

WILKABAA SCHOOLS

CAMPUS: SOKON II, KM 2 KUNDAYO *RD* SEKEI

P.0.BOX 15379 ARUSHA, TANZANIA

Tel. +255 768 595 558

*Email:* wilkabaaschool@gmail.com

*Website:* www.wilkabaaschool.com

***Our Vision:***

*To be the best nursery and Primary English medium school in the country in terms of quality education, learning environment and discipline of our students.*

***Our Mission:***

*To provide students with the best possible and affordable education without discrimination of any kind.*

**APPLICATION FORM**

FEE STUCTURE FOR A TERM

**INITIAL COST FOR A NEW STUDENT** *(Payable only once)*

|  |  |  |  |
| --- | --- | --- | --- |
| ADDMISSION FEE | CAUTION MONEY | PROGRESS REPORT BOOK | TOTAL PER TERM |
| TZS 70,000 (USD 33) | TZS 20,000 *(USD 9)* | TZS 10,000 *(USD 5)* | **TZS 100,000 *(USD 47)*** |

**DAY STUDENTS FEE PER TERM (SEMESTER)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LEVEL OF EDUCATION | TUITION FEE | LUNCH | REMEDIAL | TOTAL PER TERM |
| NURSERY SCHOOL (BABY & KG CLASS) | TZS 240,000 *(USD 112)* |  |  | **TZS 240,000** ***(USD 112)*** |
| PREPARATORY CLASS | TZS 300,000 *(USD 140)* |  |  | **TZS 300,000** ***(USD 140)*** |
| PRIMARY 1 – 7 | TZS 300,000 *(USD 140)* | TZS 135,000 *(USD 62)* | TZS 60,000 *(USD 28)* | **TZS 495,000** ***(USD 230)*** |

**NOTE:** Class 7 fee includes the following: tuition fee, all exams fee (ward, district and regional mock exams), NECTA photos etc.

**BOARDING STUDENTS FEE PER TERM (SEMESTER)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LEVEL OF EDUCATION | TUITION FEE | BOARDING FEE | REMEDIAL | TOTAL PER TERM |
| PREPARATORY CLASS | TZS 300,000 *(USD 140)* | TZS 360,000 *(USD 167)* |  | **TZS 660,000** ***(USD 307)*** |
| PRIMARY 1 – 7 | TZS 300,000 *(USD 140)* | TZS 360,000 *(USD 167)* | TZS 60,000 *(USD 28)* | **TZS 720,000** ***(USD 335)*** |

 **SCHOOL UNIFORMS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LEVEL | SCHOOL UNIFORM | SPORTS CLOTHES (FULL TRACKSUIT) | OTHERS (SHOE, RUBBER) *Optional* | TOTAL |
| NURSERY & PRE SCHOOL | TZS 50,000 *(USD 23)* | TZS 50,000 *(USD 23)* | TZS 70,000 *(USD 33)* | **TZS 170,000 *(USD 79)*** |
| PRIMARY SCHOOL | TZS 60,000 *(USD 28)* | TZS 50,000 *(USD 23)* | TZS 70,000 *(USD 33)* | **TZS 180,000 *(USD 84)*** |

**NB:** Available at school are school uniforms referring to: a trouser or skirt, a sweater, shirt, a tie and         a pair of socks. Sports clothes refer to: tracksuit and a T-shirt.

**TRANSPORT FEE PER TERM (SEMESTER)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AVERAGE DISTANCE | (A) UP TO 2km | (B) UP TO 3.5km | (C) UP TO 5km | (D) ABOVE 5km |
| AMOUNT | TZS 180,000 *(USD 84)* | TZS 200,000 *(USD 93)* | TZS 240,000 *(USD 112)* | To be negotiated |

**NOTE:**

1. Distance from school up to 2km includes the following areas: Naurei, Sokon II, Ngorika, Philips area, Kwa Mbonea area, Sekei, Kiutu, Majani mapana, Kundayo road, Ricks.
2. Up to 3.5km includes the following areas: Ngulelo, Kimandolu area, Njia ng’ombe, Kijenge juu, Sanawari chini, Olgilai, Oldadadi.
3. Up to 5km includes the following areas: Sanawari juu, Ilboru, Sakina, city centre, Ngarenaro, Moshono, Kijenge chini, Mwanama, Baraa, Kambi ya chupa, Tengeru, Fire Brigade area, Mbauda.
4. Above 5km includes the following areas: Njiro, Ngaramtoni, Ngusero, Majengo, Chekereni, Sinoni, Sokon I etc.

