

2023



PARENT/STUDENTS HANDBOOK

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Light Group of Schools (LGS) is owned and run by Light Pulse limited. LGS constitutes two leading brands i.e. Light International Schools (LIS) and Light Academy (LA). While LIS offers the Cambridge International Curriculum, LA offers Kenyan National Curriculum.

The following are our branches;

Branches in Nairobi

Light Academy Boys Secondary School
 Light International School Nairobi
 Light International Girls School Nairobi
 Light International School Primary
 Light International School Kindergarten

Branches in Mombasa

Light International School Mombasa
 Light Academy Mombasa
 Light Academy Girls Secondary Mombasa

Branches in Malindi

Light International School Malindi

The schools are established to cater for the Early Years, Primary and Secondary levels.

LGS aims to provide quality education together with all its substantial components which require its only income, namely, school fees to be collected in a timely and efficient manner. Therefore, parents are advised to fully understand and then commit themselves to fulfil the obligations given in the guidelines below.

1- ADMISSION POLICY

The minimum enrolment period is one year.

Applications start through an online process accessible via our website. All documents must be submitted by the relevant deadline. Our Admissions Team is available at any stage to assist you.

If your application is successful, you will either be offered a place or put on the waiting list pending availability of space. Once the parent signs "**Admission Form**" and, or "**School Fee and Admission Policy**" to accept this fee payment policy, it means that it will remain effective throughout subsequent terms or years even when there will be changes in fees according to classes.

2- SCHOOL FEE POLICY

All matters relating to school fees are treated confidentially.

The Light Group of Schools has the right to amend the School Fee and Admission Policy.

All finance issues are discussed by the Board of Light Pulse Limited (Light Group of Schools)

Commitment Fee

LGS board of management has the right to set a commitment fee as the registration/ admission condition for new students to reserve a place in the school. This commitment fee may vary from one school branch to another

A minimum commitment/reservation fee may be paid equivalent to 50% of the School Fees

This Commitment Fee is non-refundable in case the chance is forfeited.

The commitment fee is non-refundable in case the applicant withdraws from the application but is transferable to school fees upon completion of admission. It will be paid as part of the first term fees and the balance shall be cleared fifteen (15) days **before the opening of the term.**

The commitment/reservation fee neither guarantees admission nor does it negate completion of the admission procedures.

FEE TERMS AND CONDITIONS

All fees and charges are presented in Kenyan Shillings

- 1) **Due date:** Full fees must be paid fifteen (15) days before the beginning of each term.
- 2) A surcharge of 5% is levied per month on any fee balance a student may have.
- 3) The board of directors reserves the right to alter the fees when the need arises and communication on the same is relayed to parents.
- 4) Light Group of School branches have the right to set a commitment fee as the registration/ admission condition for new admissions. Commitment Fee amount or rate may vary depending on the Light Group of School branches.
- 5) Students who cannot be accommodated immediately are put on a waiting list.
- 6) Lunch fee is compulsory for day students.
- 7) Boarding fee covers all meals.
- 8) **Lunch fees and Boarding fees are subject to amendment, within an academic year, according to inflation and or basic commodities costs**
- 9) Field trips, activity fees, co-curricular activities, other incidentals etc. will be charged at a fee to be communicated as and when the activities arise.
- 10) In case a student wants to change her/his status from boarding or school transport, should obtain an **"Add/Drop Form"** from the office. The form duly filled and signed by the parent and **must be mailed to the school email one month (30 days)** in advance for the approval by the Principal/Boarding Management for any of the changes to take effect. Otherwise, no alteration will be applied. Kindly note that no reimbursement will be made in case a student drops from boarding or school transport.
- 11) A **"Boarding Caution Fee"** will be charged to the student who selects the status as Boarding or changes the status from Day to Boarding. In the case of changing the status from Boarding to Day, **"Boarding Caution Fee"** will not be refunded unless the student graduate or withdrawn from the School.
- 12) In case one of the LGS students is transferred to another LGS branch, the Admission fee is not charged, yet a caution fee will be charged as per the fee structure of the new branch for the inter branch transferred student.
By completing the Clearance Process, the parent can claim the refund of previous caution money from the former branch.
- 13) If a student leaves the school and his/her admission is deactivated, then he or she decides to rejoin the school, in this case, a re-admission fee will be charged.
- 14) The school administration has the right to deactivate the enrollment /admission of the student who does not attend the school for at least one (1) week for whatever reason without notifying the school management. In this case, the school has the right to deactivate the admission of the student without notifying the parent/guardian.
- 15) School Fees is non-refundable for the 1st term in which a student is admitted to the school, be it because of a transfer or discipline issue.
- 16) **A full term's notice** (90 days), prior to the beginning of the next term, in writing and the principal's acknowledgment in writing of the same is required for withdrawals, otherwise a full term's fee is payable in lieu of such notice. Official documents or caution money –will not be released if notice is not issued and clearance is not done as expected.
- 17) If fees remain unpaid by the due date, the School reserves the right to exclude the student from the School until the account is settled. Additionally, the school reserves the right to withhold any references concerning the student whilst any fees remain outstanding.
- 18) It is the responsibility of parents to ensure that their fees are paid on time. We will endeavor but do not guarantee to issue reminders on fees balances.
- 19) If your invoice is misplaced or lost, please contact the bursar for a reminder. In case of any change in your contact information (phone, email, P.O box), please notify the school of the change immediately.
- 20) With regret, the details of outstanding payments due, from families who **'disappear'**, may be brought to the attention of a debt collector and or a lawyer. A monthly penalty of **5 percent is applied to the remaining balance.**

