



**GREENWOOD GROOVE ACADEMY**  
**ADMISSION POLICY**

# GREENWOOD GROOVE ACADEMY



ADMISSION POLICY: FOR JUNIOR SCHOOL (NURSERY, YEAR 1 TO YEAR 6) AND  
SENIOR SCHOOL (YEAR 7 TO YEAR 13)

## Statement of Philosophy:

**Greenwood Groove Academy** believes that each child is a unique individual who needs a secure, caring, and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, and socially. Our desire as an institution is to help students meet their fullest potential in these areas by providing an environment that is safe, supports risk-taking, and invites a sharing of ideas. There are three elements that we believe are conducive to establishing such an environment, (1) the teacher acting as a guide, (2) allowing the child's natural curiosity to direct his/her learning, and (3) promoting respect for all things and all people.

## VISION

To be an International inspirational Centre for learning "*where every student thrives*"

## MISSION

Greenwood Groove Academy will provide all students with a safe and nurturing environment which respects diversity in students' learning styles that enables them to be confident, critical and creative resourceful 21<sup>ST</sup> Century learner.

## 1. ADMISSION POLICY.

- 1.1 Admission to **Greenwood Groove Academy** is open to students of all nationalities, religion, gender and culture who demonstrate the ability and potential to access and benefit from the challenging international curriculum and programs offered by the school.
- 1.2 Admission is dependent on:
  - 1.2.1 Meeting all admissions procedures and eligibility criteria
  - 1.2.2 Meeting all financial obligations.
  - 1.2.3 Availability of places in appropriate classes.
  - 1.2.4 Meeting the entry criteria through the entrance exams and ethics scrutiny.
- 1.3 Admission will be granted on the basis of performance in the entrance examinations, the vacancies available, and the parent-student interview outcome.
- 1.4 Students from our feeder campuses will get preference over other candidates during the admission process. For GGA Year 12 the feeder is the GGA Year 11's. For GGA Year 7 (Key Stage 3) the feeder campus is GGA Year 6 (Key Stage 2). For GGA Key stage 2 Primary, the feeder campus is GGA Key stage 1 the Pre-primary campus.

- 1.5 The school may find it necessary to place a student at an academic level, which may vary from that for which they had applied. Based on the results of the entrance examinations (1.3), the parent will be consulted and will be required to give in writing his / her consent to the placement of a child at a different level than applied for.

## 2. ELIGIBILITY REQUIREMENTS.

2.1 In order to be eligible for admissions in Year 1 to 13, a student:

- Must have previous schooling record.
- Must meet the entry level criteria.
- Must possess a school leaving certificate from the previous school.
- Must provide **Greenwood Groove Academy** a referral letter from the previous school.
- Must meet the age criteria.

2.2 The age requirements for admission (as on the 1<sup>st</sup> September of the year of admission) into Greenwood Groove Academy are as follows. The table below is a guideline and the Head of a campus, in consultation with Principal can use his/her discretion to place a child at a level different from the one shown in the table below.

2.3

<b>GRADE</b>	<b>AGE</b>
<b>Year 1</b>	<b>5.5 - 6.5</b>
<b>Year 2</b>	<b>6.5 - 7.5</b>
<b>Year 3</b>	<b>7.5 - 8.5</b>
<b>Year 4</b>	<b>8.5 - 9.5</b>
<b>Year 5</b>	<b>9.5 - 10.5</b>
<b>Year 6</b>	<b>10.5 - 11.5</b>
<b>Year 7</b>	<b>11.5 - 12.5</b>
<b>Year 8</b>	<b>12.5 - 13.5</b>
<b>Year 9</b>	<b>13.5 - 14.5</b>
<b>Year 10</b>	<b>14.5 - 15.5</b>
<b>Year 11</b>	<b>15.5 - 17</b>
<b>Year 12</b>	<b>17 - 18</b>
<b>Year 13</b>	<b>18 - 19</b>

2.4 Admission in Year 12 and Year 13 for all applicants will be dependent on the following criteria.

2.4.1. Admission in Year 12: The applicant must have at least five (5) credits in the IGCSE examination (or equivalent 'O' Level qualification) of which 2 should be in English and Mathematics. The remaining credits should be in the subjects that he/she wants to pursue at 'A' Level (or in related subjects).

