



# KINAAWA HIGH SCHOOL

## KAWEMPE CAMPUS

P. O. Box 9093,  
Kampala-Uganda  
Bombo Road - Kawempe Ttula.  
E-mail: kinaawakawempe@gmail.com

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+256(0)759 137103  
+256(0)703 838060

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

### 2024 - ADMISSIONS

Dear : \_\_\_\_\_ Class: \_\_\_\_\_ Combination: \_\_\_\_\_

#### **Congratulations!**

You have been admitted to **KINAAWA HIGH SCHOOL – KAWEMPE**.  
Kinaawa High School – Kawempe is a giant in academics (especially sciences) and sports.

You are supposed to report to School on \_\_\_\_\_ before **06:00pm** to start your academic programme.

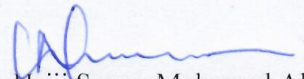
The School is an 'O' and 'A' level Day and Boarding Mixed Secondary School. It is a Muslim founded school where **Islamic values are cherished**. It was founded by the teachers of **Kawempe Muslim Sec. School** to provide their teaching expertise to those students who may not be admitted to the mother School.

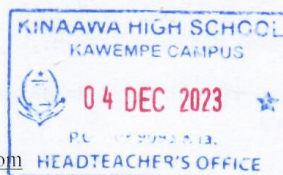
I take this opportunity to wish you a nice stay with us. The School Motto is **"Learn to Excel"**. We therefore expect you to live by that motto throughout your stay with us.

We place a lot of emphasis on matters of Discipline and **Academics**. We pledge to give the necessary support and guidance to help you achieve your aspirations in life.

Your vacancy will be kept for only two weeks after commencement of the term or after date of admission and will be given away if no prior arrangement is made with us in time.

Once again, congratulations on being admitted to one of Uganda's best Secondary Schools.

  
Hajji Serugo Muhamad Ali  
**HEAD TEACHER**  
Email: kinaawakawempe@gmail.com



*Learn to excel*

BANKERS: TROPICAL BANK | PRIDE MICROFINANCE BANK

## FEES STRUCTURE

### (a) Fees payment:

School payments are strictly paid in either Tropical Bank Account NO: **007006138** or Stanbic Bank Account NO: **9030020274866** using bank slips. **No cash is allowed.**

### (b) Day Students:

- |   |           |
|---|-----------|
| (i) Fees per term (S.1, S.2, S.3 and S.5) | 600,000/= |
| (ii) School Requirements                  | 470,000/= |

### (c) Boarding Students:

- |   |             |
|---|-------------|
| (i) Fees per term                           | 1,020,000/= |
| (a) S.1 and S.5                             | 920,000/=   |
| (b) S.2 and S.3                             | 1,160,000/= |
| (c) S.4 and S.6 Candidates                  | 200,000/=   |
| (d) UNEB Registration process (S.4 and S.6) | 485,000/=   |
| (ii) School requirements                    |             |

### (d) Other requirements

- i) Six passport size photographs
- ii) Original PLE/UCE Results slip or report form from previous school
- iii) Medical form completed by a Doctor
- iv) A dissecting kit for each 'A' level Biology student.
- v) A lab coat for 'A' level Science students.
- vi) Photocopy of the Parent's National ID
- vii) Learner's Identification Number from former Primary School for a senior one student.
- viii) All international students shall be required to provide photocopies of their passports to the administration.

### A School Library Book

- vii) PEM/PCM/MEG: Pure Maths P1 by Back House or Understanding Mechanics by Stadler.
  - BCM/BCA/PCM: Biological Sciences by Taylor
  - All Arts students: Basic Economics by Dr. Dumba
- ix) Each 'A' level student should bring a copy of the General paper book titled "A Guided Approach" by Moses Ali Ssenyonga @ 25,000/=.
- x) S.3/S.4 students should buy science practical books each at **15,000/=** obtainable at school.
- xi) 1 ream of photocopying papers (**Double A**)
- xii) 16 Counter books sold at school each at 5,500/=
- xiii) Scrubbing brush

### a) Personal requirements

No.	Girls	Boys
1.	Black Hijab (for Muslims)	1 Kanzu (for Muslims)
2.	White stockings (2 pairs)	Stockings (2 pairs)
3.	1 Black skirt obtainable at school at 30,000/=	1 Black trouser obtainable at school at 30,000/=
4.	Knickers and Peg hunger	Peg hunger for panties
5.	Sanitary towels (6 packets)	Boxers
6.	2 White and black petty veils	
7.	2 Petty coats	
8.	Black armings	

**Note 1:** All students must carry the following items: A mattress / beddings, mosquito net, prayer mat, pens, pencils, set, an atlas, coloured pencils, flask, torch, cells, towel, Scrubbing brush, Pocket sanitizer, 4 Face masks, A log book, A calculator, 3 Spring files, 8 Big toilet paper rolls, 3 Bars of soap, 1 Pair of black shoes, Basin, 5 Ltr jerican, Plate, Jik, Vim, Cup, Plate, Enough pocket money and a plastic container for canteen use.

