



# STANDARD COLLEGE - NTUNGAMO

KABALE ROAD, P.O.BOX 146, NTUNGAMO - UGANDA  
TEL: 0772-670106 / 0772-446632

Your Ref: .....

Date: .....

Our Ref: .....

Name: .....

Parent/guardian.....sex.....

Admitted to.....school house.....

You must report with all the requirements on..... and not later than.....

## ADMISSION LETTER

I am glad to inform you that you have been admitted to senior.....in Standard College-Ntungamo. On behalf of Board of Governors and the Staff of the school, let me congratulate you upon this achievement.

Standard College Ntungamo is a mixed school, and Boarding. It has both. 'O' and "A' levels .it is situated in Ntungamo Municipal council about ½ Km on Ntungamo - Kabale road, offering both Arts and Science subjects at both 'O' and 'A' levels.

The school in addition has all sorts of co-curricular activities to enhance mental, physical, ethnical, social and aesthetic development of the learner.

Dear student, I would like you to note the following:

You have been admitted to this school with the conviction that you have already attained both the academic and behavioral standard required during your stay at a Standard College-Ntungamo. You are therefore argued to uphold the expectations of the school in particular and the Nation in general.

- i) With the assured assistance of the Headteacher, staff and fellow students, you are expected to play an active and positive role in building up a desirable character based on sound moral, social and academic standards as enshrined in the school rules and regulations.
- ii) Make sure that you and your parents or Guardian carefully read the enclosed rules and regulations after which you should sign the appended "undertakings' to show that you both understand, accept and **ABIDE** by them all.
- iii) Study carefully the list of school requirements and make sure you have them with you when you report. Do not bother to come to school without full school fees and other school charges, as you shall be advised to return home immediately.
- iv) If you fail to report within the period specified above, then you will automatically forfeit your place in the school and it will be offered to another needy applicant.

v) **School requirements**

When reporting, come with the following;

- a) All consecutive report forms obtained at your school, for continuing students
- b) A result slips for U.C.E examinations.
- c) A recommendation or Testimonial from previous school.
- d) Your identity cards issued by your former school.
- e) A school bag for keeping your books.
- f) Twelve (12) counter books.
- g) Student and school copies of bank slip with the school dues charged fully paid or paid half way.

- Stanbic Bank - Ntungamo Branch - A/C 9030005605570
- Centenary Bank - Ntungamo Branch - A/C 5310300042
- DFCU – Ntungamo Branch - A/C 01983501001282

For parents hailing from Ntungamo, we have two other SACCOs where you can deposit school fees. These are;

- Kajara Peoples SACCO (in Ntungamo town, Rwashamaire, Kafunjo and Omukiyenje – Rukungiri).
- RUSCA – Rubaare town

vi) **Uniform:**

Each student should be smartly dressed in full uniform provided by the school with decent black leather shoes (boot type). Open shoes will not be allowed.

**Boys' Uniform**

- Long sleeved shirt=(sky blue)
- Neck –tie
- Trousers (navy blue)
- Navy blue sweater
- Grey stockings
- Black Trousers
- Sports Shorts
- Two T-Shirts
- Sunday wear:-
  - ✓ Cream Shirt & Grey trouser

**Girls' Uniform**

- short sleeved blouse (sky blue)
- Neck tie
- skirt (navy blue)
- Grey Skirt
- Navy blue sweater
- white stocks
- Sports Shorts
- Two T-Shirts
- Sunday wear;-
  - ✓ Cream Blouse & Green Skirt

**Weekend uniform /after classes:**

Students are provided with special uniform that is put on after classes and during weekends. This uniform is provided by the school. Casual wear that is not provided by the school is prohibited in the school.

**Subjects offered at 'A' level:**

Both Arts and Sciences are offered.

They include; Economics, Divinity, Chemistry, History, Kiswahili. , Fine Art, General Paper, Physics, Chemistry, Biology, Agriculture, Mathematics, Entrepreneurship, Computer studies, sub-Maths, Literature and Geography.

**Library:**

The school has a modern and spacious library usable by all students. All new students will be requested to contribute at least one book to the library.

**Meals:**

The school serves fairly good meals. Posho, Matooke, Peas, beans, Meat, G.nuts, Rice and occasionally any other menu deemed appropriate.

**Utilities:**

Piped water and electricity are available at the school campus.

The environment at school is very quiet and conducive for a serious student.

**Co-curricular activities:**

We offer a variety of games and sports including football, Volley ball, Netball, handball and other indoor games, societies and clubs like debate, scripture union, science club, interact, etc.

**Personal effects for all boarders: Each student is expected to have these;**

Every student is expected to come with the following;

- i) Blanket, bed sheets, pillow and suitcase
- ii) A basin and jerrycan
- iii) Washing and bathing soap plus a sponge
- iv) Towel plus a pair of slippers
- v) Shoes polish and brush
- vi) Tooth paste and brush
- vii) Eight toilet rolls
- viii) Box file
- ix) A broom (local one)
- x) Comb and mirror

**N.B.**

- **The school provides mattresses and beds freely. (But you should keep it clean)**
- **Plates and cups are provided by the school. Students will only bring forks and spoons.**

We look forward to welcoming you at standard college Ntungamo. And we hope you will find the school academically and morally rewarding, and socially exciting.

