

STEM SENIOR HIGH SCHOOL- KPASENKPE

ADMISSION PROSPECTUS

A. SCHOOL UNIFORMS AND OTHER ATTIRE

S/N	BOYS UNIFORM AND OTHER ATTIRE	QUANTITY
1.	Coffee Brown Shorts for classes	2
2.	Cream Short-Sleeve Shirts for classes	2
3.	Pair of Black trousers (As house dress)	2
	Short Sleeve Pink Shirt (As house dress)	2
4	Sports Wear (PE Kit)	1
5	White Long – Sleeve Shirt	2
4	Pair of White Trousers	2
5	White or black Gawn (Zaba) for Mosque, Black coat for church service	1
6.	Black Neck Tie	1
7	Pair of Black Shoes or Black Cross Sandals	1
8.	Traditional attire (Kentey/Danshiki smock)	1
9.	Additional Pair of shorts (khaki),	1
10	Additional pair of trousers (khaki)	1
11	Additional shirt to be worn during cleaning (Preferably black)	1
12	Black Leather belt	1
13	Pair of black socks	2
14	Pair of white socks	2
15	Pair of canvas shoes for sports	1
16	Handkerchief	3

S/N	GIRLS UNIFORM AND OTHER ATTIRE	QUANTITY
1.	Coffee Brown Skirt sewn one plate for classes	2
2.	Cream Short-Sleeve Shirts for classes	2
3.	Pink sleeveless check frock sewn below knee level as house dress	2
4	Sports Wear (PE Kit)	1
5	White sleeveless frock	2
4	White or black Hijab for Mosque, Black coat for church service	1
5	Pair of Black Shoes or Black Cross Sandals	1
6.	Traditional attire (Smock cloth/ Kentey)	1
7	Additional Skirt (Khaki or black)	At least 1
8.	Black Neck tie	1
9.	Pair of black socks	2
10	Pair of white socks	2
11	Pair of canvas shoes for sports	1
12	Handkerchief	3

- *Items 1-4 listed above will be supplied by the Free SHS Secretariat but will take time to arrive.*
- *All Boarding students will be provided mattresses on arrival.*

B. LEARNING SUPPORT MATERIALS

1	Exercise books *	9
2	Note 3 *	8
3	Long plastic rule (12" or 30cm)	1
4	Scientific calculator	1
5	Mathematical set	1
6	Dictionary	1
7	BLUE and RED Bic Pen	At least 3
8	A-4 Paper	1 ream
9	White board marker	1 box

*Items 1 and 2 marked * will be supplied by the free SHS Secretariat but will take time to arrive. Parents are advised to procure these items for their wards. Free SHS will supply only 4 of item 2 but the student will need more than 4.*

C. GENERAL KIT BORTH BOYS AND GIRLS

NO	A. PERSONAL ITEMS	QUANTITY
1.	Pillow	1
2.	White Pillow case	2
3.	Any other pillow case (preferably brown)	1
4.	Blanket	1
5.	White Bed sheet	2
	Additional bed sheet (preferably brown)	1
6.	Cover cloth	1
7.	Treated mosquito net	1
8.	Mosquito repellent	2
9.	Pair of buckled sandals (B/B)	1
10.	Pair of bathroom slippers	1
11.	Rain coat and or umbrella	1
12.	Medium size chop box	1
13.	Medium size suitcase or trunk	1
14.	Box iron (charcoal) NOT electric	1
15.	Torch light (very important)	1
BOYS ONLY		
16.	White under singlet	3
17.	Under/boxer pant	5
GIRLS ONLY		
19.	Night gown & morning coat	1
20.	Brassier for girls	3
21.	Vest or chemise & short under wear	1 each
22.	Under Panties	5
23.	Small ear ring (copper or silver colour)	At least 1 pair

D. TOILETRIES & LAUNDRY ITEMS (BOYS AND GIRLS)

SN	ITEM	QUANTITY
1	Bathing soap	At least 5
2	Bucket and a jerry can	1 each
3	Sponge & Towel	1 each
4	Tooth paste and tooth brush	1 each
5	Small pail (plastic for soap dish)	1
6	Toilet roll	1 bundle (10 pieces)
7	Washing soap (key soap)	At least 3 bars
8	Washing powder (detergent) 1kg	2 sachets
9	Laundry blue	1 pkts
10	Laundry pegs for drying	1 pkts
11	Sanitary pad (GIRLS ONLY)	4 pcks
12	Dettol (medium bottle)	2

GENERAL ITEMS TO BE BROUGHT BY ALL STUDENTS (BOYS AND GIRLS)

(E) ITEMS FOR DINING HALL		
1	Cutlery set	1 set
2	Table napkin	1
3	Stainless steel /silver cup & plate	1
4	Stainless steel plate/bowl with lid	2

