

OLE TIPIS GIRLS' SCHOOL

P.O, BOX 177-20500
NAROK- KENYA

Email: otgschool@gmail.com

HYPERLINK
"Tel:020-2684029"
[Tel:020-2684029](tel:020-2684029)
NAROK KENYA

Note: You are expected to report to your secondary school on 6th Feb, 2023
YEAR: 2023

DEAR **KEEN PHOEBE NAYIANOI**

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: **KEEN PHOEBE NAYIANOI**, INDEX NO **31573245017** Marks **393**

SUB-COUNTY **31573**

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.

RE: ADMISSION FORM

1. You should report on..... with your parents between 8:00am and 5:00pm. Failure to which you will be replaced.

School Fees should be paid in full before admission, Pay Via Bankers Cheques from any bank, Money Order from post office or Direct deposit to the school Sch Ac No **01021040510100** at **National Bank of Kenya** (Please refer to attached fees Structure.)

2. SCHOOL PROSPECTUS

You are required to bring the following items:-

- I.
 - a) Two (2) recent passport size photographs.
 - b) K.C.P.E. Certified results slip and a certified school merit list (Photocopy and Original)
 - c) Leaving Certificate - (Photocopy and original)
 - d) Birth Certificate - (Photocopy and original)
 - e) Parent's recent passport size photographs (2)
 - f) Documentation of UPI Number
- II.
 - a) New Mattress (2.5 inch x 3 ft).
 - b) Two blankets.
 - c) Two bed sheets (Light green).
 - d) Bed cover (Light green).
 - e) Two night dresses.
 - f) Towel
 - g) A pillow.
 - h) Light green pillow cases (2)

Available in Narok Town at Tropical Fashions or any other convenient outlet.

- III.
 - a) Enough washing soap.

- b) Enough toilet soap.
- c) 6 rolls toilet paper.
- d) Tooth brush, 3 tubes of toothpaste.
- e) Biro, pencils, rulers & rubber.
- f) Sanitary pads 4 Pkts.
- g) 6 Panties and 6 Bikers
- h) 4 Bras (Black)

IV.

- a) Plastic Bucket
- b) Green plastic Basic
- c) A spoon
- d) A cup (metallic).
- e) A plate (metallic)
- f) 2 small padlocks.
- g) Floor Hard Brush (with Long Handle) and one piece of floor cloth

V.

UNIFORMS

- a) A pair of black leather shoes. [Low heel]
- b) Pair of white rubber shoes.
- c) A pair of Slippers (Normal)
- d) Three white blouses with school logo-(short sleeved)
- e) Two skirts (pleated).
- f) Two pullovers (with logo) Green long sleeved & black short sleeved.
- g) Tie (green with white stripes)
- h) Green – Tracksuit/T-shirt + Short [with logo]
- i) Four pairs of white plain socks
- j) Plain white 2 T-Shirts.

k) Jumper green (**with** School logo and **without** a Hood)

NOTE:-

Ø The school does not and is **NOT** able to provide **Special Diet**.

Ø Names recorded at admission will be regarded as official and **NO** later alterations will be allowed.

Ø All items will be labeled in school using the admission number not names.

The school provides textbooks and exercise books.

PERSONAL ITEMS

a) Bible / Quran

b) Golden Bells (Hymn Book).

MEDICAL EXAMINATION

To be done by registered Doctor.

Pregnancy test results: _____

Medical problem if any: _____

Examination conducted by: Dr _____

at _____ clinic/Hospital.

Date: _____ Sign: _____ Official stamp _____

SCHOOL RULES AND THEIR CONSEQUENCES

- 1. Respect is very important; student should respect the School Authorities, Teachers and all the employees of the school. Contrary to this, suspension and manual work to be given.**
- 2. Students MUST be neat and smart and always in the official uniform at all times, even when out on school trips .No additional attire will be accepted whatsoever. If otherwise manual work to be given.**
- 3. Students should NEITHER leave the school compound without written permission NOR receive any visitors except (AGM or Academic day).The sick should have the Nurse's attention and permission to be in the dormitories during class time. If otherwise manual**

work within the school be given. Cases of truancy (being in the dorm after 5.00 am, those claiming to be sick without nurse's permission) will also attract manual work.

