



MPIGI LIGHT COLLEGE

P.O Box 66 Mpigi Tel: +256743331382,+256789588287, Email:collegempigilight@gmail.com
Bboza Trading Center, along Mpigi Gomba Road, 2km from Mpigi District Headquarters

"Discovering the potential within"

Dear Parent/Guardian,

RE: ADMISSION

We take pleasure to inform you that..... has been offered a place at **MPIGI LIGHT COLLEGE** in form..... and has been attached to..... House.

You are expected to report with your child at school on not later than 5:00p.m.

On behalf of the Board of Directors and Board of Governors, we thank you for considering Mpigi Light College School. Our purpose is to support your efforts to train your child in the 'way he/she should go'. At Mpigi Light College, we believe that God has a unique purpose and plan for every child and as a school, we seek to provide a disciplined and loving environment in which your child can grow and fulfill God's purpose.

At Mpigi Light College, we challenge students to grow in four particular ways; academically, spiritually, socially and physically.

1. **Spiritually** – All our students are involved in normal routine prayers, all lower secondary student (S.1-S.2) attend daily religious classes and all students actively participate in activities of local places of worship around the school among others.
2. **Academically** – Our school has a de cated staff for teaching all curriculum subjects and in addition, all students participate in activities of academic clubs such as; debating club, writing club, media club, science club among others.
3. **Socially** – our school environment is designed in such a way to provide a multi-dimensional community setting in which every child participates in the community service programs such as; leadership groups in and out of school, community charity programs among others.
4. **Physically** – All students are involved in physical practices at school such as; Football, Netball, Volleyball and in addition, they are also involved in MDD.

Our aim is to ensure that while your child is at our school, he/she achieves personal growth, discovers his/her passion, enriches academically and improves in his/her physical and mental health. We are glad that you desire this type of education for your child and here by kindly request you to complete your child's enrolment by filling in and signing on the supplementary forms attached to this letter. Our school is a community that has policies governing it. A copy of some of these policies has been sent along with this letter, you are required to read them carefully and understand them. Other policies will be availed to you once your child is in school.

Sincerely

.....
BALALUSE UMAR
PRINCIPAL

.....
MAKUBUYA TOM
HEAD TEACHER

MOTTO: Discipline & Hardwork

VISSION: To be a leading institution in developing a wholesome child by integrating spiritual, academic, social, and emotional training.

MISSION: To nurture a whole child by emphasizing spiritual growth and academic excellence



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REPORTING POLICY:

All students are expected to report on the day scheduled for reporting. All students will be delivered by their parents on the reporting day. A parent whose student fails to report on the scheduled date must contact the school to agree on another reporting date and time.

Reporting time will be between 9:00a.m to 5:00p.m. No student will be allowed to enter school beyond 5:00p.m.

All students shall report in full school uniform and well tacked in.

All students are expected to report after paying at least 60% of the term's tuition and all the term's requirement fees.

All students are expected to report with a doctor's report obtained from our partner hospital LY medical services Bboza (0788 457 434/ 0751 570 616)

All students are expected to report with short hair acceptable for school. Girls with plaited hair must adhere to the plaiting policy of the school. The plaiting policy of the school for Christians is 'kanasatu' and Muslims should plait 'free hands' (kaswaili). Boys are not allowed to plait.

Note: All girls with plaited hair will pay a hair maintenance fee of 30,000/= shillings termly.

Ensure that your child has enough personal effects and other school requirements as given in the form attached.

Signature.....

Parent's Name.....

VISITOR'S POLICY:

The governing body assures all visitors a warm, friendly and professional welcome to Mpigi Light College, whatever the purpose of their visit.

The school has a legal duty of care for the health safety, security and well-being of all students and staff. This duty of care incorporates the duty to 'safeguard' all students from subjection to any form of harm, abuse and nuisance.

It is therefore our responsibility as a school to ensure that this duty is uncompromised at all times.

