

ST. ANDREW'S COLLEGE, SSANDA

'O' & 'A' Level Mixed Day and Boarding

P.O. Box 11665, Kampala – Uganda

Tel: 0772-567248/0776-912800/0758525772

Email: st.andrew'scoll.ssanda.ac@gmail.com

A - LEVEL APPLICATION FORM

Attach two
passport size
photographs

STUDENT'S SURNAME:

OTHER NAMES: SECTION: DAY /BOARDING (Please put a tick)

DATE OF BIRTH: AGE:

SEX: HOME DISTRICT:

NATIONALITY:

HOME BACKGROUND:

PARENT'S /GUARDIAN'S NAME:

PHYSICAL HOME ADDRESS:

TELEPHONE CONTACT: E-MAIL ADDRESS.....

PARENT'S /GUARDIAN'S OCCUPATION:

NEXT OF KIN (NAMES):

NEXT OF KIN'S CONTACT E-MAIL ADDRESS.....

PREVIOUS SCHOOL ATTENDED: O - LEVEL INDEX NUMBER:

STUDENTS LIN NUMBER.....

O - LEVEL RESULTS:

1. ENGLISH:	8. HISTORY.....	15. LUGANDA.....
2. MATHEMATICS:	9. C.R.E.....	16. KISWAHILI.....
3. BIOLOGY:	10. LITERATURE.....	17. ART.....
4. CHEMISTRY:	11. I.R.E.....	18. ENTREPRENEURSHIP.....
5. PHYSICS:	12. T.D.....	19. P.E.....
6. AGRICULTURE:	13. FRENCH.....	20. ICT.....
7. GEOGRAPHY:	14. GERMANY	21. PROJECT.....

A-LEVEL COMBINATIONS APPLIED FOR: (PLEASE INDICATE IN ORDER OF PREFERENCE: e.g.

SCIENCES

a	PCB	
b	PCM	
c	PEM	
d	PAM	
e	BCM	
f	BCA	

ARTS

a	HEG	
b	HEL	
c	LEG	
d	HED	
e	MEE	
f	GEA	
g	GEE	
h	MEA	
i	MEG	
j	HEE	

I declare that to the best of my knowledge, the information given above is true.

Student's Signature.....

Parent's/Guardian's Signature:.....



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A - LEVEL ADMISSION LETTER

Dear, I am glad to inform you that you have been admitted to St. Andrew's College, Ssanda in Senior under Registration Number: SACS....., House: Combination:

The offer is subject to the following conditions:

- (a). You pay School Fees in time in the Bank using the payment code provided.
- (b). You have to report to School for studies on the first day of the Term.
- (c). You accept to follow the School Routine and observe all the School Rules and Regulations.

Please use the following school pay code for all school fees payments.

--	--	--	--	--	--	--	--	--	--	--

You must report with all the School Requirements on the / / 202.....

Failure to do so will imply loss of interest and your place will therefore be given to someone else.

SCHOOL REQUIREMENTS:

1. UCE Recommendation letter/ Pass-slip /Report form of your former school.
2. Two Passport Photographs for the student and one passport photograph for the Parent/Guardian.
3. Photocopy of your Baptism Card.
4. Shs.60,000/=(Boarders), 40,000/=(Day Scholars) for cleaning materials.
5. School Hymn Book (To be bought at School at Shs.30,000/=)

“Build a Bright Future”

A'LEVEL FEES STRUCTURE

BOARDING

» Admission Fee	60,000/=
» Fees	950,000/=
» Uniform	375,000/=
» Identity Card	20,000/=
» Development Fee	100,000/=

TOTAL **1,505,000/=**

DAY

» Admission Fee	60,000/=
» Fees	450,000/=
» Uniform	325,000/=
» Identity Cards	20,000/=
» Development Fee	100,000/=

TOTAL **955,000/=**

N.B:

Uniform includes; 2 Shirts /Blouses, 2 Trousers /Skirts, 1 Coat, 1 Jumper, 2 Casual T-Shirts and 1 House T-Shirt and a Tie.

