s progress at school. The classrooms are also always open for parents to come in and view their child’s work.

## **1.2 Special Needs**

The Special Needs class is there to help children who may have a learning difficulty that is affecting their reading, spelling, writing or number work. The Special Needs teacher tries to work closely with the class teacher, the parents and, in some cases, the educational psychologist or occupational therapist, to help the child overcome, or learn to cope with difficulties. The children attend lessons with the Special Needs teacher on an individual basis or in small groups. There is an extra charge for individual lessons.

## **1.3 Library**

A well stocked library provides pupils with access to fiction in support of reading skills as well as for recreational reading. Non-fiction books are available for research purposes. Classes visit the library every week to exchange books taken out on loan.

## **1.4 Computer Room**

The school is cognisant of the critical role played by technology in daily life and our responsibility to expose pupils to appropriate technology not only in support of teaching and learning but also in preparation for participation in the “global village” environment in which they will one day live and work. Therefore classes visit the Computer room each week to learn keyboard skills and develop user skills in terms of the Microsoft-Office suite of programmes. These skills are taught in a progressive manner from junior classes

upwards. In addition the school has tables which can be used in class to support teaching and learning.

### 1.5. Academic House Points

There is a weekly academic House Points Competition, which is won by the House with most points for effort and attainment gained by its members.

### 1.6. Stationery Requirements for All Grades

All items (including each individual crayon!) are to be clearly marked with child's name (first name for Grade 1's) with permanent marker.

<b>Stationery List</b>	<b>Grade</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
Items in Alphabetical Order									
A4 size - My Clear Bag - envelope with Velcro/press stud fastener					2	3			
Art apron - and old tee shirt works best		√	√	√	√	√	√		
Ballpoint pens - blue - good quality					2	4	4	4	4
Ballpoint pens - red - good quality						4	2	2	1
Book bag (25cm x 30cm)			√	√	√				
Calculator									√
Chair bag		√	√	√	√				
Dictionary - Pocket size - Collins/Oxford						√	√	√	√
Felt tip pens - kokis, good quality, fine nibs, box of					√	√	√		√
Fine Liner - Black						√	√		2
Fine Liner - Blue									1
Highlighters						√	√	2	2
Library Bag - tie top, Grade 1 (35cm x 45cm) - other grades (33cm x 27cm)		√	√	√	√	√	√	√	√
Maths Set - compass, protractor, 2 set squares, 1 x 15cm ruler, divider							√	√	√
Pencil box - hard - Space Case is good - big enough to hold a 30cm ruler			√	√	√	√	√	√	√
Pencil case - soft (material/canvas/plastic)		√	√	√	√	√	√		
Pencils HB - preferably Staedtler - not Chinese				6	12	6	4	4	4
Pencils coloured - preferably Staedtler, set of 12, see note for Grade 1 & 2			√	√	√	√	√	√	√
Pritt sticks - large			6	4	4	3	3	2	3
Rubber - white, soft, good quality			2	4	2	2	√	√	√
Ruler - 30cm, unbreakable, transparent, see note for Grade 2			√	√	2	2	√	√	√
Scissors - good quality, see note for Grade 1			√	√	√	√	√	√	√
Sharpener - good quality, preferably metal, see note for Grade 1 & 2			√	√	√	√	√	√	√
Sticky tape - or masking tape, roll of							√		√
Tissues - box of			√	2	2	√	√		√
Wax crayons - retractable/twisties - pack of			√	√	√	√			

#### Notes:

Grade 0 - pupils need a backpack in addition to what is on their list.

Pencils Coloured for Grade 1 & 2 - Noris Staedtler Tri Plus triangular pencil crayon set

Ruler for Grade 2 - with ½cm marks but preferably no mm marks.

Scissors for Grade 1 - blunt end, metal blades (not plastic)

Sharpener for Grade 1 & 2 - for large and small crayons

Grade 3 - 7 require stiff plastic book covers, these are compulsory, the school will provide them and charge your sundries account yearly.

Packs are available at the uniform shop which contain the chair bag, book bag, library bag, laundry bag and pencil case. These items can also be purchased separately.

## 2. Activities at Musikili

### 2.1 Afternoon activities

These may include sporting and cultural activities depending on the time of year. The information below will help you to pack the appropriate sports equipment for a particular term.