**Note 2:** All Muslims must carry a Quran or Yasarna.

Wishing you the best of your stay with us and remind you that we expect hard work, normal and reasonable conduct from you.



# KINAAWA HIGH SCHOOL-KAWEMPE

## SCHOOL RULES AND REGULATIONS

### **Preamble**

Kinaawa High School (Kawempe) is a branch of Kinaawa high schools founded by teachers of Kawempe S.S. It is a mixed Day and Boarding 'O' and 'A' level Secondary school offering both Arts and Science subjects. It is Muslim founded. The Education we provide is intended to foster National Educational goals for the benefit of the Students, Country and humanity.

The newly admitted student and guardian are earnestly advised to read and understand these rules and observe them religiously because breach of any may result into suspension or dismissal from school.

### **Article 1: Obedience, Respect and Protecting the reputation of the school**

- a) All students must obey and respect school authority vested in the Head teacher, Deputies, Teachers, Prefects and all other persons to whom the Head teacher shall so wish delegate.
- b) Disobedience and disrespect under rule 1(a) may in the discretion of the school administration call for:
  - i) Suspension for two weeks.
  - ii) Indefinite suspension from School pending the decision of Board of Governors
  - iii) Immediate dismissal with disgrace.
- c) It is a must for every student to guard and protect the image and reputation of the school. Any act by a student that damages the reputation of the school shall result into the offender being punished accordingly. In cases where a student has been indefinitely suspended, they should leave all school property behind including the school uniform.

### **Article 2: Punctuality:**

- a) All students must report to school on the opening day of the term with their Parents/Guardians.
- b) Day students must report at school by 7:00 am and stay there up to 5:00 pm.
- c) Students must make sure that they are in time for all school programs/activities:- classes, prep tests/examinations, games, prayers, assemblies, preps etc.
- d) Reporting to school late will call for an explanation from the parent.
- e) Reporting to school is only on the gazetted days.

### **Article 3: Community work:**

All students are expected to take part in keeping the School environment clean and tidy. Stringent measures will be taken against those who fail to comply. So general cleaning on Saturday is a must, just like cleaning dorms, class rooms and the compound.

### **Article 4: Unbecoming behavior:**

- a) Use of **foul language** and **use of obscenities** are punishable by suspension.
- b) **Fighting** is not allowed at school as it is punishable by suspension. All grievances should be immediately reported to relevant authorities.
- c) **Teasing and bullying** fellow students is not allowed in school, culprits will be dismissed forth with or handed over to police for action.
- d) **Telling lies** under all circumstances is unacceptable. Lies about sickness, money demanded by the school or any alarmist information are punishable by suspension.
- e) **Loose talk**, backbiting, rumor mongering, noise making/hooliganism and fanatical support for prevailing events is prohibited and punishable by suspension.
- f) **Writing or drawing pictures** on black boards, dormitory walls, toilet walls and school books is forbidden and punishable by suspension or any other punishment deemed fitting.



- g) **Possession/Consumption of narcotic drugs** such as Marijuana, Mairungi, Kuber, alcohol and any other substance generally classified as "drugs" is punishable by indefinite suspension.
- h) **Stealing and damaging fellow students' or school's property** is forbidden and punishable by suspension plus double replacement of destroyed or stolen property.
- i) **Tampering** with the school's electrical installation is punishable by suspension and double replacement.
- j) **Immoral acts** such as love affairs expressed through bad touches, kissing, writing love letters, pregnancy, lesbianism, and homosexuality have no place in school and are punishable by indefinite suspension. All forms of anti-social behaviors are not tolerated and are punishable.
- k) **Staying in dormitory** beyond dormitory time is forbidden and anyone found will be punished accordingly.
- l) **Refusal of any** punishment according to these rules by a student will call for an indefinite suspension.
- m) **Students must carry identity cards** all the time and must surrender them to authority when demanded.