2.5 Term 2 Intake (January Intake) at **Greenwood Groove Academy**.

2.5.1. Students who have sat for KCSE in November will be provisionally admitted in January on the strength of their Mock results as stipulated by the admission policy and good conduct.

2.5.2. Candidates from other East African countries who have sat for examinations under their National Curriculum before January will be provisionally admitted in January on the strength of their Mock results (if their results of National Exams are yet to be released) and good conduct.

2.5.3. However, the parent / guardian of such an applicant must sign an undertaking regarding the late admission.

2.6 No admission is usually granted in years 11 it being an examination class. However, the Head in conjunction with the Principal will use discretion in admitting students in examination classes in exceptional circumstances.

2.7 Admission in year 13 is subject to exceptional performance at the AS Level, meeting the age criteria, good conduct and the vacancies available.

### 3. **ADMISSION PERIOD:**

3.1. A parent may apply for admission any time during the year.

3.2. The period of the Admission tests in 3.1 will determine the period of admissions.

### 4. **APPLICATION PROCESS:**

4.1 A prospective parent can collect an application form from the Secretary (admissions), by paying Kshs. 2,500/= (**non-refundable**), if there is vacancy in a particular year group. This rate is subject to revision from time to time. The admissions secretary will mandatorily note down all contact details of parents collecting admission forms.

4.2 The parent may also choose to fill in a wait-list form if there is no vacancy in the year group in which the parent seeks admission for his/her child.

4.3 The parent will be given a date for an interview only if seats are available. The candidate must attend the interview as well. (Interview for senior school applicants will be at the discretion of the Head).

4.4 If the interview is successful, the parent will receive a communication from the school regarding the entrance examination date.

- 4.5 If parents are required to serve a notice to the current school of their child (regarding the withdrawal of the child), such a notice must be provisional.
- 4.6 The completely filled in application form will have to be submitted to the Secretary (admissions) within 3 working days after issue of form.
- \*4.7. If admission is granted, the parent will receive a communication (written and telephonic) after the entrance examination is conducted.
- 4.8. The parents must pay the required fees within **5 days** of receipt of the admission offer.
- 4.9. All parents transferring their children to **Greenwood Groove Academy** from other schools are required to pay the total fees upfront upon receipt of the admission offer and within the deadline specified.
- 4.10. **All fees, except the caution deposit, paid at the time of admission is non-refundable and non-transferable.**

## **5. RANKING LIST FOR ADMISSIONS**

- 5.1. The performance in the entrance exams determines the rank of students.
- 5.2 Students are put on the waiting list depending on their rank and vacancies available.
- 5.3. Students obtaining a higher rank will get first preference. (Example: If there are 3 vacancies, students ranked 1, 2 and 3 will be given admissions. Students ranked below 3 will be waitlisted)
- 5.4 A rank list is only valid for two terms. This means if a (listed) candidate cannot get admission in the term he/she is applying for or in the successive term, the (rank list) becomes invalid.
- 5.6. In case a rank list becomes invalid, a student has to appear for the entrance test again.
- 5.7. A waitlisted candidate sitting for a retest need not fill up the admission form again. The candidate needs to pay a fee for the retest. The fees for the retest will be the cost of the admission form

## **7. PASTORAL CARE REPORT**

- 7.1 If previous reports or the Confidential Student Report /Student Referral form (CSR) indicate behavioural and / or academic issues, the previous school will be contacted in order to seek clarification and further information. A probationary period may be offered before a student can be formally admitted to **GGA**.
- 7.2. As learning and /or behavioural difficulties may not always be apparent at the time of admission or may arise after a student has been attending **GGA**, the Principal/Head of School reserves the right to advise parents/guardians that a student must be withdrawn from **GGA**.

## **8. SIBLINGS POLICY**

- 8.1 In keeping with the School's family ethos, in cases of candidates with relatively similar academic merit and interview performance, priority will, where possible, be given to sibling of current pupils.

8.2 Such priority assumes that the sibling candidate has done sufficiently well in the written examination papers and, in our view, shows the potential to take advantage of all that the school offers.