Term 1	Term 2	Term 3
Athletics and Cross Country Cricket Swimming Tennis	Hockey Netball Soccer Rugby	Cricket Swimming Tennis

On the sports field, we compete with local and Lusaka schools and fixtures are also arranged with Victoria Falls Primary School and other Zim schools. There are two Sports Houses within the school – Kaleya (blue) and Magoye (yellow), named after local rivers.

### Playgrounds

Each playground is allocated to particular grades and only those grades are permitted on the particular apparatus.

Junior Playground (near the road/walkway) – Grade 1 and 2 and 3 only

Senior Playground (near the swimming pool) – Grade 4 to 7 only

Teachers may give permission for the older grades to play on the Junior Playground when the juniors are not present

### 2.2 Sport

Boys	Common		Girls
Cricket	Swimming	Cross Country	Cricket
Rugby	Athletics	Hockey	Netball
	Tennis	Soccer	

### 2.3 Cultural

Boys and Girls
Drama
Choir
Guitars
Class Music

## Choir

We have two choirs at Musikili.

Junior Choir – 8, 9 and 10 year olds – Grade 3, 4 and 5

Senior Choir – 10, 11 and 12 year olds – Grade 6 and 7

All children are encouraged to take part in the choirs.

Below is a table to show clearly which grades (and the normal age range in that grade) does which activities. Your child does the activity related to their age. Therefore, Grade 1 is classified as 6 and under. If your child is turning 7 that year, then they will be doing the activities with the grade above, i.e. grade 2.

Age Group	6 & U	7 & U	8 & U	9 & U	10 & U	11 & U	12 & U
Activity	1	2	3	4	5	6	7
Athletics	X	X	X	X	X	X	X
Ball Skills	X	X					
Cricket	X	X	X	X	X	X	X
Cross Country	X	X	X	X	X	X	X
Hockey			X	X	X	X	X
Netball			X	X	X	X	X
Rugby	X	X	X	X	X	X	X
Soccer – girls						X	X
Soccer – boys			X	X	X	X	X
Swimming	X	X	X	X	X	X	X
Tennis			X	X	X	X	X

## Sports Equipment

	Compulsory	Optional
Cricket		Bat, ball, gloves, pads, box, helmet
Hockey	Hockey stick, shin pads, gum guard	
Rugby	Gum guard	Shoulder pads, head guards, rugby jersey
Swimming	Swim Caps*	Goggles
Tennis		Tennis racquet
Soccer	Shin pads, boots.	

\* Kaley House needs a blue cap and Magoye House needs a yellow cap. (Available from school shop)

Rugby balls and footballs can be brought to school but they must be clearly marked with the child's name.

Children need to be made aware that they are responsible for all their own personal sports equipment. Each item must be clearly marked.

Sports equipment that is brought to the school by the boys has to be kept in the equipment cage. It is a lot safer locked in the cage than under their beds, especially at weekends.

## Swimming

If a swimmer has good potential and is managing well in the squad, then he/she is encouraged to join ZASU (Zambia Amateur Swimming Union). The swimmer then joins

the Musikili Swim Club and starts competing at the ZASU galas. Competition is against other swimming clubs in Zambia. These galas are not related to inter-school galas.

The ZASU calendar runs from September to April the following year and approximately three galas are held a term, either in Lusaka or Kitwe. The minimum racing distance is 50m. These galas are usually two day events, Saturday and Sunday.

### **Clubs**

There is a wide variety of choices available and the children remain in their club of choice for at least a term.

Art Club	Grade 3 to Grade 7
Chess Club	Grade 3 to Grade 7
Guitar Club	Grade 3 to Grade 7
Marimba's	Grade 3 to Grade 7
Recorders	Grade 3 to Grade 7

### **Art Club**

In the lower Grades 1 – 3 an apron is advisable (Dad's old tee shirt is too big, floppy and hot!) Although we have most art materials in the art stock room there are times when the children are required to bring their own crayons, glue, scissors (especially those who are left handed) rulers, and in the higher grades, a mathematics set. Remember good quality stationery ensures better work.

