

NANSANA SENIOR SECONDARY SCHOOL

(NASEC)

Knowledge is light.

SENIOR ONE TO SIX MIXED - DAY AND BOARDING

UNEB CENTRE NO. U1086

OFFICE Tel: 0709 666 777 / 0788 366 677



STUDENT'S ADMISSION FORM A

Dear Student,

.....
*I am glad to inform you that you have been given a place in this school
in; Senior..... Day Boarding section.*

*Please make arrangements to report at school
Your place will be given to another student if you do not report within;*

.....
*School Fees is payable at Centenary Bank, Account No. CA 3100017818
Wakiso Branch or at any other centenary bank branch in Uganda.*

Please, attached herewith find:-

- *Admission Form B.*
- *A check list of School Requirements*
- *School Rules and Regulations*
- *Bank Slip*

*I wish you a happy stay and success at Nansana Senior Secondary School
(Nasec)*

Thank you.

.....
H e a d t e a c h e r



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STUDENTS' ADMISSION FORM B

THIS FORM **MUST** BE FILLED BY THE APPLICANT IN **CAPITAL LETTERS**

1. STUDENTS 'FIRST NAME:
OTHER NAMES:
SEX: AGE:
CLASS APPLIED FOR: DATE:
PREVIOUS SCHOOL ATTENDED:

FOR STUDENTS JOINING 'O'LEVEL ONLY

RESULTS: (P. L. E)

ENGLISH: MATHS: SST..... SCIENCE: TOTAL AGGR..... GRADE:

FOR STUDENTS JOINING 'A' LEVEL ONLY

U.C.E. RESULTS: BEST 8 ;.....DIVISION;

SUBJECT COMBINATION CHOICE;

1. MAIN; SUBSIDIARY; 1..... 2.

DO YOU INTEND TO BE A DAY ☐ OR BOARDING ☐ STUDENT?

2. FATHER'S/GUARDIAN'S NAME:
OCCUPATION:
RESIDENTIAL ADDRESS (L.C.I)
TELEPHONE:

3. MOTHER'S NAME:
OCCUPATION:
RESIDENTIAL ADDRESS (L.C.I)
TELEPHONE:

4. **VERY IMPORTANT;** DO YOU SUFFER FROM ANY SIGNIFICANT ILLNESS? YES NO
NAME IT / THEM

THIS FORM MUST BE FILLED BY THE STUDENT AND SIGNED BY BOTH THE STUDENT AND THE PARENT/GUARDIAN.

.....
Student's name

.....
signature

.....
date

.....
Parent's/guardian's name

.....
signature

.....
date



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SCHOOL RULES AND REGULATIONS

SCHOOL MISSION;

To produce God fearing citizens, knowledgeable and responsible with ability to face challenges of the contemporary world.`

SCHOOL MOTO;

Knowledge is light.

CORE VALUES;

1. God fearing 2.Integrity 3.Excellence 4.Justice 5. Peace

PREAMBLE

From the time you register with Nansana Secondary School (NASEC) up to when you leave, it's the obligation of the school to see to it that you attain the best education and welfare. These rules and regulations therefore, are intended to serving the personal benefit of every student, and also drawn out in consideration of the community in which we are, at this particular stage of development. It's therefore the duty of this school to ensure that students grow into God fearing, disciplined, responsible, resourceful and eventually mature citizens. You are therefore advised to observe these rules because breach of any of them may result into immediate penalty, suspension or dismissal from the school.

RULES AND REGULATIONS.

1. All students **MUST** respect authorities, elders, fellow students and school property.
2. English is the official language of communication. All communication at school should be in English. Culprits shall be required to make a presentation at the next school assembly in English.
3. All Students must arrive at School by 7:00am and leave at 5:00pm Monday – Friday. No Student is allowed to leave the school compound without written permission from the Head teacher or Deputy Head teacher. Escapism may lead to suspension.
4. Any student who misses School for 14 days or more with no genuine reason shall be regarded as having left the School.
5. To every Student; classes, assembly, prayers, preps, assignments, tests and exams are compulsory. In case of sickness communication should be made to the Head teacher. Penalty for culprits may range from simple appropriate punishment to suspension from school.
6. Use of narcotic drugs, smoking, alcohol, fighting, stealing, gambling, bullying, noisemaking and any form of hooliganism is strictly prohibited and penalty for culprits may range from simple appropriate punishment to suspension of 2 weeks from school.
7. **UNIFORM.**
 - a. Students must come to School dressed in a full clean School uniform which must be worn properly i.e. shirts tucked in - to and from School.
 - b. Senior 1 to 4, short sleeved white shirt for boys, long sleeved white shirt for girls and dark blue trousers for boys, long dark blue skirts for girls.
 - c. Senior 5&6, long sleeved navy blue shirt for both sexes and dark blue trousers for boys, long dark blue skirt for girls. Plus a neck tie, a school T/shirt and a school sweater for all students for;
 - i. Assembly ii Classes iii Outings Visitation.