**MODE OF PAYMENTS:**

STRICTLY THE SCHOOL WILL NOT RECEIVE PAYMENTS IN CASH. YOU ARE KINDLY REQUESTED TO PAY THROUGH ONE OF THE FOLLOWING BANK ACCOUNTS:

|  |  |  |  |
| --- | --- | --- | --- |
| BANK NAME | NATIONAL MICROFINANCE BANK (NMB) | AKIBA COMMERCIAL BANK (ACB) | BARCLAYS BANK |
| ACCOUNT NAME | WILKABAA SCHOOL | WILKABAA SCHOOL | WILKABAA SCHOOL |
| ACCOUNT NUMBER | **408 100 148 16** | **103 007 748 36** | **002-600 3296** |

**NOTE:**

1. Sponsors from abroad should remember to add up USD 10 charge imposed by government for any amount transferred to Tanzania through bank when they pay.
2. All payments made to the school are non-refundable.
3. Please bring to school the ***“Bank pay-in slip”*** on time and receive your receipt.
4. New students will only be registered after the payments have been made.

YOU ARE MOST WELCOME

Headmaster/mistress \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WILKABAA SCHOOL

NURSERY & PRIMARY SCHOOL RULES & REGULATIONS

By signing this document, it means you have read and understood, therefore you agree on the rules and regulations and you promise to abide by them.

1. Every student/pupil during the school term shall conduct himself properly in the school and outside the school campus such as picnics, study tour arranged by the school, in the school buses, at public places and in the community.
2. Every student/pupil must wear all laundered and clean uniform in full and to wear sports uniforms/game skits while undertaking P.E. and games on Fridays. Personal cleanliness and Hygiene must be observed.
3. Attending school works and punctuality is a must for the smooth running and success of the school.
4. No pupil/student shall stay away during school hours without a written permission from the school
5. Any student/pupil late or absent must get the appropriate records entered in the school diary.
6. Every student/pupil must be punctual and attend classes regularly as well submit the given homework/assignments and projects on time. If the progress, conduct and attendance of the student/pupil are not satisfactory he/she will not be allowed to sit for the examinations.
7. Every student must respect his/her property, others properties as well as the school properties. Parents will be required to meet the cost of repair or replacement of the damaged or lost property by his/her child/children.
8. Damaging the school properties like instruments, tapering with fixtures, equipments, fittings, furniture, books, periodicals, walls, window panes, vehicles etc. will be taken as a grave offence and this will definitely result in recovery of the cost of the damage and disciplinary actions against the defaulting student/pupil will be taken by the school.
9. All students/pupils must respect their prefects, class leaders, teachers and non teaching staff and the general public in and outside the school.
10. In case of illness at school, the student/pupil have to seek medical attention/first aid from the school nurse or teacher in charge of the students health and a note must be produced before the student /pupil resumes classes or sent home/hospital for further treatments.
11. Fighting, violence or intimidation of other students, staff, and bullying in any form within or outside the school is totally banned and defaulters will be summarily expelled from the school.
12. (a) Chewing gum, drinking or eating' anything during class hours, is strictly not allowed.

(b) No food from outside is allowed in the school. All students must take lunch at school unless there is a written permission to do so.

1. (a) Any student who wishes to discontinue the service of lunch, bus, should notify the school in writing 30 days in advance. Failure to which full payment of the service has to made

(b) The school shall not accept any form of transfer of funds from one service to another.

1. Electronic devices such as cell phones, radio, television, stereo, i-pods, mp3 players, palm top, laptop computers, lighter, any form of knife/blades etc, are strictly not allowed at school.
2. Vehicles shall be parked in the area provided for the purpose. The school shall not accept any responsibility for their custody.

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name and signature of the Parent/Guardian Headmaster/mistress*