Fee Calculation

Admission fee, caution, textbook, stationery, club, Id card, online subscriptions, transport, health insurance, exam fee, uniform, trip fee, activity fee, career consultation fee. These **additional fees** are not subjected to the calculation on a daily, weekly, or monthly basis.

The parent is requested to make the full payment for **additional fees**, whether these fees are charged termly or annually.

Admission is made to our school branches with at least a one-year fee calculation.

Depending on the admission dates a standard calculation has been decided to avoid different fee calculation applications and uncertainties in fee calculations.

Accordingly, in the case of new registration for the classes that we have billed as three terms, the calculation is as follows.

(Note: The following calculations are applied only for tuition fees, boarding fees, and lunch fees.)

Calculation 1: Any new admission, **within the first month of the school term**, pays the **full amount of the term** that the student joined. And shall pay future term fees fully, when they are due.

Calculation 2: Any new admission, **within the second month of the school term**, pays for the **three-quarters of the term** that the student joined. And shall pay future term fees fully, when they are due.

Calculation 3: Any new admission, **within the third month of the school term**, pays **half of the term** that the student joined. And shall pay future term fees fully, when they are due.

Calculation 4: Any new admission, **within the fourth month of the school term**, pays for the **one-quarter of the term** that the student joined. And shall pay future term fees fully, when they are due.

Calculation 5:

- Standard 8, Form 4 Classes and, or Candidate classes at Light Academy Schools
- Year 11, Year 12, Year 13 Classes and, or Candidate classes at Light International Schools

If the student registers for the classes mentioned above and or any candidate classes after the first academic term ends, a different fee calculation will apply for their remaining school terms.

Status updates for Students

(Add and/or Drop any Service, Fees)

Adding-dropping the services:

For an update on any service, one is required to fill **add** and **drop** form and **mailed to the school e-mail one month (30 days) in advance before the next term starts**, for approval by the Principal/Boarding Management for any of the changes to take effect. Otherwise, no alteration will be applied.

After the term has started, no changes will be made that will affect the relevant term.

Full payment will be required if the notice period has passed.

Note that on promotion to **FORM THREE**, all students are expected to be full boarders. Any exemptions due to medical reasons or otherwise must be in agreement with the Administration.

Mode of Payments

- Cash Deposit to the School bank account
- Funds transfer, EFT
- Lipa na Mpesa, Mobile payments

*We do not accept cheque payments unless it is a **banker's cheque**.*

Kindly note that we do not accept any cash payment.

SCHOLARSHIPS AND DISCOUNTS

All types of discounts are applicable only as a percentage of related fees.

Students benefit from more than one discount type on Tuition fees, every next discount will be calculated on the remaining tuition fee amount.