The school therefore requires ALL VISITORS (without exception) to comply with the following policy and procedures;

1. Mpigi Light College reserves the right to insist on the appropriate example and environment for students including denying admittance to visitors.
2. All visitors must report to the office and present their identification cards for approval.
3. Once approved, the visitor must wear a visitor's badge.
4. No visitor is allowed to see a student without a formal approval from the Head teacher's office.
5. Visitors to students must present a valid visitors ID provided to the parent at enrollment.
6. Students from other schools will only be allowed to visit the school, upon invitation or a bi-lateral approval between Mpigi Light College and their school.

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7. Visitors to students are only allowed on official visitation days except in times of emergencies or when prior arrangements have been made between the Dean of students and the parent.
8. Visitors are not allowed to carry animations e.g guns, drugs and alcohol and all other related items into the school.
9. All visitors into the school must enter and exist through the main gate.
10. Visitors are not allowed to carry any food or drinks into the school.
11. Visitors are only expected between 9:00a.m and 4:00p.m. No visitor will be allowed in the school beyond 4:00p.m.
12. To avoid distraction and maintaining privacy for students, visitors will not be allowed in classes and dormitories, except for parents and new students seeking for enrollment.
13. Any visitor who misbehaves in the school community will be detained in the school security office and may be handled to the police based on the gravity of the matter.
14. The school will strictly remain closed for visitors on weekends i.e. (SAT & SUN), except when it is an official visitation day organized by the school.

Signature.....

FEES POLICY:

We believe that fees payments are an investment in your child's education and religious formation. It is the responsibility of the Mpigi Light College Board of Directors to form policies concerning the amount of tuition and the method of payment and to insure that adequate financial resources are available for the operation of the school.

Mpigi Light College has financial and contractual agreements with staff and suppliers which are made before the beginning of each school term. These obligations necessitate that parents make firm financial commitments to the school to ensure that enough funds are available for the school to meet its financial obligations.

Tuition and other requirements

BOARDING SECTION

ADMISSION FEE	Once	50,000/=
SCHOOL FEES	Termly	700,000/=
UNIFORMS	Once	213,000/=
REQUIREMENTS	Termly	80,000/=
DEVELOPMENT FEE	Once	50,000/=
IDENTITY CARDS (V.d & school I.d)	Once	20,000/=

DAY SECTION

ADMISSION FEE	Once	50,000/=
SCHOOL FEES O'LEVEL	Termly	290,000/=
SCHOOL FEES A'LEVEL (arts)	Termly	300,000/=
SCHOOL FEES A'LEVEL (sciences)	Termly	350,000/=
UNIFORMS	Once	170,000/=
REQUIREMENTS	Termly	80,000/=
DEVELOPMENT FEE	Once	50,000/=
IDENTITY CARD (school I.d)	Once	10,000/=

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OTHER REQUIREMENTS PAID AT SCHOOL.

CLASS	S.1	S.2	S.3	S.4	S.5	S.6
Medical fee (termly)	15,000	15,000	15,000	15,000	15,000	15,000
Cleaning fee (termly)	10,000	10,000	10,000	10,000	10,000	10,000
TOTAL	25,000	25,000	25,000	25,000	25,000	25,000

Termly tuition and fees will be paid as follows;

- All functional fees must be cleared on the first day of the academic term.
- At least 60% of tuition must be cleared at the beginning of the term and the 40% must be cleared within the first month of the school term.
- All application fees must be paid before picking the admission form.

All school fees to be paid using the pay code provided by the school, no cash is allowed at school.

NOTE: A parent who is not in position to clear 60% of tuition before the term begins, must meet with the Head teacher a week before the term begins to make alternative arrangements and commitments on when to clear.

Signature.....

UNIFORMS' POLICY:

Student attire should always be clean and neat. Clothing must not be disruptive to the teaching-learning environment. For the purpose of maintaining uniformity in shape, color, design and quality, it is a school requirement that all student attires should be bought from the school uniforms' store. All attires bought outside school will not be allowed. An authorized school staff member will supervise the dress code. No student will be allowed to attend any school activity or function wearing non-dress code attire.

