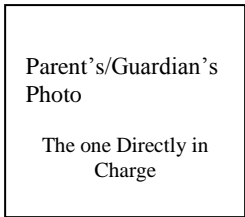


CALTEC ACADEMY MAKERERE

P.O. Box 30921, Kampala Tel: 0414-530916/0772660354

E-mail: calteccademyficyahoo.com



Parent's/Guardian's
Photo

The one Directly in
Charge

ADMISSION NO:/18

Dear Applicant,

Student's Name Class:

Combination: House:..... Sex..... Age:

I am glad to inform you that you have been offered a place at Caltec Academy Makerere. The Academy is a Catholic founded school whose mission besides academic aspirations includes Spiritual and Human development. All students must adhere to the spiritual programmes of the Academy. Please provide the following information:

1. Date of birth..... Place..... Religion.....

2. Home Parish Sub-County.....

3. District of origin..... 7. Nationality.....

4. Sponsor's Name (The one directly in charge).....

Address..... Tel.....

Email.....

5. Father's Name Occupation.....

Deceased/Alive..... Address:..... Tel.....

6. Mother's Name..... Occupation.....

Deceased/Alive..... Address:..... Tel.....

7. Last School attended.....

School where you sat PLE/UCE examination.....

Index Number..... Year PLE /UCE (results each subject)

.....

.....

..... Aggr

8. Position of responsibility in your last school

.....

THE NEXT TERM WILL BEGIN ON.....

FAITH AND TOIL

PERSONAL REQUIREMENTS:

| | |
|-----|--|
| 1. | 2 Long black skirts/Trousers |
| 2. | 20 liter jerry can |
| 3. | 3 bars of washing soap |
| 4. | 5kg of sugar |
| 5. | A container for drinking water |
| 6. | Basin/Bucket |
| 7. | Eating Utensils (plate, cups, spoon/fork.) |
| 8. | Enough Pocket Money |
| 9. | Enough sanitary towels (Girls) |
| 10. | Flask |
| 11. | Flat Iron |
| 12. | Knife (Girls) |

| | |
|-----|-------------------------------|
| 13. | Mattress |
| 14. | Mosquito Net |
| 15. | Shoe Polish |
| 16. | Slippers |
| 17. | Toilet papers (enough) |
| 18. | Toilet Soap |
| 19. | Tooth paste and tooth brushes |
| 20. | Torch |
| 21. | Towel |
| 22. | Two pairs of bed sheets |
| 23. | Umbrella |
| 24. | Vaseline |

UNDERTAKING OF OBEDIENCE TO SCHOOL RULES

a) Undertaking By The Student:

I....., being a student at Caltec Academy Makerere, have read the school rules set out herein above 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, the school authorities shall be entitled to impose upon me the commensurate sanction.

Signed:..... Date:.....

b) Undertaking By The Parent

I....., being the parent/guardian of the above student, who is now in Caltec Academy Makerere have fully acquainted myself with and understood the school rules set out herein above. I fully agree that my son/daughter shall throughout his/her stay at school, be bounded by the said rules and also agree that the school authorities shall be entitled to impose any of the sanctions set out in the rules. I undertake to ensure that he/she obeys the school rules and as a parent, I will totally accept the outcome of my son/daughter’s behavior. I shall also be personally liable for any damage, misuse or loss of the school property by him/her.

Signature:..... Tel. No.....

Address:

E-mail Address.....

OFFICIAL

ON BEHALF OF THE PRINCIPAL

.....
BRO. TAMALE JOHN PAUL
PRINCIPAL

SIGN:
NAME:
TITLE:

D + S
CALTEC ACADEMY MAKERERE
MEDICAL EXAMINATION REPORT

PART ONE: TO BE FILLED BY PARENT/GUARDIAN

STUDENT'S NAME.....

AGECLASS.....

PARENT/GUARDIAN'S NAME:.....

CONTACT ADDRESS..... PHONE.....

LOCATION: TOWN/VILLAGE:..... STREET

FAMILY HISTORY: IS THERE A HISTORY OF: **(YES/NO – PLEASE BE OPEN)**

- a. HEART DISEASE
- b. SICKLE CELL DISEASE.....
- c. CHRONIC CHEST INFECTION: i.e. ASTHMA
- d. MENTAL ILLNESS/FITS/EPILEPSY:.....
- e. ANY OTHER FAMILY DISEASE:.....
- f. IF YES WHICH.....