Academic scholarship

Academic scholarship is given to students according to **scholarship policy**.
The academic scholarship may vary depending on the Light Group of School branches.

Sibling Discount

Siblings shall be from the same father and/or same mother.
Sibling Discounts are on tuition fees only.

Parents with more than one child who are registered at Light Group of Schools will benefit from the sibling discount as follows:

- 1st Sibling (in higher class): No discount**
- 2nd Sibling: 5% on Tuition Fee**
- 3rd Sibling: 10% on Tuition Fee**
- 4th Sibling and next siblings: 15 % on Tuition Fee**

When one of the siblings graduates or transfers the sibling discounts will be recalculated. The discount with the higher amount will be removed.

Early Payment Discount

Early Payment Discount is applicable only on the condition that the School Board of Management announces the early payments dates/ periods and discount rates for it. Otherwise, no discount will be applied.

Withdrawal of Student from School

Admission is made to our school branches with at least a one-year fee calculation.

We hope that students will be able to complete their education with us at LGS. We recognize, however, that families move.

Intention transfer a child, **parents need to fill out the Withdrawal form and email it to the school email address at least 90 days before the intended departure from the school** and ensure that the school has acknowledged receipt of the form in writing to obtain a proper refund such as an excess fee amount, caution fee refund. The same is required for the withdrawal of the student/pupil from the school register. Otherwise, this means that the student will continue to school for the next term and or next year as invoiced.

A full term's notice (90 days), prior to the beginning of the next term otherwise a full term's fee is payable in lieu of such notice. Therefore, if the parent does not give notice 3 months (90 days) in advance otherwise the parent accept to pay a full term's fee in lieu of such notice. Once a full term's fee paid in lieu of such notice and the clearance process is completed as expected, official documents and/or caution money will be released.

Once enrollment is done in the school, and the parent wants to withdraw the student just within the same enrollment term, in this case, any payment for the enrollment term is not refundable. (Enrollment term: In an academic year, any term that the student joined the school.)

Force Majeure

If the student is withdrawn by parent from school **without** a force majeure reason, notice must be given three months in advance.

- 1- Moving abroad or moving out of the city,
- 2- Death (mother, father, child)
- 3- Illness: (if it prevents him from attending school)
- 4- Bankruptcy or loss of a parent's job etc.

Any of these force majeure cases have to be documented with an original and official copy. In the absence of force majeure, the annual fee will be asked for the parent to pay.

SUSPENSIONS AND EXPULSIONS

In the case of offense or flagrant misconduct, LGS reserves the right to expel any student.

The scholarship/discounts and all rights given to the beneficiary/student by the school shall be discontinued with immediate effect if the student is issued a Suspension.

a) Suspension with a certain period

Suspension with a certain period from the Dormitory and/or School:

In a disciplinary case/situation, when the student is suspended with a certain period from the school or the dormitory or both, no refund or credit note will be calculated on school fees (Tuition Fee, Boarding fee, Lunch Fee and all other school fees).

b) Indefinite Suspension

Indefinite Suspension from the Dormitory and/or School:

In any academic term, in the case of indefinite suspension from the school, if the suspension has been given before the midterm holiday and the suspension period is 1/2 of the term duration or more, an amount of 50% of the term fee will be posted as a credit note to the student account. In this case, credit note will be calculated only on Boarding, Lunch, and Tuition fees.

If the indefinite suspension given date is after the midterm holiday there will be no credit note to the student account.

There will be no refund or credit note for ancillary / unfixed charges such as book fees, examination fee, trip fee, activity fee, Student ID card fee, emergency ambulance/ health insurance fee, club fee, Online subscription fee, co-curricular activities, other incidentals etc.

If the student has been suspended indefinitely from the school due to disciplinary reasons, the school has the right to cancel/remove/terminate the discount(s) / scholarship from her/his account for the relevant/ current and subsequent academic terms. Therefore the parent agrees to make the school fee payment without the discount/scholarship applied.

Only **Sibling Discounts** are not affected by indefinite suspension.

And caution money will not be refunded in the case of an indefinite suspension.

c) Being Expelled**Being Expelled From the Dormitory and/or School:**

In the case of Being Expelled from the Dormitory and/or School, the above conditions (the conditions under “**indefinite suspension**”) apply to expelled student’s cases.