### **Chess Club**

This club is open to any child who plays or has a basic understanding of the board layout. A 'ladder' operates to allow players to assess their potential and standing within the Club. Sessions deal with strategy and in particular the end game! Matches against the coach are also undertaken and keenly contested.

### **Guitar Club**

The Club is only open to Grade 3 to 7 pupils.

Junior children must have a  $\frac{3}{4}$  sized nylon string guitar. Senior children could use a full sized nylon string guitar.

No steel string guitars please. Do not put nylon strings on a steel string guitar.

The guitar must be in a soft or hard case, not the cardboard box it was bought in.

Your child must have a Lever Arch file with alphabetical separation sheets in it.

All the above must be clearly marked and labeled.

We have three groups – Beginners, Intermediate and Advanced. All guitar pupils, regardless of age or grade, start in Beginners. They are advanced each year according to ability and dedication.

## **2.4 Other Activities Available to Pupils**

### **School Photographs**

A package consisting of individual portraits and class photographs is available. Order forms are circulated prior to the date



## 2.5 PTA

The role of the Musikili Parent Teachers' Association is as follows:

- To act as a fund raising body for School projects and requisites that are deemed necessary by the Headmaster.
- To assist with the running of School functions where catering is needed.
- The Chairperson shall present a report at Board Meetings on the activities of the PTA and thereafter remain as an invited guest for the remainder of the meeting.
- To promote and advertise the good name of the School
- To arrange social functions aimed at bringing parents and teachers together on an informal basis.
- In accordance with the Board of Director's policy, neither the Board nor the PTA Committee should, at any time, interfere with educational or disciplinary matters pertaining to the school.

## 2.6 Query Procedure

If it is a classroom query contact the teacher concerned, a hostel query contact the hostel superintendent and if you feel the issue is a major one, or has not been dealt with to your satisfaction, then contact the Senior Teacher and finally the Headmaster. Requests for early departure, absence should be directed to the Headmaster via the administration office.

## 2.7 Uniform Shop

The uniform shop is generally open a week before school starts during the mornings. Please phone before to make an appointment. It is also open on Monday mornings before school assembly.

# 3. Finances

## 3.1 Deposits

- Entrance Fee - Payable upon entry of a child into Musikili – Non- refundable USD 1,500.00
- Security Deposit - Payable over the 1<sup>st</sup> Term a child is at Musikili refundable when a child completes Grade 7 or a terms notice is given in writing. Refundable only after all outstanding debits are settled. USD 3,500.00

## 3.2 Fees - 2016

Termly Fees Boarding	USD 3,500.00
Termly Fees Day Scholar	USD 3,130.00
Termly Fees Grade 0	USD 1,280.00

A PTA Levy of USD 50 per family for Term 1 and Term 3 will be charged on your account.

## 3.3 Discount Available

Fees should be paid in full on or by the first day of term and your discount will be credited to your account. 5 % off second child's fees and 10 % off third child's fees if full payment is made for the term on or before the first day. E.g.

First Child	USD 3,500.00 per term
Second Child	USD 3,325.00 per term
Third Child	USD 3,150.00 per term

\* Boarder Fee – please note that day scholars are also entitled to the same discount.

All fees are subject to change with notice from the Board of Directors.

### 3.4 Educational Trips

We undertake educational excursions each year during the 3<sup>rd</sup> Term. Below is the approximate cost of the Grade trips that will be charged together with your third term fees.

Grade 3	Livingstone	ZMW 575.00
Grade 4	Dorvic	ZMW 600.00
Grade 5	Treetops	ZMW 1,250.00
Grade 6	Ndubaluba	ZMW 1,550.00
Grade 7	Chongwe	ZMW 1,850.00

### 3.5. Excursions

The cost of an excursion will be communicated to parents by letter prior to departure and charged to fee accounts at the end of the term the excursion takes place in.

### 3.6. Lusaka/Choma Bus Service

Musikili Primary School operates a bus service between the School and Lusaka and Choma over most weekends of the term. Bus trips to Lusaka and Choma are ZMW 70.00 each way.

- **Times**

The Lusaka and Choma bus leave from the school, each Friday, at approximately 12:00 with a packed lunch. The bus is driven by a school driver and a member of staff acts as the escort. The Lusaka bus arrives at Makeni Mall at around 14:30, which is when parents are asked to collect their children. The Choma bus arrives at Tim Carters farm at about 14:30.

