

## ADMISSION LETTER

Our ref: OLAJB/AB/20.....

Date.....

Name of Applicant.....Class.....House.....

Dear Applicant,

1. I am glad to inform you that having passed the interview that you did on.....you have been offered a vacancy in.....at Our Lady of Africa Junior School -Bukasa. You are expected to report on..... before 5:00pm.

### **THIS OFFER IS SUBJECT TO THE FOLLOWING CONDITIONS:**

- (a) Your parent must accept his/her responsibilities as spelt in this admission booklet.
  - (b) Both the pupil and the parent must accept to follow the school routine and to observe the school rules.
  - (c) The offer may be withdrawn if the pupil fails to make a reasonable academic progress or for indiscipline.
  - (d) You report punctually to begin the term. If you cannot report within one week, the Head teacher should be informed.
2. I sincerely believe that by choosing Our Lady of Africa Junior School (Bukasa) for your Pre/Primary education you have made a wise decision.

You are joining a school whose staff is committed to provision of quality education. With the pupil's discipline, co-operation, dedication to organized work and commitment to STUDIES, Nursery children/ Primary One children are expected to spend TEN/SEVEN most fruitful years with us respectively.

## SCHOOL FEES STRUCTURE

LEVEL	DAY	BOARDING
Nursery	650,000/=	Not applicable
P.1 - P.4	650,000/=	900,000/=
P.5-P.6	All in boarding	900,000/=
P.7	All in boarding	950,000/=

## UNIFORMS:

SEX	CLASS	DAY	BOARDING
GIRLS/BOYS	NURSERY – P.7	180,000/=	250,000/=

<b>Other Charges:</b> Interview fee	<b>20,000/= (Cash)</b>
Admission fee	<b>50,000/= (Cash)</b>
Hymn book (P.3-7)	<b>20,000/= (cash)</b>
Development fee	<b>200,000/= (Once on entry)</b>
School book covers	<b>15,000/= (annually)</b>
Swimming ( <b>Optional</b> )	<b>70,000/= (per term)</b>
Customized face masks	<b>10,000/=</b>

## Transport Charges

DESTINATION	DOUBLE ROUTE	SINGLE ROUTE
Bukasa/Masoz/Namataba	230,000/=	150,000/=
Kirinya /Kito/Kavule/Kireku	280,000/=	200,000/=
Bweyogerere/Bbuto/Kakajjo	330,000/=	250,000/=
Kireka/ Kyaliwajjala	350,000/=	300,000/=
Seeta/Mbuya	400,000/=	350,000/=

## OTHER REQUIREMENTS:

### A- CLASS REQUIREMENTS:

ITEM	P.1 – P.2	P.3 – P.7
Exercise Books ( 96 Pages - Picfare)	02 Dozens	01 Dozens
Ream of 500 photocopying Papers: <b>Digital A4/Multifunctional A4</b>	01	01
Colored Pencils/Crayons	01 packet	01 packet
Ruler	-	01
Pencils HB5/HB6	01 Dozen	01 Dozen
Good News Bible	-	01
Handwriting Book (bought at school at <b>3500/= @</b> )	02	02
Black books	-	<b>6 (4 Quire)</b>

Geometry Set (P.4-P.7)	-	01
Water bottle	01	01
School bag ( <i>school bags can be bought at 50,000/=</i> )	01	01
Box file for keeping papers	01	01
Spring file for keeping homework	01	01
Graph book (P.5 - P.7)	-	01
Pens	-	01 Dozen
Atlas (MK Comprehensive)-P.4-P.7	-	01
Dictionary(Advanced Learners 9 <sup>th</sup> Edition)	-	01
Rubber	01	01
Art book (P.1 – P.6)	01	01
Soft broom	01	-
Compound broom	-	01
A rag (Not blanket-type)	-	01
A squeezer ( <i>girls only</i> )	01	01
Scrubbing brush ( <i>boys only</i> )	01	01
Vim 500g	01	01
Jik -500ltrs	01	01
Toilet paper	6 big rolls	6 big rolls
Knife	1	1
Clear bag (day scholars)	1	-
Lady bird books (readers)	Nursery	Nursery

