

# ST. MOVENS SCHOOL

Dream, Believe, Act & Achieve

Given Lubinda Rd (Lilayi Road),  
Opposite Mika Meat, Chalala,  
Lusaka, Zambia

TEL: 0979991523, 0966471857, 0771827708

EMAIL: info@stmovens.com

support@stmovens.com



## ST. MOVENS SCHOOL OF EXCELLENCE A SUBSIDIARY OF MEMOCHI BLESSINGS ENTERPRISES (MBE) LIMITED

The Principal,  
St. Movens School of Excellence,  
Chalala Waterworks, opposite Mika Meats,  
Lilayi Road,  
Chalala Choppies Area,  
**LUSAKA**

Dear parents/guardians;

### RE: 2026 – School Enrolments

The above refers.

The following are the requirements at St. Movens School of Excellence.

#### 1. School Fees

School Fees			
s/n	Type	Items	Cost (s)
a.	Pre-School	Middle Class	3,200.00
		Nursery	3,200.00
		Full Day Care- Class	5,000.00
b.	Primary School	Grade 1 - 3	3,000.00
		Grade 4 -7	3,000.00

#### 2. Other School Fees

Other School Fees		
s/n	Description (item)	Cost(s)
1	Application form	100
2	Assessment form for new entrants	200
3	Admission form for new entrants	220

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4	Assessment form on transfer	250
5	School Maintenance fees	350
6	E - learning	250
7	Music learning	400
8	Clubs (Not Applicable to Pre-school)	150
9	Sports (Not Applicable to Pre-school)	150
10	PTA per year	150
11	School Project fund per year	750

### 3. School Lunch Payments

School Lunch Fees		
s/n	Description (item)	Cost(s)
1	Daily fee	70
2	Weekly	300
3	Monthly	1,200
4	Termly	2,300

### 4. School Merchandise

School Merchandise per Class			
s/n	Items	Per Class	Cost(s)
1	<b>Uniform</b>	Pre-school and Grade 1	350
2		Grade 2 - 4	400
3		Grade 5 - 7	450
4	<b>Jersey</b>	Pre-School	300
5		Grade 1 - 3	400
6		Grade 4 - 7	450
7	<b>Tracksuits</b>	Pre-School	450
8		Grade 1 - 4	500

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9		Grade 5 - 7	600
10	<b>P.E Attire</b>	Pre-School	350
11		Grade 1- 4	500
12		Grade 5 - 7	600
13	<b>Head Sock</b>	Pre-School	60
14		Grade 1- 4	80
15		Grade 5 - 7	100
16	<b>Scarf</b>	All Classes	100
17	<b>Socks</b>	All Classes	80
18	<b>T-Shirt</b>	All Classes	130
19	<b>Ties</b>	(Boys in Primary School)	50

## 5. Transport Fares

S/N	Areas/Routes	Two-way trip (Costs)
1	Kamwala South and surrounding Areas	2,200
2	Areas within Libala 1,2 and 3	2,200
3	Shaft 5	2,200
4	Chilenje, Chris corner and surrounding areas	2,200
5	High life, Mana Mall, Buffalo Park and surrounding areas	2,200
6	G-Greens and Lilayi areas	2,400
7	Grey Lungu, Jack and surrounding areas	2,200
8	Waterworks and Choppies Areas	1,800
9	New Kasama, Shantumbu and Serena Areas	2,300
10	Kabwata, Kamwala and surrounding areas	2,300
11	One way trip/route for all areas is	2,000

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## 6. School Nutrition or Dietary

Day	Dietary
<b>Monday</b>	Rice or Nshima, Beef Stew or Sausage, Potato Salads and Fruits
<b>Tuesday</b>	Pasta or Potatoes, Chicken, Salads, and Fruits
<b>Wednesday</b>	Rice or Nshima, Meatballs, Beans, Veg and Fruits
<b>Thursday</b>	Potatoes, Chicken or Sausage, Veg, and Fruits

**Notes:** 1. Our fruit selection changes with the season, ensuring a diverse of fresh offering throughout the year.

2. For any queries of payment concerning Lunch, please contact the school kitchen on **0971 959567**.

## 7. PAYMENT METHODS

s/n	Descriptions
<b>1</b>	All school fees to be paid in the School Account and the deposit Slips should be brought to the School Account's Office for receipting.
<b>2</b>	School fees once paid, are non-refundable;
<b>3</b>	All school fees should be paid in full regardless of the number of days the child attend classes;
<b>4</b>	DDACC transfers, Cash or Mobile money will not be accepted;
<b>5</b>	Failure to produce Bank deposit Slip to School Accounts Office for receipting, will be considered as the child has NOT paid any school fees, except for those that may be paying using POS;

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<b>6</b>	Once the School opens, only those will be paid in full or 70% towards tuition fees will be allowed to be in School.
<b>7</b>	All payments for Lunch and Transport (Bus) should be paid before the learners resume classes, failure to which access to these services will not be availed.

Below are the Bank Details for the School Account, be guided accordingly.

## ST. MOVENS SCHOOL OF EXCELLENCE (Indicate Pupil's Name and Grade)

### ZANACO WOODLANDS BRANCH

#### BANK ACCOUNT:

#### BRANCH CODE:

School Fees/Uniform/Lunch/Transport (Please Indicate by Ticking)

### 8. WEEKLY CLASS SCHEDULE

Grade	Reporting Time	break	Lunch	Knocking Off
Pre-school	07:30hrs	10:00hrs	12:00hrs	15:30hrs
Primary School	07:30hrs	10:00hrs	12:30hrs	16:00hrs

N.B: Please note that the school starts at 07:30hrs and time should be observed at all times. Failure to which, will attract penalties or withdrawal of your child from the school.

