

KATALEMWA JUNIOR SCHOOL – MATUGGA

P.O. BOX 31014 KAMPALA (U)

TEL: 0701557070 (HM) / 0772491077 / 0701491077 / 0702309606

ADMISSION LETTER

Date:

Name: Admission no.

Class: House:

I am pleased to inform you that you have been offered a place in the above class on programme of study leading to the award of Primary Leaving Examinations **PLE Certificate and Shahaadatul Iditdaa-iyah respectively.**

You are supposed to report to school onto start your full time course.

Your place will be kept for 5 days after the commencement of the term and will be given away if no prior arrangement is made with the administration in time.

The school motto "**FEAR ALLAH AND STRIVE**", we therefore expect you to work very hard and to behave exemplary throughout your stay at Katalemwa Junior School.

You should be reminded that the school maintains a zero tolerance policy to all forms of indiscipline and laziness.

I wish to take the opportunity to wish you a nice stay with us as I assure you of our maximum support, guidance and cooperation.

Sincerely,

.....

SHABAN KASANGO

HEADMASTER

Enclosed: - Fees requirements and bank slips
-List of requirements.
-School rules and regulations
-Declaration form
-Medical form

(bursar's office)
(Pupil's copy)
(pupil's personal copy)
(return to school)
(return to school)

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FEES STRUCTURE

BOARDERS

1. Tuition, Books, pens & pencils (P.6 - P.7) UGX 1,200, 000/=

(Nursery – P.5) UGX 1,100,000/=

2. **Uniforms** 2 Pairs of class wear
2 pairs of day wear } **230,000/=**
1 pair of sportswear
2 pairs of stockings
1 sweater

DAY PUPILS

1. Tuition, lunch Books, pens & pencils (Baby - P.5) 695, 000/=

2. **Uniforms** 2 Pairs of class wear
1 pair of sportswear
2 pairs of stockings } **170,000/=**
1 sweater

Transport – negotiable depending on the distance

Note:

Admissions: (Interviews, Admission and ID fee: shs. 80,000/=)

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PUPILS' CODE OF CONDUCT

From time you enrol as a pupil at Katalemwa Junior School (KJS) up to the time you leave, your discipline, education and welfare are the concern of the school and in order to achieve our goal the following should be adhered to.

1. Congregational prayer is a **MUST** to all Muslim pupils.(swallat Jamaa)
2. All pupils are expected to respect themselves, respect other pupils, teachers, staff members and elders.
3. Physical violence i.e. bullying others, fighting and throwing of dangerous objects is highly prohibited.
4. Personal and school properties must be handled with care and respect.
5. Use of another pupil's property and borrowing of any nature are highly forbidden. Pupils are urged to use only their property.
6. Pupils are expected to attend classes in time and do their home work regularly.
7. Pupils are expected to communicate in a friendly and low tone in English and Arabic only.
8. All pupils **MUST** participate in extracurricular activities as timetabled on the school programme and should know that all activities are done in a friendly way.
9. Staff quarters are strictly out of bounds to all pupils for security reasons.
10. Learn doing work through helping one another at the dormitory and outside class.
11. Do not use medicines without permission from the school nurse.

12. In the interest of security, no pupil is allowed to receive any visitor without permission from the school administration.
13. All pupils returning from home for any reason **MUST** be returned with the second copy of the pass out to the administrator or duty officer and report his / her return to the matron / warden respectively.
14. Pupils **MUST** report their sickness to the matron/ warden or nurse or teacher as soon as one feels sick.
15. No pupil is allowed to possess sharp objects e.g. pair of compasses, dividers Nails, knives e.t.c to avoid any kind of hurting others.
16. Pupils should pick any kind of rubbish anywhere on the school campus.
17. Remember to greet fellow pupils, teachers, visitors and all elders.
18. Dining etiquette should be observed by all pupils.
19. Eats, snack and drinks are not allowed in classes, why not the dining at the right time.
20. Chalk should only be used at the chalkboards writing on walls and floors are prohibited.
21. Be happy all the time because you are at home and all people you see around are here for you.
22. Do the right thing at the right time in the right place.
23. Breach of common sense in breach of the law.
24. Remind each other that they are enough rubbish bins where we can place the litter.
25. Make sure that when using the school premises keep to the Green policy i.e. respect the Green environment.

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DORMITORY REQUIREMENT FORM

A. PERSONAL EFFECTS

1. Suitcase, Safari size (Not metallic).
2. 1 blanket
3. 2 pairs of bed sheets. (white)
4. 1 towel (white / cream / light blue)
5. 6 pants
6. Toilet bag
7. Slippers
8. Shoe brush
9. 1 pair of black shoes
10. Canvas shoes
11. Open shoes
12. 3 hankies
13. Comb (in case of long hair for girls)
14. Home sweater
15. Swimming costume
16. 1 sharia for the girls and 1Kanzu for the boys.
17. 3 tooth brushes.
18. 1 big tin of Vaseline
19. Bathing sponge
20. Nail cutter.
21. Box file, rubber
22. Geometry set (P. 4 – P. 7)
23. 2 pairs of night wears
24. Apron (P.3,P.4 orange labeled , P.5, P.6, P.7 Green labeled)
25. Mosquito net

B. SCHOOL REQUIREMENTS

1. Quran English translation (P.5, P.6, P.7) By Dr. Muhammad
2. Yasruna(beginners)
3. Story book / Reader
4. 500 gms of Blue band (check expiring dates please)
5. 1 ream of 500 photocopying papers (Rotatrim)
6. 3 tubes of tooth paste.

7. 4 toilet papers (large size)
8. 3 bars of soap (1 kg) white star
9. 5 litres of savannah juice (2nd tin on visitation Day)
10. 4 pieces of bathing soap.
11. 1 kg of **Ariel only**.
12. 1 big tin of shoe polish.
13. Swimming fee **80, 000/=**
14. 3 pieces of climax. (sanitise)
15. Knife (P.3, P.4, P.5, P.6, P.7)
16. 1 bottle of Jik (750ml)

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MEDICAL FORM

Note: This form should be represented to **AIA SPECIALIST CLINIC** located on **MARTIN ROAD opposite quality super market.**

This form must be presented to the school nurse on the day of arrival after undertaking all the medical examinations;

Pupil's Name and class..... Sex:

Weight:.....ht:

Date of Birth:

History of Abdominal pain:

History of allergy (a).....

(b) To any food:

History of Diarrheal diseases:

IMMUNISATION

Polio: Smallpox: DPT: Tetanus:

Any Hospitalization:

When.....where.....

Frequent attacks of malaria:

History of sickle cell diseases:

History of Asthma:

Other medical problems:

(a)

(b)

Date: Signature of parent/guardian:

EXAMINATION

General:

(a) Scabies:

(b) Leprosy:

(c) Syphilis:

(d) Anaemia:.....

Jaundice:

Any other dermatitis:

Respiratory:

(a) Any evidence of TB:

(b) Asthma.....

C.V.S

(a) Blood pressure.....

(b) Any cardiac tension

Abdominal

(a) Liver:

(b) Spleen:

Neurological

Any abnormalities;

(a) Sight: (R).....(L).....

(b) Hearing:(R).....(L).....

(c) Dental:

(d) Any teeth extractions:

Genital:

(a) Sores:

(b) Pus in urine:

(c) Pregnancy test for girls:

(d) Cassis:

Doctor's signature and stamp.

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DECLARATION FORM

DECLARATION OF THE SPONSOR

Ideclare that I will be responsible for the payment of..... (Name) school fees.

Relationship:

Full physical and postal address:

Phone numbers:

Full name and signature:

In case of any failure to pay fees, the school reserves the right to take any appropriate action to recover the money.

Declaration on rules and regulations.

I..... Class..... (Pupil)

Declare that I have read and understood all the school rules and regulations. I promise to abide fully by all the school rules and regulations.

Signed..... (Pupil)

Witnessed by.....(Parent)

Endorsed by.....(Headteacher)