### **B- DORMITORY REQUIREMENTS**

1. Suit case (leather or cloth) **NOT METALIC**
2. Mackintosh is a **MUST** for all boarding pupils.
3. 02 pairs of bright bed sheets. (*strictly pink/blue/white*)
4. A blanket.
5. A mosquito net – *only square*
6. 02 Petticoats and Boo tubes (*only white/black*)
7. 01 Night dress/ pajamas
8. knickers/pants (**at least 6**)
9. Bathing soap (**04 tablets**)
10. 1kg of detergent powder soap.
11. Washing soap- **WHITE STAR SOAP** (04 bars )
12. Vaseline (02 big size tins)
13. Toothpaste: 02 tubes (**BIG SIZE STRICTLY**) and 03 toothbrushes.

14. Buckets: P.1-P.3 (**Yellow**), P.4 – P.5 (**Blue**), P.6 – P.7 (**Green**)
15. Sanitary towels: P.4 – P.7 (**girls**)
16. A light/soft towel (strictly **pink/blue/white**)
17. 3 pieces of sponge, a nail cutter, comb and a pant peg.
18. A pair of slippers, open shoes/crafts
19. 02 big tins of **KIWI** Shoe polish and a brush
20. A pair of **BLACK** polishable shoes and **WHITE** canvas shoes
21. Handkerchief (**bright coloured**)

**NB: Mattresses are found at school so don't carry any please.**

**All pupils' personal property must be labeled with full names.**

**NOTE:** On reporting, please **bring** this admission booklet with all the school requirements indicated in the letter.

I look forward to welcoming you to Our Lady of Africa Junior School (Bukasa) and I hope you will find the school academically rewarding, morally and socially exciting and once you report, please give discipline a priority.

Yours faithfully,

.....

**SSEBUGWAWO DENNIS**  
**HEADTEACHER**

## SCHOOL RULES AND REGULATIONS

In any civilized community, it is necessary and essential to have rules and regulations which members pay regard to. Our Lady of Africa Junior School (Bukasa) being a community with people of different social background, we operate in strict observation of the set rules.

As a pupil, the moment you are admitted to the school, the following are the school rules. It is important to note that, **a breach of common sense is a breach of the rules.**

### SECTION A:

#### **General Rules**

- a) Bullying, teasing and fighting are strictly forbidden and punishable by expulsion.
- b) Stealing of any nature is punishable by expulsion.
- c) Insolence of any nature to the school administration, members of the teaching & non-teaching staff and school leaders is strictly forbidden and punishable by expulsion.
- d) Vandalism and malicious damage of school property, i.e. writing on desks, toilets and classroom walls, breaking desks, sockets, bulbs, waste bins, window panes etc is highly punishable by **physical replacement** of the damaged property or expulsion, depending on the effect and circumstances of the damage.
- e) Use of obscene and abusive language is strictly forbidden and is punishable.
- f) Leaving the school campus without a written permission is self-dismissal from the school.
- g) Musical instruments of any kind, mobile phones and cameras **MUST NOT** be brought to school; punishment is confiscation for good and any other punishment as may be decided by the school administration.
- h) Staff quarters are strictly out of bounds to pupils except in case of an emergency.
- i) Any relationship associated with immorality is punishable by expulsion.
- j) Sharing, borrowing or lending clothes, beddings or shoes is punishable to both the lender and the borrower.
- k) Possession of pornographic materials is forbidden and punishable by expulsion.
- l) All pupils must take care of their personal property. **Neglect of personal property is punishable.**
- m) Throwing stones, sticks **etc** is highly punishable and can lead to expulsion.

- n) Fruits, flowers and plants on the school compound are a school property. No pupil should attempt to pick or break them. Such an attempt will lead to suspension.
- o) Indecent behavior like body tattooing, writing funny words on uniforms is not accepted and may lead to expulsion.
- p) Unnecessary running and sliding is highly forbidden.
- q) Talking to any visitor who has not sought permission from the office calls for a suspension.
- r) All children **MUST** respect each other's faith. Any noise or unnecessary movements during prayers may call for a serious punishment.

