

# St. Michael FSJ School Guidelines

## Admission Process

To enroll your child at St. Michael FSJ School, please follow the steps below:

1. Complete the admission application form available on our website.
2. Submit the required documents, including a copy of the birth certificate and previous academic records.
3. Attend an admission interview with our school staff.
4. Upon acceptance, complete the registration process by providing necessary information and paying the registration fee.

## School Requirements

### Uniform Policy

St. Michael FSJ School has a mandatory school uniform policy. All students are required to adhere to the uniform guidelines.

#### Uniform Requirements for Boys

Item	Purchase in School (Yes/No)	Amount (Ksh)
Uniform	Yes	700
Sweater	Yes	750
Tie	Yes	150
Black Shoes	No	0
Socks	Yes	200
Games Kit	No	0
TOTAL		1800

#### Uniform Requirements for Girls

Item	Purchase in School (Yes/No)	Amount (Ksh)
Uniform	Yes	600
School Sweater	Yes	750
Black Shoes	No	0
White Socks	Yes	200
Games Kit	No	0
TOTAL		1550

## School Requirements

Students are expected to come prepared with the necessary school requirements.

1. Black rubber shoes for games
2. One ream paper for the exam and project per term.
3. 12 exercise books single-ruled and 2 square-ruled.
4. A bag, File, Assessment book, 3HB pencils, 30cm ruler, sharpener, 3 brown covering paper, Padlock and key, Oxford set (grade 6, 7,8 and 9 )

## Personal effects for boarders

- Toothpaste and brush
- Soap/Oil
- Blue slippers for girls
- Red slippers for boys
- A mattress
- Enough pants
- 2 blankets
- A pair of sheets
- Black belt for boys
- Blue bucket for girls
- Red bucket for boys

## Attendance

Regular attendance is crucial for academic success. Parents are required to notify the school in advance if their child will be absent.

## Fee Structure

Our school fee structure is as follows:

Grade Level	Monthly (\$Ksh)	Term 1 (\$Ksh)	Term 2 (\$Ksh)	Term 3 (\$Ksh)	Total (\$Ksh)
<b>Grade 1-3/(ECD)</b>	1300	5000	4000	3000	12000
<b>Grades 4-5</b>	1550	6000	5000	3000	14000
<b>Grades 6-9</b>	1770	7000	5000	4000	16000
<b>Boarders</b>	3300	15000	10000	5000	30000

Please note that the above fees are exclusive of additional charges for extracurricular activities, uniforms, and other school-related expenses. Payment plans and financial assistance options are available.

## Discipline Policies

St. Michael FSJ School maintains a positive and respectful learning environment. Our discipline policies aim to foster a safe and inclusive atmosphere for all students. Key points include:

- Respectful behavior towards teachers, staff, and fellow students is expected at all times.
- Disciplinary actions will be taken in case of any violations, following a fair and transparent process.
- Open communication between parents and teachers is encouraged to address any behavioral concerns promptly.

## Medication Administration

If your child requires medication during school hours, please follow these guidelines:

- Fill out the Medication Authorization Form available on our website.
- Provide detailed information about the prescribed medication, dosage, and administration instructions.
- Our trained staff will administer the medication following the provided instructions.

## Contact Information

For any inquiries or additional information, please contact our school office:

**St. Michael FSJ School**  
Address: [P.o Box 66-40301, Kendubay]  
Phone: [+254 712415791]  
Email: [info@stmichaelschool.com]