**Article 5: Permission to enter and leave school:**

- a) Students are not allowed to enter or leave the school compound without permission. Students are only given permission by the Head teacher or the Deputy and must report to the Head teacher, Deputy/Matron or anybody entrusted with authority. Failure to abide will imply illegal entry into school or escapism. Penalty for this is indefinite suspension. Parents must sign on the student's pass out form indicating time of arrival and departure to and from home respectively.
- b) Escapism from school leads to indefinite suspension from school.
- c) No student will go out for educational, religious or social functions without the company of a member of staff (invitation letter a must). Students on such visits must return by 5:30 pm.
- d) In case of death, students will be allowed to attend funerals of immediate family members only i.e. father, mother, brother, sister or guardian. All other family relatives are not in the category of immediate family relative.

**Article 6: Academics:**

- a) All students must attend all academic programmes as laid down by the school. Failure to observe this rule will lead a student to serving a serious punishment determined by both the academic and disciplinary committee.
- b) All students must show a satisfactory standard in their class work and examination performance. Failure to cope with school's academic standard may lead to demotion or repeating class.
- c) A student caught indulging in examination mal-practices of any kind shall be immediately demoted or expelled forth with. For National examinations, the victim may be handed over to police.
- d) Parents may consult teachers during school time to check on their children's academic progress.

**Article 7: School Uniforms:**

- a) Students shall wear a full school uniform during class time, any outing or when returning back to school and should respect this wear. Students coming for report cards must be dressed in full school uniform.
- b) Students shall not wear rings of any sort, bangles, hats, necklaces or other ornaments at school. Nail vanishing or henna is not allowed. Long hair is unacceptable for O-Level students.



- c) Only modest clothing shall be permitted in the school. Shorts, Jeans, damaged clothes, light clothes are not allowed. Hair must always be short and tidy. Treated hair and other hair styles are prohibited. Girls should only wear white veils around their heads and necks. Slippers are restricted to bathrooms.
- d) Adjusting or fitting the School uniform leads to suspension, confiscation of the adjusted uniform and purchasing a new uniform. A student committing this offence for the third time will be indefinitely suspended from school.
- e) All pieces of uniforms must be labeled. Any unlabeled uniform that is lost is attributed to the student's carelessness.

**Article 8: Illegal items:**

- a) Private lamps and candles are not allowed in dormitories. However, rechargeable lights are allowed.
- b) Students shall not smuggle into school illegal gadgets such as radios, cameras, portable T.V sets, mobile phones, telephone cards and accessories, hot plates, military weapons. In case of breach of this, a serious punishment follows. For the first time, the gadget will be confiscated for good and the student will be suspended from school. The second and third time offence will call for an indefinite suspension.

**Article 9: Care for personal/school property:**

- a) Students must keep their valuables safely. The school shall not accept responsibility for careless loss of students' valuables.
- b) Students are advised to keep their pocket money with the Bursar or in e-form.
- c) All students must take great responsibility of all school property. Damage or loss shall call for immediate repair or double replacement.

**Article 10: Medium of Communication:**

The medium of communication at all times is English save during Arabic, Swahili and Luganda lessons. Failure to observe this rule is punishable.

**Article 11: Areas of out of bounds:**

- a) The staff room, teachers quarters, computer lab, school stores are out of bounds to all students save for a genuine cause.
- b) No student shall be allowed to enter certain specified rooms such as laboratories, libraries in the absence of supervising authority.
- c) No visitors will be allowed in dormitories and class rooms at any time of the school. Students shall not loiter around school compound during class/prep time.
- d) Boys are not allowed at all in girls' dormitories and vice versa. An indefinite suspension will be effected to offenders once caught. Day students are not allowed in dormitories at any time. If found they will be responsible for any theft that has been reported leading to either replacement of stolen property or suspension.

**Article 12: Prayers:**

- a) All students must attend regular prayers for their respective religions. Whoever fails to observe this rule will be dealt with accordingly. Swallah and Darasa programmes are compulsory for all Muslim students.
- b) Teachers, patrons of KHMSA and KICSA as well as the religious students leaders are not allowed to bring any religious leaders as visitors to school without the written permission by the Head teacher.
- c) For purpose of clarity, the religious denominations recognized by the school are; Islam and the three brands of Christianity namely Catholicism, Protestantism and the advents church.

- d) Theological factors of any kind are not permissible and anyone attempting to promote religious fanaticism and factionalism will be dealt with through caution, advice, suspension for a week or two weeks or indefinite suspension.

**Article 13: Change of names , subjects and combinations:**

- a) Every student is to be known by the names of his/her first admission. No change of names will be entertained. If one must change, this should be with knowledge of the school administration and the parent/guardian following the known legal process.
- b) A student can only change subject combination after applying to the DOS in writing and the DOS giving a written permission.
- c) A student changing a subject without authorization (Article 13(b)) will not be allowed to do the exam.