Note: Standards of dress for special activities such as field trips will be prescribed by the teacher in charge.

The intent of the uniform is to train our children to realize that although many types of clothing are acceptable for us to wear, some are more appropriate for specific activities than others.

NOTE:

- No parent/ student will be allowed to make any adjustments in the size, shape or design of the uniform. Failure to comply with this policy will lead to suspension with replacement of uniform or dismissal of the student. All adjustments in the uniform will be made by the school authority in charge of the dressing code.
- For the purpose of identity all student attires will bear their names, no student will be allowed to put on attires that do not belong to him/her. Failure to comply with this policy will lead to a suspension or a dismissal of the students involved.
- Any student found to have purchased uniforms from outside school, or from a fellow student will be dismissed immediately.

New students

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1. Girls must report in a long black Caribbean skirt and a **plain-green** round neck cotton T-shirt (O'level) and a **plain-cream** round neck T-shirt (A 'level) and must carry one extra black Caribbean skirt and one extra T- shirt each,
2. Boys must report in a long black gentle trouser and a plain-green round neck cotton T-shirt (O 'level) and a plain-cream round neck T-shirt (A 'level) and must carry one extra-long black gentle trouser and one extra T-shirt each.

Signature.....

MEDICAL POLICY:

Before enrollment, every student must undergo a thorough medical examination from LY Medical Services Bboza.

The doctor's report from the hospital must be submitted along with a copy of the admission form on reporting. In addition, the parent must also fill in the medical history form attached to the admission form. In this, the school seeks to understand the medical situation of the child in comparison with the health facilities at school before enrollment. The school reserves the right to deny enrollment to any student whose medical condition may not be handled by the school medical facilities. It is very important and in the advantage of the parents to give a clear brief history of the child's medical conditions on enrollment.

At the beginning of every term, each student will undergo a thorough medical checkup from our recognized hospital, **LY medical services Bboza** and a doctor's report must be presented on reporting. Parents are advised to take their children to the hospital within a week of reporting to avoid overcrowding on the facility. For parents who come from far, a medical camp will be organized at school for examining their children, at a fee of 15,000/= per child.

Medication at school.

The school has a medical facility for handling mild sicknesses of students. Severe illnesses are always referred to the parents for handling. Students that have been referred home for medical treatment will need a signed doctor's note stating they are clear to return to school. It is very important and in the advantage of the parent to keep the child home, away from the group when ill. We are aware of working family demands but need your cooperation in order to keep illnesses down.

NOTE:

1. A child may be kept separate from the group in order to keep illness from spreading further.
2. If a student takes any medication at school, it must be stored in the school clinic. All medications must be handled in the school clinic. The nurse will issue medication in these situations;
 - Over the counter medications with the parent's permission.
 - Prescription drugs according to the doctor's order with written parental permission.

All medications brought to school by parents must be in original container and must be carried with a note indicating the date, dosage and time to be administered and must be handed to the school nurse.

Signature.....

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COMMUNICATION POLICY:

All school information has to pass through the communication's office. All parents should communicate to the school using the communication lines bellow.

Airtel: 0743 331 382

MTN: 0789 588 287

For consistency of communication, the school will also communicate to the parent using the numbers listed above, and through the contacts the parent provided to the school on admission. Parents should update the school whenever there is a change in their contacts.

Signature.....

Dear Parent, you are encouraged to read and understand all the above policies before signing. And if there is any school policy that is not clear to you, you are encouraged to contact the school for clarification through our official lines given above.

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STUDENT DETAILED PARTICULARS

Surname.....

Other names.....

Date of Birth..... Age..... Sex.....

Village..... Parish.....

Sub county..... District.....

Former school.....

Position of responsibility held before:

- i.....
- ii.....
- iii.....
- iv.....

Parent's particulars:

FATHER	MOTHER
Name	
Religious affiliation	
Occupation	
Nationality	
Contact address	
Telephone	
Home district	

N.B: If parents are dead, indicate this information and give details for the guardian.

Name.....

Contact address.....

Telephone.....

..

Place of work.....

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