The Lusaka bus will leave the Makeni Mall and the Choma bus from Tim Carters at 06:00 sharp on a Monday morning. Again, a member of staff will be on board to look after the children. The driver is under instruction not to stop for any latecomers, so please do not try to stop him. Bus doors close at 05.55, so please do not be late or you will have to transport your child back to school.

The buses are usually back at School by 08:15.

- **Bookings**

It is important that bookings for the bus are made in plenty of time by parents, in order to avoid confusion and possible disappointment.

Kindly telephone the Secretary, by 12:00 on the Thursday before travel to book a seat. You do have to confirm each week. If your child is booked on the bus for the whole term but does not travel on the bus for whatever reason and notice is not given otherwise, you will still be charged – especially as medical cover has been arranged and paid for.

Please do not assume that there will be space on the bus on a Monday morning – these seats need to be booked in advance. Children not booked on will not be able to travel if the bus is full.

- **Breakfast on the Bus**

Please do not provide the children with sugary drinks, sweets or chocolates on Monday mornings. Water, fruit or sandwiches are far healthier – especially if your child suffers from motion sickness! Drinks should be in a sealable container.

### **3.7. Bank Details and Accounts advice**

Parents are requested to pay fees directly into our school bank account. This is to obviate having large amount of cash on the premises. Parents are asked to adhere strictly to this rule. Our bank details are:

First National Bank	
Mazabuka Branch – code 26002	
Swift Code	- FIRNZMLX
Kwacha Account	- 62518998664
U.S. Dollar Account	- 62519057310

#### **Advice from the Accounts Department**

- Payment of school fees in US Dollars and sundries in Kwacha is required otherwise the school exchange rate has to be used. All the school fee invoices state our USD and ZMK Account numbers, which are held at First National Bank. Kwacha can also be deposited into our US Dollar account if the parent feels that the bank rate is more favourable than the school rate (our US Dollar account number should be written on the deposit slip) and this will be receipted in US Dollars. Please do not bring cash to the school and ensure that we get your proof of payment to enable us to correctly identify and allocate your deposits.

## **4. Admissions Criteria**

### **4.1. Entrance Criteria**

Grade 1 pupils are given a “readiness test” before being admitted. Grade 1’s should have an eye test and a hearing test before starting the year. Results of these should be given to the Grade 1 teacher. Please contact the school for details of recognized practitioners in these fields should you require this information.

Entrants to other Grades will be given tests in English and in Mathematics, to determine the best grade placement.

## 4.2. **Zambian Study Permit Requirements**

- The cost is K3000 per permit. (Last information we have from the Immigration Department)
- 2 Passport photographs – certified.
- Certified copy of Parents Passport and work permit (if applicable)
- Certified photocopies of the child’s passport pages
- Application form, signed by parents and school.
- Letter of confirmation from the school.
- Application letter signed by parents.
- The permit is valid for 2 to 3 years (as per Zambian Employments) and then needs to be renewed, for the same fee.
- Recent lung/chest X-ray (TB check) – the written report of this x-ray is needed.

**NB.** If the child’s passport or parents’ work permit is due to expire shortly, be aware this may seriously affect the length of the study permit. It may be worth considering having the passport or permit renewed earlier.

Once the study permit has been applied for, you will be issued with a receipt of payment, which you must use in the meantime to accompany your child’s passport when crossing the border. You could wait for several months before the Study Permit is ready. Please supply Musikili with a copy of this receipt in the meantime.

## **5. The School Calendar**

Musikili adopts a Southern Hemisphere Calendar. This means that the school year runs from January to December, allowing pupils to tie in readily with secondary schools in other parts of Southern Africa. The academic year consists of three thirteen-week terms, with a one week Half Term break each term. The school calendar is published annually in advance.

### **5.1. Public Holidays**

Most Public Holidays are deemed to be working days and are not taken as holidays. This enables us to have extended Mid-Term Breaks so that children who come from afar can have a reasonable time at home. Mid Terms are usually 8 full days in length and cover two weekends and the week in between.

Children may return to school after mid term on the Sunday before the Monday that school resumes.

