**KELAND NURSERY AND PRIMARY SCHOOL LTD**

**BOX 4852, DAR ES SALAAM**

**TEL: 0717 224980, 0713 327613, 0784 327613**

**REG: EM.135337**

E-mail:kelandschool@gmail.com

**JOINING INSTRUCTIONS**.

**REGISTRATION.**

Keland Nursery and primary Schools are legally registered with registration number EM.13537 and for that reason our pupils are able to sit for the National examinations both standard four and standard seven.

**SCHOOL FEES.**

We have two terms in a year. Each term is five months. School fees are paid in four installments as indicated on the fees structure document. The fees cover costs of tuition, food and stationeries.

**SCHOOL TRANSPORT.**

We encourage parents to drop & pick up their children; however for those parents that are unable to do so, transport is available. Transport charges are paid separately and according to location as indicated in the fees structure chart.

All payments should be made through Keland school bank Account no 018103010323 NBC or 23110007231 NMB (any branch), or i&M Bank Account no 010036961101 .

**ANNUAL TIMETABLE.**

The first term starts in January. After every five months pupils will break for one month; also there will be midterm breaks of seven to ten days. At the end of each term pupils will sit for end term examinations, and also midterm tests at the end of half term.

**SCHOOLING FACILITIES AND UNIFORMS**.

School administration has suggested two pairs of uniforms to make pupils appear neat.

1. Class uniforms.
	* Boys should put on black shorts and white shirts with long black tie.
	* Girls should put on black skirts and white shirts with long black tie.
	* Any black shoes and white socks may be used.
2. Sports uniforms and sweaters
	* Parents will pay T.shs. 30,000/= for sports uniforms, 20,000/= for a school sweater and 4000 per each school label.

**LOCATION:-**

Keland Nursery and Primary schools are located at Salasala **R.T.D.**

**MEDIUM OF COMMUNICATION.**

The school is English Medium. National syllabus is used to ensure that pupils sit for the National Examinations. Keland Nursery and Primary School is for people from all denominations, tribes and races.

**SUBJECTS TAKEN.**

English - Reading, writing and Oral English

Mathematics/Numeracy/using mathematical concepts

Science and technology

Health care and environment

Kiswahili

Social studies

Civic and moral education

Developing sports and arts

Vocational skills

Relation and communication

The school takes pupils with 3 years as kindergarten, 4 as middle class, 5 – 6 years as preschool and 6 – 7 years start primary school education.

**PERIODS:** Our daily routine begins at 8.00am to 3.00 pm.

**TARGET.**

Enable pupils to coup with the current age of science and technology.

N.B. Bring a copy of birth certificate and two photos (passport size) for official use.

**OUR MOTTO:- Quality for Excellence.**

**KELAND NURSERY & PRIMARY SCHOOL LTD.**

**JOINING CONDITIONS**

**School fees payment**

1. School fees should be paid in full through bank accounts indicated in the joining instruction forms. No cash transactions will be allowed.
2. The payments should be made on the 1st day of the quarter i.e each pupil/parent should submit the bank pay slip just before or on the 1st day.
3. No one will be allowed to enter the school compound without the fully paid school fees including transport charges for school bus users.

**Attendance**

1. Parents/guardians should inform the school when their children are absent for any reason.
2. Any pupil who will be absent for continuous 14 days without informing school management, will be dismissed.
3. If a parent/guardian will not pay school fees on time, the pupil will be sent back home, if the pupil will stay at home for more than 14 days he/she will not be accepted at school there after because he/she will be already replaced by another.
4. If a pupil will be absent for a total of 30 days of academic year, he /she will not be promoted to the next grade. He/she will have to repeat the same class in the following year.

**Cleanliness and discipline:- The following are forbidden at school:-**

1. Coming to school with money or food including fries, sweats, biscuits etc.
2. Pupils who are rude, abusive, who hit and fight others to the extent of making life at school dangerous.
3. Using abusive and insulting language.
4. Disobedient pupils who refuse to do class work and home works as instructed by subject teachers.
5. Pupils who wonder around with school uniforms instead of going home after school hours.
6. Coming late to school.
7. Pupils wearing untidy/dirty and those who come to school with incomplete uniforms.

Those who will not abide with the above mentioned even after enough effort of trying to correct them, will be dismissed from the school. The school will not tolerate any pupil who won`t cooperate with others.