PART TWO(TO BE FILLED BY A QUALIFIED MEDICAL DOCTOR)

WEIGHT:..... HEIGHT:.....

HOSPITALISATION IN PAST. REASON:

.....

IS THE CHILD ON ANY TREATMENT FOR A CHRONIC DISEASE?

IF SO FOR WHAT?.....

WHAT IS THE TREATMENT? THE DOSAGE AND FOR HOW LONG?

.....

IS THE CHILD PREDISPOSED TO ANY PROBLEM?.....

IF YES WHAT?

.....

GENERAL APPEARANCE:.....

EYES: **CONJUCTIVA**

L..... R.....

VISUAL ACUITY:

L:..... R.....

JAUNDICE:.....

EARS: (ANY SIGN OF DEAFNESS).....

L:..... R.....

THROAT:.....

SKIN.....

CVS: P/S

BP

H/S

RESPIRATION SYSTEM:

ABDOMEN (If any organ palpable)

CNS:

ANY VISIBLE DEFORMITIES:

LABORATORY INVESTIGATIONS:

(a) BLOOD (I) HB..... (II) B/S.....

WIDAL..... VDRL

SCT

(b) URINE PROTEINS:..... SUGAR.....

MICROSCOPY:.....

(c) STOOL:.....

I HAVE EXAMINED THIS CHILD AND CONSIDER THAT THE FOLLOWING;
SHOULD BE DONE BEFORE JOINING THE SCHOOL.

.....
.....
.....

I HAVE EXAMINED THIS CHILD AND CONSIDER THAT THE FOLLOWING SHOULD BE
DONE AT THE SCHOOL. (SOON ON ARRIVAL OR OTHERWISE)

.....
.....
.....

OTHER COMMENTS:

.....
.....
.....

DOCTOR'S NAME:.....SIGN.....

ADDRESS/TELEPHONE.....

DATE:

STAMP:

CALTEC ACADEMY MAKERERE SCHOOL RULES AND REGULATIONS

1. INTRODUCTION:

- a) Caltec Academy Makerere was established to pursue excellence in quality education and nurture its students into useful reasonable and happy persons. Parents like teachers have a very important role and obligation in bringing up children. It is important that they are conversant with the School Rules and Regulations.
- b) The Rules and Regulations are intended to serve the interests of the students by sustaining a better environment for carrying out the work of the school and achievement of its goals.
- c) The Rules and Regulations shall apply along other regulations laid down by the school from time to time, including those pertaining to the departments, library, laboratories, hostels, dormitories, classes and others.
- d) The Principal shall have the power to decide a suitable punishment for any student where no specific rule is in place or where the Rules and Regulations do not provide any punishment.
- e) Repeated breach of the Rules and Regulations shall lead to suspension, indefinite suspension or expulsion. A suspension shall be for two weeks.
- h) English shall be the medium of communication at school all the time.

2. ADMISSION

- a) All applications for admission shall be addressed to the Principal of Caltec Academy Makerere.
- b) All students must fulfill the school's admission requirements including payment of school fees before they can be recognized as members of the school;
- c) The Principal's decision regarding admissions shall be final.

3. SCHOOL FEES

- a) All fees must be paid in full in the stipulated school bank accounts. Each student shall present his or her bank slip to the bursar and be issued with a receipt on arrival at the beginning of every term.
- b) It is an offence to remain in school without first clearing school dues.
- c) All financial matters will be handled by the principal together with the parent/guardian of the student.
- d) Fees once paid shall not be refundable.

4. ACADEMIC STANDARDS, ATTENDANCE AND PUNCTUALITY

- a) All students shall report to school on the first day of the term unless prior notice has been communicated to the school Administration. A student who does not report to school within two weeks after the start of the term shall cease to be member of the school.
- b) All students must attend their classes and carry out all assignments set by the teachers.
- c) After examinations period students must continue with classes, games, preps and other school routine programs.
- d) All students must attend parade and assembly, meals, church services and co-curricular activities.
- e) No student shall absent himself/herself from any lesson, exams or any other prescribed function without permission from the school authority.
- f) Absence on medical grounds must be accompanied by proof from a medical doctor.
- g) All students shall observe punctuality as prescribed by the school time table or directed by school authority in classes, dinning, hostels, dormitories and church and at all events, functions, and activities of the school.
- h) Promotion from one class to the next shall be on merit based on the pass mark laid down by the school.
- i) Where a student fails to achieve satisfactory standard of academic work the school teachers will try to help him or her with constructive appraisal and counseling as appropriate. Should the

approach produce insufficient improvement the student may be discontinued from the school unless allowed to repeat the class the following year or demoted to a lower class.