## 9. STAFF CHILDREN POLICY

Sons and daughters of established members of staff will be subjected to the same selection process as siblings of current senior school pupils.

## 10. OFFER OF ADMISSION

Upon meeting the admission criteria successfully, an applicant will receive a letter of offer granting admission to the Academy.

However, such an offer will remain valid only for five (5) days from the date of issue and all fees, as stated in the letter of offer, must be paid within five (5) working days.

The letter of offer will automatically be redundant within five (5) working days from the date of issuance of the letter.-

## 11. APPEALS PROCESS

Parents wishing to appeal a decision should write to the Head teacher and copy to the School Board of Governors' Teaching and Learning Committee, stating their reasons for the appeal. The school will respond to this within two weeks of receipt.

## 12. SCHOOL FEES PAYMENT GUIDE

- i. It is very important that you note that all Fees are Payable in Advance every Term. A penalty of 10% will be levied for all the late payments past the payments deadlines. Tuition Fees is neither refundable nor transferable. Refund of Caution deposit is subject to the Pupil's returning all the school property in Good condition.
- ii. In the event that the deadline for payment of fees is not meet, the academy reserves the right to offer the place of your child to the next child on the waitlist.
- iii. One full term's written notice to withdraw is required to withdraw a child, failing to which, caution deposit will not be refunded, school leaving documents will not be processed and a term's tuition fees in lieu of notice will be levied.
- iv. Family discounts, on **tuition fees only** are allowed in bills as follows:
  - a) 2<sup>nd</sup> Child: 7%
  - b) 3<sup>rd</sup> Child: 10%
  - c) 4<sup>th</sup> Child: 15%
  - d) 5<sup>th</sup> Child & subsequent Child 20%
- v. A surcharge of 1.5% is levied per month for the late payment of fees past the term deadlines
- vi. Activities fees and Transport fees are charged separately and must be paid with the term school fees
- vii. The Board of Governors reserves the right to alter the fees at six months' notice.



## GREENWOOD GROOVE ACADEMY

### STUDENTS' CODE OF CONDUCT

The Objectives of a School Code of Conduct is to establish clear expectations and to provide guidelines regarding behavior in the Greenwood Groove Academy. GGA students are expected to act and delegate themselves in a manner that is suitable to an international school standards and in accordance with certain basic principles of conduct and human rights.

The primary role is to safeguard all the students and provide a safe environment that is conducive for learning in order that students are able to experience a holistic platform for learning. In the event a student's behavior is inappropriate or a significant lack of responsibility is displayed, it is very important that guidance is given so that expectations, boundaries and consequences are reinforced.

All students of Greenwood Groove Academy commit themselves and agree to abide by the following school rules:

1. students should at all times show respectful and considerate behavior to staff, students and parents:
2. students are expected to attend and arrive punctually for homeroom and all the following lessons and activities during the school days
3. Students will at all times respect the instruction provided for to seek permission to leave school precinct by obtaining leave out form which should be signed and stamped.
4. All students must wear the official school uniform, exercise courtesy, to refrain from using inappropriate language and demonstrate good manners at school.
5. Electronic devices such as mobile phones , mp3 players , iPod , electronic games are prohibited in the academy
6. For health and safety reasons, students must be accompanied by a member of staff before entering the hall, technology rooms, and science laboratories.
7. Any forms of theft , vandalism or inappropriate use of school facilities is not acceptable
8. The possession , use or distribution of tobacco, alcohol , illegal substances , intoxicants or dangerous materials or implements is not allowed on campus or at school related activities
9. All students are expected to adhere to and respect Kenyan laws at all times. Greenwood Groove Academy will not condone or tolerate behavior , either during or outside school hours , which is determined detrimental to the school community or which may lead to jeopardizing the reputation GGA name
10. All student are expected to channel their grievances through the teaching staff by filling the grievances form and upon signing hand over to either their Homeroom tutors , Key-stage coordinators or Principal.

### Procedures to be followed where breach has occurred.

1. All students are expected to report all case to the authority for proper action to take place
2. The teachers / staff members will speak to the student to attempt to resolve the situation

3. All cases grievances launched through the grievances form will be heard by a panel of teachers to include the key stage coordinators, homeroom tutors and Principal.
4. Further action will be taken by the Principal / Head of School / if there is an accumulation of unsolved issues.

