

THE CORNER BROOK SCHOOL (TCBS), JUJA

P O Box 383-01001 KALIMONI, JUJA. TEL: 0720-442056, 0711 798618

LEARNING IS FUN.....

JOINING INSTRUCTIONS

Student name:

Dear Student,

TCBS fraternity is pleased to offer you a place in our institution in Form

We assure you of our utmost support, and wish you a most enjoyable and rewarding time at the school.

The following is required on admission:

- Photocopy of Birth Certificate
- Clearance Letter from your previous school (Leaving Certificate)
- A Medical Report from your doctor
- Original and a certified copy of your of K.C.P.E. results
- 3 Colour passport size photographs
- A tree seedling
- A ball (either Football, Rugby, Basketball or Volleyball)

Important

- **TERM I COMMENCES ON 8TH JANUARY 2013**

This joining instructions booklet includes the following:

- Admission form
- Rules and regulations
- Fees structure
- Uniform listing
- Emergency details

Head Teacher

For MANAGEMENT

THE CORNER BROOK SCHOOL, JUJA
P.O.Box 383-01001 KALIMONI, JUJA; TEL: 0720 442056, 0711 798618

TCBS School Uniform is available from

ANIMET LTD, 3rd Floor Yaya Centre
P.Ô. Box 9044 Tel: 020 3861578, 020 2730922, 020 3861579,
020 3871162, Fax: 571162, Nairobi
Email: uniforms@wananchi.com

UNIFORM AND BOARDING REQUIREMENTS

<u>ITEMS</u>	<u>Quantity</u>	<u>ITEMS</u>	<u>Quantity</u>
Trousers: Dark Grey	2	Pajamas suits	2
Shirts: White Long Sleeves M/hattan	2	Dressing gown	1
Shirts: White Short Sleeves M/hattan	2	Under wear	10
Tie: Green White Stripes	1	Shoe polish & brush	
Slipover: Grey Mix	1	White/Green soap dish	
Pullover: Grey Mix	1	Bath soap	
Belt: Black with plain buckle	1	Tooth paste & brush	
Socks: Grey	5	Hair comb	
Golf cap: Green	1	Detergent, bar soap	
Shoes: Black Leather low heels	1	Toilet tissues	
School Blazer: Design to be agreed and issued at a later date		Handkerchiefs	
		Green/Blue Slippers	

Stationery

1 scientific cal Model fx
82 ms, 2 padlock, ruler,
10 biro pens, 10 HB
pencils, 2 rubbers, 1
sharpener, geometrical
set

GAMES KIT / P.E. UNIFORM

ITEMS

Shorts: Navy Bermuda Shorts	2
Polo Shirt: Green with Yellow Collar	2
Track Suit: Green with Yellow Stripes	1
Socks: White/Blue stripes	3
Socks: White tennis shoes	1
Soccer boots	1

All uniform items must be clearly labelled with the student's full name

ITEMS PROVIDED AT SCHOOL

Bed sheets, blankets, bed cover
Pillow case
Towels (Bath, swimming,
face flannels)
All Text books (as per syllabus)
All Exercise books

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ADMISSION FORM: ALL STUDENTS MUST FILL

NAME OF APPLICANT:

SURNAME

OTHER NAMES

DATE OF BIRTH

RELIGION

NATIONALITY

PRIMARY SCHOOLS
ATTENDED

1.	
2.	

FROM

TO

FROM

TO

INDEX NUMBER:

KCPE MARKS

ATTACH SLIPS

FATHER'S/GUARDIAN'S NAME:

EMPLOYER:

TEL:

EMPLOYER'S ADDRESS

RESIDENCE ADDRESS/ESTATE:

TEL:

MOTHER'S/GUARDIAN'S NAME:

EMPLOYER:

TEL:

EMPLOYER'S ADDRESS:

TEL:

RESIDENCE ADDRESS/ESTATE:

PARENT'S/GUARDIAN'S SIGNATURE:

FOR OFFICIAL USE ONLY

INTERVIEW DATE: _____ INTERVIEWER _____

COMMENTS _____

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IN CASE OF EMERGENCY

In case of illness or accident that the resident school nurse cannot handle, I would wish my son to be sent to (Hospital)

Or

..... personal Doctor)

In case of personal Doctor:

Name of Doctor: -

Contact Address: -

Tel Contact (a) Office:

(b) House

Name of Parent/Guardian:

Signed: Date

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TCBS STUDENTS RULES AND REGULATIONS

FOR THE STUDENTS

Preamble

The Corner brook School believes in high level integrity where the use of commonsense reigns high. Each students of the T.C.B.S community is therefore expected to exercise high moral stardard and treat each other as brothers.

ARTICLE I: ENVIROMENTAL RULES

T.C.B.S, takes environment as key to a good academic atmosphere. It is in this regard that each T.C.B.S student is expected to follow the following rules.

- a) Upon admission in T.C.B.S, each student should bring a tree seedling.
- b) Each boy must be assigned a tree(s) to take care for. The tree(s) must be watered in case of dry spell failure to which the student must be punished by watering other trees within the school compound.
- c) The students should not throw litter anyhowly. If found, appropriately is to be given to the be given to the particular student/s.
- d) Personal cleanliness is paramount in T.C.B.S student must observe tidiness, failure to which a student will be subjected to an appropriate punishment.
- e) Hair cut: Each student must adhere to the T.C.B.S style of hair cut.
- f) Students **MUST** use water responsibly. Students are expected to close the water tap after use.
- g) All students must refrain from vandalism of the school property. Any student found destroying school's property will be forced to replace them and a punishment meted.

ARTICLE II: PUNCTUALITY

Punctuality in T.C.B.S is taken as virtue. It is expected that students should avoid wastage of time as time wasted is never recovered. Boys are therefore expected to strictly adhere to the following rules.

- a) Class lessons; All students must be punctual in class lesson lateness in class is punishable from the concerned subjects teachers.
- b) Assembly; Students must be punctual during the school's assembly on Monday and Friday as well as Wednesday devotion. Late students will be subjected to a punishment deemed necessary by the T.O.D.
- c) Waking up; The students must adhere strictly to time set for waking up. Being late will lead to punishment including missing breakfast or any other appropriate punishment.

d) Preps; All students are expected to strictly be in class during the preps time. Students found out when preps are taking place will be subjected to appropriate punishment.

e) Reporting back to school after holiday; The T.C.B.S reporting time is 4:00 p.m. Any student who will report after 4:30 will not be allowed in unless accompanied by the parent or the guardian.

f) Lights out; The students are expected to be in bed at 10:00p.m. The lights will be switched off at 10:00 p.m. Any student found loitering around after the lights have been switched off will be liable for punishment deemed necessary by the teacher concerned.

ARTICLE III: PROHIBITED ITEMS IN THE SCHOOL

The following items are considered illegal in the school.

a) No student is allowed to bring in school any radio. Once found, it will be confiscated and never to be returned.

b) Cell phone; No students is allowed to be in possession of a mobile phone, once discovered, the phone will be confiscated and disposed off, in the school latrine.

c) No students should be in possession of DVD's CDS e.t.c. once discovered the material will be confiscated and punishment to be instituted to the victim.

d) No student is allowed to keep any amount of money in the dorm. All money must be surrendered to the school's principal for a safe keep.

ARTICLE IV: SPORTS AND GAMES

T.C.B.S. has laid a firm emphasis in making the students all round. Each student in T.C.B/S is therefore expected to observe the following rules.

i) Each student must participate or take part in at least ONE serious game.

ii) Each student is expected to be in full games attire during games time, failure to which an appropriate punishment will be instituted to the concerned student.

iii) Students who are issued with school's game uniform must take care of the uniform. Any student who does not return his uniform is taken to have stolen it and must buy another one.

iv) Students representing the school in different sports activities must demonstrate a high moral standing once found misbehaving, the concerned student is liable to punishment including being banned from any further school trip.

vi) Students are only allowed to play games on designated areas only.

ARTICLE V: RELIGION AND MORAL CONDUCT

For a harmonious stay at T.C.B.S, student life in the school is guided by Christian principle. It is in this regard that:-

a) All the boys MUST attend a Holy Mass at the nearby Kalimoni Catholic church.

b) There will be held other Sunday programmes where Sunday Services will be held at school.

- c) Every student must show respect to the school's authority staff members and Non-staff members and the prefect's body.
- d) Students showing disrespect in the church or during Sunday service in school are liable to a severe punishment.
- e) Students should avoid graffiti on school's wall, notice board e.t.c.
- f) Students should avoid hiding and joyriding in any trip as this will lead to punishment.

ARTICLE VI: EXAMS AND ACADEMIC ASSIGNMENT

Exam is taken seriously in T.C.B.S students are therefore expected to observe the following rules:-

1. No exam cheating is allowed as this is a serious offence that can lead to a very severe punishment.
 2. Any exam found to have been cheated will automatically be cancelled.
 3. No students should fail to take the exam without valid reason. If found, the said student will be suspended and report back to school with the parent/guardian to explain why.
 4. Holiday assignment will be given out and students must complete them in due time i.e during the first week of the new term.
- Each student must take notes during class time as instructed by the teachers.

ARTICLE VII: SCHOOL UNIFORM

Every student in T.C.B.S is expected to be in proper school uniform.

- i) No student is allowed to wear any other attire apart from T.C.B.S approved uniform. If different clothing is found, it will be confiscated and punishment meted to the concerned student.
- ii) Students are prohibited from wearing bracelets, necklaces or any of such items in the school compound.
- iii) The school's uniform for shoes is 'Bata Toughee' and not any other.

ARTICLE VIII: FOOD AND DRINKS

- i) It is a serious offence for students to be found with any food or drinks apart from what is provided in school.
- ii) Food and drinks discovered from any student will be confiscated and disposed off. The student will also be subjected to a punishment.
- iii) Chewing gum is forbidden at all times in the school compound.
- iv) Meals in the school should be strictly taken in the Dining Hall. It is an offence to carry food or any drink to classroom or in the dormitory.

ARTICLE ix: PROHIBITED AREAS. (OUT OF BOUNDS)

- i) No student is allowed in the science laboratory without permission from the concerned teacher.
- ii) No student is allowed in the staff room without permission.
- iii) Teachers quarters are out of bounds from the students.

ARTICLE x: CAPITAL OFFENCE IN T.C.B.S

The following are very serious offences each student should take serious NOTE on them.

1. Being found with Narcotics. (drugs)
2. Being found with cigarettes/smoking
3. Being abusive or confronting a teacher, worker.
4. Being in possession of a weapon - a knife, metallic objects e.t.c.
5. Being found bullying other students.
6. Being found fighting
7. Being found planning/organizing and executing a strike.
8. Possession of pornographic materials.

NB: Those offences are dealt with at higher levels by the school's disciplinary committee.

These offences may finally lead to automatic expulsion, imprisonment by the state and any other heavy punishment deemed necessary, hence a wasted life!!

ARTICLE 11: EXITS & VISITS

- i) No students is allowed to leave the school compound without permission. If found the student will be suspended from school for a period not exceeding two weeks and come back with a roll of barbed wire.
- ii) No visitors will be allowed to visit the students other than parents or official guardians.
- iii) Any visitors to the school is prohibited from entering the classrooms, dining hall or dormitory unless accompanied by a teacher.

SCHOOL RULES AND REGULATION DECLARATION

A. PARENT(S)/GUARDIAN(S) DECLARATAION

I, (Full Name)ID

No.....

Do hereby confirm that I have read the above school rules for TCBS (the TCBS rules have been read to me) and that I accept them and recommend that my son should follow and obey them.

Signature.....Date.....

B. STUDENT DECLARATAION

I (Name in full).....FORM.....ADM

NO.....

Confirm that I have, on my own, chosen to be a student and member of THE CORNER BROOK SCHOOL community and that I have read and understood the SCHOOL RULES and that I have accepted and decided to follow and obey the same.

Student's signature..... Date.....