Breach of this Rule shall be punishable by warning, internal punishment or suspension.

j) Examination and Tests

- i. All student unless having a written consent of the Principal shall be examined or tested in all subjects offered by the student or such other body or organ as the school may authorize. The student shall not attain below the set average mark.
- ii. Any student found, caught, procures, encourages, aids or conceals cheating of an examination or test shall be immediately dismissed or the principal may decide otherwise.
- iii. Any student who breaches this regulation shall be expelled from school or otherwise as the principal may decide.

5. LIBRARY

- a) All rules set by the librarian must be adhered to and absolute silence must be observed in the library.
- b) Stealing, malicious or intentional damage or destruction of library books amounts to gross misconduct.
- c) Damage to library books and other facilities or continued breach of the library rules shall lead to replacement of the damaged book or facility and/or exclusion from use of the library.

Breach of this Rule is punishable by warning, internal punishment or suspension.

6. SCHOOL UNIFORM

- a) At school and all school functions students shall all the time wear full prescribed uniforms for boys and girls and for O-level and A-level students, respectively. Only students in the uniform will be allowed at the school.
- b) School uniforms must be obtained from the school.
- c) Un-authorized uniforms, clothes, shoes, stockings and other items will be confiscated.
- d) The school uniform must not be cut or otherwise tampered with in any way. Any student tampering with his or her uniform will be required to buy a new one before he/she is allowed back in the school.
- e) School T-Shirts must be obtained from the school and can only be worn on Saturdays.

Breach of this Rule is punishable by warning or internal punishment.

7. PERSONAL APPEARANCE

- a) All students must look presentable and maintain cleanliness. Shabby and untidy dressing is not allowed.
- b) Hair must be natural, neat and short (brush level). Stylish haircuts, treated/plaited hair, bare heads, must not be worn at school.
- c) Earrings, ear pins, necklaces, rings, bangles, bracelets, dreadlocks and other jewellery are not allowed in the school;
- d) Finger nails and beards/moustaches should be short and neat. Nail vanish, make-up, tattoos, lipstick and the like, must not be worn at school.

Breach of this Rule is punishable by warning, internal punishment or suspension and the unwanted item shall be confiscated.

8. HEALTH

- a) All students must undergo medical, dental and eye examinations by fully registered medical doctors. Each student shall submit a medical report to the school on arrival at the beginning of every year.
- b) Students and parents must report all cases of chronic or serious illness to the school. It is an offence to conceal illness or any health disorder.

- c) Students must observe the basic rules of hygiene with regard to their bodies, clothes and other property.
- d) Parents/guardians shall meet or refund medical expenses incurred by the school on their respective children.
- e) The Principal may at any time order a student to go home for medical treatment or report if in his view or on advice of a medical officer the student's health is likely to cause risk to the student or other students or staff.

Breach of any of this Rule is punishable by warning or internal punishment or suspension.

9. CO-CURRICULAR ACTIVITIES

- a) All students must engage in co-curricular activities in and outside the school.
- b) Clubs or societies shall be formed with permission of the Principal and shall be registered with the Warden and must have teachers as their patrons and a Club Constitution.
- c) All communication of the clubs shall be through their patrons, the Warden and the Principal.
- d) No club shall hold a function at the school or make a trip in the name of the school without permission of the Principal and without the patron or his/her delegate member of staff.
- e) All students shall participate in self-help activities including keeping the school clean in accordance with the school schedules.

Breach of any of this Rule is punishable by warning, or internal punishment or suspension.

