



KASUMBA NURSERY AND PRIMARY SCHOOL
P.O. BOX 180, MUBENDE
TEL: 0464-444984/071-2944600

OBLIGATIONS OF PARENTS / GUARDIANS.

1) **DOCUMENTATION:**

- Photocopies of the following documents must be submitted to the school. Birth/Baptism certificate, Immunization card for children below seven (7) years.
- Two most recent reports from the previous school.
- Previous school leaving certificate, an indication that the fees were fully paid in the former school.

2) **FEES PAYMENT**

- Fees are payable termly in advance (by the first opening day of the term). No pupil is admitted to class until fees for the term have been paid. Default will result in the pupil being sent home.
- In case of financial hardship, parents / guardians may apply in writing to the Head teacher to be allowed to pay fees in two installments and sign an agreement to that effect.

3) **PROVISIONS OF THE TEXTBOOKS:** The school will provide most of the recommended text books, but parents/guardians can provide additional books to their children.

4) **WITHDRAWAL OF PUPILS:**

- Notice to withdraw a pupil must be given in writing at least once a month in advance. Unless notice is given at least one month before the first day of any term, parents / guardians will be liable for the payment of fees for the term.
- Pupils will be required to clear fees, return library books, pay for breakages and obtain the necessary school clearance certificate signed by the appropriate members of staff before any refund can be made or any form of documentation or reference.

5) **ABSENCE FROM SCHOOL**

- a) Parents / guardians are requested to provide written explanation of all absences of their children from school. The parent's / guardian's signature on the letter will be compared to the signature on the official application form to ascertain authenticity. Absence for one week or more without explanation may result in the child's name being struck from the register. Re-admission would be upon application and after payment of a fee.

- b) Formal leave of absence to travel abroad or to functions during class periods will only be given provided a written request is made stating the date of leaving and anticipated return.

6) **OFFICIAL NAME:**

- a) Pupils will be required to use the name shown on the application form for the whole period of attendance at this school. The only exception is where the name is changed by legal process in which case the school should be informed in writing. The same should appear on all documents submitted to the school/examination certificates.
- b) Upon admission to the school, the pupil will be given an admission number. To avoid the confusion caused by children having similar names, the admission number should be quoted in all correspondence concerning the pupil, together with the official name and class.

7) **CHANGE OF CONTACT**

Parents/Guardians are asked to promptly inform the school of any change of box number, telephone or email.

8) **MEDICAL**

- a) The school is not responsible for any expenses incurred by pupil while at school or in a school activity away from school without the consent of the teacher on duty.
- b) In the event of medical emergency, parents/ Guardian will be contacted immediately. If judged necessary the child will be taken to Mubende Referral Hospital, or other nearest health facility at the parent's/ Guardian's expense

9) **UNIFORMS**

To maintain cleanness and smartness of the pupils, the school recommends two sets of school and sports uniform plus casual wear which should be bought from the school. No pupil will be permitted to attend classes without full school uniform. Pupils are required to wear the school uniform as directed by the teachers based on the timetabled activities.

10) **PUPILS CONDUCT:**

- a) A high standard of pupil conduct and academic effort will be required. The pupil and the parent/guardian must accept the advice offered by the school in respect of these and any disciplinary sanction thought appropriate. Signing your acceptance of the school regulations concerning these matters is required.
- b) If in the opinion of the school, academic progress does not merit to the next class, the school will discuss with the parent/guardian about the best approach to assist the pupil, and the pupil may be asked to repeat. Additionally, the school reserves the right to request the parent/guardian to remove any pupil whose academic performance, in the opinion of the school head, is of such standard or level that the student is not likely to profit by staying longer in the school, so that the pupil can be assisted in the best manner. The decision of the head shall be final and binding in this matter.
- c) The school reserves the right to suspend or expel any pupil who in the opinion of the school head, behaves in such a manner as to prejudice the welfare of other members of the school or otherwise prejudices the good name of the school.

11) **MODIFICATION OF THESE OBLIGATIONS:**

The school reserves the right to introduce new or modified parent/guardian obligation from time to time in the future, which will apply to all existing parent/guardians.

Pupil Name..... Class.....

Parent/Guardian Signature..... Date.....