



CHULUNI GIRLS' SECONDARY SCHOOL
P.O.BOX 155-90200, KITUI
Email: chulunigirls@gmail.com
Website: chulunigirlssecondaryschool.blogspot.com
CELLPHONE: 0115675764
YEAR: 2023

DEAR {name}

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: {name}, INDEX NO {indexno} Marks {marks} SUB-COUNTY {subcounty}

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

FORM ONE JOINING INSTRUCTIONS 2023

I am pleased to inform you that you have been offered a chance in Form **one** (1) in this school as a result of good performance. The school is situated along the Kitui-Kibwezi road, about 7km from Kitui Town.

Attached is the fees structure for the whole year and a list of other items, which you are required to bring with you including this calling letter.

Documents to bring on the reporting day.

1. Your admission letter.
2. Student's record dully filled. (see page 4)
3. Certified copy of KCPE results.
4. School leaving certificate.
5. Medical examination certificate dully signed from a government Hospital (see attached).
6. A copy of your birth certificate.

Please, study the fees structure carefully and bring all the fees for first term. **Note that the school does not accept any payment of fees in cash.** You may bring the fees in form of money order or banker's cheque or bank directly to our school account – National Bank-Kitui Branch

A/C No. 01021051502400. A paybill account will be provided upon arrival for those whose fees will be in their MPESA Account.

Page 5 of this letter is a copy of the school rules and regulation. Read carefully and if you agree to obey and follow them, append your name and signature.

MUSEE F.M (MRS)

PRINCIPAL

**CHULUNI GIRLS SECONDARY SCHOOL,
P. O. BOX 155,
KITUI.**

OTHER ITEMS FOR PERSONAL USE WHILE IN SCHOOL

- 1.Hymn book (Golden Bells)
- 2.Bible (RSVP)
- 3.Kamusi kuu ya Kiswahili – By Loghorn
4. Bed Sheets (Plain)
5. 4pairs of white socks.
- 6.1 pair of black leather shoes (high heeled not acceptable)
- 7.1 pair of black rubber shoes.
8. A plastic basin and a bucket.
9. A Night Dress.
10. Panties (six minimum)
11. A stainless steel mug, plate and spoon.
12. 2 padlocks
13. A functional torch and batteries
14. Personal effects (Tooth brush, toothpaste, sanitary towels, petticoats,
Braziers, tissue papers, pens, **white, black or cream** body tops etc)
15. 2 Passport size photographs (colored)-write your name at the back.
- 16.Advanced Learners Dictionary (6th Edition).

CHULUNI GIRLS SECONDARY SCHOOL
P.O. BOX 155 - KITUI

STUDENT'S RECORD

NAME: _____

DATE OF BIRTH _____

PRIMARY SCHOOL ATTENDED _____

K.C.P.E. INDEX NO. _____

NB: (Tick as appropriate)

1. BOTH PARENTS ALIVE.

2. SINGLE PARENT.

3. PARTIAL ORPHAN.

4. TOTAL ORPHAN.

FATHER'S NAME _____

FATHER'S OCCUPATION _____

TEL. NO. _____

MOTHER'S NAME _____

MOTHER'S OCCUPATION _____

TEL. NO. _____

HOW MANY OTHER CHILDREN DO YOUR PARENTS HAVE IN:

1. PRIMARY _____

2. SECONDARY _____

DENOMINATION _____

HOME ADDRESS _____

COUNTY _____

CONSTITUENCY _____

DISTRICT _____

DIVISION _____

LOCATION _____

WHO WILL PAY YOUR FEES? _____

WHAT IS HIS OR HER OCCUPATION? _____

PARENTS/GURDIAN'S SIGNATURE SIGN: _____

CELLPHONE NO: _____

CHULUNI GIRLS SECONDARY SCHOOL
P. O. BOX 155,
KITUI.
CELL NO.0115675764

MEDICAL CERTIFICATE

NAME_____

AGE_____

This form must be completed by a government medical officer or his assistant in a government hospital.