**Article 14: Co-curricular activities:**

- a) Every student must participate in at least one sport or a game. Co-curricular activities are compulsory to all. It is the duty of the parent to provide sportswear.

**Article 15: Visitors:**

- a) All visitors, parents, guardians are allowed in school only on visitation days or at invitation by school administration. Visiting hours shall be strictly from 8:00 am to 5:30 pm.
- b) Students are not allowed to receive visitors during class time or any other day besides visitation. Anyone who commits this offence will be suspended.
- c) All visitors must carry a visitor's card and should sign the visitors' book on arrival before seeing the student. Luggage will be checked at the gate or reception for security reasons.
- d) Turning weekends into visitation days is an offence.

**Article 16: Students' health/Sickness:**

- a) All sick students must report to the school's medical staff for treatment. Further medical attention will only be recommended by the school medical staff. Parents are expected to pick their children from school.
- b) Parents should attend to their children's medical problems during holidays. In case of diseases with special medication, the parent or child must bring the medicine to the school medical staff or administration.
- c) For sick students who need a bed rest, it must be offered by the school nurse and the student should keep in the school sick bay, not the dormitory.
- d) In case a student is taken to the hospital for further medical attention, the parent/guardian will meet the medical bills. The parent will be consulted for consent.
- e) Students with severe medical problems or disabilities which the school facilities may not ably handle will be advised to change school or become day scholars.
- f) Students suffering from Asthma may carry extra jackets/sweaters and must inform school authorities. Concealing medical information may lead to suspension. The jacket should be worn first and then the school sweater on top.

**Article 17: Moment of silence:**

- a) Silence must be observed by all students during prep. Moving around, discussions, consultation, or any other noise stimulating exercises will not be entertained during prep time.



- b) Any unnecessary commotion during prep is punishable. Silence in the library, study rooms and laboratories must be observed. After lights off signals, no student shall be seen moving about or holding conversations in the dormitories or outside.
- c) Students must honour the wake-up bell signal in the morning and should prepare themselves accordingly. Failure to abide by this will attract severe punishment.

**Article 18: Student's Clubs/Societies:**

- a) Any student is free to join any students' club of his/her choice provided it does not contradict with the school rules and regulations.
- b) No club/society will be accepted in school without a patron or teacher.
- c) No club will make a trip outside school without permission from the patron and the Head teacher. All outings should be in company of member(s) of staff and between 8:00 am – 5:00 pm.
- d) Students must be in full school uniforms during any outings not T – shirts.

**Article 19: Indefinite suspension:**

When indefinitely suspended before the end of term, the student will not be given internal examinations. Such a student should not be seen loitering around the school. If found he/she will be handed over to police. When a student is indefinitely suspended or decides willingly to leave school, no fees refund will be made. In case of a candidate, he/she must be accompanied to school by a parent or police during UNEB examinations. If the school administration sees that it is necessary to take extra caution, then the Head teacher, Deputy Head teacher, or any other Teacher shall do it accordingly. Any student seen in conversation or company of an indefinitely suspended student without permission will be treated as seeing a visitor without permission.

**Article 20: Binding:**

All school rules and regulations are applicable to all students. Failure to observe them will be deemed a sign of disinterest and disloyalty to the school and thus, an act of self-dismissal.

**Article 21: Summary of rules and their sanctions (Penal code)**

The following are the sanctions applicable to the offenders;

1. Caution
2. Warning letter on file
3. Confiscation
4. Suspension for two weeks
5. Second suspension for two weeks
6. Indefinite suspension pending BOG decision
7. Out right indefinite suspension for the first offenders
8. Hand over to police or remand homes
9. Forced to replace(buy) destroyed / stolen property
10. Demotion