## **6. School Routines**

### **6.1. The School Day**

06.00	Rising Bell – Boarders	5.50 on Friday
06.30	Dormitory Inspection – Boarders	
06.45	Breakfast – Boarders	6.15 on Friday
07.30	School begins	08.30 on Mondays and 7.00 on Friday
10.15	Break begins - boarders get drinks and eats at the hostel	9.30 on Friday
10.45	Break ends	
12.30	Grade Ones finish & go to Reading in the Hostel	The whole school finishes at 11.30 on Friday

12.30	Grade Twos finish and go to Reading	
13.00	Other Grades finish	
13.00	Lunch in Dining Hall.	
13.30	Rest in Dormitories	
14.00	Games and activities – session one	
15.00	Games and activities – session two	
16.00	Games and activities – session three	
17.00	Games and activities – session four (optional activities)	
17.00	Day Scholars depart	
17.00	Boarders - Junior Showers.	
17.15	Boarders – Middles Showers	
17.30	Boarders - Senior Showers	
17.15	Free time	
17.45	Dormitory inspection	
18.00	Supper – Boarders	
18.40	Juniors to Dorms	
18.40 to 19.45	Prep for Grades 3 to 7 (Grades 3, 4, 5 leave prep at +/- 19:45.	
20.00	Lights out (approximately) for seniors. Junior lights are off +/- 19:45.	

## 6.2. School Rules

Our school rules are based on 5 basic, all encompassing principals.

- Follow instructions (The first time they are given)
- Keep hands, feet, objects and unkind words to yourself.
- Listen while somebody else is speaking.
- Look after all property.
- Behave appropriately.

### I Should:

1. Be polite and friendly to others.
2. Be helpful, both at school and in the hostel.
3. Try to do my best work at all times.
4. Remember my manners.
5. Be on time for all activities at School.
6. Keep quiet when I move around the school during lesson times.
7. Look after books and equipment belonging to the school.
8. Wear my hat and shoes to and from school and when I am out-of-doors.
9. Knock and wait before going into the office, the staff room and other classrooms.
10. Help to keep my classroom, dormitory and school grounds clean and tidy.
11. Stay in my dormitory and keep quiet after 'lights out'.
12. Walk on the corridors, in the classroom, in my dormitory and around the swimming pool.

### I Should Not:

1. Fight or bully.
2. Use bad language.
3. Throw stones or other objects that may hurt others.
4. Take or touch things that do not belong to me.
5. Play any ball games in the hostel or near any windows.

## **7. Boarding**

### **7.1. Hostel Matters**

Children may board from Grade 1. A utility hall cum dining room separates boys' and girls' accommodation. There are four dormitories in each wing and children are grouped according to age. Two dormitories share an ablution block.

Parents supply a mattress, a storage bedside cupboard, all bedding and a mosquito net. A plan for a suitable storage cupboard is available. Clothing lists are provided and inventories are completed for each term. All laundry is done on site. Clothes are kept by the matron and the necessary items are issued to each child each day.

Although we are a termly boarding establishment, parents are encouraged to take their children out at least every two weeks. Children may go out every weekend, and many parents take this opportunity. It is advisable for Grade 1 children to go home every weekend. Children can be collected at 12.00hrs on a Friday and returned either by 17.00 on Sunday afternoons, or at 08.00 on Monday mornings. However, the Hostel does remain open at weekends for those children who cannot go home. All children are required to go home for the Half Term breaks and at the end of each term. Please collect your children by 13:00 at the latest on these days!!!

Grade Ones are permitted to bring one soft toy and one other toy to school, on the understanding that the School cannot be held responsible for them. Please MARK THEM CLEARLY so we can identify them easily if they find their way to lost property. All grades are permitted to bring one soft toy to school, same rules apply as above. Cell phones, i-pods, game boys, PSP's etc are NOT allowed. Any story CD's or tapes that parents could lend or donate to the hostel would be much appreciated. Please hand them in to Ms. Nkhoma.

### **7.2. Boarding Routine**

New boarders are given a "Mentor" to help them to settle in and learn the routines quickly. Grade Ones have Grade Seven "Shadows" for the first half of the first term, who help them in any way they can, from dressing to story telling and reading – please see notes below on "My First Weeks at Musikili".