Eyes_____

Chest_____

Heart disease_____

Pregnancy Test_____

Allergies_____

Blood pressure_____

Blood sugar _____

Physical disability_____

Other areas and comments _____

Date _____ Sign _____

Official stamp

SCHOOL RULES AND REGULATIONS

1. Students should not communicate to Visitors/Outsiders without permission. This will lead to two weeks suspension and a major punishment.
2. Students **MUST** be neatly dressed in Proper School Uniform i.e.
 - No tight and short skirts.
 - No torn uniform.
 - Blouses should have all buttons and the school log.
 - Long hair may be kept. It must always be combed and tied with a black hair band. Improper uniform will be confiscated and the student will be sent home to buy proper uniform.
3. Students **MUST** not be in possession of home clothes. Home clothes shall be confiscated and disposed off.
4. Student **MUST NOT** be in possession of stolen property. Tough disciplinary action shall be taken against such a student.
5. Any student caught or suspected of Incitement of others or causing unrest in the school shall face tough disciplinary measures. A major punishment shall be administered. Such a student will risk being expelled from school.
6. Cheating in any exam is an offence. Exam cheats or suspects will face disciplinary measures including cancellation of the results.
7. Visitors during weekends will **NOT** be allowed to see students.
8. No students should leave the school compound without permission. A student who commits this offence shall be suspended for two weeks and a major punishment shall be administered to her.
9. **TRUANCY** is an offence. Offenders will serve a major punishment and a suspension of two weeks.
10. Students sent out of school for any reason **MUST** report on a weekday between 8.00am and 3.00pm. Reporting time on opening days is 3.00pm. Late comers must be accompanied by the parent/guardian
11. **DISRESPECT** is an offence. Disrespect to teachers fellow students and non-teaching staff shall lead to a two weeks of Suspension and a major punishment.
12. Students **MUST NOT** be in possession of a Mobile Phone in school. The phone will be confiscated followed by a major punishment and a suspension of two weeks.
13. Christian students **MUST** attend either the Protestant service or Catholic Mass. Muslim students shall converge in a special room for their worship service.
14. Students **MUST** eat the food provided by the school. There is **NO** provision of **SPECIAL** diet in the school.

I _____ (full names) have read and understood the above rules and regulations and here by do commit myself to abide by them.

Sign: Student _____ Date _____

CHULUNI GIRLS SEC. SCHOOL

P. O. BOX 155

SCHOOL UNIFORM

To avoid disparities, you are adviced to purchase the uniform items from school at a cost of KShs.15,000 paid via **Mpesa** through a paybill number that will be provided to you upon reporting.

The uniform items are at a cost of ksh.15,000 /- include the following,

NO	ITEM
1	2 Blouses
2	2 Skirts
3	1long sleeved sweater
4	1 half sweater
5	1 Tie
6	Games suit
7	1 Bedcover

8	1Blanket
9	Mattress
10	ID Card and labelling
11	1 Jumper sweater
12	White Tshirt (Branded)

CHULUNI GIRLS' SECONDARY SCHOOL,

P.O BOX 155,

KITUI.

CONTACT NO. 0115675764

FEES STRUCTURE 2023

VOTE HEADS	TERM 1	TERM 2	TERM 3	TOTALS
BES	12,700.00	7,750.00	4,935.00	25,385.00
R.M.I	1,000.00	600.00	400.00	2,000.00
OTHERS	8,450.00	5,870.00	3,580.00	17,900.00
ACTIVITY	100.00	150.00	50.00	250.00
SUB TOTALS	22,250.00	14,320.00	8,965.00	45,535.00

NB:ALL students should pay an extra ksh.1850 per term for PTA teachers' salaries.

All fees to be paid either in bankers Cheque, money order or direct banking to our school account

No **01021051502400** at NBK Kitui branch.

N.B personal cheques are not accepted by the school.

MUSEE F.M (MRS)

PRINCIPAL.