- d. Balancing, tightening and trimming of trousers, T/shirts and skirts are forbidden and is punishable by buying a new uniform.
 - e. All Muslim and other interested girl students have to put on a white head veil which will be bought from the school.
 - f. Students must wear black shoes and white long stockings for girls
 - g. Hair must be kept short for all O'level students and A 'level boys. A 'level girls are allowed to have long hair which is natural with only one puff. Beards and moustache are strictly forbidden. Designs in haircuts are not allowed.
 - h. Only decent clothings shall be permitted into the School, tight miniskirts and any cloth with slits above the knees are not allowed in the School.
 - i. Mobile phones, radios, ammunitions, computer games, toys, candles, non-uniform clothes and shoes, earrings, bracelets necklaces and chains or other ornaments are strictly forbidden and will be confiscated and never returned. Refusal to surrender illegals may result into suspension.
 - j. Use of artificial make up like cutex, lipstick and eye shadows is prohibited; penalty will range from school cleaning to suspension.
- 8. Coupling, homosexuality / lesbian behaviors, sharing of beds are strictly forbidden and punishable by suspension.
 - 9. Any Student who damages, misuses or loses School property shall be required to replace it or even be suspended.
 - 10. A student involved in cheating in a test or examination shall be punished and disqualified from that particular set of exam.
 - 11. Loitering on the School compound and elsewhere is prohibited during class time and prep time. Culprits will be penalized.

12. SOCIETIES/CLUBS.

- a. No society / club without a **patron** (member of the teaching staff), will be registered in the school.
- b. A student is free to join any society / club of her/his choice in the school.
- c. Society/club leaders shall liaise with other schools, outside bodies / personalities through their patron and or head teacher
- d. No society /club should make a trip outside the school without the permission of the head teacher and without a patron.
- e. All society/club property shall belong to the school and be kept under the custody of the head teacher.

13. VISITORS.

Visitation will be on stipulated day(s) which will be communicated in time every term. Students seeing unauthorized visitors may be suspended.

- a. Visitors must be **decent** and received by the school administration.
- b. Visitors are strictly not allowed in the dormitories.

14. OUT OF BOUNDS

- a. The staff room is out of bounds; no student should line up or be around without genuine reason.
- b. Students should not sit on verandahs, balcony, corridors and in the school canteen during class hours. Unauthorized movement of school furniture out of classrooms is strictly prohibited. This is the major cause of furniture breakages - penalty may range from general school cleaning to replacement of furniture.
- c. Staff quarters and teachers residence both within and outside the school are out of bounds to students.
- d. Dormitories are out of bounds to day scholars, opposite sex and non-students. Culprits may be charged and made to replace stolen property.
- e. The school kitchen is out of bounds to all students apart from the mess prefect.

- f. The school perimeter wall must be left clear, holding compromising conversations along the wall or escaping by climbing over the wall will be punishable by both suspension and a fine of two 50 kg bags of cement.

15. Forgery of documents including reports' signature, bank slips etc. is criminal offence, culprits will be forwarded to Police and thereafter suspended from the School.

16. Respect for school administrators, teachers, non-teaching staff and visitors is obligatory. Disrespect to any of the above may lead to suspension.

17. STUDENTS' LEADERS.

The school has students' leaders; these are prefects, class and dormitory captains. Their main duty is to assist staff in ensuring efficient management of the school. Every student is obliged to respect them and failure to do so may lead to suspension.

18. HEALTH AND MEDICAL CARE.

- a. Any student in need of medical attention must report immediately to the warden, matron, or deputy head teacher. They are responsible for recommending students for hospital consultation in case sickbay first aid treatment fails.
- b. No student should have personal medicine without the awareness of the school administration.

19. BOARDING STUDENTS' PROPERTY

Boarding students' property left at school during holidays, is left at school, at owner's risk.

DECLARATION.

Having read the rules and regulations, I have been made aware of the high discipline and academic standard that is bound in the school culture.

I hereby agree to abide by these rules and regulations and do accept to be penalized accordingly in case I am found guilty of abuse of any of the above rules and regulations.

.....
STUDENT'S NAME & SIGNATURE

.....
PARENT'S / GUARDIAN'S NAME & SIGNATURE

.....
DATE

.....
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OFFICE Tel: Office Tel: 0709 666 777 / 0788 366 677

REQUIREMENTS CHECK LIST.