2 black Trousers/ Caribbean Skirts to be used as casual wear for only boarders.

Other clothes will not be accepted in the school as weekend wear or out of class wear.

PERSONAL REQUIREMENTS:

- (a). A box file, Mathematical Set, 10 Counter Books, Pens, Pencils and a Calculator.
- (b). Bible for Christians.
- (c). A Mattress, 2 pairs of bed sheets, blanket and Towel.
- (d). Not less than six (6) under garments i.e. knickers, boxers, bras, boob tubes and vests.
- (e). Basin/Bucket , ten litre Jerry can.
- (f). Washing and Bathing Soap.
- (g). Laboratory Coat (For Biology students only).
- (g). A treated Mosquito Net.
- (h). A Pair of black closed shoes & (Two pairs White Stockings for girls and grey/black socks for boys).
- (i). Canvas Shoes for Sports and a 2-piece aerobics attire.
- (j). Electric Flat Iron (3 Plugged).
- (k). A pair of Sandles and Crocks.
- (l). Thermos Flask (2 cups).
- (m). Water bottle.
- (n). Panty peg.
- (o). Not less than four packets of sanitary towels.
- (p) Art book, a set of colored pencil and 2 Drawing Pencils (2B - 6B) (For only Fine Art students).
- (q) Lockable suitcase.
- (r) Dissecting Kit (For only Biology students).
- (s) Container for buying eats from the canteen.
- (t) Plate, Cup, Fork, and Spoon
- (u) Shs. 5,000/= for cutting hair per Term.

We look forward to welcoming you to St. Andrew's College, Ssanda and hope you will find the School academically and socially exciting.

YOURS SINCERELY,

.....
KATAGIRA TOM
HEADMASTER

SCHOOL RULES AND REGULATIONS

The following Rules and Regulations are to be observed by each and every student at the School. A breach of any of them will lead to serious consequences.

Introduction

These rules and regulations are expected to serve the interest of all stakeholders in the school. They will guide the students to lead a responsible life so that they develop into God fearing, disciplined and academically successful persons as guided by the school Vision, Mission, Motto and Values indicated below.

Vision – ‘To give a Bright Literate Future to the children of Uganda’.

Mission – ‘To provide an integral, qualitative and affordable education to the students which will help them compete favorably in the 21st century’.

Motto – “Build a Bright Future”

Core Values – ‘Service, Team work, Accountability and Respect’

1. Admission and reporting

- i) All applications and any form of communication must be addressed to the Head teacher St. Andrew’s College Ssanda.
- ii) All students must fulfill the admission requirements before they are accepted in the school.
- iii) Students must report on the first day of term latest 5:30pm. Any student reporting on any later day must be accompanied by a parent or a guardian.
- (iv) No student is allowed to leave the school campus without the written permission of the Head Teacher, Deputy Head Teacher or Teacher on duty.

2. Religion

- i) St. Andrew’s College Ssanda is Roman Catholic Church school and the Catholic Values and ethics are paramount and must be adhered to.
- ii) Converting students from their original religions and recruitment into cults is strictly forbidden. Anyone who indulges in this practice will be indefinitely suspended from school.
- iii) Insulting religion or disrespecting or defiling places of worship or object held sacred will lead to suspension.

3. Routine/regular activities

- i) Attendance to the following activities is compulsory for all students.
 - a) All lessons, examinations, tests and assignments.
 - b) Other academic and co-curricular programs timetables
 - c) Meals
 - d) Mass, retreats and prayers

“Build a Bright Future”

e) Parade, assembly and all roll calls

f) Prep, private study and preparations.

g) House work

ii) Any student who misses any of the above-mentioned activities will be liable to serve punishment.

iii) All students must enroll for at least one co-curricular activity such as sports, music dance and drama and club activities.

4. Time management

i) All students must observe, respect and manage time for all school programs such as prayers, lessons, meals, prep and assembly. Failure to do so will lead to severe punishment.

