

BARICHO BOYS HIGH SCHOOL

P.O. BOX 394 – 10300,
KERUGOYA



MOBILE: 0707419880
Email: barichohighschool@gmail.com
Website: www.barichohighschool.sc.ke

REF: NAT/ADM.NO.....
LC/AD.NO.....

Our Ref: BBHS/ADM/2/2019

YEAR:.....

DEAR _____ INDEX NO: _____ MARKS _____ SUB COUNTY _____

I am pleased to inform you that you have been selected to join form one in our school. Congratulations.

Please get your Primary school's Head teacher to endorse the letter in the spaces provided below

Student's full Name: _____ Index No: _____

Student's signature _____ date: _____

Primary school _____

Head teacher's signature: _____ date: _____

SAMPLE LETTER

SCHOOL STAMP

Disclaimer: This letter will be authenticated on being duly certified by the primary school head teacher complete with a certified copy of birth certificate and finally confirmed by the admitting principal. The letter is issued without any erasure or alteration and cannot be

changed through any form of endorsement whatsoever; utterance of false documents is an offence punishable by law.

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1). JOINING INSTRUCTIONS GENERAL

I am pleased to inform you that you have been offered a place in form **one** in this school. You shall undertake a four – year course (8-4-4) leading to attainment of good K.C.S.E. certificate on working consistently hard from the beginning. The school shall expect all students; you included, to portray high degree of self-discipline and cooperation. Baricho High School is a Catholic sponsored National school. Every student must strive for the highest academic and moral standards befitting this status.

2). REPORTING DATE:

You are expected to report on _____ **2019 at 9.00 a.m.**

UNIFORM.

- 1 **Three shirts : light blue – short sleeved – with school logo**
- 2 Three trousers –dark grey
- 3 1 sweater – navy blue – with school logo
- 4 A tie – navy blue
- 5 2 pair of stockings – grey with blue & white stripes.
- 6 1. P.E. short – Navy blue – Dacron
- 7 A plain T-shirt either red/yellow/green or blue – school name printed
- 8 A sleeveless sweater(slipover)– Navy blue– with logo
- 9 A blazer – Navy blue – with logo
- 10 Masaai green bed cover

NB/The recommended school uniform, mattresses and beddings will be obtained at the school during Form one reporting day from the recommended dealers. Parents will call mobile no. **0707419880** to enquire about payment of uniform

4. MEALS:

The school provides a well-balanced ordinary diet to all students. We regret nevertheless that we do not undertake any arrangements for a **special diet**. Please note that we do not have any provision for special diet.

5. PAYMENTS:

The school fees profoma is here in attached. Payment for each term shall be in full at the beginning of each term. All payments shall be made in Money Order/Postal orders or Bank draft certified cheques or direct payment through:

EQUITY BANK A/C – 042-029-1165222 (KAGIO BRANCH)

K.C.B. A/C – 110-400-3996 (KERUGOYA BRANCH)

CASH PAYMENT SHALL NOT BE ACCEPTED;

NB/ MONEY ONCE PAID IS NOT REFUNDABLE.

6). HEALTH CLINIC

Baricho Catholic Centre borders the school. All health problems are sorted here except specialized treatment.

7). BOARDING:

Boarding is compulsory. Each student is supposed to bring with him the following: Towel, **two passport size photographs (student with parent(s) or guardian)**, Toothpaste, Toothbrush, Metal Bucket, Rubber shoes and slippers, 1 pair of black leather shoes (toghee) and a metal box.

8). CO- CURRICULUM ACTIVITIES.

Games, clubs and societies, are compulsory to all students. You should be ready to participate in these activities.

9) LEAVE –OUT

You are not allowed to leave the school compound without permission from the principal or deputy Principal. Permission to spend outside the school is only granted by the principal.

10). VISITING: school has no visiting day. However, parents are free to see their sons on working days during break time and not later than 4.30 p.m. visitors are not allowed to bring in food to students save on prize giving day only

11). GUIDELINES FOR STUDENTS:

PREAMBLE

A bonafide student of Baricho Boys High School is every pupil who through successful completion of KCPE merits for admission in form one or admitted and registered to any other form through the prescribed procedures.

Every student is entitled to the rights; privileges and benefits of studentship, subject to the limits set out in these rules.

A). RESPECT

- (i). All students should respect those in authority: Teachers, Non-teaching staff and the prefects' body.
- (ii). All students should show respect towards each other.

B). PUNCTUALITY

- (i). Every student is expected to follow the laid down school routine and respond to bells promptly
- (ii). Students reporting back to school on permitted outing or from holiday should be at school on or before 4.00 p.m.

C). UNIFORMS.

- 1). All students must be in school uniform at all times while in school and when officially out of school.
- II). Wearing School tie is mandatory on Mondays and Fridays while attending services and when officially going out.

- iii). The uniform should be kept smart.
- iv). The prescribed school uniform should not be modified.

D). VISITORS.

- i) No visitors will be allowed access to students during weekend.
- ii). Dormitories are out of bound for all visitors.
- iii). Students are not expected to talk to visitors through the fence.
- iv). Visitors in all occasions leave the compound by 4.30 p.m.
- v). All visitors should be accorded due respect

E). RESPECT FOR SCHOOL PROPERTY.

- Every student has the responsibility to respect, protect and ensure safety of all school property entrusted on him and/or others including textbooks, furniture, games uniforms etc.
- Theft, vandalism and breaking of school property is outlawed.