**Taking care of own self and school properties.**

1. The school has text books which are used for teaching within the school only. Pupils should not come to school with their books to avoid losing them.
2. Pupils are not allowed to tear away papers from the exercise books, or to write and draw things which are not related to a respective subject.
3. Parents will have to pay for any destruction made by his/her child such as torn school books, destroyed exercise books including diaries, breaking or vandalizing any school property.

**School transport**

Parents/guardians should ensure that those who they assign to escort and collect their children to and from the school bus are at the point of agreement on time. The school will not be responsible for what will happen after dropping the pupils.

**PARENTS/GUARDINANS AGREEMENT**

I………………………………………………………………………who is the parent/guardian of ……………………………………………………………………. agree to abide with the school conditions, rules and regulations listed above, and that I will be faithful in timely payments of school fees.

**Name……………………………………………………. signature……………………**

**SHULE YA AWALI NA MSING KELAND**

**MASHARTI YA KUJIUNGA:-**

**Ulipaji wa ada:-**

1. Ada inatakiwa ilipwe mwanzo wa mhuhula kupitia akaunti za shule ambazo zimeonyeshwa kwenye joining instructions. Hatupokei kabisa fedha taslimu.
2. Malipo yote yafanyike kabla muhula/kwota haijaanza, kIsha peleka karatasi za benki (bank slip) shuleni upewe risiti.
3. Mtoto hatapokelewa shuleni siku ya kuanza/kufungua shule kama hatakuwa amekamilisha malipo yote.

**Mahudhurio**

1. Wazazi/walezi wanatakiwa kutoa taarifa shuleni mtoto anapokosa kufika shuleni kwa sababu yoyote ile.
2. Mtoto atakayekosekana shuleni kwa siku 14 mfululizo bila kutoa taarifa atafutwa na nafasi yake kuchukuliwa na mtoto mwingine.
3. Mzazi anaposhindwa kumlipia mtoto ada kwa muda uliopangwa na shule, mtoto huyo atarudishwa nyumbani, kama atakaa zaidi ya siku 14 nafasi yake atapewa mtoto mwingine.
4. Kama mtoto atakosa masomo kwa jumla ya siku 30 za mwaka wa masomo, hataruhusiwa kuendelea na darasa linalofuata. Atarudia darasa lilelile mwaka utakaofuata.

**Nidhamu na usafi:- Shule inakataza mambo yafuatayo:-**

1. Watoto kuja na fedha au vyakula shuleni.
2. Watoto wakorofi kupita kiasi ambao wana tabia za kupiga na kujeruhi wenzao.
3. Watoto wenye lugha chafu na za kihuni.
4. Watoto wanaokaidi kufanya kazi wanazopewa na walimu darasani na kazi za nyumbani.
5. Watoto kuzurura ovyo mitaani na sare za shule baada ya saa za masomo.
6. Kuchelewa shuleni asubuhi
7. Uchafu na kutovaa sare kamili za shule.

Shule haitaweza kukaa na mtoto ambaye hawezi kuchangamana na wenzake. Tabia mbaya zitamfukuzisha mtoto shule.

**Utunzaji wa mali za shule na za binafsi**

1. Shule ina vitabu vya kufundishia ambavyo vitatumika hapa shuleni tu, watoto wasije na vitabu vyao binafsi shuleni kuepuka upotezaji.
2. Watoto hawaruhusiwi kuchana madaftari au kuandika na kuchora mambo yasiyohusiana na masomo kwenye madaftari.
3. Mzazi/mlezi atalazimika kulipa ikiwa mtoto wake atachana vitabu vya shule, madaftari ikiwemo kupoteza madaftari yake, kuvunja au kuharibu mali zozote zile za shule.

Watoto watakaoendelea kukaidi sheria za shule hata baada ya juhudi za kuwarekebisha kushindikana wataachishwa shule.

**Usafiri wa mabasi ya shule**

Watoto wanaotumia usafiri wa shule wanatakiwa kuwa kwenye vituo vya makubaliano kwa wakati. Baada ya mtoto kushushwa toka basi la shule kama tulivyokubaliana, shule haitawajibika na litakalotokea nyuma kama kuchelewa kufika nyumbani kwaajili ya kucheza njiani nk.

**MAKUBALIANO NA WAZAZI/WALEZI**

Mimi………………………………………………………………… ambaye ni mzazi/mlezi wa ……………………………………………………………………. nathibitisha kuyakubali masharti ya shule yaliyoorodheshwa hapo juu na kwamba nitakuwa mwaminifu na kulipa ada ya mwanangu kwa wakati.

**Jina…………………………………………………………….. saini…………………………**