NameSenior..... Term Date/...../20.....

A.CATEGORY	REQUIREMENTS	AMOUNT
1. Admission,	Development fee 25000 , Admission fee 20,000, Identity card 10,000	55,000=
2. Day fees	Senior one to Senior three	440,000=
Lunch inclusive	Senior four to Senior six	465,000=
	Senior five to Senior six SCIENCES	485,000=

3. Boarding	Senior one to Senior three	775,000=
fees	Senior four to Senior six	800,000=
	Senior five to Senior six SCIENCES	830,000=

4. School Uniform	Senior 1 to S.4, 1 trouser/ 1 long skirt, 2 shirts/2 blouses, a neck tie, 1 sch collar Tshirt and 1 long sleeved sweater,	170,000=
	Senior 5 to S.6, 1 trouser/1 long skirt, 2 shirts/2 blouses, a neck tie, 1 sch collar Tshirt and 1 long sleeved sweater.	170,000=
	White veil for muslim girls- (to be bought at school.)	10,000=
	Boarders casual wear (House T/Shirt compulsory)	25,000=
5. Art book	Senior one to Senior six (to be bought at school)	3000=
6. Computer	For Senior 3, 4, 5 and 6 computer registered students only per term.	20,000=

7.		
a.	One ream of photocopying paper (digital brand or double AA 500 sheets) per term S.1, S.2 , S.3 & S.5	
b.	One ream of ruled papers per term S.4 & S.6	
c.	6 rolls of toilet papers per term for all students	
d.	Short heeled closed Black Shoes & White Socks. (long white socks for girls.)	
e.	3square Black Books and a school bag	
f.	Six Blue Pens, Two 3B, Two 4B pencils and a Scientific Calculator.	
g.	2 Graph Books, 6 Square Math Books, Geometry Set and a long Ruler.	
h.	Boarding students will report with 5000/= for saloon fee and 20,000/= for medical fee	
i.	All students will pay 5000/= as house fee	
j.	All boarding girls will report with a knife for peeling	

B.BOARDING STUDENTS SHOULD IN ADDITION REPORT WITH THE FOLLOWING REQUIREMENTS;

- One scrubbing brush. .
- Mattress, A pair of Bed Sheets, Blanket, Pillow and a pair of Slippers and a mosquito net.
- A jerrycan, basin or bucket, 4 bars of soap, tooth paste and brush a Torch and dry cells,
- Shoe brush /polish and 3 More Rolls of Toilet Paper for personal use and Flat Iron with **THREE PIN** Top Plug
- 3 or 4 Packets Silk Pads, and a knife (girls)
- 2 Sets of Boarders' Casual Wear – report with (long Black skirts for girls / black Trousers for boys not jeans).
- Hijab, Lesu, head veil for all Female Muslim Students for prayers.
- Other utilities such as 3 kg of sugar, pocket money etc.
- 6 toilet papers for dormitory use.

Note;

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STUDENT'S REGISTRATION FORM

Student's Name; _____ Date of Birth; _____

Class of admission; _____ Section; _____ Combination; _____

Year of completion of P.L.E; _____ Year of completion of UCE; _____

Former School; _____

Father's Name; _____ Place of work; _____

Occupation; _____ Contact Address; _____ Tel. No. _____

Mother's Name; _____ Place of work; _____

Occupation; _____ Contact Address; _____ Tel. No. _____

Guardian's Name; _____ Place of work; _____

Occupation; _____ Contact Address; _____ Tel. No. _____

Physical Address;

District; _____ Sub county / L.C. III; _____

Parish / L.C.II; _____ Village / L.C. I; _____

I, _____ Class; _____

Acknowledge that I read, understood and retained a copy of the school rules and regulations and I promise to comply with these rules and any other amendments that may be made from time to time.

Signed _____ Date; _____

In the presence of ;

a) Parent's name ; _____

Sign; _____

Date; _____

b) School Administration (stamp & sign)

_____ Date; _____

MEDICAL FORM

Kindly obtain a medical report from a recognized hospital / medical personnel regarding health status.

History of ;

Asthma;_____

Constant Malaria_____

Attacks;_____

Sickle cell history;_____

Heart related problems;_____

Date of last menstrual period;_____

Have you ever been admitted to any hospital? Yes or No

If yes, When? _____ Why_____

Name of hospital;_____

History of allergy to medicine / drugs, foods or anything else.

Any eye defects? Yes / No; _____

Student's Name; _____

Signature; _____

Parent's Name; _____

Signature; _____

Doctor's Name; _____

Signature; _____
