



BRIDGEMARK HIGH SCHOOLS - ZAMBIA

IGCSE / GCSE / A-Levels / SAT / IELTS / TOEFL & IB Diploma.

P.O.BOX 37283, LUSAKA, ZAMBIA 1532 Milima Rd, Woodlands

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SCHOOL ENROLLMENT FORM 2026 / 2027 - FULL-TIME

STUDENT DETAILS

First name _____

Middle Name _____

Surname _____

Date of birth (dd/mm/yy) _____

Sex Male Female

Nationality _____

Grade Applied For _____



*For Local Zambian curriculum - ECZ
(Tick where applicable)

Grade 9	Grade 12	GCE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cambridge Curriculum

(Tick where applicable)

UPPER SECONDARY

IGCSE 1 IGCSE 2

LOWER SECONDARY

LS1	LS2	LS3	A-LEVELS		SAT	IELTS
			AS	A2		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*IGCSE 1- Grade 10

*LS1- Grade 7

*AS (Advanced Subsidiary)

*SAT - Scholastic Assessment Test

*IGCSE 2 - Grade 11

*LS2- Grade 8

*A2 (Advanced Level)

*LS3- Grade 9

*IELTS - International English Language Testing System

SUBJECTS

*Indicate a minimum of five (5) subjects for IGCSE including Mathematics and English Language

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Mode of Learning (Tick where applicable)

On-Campus Virtual Blended (Physical & Virtually Online)

PREVIOUS SCHOOL DETAILS

A. Name of school _____

B. Last Grade _____

C. Country _____

Please attach a copy of the latest school report of the pupil, a latest passport size photograph & transfer certification.

D. Medical Conditions _____

E. Learning disabilities _____

PARTICULARS OF PARENTS

PARTICULARS OF PARENTS / GUARDIANS	FATHER / MALE GUARDIAN	MOTHER / FEMALE GUARDIAN
First Name		
Surname		
Occupation		
Mobile No		
Tell No (Office)		
Tell No (Home)		
Residential Address		
Email Address		
Parents' status	Citizen <input type="checkbox"/> Employment Permit <input type="checkbox"/> Resident Permit <input type="checkbox"/> Diplomatic <input type="checkbox"/>	
Emergency Contact person's details other than parents / guardians	NAME	PHONE NUMBER
	1.	
	2.	

OUR SCHOOL FEES POLICY

1. School fees not paid by the due date shall attract an administrative fee of K500.00 for a maximum of 10 days, or a part there of. Thereafter, management, without prejudice, shall have the right restrict/withhold its services including attendance, supply of educational material, reports and any other such measures.
2. Penalty of K250 to be charged in case of bounced cheques.
3. An accumulative administration fee of K500 will be charged after the initial 10 days of the first level penalty every fortnight from the day of default.

FEES ARE PAID ON TERMLY BASIS FOR FULL TIME STUDENTS

All School Fees Are Paid On a Termly Basis And at The Beginning Of a Term.

Return of borrowed books by out-going students (external examinations) shall be two days after writing the final exam paper. A penalty fee of K50.00 per book shall be charged afterwards

PLEASE NOTE: NO LESSONS ARE CONDUCTED ON CREDIT BASIS

OUR REFUND POLICY

- **15% refund** when a student fails to attend any lessons within 14 days (two weeks) after payments of tuition fees due to the following reasons - sickness, death, complete withdrawal from school or any other serious circumstances such as funeral of a loved one.
- **15 % refund** when a student fails to attend any lessons within 30 days (1 month) due and only to: sickness or death of the student or any other serious circumstances such as funeral of a loved one.
- **No refund (0%)** shall be given when a student fails to attend class within a period of one month (30 days) without proof of sickness or any written notice to Bridgemark High Schools.
- **No refund (0%)** will be will be given to any student or parent who intentionally fails to attend class following their class timetable or fail to notify Bridgemark (in written) of reasons why they cannot attend class. **No refund (0%) will be given for expelled or suspended students who eventually decide to withdraw from school**
- Refund will only be made when proof, such as sick note or death certificate is provided.
- The refund shall be paid in equal installments within a period of 90 days (from the date of cancellation of the tutoring or school program.

I have understood and accepted all the above outlined Bridgemark High Schools' School Fees or Tuition Fees and Refund policies. I will not claim any amount from Bridgemark following my child's suspension or expulsion

Parent / Guardian / Student names

Signature

Date

____/____ 2025

DECLARATION BY: PARENTS / GUARDIANS / STUDENT

High Schools

If my child is enrolled as a pupil at Bridgemark High Schools I agree:

- A. To accept full responsibility without reservations, for the payment of the prescribed fees/dues
- B. To ensure that..... shall observe and be subject to the rules, dress code and discipline of the center. I have received a copy of rules and dress code.
- C. That should any information /details be found to be false or incorrect, the pupil will immediately forfeit his/her place at the school.
- D. Pursuant of my child,.....being accepted for admission for studies at Bridgemark , I hereby agree that the head or representative of the school will limit its attention to my child to First Aid only while within the school premises, incase of inherent risks or injuries arising from outdoor or indoor activities. I understand that the school will immediately endeavor to inform me or our doctor as per details below in case of emergency. In the event of my or the doctor's unavailability, I do give permission to head /representative of the school for my child to be treated at the nearest clinic.
- E. Upon my child's wish to discontinue his /her studies at the school, I agree to give prior written notice of thirty days (30) days to the head of the school before the end of the running term and clear his or her dues.
- F. I understand that in an event of my child's fee being unsettled within a maximum of 15 days of the commencement of the term, the school shall have the right to exclude him/her from all the classes and without his/her statement of entry, results etc. until such a time that the fee is settled.

I, thus, supply the following information for use in any emergency

Name of Doctor..... Tel No.....

Mobile No.....

Signature of parent/guardian..... Date..... /...../.....

Comments by Bridgemark High Schools

.....

Signature.....Date..... /...../.....





BRIDGEMARK HIGH SCHOOLS DISCIPLINARY CODES OF CONDUCT (D.C.C)

STUDENT'S FIRST NAME:

STUDENT'S SURNAME:.....

GRADE:.....

YEAR:.....

Bridgemark High Schools Discipline Code

Part A: Student Responsibilities & Disciplinary Actions

At Bridgemark High Schools, we are dedicated to upholding an exemplary standard of discipline to inspire our students to embrace their responsibilities as emerging adults and contribute positively to the school environment.

Student Responsibilities

1. **Punctuality and Attendance:** Students are expected to demonstrate punctuality and maintain regular attendance.
2. **Timely Submission of Work:** All assessments, assignments, and examinations must be submitted promptly.
3. **Notification of Absences:** In the event of illness or any other circumstances that impede attendance, students are required to promptly notify school administration.
4. **Adherence to School Policies:** Students must consistently abide by the school's behavioral guidelines.

Disciplinary Actions Leading to Immediate Expulsion

The following infractions will result in immediate expulsion from Bridgemark High School:

1. **Substance Abuse:** The consumption or being under the influence of alcohol or non-prescription drugs on school premises or in proximity to school activities. The involved pupil(s) will face instantaneous expulsion, with no reimbursement of tuition fees provided.
2. **Possession and Distribution of Illegal Substances:** The possession, sale, or facilitation of illicit drug use.

3. **Violent Behavior and Misconduct:** Engaging in fighting, physical aggression, bullying, or any form of sexual misconduct.
4. **Discriminatory Behavior:** Participating in unacceptable conduct based on sex, race (including color, nationality, or religion), or any manifestation of harassment.
5. **Poor Academic Effort:** A lack of demonstrable effort towards academic enhancement or a consistent pattern of subpar academic performance.
6. **Previous Warnings:** A student who has received two prior warnings or suspensions.
7. **Inappropriate Language:** The utilization of vulgar language is unequivocally prohibited on school grounds.
8. **Smoking:** The act of smoking is strictly forbidden on school premises and will result in immediate expulsion.

I,, on this day of / /2025 at Bridgemark High Schools, have thoroughly reviewed and comprehended the aforementioned disciplinary measures. I hereby consent to adhere to the stipulated conditions, and I acknowledge that appropriate action will be instituted should I contravene any of them.

Student Signature:.....

Parent'S / guardian'sSignature:.....

Part B: Cell Phone Policy

1. Full-time Students (Grades 7 to 11)

Full-time students are prohibited from bringing cell phones to school unless explicitly authorized. In instances where a student commutes independently, it is incumbent upon their parent or guardian to submit a formal request for the child to possess a phone. Upon approval, the device shall be relinquished to school administration during instructional hours and returned post the conclusion of all classes

2. Part-time Students

Part-time students are permitted to bring mobile phones for essential purposes, such as coordinating transportation arrangements. However, devices will be confiscated during instructional periods and returned upon the conclusion of classes.

3. A-Level, SATs & IB Diploma Students

Students enrolled in these programs are permitted to bring mobile devices to school and are encouraged to utilize them as educational instruments when deemed appropriate.

CELL PHONE VIOLATION POLICY

- **First Violation:** The device will be confiscated and returned only after parental engagement with the administration.

- **Second Violation:** The device will be relinquished for the remainder of the term (3 months).