The following misdemeanors will be treated rules as very serious violations of the school and core values. The Principal and or head will immediately be notified and the parents contacted should any of these violations occur. These will result in consequences up to and including within the school and outside the school, suspension, disciplinary probation or dismissal from Greenwood Groove Academy.

In particular serious circumstances, the school reserves the right to omit any of above steps, giving the principal and Board of Governors of school the discretion to determine that immediate dismissal is necessary

1. Leaving the Campus without permission
2. Academic dishonesty which includes cheating at all levels of exams.
3. Any forms of bullying either physical or verbal behavior
4. Language of an abusive , racist , sexist or blasphemous
5. To post information through the social media with an intention of humiliating or denigrate a fellow students or school;
6. The possession of potentially dangerous implements or materials;
7. Theft, intentional damage to, or disregard for , school property or the property of others
8. The use, possession or distribution of tobacco and alcohol, on school premises or at school-related activities.
9. The illegal use , possession or distribution of drugs on school premises or at school related activities , regardless of whether that constitutes a criminal offence under Kenyan law
10. Actions or behavior , either during or outside hours , which constitute a criminal offence under Kenyan law
11. Have been suspended before for any of the above misdemeanor.

I have carefully read all the above information regarding the school code of Conduct and hereby fully commit myself to abide to all the above school rules.

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parents signature: \_\_\_\_\_

Date: \_\_\_\_\_





GREENWOOD GROOVE ACADEMY

# GREENWOOD GROOVE ACADEMY

## SUBSTANCE MISUSE AND ABUSE POLICY

Next review: Dec 2017

THE SUBSTANCE MISUSE AND ABUSE POLICY

## ALCOHOL, TOBACCO AND DRUG MISUSE AND ABUSE USE

### **Introduction:**

### **THE SCHOOL POSITION**

**Greenwood Groove Academy** declares that the academy is a drug free zone. This means that no Substance Misuse and Abuse, possession of illegal drugs on school premises or being at school under the influence of alcohol or illegal drugs is allowed.

Substance misuse and abuse refers to any illegal drug, intoxicating or stupefying substances, these include tobacco, alcohol, prescription drugs, and other hard drugs like cannabis, hashish, cocaine, ecstasy pills etc.

### **PURPOSE AND SCOPE**

The aim of this policy is to encourage all learners to abstain from using any drugs (other than those which are medically prescribed), including alcohol and tobacco. This document will be given to each learner and his /her parents / guardians to sign it as acknowledgement that they read and understood it, and that they have agreed to abide by its policy

**Greenwood Groove Academy** is committed to addressing the needs of the whole school in relation to drugs. The policy has been drawn up and accepted by the Board of Governors, Principal, Heads and Deputy Heads of School, Teachers, Parents/Guardians, and Students.

It is vital that parents/guardians actively work with the school to implement this policy to ensure their children's health and safety. In this policy "Drug" means any substance which changes the way the body functions, mentally, physically or emotionally.

The School recognises that drugs both legal and illegal are available in the local community and that the School, as part of that community, has an important role in terms of education, prevention, support and the handling of drug related incidents.

### **GREENWOOD GROOVE ACADEMY'S POSITION**

### **THE SCHOOL ETHOS**

As stated in the School's mission statement, **Greenwood Groove Academy** is committed to enabling students to fulfil their academic, intellectual, moral, spiritual, social, cultural and physical potential. It also is committed to fostering the development of personal responsibility. This is the ethos which guides the School Health Policy.

- i. The School does not accept the possession, use or supply of illegal drugs in the school, or on outside activities or in non-school time by any member of the school community.
- ii. The School does not accept the possession, use or supply of alcohol or tobacco in the school or on school activities by any student.
- iii. The School does not accept the misuse of solvent based substances. Students may have prescribed or "over the counter" medicines for legitimate personal use only.

- iv. Students who have in their possession and take medical drugs in school long term must inform the school.
- v. The School must be informed if a student has a medical condition and relevant teachers, e.g. P.E. teacher must be informed also.
- vi. A student or teacher may not give another student any prescribed or "over the counter "medicine.
- vii. Chemicals in school laboratories will be held under lock and key. Students will handle and use such substances only under their teacher's supervision.

