



P.O. Box 2001-90100, Machakos
Telephone: 0713 588 938
Email: springvalehigh@gmail.com



FORM ONE ADMISSION LETTER

NAME: KCPE MARKS: INDEX NO:.....

Congratulations for the good performance in your KCPE Examinations!

I am pleased to inform you that you have been admitted to join **Form One** (1) at Springvale High School. You are required to report to school starting from 7th January, 2019 to 11th January, 2019 before 4.00pm, after which this vacancy will be given to another student.

Springvale High is a Private Christian Boys' Boarding School situated 7km from the Mombasa/Machakos Junction-next to Kithini AIC along the road to Machakos town-with very easy access to and from Nairobi.

The School is committed to high academic standards, discipline and a quest to see each individual student develop and achieve his potential.

Our Excellent facilities, Qualified, experienced and highly motivated teachers and a practical approach to education has proven very useful in enabling our students develop capabilities to scale all possible heights while at School and even after they finish secondary education.

Thank you for choosing to join Springvale Boys High School as your high school of choice.

Mr. Josephat Kioko
Principal.

KINDLY FILL THIS FORM ACCURATELY:

1. Student Details:

Surname: Other Names:

Date of Birth: KCPE Index No. Primary School:

Residential Physical Address: Email Address:

KCPE PERFORMANCE PER SUBJECT

SUBJECT	MARKS	GRADE
ENGLISH		
KISWAHILI		
MATHEMATICS		
SCIENCE		
SOCIAL STUDIES		
TOTAL		

PARENT/GUARDIAN DETAILS:

a) Full Name:
Mobile No: Email Address:
Residential Address:
Postal Address: ID Number:

b) Full Name:
Mobile No.: Email Address:
Residential Address:
Postal Address: ID Number:

Alternative contact Details:

a) Full Name:
Mobile No. Email Address:
Residential Address:
Relationship to Student:

Certificate of Medical Fitness

Part A: (To be filled by the student/parent/guardian)

Does the student have a medical condition? (e.g. asthma,epilepsy,depression,allergies,etc)

Yes: ___No: ___

If Yes please provide details:

Is ongoing treatment required? (e.g by a doctor or by medication) **Yes:** _____ **No:** _____

If Yes please provide details:

Does the student have any impairment/disability which may result in the need for additional support or assistance at school? **Yes:** _____ **No:** _____

If yes please provide details.

Part B (To be carried out in a Main Government Hospital)

This is to certify that; has this day
.....been examined by me.

The following are my findings:

- a) Chest X-ray _____
- b) Urine _____
- c) Eyes _____
- d) Stool _____
- e) E.N.T: _____

Any other observation/comments and recommendations by the Medical Officer _____
.....
.....

I recommend/do not recommend the students for admission to a secondary school.

SIGNATURE: _____ DATE: _____

HOSPITAL RUBBER STAMP: _____

2. School Uniform:

- 2 cream tetron shirts
- 2 tetron black trousers
- 2 pairs of grey socks with maroon stripes
- 1 maroon pullover (only ken knit quality)
- 1 maroon windbreaker with white neck stripes
- 1 maroon/cream striped tie
- 1 P.E tetron shorts (plain colour)
- 1 P.E T-shirts (blue,red,yellow or green)
- 1 pair of sport's shoes and slippers.

3. Boarding Requirements:

- 1 plastic bucket
- 1 plastic basin
- 1 towel
- 1 pair of plain blue bed sheets
- 1 blanket
- 1 three inch mattress(high density)
- 1 steel plate, spoon and a mug
- Personal effects (like tissue paper, toothpaste, toothbrush, washing soap, bathing soap etc.)

4. Classroom Learning Requirements:

- Geometrical set and 1 ruler
- 4-figure mathematical table by KNEC
- Bible (NIV) and 1 hymn book (Golden Bells)
- New Philips Atlas – Revised Edition by E.A.E.P.
- Kamusi ya Kiswahili sanifu
- English Dictionary
- Small padlock for the school desk
- Khaki roll covering paper for exercise books
- 14-A4 Exercise books and biro pens

Kindly avail the following on the reporting date:

- Birth Certificate
- K.C.P.E Result slip
- 1 Passport photo
- Fees payment slip

FEE STRUCTURE 2019

	Term 1	Term 2	Term 3	Total
Tuition	8400	11500	11500	31400
Boarding	13500	13500	13500	40500
Medical	1800			1800
Student ID	300			300
Caution Money	1000			1000
Parents	3000	3000	3000	9000
TOTAL	28000	28000	28000	84000

PAYMENT DETAILS Bank: Cooperative Bank of Kenya Branch: Nairobi Business Center Account Name: Springvale High School Account Number: 01129127555200	IMPORTANT: Only fees payment through the given account will be accepted. NO cash, cheque or MPESA payments. The school will not recognize any fees claims made outside this approved system.
--	---

SCHOOL RULES AND REGULATIONS

Springvale High School is a unique school where every member of the school community works hard towards excellence. All students admitted to this school therefore must **STRICTLY** adhere to the following rules and regulations at all times.

1. **Reporting to school:** Students must report to school on the first day of each term before 5 p.m. Anyone who violates this rule will not be allowed in the school unless accompanied by his parent/guardian, or be appropriately punished.
2. **Punctuality:** Strict punctuality must be observed at all times. Students are expected to respond immediately to school bells.
3. **Full participation in School Activities:** Students are required to attend ALL classes and preps, and participate in games and other co-curricular activities. Students who absent themselves from these engagements without permission will be punished, and/or suspended and can only be re-admitted to the school if accompanied by his parent(s).
4. **Hygiene .** School cleanliness must be observed at all times.in addition students must observe all aspects of personal hygiene and be smartly dressed in school uniform at all times. Students caught wearing and/or keeping items outside the stipulated uniforms will have these confiscated. Hairstyles must be sensible and acceptable to the school administration.
5. **Respect of Property:** Students must respect other people’s property, hence stealing or damaging of property is a serious offence.

- a) A student caught stealing or found with stolen property will be punished or suspended from school and be required to replace the stolen property.
 - b) Damage or destruction of school property will be punished accordingly and the culprit will pay for the damage.
6. **Matters of Faith and Worship:** Springvale High is a school established on Christian Faith and Belief. As such, all students are expected to attend school assemblies, parade, and prayer meetings without fail. In as far as freedom of worship is allowed in the school, unorthodox cults will not be tolerated. Students found engaging in such will be suspended and/or expelled.
7. **Leave Out:** No student should leave the school compound without written permission duly signed by the Teacher on Duty, the Boarding Master or the School Principal and bearing the school rubber stamp. Failure to observe this will lead to punishment or suspension from the school. The school will not be held responsible, either directly or indirectly, for a student who leaves the school compound without permission.
Sneaking in/out of school compound is an offence. Exit or entry to the compound through a passage other than the official gate is punishable.
8. **Out of Bounds:** The following places are out of bounds as explained below:
- a) Staff quarters and Staff Room are out of bounds for all students unless with permission.
 - b) Standing along the fences or the school gate is prohibited at all times.
 - c) Dormitories are out of bounds for all students during class, games and prep times unless a student has permission from the School Nurse or Boarding Master.
 - d) The School Kitchen and food store is out of bounds for all students unless with permission from the Boarding Master.
 - e) Bars, Restaurants, Canteens and shops outside the school compound are out of bounds for all students.
 - f) No visitors are allowed to the dormitories unless authorized by the administration.
9. **Visitors:** A student may be visited by Parents/Guardians only on official visiting days as indicated on the termly News Letter. Outside this arrangement, a visitor must seek permission from the Teacher on Duty, the Boarding Master and/or the School Principal. Students meeting visitors without permission will be reprimanded.
10. **Meetings:** All students' meetings must be brought to the attention of the school authorities. Convening and addressing a meeting without permission will lead to severe disciplinary action.
11. **Expressing Grievances:** students are encouraged to express their grievances promptly through the right channels. Any students or group of students who take the law into their hands to redress grievances will be dealt with accordingly.
12. **Abusive Language or Bullying:** using abusive language bullying and fighting are not allowed in the school. This may lead to expulsion. Students are expected to obey instructions from prefects and teachers for the smooth running of the school.
13. **General Disturbance:** making noise, shouting, or howling in classes, dormitories, dining hall or around the school compound will not be tolerated. Students who cause general disturbance and/or hooliganism will be punished accordingly.

14. **Possession of Harmful/Unlawful Objects:** students should not bring to school the items indicated below. When found, the items will be confiscated indefinitely and the culprit punished accordingly:
- a) Harmful objects e.g. knives, runkus, simis, iron bars, daggers etc
 - b) Electronic gadgets such as radios, cameras, mobile phones, ipods,etc
15. **Substance Abuse:** taking of intoxicating drinks, drugs or smoking of tobacco or bhang, both outside and inside the school compound is strictly forbidden. Students found guilty of this offense, will be automatically suspended, or expelled from school.
16. **Foodstuffs:** foodstuffs brought from home on opening day or remaining after a visiting day should be consumed within that day. No food is allowed in the dormitory.
17. **Pocket Money:** To avoid thefts and breaking-in of boxes, students will not be allowed to keep money in the dormitories. All pocket money will be handed over to the School Bursar/Clerk for safe keeping from where it will be drawn by the owner when need arises.
18. **Unbecoming Behavior:** unbecoming behavior that defies acceptable moral standards in the society will not be allowed in school. Any student who will be found engaging in such behavior will be punished, suspended, and/or expelled from school.

PLEDGE

I have read and understood all the school rules and regulations. I pledge to abide by them at all times.

Name of student: _____

Signature: _____

Date: _____

Name of Parents/Guardians: _____

Signatures: _____

Date: _____