



J & J SECONDARY SCHOOL

jandjsecschoolsmw - 099 546 4377 - 088 834 2707

2025/2026 ACADEMIC YEAR STUDENT REGISTRATION FORM

Registration Fees: MK5,000 to collect form (New Students only)

STUDENT INFORMATION

First Name: _____ Other Names: _____
Surname: _____
Date of Birth: ____/____/____
Gender: _____
Current Residential Address: _____
Place of Origin: _____ District: _____
Allergies (if any): _____
Disability: _____

ENROLLMENT INFORMATION

New ☐ Continuing ☐
Former School (if new student): _____
Enrolling Class: Form 1 ☐ Form 2 ☐ Form 3 ☐ Form 4 ☐

PARENT/GUARDIAN INFORMATION

Name: _____
Relationship: _____ Contact: _____
Residential Address: _____

SCHOOL FEES POLICY

School fees is MK 70,000 per term

50% of the school fees is payable before commencement of the term. No student will be allowed in the classroom without payment of the initial fee.

All fees balances are to be settled before the end of the grace period. Grace period is **30 days** into the term. Students who have not paid fees will be withdrawn from classes.

UNIFORM	Trousers/Skirt	K10, 000.00
	Shirt/Blouse	K14, 000.00
	Sweater	K15,000.00
	Tie	K2, 000.00
	TOTAL	K41,000.00

DECLARATION

I have filled the form accurately and understand the **School Fees Policy**.

Parent/Guardian: _____ Date: ____/____/____



STUDENT RULES AND REGULATIONS

GENERAL RULES AND REGULATIONS

1. Students must be present in the school campus by **7.15 a.m.** Classes commence at **7.30 a.m.** Students coming late to school – after **7:40 a.m.**, will not be permitted to enter class.
2. No student should leave the school premises without the permission of the Head teacher.
3. The official language in the school is English.
4. Students must respect and obey their teachers and school authorities at all times
5. Alcoholism is strictly prohibited.
6. Utterance of any abusive or cursing language is strictly prohibited.
7. Fighting within/around the school premises is not allowed.
8. Teasing and bullying is strictly prohibited. Once found you will be suspended.
9. Use of cellphones is prohibited
10. Bringing dangerous weapons to school that might cause body harm is not allowed.
11. Student to student sexual affair is not allowed.
12. Teacher student sexual affair is punishable to both parties.
13. Absenteeism for a week without valid reasons is punishable.
14. Absconding examinations without valid reasons is an offence.
15. Any damage of the school property (eg books, desks, walls) will attract a fine.

SCHOOL UNIFORM

The full school uniform consists of the following:

- a. **Girls:** Emerald green skirt, green and white striped blouse, green tie, green jersey, white or green socks and black shoes.
- b. **Boys:** Emerald green trousers, green and white striped shirt, green tie, green jersey, white or green socks and black shoes.

NOTE: 1. Uniforms are to be worn with appropriate footwear throughout the school day, and at all times while on school property. 2. Uniforms are to be neat, clean, and in good repair (no altering of style or colour) 3. Strange hairstyles and heavy make-up is strictly prohibited. 4. Students will not be permitted into class without acceptable uniform attire.

DECLARATION

Having read through the rules and regulations, and having explained the same to my/child/children/ward, I accept the conditions and will ensure that my child/ward complies.

Student Name: _____ Class: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____