## **SECTION B:**

### **Domestic Rules**

- a) All pupils must report at school on the first day of the term before 5:00pm.
- b) The staffroom is out of bounds to pupils.

**Note:** Sick pupils shall have to get a **bed rest** from the Nurse approved by the School Administration (Nurse/Matron)

- c) Pupils are not allowed in the kitchen.
- d) Classes, compound, toilets and dormitories are cleaned by the pupils.
- e) All pupils must ensure proper hygiene and care for safety of all. Any pupil who does anything that endangers the safety of self and others commits an offence and is punishable.
- f) All pupils must have/use personal buckets among other items.
- g) Shouting and any form of noise which may disturb the freedom of others is forbidden more especially the EVE of closing day of the term, "**KIRO MORE**"
- h) All pupils must attend all services irrespective of their religious denominations, this is to ensure order.

## **SECTION C:**

### **Uniforms and uniformity**

- a) Earrings, necklaces, nail varnish, rings, lipstick, bangles, caps, hats, are not allowed and punishable by either suspension or expulsion.
- b) All pupils' hair should be kept at 1/4 (quarter) an inch length. French cuts, back bush and shaolin are forbidden. (**Girls in Nursery** can have their hair neatly plaited)

- c) Pupils must not wear unauthorized jackets, cardigans, sweaters. Punishment is confiscation for good.
- d) English language is the medium of communication. Vernacular speaking is tantamount to sectarianism in this multi-lingual society and is highly punishable.
- e) All pupils must be dressed in full school uniform, walk and talk in an organized and orderly manner, from and at school on outings and home.
- f) All boarders must be fully dressed in weekend / out of class uniforms whenever it is a weekend or after class.

## **SECTION D:**

### **Responsibilities of a Parent**

Parents and teachers play a vital role in bringing up the children of the nation and indeed this is their role in nation building. We at Our Lady of Africa Junior School (Bukasa) therefore, have a set of written responsibilities which parents have to put into consideration. These are the obligations to fulfill for proper upbringing of one's child instead of leaving it to the teachers.

- a) The parent must visit the child on the visitation day and check on the monthly results of the child.
- b) The parent has to collect the report card personally at the end of the term
- c) He/she must attend all Parent-Teacher consultation meetings.
- d) Should avoid his/her child having funny haircuts e.g. French cuts.**
  
- e). Visiting hours are **STRICTLY** between 9:00am and 5:00pm.
- f). All parents /Guardians and relatives are not allowed to see pupils during school time and on weekends except on Visitation days.
- g). Visitors must see the school administration before talking to any pupil. **Pupils found talking to visitors without permission shall be sent home with their visitors.**
- h). Parents who would wish to visit the dormitories should first seek permission from the school administration.

## **SECTION E:**

### **Conclusion**

Once a pupil reports, it means that together with the parent, they have entered into a contract with the school administration to abide by the school rules and regulations and the punishment therein specified.

### **THE SCHOOL ANTHEM**

Almighty and everlasting Lord  
We pray for your blessings,  
Wisdom, success and guidance,  
To develop our Uganda!

Ever, ever, Forward,  
The motto we commemorate  
To suit Our Lady the Pearl of Africa.  
The school of beauty and excellence.

We strive for a bright future  
By investing in education,  
Co-operation, love and oneness,  
Will lead to our destination

Through resistance and endurance  
Come what may we shall overcome.x2

**School Motto: EVER FORWARD**

**School Mission: TO PROVIDE QUALITY AND AFFORDABLE EDUCATION**

**School Vision: To bring up morally upright, academically sound and culturally sensitive citizens.**

**Core values: God fearing**  
**Excellence**  
**Endurance for success**  
**Cleanliness for beauty**  
**Respect for all**



## THE SCHOOL PRAYER

O Lord of creations  
Help us discover our potentials,  
Give us light and strength  
In a complete search for knowledge.  
To work hard for greater achievements  
Guide us so that we do the right thing  
At the right time in the right place

Father, also help us to be obedient to those people in authority  
And work hard to persevere through all obstacles of life.  
Ever Forward, in your name we pray.  
AMEN.