The school day begins at 6.00. Children are expected to see to their own early morning ablutions and to dress themselves properly, brush their hair, and for the girls, tie it up if necessary. They make their own beds, tie their own mosquito nets, tidy their immediate areas, sweep out dormitories and mop ablution blocks. This is supervised by a Matron and the prefects.

By 06.30 they must be ready for inspection bell. The duty teacher inspects each dormitory and may deduct points for any untidiness or sloppiness.

At 06.45., the children file into the dining room and say grace before the start of the meal. Children are expected to conduct themselves properly at the table and observe the normal requirements of etiquette.

Breakfast ends with grace and the children return to their dormitories and ablution areas. Teeth are brushed and items for school, including hats, are collected. Children must ensure that they take everything that they need – e.g. Swimming costumes and towels, library books, etc., as the dormitories are "Out of Bounds" until lunch time!

Boarders return to the front of the hostel at break time for juice and something to eat. On return from School at lunch time, Grades One and Two, who come back earlier than the rest of the school, have a reading session with Matrons.

The rest of the school, including day scholars, return to the hostel at 12.45 and prepare for lunch, which is taken with the staff between 13.00 and 13.30. Thereafter, all children return to dormitories to rest until 14.00.

At 14.00, games and activities commence.

Activities continue until 16.55, with some sports continuing into a fourth session, which ends at 17.25

Junior showers are taken at 17.00, Middles at 17.15 and the Seniors 17.30.

There is a period of “free” time between showers and supper at 6.00 p.m. During this time, senior children may play, practice guitar, read or watch television in the Common room. Grades 1 to 4 all go to watch TV in the Common Room. The school has DSTV, although it is mainly the documentary channels that are shown (Cartoon Network is banned!).

After supper at about 18.30, juniors (Grade 1 and 2) go off to their dormitories to clean teeth and prepare for bed. The other grades have a Prep Session and then prepare for bed. Senior “Lights Out” is at approximately 20.00

### **Signing Out**

Please ensure that you sign your child/children out and whoever else you may be collecting on a Friday. The signing out book is on a small table at the entrance to the girl's side of the hostel and in the front foyer of the office block.

### **7.3. Hostel Food**

We endeavor to give your children a well balanced, nourishing diet. Food is freshly prepared every day.

### **Tuck**

No tuck is allowed or provided.

### **Dietary Exemptions**

There is a form to be filled in ONLY if the following apply:

1. Your child genuinely gets sick from eating certain foods  
(A medical letter should be included)
2. Your child has an allergy to certain foods  
(A medical letter should be included)
3. Due to religious reasons your child cannot eat certain foods  
(please state your religion if this is the case).
4. Your child has certain dietary requirements that have been prescribed by a psychologist, pediatrician, nutritionist or medical practitioner (please give details).

### **7.4. Lost Property**

When an item of clothing has been lost or left lying around, it is collected by the ground staff at the end of the day and put on a table outside the Common Room for collection. If it is not claimed, then the name of the child is written in the lost property book. Your child

will then have detention. A teacher will be on duty and tasks will be given to that child to do during this time.

For Grade 1 children coming to the school there is a few weeks' "grace period" of no detention for lost property!

### **7.5. My first weeks at Musikili!**

I have been given a Shadow – a special person to help me during my first few weeks at Musikili. They are going to help me during the first half of the first term but if I learn fast, then they will just be with me for the first two weeks! But I can go to them anytime to ask questions or if I am feeling a bit sad about being away from home. They are kind and helpful and I am so happy to have them as my special friend.

They help me to make my bed and tie up my mosquito net. They help me to dress, especially when dealing with difficult buttons or buckles or laces, and to tie up or clip back my hair.

They are with me to explain what each bell is for and they also sit next to me at meal times. I am happy to also be sitting with my big brother for meal times too! They show me where to put my costume. They help me in the evenings when I need to go for showers and they explain about lost property and help me to check outside the Common Room before supper each night, so that I can collect anything I have lost during the day. This way, I escape detention!