CLEARANCE AND REFUNDS**A- Clearance:**

The parent must complete the Clearance Form by clearing the relevant departments/sections in the school.

Before the clearance process start, students must return any school properties entrusted to them, like books, ID card, sports equipment, etc., for clearance to receive a full refund. For unreturned items, incurring costs will be deducted from the caution money. If the caution money does not cover the cost, the parent will be billed for the remaining amount.

Once the unreturned items/books cost are charged to the student's account and after the clearance process is completed, unreturned items and books are not acceptable/receivable to the school. Hence Clearance will not be re-processed, and the refund amount will not be re-calculated.

KES 3,000 will be charged for unreturned ID cards.

I) Clearance for transferred / left students: The clearance form must be handed over to the school before the student leaves. The deadline for completing the clearance form and submitting it to the admission office must be the latest final day of school.

II) Clearance for Graduates / Candidate students: Clearance must be done by the final day of school or the **National examination / Cambridge examination**. And the clearance form handed over to the school before the student leaves.

The clearance processing will not be continuing after the above-mentioned dates. Therefore delaying the handing over of the clearance forms will stop refunding any fees.

B- Refunds:

All refunds are subject to given proper withdrawal notice and completion of the clearance process.

After the clearance process is done by the parent and or the student, the school has a right to a minimum of 2 weeks duration to be able to complete the refund process.

Any refundable amount is not subject to interest.

I) School Fee Refund

School fee excess amount will carry forward to the next coming term. It is not refundable unless the student leaves or graduates by fulfilling proper notice and clearance.

II) Caution Fee Refund

Any kind of fee balance stops the process of the caution fee refund.

Parent must complete the fee payments to the school to clear the fee balance. Calculations and /or requests on set off / deducting the fee balance from the caution fee will not be accepted.

III) Collection of Fee Refunds

Caution Fee Refunds and any other refunds must be collected within two months of completion of the clearance form. If it is not collected within this period, it will be deemed as forfeited.

Signed by the Father () Mother () Guardian () Sponsor ()

PARENT' SIGNATURE _____

STUDENT' SIGNATURE _____

ACADEMIC POLICY

Effective from ____/____/____, this agreement is entered into between Light Academy Boys Secondary School, hereinafter referred to as “the School”, and the undersigned Student and his parent(s) concerning enrollment in the School.

The terms upon which both parties agreed between are as follows:

- 1) The Student hereby specifically agrees and binds himself as under:
 - To use his best effort to obtain quality education and to attend classes regularly.
 - To achieve best possible grades in the examinations and tests.
 - To always pursue academic excellence through hard work.
 - To foster a positive educational environment through willingness at all times and to participate appropriately in the educational opportunities offered.
 - To abide by all the rules, regulations and directions issued by the School.
- 2) As per the School policy, the Student shall take “*Comprehensive Revision & Assessment Tests*” from all subjects at the end of Form 2 (November). The Student shall be promoted to Form 3 class **only if** he achieves a **mean grade of C+ (55%) or above**. Otherwise, the Student shall re-take the relevant tests the following year.
- 3) Scholarship students are expected to attain a **mean grade of A- (75%) or above** in every term. In the case that this is not attained in **two consecutive terms**, the scholarship is then withdrawn without further ado.
- 4) Every student shall get an average of **60%** in every subject in all exams failure to which he will attend remedial classes which are **compulsory**.
- 5) The student shall attend Saturday preps between **8.00am and 12.30pm**.
- 6) The School offers “Turkish as a Foreign Language (TFL)” to all students except for the Form 3 and 4 students. The Student shall achieve **60% or above** in TFL in the “*Comprehensive Revision & Assessment Tests*”. Otherwise, the Student is obligated to attend “Turkish Language Course” during the month of December for two weeks.
- 7) The Parents agree to participate in the Student's education with their support and time including responding to communications by letter or phone from the School. The Parents agree to abide by the policies, rules and regulations adopted and as may be adopted by the School.

Parent: “ I have read the above terms and agree to fulfill the requirements as described here.”

(Please copy the same statement as above with your own handwriting.)

Signed by the Father () Mother () Guardian () Sponsor ()

PARENT' SIGNATURE _____

STUDENT' SIGNATURE _____

SCHOLARSHIP POLICY

(TO BE FILLED BY SCHOLARSHIP STUDENT)

Effective from ___ / ___ / _____, this agreement is entered into between Light Academy Secondary School, referred to as the "School", and the undersigned student, hereinafter referred to as "the beneficiary" and his parent (s) concerning his enrollment in the School.

The scholarship will run through the four years if;

School fees the beneficiary will pay the fee indicated in the fee declaration section.

Activity Fee; the beneficiary shall participate in all Educational Trips/Field trips within and outside Nairobi, class activities /functions within Nairobi for a Fee to be paid by the parent.

Stationery Fee: the beneficiary shall be provided with all textbooks, exercise books at the beginning of each academic year or academic term (in which periods it is structured by the school) at a fee.

Health and Medication; in case a student falls ill while in school the parent shall be notified for further action. Any bills incurred during treatment will be the responsibility of the parent.

Academic: Scholarship students are expected to attain a ***mean grade of A- (75%) or above***, in every term. In the case that this is not attained in **two consecutive terms**, the scholarship is then withdrawn without further ado.

Discipline: He will adhere to all the school rules as stipulated in the admission forms and students handbook.

To put in the best effort to obtain quality education and to attend classes regularly.

To always pursue academic excellence through hard work.

To foster a positive educational environment through willingness at all times to participate appropriately in the educational opportunities offered. To abide by all the rules, regulations and directions issued by the school.

The scholarship and all rights given to the beneficiary by the school shall be discontinued with immediate effect if the beneficiary is issued a ***Suspension***.

Parents

The parents agree to participate in the student's education with their support and time including responding to communications by letter or phone from the School. The parents agree to abide by the policies, rules and regulations adopted and as may be adopted for the School.

I have read the above terms and agree to fulfill the requirements as described here.

(Please copy the same statements as above with your own handwriting)

Signed by the Father () Mother () Guardian () Sponsor ()

PARENT' SIGNATURE _____

STUDENT' SIGNATURE _____

DISCIPLINE: POINT DEDUCTION SYSTEM

The discipline of the students while in school remains paramount. In line with this, the school has adopted a system (**point deduction system**) that has been very effective in upholding discipline among students. At the beginning of each term every student is given **100 points** both in academic and boarding sections. Any offence attracts deduction of points and a respective action in accordance with the school's code of conduct. Similarly, a student who retains **100 points** or portrays exemplary behavior by the end of the term may be rewarded. Discipline point position will be sent to you periodically so that you are fully always informed. Please note that students are not permitted to keep a mobile phone while at school. **If found in possession, the phone will be confiscated, and the student suspended. A boarder will also lose his boarding place.**

Below is a summary:

NO	OFFENCES	POINTS DEDUCTED
1	Being involved in a fight within school (SUSPENSION)	40
2	Quarrelling with, disobeying or insulting/disrespecting the school staff (SUSPENSION)	40
3	Sneaking from school (SUSPENSION)	40
4	Disobeying etiquette, use of slang, making offensive jokes, bullying and use of vulgar language. (SUSPENSION)	40
5	Failure to conform to instruction from the H/master, Deputy H/master & teachers (SUSPENSION)	40
6	Stealing within the school (SUSPENSION)	40
7	Bringing cellular phone to the school (SUSPENSION)	40
8	Possession, peddling, selling of illegal/banned drugs or substances (SUSPENSION)	40
9	Public display of affection (hugging , kissing) (SUSPENSION)	40
10	Disturbing others or making noise during class time/Prep time/rooms or dining hall including shouting and howling...	10
11	Damaging school property (students will be charged by school admin)	10
12	Cheating , passing or taking notes during exams(cancellation of paper)	10
13	Being in possession of prohibited print media/electronic items(will be confiscated by the school)	10
14	Writing on desks, notice boards and walls	10
15	Being absent from school on any day without a reason- To be accompanied by the parent on return	10
16	Not attending classes or club activities without a good excuse while in school	10
17	Destroying or damaging other students' property	5
18	Making physical jokes	5
19	Missing detention	5
20	Playing prohibited games e.g. cards etc.	5
21	Relocating school property including kitchen utensils without permission	5
22	Coming to school unprepared (like not bringing text or exercise book, not wearing sports shoes, swimming uniform, ...)	5
23	Reporting late for classes	5
24	Wandering in the school compound during class time before lunch time	5
25	Using others' belongings without permission	5
26	Littering or spitting around e.g. in rooms, playing grounds, corridors, classes	5
27	Not complying with the sitting plan.	5
28	Improper school uniform (Includes hair, shoes {black leather}, nail and clothes)	5
29	Leaving Dining-Hall with any kind of food or utensil	5
30	Not attending Morning Assembly while in the school	5
31	Chewing gum, sleeping or not listening to the teachers in the class during the class time	5
32	Not doing homework on the specified day	5
33	Banging doors	5
34	Not standing in line or disturbing the line while queuing for meals or assembly in the morning	5
35	Leaving the Dining - Hall after 7.20am	5
36	Failure to swipe I.D. card in the school bus	5

