



LAKWOOD GREEN OLIVE HIGH SCHOOL

P.O. Box 1727
 Kilifi
 KENYA

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 Website: www.green-olive.org

Quest for Excellence-Quality, Service, Value, Lifelong Learning in a Peaceful & Caring Environment

ADMISSION LETTER.

I am happy to inform you that your Daughter/Son.....has been offered a place in form He/She should arrive on theescorted by a parent/guardian. If you fail to bring him/her at this appointed date..... Please bring her/him during office hours Monday – Friday.

About the school:

This premier school provides day and boarding facilities for both boys and girls, and excellent academic programs following the 8-4-4 curriculum. Lakewood Green Olive High School which is situated on the beach side, about 2km from Tezo Market Centre on the 8th lane off Mombasa-Malindi Road, encourages the pursuit of excellent academic performance, whilst retaining its warm, friendly and serene atmosphere. A relaxed and happy place where both teachers and students are dedicated to service, value and quality life-long learning. Excellent learning resources include qualified and experienced teaching staff, electricity and piped water as well as a clean, safe and peaceful environment away from the hustle and bustle of the city.

Reporting Date:

The following must be brought on arrival:

1. Result slip for K.C.P.E or the equivalent.
2. Admission form signed by parent/guardian and student.
3. Three (3) passport sized photographs of student and guardian (Color).
4. Copy of birth certificate.
5. Leaving certificate/last school report card from previous school.
6. A full medical report from an authorized Doctor/medical practitioner.
7. Students are expected to report with:
 - Four figure mathematical table.
 - Mathematical set
 - English dictionary
 - Good News Bible/Quran
 - Kamusi ya Kiswahili
 - Secondary School Atlas
 - Pens, pencils, ruler and eraser
 - 14 exercise books A4 size plus 1 graph book
 - Headstart English Book 1
 - Two padlocks

School Uniform

- Two off white blouses/shirts
- Two box-pleated jungle green skirts/trousers
- Two pairs of socks (white for girls and grey for boys)
- Jungle green tie embroidered with school logo
- School T-shirt embroidered with school logo
- Long sleeved jungle green sweater
- Cream striped with jungle green shorts for boys and cream striped with jungle green with boarder skirts for girls
- Flat heeled black shoes
- One pair white rubber shoes

Please note that all items must be marked properly with admission numbers. The school does not allow students to wear home clothes at any time in the school compound. Such clothes will be **CONFISCATED FOR GOOD**.

Boarding Requirements

- 1 Mattress (2.5"x3"x6ft)
- 3 handkerchiefs
- 1 comb
- 2 toothpaste (65ml) and tooth brush
- 4 bar soap
- 1 metal box
- 1 cup, spoon and plate
- 1 detergent (omo)
- 1 school bag
- 5 toilet papers
- 1 pillow
- 2 towels
- 2 pairs of bed sheets (light blue)
- 1 bed cover
- 1 pair of slippers
- 1 plastic bucket
- 2 pairs of white vests (boys)
- Black shoe polish and brush
- Mosquito Net

Extras for Girls

- 3 brassier
- 5 panties
- 4 packets of sanitary towels
- 2 night dresses
- 4 petticoats

Religion

We admit students regardless of their race, color, ethic background or religious affiliations. Currently, we have organized pastoral programs for both Christians and Muslims.



Parent/Guardian photo

ADMISSION FORM



Students Photo

STUDENT DETAILS

First Name:.....

Middle Name:.....

Surname Name:.....

Date of Birth:.....

Nationality:.....

Male/Female:.....

Parent/Guardian Details

First Name:.....

Surname Name:.....

Telephone – Home:.....

Telephone Work:.....

Telephone – Mobile:.....

E-Mail:.....

Home Address:.....

Company Name:.....

P.O. Box :.....

Town:.....

Occupation:.....

Emergency contact numbers:.....

Name and address of next of Kin:.....

SCHOOL RULES AND REGULATIONS.

1. Silence must be maintained in the school all the time to facilitate a good learning environment. Students are expected to attend **classes** and **preps**.
2. All assignments or duties given by the teacher must be done to the satisfaction of the teachers.
3. Students **MUST** sleep on the beds allocated to them and must use their own beddings.
4. All beds **MUST** appear neat all times.
5. Stealing or handling stolen property is illegal. A student who breaks this rule may be expelled from the school and/or be handed over to the police. Repayment is five times of the stolen items.
6. No student shall interact with any visitor(s) without the permission of the teacher on duty.
7. Attendance of academic clinics is **MANDATORY**. Failure by parent to attend may lead to student's expulsion.

8. Pornographic material in any form is strictly **PROHIBITED**.
9. You shall not leave the school compound except with written permission from the teacher on duty.
10. All students must take part in **games** and must register in at least one club in the school. You must always go for games in **proper uniform**.
11. Proper and clean **school uniform** must be put on all the times. **Home clothes, necklaces, bangles or earrings** will not be allowed in school.
12. Any breaking of school property like desks, chairs, toilet accessories etc will be replaced by the student(s) concerned.
13. You must always take care of school property especially **text books**. Any loss of text books will be replaced by the student immediately.
14. No student should take any form of **drugs** (e.g. alcohol, cigarettes etc). If caught, it will lead to immediate **expulsion** without warning.
15. Any student who indulges in **stealing**, incitement, provocation and intimidation shall be **expelled** from the school without any warning.
16. You must at all times respect your seniors i.e. teachers, non-teaching staff, visitors and school prefects. Any form of **DEFIANCE** shall be tolerated.
17. No bullying of students is allowed. Use of **vulgar language, bullying** and **fighting** will lead to immediate expulsion.
18. In case the school gives **midterm** holidays in the course of the term, parents are normally informed in writing when such holidays are taking place.
19. **English** or **Kiswahili** will be the only means of communication by all students. Failure will lead to punishment.
20. **Love affairs** of any kind among students or members of the community are not allowed. Such cases lead to instant **expulsion**.
21. It is criminal offence to carry for any use **pocket radios, musical gadgets, mobile phone, and card for games or fun instruments** in school. No **gambling** is allowed in school.
22. **Foodstuffs** to school are highly discouraged.
23. **Sunday Prayers** is compulsory to all between 9.00am and 12noon every Sunday.
24. **Visitors** are not allowed EXCEPT during visiting days.
25. A student will be expected to report back to school on the day advised by the Principal and not later than 4.00 pm, otherwise s/he **MUST** be accompanied by parent/guardian.
26. No student shall be allowed to use mobile phones of any staff member to speak to parents or relatives.

Declaration.

I certify that all information supplied in this form is correct and I will inform the school as soon as possible of any changes. I have read and agree to abide by the regulations of Lakewood Green Olive High School as set out above.

Student

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

Parent/ Guardian

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

PRE- ENTRY HEALTH REPORT

NAME:.....

Date of Birth.....

Please fill the enclosed form carefully

Hay fever		Recurrent Malaria	
Sickle cell Anemia		Peptic Ulcers	
Rhinitis		Typhoid	
Rheumatic fever		Hypertension	
Asthma		Bed Wetting	
Polio		Mental Illness	
Fits/Epilepsy			

Has she/he had any allergy effects – to drug.....to food.....

Has had previous admission to Hospital? If yes, given reasons place and date

.....

Previous immunization-given:

Tetanus.....Measles.....Triple Antigen.....

Polio.....BCG.....Typhoid.....others.....

Please tick if she/he has already had any of the following infectious disease

Mumps.....Chicken Pox.....Measles.....

German measles.....

Any serious disability or health MUST be reported to the school before the student reports at the school.

Please have teeth and eyes checked before arrival (parents are responsible for replacement and mending of spectacles). Specialized medicines must be provided by family and place it under the care of the school administrator.

Parent/guardian signature.....

Name of hospital.....

Medical Doctors Names.....

Tel No.....

Stamp and signature.....

SCHOOL FEES STRUCTURE

Day Scholars

	1 st Term	2 nd Term	3 rd Term
Tuition	5,800.00	5,800.00	5,800.00
Medical			-
Extra Curriculum	200.00	200.00	200.00
Admission Fee	1,700.00		-
PTA	1,500.00	1,500.00	1,500.00
Total	9,200.00	7,500.00	7,500.00

Boarding Scholars

	1 st Term	2 nd Term	3 rd Term
Tuition	5,800.00	5,800.00	5,800.00
Medical	500.00	500.00	500.00-
Extra Curriculum	200.00	200.00	200.00
Admission Fee	1,700.00		-
Boarding Fee	7,500.00	7,500.00	7,500.00
PTA	1,500.00	1,500.00	1,500.00
Total	17,200.00	15,500.00	15,500.00

Please note that: **Seventy Five (75%) of the fee MUST be paid on or before the reporting date of which the balance should be cleared within the first thirty days of reporting.**

Mode of Payment

1. School fees can be paid through a **banker's cheque** in favor of **LAKWOOD GREEN OLIVE HIGH SCHOOL**, or bank the same in favor of **LAKWOOD GREEN OLIVE HIGH SCHOOL A/C NO. 1156233208, KENYA COMMERCIAL BANK, KILIFI BRANCH** then submits a banking slip to the school for receipt. **NO CASH PAYMENTS ARE ALLOWED AT SCHOOL, or**
2. **M-PESA** Business Number -22123, Pay Bill Number (School Code)-60111K

Thank you for choosing Lakewood Green Olive High School, and looking forward to building a sustainable partnership with you.