4. Staff houses and Administration blocks are out of bounds to all students unless with special permission from the authority. If found manual work within the school be given.

5. Students **MUST** always take their studies very seriously. Examinations and assessment tests are compulsory for all students and should be written honestly and with personal commitment. Contrary to the said, the Exam will be cancelled and parental guidance to be offered.

6. Duties are compulsory and should be done promptly and satisfactorily. Contrary, the student has to re-do the duty and other portions allocated to other students in the same working area.

7. Punctuality and prompt response to the bell must be observed at all times. Otherwise, manual work to be given.

8. No food and drinks of whatever nature are allowed in the school. Parents should never bring any food to school. It is a serious offence to bring food to the school. If found, the student can bring ten items of the same kind.

9. Students must speak in **ENGLISH** in its correct formal form at all times. Contrary to this, one is to bring two story books, read them and write a summary.

10. Student must maintain Natural Hair. No Chemical. No Braids. Contrary to this, the student is to shave

11. No mobile phones, Cameras or any electronics devices. If otherwise two weeks suspension and parental guidance be offered.

NOTE

i) Any student breaking the above rules to sign a warning letter, if she repeats suspension to be discussed.

ii) Signing three warning forms warrants the student be considered for Expulsion.

iii) All discipline cases handled must be referred to the Guidance and Counseling department

SCHOOL FEES STRUCTURE

S/NO	VOTE HEAD	G.O.K YEAR 2023	PARENT TERM ONE	PARENT TERM TWO	PARENT TERM THREE	GRAND TOTAL
1.	BOARDING (BES)	0.00	13,700.00	9,500.00	7,185.00	30,385.00
2.	PERSONAL EMOLUMENTS (P.E)	6,800.00	2,500.00	2,000.00	1,472.00	12,772.00

3.	ELECTRICITY WATER & CONSERVANCY	500.00	2,250.00	1,800.00	1,752.00	6,302.00
4.	TRANSPORT (LT&T)	1,100.00	2,000.00	800.00	471.00	4,371.00
5.	MAINTENANCE & IMPROVEMENT	5,000.00	1,400.00	300.00	300.00	7,000.00
6.	MEDICAL & PROPERTY INSURANCE	2,000.00	0.00	0.00	0.00	2,000.00
7.	ADMINISTRATION COST	1,000.00	3,450.00	1,000.00	876.00	6,326.00
8.	TUITION	4,144.00	0.00	0.00	0.00	4,144.00
9.	ACTIVITY	1,500.00	700.00	98.00	0.00	2,298.00
10.	SMASSE	200.00	0.00	0.00	0.00	200.00
	TOTALS	22,244.00	26,000.00	15,498.00	12,056.00	75,798.00

PARENT : TERM ONE 2023 YEAR 2023 - 26,000/=

PARENT TERM TWO YEAR 2023 - 15,498/=

PARENT TERM THREE YEAR 2023 - 12,056/=

GRAND TOTAL YEAR 2023 - 53,554/=

PAY FEES VIA THE FOLLOWING CHANNELS

. Direct Deposit to the School Ac (National Bank 01021041510100) Indicated All Names

. Draw Chqs (AC NAME : OLE TIPIS GIRLS SCHOOL)

. Buy Bankers Chqs from Any Bank or Money Order from Post bank /Post Office

(NB: Report with the Chqs or Direct Deposit slips on Admission Day)

STUDENTS DECLARATION

I have read and understood the above rules. I promise to co-operate and adhere to them for the duration that I will be a student at Ole Tipis Girls High School.

STUDENT'S NAME: _____

SIGNATURE: _____ **DATE:** _____

PARENTS/GUARDIAN NAME: _____

SIGNATURE: _____ **DATE:** _____

ADDRESS:

TEL. /MOBILE NO.

LADY OLOLOKULA (MRS.)

SENIOR PRINCIPAL