THE FOLLOWING ACTIONS WILL BE TAKEN ACCORDINGLY

	ACTIONS	POINTS REMAINED
1	CALLING PARENTS	71 to 85
2	WRITTEN WARNING LETTERS	55 to 70
3	TWO DAYS SUSPENSION	41 to 54
4	ONE WEEK SUSPENSION	40 to 30
5	SUSPENSION	29 & Below

Signed by the Father () Mother () Guardian () Sponsor ()

PARENT' SIGNATURE _____

STUDENT' SIGNATURE _____

SCHOOL UNIFORM POLICY

Students **MUST** be in full school uniform at all times. They can only change to home clothes only after the lessons are over. The school uniform includes:

- A pair of grey trousers
- Light Blue Jersey (with school Logo imprinted) either short sleeved or long sleeved
- Black Jacket
- A pair of black leather shoes
- Pairs of socks (black or grey)

NB: The uniform is available in the school. It is advised that school uniform must be neatly worn at all times during class times. Each student should have at least 2 pairs of black polishable shoes. The uniform should also be clearly and permanently marked to avoid loss or mix up.

It is mandatory that students be in FULL SCHOOL UNIFORM during all exits and when reporting back to school including opening day.

Any student wearing contrary to the above will be answerable to the relevant personnel and the necessary action taken against them in accordance with the *School's Point Deduction System*.

CODE OF CONDUCT

All students are expected to conduct themselves in a manner that reflects an understanding of their responsibilities as members of the Light Academy Community.

Student should;

- Obey school rules
- Respect the rights of fellow students and school personnel
- Avoid abusive language, verbal or written
- Dress appropriately and practice habits of personal cleanliness
- Be punctual and attend to school functions, classes and preps regularly
- Bring books and other necessary classroom materials
- Not disrupt the learning process
- Attain the best possible level of academic achievement
- Respect authority both in school and at school-sponsored activities
- Respect school and community property
- Be responsible for his own actions

All students of Light Academy automatically accept to comply with school rules which are indicated in Student's Handbook; "A Guide to School Rules & Regulations".

Signed by the Father () Mother () Guardian () Sponsor ()

PARENT' SIGNATURE _____

STUDENT' SIGNATURE _____

BOARDING POLICY

This agreement is entered into between Light Academy Boarding management and the undersigned boarder and his parent (s) concerning the discipline of boarding life.

Boarding at Light Academy is a privilege. Boarders are expected to conduct themselves in a manner that reflects an understanding of their responsibilities in boarding life so as to uphold this privilege. Boarding life offers inspiration, amity and independence whilst home visits during weekends reinforce the shared responsibility of the teachers, parents and members of the community in the character education of the student.

The placement of a boarder is at the sole discretion of the Boarding Master.

Hygiene and Personal Health Care Instructions:

For sanitation and healthcare purposes, boarders are expected to strictly abide by the following instructions:

1. They shall use all their beddings in full (incl. bed sheet, pillowcase, blanket cover)
2. They shall wear pajamas before sleeping
3. They shall not be in uniform after classes but instead wear casual clothes.
 - Casual clothes include sports shoes, trousers and top wear (t-shirt, sweatshirt). Note that wearing of short trousers is prohibited.
 - Only during sports activities, shall school P.E. shorts be allowed.
4. Boarding management will exercise all possible care but will not be liable for any injury, illness and any health problems caused by chronic diseases.
5. **IN CASE A STUDENT GETS SICK WHILE IN THE BOARDING, THE PARENT IS NOTIFIED IMMEDIATELY BY THE RELEVANT AUTHORITIES FOR MEDICAL ATTENTION.**

Boarders' requirements:

All boarders are expected to have the following items;

- Bath towel
- 2 sets of pajama
- Domestic slippers (house shoes)
- Innerwear (at least 5 sets)
- Set (s) of casual clothes
- Sports shoes
- Socks

- Face towel
- Nail cutter
- Toiletry kit (bath soap, shampoo, tooth brush, tooth paste, hair brush)
- Shoe polish and brush
- A medium size suitcase
- 2 padlocks

Signed by the Father () Mother () Guardian () Sponsor ()

PARENT' SIGNATURE _____

STUDENT' SIGNATURE _____

LEAVE OUT POLICY

For security reasons, it has been decided that students will only leave the school accompanied by their parents or guardians. Any other arrangement must be made in writing and communicated to the school at the beginning of each term.

Permission to leave the school compound after classes can only be granted by the boarding master or the deputy in written during office hours. In the case that the office is closed, parents who want to take permission for their child should contact the boarding master directly. During all exits and on return to school, students will be expected to have their full school uniform on.

People who can take permission for a student are either his parents or those whom his parents give a written consent to the Administration.

A student is also expected to have his school identity card at all times and should produce it where and when required.

Indicate in the table below the details of the person to take permission for your child. The contact number is particularly important as the caller's number will be cross-checked with the database:

Name	Relation	Contact Number

Weekend Leaving and Reporting Time

Any student who wishes to take up weekly boarding must have attained a minimum of grade **B (plain)** in the previous term's exams and a request for the same forwarded to the academic coordinator on /before the following term begins. Requests for other weekend exits due to other reasons must be made 2 days prior to the appointment date and if for medical purposes, school nurse's referral will be required for a student to be released to see a doctor. However if a parent, has arranged remedial studies at home during the weekends, he must seek permission in writing from the school authorities. The authorized personnel are the boarding master, the deputy principal or the principal.

Weekly boarders are released from the school every Saturday from 12.30pm.

All **weekly boarders** must report to school on Sunday before **6 p.m.** Note that they will **NOT BE ALLOWED** in the school compound after **6.p.m** even if they are brought by their parents.

The concept of weekly boarding for isolated cases in the junior classes will only be considered after discussion with the school management. It is advised that ALL Form 4 and Form 3 take the full boarding or day option. No weekly boarding option will be available for these classes since there is a monthly exit for all students.

Signed by the Father () Mother () Guardian () Sponsor ()

PARENT' SIGNATURE _____

STUDENT' SIGNATURE _____

Entrusted items and compensation for damages:

Students are entrusted with a set of beddings (bed sheet, pillowcase, and blanket) at the beginning of the term and are to return them in good condition at the end of the term. Failure to return one or all the items will result in crediting the student’s account with the cost of the beddings.

Students are required to take care of the bed and the wardrobe that are allocated to them on admission to boarding. Any damage caused to them will be covered by the student.

Items in the room that are used commonly by the room members are to be taken care of by the room members. Any damage to those items (carpets, windows, doors, recycle bins) will be covered by all room members by sharing the cost.

Possessing valuable items:

Students should not possess any valuable items such as gold/silver jewelry or expensive watches.

Student should not carry any amount of money that exceeds **KES. 1000**. In case they have more money, it should be entrusted with the boarding authorities.

Boarding management **CANNOT BE HELD LIABLE** for loss of any valuable item or money that is not entrusted to them.

Electronic devices

Students are not allowed to possess any electronic devices such as laptops, mobile phones, mp3 players etc.

Any electronic device will be confiscated by the boarding management and will not be returned to the owner.

Disallowed materials:

- Sharp tools
- Magazines with inappropriate content
- Electronic devices
- Any drink and food in the dormitory
- Cigarette, alcohol, drugs and any other material that cause disorientation or harm human body.