When I wake up in the night and I am sad and lonely, then my friends are around to help me feel better. They can call my shadow to be with me and help me get back to sleep. I would love to have my parents phone me during the week but it makes me too sad when I have to say goodbye. Then I feel miserable for some time afterwards. I think it is better not to speak to them on the phone for the first few weeks, just until I feel strong about when it is time to say goodbye.

## **8. General**

### **8.1. Important Notes**

- During the first week of term, no new children are to receive phone calls – please phone or e-mail the office instead.
- All children arriving and leaving school must be in full school uniform, including boarders arriving on a Sunday afternoon before the term begins.
- All teachers would love help with reading, which is done in the first half hour of the school day. Infant teachers do appreciate help with Grade 1 and 2 afternoon sports programmes.
- The speed limit down the dirt road to the school is 40km/hour.
- A zero tolerance rule is in force when it comes to bad language. Parents can monitor this at home and watch their language when in front of children. Often the younger children use swear words when they have no idea of their meaning.
- Children who stay in the hostels on a regular basis over weekends may bring a bicycle. This is locked up during the week but it is the responsibility of the child during the weekend.



- DO NOT leave medicines for your child in his/her school bag on a Monday morning – they must be taken to Sickbay and handed in personally to the school nurse with the necessary instructions.
- Alice bands, scrunchies, hair bands etc. must be either black, dark blue or white. No braids allowed. Girls must have their hair tied up and clipped back if they have long hair.
- Parents must teach their children to eat at the table with a knife and fork and to eat soup and pudding with a spoon!
- When purchasing the Mathematics Set for the upper grades, please look for good quality with particular attention to the compass. It must have a sharp pivotal needle (a blunt one slips) and a screw to tighten the hinge so that the two arms do not easily slide apart.
- Medical cover with SES is arranged for every school trip including sport and educational excursions. Cover is provided from the point of incident to a medical facility.

## 8.2. Helpful Hints

- When packing up your school trunk, put the duvet and pillow in their covers and pack them and one fitted sheet at the top. When you get to your child's bed, make the bed straight away with your prepared items and then place all the other clothing on top of the bed in piles, ready to be checked off by the duty teacher.
- Some items are difficult to purchase in Zambia i.e. white tackies/gum guards, look up what your child/children need in the following few grades and purchase these items well in advance when on holiday outside the country!
- If your child is struggling emotionally when you take them to school on a Monday, arrange for someone else to drop them off for a few weeks i.e. a friend, grandparent.
- It is a Musikili custom for the children to have a birthday cake on their special day during break time! If you cannot be there yourself, then you can leave the cake with the Kitchen Manager on Monday. Cakes can also be made to order – phone the office at least two weeks in advance. Cakes will be charged at approximately K200.
- Boys are issued with blue PE shirts and girls with yellow PE shirts  
Kaleya House colour is blue and Magoye House colour is yellow. During Inter House events (cross country etc) your child will need to wear the colour shirt of their house. Therefore it is wise to buy one of the right colour PE shirts for your child – then you know the one they have fits and does not have to be borrowed! i.e. Magoye House boy should have one yellow PE shirt and Kaleya House girl should have one blue PE shirt as well as the ones on the regular list.
- At the Inter House swimming gala, which is held towards the end of the year, there is a parents' race for Grade 1 and 2 children, plus a voluntary relay race per House – please come prepared!

- Most school run events are catered for by the PTA and they would love your support to partake in the delicious lunches prepared and at the tuck shop! If you are asked to supply a plate of eats or a cake for functions, this would be highly appreciated.

## **9. Sick Bay**

### **9.1. Medical Check**

A medical check up is done twice a term. The main reason is to detect and correct problems before they get worse. Each child is checked physically – from head to toe. Detected health problems are dealt with right away except those that need expert intervention. In this case, parents make the appointments with the expert required.