I,, on this day of / ... / 2025 at Bridgemark High Schools, have thoroughly reviewed and comprehended the aforementioned cell phone policy. I hereby consent to adhere to the stipulated conditions, and I acknowledge that appropriate measures will be enacted should I contravene any of them

Student Signature:..... _____

Guardian/Parent Signature: _____

Part C: Child Protection Policy

Bridgemark High Schools is unwaveringly dedicated to safeguarding every student from emotional, physical, and sexual abuse. To this end, the following measures have been instituted:

1. **24-Hour Video Surveillance:** The institution is subjected to continuous CCTV monitoring to ensure the safety of all students and staff members.
2. **Teacher-Student Interaction:** Educators are strictly prohibited from being alone with students in closed-door classrooms. Professional conduct is mandated at all times, and no educator may cultivate a personal relationship with any student.
3. **Awareness Campaigns:** Informative posters aimed at raising awareness against drug abuse and child exploitation are prominently displayed in each classroom.
4. **Health and Safety Standards:** The school ensures access to potable water, maintains hygienic washrooms, and upholds a pristine environment to shield students from preventable illnesses.
5. **Bag Inspections:** The belongings of all students are subjected to daily inspections to guarantee that no prohibited substances or hazardous items (e.g., weapons or narcotics) are introduced into the school premises.

I,, on this day of / / 2025 at Bridgemark High School, have thoroughly reviewed and comprehended the child protection policy. I hereby agree to adhere to the stipulated conditions, and I acknowledge that appropriate measures will be enacted should I contravene any of them.

Student Signature: _____

Guardian/Parent Signature: _____

Part D: Dress Code

While Bridgemark High School does not impose a stringent uniform policy, we expect students to adhere to the following dress code to foster a respectful and focused learning environment:

Guidelines for Student Attire

- 1. **Clothing:** Shorts, miniskirts, and distressed jeans are prohibited. All trousers must be worn at waist level. Athletic wear and track pants are deemed unacceptable during school hours.
- 2. **Tops/Shirts:** All tops must adequately cover the shoulders, midriff, and underarms. Spaghetti straps, tank tops, bare backs, and revealing attire are expressly forbidden.
- 3. **Headwear:** Hats or caps are not permitted, with the exception of religious or medical reasons, to uphold the sanctity of the educational environment.
- 4. **Jewelry:** Discreet, non-extravagant jewelry is permissible. Earrings are not allowed for male students.
- 5. **Footwear:** Appropriate footwear is mandatory; open-toed shoes and high heels are not allowed.
- 6. **Hair:** All students are expected to maintain a polished and professional appearance. Only natural black hair color is permitted.

In conclusion, students' attire should not interfere with the learning environment or the teaching process.

I,, on this day of//2025 at Bridgemark High School, have read and comprehended the dress code. I agree to adhere to the stipulated conditions, and I acknowledge that appropriate measures will be enacted should I violate any of them.

Student Signature: _____

Guardian/Parent Signature: _____

Commitment to Consistency and Integrity:

Bridgemark High School upholds the values of discipline, respect, and unwavering consistency. By embracing these principles, students play a pivotal role in fostering a safe, respectful, and productive environment for all members of the school community.

SCHOOL REGULATIONS

1. All students are required to exhibit politeness and respect towards teachers, class leaders, and individuals of advanced age.
2. Students must refrain from engaging in physical altercations, exhibiting rudeness, or employing abusive language.
3. Students are prohibited from possessing any form of obscene materials or participating in immoral conduct (romantic relationships are not permitted within school premises).
4. The act of stealing will be met with zero tolerance.
5. All students are expected to arrive punctually for both academic classes and extracurricular activities.
6. School property and equipment must be handled with utmost care. Any instances of damage or loss must be reported immediately and compensated for accordingly.
7. Prior written consent to exit the school grounds must be secured from the supervising teacher or the head teacher.

8. Visitors are required to obtain permission from the head teacher before interacting with a student during instructional time.
9. Silence must be upheld at all times during lessons.
10. Students must contribute to the maintenance of a clean and orderly school environment by ensuring that all litter is disposed of in the designated bins located throughout the school premises.
11. Students are forbidden from writing on the whiteboard without the explicit permission of the teacher. Additionally, writing on walls, floors, and furniture is strictly prohibited.
12. In the event of a student's absence from school, parents or guardians must provide a written note to the head teacher or the supervising teacher to account for the absence. Failure to comply will result in the student being sent home until the parent or guardian resolves the matter with school authorities.
13. No student is permitted to bring or utilize a mobile phone within the school.
14. All students are expected to uphold standards of cleanliness, neatness, and compliance with an appropriate dress code. The use of overpowering fragrances is strongly discouraged.
15. It is imperative to sign for any borrowed school materials at the front desk. Should any items be damaged or lost, the individual responsible will be liable for the costs incurred.
16. No student is permitted to exit the school gate during break time.
17. Failure to submit homework assignments will result in disciplinary measures.

SERIOUS OFFENCES LEADING TO SUSPENSION OR EXPULSION.

1. Persistent poor academic performance.
2. Ongoing and unexplained absenteeism.
3. Possession or abuse of illegal substances on school premises.
4. Theft.
5. Engaging in fighting, disrespect, bullying, or any form of abusive behavior.
6. Missing examinations or tests without a valid explanation from parents or guardians.
7. Incitement to riotous behavior.
8. Insubordination.
9. Use of abusive language.
10. Insolence.
11. Being found outside the school gate without a permission slip.
12. Possession of a mobile phone or any other electronic device within the school.
13. Failure to submit homework assignments.