5. Uniform.

i) All students must be properly and smartly dressed in the prescribed school uniform. Open or flat, high heeled shoes, ankle stockings, designer belts, bungles and hooded jumpers are not part of school uniform and if found in possession of a student will be confiscated and not returned to the owner.

ii) All students must be in full uniform for class, mass, retreats, visitation Sundays, school outings and other functions and when leaving or returning to school

iii) All students must keep their hair short and neat. Bearded students shall always shave. Stylish haircuts, treated hair, lip stick, nail vanish are prohibited. Perfumes, makeup and jewelry must not be worn.

iv) Abuse of school uniform by tampering with the design or size of the set issued is punishable and once identified, the parent/guardian will be required to buy a new uniform.

v) All students shall have their uniform properly labeled with their name in full, as recorded in the school register.

vi) Tattooing of the body is strictly prohibited. Whoever is found with a tattoo on any part of the body or tattooing another student will be suspended from school.

6. Prayer, Prep or Library

i) Every student shall observe respect prayer, prep and library and order while attending school activities. Silence within the school environment must be observed.

ii) The following areas are out of bounds to students except with permission from the school Authority, libraries, bookstore, staffroom, science and computer laboratories, infirmary, farm and staff quarters.

7. Hygiene/sanitation

i) Students must observe the rules of hygiene and sanitation.

ii) All students shall participate in all forms of work in accordance with specified schedules. This shall include cleaning of the school compound, classrooms, dormitories, bathrooms, toilets and peeling of food.

iii) Walking on the Lawn and littering the compound is strictly forbidden.

8. Respect for Authorities

i) All students must obey and respect Authority vested in the Head teacher, Deputies, administration, Teachers, non-teaching staff, support staff, student leaders and to all persons to whom authority is delegated from time to time.

(i) Telling lies / making false statements to a person in authority will lead to suspension.

9. Fighting / Bullying

(i) Fighting, beating, causing injury / bodily harm or torturing another student or staff is strictly forbidden. Breaking this rule will lead to indefinite suspension.

(ii) Teasing or bullying of any form is not allowed in the school and may lead to indefinite suspension.

(iii) Any student found disturbing others, loitering or causing disorder on the school compound will be punished.

10. Intoxicants.

Students must not smoke cigarettes, tobacco or pipes or take any intoxicants such as Alcohol or drugs and shall not have them in their possession. Breaking this rule may lead to indefinite suspension.

11. Examination Malpractice”

Cheating either in examination, tests or classroom exercises may lead to indefinite suspension.

12. Forgery

Any form of forgery is forbidden. Such will lead to indefinite suspension.

13. Riots/ strikes

Riots, instigations or demonstrations in the school are forbidden. Anyone who engages in such acts will be dismissed indefinitely from school and dealt with in accordance to the law.

14. Non-Platonic relationships

(i) Students shall not have or engage in non-platonic relationships amongst themselves or members of the teaching and non-teaching staff. Any attempt to establish a non-platonic relationship by exchange of letters, verbal messages, gifts or keeping company in suspicious circumstances will lead to indefinite suspension.

Homosexual and Lesbian relations are strictly forbidden. Breaking this rule will lead to indefinite suspension.

(ii) Students who involve themselves as go-betweens in establishing non-platonic relationships will be dealt with severely.

15. Medical treatment /medical examination

(i) The school carries out a medical examination at the beginning of each term and all students day scholars inclusive must attend without fail.

(ii) Any student who does not comply with the recommendation made by the school doctor / nurse in regard to medical tests and examination, medical treatment or bed rest shall be answerable to the school authorities.

(iii) Any student found pregnant or impregnating another shall be indefinitely suspended.

(iv) All students with chronic illness shall undergo a thorough medical checkup before they report to school and the medical form must be filled by a registered authentic medical practitioner.

16. School or personal property

(i) Damage or loss of school property will be paid for or replaced in kind by the student(s) concerned either individually or collectively.

(ii) Breaking into the dormitories or passing through emergency windows is tantamount to damage of school property.

(iii) Students' pocket money should be kept with the school bursar.

(iv) Possession of items such as radios, cameras, electric kettles, chargeable lamps, water heaters, flash discs and other audio-visual equipment e.g CDs and DVDs is prohibited and may lead to suspension. Such items once identified will be confiscated and not returned.

