



Dear Parent/Guardian,

LADLINK SCHOOL is dedicated to providing the finest quality childcare and education for children aged from 5 years.

We also provide weekday (Monday to Friday) boarding facilities for age 6 and above, with the hope of reducing the burden off parents during their busy working week.

Whilst the children board and lodge at LADLINK SCHOOL, we encourage them to achieve their best in every activity, both academically and socially.

It is also a pleasure to have brothers and sisters together at the school, so we offer a 10% discount off the tuition fees of the second child and a 15% for the third.

I look forward to meeting you and have the pleasure of showing you round LADLINK SCHOOL, and remember;

“Education is not merely for numbers but should be quality. The first few years of a child’s life are the formative years and therefore the most vital for the foundations for language, aptitudes, and other characteristics to be laid down.”

Yours sincerely,

Lady-Marigold Darfoor
Manageress

ENROLMENT FORM



PUPIL'S NAME: _____

GENDER: MALE ☐ FEMALE ☐

ADDRESS: _____

EMAIL ADDRESS: _____

DATE OF BIRTH: _____

RELIGION: _____

FATHER'S NAME & OCCUPATION: _____

MOTHER'S NAME & OCCUPATION: _____

GUARDIAN'S NAME & OCCUPATION: _____

TELEPHONE NO. (HOME/ MOBILE): _____

CONTACT TELEPHONE NO. (IN CASE OF EMERGENCY): _____

ANY OTHER LANGUAGES SPOKEN (other than English): _____

TRANSCRIPTS:

Please attach an official copy of all primary work previously done, eg. Report cards, certificates of any form of progress records or cumulative record.

Please indicate why you have decided to enrol your child/ward at LADLINK SCHOOL

by personal choice ☐ by friend/family commendation ☐ nearness to home/work ☐

(This information is for statistical purpose only)



RULES AND REGULATIONS FOR PUPILS AND PARENTS

ATTENDANCE TO SCHOOL

1. Fees are paid termly in January, May and September each year.
 - a) Fees must be paid as promptly as possible, however arrangements can be made with the Manageress for the fees to be paid in instalment till the end of the second month (in a term)
 - b) An official receipt must be obtained for fees paid
 - c) No rebate is given for temporary absence
 - d) Fees are not refundable under any circumstances.
2. If a child is absent for more than two weeks without any notification, the Manageress reserves the right to declare the position vacant and accordingly offer it to whosoever desires.
3. If parents wish reservations to be made for their wards when taking them for holidays etc, they must notify Management and pay the prescribed fees prior to the end of the preceding term. If no reservation is made, the child will be considered as a new entrant and will be admitted when there is a vacancy.
4. A term's notice must be given before withdrawal of a child from the School.
5. A full term's fees is payable irrespective of the actual date of admission, re-entry or withdrawal.
6. The school reserves the right to dismiss any child from the school for any of the following reasons.
 - ❖ Parent's inability to pay fees
 - ❖ Academic basis
 - ❖ Gross misconduct
7. The School shall prescribe uniforms for the children. This is to be purchased from the school only and is to be worn by all children. All pupils should come to school in well washed and ironed uniforms. All torn zips and missing buttons should be fixed. The children are to be decently dressed at all times.
8. Children must wear simple black leather shoes with white socks. Children may wear white / black sneakers / trainer shoes on Fridays. All non-regulatory attire will be seized.
9. Hair Do: – No hair piece plaiting of hair by the girls. Just simple braided or low hair cut. Boys should have a short decent low cut.
10. Children are not allowed to buy food outside the school premises during school hours.
11. Children are expected to bring a drinking cup, cutlery and a clean napkin to school each day for use during meals.



12. School hours are officially from 7:00am to 3:00pm from Monday to Friday, except on public holidays or mid-term. Children are to report at school in good time. Those who report after 8:00am will not be allowed into the school compound.
13. Children are to be picked immediately after closing or before 5:00pm and NOT after 5:00pm. Defaulters will pay a fine to be announced annually.
14. Children who are ill should NOT be sent to school until they are FULLY recovered. Parents who violate this will be called to come for their wards.

CONDUCT OF PUPILS

1. Stealing is a grave offence and any pupil found indulging in this habit will be punished. If persistent, the pupil will be dismissed.
2. Fighting/Bullying in school is prohibited. Offender will be punished.
3. Misuse/loss of school property through negligence (e.g. Text book). Pupil must replace the lost item or repair the damaged property.
4. Tale-bearing/telling lies to damage reputation of a pupil/ teacher/school. Instant suspension and subsequent dismissal.
5. Persistent failure to do and submit homework will attract punishment and suspension for 2 weeks.
6. Children who do not bring their PE uniforms to school on physical education day will not be allowed to attend classes the whole day.

SCHOOL RULES AND REGULATIONS READ AND ACCEPTED

(Parent please sign)

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PROSPECTUS FOR BOARDING

BOYS

1. Toothbrush & Toothpaste
2. 1 cover cloth for sleeping
3. 1 Bucket & pail
4. Bathing towel, soap and sponge
5. 1 cup & 2 napkins, a set of cutlery for meals
6. Powder, Deodorant, Pomade, Comb & Brush
7. A pair of pyjamas
8. 1 black belt
9. 6 pairs of boxer shorts or underwear
10. 6 singlets / vests
11. 6 T-shirts or shirts
12. 6 pairs of socks
13. 4 pairs of shorts / trousers
14. Bathroom slippers (charlie wote)
15. School bag
16. 1 pair of plimsolls / canvas / trainers
17. 1 pair of black school shoes
18. 2 coloured bed sheets & pillow cases
19. Washing powder, 2 bars of key soap
20. Mosquito net

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GIRLS

1. Toothbrush and toothpaste
3. 1 cover cloth for sleeping
4. 1 Bucket & pail
5. Bathing towel, soap and sponge
6. 1 cup & 2 napkins, a set of cutlery for meals
7. Powder, Deodorant, Pomade, Comb & Brush
8. A night dress
9. 6 pairs of underwear
10. 6 singlets / vests
11. 6 pairs of socks
12. Shoe polish & shoe brush
13. 4 casual dresses
14. Bathroom slippers (charlie wote)
15. School bag
16. 1 pair of plimsolls / canvas / trainers
17. 1 pair of black school shoes
18. 2 coloured bed sheets & pillow cases
19. Washing powder, 2 bars of key soap
20. Mosquito net

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