



NGONG HURUMA SECONDARY SCHOOL

Aim High, Sky is the Limit

P.O. BOX 31, NGONG HILLS 00208. Tel: 0733-678285; 0724724181. Email: info@hchngong.org

To..... Date.....

RE: ADMISSION TO OUR SECONDARY SCHOOL.

We are pleased to offer you a place in form..... in our school. Ngong Huruma Secondary School is located along Olkeri road, one kilometer away from the main tamac road. It is accessible by matatu route 111 via Ngong and matatu route 126 via Kiserian. The school is a mixed day school and it has all the necessary facilities and experienced staff.

Please bring all the required items as stated.

STUDENT INFORMATION SHEET

(To be completed by the pupil and parent)

Full Name.....

Index No.....

Total Marks.....

How many times has he/she attempted K.C.P.E.

Date of Birth.....

School(s) attended and class(es)

(a).....

(b).....

(c).....

K.C.P.E. RESULTS.

SUBJECT	MARKS	GRADE
ENGLISH		
KISWAHILI		
MATHEMATICS		
SCIENCE		
SOCIAL STUDIES		
TOTAL		

NB: Attach a copy of the results slip.

Province..... District.....
Division..... Location.....
Chief..... Address.....
Constituency..... Nearest Police Station.....
Village.....
Religion..... Denomination.....

FILL IN WHERE APPLICABLE

(i) Father's Name.....
Occupation.....
Postal Address.....
Telephone No.....

(ii) Mother's Name.....
Occupation.....
Postal Address.....
Address.....
Telephone No.....

(iii) Guardian's Name.....
Occupation.....
Postal Address.....
Address.....
Telephone No.....

CERTIFICATE OF MEDICAL FITNESS

This is to certify that (name).....

Has this day..... been examined by me.....

The following are my findings:

- 1. Chest X-ray.....
- 2. Urine.....
- 3. Eyes.....

Does the student have any history of suffering from any of the following?

Asthma	Yes/No	TB	Yes/No
Hypertension	Yes/No	Hepatitis	Yes/No
Diabetes	Yes/No	Epilepsy	Yes/No
Migraine	Yes/No	Allergy	Yes/No
Kidney disease	Yes/No	Others
		

Any other comments and recommendations by the medical officers

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Signature.....

(Medical Officer)

Hospital Rubber Stamp

BASIC REQUIREMENTS.

Uniforms

Boys

- Grey trouser
- Sky blue short sleeved shirt
- Grey pull-over
- Blue/White stripped tie
- Black leather shoes
- Grey blue/white stripped socks
- Rubber shoes for games

Girls

- Grey skirts
- Sky blue short sleeved blouse
- Grey pull-over
- Blue/White stripped tie
- Black leather shoes
- White socks
- Rubber shoes for games

FEE STRUCTURE FOR YEAR 2012 (FORM I – IV)

(a) Day Students

VOTE HEAD	TERM 1	TERM II	TERM III	TOTAL
TUTION FEE	10,000	10,000	10,000	30,000
LIBRARY FEE	1,000	-	-	1,000
COMPUTER FEE	1,000	-	-	1,000
TOTAL	12,000	10,000	10,000	32,000

(b) Boarding Students

VOTE HEAD	TERM 1	TERM II	TERM III	TOTAL
TUTION FEE	10,000	10,000	10,000	30,000
BOARDING EXPENSES	5,000	5,000	5,000	15,000
LIBRARY FEE	1,000	-	-	1,000
COMPUTER FEE	1,000	-	-	1,000
TOTAL	17,000	15,000	15,000	47,000

NB: - *The money for uniform is not included in the fees structure*
- *Lunch time food provided free of charge for day scholars.*

TEXT BOOKS – the school will provide the required text books.

PAYMENT MODE.

School fees is payable through Bankers Cheque, and Money Orders or through direct payment into the school's account at:

BANK: EQUITY BANK
ACCOUNT NAME: HURUMA TRUST FUND
ACCOUNT NUMBER: 0730299226557

Official receipts must be produced for all payments.

Personal cheques will be accepted on condition that the receipt is issued after the cheque is cleared.

SCHOOL RULES AND REGULATIONS

General School Rules and Discipline

Home and School rules must be respected by the whole Home and School. In this way, we can benefit from both the Home and School with an excellent atmosphere in which to study and enjoy ourselves.