(F) WORKING AND CLEANING TOOLS			
BOYS		GIRLS	
ITEM	QTY	ITEM	QTY
*Ceiling brush	1	Mopping brush *	1
New sharpened cutlass *	1	sweeping brush *	1
Scrubbing brush *	1	Scrubbing brush *	1
New broom *	2	New broom *	2
Washing powder (1kg) *	1	Washing powder (1kg) *	1
Disinfectant (Dettol, 250ml) *	1	Disinfectant (Dettol, 250ml) *	1
Toilet (WC) brush	1	Toilet (WC) brush	1
<i>NOTE: ALL items marked * will be collected on arrival</i>			

STEM SENIOR HIGH SCHOOL KPASENKPE
UNIFIED CODE OF DISCIPLINE FOR SENIOR HIGH SCHOOLS / TECHNICAL
INSTITUTIONS
RECOMMENDED PUNISHMENTS FOR OFFENCES

S/N	OFFENCE	ACTION
1	Cheating during internal examination	Cancel paper for the first offense and suspension. Dismissal for subsequent offenses
2	Drunkenness	First offence - Suspension Second offense - Dismissal
3	Incitement to rioting / rioting	Suspension for those pressurized into Rioting Dismissal for ring leaders. Parents to pay cost of damages
4	Sexual misconduct	Withdrawal (Dismissal for cases of rape)
5	Anonymous letter, giving false information	First offense -Warning Second offense-Dismissal
6	Deliberate distortion of facts / Character assassination	First offense -Warning Second offense -Dismissal
7	Flouting the authority of the Headmaster and other members of Staff	First offense -Warning Second offense -Suspension Third offense-Dismissal
8	Assault on members of staff and their dependents	Dismissal
9	Assault on group of students	First offense-Suspension Second offense-Dismissal
10	Possession of and smoking of Indian herb (Wee) and drug abuse	First offense - Suspension Second offense -Dismissal Recommendation for psychiatric evaluation if necessary
11	Pregnancy	Student will be referred to Guidance and Counselling Unit for advise
12	Termination of pregnancy	Dismissal
13	Breaking bound / Truancy including refusal to attend classes or official functions	First offense - Manual work Second offense -Suspension Third offense -Withdrawal
14	Travelling out of town of school without permission	First offense - Warning Second offense -Withdrawal from Boarding house with restitution in all cases
15	Leaving school under false pretenses	First offense -Warning Second offense-Suspension Third offense -Withdrawal
16	Fighting	First offense -Manual work Second offense-Suspension Third offense -Withdrawal
17	Petty theft	First offense - Warning Second offense - Withdrawal from Boarding house with restitution in all cases
18	Stealing	First offense -Suspension Second offense- Dismissal with restitution in all cases

19	Failure to write examination without a reason	First offense - Warning (and in addition to be made to write the exam papers) Second offense – Dismissal
20	Flouting the authority of the school	First offense – Warning Second offense – Manual work Third offense – Withdrawal
21	Bleaching, painting of finger nails and using chemicals on hair	First offense – Warning Second offense – Suspension

PARENTS ARE ADVISED TO CAREFULLY READ THROUGH THE CODE OF DISCIPLINE WITH THEIR WARDS BEFORE THEY REPORT TO SCHOOL.

NB: NOTWITHSTANDING THE ABOVE,

- EACH CASE WOULD BE CONSIDERED IN ITS OWN MERIT
- THE SCHOOL HAS ITS OWN ADDITIONAL CODE OF DISCIPLINE NOT STATED ABOVE. THESE WILL BE MADE KNOWN TO STUDENTS DURING ORIENTATION.

THREE IMPORTANT ONES ARE:

1. **THE USE OF UNPRESCRIBED DRESSES** IS STRICTLY NOT ALLOWED. ALL UNPRESCRIBED DRESSES WILL BE CONFISCATED AND NEVER TO BE RETURNED. STUDENTS CONCERNED SHALL BE PUNISHED
2. BOARDING STUDENTS **CAUGHT OUTSIDE OF CAMPUS WITHOUT PERMISSION** SHALL BE PUNISHED SEVERELY
3. **THE USE OF MOBILE PHONES** IN CAMPUS SHALL NOT BE TOLERATED. SUCH PHONES SHALL BE CEASED AND STUDENTS CONCERNED SHALL FACE THE DISCIPLINARY COMMITTEE.
4. **ALL STUDENTS MUST HAVE A VALID NATIONAL HEALTH INSURANCE CARD.** THIS WILL BE INSPECTED ON ARRIVAL.
5. **SICK STUDENTS WHO WISH TO GO HOME** WILL ONLY BE ALLOWED IF THEIR PARENTS/GUARDIANS/RELATIVES PERSONALLY COME TO PICK THEM HOME.
6. RELATIVES WHO COME TO PICK SICK STUDENTS HOME MUST COME WITH THEIR GHANA CARD FOR VERIFICATION.
7. EXCEPT FOR BIOLOGICAL PARENTS, RELATIVES WHO COME TO GIVE STUDENTS FOOD ITEMS MUST PRESENT THEIR GHANA CARD TO THE SENIOR HOUSEMASTER FOR RECORD KEEPING.