

CHULUNI GIRLS' SECONDARY SCHOOL P.O.BOX 155-90200, KITUI

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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} Mark	ks {marks} SUB-COUNTY {subcounty}			
Primary School:				
Head teacher's Full Name:				
Head teacher's Signature:	Date:			
Student's Signature:	Date:			
	School stamp			

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. PARTAL 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 gov hospital.	
Eyes	
Chest	
Heart disease	
Pregnancy Test	
Allergies	
Blood pressure	
Blood sugar	
Physical disability	
Other areas and comments	
Date Sign	
Official stamp	

CHULUNI GIRLS SEC. SCHOOL P. O. BOX 155

KITUI

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 consficated 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 convere 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

<u>KITUI</u>

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,

The different feeling are at a cost of Rom. 12,000 / inference the following				
NO	ITEM			
	2 Blouses			
1				
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.