**THE FOLLOWING ARE THE COMMON OFFENSES COMMITTED IN OUR  
SCHOOL AND HARMONIZED SANCTIONS TO BE ADMINISTERED.**

OFFENSE		SANCTIONS		
No	Offense	1 <sup>st</sup> Offender	2 <sup>nd</sup> Offender	3 <sup>rd</sup> Offender
1	Strikes, riots and demonstrations	6	-	-
2	Drug abuse, alcoholism	6	-	-
3	Arson, causing bodily harm to; (a) Students (b) Member of staff	6&8	-	-
4	Fighting	4	5	6
5	Destroying school property/Fellow students' property	4&9	4&9	6
6	Abusing / Insulting people in authority	4	5	6
7	Sexuality, gay/Lesbianism, Love affairs	6	-	-
8	Pregnancy	6	-	-
9	Stealing	9	4&9	6
10	Examination malpractice	10	-	-
11	Staying in forbidden areas	1&2	4	5
12	Late coming	1	2	4
13	Abuse of uniform	2&3	4	9
14	Smuggling unauthorized material like (radios, phones, attire etc)	3&4	3&5	6
15	Escaping from school	6	-	-
16	Refusing to take instruction from authority/Disobedience	4	5	6
17	Impersonation	6	-	-
18	Forgery	6	-	-
19	Dodging; Prayers, classes, Preps, practicals, housework, assemblies etc	4	5	6
20	Vulgar/foul language	4	5	6
21	Unbecoming behavior e.g. noise making	1&2	4	6
22	Bullying/teasing	6	-	-
23	Failure to use official language	1	2	4
24	Indecent dressing	1	2	4
25	Receiving visitors without authority	4	5	6
26	Failure to report on the first day	1	2	-

PHOTOGRAPH

I \_\_\_\_\_ Class: \_\_\_\_\_  
acknowledge that I have read and understood the school rules and regulations and promise to comply with these rules and any other amendments that may be made from time to time.

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

In the presence of :

a) Parent's Name: \_\_\_\_\_

Sign: \_\_\_\_\_

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

b) School Administration (Stamp & Sign) \_\_\_\_\_

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



Photo

## STUDENT'S REGISTRATION FORM

- (a) Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
- (b) Class of Admission: \_\_\_\_\_ Section: \_\_\_\_\_ Combination: \_\_\_\_\_
- (c) PLE results: Division: \_\_\_\_\_ Year : \_\_\_\_\_ Learner's Identification No. \_\_\_\_\_
- Year of completion of U.C.E: \_\_\_\_\_
- (d) Did you do Islamic P.L.E \_\_\_\_\_ Results \_\_\_\_\_
- (e) Former school: \_\_\_\_\_

### Family Background

- (f) Father's Name: \_\_\_\_\_ Place of work: \_\_\_\_\_
- (g) Occupation: \_\_\_\_\_ Contact Address: \_\_\_\_\_ Tel. No.:(i) .....  
(ii) .....
- (h) Mother's Name: \_\_\_\_\_ Place of work: \_\_\_\_\_
- (i) Occupation: \_\_\_\_\_ Contact Address: \_\_\_\_\_ Tel. No.: (i) .....  
(ii) .....
- (j) Guardian's Name: \_\_\_\_\_ Place of work: \_\_\_\_\_
- (k) Occupation: \_\_\_\_\_ Contact Address: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

### Physical Address:

- (l) District: \_\_\_\_\_ Sub County/L.C. III: \_\_\_\_\_
- (m) Parish/L.C.II: \_\_\_\_\_ Village/ L.C.II: \_\_\_\_\_
- 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: \_\_\_\_\_

**KINAAWA HIGH SCHOOL**  
**KAWEMPE CAMPUS**  
**Medical Examination Form**

**Part 1 (To be filled by the Parent / Guardian)**

Student's Name: ..... Age: ..... Class: .....  
Parent / Guardian's Name: .....  
Contact Address : ..... Phone: .....  
Location: Town / village: ..... Street: .....

Family History: Is there history of: YES / NO (Please be open)

- (a) Heart Disease: .....
- (b) Sickle cell disease: .....
- (c) Chronic respiratory disease (e.g. Asthma) .....
- (d) Mental illness / Epilepsy / conversion disorders: ✓.....
- (e) Any other family disease ( if yes what? ) .....

**Part 2( To be filled by a qualified medical doctor)**

History of admission (hospitalization) .....  
.....

Is the student on any treatment for a chronic illness .....

If yes for what .....

What is the prescription.....  
.....

Any known food or drug allergies.....

**Physical examination** .....  
.....

Any visible deformities.....

**Systemic examination**

R.S.....

C.N.S.....

P/A.....

C.V.S.....

E.N.T.....



**NOTE:** Any sign of deafness.....

**EYES**

Conjunctiva

L..... R.....

Visual acuity

L..... R.....

**SKIN**.....

**Laboratory examination**

BS.....

VDRL.....

WIDAL.....

URINALYSIS.....

.....  
.....

Any other issues not described above.

.....  
.....

I have examined this student and consider that the following should be done before joining the school, soon or otherwise.

.....  
.....  
.....

Doctor's

Name..... Sign.....

Address/ Tel. No. .... Stamp.....

Date.....

**NOTE:** Any student with a chronic illness should present their last medical review report.

**NOTE:** Any sign of deafness.....

**EYES**

Conjunctiva

L..... R.....

Visual acuity

L..... R.....

**SKIN**.....

**Laboratory examination**

BS.....

VDRL.....

WIDAL.....

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