### 9. SCHOOL UNIFORMA MANAGEMENT

Grade	Full Uniform	
Pre-School	<b>Girls Uniform:</b> <ul style="list-style-type: none"><li>▪ Dress</li><li>▪ Skirt</li><li>▪ Brouser (short and long sleeved)</li><li>▪ T-Shirt</li><li>▪ Jersey</li><li>▪ Socks</li></ul>	<b>Boys Uniform:</b> <ul style="list-style-type: none"><li>▪ Trouser</li><li>▪ Shirt (short and long sleeved)</li><li>▪ T-Shirt</li><li>▪ Jersey</li><li>▪ Socks</li><li>▪ Scarf</li></ul>

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	<ul style="list-style-type: none"><li>▪ Scarf</li><li>▪ Head sock</li></ul>	<ul style="list-style-type: none"><li>▪ Head sock</li></ul>
<b>Primary School</b>	<b>Girls Uniform:</b> <ul style="list-style-type: none"><li>▪ Dress</li><li>▪ Skirt</li><li>▪ Brouser (short and long sleeved)</li><li>▪ T-Shirt</li><li>▪ Jersey</li><li>▪ Socks</li><li>▪ Scarf</li><li>▪ Head sock</li><li>▪ Tie</li></ul>	<b>Boys Uniform:</b> <ul style="list-style-type: none"><li>▪ Trouser</li><li>▪ Shirt (short and long sleeved)</li><li>▪ T-Shirt</li><li>▪ Jersey</li><li>▪ Socks</li><li>▪ Scarf</li><li>▪ Head sock</li><li>▪ Tie</li></ul>

## 10. Other School Requirements

**All pupils are requirement by school management to come with the following items:**

1. A ream of paper, 3 rolls of tissue paper each and Mop or broom or mutton cloth;
2. For pre-school pupils, 5 pencils, a pack or box of coloring wax crayon, a plastic clear bag/ folder, 10 sobi books with big lives including 2 x sobi mathematics boxed books (white paper). All books must be covered with Khaki and plastic paper with pupils' name, grade and subject properly labelled.
3. For primary school pupils, 10 pens (blue and black), 5 pencils, a pack or box of coloring pencils, a plastic clear bag/folder, 15 hard covered books with a Khaki paper and plastic paper, with pupils' name, grade and subject properly labelled.
4. All pupils from Grade 1- 3, should have sobi books with small lines and hard covered books (92 pages) for grade 4 – 7.

## 11. School Learning Policy

### 1. Time Management:

- i. All learners are required to report for school before 07:30hrs.
- ii. All pre-school and grades 1-2 parents are required to sign in and off their children's **custodial book daily**.
- iii. The school gates will be closed at 07:50hrs and no learner shall be allowed to enter school premises after 07:50hrs.

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- iv. Late picking of children after 17:00hrs on any day will not be Accepted and the school shall not be held liable after the stipulated time, as this is **parent's Own risk.**
- v. Avoid confrontations with teachers and management over time management and school fees payment.

## 2. School Fees:

- i. Pupils shall be allowed to attend class upon payment of school fees in full or 70% before the beginning of every term, as no child shall be allowed in without a validated receipt.

## 3. School etiquettes and protocols:

- i. All pupils at St. Movens School of excellence shall conduct prayers and religious learners before any lessons is conducted.
- ii. All pupils shall participate in school hygiene checks, cleanliness (personal and school) and environment
- iii. Parents shall on one day be invited to learn with their child to enhance Parent-Teacher-pupil relationship.
- iv. All learners are to be in their correct hair styles:
  - Girls: should have neat cornrows (Mukule), or neatly combed hair. No wigs will be allowed and no colored ribbons except gold or brown.
  - Boys: should have brush or smart cut ( no table cuts or any other funny cut with shades)
- v. Decent dressing should be observed by all St. Movens' pupils at all times, either during events or learning times. The school is a place of teaching discipline, morals and inspiration learning of our pupils to that we achieve our motto: **"Dream, Believe, Act and Achieve."**
- vi. All pupils enrolled at St. Movens school of excellence should at all cost be disciplined. Any form of indiscipline by any pupil will attract suspension, withdraw, transfer or expulsion from the school. Indiscipline such as, fighting, use of abusive language towards teachers, stealing, imposition or hassling on others' items and fellow peers, staff and other parents, will not be tolerated by school management.

## 4. Correct school uniform:

- i. School uniform to worn on Monday, Tuesday and Thursday.
- ii. Tracksuits on Wednesday.
- iii. P.E attire as guided by class timetable or class teachers.
- iv. For girls only Khaki or white leggings.
- v. Black and brown school shoes will be allowed.
- vi. Both the girls and boys shall wear white vests and brown T-shirt inside the school uniform.
- vii. Only Black, white and brown sneakers are allowed.

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## 5. Home work Rules:

- i. All learners at St. Movens school are expected to do their homework at home and parents/guardians are encouraged to check, validate and sign off the works at all cost.
- ii. All learners shall undertake school assessments and HomeWorks seriously, failure to which school discipline measures will be instituted.
- iii. No learner should be absent from school without permission for more than 10 school days.
- iv. All learners are expected to report for school within 10 school days after being admitted or from the opening date, failure to which, the learners' losses the given chance to other children on waiting lists.

**BY MANAGEMENT**