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F). DINING HALL.

- i). All meals must be taken from the hall.
- ii). All students should take their meals while seated
- iii). Left over should be poured into the waste bins
- iv). Students should use prescribed utensils for meals.
- v). Kitchen is out of bound for all students.

G). MEDIUM OF COMMUNICATION.

Vernacular speaking is prohibited in school; students found speaking in vernacular will undertake language related assignment.

SCHOOL RULES AND REGULATIONS
OFFENCES LEADING TO EXPULSION

- a). Involvement in mass indiscipline and riots
- b). Molesting of other students
- c). Abuse and peddling of drugs and other illicit substances.
- d). Gross and deliberate disregard and disrespect for teachers and the school administration.

OFFENCES LEADING TO SUSPENSION

- a). Sneaking out of the school compound.
- b). Possession and /or use of mobile phones, cameras and related gadgets e.g phone charger, batteries.
- c). Sneaking into the dormitories during class time or preps.
- d). Use of abusive language to strangers, other students, non-teaching staff, teachers and parents.
- e). Sneaking in and wearing of non-uniform materials
- f). Theft, vandalism and breaking of school property.
- g). Reporting to school late after mid-term and holidays.

OFFENCES LEADING TO OTHER FORMS OF PUNISHMENT.

- a). Noise making and unnecessary shouting.
- b). Failure to complete assignments and class work.
- c). Failure to do duties in the assigned areas and maintain personal grooming.
- d). Taking meals outside the dining hall.
- e). Environmental pollution by writing graffiti on walls, books and desks.
- f). Breaking rules governing operations in classes; dormitories, Church, dining hall, library, clubs, music room and school canteen.

GOLDEN RULE.

USE YOUR COMMON SENSE AT ALL TIME. BE AT THE RIGHT PLACE AT THE RIGHT TIME DOING THE RIGHT THING.

DECLARATION.

I have read and understood all the above rules and I agree to abide by them.

Student's name.....signature.....

Parent/Guardian's name.....signature.....

Other three people who I have authorized to visit my son are:

I). ID.NO..... RELATIONSHIPMOBILE PHONE NO.

II). ID.NO..... RELATIONSHIP MOBILE PHONE NO.

III). ID.NO..... RELATIONSHIP MOBILE PHONE NO.

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I wish to congratulate you on your good performance in K.C.P.E . You should however be forewarned that KCSE performance will depend on your discipline and hard work in the 4 years of your stay here.

PERSONAL DETAILS.

PART 1.: TO BE COMPLETED BY THE APPLICANT.

NAME:..... DATE OF BIRTH: AGE: YRS.

FATHER'S NAME:..... OCCUPATION.....MOBILE PHONE NO:.....

MOTHER'S NAME:..... OCCUPATION..... MOBILE PHONE NO:.....

K.C.P.E. RESULTS.

SUBJECT	GRADE	MARKS
MATHEMATICS		
ENGLISH		
KISWAHILI		
SCIENCE		
S.S.R.E.		
TOTAL		

COUNTY..... CONSTITUENCY:.....
HOME DISTRICT..... DIVISION

LOCATION SUB-LOCATION:.....
 CHIEF:..... MOBILE NO:
 SUB-CHIEF: MOBILE NO:

NUMBER OF BROTHERS AND SISTERS IN SCHOOL

NO.	NAMES(BROTHERS & SISTERS)	PRY SCHOOL	SEC SCH/COLLEGE/UNIV

LAST SCHOOL ATTENDEDPOST ADDRESS.....
 APPLICANT’S SIGNATURE HOME ADDRESS
 PARENT’S/GUARDIAN’S SIGNATURE ADDRESS.....
 HEADTEACHER (FORMER SCHOOL)(FORMER SCHOOL STAMP)

PLEASE ATTACH PHOTOCOPY OF K.C.P.E. RESULT SLIP.

WHEN REPORTING PLEASE BRING THIS DECLARATION DULY COMPLETED.

Yours sincerely

KURIA J.M.
PRINCIPAL.

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BARICHO BOYS HIGH SCHOOL

FEE STRUCTURE YEAR 2019

NAME: _____ CLASS _____ ADM.NO. _____

VOTE HEAD	TERM I	TERM 2	TERM 3	TOTAL
B.E.S	16,193	9,716	6,476	32,385
L.T.&T	810	486	325	1,621
ADM.COSTS	1,758	1,055	703	3,516

E.W.&C	3,151	1,891	1,260	6,302
P/EMOLUMENT	2,986	1,792	1,194	5,972
R.M.I	1,480	888	592	2,960
ACTIVITY	399	239	160	798
TOTAL	26,777	16,067	10,710	53,554

NB/ parents will be informed of any extra levies that the Ministry may approve.

MODE OF PAYMENT:

I). DEPOSITS TO:

KCB. - KERUGOYA BRANCH: 110-400-3996
EQUITY BANK - KAGIO BRANCH: 042-029-1165-222

II). LIPA KARO NA MPESA (KCB) BUSINESS NO: 522123, ACCOUNT: 33967K – ADM NO. –CLASS

III). MONEY ORDERS/CHEQUES PAYABLE TO BARICHO BOYS HIGH SCHOOL.

NB/ CASH AND PERSONAL CHEQUES ARE NOT ACCEPTABLE.

J.M. KURIA.
PRINCIPAL.