### **THE POLICY IS FOCUSED IN FOUR KEY AREAS:**

- i. Alcohol, Tobacco and Drug Education Programmes.
- ii. Managing Drug Related Incidents.
- iii. Training and Staff Development.
- iv. Monitoring, Review and Evaluation.

#### **1. Alcohol, Tobacco and Drug Education Programmes.**

The School is committed to providing an Alcohol, Tobacco and Drug Education Programme for all students. Our educational aims are:

- i. To increase the self-esteem and confidence of our students.
- ii. To equip our students with personal and social skills.
- iii. To enable our students to make informed, healthy and responsible decisions.
- iv. To provide clear and age appropriate information on drugs.
- v. To minimise the harm caused by drug abuse by offering supportive interventions.

#### **These aims will be achieved by:**

- i. A Health/Drug Policy Co-ordinator.
- ii. Teachers are offered Drug Awareness training, PSHE training or any relevant training through regular in-service training.
- iii. Outside speakers are used where appropriate to reinforce the work done in class.
- iv. Parents/Guardians will be consulted on the need for drug education and will be informed of what is happening in the School. Drug information and drug awareness sessions are organised for parents annually.
- v. Student Drug Education will be achieved through:
  - a. PSHE (Personal Social Health Education) and Pastoral Care Programme
  - b. Advocacy Programmes
  - c. Community Service and Outreach Programmes
  - d. Outside speakers where appropriate.

#### **2. Managing Alcohol, Tobacco, Drug Related Incidents**

We acknowledge that in all situations involving drugs, there needs to be a balance between the needs of the student, the needs of the school community, the reputation of the school and legal considerations. Assessing a drug incident: If there is no damage to the student/s, it is important to:

- i. Take time to listen and assess before responding.
- ii. Separate fact from rumour.

- iii. In situations of confirmed use or possession or supply all details must be recorded and acted upon.
- iv. Then complete the drug incident report.

### Managing a drug incident

A limited number of people are involved in all suspected or confirmed drug incidents. People will be informed on a "need to know" basis. All written records will be held confidentially by the Principal or Head of School or Deputy Head of School. Parents/Guardians will be involved.

They will be informed sensitively and support offered to them. In the case of illegal drugs the Principal or Head of School or Deputy Head of School will contact the Area Child Protection Officer (ACPO), and any drugs will be dealt with by ACPO. In response to all incidents, pastoral support will be offered.

If a student has a problem then referral will be recommended. Parents/Guardians, staff and other students involved in the incident will be offered support. Confidentiality is a complex issue. It is important that the limits of confidentiality are discussed with students before any disclosure is made. The well-being and welfare of the student and teacher must be a primary focus.

The Principal or Head of School or Deputy Head of School will handle all media enquiries. They will not comment on individual cases but will refer to the school policy and procedures in place to manage any drug related incident.

### Disciplinary Procedures

Drug incidents are complex and in situations where the student(s) breaches the regulations stated in this policy, sanctions and punishments will be implemented depending on the nature of the offence. These will be consistent with school rules (see the code of conduct).

Due process will be followed by the investigating team and if found guilty, the student(s) risks being removed from the School role with no option for appeal.

## 3. Training & Development

We will provide:

### Staff

- i. The School will facilitate training for staff involved in the PSHE (Personal, Social, Health, and Education) and Pastoral Care programmes
- ii. All staff will be offered drug information and awareness training regularly.
- iii. Specific training will be made available to the Behaviour Management Co-Ordinator and key staff in relation to managing drug related incidents.
- iv. First Aid training will be made available to all staff regularly.

### Parents/Guardians

The School will provide opportunities to attend drug workshops, information evenings and sessions on the School Drugs Policy in this current year. From next year onwards this will be offered as part of the induction for parents/guardians of new pupils to the School.

### **Students**

The School will offer all its students drug education programmes within the context of their PSHE classes and Pastoral Care Sessions. Students' leaders will be trained on Peer to Peer Counselling and how to identify signs and symptoms of drug user including study in First Aid.