(v) Possession of mobile phones and other communication gadgets is prohibited. Any student found in possession of any of the above items will be indefinitely suspended.

(vi) The school accepts no responsibility for loss of students' personal property or money.

17. Theft

Theft is a serious offence. Any student found in possession of property belonging to another person or to the school without permission will be indefinitely suspended. The parent or guardian will be required to pay back all the stolen items.

18. Dormitories

(i) Students will only occupy those rooms and beds assigned to them.

(ii) Sharing of beds is strictly forbidden and may lead to exclusion from the school.

(iii) Screaming and other forms of undue noise anywhere in the school are forbidden. Each student must have respect and consideration for others. Notorious noise makers will be advised to leave the school.

(iv) Day scholars are not allowed in the dormitory except with permission from the Head Teacher.

(v) Dormitories are out of bounds to all students during prep and class time.

(vi) Cooking in the dormitory is strictly forbidden.

(vii) Washing or ironing is done only on Saturdays and Sundays in designated places.

(viii) Boys are not allowed in the girls' dormitories and vice versa unless they have permission from the Head Teacher.

(ix) The staff quarters are out of bound to all students.

(x) The Dispensary premises are out of bound to students without a valid and updated medical form or permission.

(xi) The Laboratory, store, Library, Administrative offices are out of bound to students in the absence of a concerned staff including the kitchen, except during break and lunch time for the kitchen.

19. Communication

- (i) Any official communication to and from the school must be channeled through the Head Teacher's Office.
- (ii) Students must route their suggestions, observations, complaints, and grievances through the recognized school channel and administrative structures e.g class meetings, house meetings, prefect orate, students' council, club executive committees, students' disciplinary committee or through the suggestion box.
- (iii) In emergency circumstances such as a strike / mob justice, students must quickly notify the administration, security personnel or any member of staff.
- (iv) Communication to parents, guardians, friends etc through day scholars is forbidden.
- (v) Every student shall, if on school premises and in other places where students are representing the school use the English language as a medium of communication.
- (vi) Any student who offers French, Kiswahili, Luganda or any other language taught at school may speak such language in lessons or gatherings where the school permits the use of such language.
- (vii) Use of vernacular is prohibited.
- (viii) Use of vulgar language is a serious offence.

20. Impersonation

Any form of impersonation such as, using another person's identity card or clearance form, putting on another student's uniform, giving wrong names is prohibited.

21. Pornography

A student shall not, under any circumstances, view, produce, broadcast or distribute any form of literature / material that is pornographic in nature or be in possession of sex gadgets e.g condoms and pills. Possession of these items shall lead to an indefinite suspension.

22. Canteen

- (i) Students shall buy edibles only from the school canteen. Any student that brings eats / drinks to the school either by themselves or through other persons such as parents, relatives, friends will lead to suspension.
- (ii) Students must only go to the canteen at authorized times e.g break or lunch and evening before supper.
- (iii) Students are not allowed to transact business (selling and buying of goods or services) in the school at any time.

23. Permission to leave school premises

- (i) Students must leave school only with written permission from the Head Teacher or any other Authorized Person.

A student who escapes or leaves school without permission commits a serious offence tantamount to self-expulsion.

24. Clubs

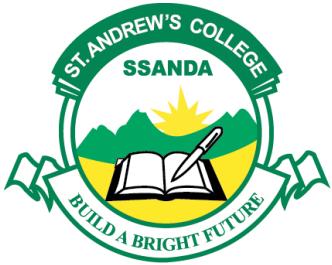
- (i) Clubs should be formed with the permission of the School Administration and must have teachers as their patrons. No club without a patron (member of staff) will be registered or allowed to operate in the school by the School Administration.
- (ii) Every student is expected to belong to at least one club of his or her choice.
- (iii) Club and house chairpersons must communicate through their patrons.
- (iv) Club activities must not interfere or interrupt class activities unless authorized by the school Administration.
- (v) No student is allowed to mobilize, solicit or collect funds for a club from the students or public except with the permission of the Head Teacher. Any student found mobilizing, soliciting or collecting funds for a club without the permission of a Head Teacher shall be suspended indefinitely.
- (vi) All correspondences from a school club / society shall be addressed through the Head Teacher.
- (vii) No club or society shall make a trip or visit without the authority of the school administration and accompanied by its patron or authorized member of staff or to invite any other club, person(s) or society to the school without the authority of the school administration.

