



# KASAWO SECONDARY SCHOOL (KIGAYAZA)

P.O.BOX 722 MUKONO

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Your ref: .....

Date: .....

## A'LEVEL ADMISSION LETTER - 2019

Dear Parent/Guardian,

**RE: ADMISSION TO SENIOR .....**

I am pleased to inform you that your child ..... has been admitted in this school as a **Day / Boarding** student offering the following subjects/combination..... and attached to .....House.

He/She must report to school on..... before **5:00pm**. This vacancy will be given away to another student if he/she does not turn up with in two weeks from **the date of reporting indicated above**.

**Kasawo Secondary School is a Government aided school located in Mukono District along Mukono – Kayunga road. It is a mixed Day and Boarding, with both “O” and “A” Levels offering both Arts and Sciences. Computer studies are also provided free of charge.**

Your child must bring the following before he/she is registered in the school.

- i) Pass lip or report form from the previous school.
- ii) An identity card from the previous school.
- iii) 3 passport size photographs
- iv) I ream of photocopying paper for Arts students or a ream of graph papers for science students
- v) Dully filled Medical form
- vi) Five rolls of toilet paper

## VISITATION

- ❖ Parents are allowed to visit their children once a term on a date to be communicated.
- ❖ Visitation usually takes place between 10.00am to 5:00pm.
- ❖ All visitors must pass through the established school system.
- ❖ No cooked food or food for cooking is allowed to be brought by the parents or students.
- ❖ No visitor is allowed to go to the Dormitories.

## **UNIFORM**

- |                         |   |                                  |                                     |
|-------------------------|---|----------------------------------|-------------------------------------|
| 1. Shirt/blouse         | } | shs. <b>112,000/= (Boarders)</b> |                                     |
| 2. Trouser/skirt        |   |                                  |                                     |
| 3. Necktie              |   | }                                | shs. <b>80,000/= (Day scholars)</b> |
| 4. Sweater              |   |                                  |                                     |
| 5. T-shirt              |   |                                  |                                     |
| 6. Out of class shirt   |   |                                  |                                     |
| 7. Out of class trouser |   |                                  |                                     |

To avoid different shades and designs, the proper uniform will be obtained from school.

You will be required to buy a pair of black shoes for both boys and girls and a pair of white stockings (for girls only). The shoes have to be closed, simple and not high-heeled. In addition Muslim girls are supposed to wear white veils.

## **FEES STRUCTURE**

<b>Admission</b>	<b>shs 10,000</b>	}	<b>Payable once on admission</b>
<b>Identity card</b>	<b>shs 10,000</b>		
<b>Development Fee</b>	<b>shs 30,000</b>		

<b>Class/Level</b>	<b>Day</b>	<b>BOARDING</b>
<b>A' Level (Arts &amp; Science )</b>	<b>325,000/=</b>	<b>600,000/=</b>

A copy of school rules has been availed to you. You are advised to read them carefully together with your child. All the necessary forms given to you for filling in must be handed over to the school administration on arrival.

I wish you the best of luck while in **Kasawo Secondary School**.

.....  
*Aziida N. Nsubuga (Mrs)*

**HEADTEACHER**  
**0700 390 360 / 0772 282 065**

**KASAWO SECONDARY SCHOOL**  
**P.O BOX 722, Mukono**  
**SCHOOL RULES AND REGULATION.**

From the time you register at Kasawo Secondary School to the time you leave, your education and welfare are the concern of this school. In our Community it is necessary and essential for every member to pay regard to the **SCHOOL RULES**. Now read, understand the following rules and then sign at the bottom.