1. Students/pupils are bound for the rules and regulations framed by the school from time to time. Any violation of the rules or an act of indiscipline to students/pupils shall result in disciplinary action leading to dismissal from school.
2. Find below some of the indiscipline, misconduct and misbehaviour acts:-
3. Repeated absence from lessons and other school activities.
4. Habitual, un punctuality in attending lessons and other school activities
5. Any act that attempt or cause disturbance in the lawful functioning of the institution directly or indirectly.
6. Suppressing material information or supply of false information to the institution.
7. Possessing or consuming any poisonous or stupefying drugs or intoxicant in any form in the institution, smoking included.
8. Using or possessing any fire arm, leather weapons, explosives or dangerous or corrosive substances on the premises of the institution.
9. Canvassing for possessing or accepting contribution or otherwise associating himself or herself  with raisin funds or any collection in cash or kind in pursuance of any object whatsoever.
10. Hindrance to any student/pupil or group of students or pupils in his/her or their legitimacy  activities as such whether in the classroom, lab, playground, computer room, fields, gymnasium, or  places of social and cultural activity within the campus of the institution.
11. Involving in any act as would cause annoyances, embarrassment to any other student or member of staff or their family.
12. Destroying or attempting to destroy or temper with any official record or documents of the institution.
13. Bullying, ragging or harassing any student in the institution or outside thereof.
14. Stealing or damaging of any form or any property belonging to the institution, staff member of the   institution or any other student.
15. Instigating violence or participating in any violent demonstration or violent agitation or violent     strike in the  institution.
16. Instigating or participating in any form of operation that steps any official or staff member of the institution from doing his/her duty
17. Violation of any rule and regulation of the institution or orders of the competent authority
18. Gambling of any form in the institution
19. Refusal to appear to evidence before any enquiry officer appointed by the competent authority    with respect to a charge under investigation.
20. Disorderly behaviour in any form or any act that is forbidden by the competent authority.
21. Any other act not specifically mentioned hereto before which, weather by commission or omission as would in the circumstances of the case be considered by the competent authority as an act of misconduct or indiscipline.

TO THE PARENTS/GUARDIANS

1. We earnestly request the parents to observe the following for the smooth running of the school

All school payments are made in advance before the term starts; failure to which the student/pupil will not be allowed to remain in the school.

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*Name and signature of the Parent/Guardian Headmaster/mistress*

1. Every pupil is required to be in the school by 07:30 am. Kindly ensure she/he is in time. Student not subscribed to board the school bus services, must be taken by parents from school after class hours.
2. Please do not provide your child/children with any of the unwanted items listed in rule (14) above.
3. Please adhere strictly to the uniform rules of the school.
4. The school will not accept permission for attending marriages, engagements, and ceremonies during the school term. Kindly plan your event on the holidays accordingly.
5. If a student has serious illness during holiday, he/she should not return to school until is fully recovered. The student should bring medical report for medical fitness.
6. Parents are requested to insist on a daily study routine during holidays.
7. All parents are invited to come to school to discuss their children progress academically and behavioural changes but an appointment is made also giving details of what is to be discussed. Student diary must be brought along for a discussion.
8. It is the responsibility of the parents to counsel their children to ensure discipline at school is maintained at high degree. Note that, serious disciplinary action will be taken if a student or pupil will be found to be a regular defaulter leading to expulsion from school.

HOMEWORK/ASSIGMENTS

1. Homework/assignment is given each day. It should be entered in the diary by the student/pupil and checked by the parents. Parent should pass through the exercise books at least once per week and are requested to sign the notebook in the space provided in the diary to show that they have seen the child notebook. Parents are invited to collect the academic teacher/class teacher cell phone numbers for easy enquiry if their children fail to bring homework to do.

If a pupil constantly provide unsatisfactorily work, a **'warning form'** will be sent to the parents. Parents are expected to acknowledge the receipt of the form and return it signed to the school.

All students/pupils and even parents are required to observe any other rules or regulations not specifically mentioned in the above but may come into force from time to time.

**IN CASE OF ANY EXPULSION OF A STUDENT, SCHOOL FEE WILL NOT BE REFUNDED**

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Name and signature of the Parent/Guardian Headmaster/mistress*

WILKABAA SCHOOLS

Two passport size photos

SOKON II – *Via* KUNDAYO ROAD – SEKEI

P.O. BOX: 15379 ARUSHA

Phone: +255 768 595 558

*E-mail:* wilkabaaschool@gmail.com.com

*Www:* Wilkabaaschools.com

***ADMISSION FORM***

This admission form should be brought to school accompanied with:

1. Two recent passport size photographs of the student.

2. A photocopy of birth certificate of the student.

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| --- |
| FORM NO. \_\_\_\_\_\_\_\_\_\_Pupil’s permanent registration number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pupil’s first name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ second name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sex \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ P. o. Box \_\_\_\_\_\_\_\_\_ Town/Region \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Physical address: House No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact phone number in case of emergency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Father’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mother’s name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School last attended (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ From Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Education level attained \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Is the child disabled, has inability to do something or has any persistent problem? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Briefly explain about the disability, inability or persistent problem \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I, (Mr./Mrs./Ms) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have read the brochure, application form, school regulation sheets, examination rules, promotion rules and diary rules and understood. If my child is admitted, I promise to co-operate with the school and follow all the school rules and regulations stipulated and the amendments made from time to time. *Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |