



**SAVANNAH PLAINS SCHOOLS**  
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**JOINING INSTRUCTION FORM**

**LOWER SECONDARY**

*"In Pursuit for Excellence"*

## STUDENT JOINING INSTRUCTIONS (“O”) LEVEL

Dear Parent/Guardian,

We are glad to inform you that your child ..... has been selected to join Savannah Plains High School in FORM ..... for academic year ....., congratulations! On behalf of the school community as a whole, I would like to warmly welcome your child to our pleasant school.

### INTRODUCTION

This form is a legal contract between Savannah Plains High School on one hand, parent/guardian and student on the other hand. It binds the three parties and therefore it has to be read carefully before signing. Once the form has been signed, the three parties must fulfill the terms and conditions stipulated without delay, otherwise the contract is terminated. Sign and make a copy for your own, return the original form to the Head of School.

### ABOUT THE SCHOOL

Savannah Plains High School is a co-educational boarding school aiming at giving your child quality education for a better life.

Our School motto is “*Pursuit for Excellence*”.

The school is located in Shinyanaga, 5 km's from Shinyanga town Mwanza-Shinyanga road.

### OPENING DAY

The School will be opened for FORM /class on ..... and the date of arrival will be ..... From 8.00am to 4.00pm. **No** service will be given after this scheduled time, therefore, to avoid inconvenience and disturbance on you and the school, observe this arrangement.

The school has two terms in a year.

1<sup>st</sup> term runs from January -June

2<sup>nd</sup> term runs from June -December.

The dates are indicated in the School calendar you will receive a copy on the reporting day.

## PARENTS/GUARDIAN DECLARATION

I.....parent/guardian of .....who is a student at Savannah Plains High School, hereby enter into an agreement with the school after having read carefully and understood the student joining instructions and other directive as in form; I therefore:-

1. I authorize the head of school to take complete charge of my child, in case of sickness or contributions for the betterment of child, I promise to co-operate accordingly.
2. I promise to pay school fees and all other school requirements needed at school on time so as to enable the school to operate smoothly.
3. I allow my daughter/son to take part in sports of extra-curricular activities as organized and arranged by the school.
4. I have read the school rules and I promise to advise my child to adhere to them accordingly otherwise I will comply with the decision in case my child violate them.
5. I understand and accept that my child must reach an average of 60% in all subjects so as to be promoted to the next class.
6. I promise to respect the decision of the school board which is the last organ in the school management in maintaining discipline and improving the quality of education,
7. All correspondence must be communicated to me:-
8. Postal address:.....

Residential address:.....

Telephone No:.....Email :.....

In case I am not available or due to distance, I authorize that you contact:

Name..... Relationship to student .....

Postal address ..... Cell Phone .....

#### NOTE:

1. Apart from the 3 authorized parent/guardian/relative, no one else will be authorized to pick or visit the student.

Parent/Guardian signature ..... Date.....

**SIGNING THIS FORM MEANS YOU HAVE DULY APPROVED AND YOU WILL COMPLY TO THE DIRECTIVES THEREIN.**

### HEADMASTERS' DECLARATION

I .....the Principal of Savannah Plains High School, promise to give the required services and quality education to your child.

Wishing you all God's blessings and looking forward to having you as part of our family.

Principal's Signature: ..... Date...../...../.....

## INFORMATION FOR PARENTS & STUDENTS

The character formation of a student studying at Savannah Plains High School is the duty of all parents, members of the school community, teacher, students and non-teaching staff. These are involved in various ways and capacities to ensure each student is formed well intellectually, socially and emotionally.

### Summary of the School Rules and Regulations:

1. Students and Parents must co-operate with the school in the whole process of education.
2. A student must be well-mannered, respect self and others at all times.
3. A student must be present for all classes including the self-study hours.
4. While on campus, a student must **communicate in English** except during Kiswahili.
5. A student must carry out all instructions given by teachers or any other authority.
6. **Cheating** especially in **examinations, stealing, use of alcohol or prohibited drugs, abusive language, pregnancies, disrespect** and any other form of misbehaviour **will not be tolerated.**  
Parents/Guardian will be called and disciplinary action will be taken and/ dismissal from the school. **A student is not permitted to bring or use a mobile phone or any electronic device on the school campus.**
7. If a student is absent because of illness or any other reason, she/he must bring a letter to the Principal from parent/guardian explaining the reason of absence, without which she/he cannot be admitted to class. Parent/Guardian may be called in case of frequent absences.
8. If a student is required to leave the school premises before schedule, the parent/guardian must come in person or send a letter stating the reason. No telephone messages will be accepted.
9. **A student is not automatically promoted to the next class, unless the academic progress and behaviour is satisfactory.**
10. Students must be in class daily at 7.05am. Disciplinary action will be taken against habitual late comers.
11. Observe and adhere to rules found in your class/hostel/dining hall and all other school premises.