**1. SPECIFIC RULES:**

- a) Alcohol and narcotic drugs are strictly forbidden.
- b) Smoking is strictly forbidden.
- c) Stealing of any nature is highly prohibited.
- d) Violence of any nature, insolence to any member of staff or prefect and use of foul language are strictly forbidden.
- e) Gambling of any nature is strictly prohibited
- f) Leaving the school campus, day or night, without written permission is strictly forbidden.
- g) Class attendance is compulsory
- h) Home work is mandatory
- i) Preps are mandatory to every student and they must do their prep in the appropriate rooms.
- j) Punctuality is a MUST. Day scholars must be in school by 7:30am and must not leave before 5:00pm.
- k) All students are expected to do their share in keeping the school clean and tidy.
- l) Radios, musical instruments and mobile phones are prohibited in the school.

**N.B** Violation of any of the above rules may result in immediate suspension or dismissal from school.

**2. GENERAL RULES AND REGULATIONS:**

- i) Every student must attend school assembly.
- ii) No student is to miss class without permission. In case of sickness permission should be obtained from the school nurse.
- iii) Shouting and making any form of noise, which disturb the freedom of others is forbidden.
- iv) Students other than the prefects concerned are not allowed in the kitchen.
- v) Every student must participate in at least one sport or game (outdoor/ indoor) unless is physically disabled.
- vi) All students should maintain short hair of about 1 inch
- vii) All visitors who come to check on their children should have a **VISITOR'S CARD**.
- viii) Eye pencils, bracelets, earrings, necklaces, powder and form of Make up such as henna and cutex should not be used.  
All visitors are not allowed into the hostel areas and vehicles should not go beyond the parking areas.

**3. OUT OF BOUNDS:**

- i) Girls' dormitories are out of bounds for male students.
- ii) Boys' dormitories are out of bounds for female students.

- iii) The staff quarters are strictly out of bounds except in case of emergency or any other genuine case.
- iv) Day scholars must not enter the hostels, if caught will be punished heavily.
- v) Day scholars are not allowed at school before 7:00am (in the morning) and not allowed to stay at school beyond 7:00pm (in the evening). If caught without permission from the Head teacher the culprit will be suspended for two weeks.

**4. LEAVE OUT:**

- a) All students must report to school on the first day of term, except when there is a special reason, which must always be supported by a parent/ guardian's letter to the Headmaster.
- b) All boarders are expected to be in school from the first day of the term to the last day of the term, except with written permission from the Administration.
- c) All students going out must be in full uniform and must carry their identify cards for security purposes.

**5. WEEK-END:**

- a) Dormitories must be cleaned and every boarder must participate.
- b) Roll Calls can be taken at any time of the week-end.

**6. UNIFORM:**

Every student must be in uniform specified by the school for:

- (a) Assembly
- (b) Classes
- (c) Outings
- (d) Going to hospital and
- (e) Reporting to school on the first day of the term and when leaving school the last day of the term.

**7. CLUBS:**

- a) Any student is free to join any society of his/her choice.
- b) No society without a Patron (a member of the teaching staff) will be registered in the school.
- c) Club leader must communicate with outside schools bodies or personalities through their Patron. All correspondences from clubs to other school MUST be in triplicate.
- d) No club should make a trip without the Patron.  
However, the Patron may request a member of the Academic staff to escort the group on his/her behalf.

**8. STUDENTS LEADERS:**

- a) The school has student leaders. These are prefects, dormitory leaders and form captains. Their duty is to assist the staff to ensure efficient administration of the school. They are elected or appointed on merit. They should be given their due respect in their places of responsibilities by every student. Failure to comply with this will result in disciplinary actions.
- b) Student leaders have the right to recommend or punish for any action as may deem necessary, or they may refer to higher authority.

**Student's signature:.....**

**KASAWO SECONDARY SCHOOL**  
**(KIGAYAAZA)**  
**P.O BOX 722 Mukono. Tel: 0772 282 065 / 0700 390 360**

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**A General**

Every student must report with the following requirements:

1. Paid in bank slip/receipt from the school bursar.
2. A complete Admission Form
3. 2 dozens exercise books, a mathematical set, pencils and rubber or counter books (A' Level)
4. All girls are advised to bring at least two long khaki skirts, which are not tight and do not have long slits for out of class wear and two pet-cots.
5. Boys should report with at least two khaki trousers (not jeans). Out of class wear  
The rest of the clothes should be left at home.

**B Hostel Requirements:**

In addition to the above, hostel students have to come with the items listed below.

1. A suitcase and padlock
2. One sponge mattress, a mat, a pair of bed sheets and a blanket.
3. A plastic basin, big jerry can (20 litres), small jerry can (2-5 litres) and a sponge.
4. Toothpaste (family size) and toothbrush, a torch and dry-cells.
5. 3 bar of washing soap, 3 tablets of bathing soap and Vaseline.
6. 5 rolls of toilet paper and 2 brooms and a knife for girls.
7. A towel and night dress and 2 pet-cots for girls.
8. Muslim Girls: A pair of veils, Hijabu, gomesi and one book of yasarina.  
Muslim Boys: A small jerry can for wudhu + one book for yasarina.
9. Money for hair trimming **2,000/=**
10. Scrubbing brush for boys or a squeezer for girls.
11. School Bag
12. Filled medical form.

Signed:

**HEADTEACHER.**

# KASAWO SECONDARY SCHOOL

Pass-port size  
Photograph

## WRITE IN BLOCK LETTERS:

Name:..... Date of birth:.....

Age:..... Sex:..... Religion:.....

Home area (Village/LC.1/Zone)..... Sub-county:..... District.....

**Admitted in class:..... Date of Admission:.....**

School where you did your **UCE**:.....

Index No:..... Year:.....

**UCE RESULTS:** Maths..... English..... Biology..... Chemistry.....

Physics..... Geography..... History..... Others.....

**DIVISION:**.....

School you have attended after UCE (if any)..... Year.....

## HOME BACKGROUND

**Are all your parents living or not? Tick appropriate box.**

Both living

Only father living

Only mother living

Both Dead

Father's name ..... Occupation:..... Tel No.....

Place of work..... Address.....

Area of residence (Village/LC.I/ Zone)..... Sub-county..... District.....

Mother's name ..... Occupation:..... Tel No.....

Place of work..... Address.....

Area of residence (Village/LC.I/ Zone)..... Sub-county..... District.....

**PERSON RESPONSIBLE FOR PAYING YOUR FEES/OTHER SCHOOL REQUIREMENTS**

Name ..... Relationship.....  
Occupation..... Tel No. ....  
Place of work..... Address .....

Area of residence (village/LCI/Zone)..... Sub-county..... District .....

**NEXT OF KIN OR OTHER RELATIVE NEAR KASAWO SECONDARY SCHOOL**

Name..... Relationship..... Tel no.....  
Area of residence (village/LCI/Zone)..... Sub-county..... District.....

**TO BE FILLED IN BY DAY SCHOLARS ONLY**

**Name and address of person you will be living with while attending school.**

Name ..... Relationship..... Tel no.....  
Physical address (village/LCI/Zone).....  
Village(L.C.I)..... Sub-county.....  
Distance from the school (kms).....

**DECLARATION BY THE NEW STUDENTS**

I ..... Class..... have read the school rules and understand them. I promise to abide by them to the best of my ability for my own good and for the good of Kasawo S.S.

Signature of student:..... Date:.....

Signature of parent:..... Date:.....

Class admitted to..... House:.....

Admitted by:.....

# MEDICAL FORM

A medical report to be obtained from recognized hospital/medical personnel regarding your health status.

Name of student:.....Class:.....

**History on:**

Asthma:.....  
.....

Sickle cell:.....  
.....

Attacks:.....  
.....

Constant malaria:.....  
.....

Heart related problems:.....  
.....

Eye defects:.....  
.....

Date of last menstrual period:.....  
.....

**Allergy to:-**

Medical /Drugs:.....  
.....

Foods:.....

Others:.....

Medical Personnel's signature:

.....

Stamp and date

.....

Student's signature: .....

Parent's Name and signature:.....