APPEARANCE AND CLEANLINESS

- Students must be in their official school uniforms at all times they are in school and during official school outings and functions. Civilian clothes are not allowed in school.
- Students are expected to be in their proper games kit when taking part in games or P.E. sessions.
- Students are expected to keep the school compound clean. No litter should be dropped carelessly.
- Students are expected to be clean and tidy and maintain proper personal hygiene.
- Students are expected to keep their hair short and neat and no fancy shavings will be allowed e.g. Jordan, Box e.t c.
- Respect for others, adults, and students at all times.
- Respect for one.
- Respect for the property of others, that of the Home and School, and also, one's own personal belongings.
- Listen to others and the teachers.
- Do not speak at the same time as others.
- Raise one's hand and wait one's turn to speak.
- Be kind, do not hurt, do not mock and do not fight.
- Be polite.
- Do not use bad or insulting language.

SCHOOL AND HOME

- I keep my belongings tidy, for example: - my schoolbooks, my school backpack, and my cloths.
- I ask permission before using someone else's belongings and I return them promptly.
- I only bring to school that which is necessary: - no toys nor money.
- I take care of school materials, especially books and furniture in the classroom.
- I do not copy and I do not cheat.
- I do not disturb my friends.
- I agree to share or to lend.

- I never run in the classroom.
- I raise my hand and wait for my turn to speak.
- I keep the classroom and my belongings clean and tidy.
- I keep the toilet rooms clean and I flush the toilet once done.
- Disputes among the students or misunderstandings should be referred to the Principal or teacher on duty or any other teacher available in case the former are not available
- Fighting in school is a very serious offence. If hit or abused, do not hit back or abuse. Go and report it.
- Kitchen and staff room are out of bound for all students, unless authorized by a teacher.
- You are expected to carry out whatever duty allocated to you diligently
- No food substance are allowed in school from outside ,
- Students must respect authority and be polite, kind and friendly to all.
- English is the only official language in school. Use of mother tongue, “sheng” or any other unauthorised language at any given time is verily punishable.
- Show courtesy to all people at all times and learn to follow the standards of the school.

PUNCTUALITY AND ATTENDANCE

- Students who wish to be out of school for any reason must obtain a leave-out pass from the relevant authorities in school. Any students who leave the school without permission shall be suspended from school. One should return the leave out pass to the teacher on duty.
- Opening day must be observed and any student who reports later will be punished or sent back home.
- School programs should be strictly followed by being conversant with it. You should find yourself always at the right place at the right time.
- Respond to bells at all times punctually and responsibly. Hard work is a must for each and every student.

SICKNESS

- Any student who falls sick when school while in school will be expected to consult the Principal so that you can be given a note to attend our medical clinic.
- Parents shall be consulted by the school authority incase any serious measures need to be taken.
- If a student falls sick at home, his parent or guardian should report to the school immediately.
- Medical report shall be required on reporting.
- Any student who has a particular health problem should bring with him the doctor’s letter

DRUGS

- Taking any form of drugs e.g. cigarettes, alcohol, bhang etc is strictly prohibited within and outside the school. Use of drugs will lead to expulsion.
- Students are expected to observe any other rules not specified above, but may come into force from the school administration any time.
- Any student who is suspended for any reason must report back accompanied by the parent.
- Drug abuse as well as pornographic materials are among the things which will lead to direct expulsion from the school.

ELECTRONICS

- No mobile phones and Sim cards are allowed in school. Any found with either or both shall be relieved of them and/or expelled.
- Radios, Earphones, Portable DVD's, Laptops and I pods are strictly not allowed in school and may lead to an expulsion.

THE SCHOOL'S EXPECTATIONS

- School performance in Academic 60% and above in every subject
- Hobbies Likes and dislikes
- House hold chores Performance
- Social life Relation with others
- Christian Walk Christian values

STRIVE TO LEAVE NGONG HURUMA SECONDARY SCHOOL BETTER THAN YOU FOUND IT AT ALL TIMES.

SKY IS THE LIMIT.

DECLARATION BY THE STUDENT

- I declare that I have read, understood and will abide by all the rules and regulations as stated above. I shall take full responsibility for my failure to abide by these rules and regulations as stipulated, and accept all the consequences thereafter.
- I also understand that in all school matters, the school administration 's decision shall be taken as final

Student's Name.....

Student's Signature..... **Date**.....

Name of Parent / Guardian.....

Signature..... **Date**.....

Confirmed and Signed by.....

Signature..... **Date**.....