



# KITENGELA BOYS HIGH SCHOOL

P.O. BOX 36 – 00242, KITENGELA

TEL: 0718 581888/0723 802 939

Email- kitengelaboys@gmail.com

**MOTTO: IN UNDERSTANDING BE MEN**

## ADMISSION LETTER

**STUDENT'S NAME:**.....

**FORMER SCHOOL:** .....

**ADDRESS:** .....

We are pleased to inform you that you have been selected/accepted for admission in Form..... after you successfully passed your examination/interview. You are therefore expected to report for admission on ..... not later than 2.00 p.m.

### **1. LOCATION OF THE SCHOOL.**

The school is located 10 km from Kitengela town towards Isinya town opposite Kenchic farm along Nairobi-Kitengela-Namanga road. For those using Public transport we are served by Nairobi-Kajiado Matatus.

### **2. DISCIPLINE/ ACADEMICS.**

**Our slogan** has always been; **“Total discipline is our strength and value addition our guarantee”**. Parents are at liberty to visit the school any working day to check on their son's progress.**We endeavor** to produce reliable, responsible, productive and mature God fearing Men.

#### **(a) DISCIPLINE**

The school **believes and thrives on total discipline** for all students. Therefore, all students **are required to strictly adhere** to all rules and regulation. Movement out of the school premises is **HIGHLY** and **STRICTLY** controlled at all times.

#### **(b) ACADEMIC**

The school is well equipped to meet the demands of the 8- 4 – 4 syllabus. In addition the school offers special subjects such as **Computer studies and Agriculture**. Due to our **good reputation** we have been admitting students nationally and beyondle Tanzania, Sudan,Rwanda etc. The school is run and administered by highly qualified; personnel whose interest and energy is centered on the welfare and total development of Student.We have **parents meetings** and **Academic clinic days** annually to discuss students' progress.

### **c) CO-CURRICULAR / OTHER ACTIVITIES**

To Nurture the students talents and gifts, Ourschool participates in co-curriculum activities and has often proceeded to **REGIONAL & NATIONAL** levels in Music festivals, ball games, science engineering fair etc.

**We also have Termly programmes to cater for:-**

- i) Spiritual matters of all the students
- ii) Guidance & Counseling
- iii) Motivational Speakers
- iv) Frequent Educational Trips etc.
- v) Clubs and Societies.

### **3. ACCOMODATION AND MEALS.**

The school is purely Boys Boarding, with adequate provision of good boarding facilities for its students. The school offers a well-balanced diet.

### **4. PERSONAL ITEMS.**

Parents are required to provide the following for their sons:-

1. Beddings - 1 blue-high density mattress size 2<sup>1</sup>/<sub>2</sub> by 6 inches, 2 blankets, 2 pairs of bed sheets, 1 pillow and 2 pillow cases, 6 Inner wears ,A pajama
2. Toiletries - towel, soap, toilet paper, shoe polish and brush, comb toothpaste and brush, pegs
3. Other boarding items –1 labeled metal box, **2 metal buckets** dully labeled with the student name, 1 spoon, a plastic mug and plastic plate, 3 padlocks, a pair of black shoes (not high heeled) Black sports shoes/ Black Rubber shoes, Black sandals (from Bata). **Cloaks and slippers are not acceptable.**
4. Academic items - Holy Bible (R.S.V), dictionary, Golden Bells, Kamusi, Macmillan Atlas, African writers' class reader/Motivational book, Geometrical set, Discovering maths book one by oxford, 2 reams of photocopying papers, 12 A-4 Book covers, 12-A4 exercise books and one(3 Quire Note book).
5. Personal items - Medical certificate, 2 passport-size photographs, 2 springs files

## **5. SCHOOL UNIFORM.**

Our school uniform consists of the following;

1. 2 Black trousers
2. 2 White Shirts (short sleeved)
3. 2 Long ties
4. 2 Pairs of grey socks
5. 2 School T-shirts
6. 1 Pair track suit
7. 1 Bedcover
8. Jumper
9. 2 Green sweaters (Long and Short sleeves)

Our branded school uniform is issued to the student upon payment of **Ksh 15,000** through Mpesa as guided.

✚ Go to Safaricom Menu.

✚ Select Lipa na M-PESA, go to Pay Bill option.

✚ Input Family Bank pay bill number **222111**

✚ Input account number **071000020563**

✚ Enter the amount.

✚ Enter PIN then confirm to proceed

✚ Forward the payment notification to the accounts office on telephone number **0718 581 888** for receipting.

✚ Collect your receipt at the accounts office then use it to collect the uniform from the boarding office.

**Note:** you can deposit the uniform fee to the family bank account number **071000020563** and submit the bank slip to the accounts office for receipting.

#### 6. SCHOOL FEES SCHEDULE FOR THE YEAR.

PARTICULARS	TERM I (KSH)	TERM II (KSH)	TERM I II (KSH)
Admission Fee	3,000	-	-
Book-fund	2,500	-	-
Caution money	1,000	-	-
TUITION	17,900	17,900	17,900
BOARDING	17,450	17,450	17,450
ACTIVITY FEE	1,000	1,000	1,000
<b>TOTAL</b>	<b>42,850</b>	<b>36,350</b>	<b>36350</b>

**N.B.** The schoolfee is paid directly into our school accounts which are listed below.

- i. **Co-operative Kitengela** - **A/C No. 01129065580200**
- ii. **Equity Kitengela** - **A/C No. 0700299295472**
- iii. **Paybill No. 778468-** **(A/c No. being the student's name)**

#### 7. CONCLUSION

Finally, we welcome you to our school and **we guarantee** to give you back a reliable, responsible, productive, mature and God Fearing son after his stay in our school. We wish you the best of everything in all your endeavours as you prepare to join us.

Yours Faithfully,

**KITENGELA BOYS HIGH SCHOOL**  
**P.O BOX 36,**  
**KITENGELA**  
**DATE.....SIGN.....**

**MR THOMAS NJUE**  
**0723 802 939**  
**PRINCIPAL**

**MR KINYANJUI SW**  
**0718 581 888**  
**MANAGER**

KITENGELA BOYS HIGH SCHOOL

ADMISSION ACCEPTANCE FORM

1. a) STUDENTNAME \_\_\_\_\_  
b) YEAR OF BIRTH \_\_\_\_\_  
c) FORMER SCHOOL \_\_\_\_\_  
d) K.C.P.E INDEX NO. \_\_\_\_\_  
e) GRADES/ MARKS ATTAINED \_\_\_\_\_  
f) CLASS INTENDED TO JOIN \_\_\_\_\_

2. a) PARENT/GUARDIAN'S NAME \_\_\_\_\_  
b) CONTACT ADDRESS /TEL: \_\_\_\_\_  
c) OCCUPATION \_\_\_\_\_  
d) NATIONALITY \_\_\_\_\_  
e) RELIGION \_\_\_\_\_  
f) Does your son have any health problems? YES/NO  
If yes state its nature \_\_\_\_\_

3. STUDENTS ACADEMIC PERFORMANCE: - GOOD/AVERAGE/ POOR

4. FORMER HEADTEACHER'S COMMENTS \_\_\_\_\_

School Stamp \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

5. PARENT/GUARDIAN'S CONFIRMATION  
I \_\_\_\_\_ Parent to \_\_\_\_\_  
Have accepted the vacancy offered to my sonto join FORM \_\_\_\_\_

Sign: \_\_\_\_\_ Date \_\_\_\_\_

6. OFFICIAL

- a) APPROVED /NOT APPROVED  
b) CLASS ADMITTED.....Admission No.....  
SCHOOL STAMP.....SIGNATURE.....DATE.....

NB: This form MUST duly completed and returned to school on or before .....

**KITENGELABOYS HIGH SCHOOL**  
**BOX 36, KITENGELA. TEL NO 0718581888**

**NAME.....DATE OF BIRTH.....**

**SEX.....**

**ADDRESS.....**

**ANY MEDICAL HISTORY CONDITION YES (    ) NO (    )**

**If Yes, explain**

.....  
.....  
.....

**Any other relevant information**

.....  
.....

**MEDICAL EXAMINATION**

- A) Eyes .....**
- B) Ears .....**
- C) Teeth .....**
- D) Throat .....**
- E) Respiratory system .....**
- F) Abdomen .....**
- G) Heart .....**
- H) Other relevant observation .....**

**Name of medical officer .....DATE .....**

**Sign ..... Stamp .....**



**KITENGELA BOYS HIGH SCHOOL**  
**SUMMARY OF GUIDELINES IN EXPECTED BEHAVIOUR**  
**(A MUST FOR ALL STUDENTS AND PARENTS)**

Generally, the school community expects that all persons associated with the school will do their uttermost to make life manageable in the school. It is expected that every student will use common sense at all times, behave well and treat each other well in order to grow friendly members of the Kitengela Boys family.

1. A student in Kitengela Boys will respect God, respect all other members of the community and respect himself. As a school established on Christian faith and belief, all students will attend school assemblies, parade and prayer meetings.
2. As an education institution, every student who joins Kitengela Boys will work to the uttermost to achieve top grades in the subjects that he takes. As much as possible, the KCPE mark should be maintained or improved during the course of the secondary education. A student who deliberately declines in performance may be required to seek admission in alternative institution.
3. Students will maintain cleanliness at all times. Personal hygiene must be maintained by every student. Every student has a responsibility to work and maintain the prescribed areas. Environmental conservation is required by all.
4. All students remain in the school throughout except when permitted to go out during official functions. A student who must go home during the term will be issued with a leave pass, which must be countersigned by the parent and surrendered to the Deputy Principal on return. Sneaking out of school shall lead to suspension with a penalty of buying two chain links or an equivalent of Ksh 10,000.
5. Every student will maintain, conserve and account for furniture and all the equipment given to them by the school.
6. Every student's fees must be paid at the prescribed time. Failure to pay fees will result in the student being sent home.
7. Students will wear the prescribed school uniforms in the right shade at all time during the term. Home clothes are not allowed in school. The fleece jacket should not have hood.
8. Mobile phones, sim cards, flash discs, laptop, radios or electronic gadgets are NOT allowed in the school. Such unauthorized items will be confiscated and not returned to the defaulter and may lead to automatic expulsion from school.
9. Smoking, tattooing, metal plates on the teeth, ear piercing, drinking alcohol or being involved in drug abuse will lead to immediate and automatic expulsion from school. Being involved in acts of lawfulness or rudeness to authority will lead to immediate and /or automatic expulsion. Satanism, homosexual, rape, being in possession of pornographic materials and any other infamous conduct may also lead to automatic exclusion.
10. Bullying or "monolising" will draw severe punishment for the bullies leading to EXCLUSION from the school. Fighting may also lead to exclusion from school. In both cases the student will be suspended from school and will be required to undergo professional counseling.
11. Every student must be loyal to the school and must be ready and willing to contribute positively (by making suggestions through the class representatives, the class teachers, and the Deputy Principal or suggestion box.) without fear. This way we shall create a wonderful home – The Kitengela Boys.
12. Each student "shall" be a member of at least one club and participate in one sport game. Students who excel in academics will be allowed to lead other as members of the Student Council. Improper leadership will result in suspension and demotion.
13. Suspension will lead to punishment, undergoing counseling or appearing before the Disciplinary Committee.



## **KITENGELA BOYS HIGH SCHOOL** **STUDENTS DECLARATION FORM**

While I congratulate you for being a member of Kitengela boys family, I would like to bring the following to your attention;

1. That you will behave in a way that earns you and the school credit and a good name.
2. That you will obey all the school rules existing and those that might be introduced from time to time.
3. That you will work diligently, wisely and thoughtfully at all times and that in understanding you will be a real man.
4. That failure to attend classes or do assignments or punishments will lead to suspension and re admission will not be automatic.
5. That all school fees will be paid in time and failure to do so will lead to you willingly going home for the same.
6. That you will not engage in any indecent acts.

All students and parents are expected to endorse below

**STUDENT'S NAME**.....

**ADM NO**.....

**SIGNATURE**.....

**DATE**.....

**PARENT'S NAME**.....

**TEL NO.** .....

**ID NUMBER**.....

**EMAIL ADDRES**.....

**SIGNATURE.** .....

**DATE**.....