

ST.MARK'S GIRLS HIGH SCHOOL-THUMAITA

P.O BOX 238, KIANYAGA



TEL: 0719-193082

Email: stmarksghs@gmail.com

“MOTTO”: UNITED WITH A PASSION FOR EXCELLENCE.

Year: 2021

DEAR **VIVIAN AYASI**

I am pleased to inform you that you have been selected to join form one in our school, Congratulations.

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

Student's Full Name: **VIVIAN AYASI**, INDEX NO **20410046059** Marks **177** SUB-COUNTY **KIBRA**

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.

Bring with you the following items as required upon Admission.

REQUIREMENTS.

1. Photocopies of:-
 - (a) Certified KCPE Result slip.
 - (b) Primary school leaving certificate.
 - (c) 2 copies of birth certificates.
2. 1 passport size photograph for the student
3. 1 Passport size photograph for both parents or guardian.
4. Oxford Geometrical set, Golden bell, Bible, spring file, Pens, Pencils, rubber and a ruler.
5. Original copy of medical certificate from public hospital.(See attached form)

OTHER REQUIREMENTS

1. 4" inch Mattress.
2. 1 pair of bed sheet (Blue in colour-cotton).
3. 2 Night dresses and a big towel.
4. 3 heavy blankets.
5. A washing basin or pail.
6. A pair of black leather shoes and 3 pairs of Long white socks.
7. Black Rubber shoes for games.
8. Personal effects:-
 - Bathing soaps & Washing soaps, soap dish and bathing towels.
 - A pair of bathroom slippers.
 - Tooth brush and tooth paste.
 - Toilet papers & sanitary towels.
 - Handkerchiefs.
 - New panties dozen.
 - Shoe polish & shoe brush.
 - A comb and a mirror.
 - Body lotion/oil.
 - A felt pen (permanent marker)
9. Padlocks for the desk and the box.
10. Hard brush
11. Enough Khaki paper for covering exercise books.
12. A note book.
13. Mackintosh (for those who wet the bed).
14. Two dozen pegs

OUR SCHOOL MOTTO, VISION AND MISSION

NOTE: Our school is guided by “the fear of the Lord is the beginning of Wisdom”

Proverbs 9: 10

SCHOOL MOTTO: United with a passion for excellence.

SCHOOL VISION: To be the preferred learning institution in the county and beyond.

SCHOOL MISSION: To create a responsible and visionary citizen of positive impact to the society

SCHOOL RULES AND REGULATIONS.

- ❖ It is very important that all students should know and keep all the school rules.
- 1. Students should be respectful and obedient to all members i.e. both teaching and support staff.
- 2. The official languages of communication are English and Kiswahili.
- 3. Punctuality should be observed in all areas.
- 4. Students should always be neat in proper school uniform.
- 5. All meals should be taken in the dining hall.
- 6. School property should be taken care of.
- 7. All students must take their academic work seriously.
- 8. All medical cases should be reported to the school matron.
- 9. No student should interact with visitors without permission.
- 10. The school compound should be kept clean.

I.....ADM.NO.....SIGN.....

Promise to abide by the above school rules and regulations at all times.

UNIFORM WILL BE ISSUED AS INDICATED BELOW:-

- | | |
|---------------------------------------|---------|
| 1. Two T- Blue skirts | 1200.00 |
| 2. Two white blouses with school logo | 900.00 |

3. One long sleeved pullover with white stripes	900.00
4. One sleeveless pullover with white stripes	800.00
5. One tie	100.00
6. P.E Uniform	700.00
7. One bedcover	850.00
8. Fleece Jacket	<u>1800.00</u>
	<u>7250.00</u>

FEES STRUCTURE FOR FORM 1 YEAR 2021

FEES BREAKDOWN FORM

VOTE HEADS	TERM 1	TERM 2	TERM 3	TOTAL
B.E.S	12693.00	7615.00	5077.00	25385.00
R.M.I	1000.00	600.00	400.00	2000.00
EW & C	1935.00	1161.00	774.00	3870.00
LT & T	645.00	387.00	258.00	1290.00
CONT	1290.00	774.00	516.00	2580.00
ACTIVITY	125.00	75.00	50.00	250.00
P.EMOL	<u>2580.00</u>	<u>1548.00</u>	<u>1032.00</u>	<u>5160.00</u>
	<u>20268.00</u>	<u>12160.00</u>	<u>8107.00</u>	<u>40535.00</u>

TOTAL MONEY PAYABLE: TERM 1

Fees Term 1	20268.00
Uniform fees	7250.00
School ID/NHIF Card	<u>200.00</u>
Total	<u>27,718.00</u>

NOTE: The mode of payment is **strictly:-**

(i) **Money orders**

(ii) **Cheques** or

(iii) **Direct deposit** to our school **A/C NO: 1104001756** in any **K.C.B** branch countrywide.

CASH MONEY AND PERSONAL CHEQUES WILL NOT BE ACCEPTED.

Yours faithfully,

MRS. J.W. MURIITHI
PRINCIPAL.

ST. MARK'S GIRLS HIGH SCHOOL-THUMAITA
P.O. BOX 238, KIANYAGA MOBILE PHONE- 0719-193082

MEDICAL EXAMINATION (To be filled by a Government medical doctor)

NAME:

AGE

SEX

CLINICAL OBSERVATIONS

WEIGHT:

ENT:

EYE:

TEETH:

CHEST

B/P

REMARKS:
.....
.....

SIGNATURE OF THE DOCTOR..... DATE.....

HOSPITAL STAMP.....

NOTE: Ensure your daughter goes through the medical check-up. If a child has a medical condition and is hidden from the school at admission, then the school will not be held responsible if such a condition affects your child in future.

STUDENT'S INFORMATION

NAME.....K.C.P. E MARKS.....

INDEX NO..... DATE OF BIRTH.....

BIRTH ENTRY NO.....PRIMARY ATTENDED.....

HOME COUNTY..... SUB-COUNTY.....

HOME CONSTITUENCYHOME WARD

HOME POSTAL ADDRESS.....RELIGION.....

U.P.I NO.....

NOTE: You must fill your U.P.1 Number (Get it from your primary school)

PARENTS' INFORMATION

FATHER'S NAME..... ID.NO.....

PHONE NO: EMAIL ADDRESS.....

MOTHER'S NAMEID.NO.....

PHONE NO.....EMAIL ADDRESS.....

GUARDIAN INFORMATION

NAME.....ID. NO.....

PHONE NO.....EMAIL ADDRESS.....

NAME.....ID.NO.....

PHONE NO..... EMAIL ADDRESS.....