### **4. Monitoring the Policy, Review and Evaluation**

The Behaviour Management Co-Ordinator will monitor the policy once a term to ensure that it is of practical benefit to the School. The result will be recorded and made available to the Principal.

The areas of:

- i. Drug Education Programmes
- ii. Managing Drug Related Incidents
- iii. Parent, Staff and Management Training

Will be reviewed.

### **Evaluation**

Teachers, Parents/Guardians, Students and the Board of Management will be involved in the evaluation of this policy when it has been in place for one year. Again the three specified areas above will be evaluated.

### **Dissemination of Policy**

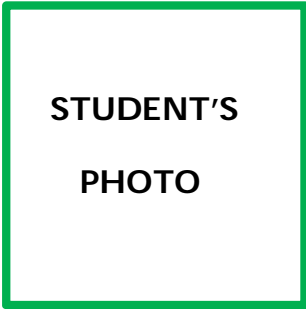
Copies of this policy will be distributed to all the school community. It will be available also from the Principal's Office, School Library and Behaviour Management Co-Ordinator.

Copies will be given to all new staff and parents of new pupils as part of their induction to the School. Students will be made aware of the policy within the context of the PSHE programme.

I have carefully read the content contained in this document and commit to abide by the regulation stated here above

Student: \_\_\_\_\_ Parent \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



**STUDENT'S  
PHOTO**

Email: [greenwoodgrooveacademy@gmail.com](mailto:greenwoodgrooveacademy@gmail.com)

Mobile: +254 726 397 394 / +254 733 839 800

Mombasa –Kenya

**APPLICATION FOR ADMISSION INTO CLASS: \_\_\_\_\_ ACADEMIC YEAR: \_\_\_\_\_**

**STUDENT'S INFORMATION**

SURNAME: \_\_\_\_\_ FIRST NAMES: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_ GENDER: \_\_\_\_\_

NAME OF LAST SCHOOL ATTENDED: \_\_\_\_\_ CLASS: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

INTEREST IN SPORTS, ETC: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

TEL NO (S): \_\_\_\_\_

**PARENT'S / GUARDIAN INFORMATION**

FATHER'S FULL NAME: \_\_\_\_\_ MOTHER'S NAME: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

PROFESSION: \_\_\_\_\_ PROFESSION: \_\_\_\_\_

EMPLOYER / BUSINESS NAME & ADDRESS: \_\_\_\_\_ EMPLOYER/ BUSINESS NAME & ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BUSINESS TELEPHONE NO: \_\_\_\_\_

BUSINESS TELEPHONE NO: \_\_\_\_\_

FATHER'S MOBILE NO: \_\_\_\_\_

MOTHER'S MOBILE NO: \_\_\_\_\_

FATHER'S EMAIL: \_\_\_\_\_

MOTHER'S EMAIL: \_\_\_\_\_

FULL RESIDENTIAL ADDRESS: \_\_\_\_\_

POSTEL ADDRESS: \_\_\_\_\_ CODE: \_\_\_\_\_

NAME OF PERSON RESONSIBLE FOR PAYING SCHOOL FEES: \_\_\_\_\_

EMAIL: \_\_\_\_\_ MOBILE: \_\_\_\_\_

I / WE \_\_\_\_\_ CONFIRM THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HAVE READ THE RULES AND REGULATIONS OF THE ACADEMY AND WILL ENSURE THAT MY CHILD / WARD ARE MADE AWARE OF THEM AND WILL ABIDE BY THEM.

SIGNATURE OF PARENT: \_\_\_\_\_ DATE: \_\_\_\_\_

## FOR OFFICIAL USE

DATE OF ENTRANCE TEST: \_\_\_\_\_ RESULTS: PASS / FAIL \_\_\_\_\_%

DATE OF ADMISSION \_\_\_\_\_ ADM.NO: \_\_\_\_\_

CLASS ADMITTED TO: \_\_\_\_\_ HOUSE: \_\_\_\_\_

FIRST FEE RECEIPT NO: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ DATE: \_\_\_\_\_

CAUTION DEPOSIT RECEIPT NO: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (SECTION IN CHARGE)

