



DIocese of Embu
STATE DEPARTMENT OF EARLY
LEARNING AND BASIC EDUCATION



250

ST. ANGELA NGUVIU GIRLS SENIOR SCHOOL

P.O Box 12-60100, Embu | Email: nguvugirls@yahoo.com
EMBU COUNTY

Motto: Strive For Excellence



YEAR: 2026

DEAR (PAULINE WANGIWA MACHA.)

I am pleased to inform you that you have been selected to join NGUVIU GIRLS for grade 10 in our school,
Congratulations.

Please get your Junior School's Head of Institution to endorse the letter in the spaces provided
below.

Learner's Full Name: {.....}, ASSESSMENT NO {.....}

Pathway{.....}, Subject Combination{.....}

SUB-COUNTY {.....}, Religion {.....}

Junior School: _____

HOI'S Name: _____

Contact Phone: _____

HOI'S Signature: _____

Learner's Signature: _____

HOI stamp

Disclaimer: This letter will be authenticated on being duly certified by the Junior School Head of Institution, 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; presentation of false documents is an offence punishable by law.

ACCEPTANCE FORM

1. PART A: (For school official use only)

ADMISSION NO..... GRADE HOUSE.....
BED NO..... DATE OF ADMISSION.....
ADMITTED BY.....

2. PART B: (To be completed by the student)

NAME.....
ASSESSMENT NO.....
JUNIOR SCHOOL ATTENDED.....
ADDRESS.....
RUBRICS (GRADE):.....
ENGLISH LANGUAGE KISWAHILI LUGHA.....
MATHS..... INTEGRATED SCIENCE.....
PRE-TECHNICAL STUDIES..... CREATIVE ARTS & SPORTS.....
SOCIAL STUDIES..... AGRICULTURE.....
CRE.....

Your favourite out of class activity..... Place of Birth.....
Date of Birth..... Place of Birth.....

Home County..... Sub-County..... Constituency Location.....

Sub- Location / Village

Name of your Chief.....

Address.....

Name of your Sub-Chief.....

Year of Baptism.....

Religion.....

Denomination.....

Name of your Father / Guardian.....

Occupation.....

ID Card no / Passport no.....

Address.....

Telephone / Mobile No. If any.....

Name of your Mother.....

Occupation.....

ID Card no / Passport no.....

Address.....

Telephone / Mobile No. If any.....

Have you studied the Student's Guide Thoroughly?

DECLARATION:

After understanding the Student's Guide, I promise to do my best in my Academic work, Discipline and Socially.

DATE..... SIGNATURE..... (Learner).

3. PART C: PARENT / GUARDIAN

Do you wish to have your daughter admitted to St. Angela-Nguvu Girls' Senior School?

According to my knowledge, my daughter is mentally & physically fit for all school Duties, Routine, Activities and the school Diet.

I understand that the school does not offer any special diet.

COMMENT:

(If any).....

Signature..... Date.....

Parent / Guardian

1. FULL NAME..... RACHEL MACHaria
2. ASSESSMENT NO. 1000192293 YEAR..... 2023
3. PREVIOUS JUNIOR SCHOOL ATTENDED... Holy Cross
4. ADDRESS.....
5. You have been offered a place in GRADE 10 In our school. If you accept the offer, complete the enclosed form part **B** and **C** and bring it with you on the opening "DAY".
Kindly fill form D as per your choice.
6. You should be accompanied to school by your Parent / Guardian on 20/12/2023 between 9:00 a.m. and 3:00 p.m.
7. You will lose your place if you will not have reported by ... 20/12/2023
8. Those who report after 4:00 p.m. will be referred back till the next day.

9. INTRODUCTION:

The school is located 17 Kilometers from Embu Town along Embu – Kibugu – Kathangariri route. At Embu Level Five Hospital turn left and drive for about 14 kilometers along the main road to Kibugu Market. The school is about 2 Kilometers from Kibugu Market and 800 meters from Holy Family Nguvuu Parish.

The school provides a simple, well-balanced diet, common for all the students and does not offer any special diet.

All the stakeholders are expected to cooperate for the smooth and successful running of the school.

All students are expected to maintain high standards of discipline, academic work and human integrity for effective Development.

10. OUR VISION:

A Holistically Developed Person.

11. OUR MISSION:

To nurture excellence in a well-integrated person in line with vision 2030.

12. The school is sponsored by the Catholic Diocese of Embu. Therefore every student is expected to fit in the Catholic traditions and other programmes that the sponsor deems fit. School uniform (common for all) has to be respected at all times.
13. For the Spiritual needs of the non-Catholic students, other preachers hold a non-Catholic service with explicit permission from the sponsor and consultation with the school administration.
14. **ACADEMIC STANDARDS:**
Our school has high academic standards. Every student has an obligation to achieve excellent results. Our minimum Rubric is meeting expectations

I wish you God's blessings as you prepare to join our school.