10. SCHOOL PROPERTY

- a) All school property must be respected and protected. Mishandling, malicious damage, vandalism, or destruction of a school property or property of fellow students will be replaced in a manner deemed fit by the school administration and a serious disciplinary measure shall be taken by the school.
- b) Furniture must not be removed from their respective rooms at any time except with permission of the teacher or staff concerned.
- c) Inscribing, writing or painting on school buildings, books and other property in any form is prohibited.
- d) Each student will be issued with an identity card which remains the property of the school. A lost identity card must be reported to the relevant authorities.

Breach of this Rule is punishable by warning, or internal punishment, suspension or expulsion and payments for replacement of the property spoiled or lost.

11. SCHOOL BOUNDS

- a) No student shall leave the school premises during the school hours without written permission or a gate pass.
- b) Written permission to leave the school premises may only be granted for reasonable and genuine reason by only the Principal, Deputy Principal and the Warden.
- c) The school canteen shall only be used by the students during break, lunch and after classes in the evening and shall be out of bounds to the students during class time.
- d) The staff room and all the laboratories are out of bound to the students unless with prior permission of the appropriate school authority.
- e) Visitors are not allowed at school. In emergencies parents/guardians may see their children with express permission of the school authority.
- f) Classes, laboratories, library and staff room, hostels and dormitories are out of bounds to visitors.

Breach of this Rule is punishable by warning, internal punishment or suspension.

12. GENERAL DISCIPLINE

- a) Students shall conduct themselves at all times in good, disciplined and acceptable manner with courtesy and consideration of others and for the good name of Caltec Academy Makerere.
- b) Students must obey and respect the school authority vested in the Principal, Deputy

Principal, Warden, Heads of Departments, Class teachers, teachers and non-teaching staff, prefects and all persons to whom the authority of the Principal may be delegated.

- c) Idle, immodest, loose talk, slander, noise and insolence are prohibited.
- d) Quarrelling, fighting or teasing are prohibited. All problems should be forwarded through proper administrative channels.
- e) Students must not engage in any immoral behavior in and out of the school premises.
The school administration reserves the right to determine what is right or wrong on matters of morality and decency.
- f) All bad practices are unacceptable in the school including willful refusal to obey valid instructions, religious practices not authorized by the school authority, unauthorized removal of the school property, assault, unhealthy boy and girl relationships, bullying and other acts of violence and engaging in financial transactions at school.
- g) The following items are not allowed in the school: laptops, cameras, mobile phones, radios and any other communication gadget.

Breach of this Rule is punishable by warning, internal punishments, indefinite suspension or expulsion depending on the gravity of the offence and confiscation of unacceptable items.

13. GROSS MISCONDUCT

The Principal shall have power to suspend any student or take any urgent or proper action for gross misconduct or for conduct which the principal in his discretion considers to be proper or sufficient cause. The school considers the following could constitute gross misconduct, the list is not exhaustive:

- a) A serious breach of safety requirement likely to endanger other people or to cause damage to the school property.
- b) Drinking or being under influence or peddling of alcohol or drugs, smoking, possession of cigarettes, tobacco or any other harmful substance.
- c) Any form of demonstration, riots or strikes.
- d) Vandalism and malicious damage to the school's property or gross negligence that leads to the school property being lost, damaged or destroyed.
- e) Bulling, torturing, fighting, physical assault, violence, or dangerous horse plays.
- f) Fraudulent and dishonest conduct, theft, receiving stolen property, examination malpractices and other offences of dishonesty.
- g) Sexual or immoral misconduct including possession of pornographic materials, indecent exposure of one's body and use of obscene or vulgar language.
- h) Insubordination, aggressive behavior or excessively bad language.
- i) Possession at school of firearms and any dangerous weapon, cigarette lighters, metallic belts, and metallic arm straps and unauthorized knives, candles, box of matches, flammable liquids or corrosive substances.
- j) Conspiring or attempting to commit or willful failure to report or prevent commission or completion of a serious offence.

Breach of this Rule is punishable by indefinite suspension or expulsion from school.

Certain types of misconduct may lead to instant or summary dismissal without notice.

14. CHANNELS OF COMMUNICATIONS

- a) The Principal shall be the official spokes person of the Board of Governors and the school.
- b) The Principal will attend to the parents and guardians.
- c) Students must route all their grievances, complaints or suggestions through the recognized school organs namely; the prefects, the teachers in charge, the heads of department, the Warden, Deputy Principal and the Principal.