25. Penalties / Punishments

- (i) The School Authority / Board of Governors reserve the right to determine a suitable punishment for any student who defies any of the regulations herein.

ALWAYS STRIVE FOR GOOD VALUES AND YOU WILL NOT BE DISAPPOINTED.

.....
Head Teacher



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PARENT'S RESPONSIBILITIES:

At no time can a teacher solely handle and bring up a student in the most desirable way, a parent is very vital in the upbringing up of his/her child. At St. Andrew's College, Ssanda, a parent is expected to carry out these responsibilities: The parent; -

1. Must visit his/her child and check his/her academic progress every visitation day.
2. Must collect the student's report personally at the end of the term and report back with his/her child on the reporting day.
3. Should make sure that his/her child leaves home dressed in full school uniform and check well the child's property so that unnecessary materials are not brought to school.
4. Should encourage discipline among our students even when at home.
5. Must be well versed with the school rules and regulations and help his/her child observe them strictly.
6. Must pay all fees promptly in the prescribed Bank.

ALLEGIANCE FOR

I with my son/daughter

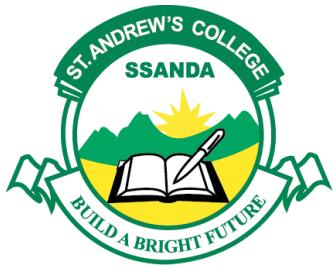
of senior have read and understand the school rules and regulations and responsibilities and agree to abide by them.

Student's Registration number: Signature:

Parent's /Guardian's Signature:

Telephone Contact:

Head teacher's Name: Signature:



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MEDICAL EXAMINATION FORM

**TO BE DONE BY A QUALIFIED MEDICAL DOCTOR FROM A RECOGNISED HOSPITAL /
HEALTH FACILITY.**

Part 1 (To be filled in by the Applicant)

Surname: Other names:

Home Address:

Physical Home Address:

Age:

Parent's /Guardian's name:

Telephone contact:

(a). Have you ever had any serious illness /accident?

If so, state the nature of the accident and when it occurred.

.....
.....

(b). Have you ever been admitted in a hospital /health unit and for what reason?

.....
.....

(c). Have you ever suffered from pneumonia or asthma?

(d). Have you ever coughed blood? Yes /No

.....

(e). Do you suffer from any digestive complaint?

(f). Have you ever had discharge from the ears?

(g). Have you ever had any fits?

(h). When were you last vaccinated against:

(i). Small Pox? (ii). Tetanus?

(iii). COVID-19? (iv). Meningitis?

(v). Polio? (vi). B.C.G?

Date: Signature:

Part 2 (To be filled in by the Medical Examination Officer)

(a). State any relevant detail of illness /sickness.

.....

.....

(b). Is there any evidence of dispose of the heart?

.....

(c). What is the blood pressure?

.....

What is your comment on it?

.....

(d). Eyes Conjunctive

Anemia Jaundice

Visual acuity

R L

If any acuity is below standard, then the applicant should be advised to get refractor error corrected before entry in the school.

(e). Ears: Any sign of deafness?

.....

(f). Teeth:

.....

(g). Any heart problem?

(h). Weight

(i). Genitals

(j). Height

(k). Skin Muscles /Skeletal Report on Urine

(l). Sugar

Chest: Is there any evidence of pleurisy or tuberculosis?

(m). Lungs?

(n). Any sign of pregnancy (in case of female)

(o). Limbs: Any deformity of disability which would seriously handicap his/her studies?

.....

.....

Any comment before admission

.....

.....

Name of Medical Personel:

Qualification:

Signature: Date:

Telephone Contact: