



# KIINE GIRLS' HIGH SCHOOL

P.O. BOX 218 – 10101  
KARATINA.

TEL: 0724 361 066

## SCHOOL ADMISSION FORM

ADMISSION YEAR: .....

NAMES: .....

K.C.P.E INDEX NO: .....K.C.P.E YEAR: .....

I am pleased to inform you that you have been offered a place at Kiine Girls' High School in Form.....

You will be required to report to school on ..... between **8.00a.m.** and **12.00Noon.** After which this letter of admission will cease to be valid. If you take up this offer, carefully read through the form and ensure that sections A,B,C,D,E,F are **fully filled** in as required and bring it with you on the reporting day.

### ABOUT THE SCHOOL

1. **SCHOOL MOTTO** : **STRIVE TO EXCEL**

2. **SCHOOL VISION** : **TO GIVE BACK TO THE SOCIETY AN ALL ROUND INDIVIDUAL WHO WILL LEAD A QUALITY LIFE AND SERVE NATIONAL NEEDS.**

3. **SCHOOL MISSION** : **TO DEVELOP A WHOLISTIC PERSON THROUGH INTEGRITY, PROFESSIONALISM, TEAM WORK AND EFFICIENCY.**

4. **SPONSOR** : The school is sponsored by the Anglican Church of Kenya (A.C.K)

5. **BOOKS** : Textbooks and exercise books will be provided by the school.

6. **GAMES** : The school provides facilities for various games and sports e.g. Volleyball, Netball, Table Tennis and Athletics among others. Games and sports and all physical education lessons are compulsory unless otherwise advised in writing by a medical Practitioner in a Government health facility.

7. **VISITS** : There are **no visiting days.** Parents/guardians are asked to provide all the necessary requirement as no visits to the student will be allowed. Visits to the school by parents/ guardians should only be made on normal working days and hours and should not be used as chance to visit the student. If one has to see the student, permission **should be** obtained from the Deputy Principal; the student can then only be seen after break time.  
On such an occasion, parents/guardians are requested **not** to bring any food.

8. **MEDICAL CERTIFICATE:** The medical certificate attached to this letter should be filled in by a Government medical Practitioner after the prospective student has undergone the necessary tests.

9. **FOOD STUFF: No foodstuff** is allowed in school.

## 10. **REQUIREMENTS**

### **(A) PERSONAL EFFECTS**

1. 2 nightdresses and a night gown
2. 2 towels and a face towel.
3. 5 tissue papers, 1 kg washing soap, 1 Bar soap, 4 toilet soap and 2 packets of sanitary towels.
4. Needle, white & maroon threads for your mending
5. Lockable box for personal effects and 2 Padlocks (for the desk and box)
6. Tooth brush and enough tooth paste
7. 2 pairs of white socks, 2 pairs of Black leather shoes, shoe polish and shoe brush.
8. Hair brush, comb and hand mirror.
9. Rubber shoes for games 'old school' black in colour and A pair of slippers (not sandals)
10. 5 panties, 5 bikers, 5 bras/tops (Dull colours)
11. A hair comb, Tooth paste, thread (maroon & white) & needle .

### **(B). SCHOOL EQUIPMENT**

12. Soft brush- C4 Stiff PVC Broom by (L.G Harris & Co. Ltd.
13. Metal bucket

### **(C). OTHER REQUIREMENTS**

14. 2 Passport coloured size photos of the girl(s) (NOT PHOTO ME)
15. 2 Photocopies of parent's /Guardian's Identity Cards
16. Recently taken Full photograph of the parents/guardians with the Girl(s) (NOT PHOTO ME)
17. A passport photo of each parent/guardian
18. A copy of Birth Certificate of the Girl

Your former school uniform to be worn on reporting and to serve until our school uniform is issued

**PAYMENTS OF SCHOOL LEVIES:** Attached is the fees structure.

All fees have to be paid in full either for the whole year or termly at the beginning of the term. Fees should either be paid directly into the school's **KBC Account No.1106162110**

and the pay-in-slip presented to the school for receipting (remember to write the name and class of the student on the slip) or use a banker's cheque.

**NO CASH, MONEY ORDER OR PERSONAL CHEQUES WILL BE ACCEPTED.** Note that once fee is paid to the school it is not refundable.

**UNIFORM:** Arrangements will be made by the school for you to buy uniform from a common supplier for uniformity.

**BEDDING:** For uniformity, Beddings shall be supplied by a common supplier.

**MARKING OF UNIFORMS:** Parents should ensure all items are marked.

# **WE WELCOME YOU TO KIINE GIRLS' SECONDARY SCHOOL AND WISH YOU THE BEST IN OUR SCHOOL**

## **SCHOOL RULES AND REGULATIONS:**

The following is a list of our school rules and regulations. Every student joining the school should read them thoroughly and then sign the declaration in part F of the admission form. The parent/Guardian should also sign the declaration.

### **Introduction**

Discipline is paramount in any organization if the set organization goals have to be achieved. In our school a set of rules and regulations is usually provided to guide students in maintaining a high level of discipline, which actually leads to academic excellence.

### **Sunday Service:**

The Sunday service is an interdenominational one. All students are expected to attend the service which is also a school programme.

1. Every student will follow the laid down routine. punctuality must be observed at all times for;
  - Assemblies.
  - Lessons, Preps
  - Games
  - Church Services
  - Entertainments E.T.C.
2. Every student will be expected to be engaged in all school activities. A student will only be exempted from any activity only when the teacher concerned is satisfied that the student's condition warrants such exemption or has a medical document indicating that she should be exempted.
3. Every student will be in school uniform throughout the school term. uniform should be;
  - Clean and not torn.
  - Worn both in school and outside the school.

**Hair should be**

➤ Neat and straight.	➤ No set perms.
➤ No curly kit	➤ Hair ribbons should be black only
➤ No tinted hair or blowouts	➤ No other hair accessories.

No student will bring into the school compound any item of clothing that is not school uniform. For cold weather Maroon Fleece jackets, scarves and leg-warmers will be allowed. Neither jewelry nor makeup is permitted. Nail polish on the nails and long nails are strictly prohibited. Black low-heeled leather shoes should be worn with white socks.

4. Students shall show respect to all persons in the school compound including teachers, visitors, fellow students and any other members of staff in the school. Instructions from prefects and class monitors will have to be obeyed.

5. Students will be expected to behave themselves with decorum during school outings either as a member of a school sports team or as a member of a club/society on an official outing. Any kind of misbehavior reported to the school will be strictly dealt with.
6. Every student will be expected to remain in the school compound. Before leaving the compound **WRITTEN PERMISSION** except on closing or Midterm days will have to be obtained and student I.D. presented at the gate.  
When written permission is obtained the student will report to the Deputy Principal on returning to school. Any student who does not report back as per the time **MUST** be accompanied by the parent/Guardian.
7. Permission will not be given for such functions as Graduations, Weddings, Birthday Party's etc.  
N.B: Overnight permission i.e. to be away from school for at least one day will only be Granted by the **PRINCIPAL** or the **DEPUTY PRINCIPAL**.
8. English and Kiswahili are the two mediums of communication, use of 'sheng' is prohibited.  
Vernacular, abusive language and rudeness will not be condoned. Etiquette in conversations/discussions should be observed. Rowdy behaviour e.g. shouting, screaming and yelling in the school compound is not allowed.
9. No student will be allowed to talk to any visitor without permission from the office or the teacher on duty.
10. a) Every student will be expected to belong to not more than one club or society in operation within the school.  
b) No club will be allowed to arrange for any outing without the knowledge of the patron.  
c) Any money collected from members as subscription fees will have to be deposited in the school Accounts Office and a receipt issued against the deposit.
11. Cases of serious sicknesses, fire, fights, accidents etc will have to be reported at once to the teacher on duty or any other teacher available
12. Drinking alcohol, smoking or taking intoxicating drugs is strictly prohibited.
13. Dangerous implements like knives will not be kept or carried by any student while at school.  
Anybody found with such implements will be prosecuted.
14. Duty assigned to any student whether in class, dormitory, dining hall, compound or any Other place in the school will be expected to be done within the stipulated time and with minimal supervision.  
Note all assignments given by the teachers should be completed on time and students should thoroughly prepare for examinations and other educational activity; copying or duplication of assignments is prohibited.
15. The school does not provide special diet
16. Every student will be expected to be quiet and in bed at 10.00p.m when lights shall be put off.
17. Students will be expected to be in school by 2.00p.m on all opening days.  
Any student Reporting after this time will be sent back home to bring the parent.  
No student should Report back on a weekend.
18. Any student who does not report to school on the official reporting date **MUST** be Accompanied by the parent/guardian. (We shall not accept young teenagers to be the Guardians). Only persons whose details are in the students file will be allowed to Address to matters affecting the girl.
19. All students will be expected to take good care of any school furniture/equipments

issued to them. If there is any careless destruction, the student will replace the spoilt item with a physical replacement of the same.

20. The following areas are out of bound for students; staffroom Kitchen and staff quarters.

21. Playing, idleness, noise making, staring, jeering and talking to visitors is a punishable offence by tidying the compound.

22. All school programmes are compulsory; these include preps, Sunday service, co-curricular activities, duties and communal work. Absenteeism from any is a punishable offence by tidying the compound.

### PROHIBITED MATERIALS

- Pornographic literature and romantic novels
- Radios/walkman
- Blow dryers
- Mobile phones/Sim cards/ Flash Disks/Memory Cards
- Tongs
- Water heater
- Alcohol and drugs
- Iron box
- Knives.

Note: All the above shall be confiscated and the student shall be suspended.

### OTHER RULES AND REGULATIONS

- Disrespect to teachers, non-teaching staff and to other students will not be condoned and is punishable by suspension
- Bullying or any other form of discrimination is prohibited and shall lead to expulsion
- Involvement in any sexual immorality is a sin and is prohibited
- Laziness will not be condoned
- No one should undermine school authority
- Make use of free time productively.
- Malingering to avoid tests, examinations or performance of duties will not be condoned
- Stealing is an offence and not allowed in school. If one is apprehended one will be required to repay 5 times what she has stolen.

I have read and understood the school rules and regulations and undertake to obey them

Name of student ..... Class ..... Adm no .....

Sign ..... Date .....

Name of Parent ..... Sign ..... Date .....

Confirmed by ..... Sign ..... Date .....

**NB: PARTS REQUIRED TO BE FILLED MUST BE FULLY COMPLETED BEFORE ADMISSION**

**ADMISSION FORM.....ADMISSION NUMBER.....**

**PART A:** To be filled by the student. NB: You should bring along 2 studio (not photo me) Pass Port size Photographs of yourself (Coloured)..

**K.C.P.E NAME:** .....

**K.C.P.E INDEX NUMBER .....** **K.C.P.E YEAR .....**

**DATE OF BIRTH.....(Attach photocopy of your birth certificate for Admission)**

**INTENDED FORM.....**

**RELIGION..... DENOMINATION .....**

**LOCATION..... DIVISION.....**

**DISTRICT ..... CONSTITUENCY.....COUNTY .....**

**PARTB:(To be filled by the parent/guardians)**

**FATHER(i) NAME..... ID NUMBER.....**

**(ii) OCCUPATION.....**

**(iii) CONTACT ADDRESS (If applicable).....**

**(iv) MOBILE NO. (If applicable).....**

**(v) SIGNATURE.....**

**MOTHER(i) NAME..... ID NUMBER.....**

**(ii) OCCUPATION.....**

**(iii) CONTACT ADDRESS (If applicable).....**

**(iv) MOBILE NO. (If applicable).....**

**(v) SIGNATURE.....**

**IF 1 AND 2 ARE NOT APPLICABLE:-**

**GUARDIAN/SPONSOR NAME..... ID NO.....**

**RELATIONSHIP TO YOU.....**

**OCCUPATION.....**

**CONTACT ADDRESS..... TELEPHONE NUMBER (If**

**applicable)..... SIGNATURE..... DATE.....**

**NB**

All parents/ guardians should submit:

- **2 copies of National I.D's**
- **A passport of each parent/guardian**
- **A recently taken full photograph of the parents/guardians with the girl(s)**
- **Only Parents/guardians whose Name Appear on this form will be Allowed to Attend to issues of the Girl**

**PART C. EDUCATION HISTORY - To be filled by the former Primary School Head Teacher.**

**STUDENT'S QUALIFICATION**

<b><u>SUBJECT</u></b>	<b><u>MARKS</u></b>	<b><u>GRADES</u></b>	<b><u>POINTS</u></b>
ENGLISH	_____	_____	_____
KISWAHILI	_____	_____	_____
MATHEMATICS	_____	_____	_____
SCIENCE	_____	_____	_____
SOCIAL STUDIES	_____	_____	_____
TOTAL MARKS		_____	_____

**HEADTEACHER COMMENTS ABOUT THE STUDENT**

(a) Academic ability and Industry.....

.....  
.....

(b) Conduct.....

.....  
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Originals and photocopies of the result slip and the Leaving Certificate should be attached to this form. Originals to be given back to the parent/guardian. Copies to be retained in the school.

SCHOOLSTAMP. Name of head teacher.....

Signature.....

Date.....



**MEDICAL CERTIFICATE (TO BE FILLED BY A GOVERNMENT MEDICAL DOCTOR)**

**TO THE MEDICAL PRACTITIONER**

STUDENT'S NAME.....

HOME ADDRESS.....

The above student has been admitted in our school and a condition for entry is that the student has to be certified as being medically fit. Fees for this examination are payable by the student and no circumstances will charges be met by the school.

The student should give details of any medical treatment of serious nature.

Previous medical treatment.....

The following tests should be made;-

Skin .....

Eyes .....

Ears .....

Nose .....

Throat.....

Chest .....

Heart .....

Abdomen .....

Stool .....

**SPECIAL TESTS.**

T.B .....

Pregnancy .....

I certify that I have this day examined the above named candidate and that in my opinion, she is fit/ unfit for admission to your school.

**SIGNED.....DATE.....**

**NAME OF MEDICAL PRACTITIONER.....HOSPITAL RUBBER STAMP.....**

**PART D.STATE OF HEALTH**

(a) **MEDICAL CERTIFICATE**-Every student joining the school will be required to obtain a medical certificate from a Government hospital showing her fitness to be in school. The medical certificate should be attached to this form and be produced on the day of reporting. Certificates from **PRIVATE CLINICS WILL NOT BE ACCEPTED.**

(b) Truthfully fill in the following so that the school can be in a position to assist you in case of a sickness.

Do you suffer from any serious sickness? If yes, give details and the name of the hospital you usually attend in case of such a problem.

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Have you ever been admitted into a hospital?.....if yes please state when.....  
And for what reason(s).....

**NB:** Student suffering from any sickness (s) as long as it is not contagious or infectious will not be denied admission. It is therefore necessary to give the correct information. Remember to carry your hospital card with you to school, (if you have any) for such a case.

**PART E:** To be filled in by student.

I declare that all the information given above is true to the best of my knowledge and that I should be held responsible for any wrong information given either in part or whole.

NAMES.....SIGNATURE.....DATE.....

**PART F: DECLARATION: TO BE FILLED BY THE STUDENT**

I .....have read and understood the **SCHOOL RULES AND REGULATIONS.** I will abide by them and in case of breaking any of them do accept to take punishment deemed necessary.

SIGNATURE.....DATE.....

PARENT'S/GUARDIAN'S SIGNATURE.....DATE.....

**FOR OFFICIAL ONLY**

**DATE ADMITTED**.....

**ADMISSION NUMBER**.....

**SPECIAL COMMENTS IF ANY**.....

**PRINCIPAL'S SIGNATURE**.....

## FEES STRUCTURE 2020/2021

<b>VOTEHEAD</b>	<b>TERM 1</b>	<b>TERM 2</b>	<b>TERM 3</b>	<b>TOTAL</b>
B.E.S.	13,693=	8,215=	5,477=	27,385=
R.M.I.	1,200=	720=	480=	2,400=
L.T.T.	325=	195=	130=	650=
ADM	925=	555=	370=	1,850=
E.W.C.	2,450=	1,470=	980=	4,900=
ACTIVITY	125=	75=	50=	250=
P.E	1,550=	930=	620=	3,100=
<b>TOTAL</b>	<b>20,268=</b>	<b>12,160=</b>	<b>8,107=</b>	<b>40,535=</b>

**ALL FEES** to be deposited at **KCB, KARATINA BRANCH A/C NO 1106162110**

**CASH MONEY** will not be accepted whatsoever

**Uniform items:** which include Two(2) Maroon Stripped Skirts, Three (3) White Blouses with School Logo, One(1) Maroon Fleece Jacket with School Logo, One(1) Long Sleeved Sweater, One(1) Sleeveless Sweater, One(1) Pair of Track Suit, One(1) School T-shirt with logo, Two(2) Pairs of White Socks, one(1) Maroon Tie, One(1) Red Squared Bedcover will be available in school at a cost of kshs:10,680.00

**Beddings:** Bedding Items which include One(1) Medium Density Mattresses, Two(2) Pair of Bed Sheets, Two(2) Blankets, Two(2) Pillow Cases, One(1) Pillow, One(1) Bucket, Plate, Cup, & Spoon will be available in school at a cost of kshs:6,000.00

## **BOOKS AND STATIONERY F1 2020**

1. K.N.E.C 4-Figure mathematical tables 4<sup>th</sup> Edition.
2. English dictionary (Oxford Advanced Learner's Dictionary 8<sup>th</sup> Edition) or Macmillan English Dictionary(8<sup>th</sup> Edition).
3. Moran secondary school Atlas/Oxford"360 (updated edition)
4. Kamusi ya Kiswahili Sanifu by Tuki(oxford toleo la tatu)
5. Bible (Revised Standard Version) Green in colour.
6. Mathematics geometric set (oxford) and one foot ruler
7. Enough ball point pens (black/blue/Red) Eraser and pencils.
8. Hymn book (golden bells)
9. 1 roll brown book covers
10. 2 reams of photocopying papers
11. 14 A4 ruled Exercise Books and 1 Squared (200Pages)
12. English Novel -Daughter of Maa By Ole Kulet

Kiswahili Novel- Siku Njema by Ken Walibora