Discipline & Other Regulations

Boarding management reserves the right to change, modify, add or delete portions of the contract at any time, without prior notice. Any and all matters not specifically covered by the preceding rules and regulations shall be solely subject to the decision of boarding management. The boarding management shall have full power to interpret, amend and enforce these rules and regulations. Each student and parent agrees to abide by the foregoing rules and regulations and by any amendments or additions thereto in conformance with the preceding sentence. Students who fail to observe these conditions of the contract or who in the opinion of boarding management, conduct themselves unethically may be dismissed immediately from boarding without refund or a chance for appeal.

NB: The Discipline committee will deal with all the cases in accordance with the school’s code of conduct.

***Kindly refer to the POINT DEDUCTION SYSTEM on page 9 above.**

I have read the above terms and agree to fulfill the requirements as described here.

(Please copy the same statement as above with your handwriting)

Signed by the Father () Mother () Guardian () Sponsor ()

PARENT’ SIGNATURE _____

STUDENT’ SIGNATURE _____

FEE DECLARATION

Tick as an appropriate one for fee charges/calculations of the following services. (√)

Day () Boarding ()

Registration Fees - Chargeable Period: Per Admission	
Admission Fee (non-refundable)	KES
Caution Fee (refundable)	KES
Boarding Caution Fee (refundable)	KES
Interview fee	KES
Other Fees	KES

School Fees - Chargeable Period: Per Annum	
Text Books Fee	KES
Examination Fee	KES
Assessment Fee	KES
Emergency Health Services	KES
Student ID Card	KES
Year Book Fee	KES
Career Test & Counseling	KES
Graduation Fee	KES
Other Fees	KES

School Fees - Chargeable Period: Per Term			
	TERM 1	TERM 2	TERM 3
Tuition Fee	KES	KES	KES
Boarding Fee	KES	KES	KES
Lunch Fee (Day students)	KES	KES	KES
Stationery Fee	KES	KES	KES
Club Fee	KES	KES	KES
Online Subscriptions Fee (Digital Platforms)	KES	KES	KES
Other Fees	KES	KES	KES
Other Fees	KES	KES	KES
TOTAL	KES	KES	KES

I, _____, P.O. Box number: _____ and ID/Passport number:

_____ as the parent / guardian /sponsor of _____

declare to take the responsibility for all the payments in full, fifteen working days before the beginning of each term. And I accept that the school fees are subject to amendments.

Please tick the appropriate one. Signed by the Father () Mother () Guardian () Sponsor ()

SIGNATURE _____

DATE: ____ / ____ / 20____

DOCUMENTS

- 1) Please attach all the following documents to complete the registration.
- 2) Copy of birth certificate []
- 3) Copy of KCPE result slip []
- 4) Two (2) passport size photographs []
- 5) Copy of ID for the parent/sponsor []
- 6) Copy of KRA PIN certificate for the parent/sponsor []
- 7) Transfer letter from former school (if transfer) []
- 8) Copy of passport (if not a Kenyan citizen) []
- 9) **Copy of payment slip which shows the total amount paid for (a+b+c)**
 - a) Registration Fees (paid once)
 - b) School Fees per Annum
 - c) School Fees per Term

Note: Fees are detailed in Fee declaration page. Please attach the payment slip which showing the total amount that you have paid for the full term fee (i.e. Tuition, Boarding, lunch Fee) and for the other registration fees (i.e. admission fee, caution fee, textbooks fee).

Each and every student should also bring the following on reporting date:

- 1) Kamusi ya Kiswahili (kamusi Teule/Kamusi sanifu/Kamusi ya karne ya 21)
- 2) Advanced Oxford Dictionary.
- 3) Mathematical Four Figure Table(KNEC 5th Edition)
- 4) 3600 Secondary School Atlas.
- 5) Good News Bible(Christians) or Quran(Muslims)
- 6) Calculator(Casio fx- 82MS)
- 7) Geometrical set(Oxford)
- 8) 2 box files

* * *

FOR OFFICIAL USE ONLY

Date of Admission: ____ / ____ / 20____ Class Admitted: _____ Term Joined: _____

Special Remarks:

Signed by the Principal: _____

<School Stamp>