1. Beginning of term – Children’s health status is checked as they come from holidays. Any “end of last term’s” problems are checked to see if they have been dealt with during the holidays.
2. End of term – children’s health status is checked as they leave the school for holidays. Any problem that needs attention is communicated individually to the parent concerned.
3. The following are usually checked, bearing in mind the norm for each child.
4. Health Road – height and weight in relation to age of child is noted. This is to make sure children are growing well, and to rule out obesity and undergrowth in children with hormone deficiency or hypothyroidism. Loss of weight is commonly due to illness and increased activities, not necessarily malnutrition
5. Head –
  - a. Hair – its quantity, distribution and texture is noted. Thinning of hair is suggestive of Vit. B deficiency and stress. Lice and nits checked. Children with Lice or nits are treated. The scalp for fungal patches and unusual dryness. Use of shampoo is encouraged twice a week to keep scalp and hair clean and healthy.
  - b. Eyes – colour of conjunctiva for paleness that may indicate low blood level. Styes, tearing of eyes and abnormal eye movement is noted.
  - c. Mouth & throat – sores, decayed teeth, state of the gums and tongue noted. Dental problems can contribute to enlarged and inflamed tonsils as well as to other throat infections.
  - d. Ears – wax and any sign of ear infection is checked because if left unattended lead to hearing loss that may place a child at an educational and social disadvantage.
6. Skin – problems like:
  - a. Fungal infection caused by animal borne microspore from dogs and cats can spread to other children by close contact.
  - b. Warts – in children, warts are innocent growths, and can spontaneously disappear. Treatment can only be started if warts are increasing in size and the child is uncomfortable.
  - c. Skin texture and location of changes – like roughness. Any abnormal changes are taken note of.
  - d. Sores / cuts / bruises – to make sure they don’t get septic.
7. Feet – for athletes foot and planter warts

8. Abdomen and groin checked for bulging, or weak muscles suggestive of hernias.

Health education is ongoing, but during this time, children are reminded of personal hygiene measures like frequent hand washing, keeping their nails short and clean. Awareness of “my body” and “keeping it clean” is summarised according to age.

Close contact and sharing clothing commonly spreads infections. Hence children are reminded of the importance of not sharing towels and clothing. First Aid measures are also summarized according to their age as some accidents happen during playtime when no adult or nurse is close by. Children are reminded to call or ask for help when they notice anything unusual or feel unwell, in the hope of catching any health problem before it gets worse.

De-worming is done twice a year – in the First Term and Third Term. Parents need to let Sick Bay know if they want their children to be on the school programme (usually use vermoz/mebendazole).

## **9.2. Malaria Prophylaxis**

Parents should decide on whether to put their children on the malaria prophylaxis school programme (Deltaprim which is given weekly on Tuesdays) or if they wish to provide their own.

If your child takes vitamins or medication on a regular basis, this can be left in a specifically marked box on the first day of each term or given directly to the School Nurse. The items must be clearly marked with your child’s name and the relevant information needed to administer the contents.

## **9.3. Sick Bay Procedures**

### **When Will Parents Be Notified**

- In an emergency e.g.
  - An accident; a fall, a deep cut that may need suturing.
  - Alarming illness e.g. convulsions.
  - When a child is unwell and will need to miss class, as the illness requires rest.
  - When a child is sick and will need to go home.
  - When a child is sick and will need antibiotics or need a tetanus injection.
  - When a child comes from home unwell and is on medication, and there is need to reconsider management of the ailment, e.g. child not responding well to treatment.
- Otherwise for minor cuts, beestings, vomiting due to travel sickness, indigestion, common cold, flu etc. a note is sent home on Friday with the child. The parents will not be phoned in the event of such minor ailments.

### **When is a Child Kept In Sick Bay**

- When unwell for observations/monitoring and evaluation (progress and response to management of ailments)
- For easy access e.g. when a child needs to take a dose of medication at an awkward time, so that other children are not disturbed.
- For bed rest – when just bed rest will “do the trick” e.g. often on Mondays, the early morning drive, carsickness, Monday “blues” etc.
- For TLC, if the School Nurse feels it is necessary.

### **Who Keeps a Sick Child Company**

This is done to reassure a sick or unwell child; especially the younger children:-

- Brother/sister, family friend is first priority to stay with the sick child.
- In case of a chicken pox case, a child who already has had chicken pox is allowed in.
- Other children are not forced to be in sickbay when a friend is sick.
- In the case of a contagious/dangerous communicable disease, which is rare and is treated in hospitals e.g. typhoid, diphtheria poliomyelitis etc. children are not allowed to be near or play with that sick child.

Under no circumstances will any child be allowed to keep their own medication; all medicines/creams etc. have to be handed in to the sick bay.