



THE EXCELLENCE SCHOOL

JUNIOR SECONDARY

Pre-Primary, Primary, CBC-JSS & High school.

P.O. Box 25072-00603 Lavington-Nairobi Cell: +254728-828073

Email: theexcellenceschool2@gmail.com

Fb: The Excellence School

Website: www.excellenceschool.sc.ke

GRADE 7 & 8 ADMISSION L INSTRUCTIONS 2024

DEAR

I am pleased to inform you that following your completion of Primary cycle of 2-6-6-3 education system you have been transited to join junior secondary school in our school. Your journey to Grade 8 2024 continues.

Please get your former School's Head teacher to endorse the letter in the spaces provided below.

FOR NEW STUDENTS JOINING GRADE 7 & 8

Student's Full Name:

ASSESSMENT NO:

UPI CODE NO

SUB-COUNTY

Primary School:

Head teacher's Full Name:

Head teacher's Signature:Date:

Student's Signature:Date:.....

Disclaimer: This letter will be authenticated on being duly certified by the primary school head complete with a certified copy of birth certificate and finally confirmed by the admitting principal. The letter is issued without any erasure or alteration and cannot be changed through any form of endorsement whatsoever; utterance of false documents is an offence punishable by law.

You are expected to report on 8th January 2024. Please be accompanied by your parent/ guardian.

GENERAL INFORMATION

SCHOOL MOTTO: **WHERE JUNIOR HEROES ARE GRADUATED TO SENIOR SKILLED-EXPERTS.**

SCHOOL MISSION STATEMENT: **Mold students who will be heroes of Excellence who will not only fit in the society but also aspire higher in life to make others stars from scars wholly and holistically.**

SCHOOL VISION: **To be a Centre for Excellence in Academic and Moral Integrity.**

SCHOOL CORE VALUES:

Punctuality, Excellence, Diligence, Honest, Professionalism, Team Spirit, Christian Principles, e.g. Love, Respect, Trust, and Peace.

SCHOOL ADMINISTRATION:

The B.O.M/B.O.D is responsible for the management of the school. The school Parent association which comprises all Parents assists the BOM in implementing the school policy to facilitate the effective management of the school. The Teaching and Non-teaching staff carry out the day to day duties and responsibilities which helps in the effective implementation of the school programs. The school student's Council coordinates the students body in participating in the effective implementation of the school programs.

In case you need any clarification please be free to us on **TEL. 0728828073 OR 0722726171.**

WELCOME TO THE EXCELLENCE SCHOOL JUNIOR SECONDARY.

You are expected to report on 8th January 2024. Please be accompanied by your parent/guardian.

ADMISSION REQUIREMENTS FOR NEW STUDENTS

1. Official Documents Required

You are required to obtain the following documents for presentation during registration

KPSEA assessment report (original and photocopy)

Copy of Birth certificate

Copy of parent/ guardian identification document (ID/Passport)

2 passport photographs

2. SCHOOL FEES NEW & CONTINUING STUDENTS

ADMISSION FEE KSH 3000

TERM/SEMESTER	1 st TERM	2 nd TERM	3 rd TERM	TOTAL PER YEAR
TOTAL FEE PER TERM IN KSH	15,000	15,000	10,000	40,000

ACCOUNT DETAILS:

MPESA-KCB

PAYBILL: 522123

ACCOUNT NUMBER: 81026K-STUDENT'S NAME & CLASS

DIRECT ACCOUNT DEPOSIT

ACCOUNT NAME: THE EXCELLENCE SCHOOL

ACCOUNT NUMBER: 1282942581

3. PERSONAL ITEMS REQUIRED FOR ALL STUDENTS

(Attached)

4: SCHOOL UNIFORM:

BOYS- KAWANGWARE MKT STALL 47B OR ELSEWHERE	GIRLS- KAWANGWARE MKT STALL 47B OR ELSEWHERE
Ash-Grey Trouser	Ash-Grey skirt with maroon lacing
Cream-White Shirt	Cream-White Blouse
Dark-Grey sweater with a single maroon stripe.	Dark-Grey sweater with a single maroon stripe.

You are expected to report on 8th January 2024. Please be accompanied by your parent/ guardian.

Dark-Grey socks with maroon and white stripes	White socks with maroon stripes
Black shoes	Black shoes
Maroon tie with cream-white stripes	Maroon tie with cream-white stripes

PHYSICAL HEALTH EDUCATION (PHE) UNIFORMS

<u>BOYS KSH 1800</u>	<u>GIRLS KSH 1800</u>
Plain red T-shirt (in school)	Plain red T-shirt (in school)
Maroon track suit with Grey stripes (in school)	Maroon track suit with Grey stripes (in school)
Sports shoes (white in color)	Sports shoes (white in color)

5.MEALS:

Our school fees includes:

- 1) Breakfast
- 2) Lunch

**THANK YOU FOR CHOOSING A CENTRE OF EXCELLENCE FOR YOUR CHILD.
YOU ARE ALWAYS MOST WELCOMED.**

YOURS FAITHFUL,

PRINCIPAL.

You are expected to report on 8th January 2024. Please be accompanied by your parent/ guardian.