## Items Required for Registration

- I. Admission Letter /form
- II. Birth Certificate
- III. Results slip, copy of leaving certificate
- IV. Prems Number and contact number of headmaster/headmistress from previous school
- V. Bank pay-in-slip (All payments or Instalments payments as indicated herein)

## SCHOOL FEES AND OTHER REQUIREMENTS

### FEES PAYMENT SCHEDULE

	TUITION FEES	PERIOD
1 <sup>ST</sup> QUARTER INSTALMENT	1,050,000/=	JAN - MAR
2 <sup>ND</sup> QUARTER INSTALMENT	1,050,000/=	APR - JUN
3 <sup>RD</sup> QUARTER INSTALMENT	1,050,000/=	JUL - SEPT
4 <sup>TH</sup> QUARTER INSTALMENT	1,050,000/=	OCT - DEC

### NOTE:-

1. It should be borne in mind that your child **WILL NOT** be admitted to school before clearing school fees and other school requirements as indicated in this joining instruction form in a particular term.
2. All payments must be paid through the bank and the bank pay-in-slip be brought to school for the issuance of receipt before or on opening day. **NO** cash will be accepted at school. The school fee is paid under instalment scheme as shown in the chart above.

**NB: Fees once paid, is non-refundable.**

### SCHOOL ACCOUNT DETAILS

**BANK NAME:- CRDB**

**ACCOUNT NUMBER:- 01J1059066900**

**ACCOUNT NAME:- SAVANNAH PLAINS HIGH SCHOOL**

## SCHOOL REQUIREMENTS

(These requirements are all provided at school at No Cost)

Dormitory	Stationary
Mattress	Spring file , Counter books (3 Quire), pens
	Pencils, Rubbers & Ruler

## PERSONAL REQUIREMENTS ( Students should come with)

1. Shoe polish
2. Bathing soap
3. Big tin of Vaseline/Lotion cream
4. Comb & Nail cutter.
5. Tooth brush and Tooth paste
6. Soap Dish & Showering gloves
7. Washing Powder soap (Omo/Foma etc)
8. Bucket (Ndoo Ndogo)
9. Pair of slippers and open shoes.
10. Pair of Black shoes (school)
11. School bag
12. Sports shoes
13. Mosquito net (3x6 white square)
14. Trunk/Suit Case
15. Night Dress/Underwear
16. Pillow & Pillow case (blue colour for boys, pink colour for Girls), 1 pair (2 sheets) of blue colour for Boys and 1 pair (2 sheets) of pink colour for girls
17. Sport shorts and jersey(Boys) and sports track suits (Girls)
18. Swimming costumes
19. Mathematical Set
20. Calculator
21. Water bottle
22. Pegs for hanging clothes
23. 2pairs of white long socks
24. 5 cloth hangers
25. 1 soft blanket

## SCHOOL UNIFORM

School uniforms can be purchased at school.

Skirts /Trousers	Shirts
T/Shirts	Sweaters
Pair of socks	Track suit
Shamba dresses	Shamba trousers/shirts

## DIRECTIVES TO PARENTS/GUARDIANS

### a) HEALTH

A parent/guardian should let the school administration know if his/her child has any health problem. This has to be accompanied with medical certificates. Malingering of a student will lead to severe punishment. Furthermore, the school **DOES NOT** provide special diet to students. Parents whose children cannot take the school food due to health disorders should seek to make thorough negotiations with the school administration **BEFORE** their children are admitted in the school. No excuses will be entertained if a parent/guardian will fail to adhere to this note.

### b) Opening and Closing of Term/Midterm:

During opening and closing of the term/midterm parents/guardians should bring/collect their children from the school and sign in the student's movement register. Student reporting alone will not be accepted in school.

## PROMOTION CRITERIA

In order to be promoted to the next class and ensure quality of education provided, a student is supposed to work hard and pass all subjects to get at least **60%** in each subject.

If your child does not reach this pass mark he/she will be advised to repeat the class otherwise he/she will have to leave the school.