## **BASIC FEES (ACADEMIC YEAR 2017 -2018)**

### **TUITION FEES STRUCTURE: 2017/2018 ACADEMIC YEAR:**

<b>CLASS</b>	<b>TUITION FEE</b>	<b>ADMISSION FEE</b>	<b>CAUTION FEE</b>	<b>ACTIVITY FEE</b>	<b>TOTAL</b>
Play Group	35,700/-	5,000/-	-	-	40,700/-
KG 1	40,700/-	5,000/-	-	-	45,700/-
KG 2	45,700/-	5,000/-	-	-	50,700/-
KG 3	45,700/-	5,000/-	-	-	50,700/-

<b>CLASS</b>	<b>TUITION FEE</b>	<b>ADMISSION FEE</b>	<b>CAUTION FEE</b>	<b>ACTIVITY FEE</b>	<b>TOTAL</b>
YEAR 1	60,700/-	5,000/-	10,000/-	-	75,700/-
YEAR 2	60,700/-	5,000/-	10,000/-	-	75,700/-
YEAR 3	60,700/-	5,000/-	10,000/-	-	75,700/-

<b>CLASS</b>	<b>TUITION FEE</b>	<b>ADMISSION FEE</b>	<b>CAUTION FEE</b>	<b>ACTIVITY FEE</b>	<b>TOTAL</b>
YEAR 4	75,700/-	5,000/-	10,000/-	-	90,700/-
YEAR 5	75,700/-	5,000/-	10,000/-	-	90,700/-
YEAR 6	75,700/-	5,000/-	10,000/-	-	90,700/-

<b>CLASS</b>	<b>TUITION FEE</b>	<b>ADMISSION FEE</b>	<b>CAUTION FEE</b>	<b>ACTIVITY FEE</b>	<b>TOTAL</b>
YEAR 7	100,700/-	5,000/-	10,000/-	6,589/-	122,289/-
YEAR 8	100,700/-	5,000/-	10,000/-	6,589/-	122,289/-
YEAR 9	100,700/-	5,000/-	10,000/-	6,589/-	122,289/-

<b>CLASS</b>	<b>TUITION FEE</b>	<b>ADMISSION FEE</b>	<b>CAUTION FEE</b>	<b>ACTIVITY FEE</b>	<b>TOTAL</b>
YEAR 10	120,700/-	5,000/-	15,000/-	6,589/-	147,289/-
YEAR 11	120,700/-	5,000/-	15,000/-	6,589/-	147,289/-

<b>CLASS</b>	<b>TUITION FEE</b>	<b>ADMISSION FEE</b>	<b>CAUTION FEE</b>	<b>ACTIVITY FEE</b>	<b>TOTAL</b>
YEAR 12	150,700/-	5,000/-	20,000/-	6,589/-	182,289/-
YEAR 13	150,700/-	5,000/-	20,000/-	6,589/-	182,289/-



## **TRANSPORT FEES STRUCTURE:**

### **NYALY /BAMBURI / ITS ENVIRONS**

NURSERY TO YEAR SIX – KSHS 45,000/= PER YEAR

YEAR 7 TO YEAR 13 = KSHS 63,000/= PER YEAR

### **TOWN**

NURSERY TO YEAR SIX – KSHS 72,000/= PER YEAR

YEAR 7 TO YEAR 13 = KSHS 90,000/= PER YEAR

## **LUNCH FEES STRUCTURE**

<b>(YEAR GROUP)</b>	<b>(ANNUAL FEES - KSHS)</b>
NURSERY / RECEPTION	30,000/=
YEAR 1 & 2	43,000/=
YEAR 3 & 6	48,000/=
YEAR 7 & 8	108,000/=
YEAR 9 & 10	108,000/=
YEAR 11 & 13	108,000/=

CHEQUES ARE PAYABLE TO: SMARTCHOICE EDUCATION SERVICES LTD

CASH DEPOSITS TO:

1. SMARTCHOICE EDUCATION SERVICES LTD  
ACCOUNT NO: **03607690005**  
BANK OF AFRICA, NYALI BRANCH.

OR

2. SMARTCHOICE EDUCATION SERVICES LTD  
ACCOUNT NO: **1202736491**  
KENYA COMMERCIAL BANK (KCB) - NYALI BRANCH