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**LUYIMBAZI BOAZ**  
*Headteacher*

## **STANDARD COLLEGE NTUNGAMO SCHOOL RULES AND REGULATIONS**

1. All students must report to school on the first day of each term. Any cause of absenteeism must be reported to school administration immediately. Failure to do so within two weeks will lead to the assumption that the student has withdrawn from the school and is therefore liable to being replaced.
2. All students must be punctual at all times and in all places and most especially for examinations.
3. All students must attend all lessons and do all tests, examinations and assignments. Course work constitutes 30% of the end of term assessment.  
Dodging assignments, tests and examinations may lead to self-dismissal or being barred from sitting UNEB examinations.
4. All students must obey and respect the school administration, teaching and non-teaching staff, school prefects, councilors and all persons in whom authority of the school administration may be vested from time to time.
5. All students must respect one another and appreciate each other's culture, social status and religion.
6. All students must speak the English language on the school compound at all times.
7. Students must observe order in all teaching places, laboratories and library.  
They are responsible for cleaning their classrooms, Libraries, sleeping places, toilets, kitchen and the compound.
8. Students shall not loiter around the school compound during class or prep time.  
Loitering in the compound and walking on the lawn are strictly prohibited.
9. Students must keep their valuables safely. The school cannot accept responsibility for loss of any such valuables.
10. Mobile telephones, cameras, radios and any other similar equipment are strictly forbidden at the school. Possession of such items in school may lead to indefinite suspension.
11. Any student caught or proved guilty of stealing school or any body's property at school will be indefinitely suspended from school forth with.
12. Forgery, cheating or attempts to cheat in any way will lead to being sent away from the school.
13. The school main gate is the only official entrance to and from the school compound, passing through the fence will lead to a very heavy punishment and the victim will buy a new roll of barbed wire and be sent away from school.
14. No student may leave the school premises without permission of the Headteacher, the deputy head teacher or any other member of staff on duty.
15. Students will eat meals served by the school and will not bring in food from outside.  
There is no special diet. Any student who cannot eat food provided by the school should withdraw immediately.
16. Students will not, while on the school premises, smoke cigarettes, tobacco pipes, or any other noxious drugs or have any of these in their possession. Any student who contravenes this may face expulsion.
17. Students may not, while on the school premises drink any intoxicants or have them in their possession. Any student who contravenes this rule will face expulsion.

18. Any indecent relationship between students of the same or opposite sex at school will lead to indefinite suspension.
19. If a Parent/Guardian has an urgent reason for seeing his/ her child at school, he /she may only do so with permission of the school administration or teacher on duty. Not other person is allowed to visit any student at school. That parent must bear a visitation card.
20. All students must wear school uniform during class time or on outings. Make up, tattoos, fancy haircuts or jewelry are not allowed in school.
21. Students with chronic health problems should be reported to the school administration with supporting documents for reference purposes. Parents are expected to take care of their children's, medical checkups and treatment. No child should leave home when he/she is not feeling well.
22. All students must respect school property. Any deliberate damage to the same will lead to severe disciplinary action, and the child will be charged for its replacement.
23. Fighting, teasing, foul language or any form of violence or possessions of weapons are strictly forbidden. Violation of this rule will lead to expulsion.
24. Any student who is convicted of a criminal offence by a court of law shall forth with be expelled from the school.
25. Every student should put on weekend uniform that is allowed at school. It is supposed to be put on after classes, during co-curricular activities, or during the weekend. Failure to adhere to this regulation may lead to indefinite suspension.
26. The house masters/ mistresses and matron are the supervisors in charge of the dormitories. They are in charge or discipline and welfare of the boarders in all dormitories. All issues concerning boarders should be reported to the above authorities first.
27. No male student is allowed to enter girls' dormitories and no female student is allowed to enter the boys' dormitories at any time whether during day or night.
28. Hooliganism and noise making is prohibited. Silence must be maintained at school.
29. All students must attend all preps as stipulated on the time table
30. All students will be expected to participate actively in all activities intended to keep their environment clean e.g cleaning their toilets, compound around the dormitories, reading places etc.
31. All students must attend Sunday morning prayers at 8:00am in the school chapel.
32. The dormitories should be locked early in the morning at 7:20am and opened at 4:40pm. During weekends, dormitories can be opened at 12:00pm.
33. No cooking, boiling whatsoever should be carried out in dormitories.

Breaking of any rules stipulated above will lead to severe disciplinary action which may be instituted by the student's disciplinary committee, staff disciplinary committee, or the Board of Governors.

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**LUYIMBAZI BOAZ**  
**Headteacher**

**UNDERTAKINGS**

**1. Undertaking by the student:**

I.....being a student of Standard College Ntungamo, having read the school rules set out here above and understood, I undertake to obey and comply with all the said school rules and any other rules and directives that the school authorities may from time to time issue. I agree that in case I break any of these school rules or said directives, the school authorities shall be entitled to impose upon me any of the sections set in the rules in the commensurate action

Signed:.....

Date.....

Student:

**Undertaking by the parent/ Guardian.**

I.....being the parent/ Guardian of .....having understood the school rules set here above.

I fully agree that my son/ daughter.....shall, throughout his/her stay in school, be bound by the said rules and also agree that the school authorities shall be entitled to impose any of the sections set in the rules in case the said son/ daughter violates any of the rules. I also undertake to ensure that the said son/ daughter will obey the school rules.

Signed.....

Date.....

Parent/Guardian.

**STANDARD COLLEGE NTUNGAMO**

**P.O Box 146 Ntungamo**

**Ref: Student file:**

Student first name.....Class.....

Other names.....

Date of birth.....Place of birth.....

Sex.....District.....

County.....Sub-county.....

Village.....Tribe.....

Nationality.....Religion.....

Position in the family eg 1<sup>st</sup> born etc.....

LCI area.....

LC II area.....

Distance from school.....

Father / mother/ guardians name.....

Address.....

Office tel:No.....Home Tel . No.....

Occupation.....

Next of kin.....Tel.....

Please indicate whether you have any special illness or chronic illness with supporting documents.

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Student's signature

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Parent/guardian's signature

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**LUYIMBAZI BOAZ**  
Head teacher