KUMURA PRIMARY SCHOOL

Applicant's Photo

APPLICATION FORM

Please complete in Block letters

STUDENT'S DETAILS:

Name of Student: ……..…….....……

Date of Birth(D/M/Y): ……..……..…/…..…….……/……...……...

Citizenship: …….....……...……

Religion: …….....……...……

Previous School: …….....…….……...……

Application for Grade ……...……Term: ……

Residential Location: …….....……

PARENT/GUARDIAN DETAILS

Father's Name: …..……...…… Mother's Name: ……..……

Postal Address: …….…….……..… Postal Address:.....……..……

Occupation: ……..…….…….. Occupation:...……..……..…..……

Cell phone: ……..…..……...… Cell phone:….……..……..……

Email address: ……...…….. Email address:...……..……..……..…

Located in Ruiru near the Kimbo GSU area
P.O.BOX 436-00232 Ruiru. Phone: +254 0143 909 275. Email : kumuracompschool@gmail.com
Website : www.kumura.sc.ke

KUMURA PRIMARY SCHOOL

OTHER INFORMATION

DETAILS OF ANY OTHER CHILDREN PRESENTLY STUDYING AT KUMURA PRIMARY SCHOOL

1. Name: ……..……... Class/Grade: ….……

2. Name: ……..……. Class/Grade: ……..……

Does your child have any allergies, medical or psychological conditions we should be aware of? Please provide details / relevant documentation:

……

……

Reasons for applying to Jaffery Nursery and Primary School

……

You were referred to this School through (Please tick the appropriate answer)

Social Media Advert: ☐

School Staff Member: ☐

School Parent: ☐

Other means: (Please specify)

……..

Please select below whether or not you have allowed for your Child's picture to be posted in our Social media platforms. Your Child's personal information will never be revealed.

I Agree ☐

I Do Not Agree ☐

KUMURA PRIMARY SCHOOL

RULES, REGULATIONS AND CONDITIONS

1. **FEES:** - Fees for the whole term should be paid before the child joins. Fees once paid is non-refundable and non-transferable. Admission fee is paid once on admission and is also non-refundable. The Board reserves the right to revise the fees as and when found necessary.

2. **WITHDRAWAL**: - One term's notice is to be given in writing in regards to withdrawing the pupil from the school. Caution fee is only refundable if the above clause is fulfilled. Failing to do so you will be asked to pay a term's fee in lieu of the term's notice. School leaving certificate will only be issued if all the above rules are adhered to.

3. **SCHOOL TIMINGS:**

SECTION	DAY	TIME
Daycare	Monday to Friday	**8.00am to 12.00noon**
Pre-primary & Lower Primary	Monday to Friday	**7.30am to 12.30pm**
Upper Primary	Monday to Friday	**7.30am to 12.30pm**; **2:00pm to 4:00pm**
Junior School	Monday to Friday	**7.00am to 12.40pm**; **2:00pm to 5:00pm**

NOTE:

- Friday classes break at **12 noon**.
- **Unavoidable Circumstances:** The Head teacher **MUST** be informed earlier in advance if the parent(s) cannot pick their child(ren) on time.
- **Absence** from school or **late coming** will require a letter of explanation from the Parent/ Guardian.

4. **COLLECTION OF STUDENTS**: - Only authorized person(s) will be allowed to collect your child. The school will not take any responsibility for any child not collected from the school 30 minutes after allocated time.

5. **SCHOOL UNIFORM**: - School uniform is compulsory. The uniform must be clean and well pressed. Shoes must be polished and socks washed daily. Pupils must be in their uniforms at school and when representing the school functions/games outside the school. Untidy hair, nails and uniform will not be tolerated.

KUMURA PRIMARY SCHOOL

6. **CO-CURRICULAR ACTIVITIES**: - Every Student is expected to take part in co-curricular activities like games, sports, debates, educational tours, picnics organized by the school. For special cases when a student is unable to take part in any one of the activities due to a valid reason, the management should be notified earlier by the Parent/Guardian.

7. **DISCIPLINE:** - All Students are expected to be courteous. Foul language, fights or misconduct of any kind will not be tolerated. In-attentiveness and disrespect towards any member of the staff, bullying etc. will be dealt with seriously. Every student **MUST** have all his/her books for the Lessons/Homework, assignments should be duly completed and submitted to the teacher. Pupils are responsible for the safe custody of their books and belongings.

8. **CLEANLINESS**: The school classrooms/ premises should be kept clean all the time. Waste paper baskets have to be used and no scribbling of any kind to be made on desks and walls of the school.

9. **SCHOOL PROPERTY**: - Any damage done to school property or that of another pupil will have to be paid for by the offender. Pupils are not allowed to bring any sharp objects to school. No valuables or large sums of money should be given to your child.

KUMURA PRIMARY SCHOOL

CODE OF CONDUCT FOR STUDENTS

1. Respect all members of the school community.
2. Understand and comply with school rules, regulations and guidelines.
3. Comply with school policy on discipline, attendance, attire and other academic policies of the school.
4. Actively participate in the academic and extra-curricular activities organized by the school.
5. Complete and submit all the assignment and homework in a timely manner.
6. Protect and safeguard school properties.
7. Seek academic and or counseling support when needed.
8. Adhere to the principle of respect, responsibility, integrity, courtesy, productivity and performance.
9. Behave in a manner that focuses on academic success.
10. Possession of any illicit drugs/alcoholic substances, with intent to use, sell or distribute is prohibited.
11. In cases where unacceptable behavior recurs more than twice, the parent will be summoned for a meeting with the Headteacher and the class teacher.

KUMURA PRIMARY SCHOOL

DECLARATION

I declare that the above details are true and correct in every respect. I have read and understood the rules, regulations and conditions governing the admission and agree to abide by them.

Father: …….

Signature: …….. **Date: ……**

Mother: …….

Signature: …….. **Date: ……**

Guardian: …….

Signature: …….. **Date: ……**

Please return this form together with:

- ☐ Two passport size photographs
- ☐ A copy of the Student's Birth certificate
- ☐ A copy of the Student's Inoculation card
- ☐ Last school report
- ☐ Records and clearance certificate from Student's previous school
- ☐ Parent's ID/Passport copy

FOR OFFICIAL USE ONLY

Application Approved /Not Approved: ……..…….. Date: ……..……..

Head Teacher's Approval: ……..……..Date: …...……..……..

Invoice No:……..……Admission No: …….

(Admission is based on Merit)

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