*****WELCOME*****

NB



Dr.E.K.Musili

Chief Principal & Secretary to B.O.M. / P.A.

REQUIREMENTS

1. ACADEMIC:

1. Bible /koran
2. Geometrical set
3. Ruler, Pencils, Pens, Rubber.
5. Kamusi
6. Dictionary
7. Ruled exercise book-200 pages for Guidance & Counselling programme (G&C)-1book

2. PERSONAL EFFECTS:

1. Metal box
2. Bed-sheets – 2 pairs (Any Colour)
3. Blankets – 3, Nightdresses – 2, Mackintosh (for bed wetter) -1
4. Towels – 2,
5. Plastic Pail – 1
6. Under clothing, at least 4 sets of each.
7. Comb, Toothbrush & Paste, Oils, Black shoe polish & brush, Handkerchiefs – 4, Soap, Toilet paper
8. Sanitary towels
9. Black, leather, low-heeled, shoes
10. White rubber shoes – 1 pair, Bathroom slippers – 1 pair
11. Sewing needle; Brown, Red & White sewing threads.
12. Small Padlock with keys for the desk.
13. Come dressed in the previous junior school uniform.

NB. Let all your items be marked properly with permanent marks.

3. DOCUMENTS:

1. Medical Certificate (on the attached proforma)
2. Photocopy of Birth certificate.
3. Photocopy of Baptism certificate
4. 2 passport size photos SIGNED by your former Head teacher (with school stamp)
5. Photocopy of primary school leaving certificate.

4. YEAR 2026 SCHOOL FEES:

See the attached year 2026 breakdown Analysis.

5. UNIFORM:

Proper set of complete school uniform is available in school at a cost of Ksh.15,290/=(Fifteen Thousand two hundred and ninety shillings only) This amount will cater for;

- 2 blouses (white short sleeved with school)
- 1 Red printed T-shirt with official school logo
- 2 Tie (coffee brown in colour)
- 2 Red pullover- long sleeved with official school logo
- 1 Red sleeveless pullover with official school logo
- 1 Red jumper- plain with official school logo
- 2 skirts coffee brown Thika Decron material front and back double box pleated)
- 1 plate, 1 spoon, 1 mug(stainless steel)
- 1 bedcover (Kikoi Maasai-red)
- 1 Johari mattress-Blue cover with piping-medium duty-fiber (Size 74"x30"x4")
- A short and jersey navy blue printed
- 1 pair of Track Suit navy blue printed
- 3 pairs of socks

School ID

Marking of uniform and items issued in school

Hair very short or black braids tied in a permanent bun.

All items will be thoroughly checked before admission. Ensure you have everything as per the list above and also full fees.

If you face any challenge you can call this number 0113688538

NGUVIU GIRLS' HIGH SCHOOL

P.o. Box 12 Embu. Tel: 0113688538

Motto "Strive For Excellence"

FEES GUIDELINES YEAR 2026

	VOTE HEAD	TERM 1	TERM 2	TERM 3	VOTE HEAD TOTALS
1	B.E.S.	15,700.00	10,600.00	8,085.00	34,385.00
2	R.M.I	1,000.00	1,000.00	00	2,000.00
3	LT&T	250.00	400.00	00	650.00
4	ADMINISTRATION COST	1,000.00	850.00	00	1,850.00
5	E.W.&C	1,900.00	1,500.00	1,500.00	4,900.00
6	P. EMOLUMENTS	3,000.00	1,185.00	1,315.00	5,500.00
7	ACTIVITIES	150.00	00	100.00	250.00
TOTALS		23,000.00	15,535.00	11,000.00	49,535.00

1. All First term fees should be paid in "**FULL**" on the reporting date.
2. Termly instalments should be paid before or on opening day every term.
3. The uniform issued by the school will cost **Ksh.15,290/=**, therefore total fees term 1 and uniform will be **Ksh.38,290/=**

NB:-

- (a) Cheques should be payable to: **NGUVIU GIRLS' SECONDARY SCHOOL**.
Include Ksh 50/= (Ksh fifty only) clearance fees for cheques.
- (b) You can deposit the fees in ABSA Bank A/C no 004-1018631; remember to indicate the correct official Name and Grade of your daughter on the Deposit slip.
You **MUST** bring the Deposit slip "**ORIGINAL**" to the school for receipting.
- (c) Strictly **note** that Money orders, Postal orders and personal cheques or cash will NOT be accepted in school.

Yours Sincerely,

Dr.E.K.Musili

Chief Principal & Secretary to B.O.M/P.A.



STUDENT'S GUIDE

SCHOOL NORMS VALUES AND TRADITIONS

1. Students are expected to embrace and uphold school norms, values and traditions. Vices like bullying, fighting, stealing, lesbianism, etc shall not be condoned.
2. Every student is expected to strive for excellence and maintain the expected academics standards above class/grade set pass mark throughout the year. Any student who does not meet the set pass mark will be expected to engage in an academic mentorship program
3. Absenteeism from studies/lessons will attract a punishment from subject teacher.
4. Any student caught engaging in an exam malpractice will attract cancellation of the results.
5. School uniform must be worn at all times. Jewelry is not allowed if found it shall be confiscated.(altering of school uniform is strictly forbidden. Offenders will renew their uniform.
6. There must be silence in and around tuition block at all times. Sleeping and noise making in class will attract a punishment
7. Students are expected to respond to all the bells or calls as quickly as possible.
8. Reporting back to school after midterm break and holiday should be before 2.00 pm All late comers will be punished. Those who report a day or days after opening should be accompanied by the parent/guardian.
9. No students should leave the school compound without the permission of the principal or in her absence the deputy principal in writing. Sneaking will attract facing the disciplinary committee for punitive measures.
10. No students should be found in the dormitories without the permission of the matron other than during the stipulated time.
11. Every student is supposed to use her assigned dormitory and bed.
12. No student should keep money in the dormitory. If money is lost there is no compensation.
13. No special diet is offered in the school.
14. Food and edibles from outside the school are not allowed into the school defaulters will be punished.
15. Girls are responsible for the cost of the repair or replacement of any school property which are destroyed or lost through their carelessness.
16. Destroyed or damaged property should be reported immediately.
17. Sick girls should report immediately to the school Nurse Aid / Matron for action.
18. Further attention is authorized by the principal or deputy principal(s)
19. Parents/guardian are allowed to consult on Academic matters with teachers during the working days and hours.
20. Visitors should not interact with students without permission.
21. No visits during the weekends
22. All correspondence sneaked to school shall be confiscated.
23. Electronics are illegal in school.(i.e cameras, Phones, phone accessories, chargeable torches etc). This is in line with the KNEC/MOE directives.

"LET COMMON SENSE BE YOUR GUIDE ANY TIME YOU ARE IN DOUBT"

FORM D

(a) CURRICULUM OFFERED

We are offering the three CBC pathways

Namely;

1. STEM
2. SOCIAL SCIENCE AND
3. ART & SPORTS

The following subjects will be offered

1. BIOLOGY
2. LITERATURE IN ENGLISH
3. FASIHI YA KISWAHILI
4. CHRISTIAN RELIGIOUS EDUCATION
5. CORE MATHEMATICS
6. CHEMISTRY
7. BUSINESS STUDIES
8. COMPUTER SCIENCE
9. PHYSICS
10. AGRICULTURE
11. GEOGRAPHY
12. HISTORY & CITIZENSHIP
13. SPORTS
14. HOMESCIENCE
15. FRENCH

(b) SCHOOL CLUBS

1. Young farmers
2. Red Cross
3. St. John's Ambulance
4. Debates
5. Drama
6. Journalism
7. Wild life
8. Science
9. Mathematics
10. Business Studies
11. PAK
12. Rangers.
13. Home Economics.
14. Talent
15. French

Choose Club _____

(c) MOVEMENTS

1. Y.C.S (Young Christian Students)
2. C.U (Christian Union)

Choose one movement _____

ST. ANGELA NGUVIU GIRLS' SENIOR SCHOOL, P O BOX 12, EMBU

E: MEDICAL REPORT

NAME:

ASSESSMENT NO.....

1. Past Medical History

.....
.....
.....

2. Central Nervous System.....

.....

3. Gastrointestinal System.....

4. Sicht

4. Signit.

Teeth...

.....

6.

MORSE

7. General health (history of any chronic disease e.g. Asthma, Tuberculosis, Epilepsy, Allergy etc.)

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DOCTOR'S COMMENTS

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I certify that

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Has been examined and to my opinion she is medically and physically fit to join your school.

N.B: Any other problem please attach a medical examination letter.

Signed.....

Date.....

MINISTRY OF EDUCATION NEMIS REGISTRATION FORM

Learner Bio-Data

Basic Details

CAPTURE ONLY LEARNERS WITH BIRTH CERTIFICATE

ASSESSMENT NO. _____ RUBRICS _____

Surname _____ First Name _____ Other Names _____

Birth Cert. Entry No. _____ Birth Cert. No. _____ Date of Birth _____

Gender _____ Nationality _____ Grade _____

Special Medical Condition _____

Any Special Needs? Yes No if yes specify _____

Contact Details

Home County _____ Home Sub County _____ Postal Adrees _____

Town _____ Learner Email Adrees _____ Learner Mobile No. _____

Mother's Details

Mother's ID No. _____ Mother's Name _____

Mother's Email _____ Mother's Mobile No. _____

Father's Details

Father's ID No. _____ Father's Name _____

Father's Email _____ Father's Mobile No. _____

Guardian Details

Guardian's ID No. _____ Guardian's Name _____

Guardian's Email _____ Guardian's Mobile No. _____