

KYADDONDO SECONDARY SCHOOL

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ADMISSION LETTER 2026

Admission No.....

Dear:

Congratulations!

You have been admitted at KYADDONDO SECONDARY SCHOOL in Senior.....

You will offer.....

The school MOTTO is INVEST FOR THE FUTURE

The school venerates academic excellence and upholds Religious values.

The term begins on..... and you are required to report before
5:00pm.

Your vacancy will be kept for two weeks after commencement of the term. It will be
given away if no prior arrangement is made with us in time.

Kyaddondo is a private mixed day and Boarding "O" and "A" level secondary school
located in Matugga Kiryagonja.

We pledge to give the necessary support to achieve your academic aspirations.

I wish you a happy stay at Kyaddondo Secondary School.

Yours;

.....
HAJJ. WALIGGO ISMAIL
HEADTEACHER

REQUIREMENTS FORM

Your child must report at school with the following requirements:

- a) **DORMITORY**
Mattress, bed sheets, blanket, pillow, pail or jerry can, Sanitary towels (for girls), 4 rolls of toilet papers, 3 bars of washing soap, 3 tablets of bathing soap, a knife for girls, tunic (Kanzu) or Hijab and white 'Bintu' veil for Muslims, a flask, a torch, plate and cup.
- b) **CLASS:**
A box file for question papers, ball pens, and coloured pencils for Geography, calculator, Fine Art book and pencils, counter books, Oxford Advanced Learner's Dictionary and a long ruler.
- c) Result slip or recommendation from former school.
- d) A pair of low-heeled black shoes with white stockings for girls.
- e) A copy of Yasarnal / Qur'an for Muslims, bible and hymn book for Christians, one Sunday wear for Christians (jeans, miniskirts, trousers and fancy wears are not allowed for girls).
- f) **VISITATION DAYS:**
Parents are allowed to visit their children on a specified Sunday once a term from 8:00am to 5:00pm. Visitors shall ONLY be allowed in school on presentation of a visitors' card.
- g) All senior ones must report with a copy of **THE FIRST DAUGHTER** by Gorret Kyomuhendo (for S.1 - S.2).
N.B
- h) Parents will be allowed to visit and interact with their children on specified events and functions at school; like Class Days, music, dance and drama competitions, sports day and the like.
- i) **SCHOOL FEES STRUCTURE**
- | | |
|----------------------------------|-------------|
| a) Payable in Bank | |
| - School fees for day scholars | 800,000/- |
| - For Candidates | 850,000/- |
| - School fees for boarders | 1,250,000/- |
| - For candidates | 1,300,000/- |
| - Functional fees (Payable once) | 350,000/- |
| b) Payable in bank | |
| Uniform i.e | |
| - Two shirts/blouses | } 380,000/- |
| - Two skirts/trousers | |
| - Two black skirts/trousers | |
| - Two house T-shirts | |
| - A sweater | |
| - Physical Education (PE) Kit | |
- Five passport photos for identity card and personal files.

School fees is payable in I & M (FORMER ORIENT BANK KAWEMPE) branch on Bombo Road account number 123505, EQUITY BANK a/c no. 1042200661889 or STANBIC BANK account number 9030012844572

KYADDONDO SECONDARY SCHOOL

PLEASE COMPLETE THIS FORM AS ACCURATELY AS POSSIBLE IN CAPITAL LETTERS.

STUDENT'S NAMES.....BIRTH DATE/...../AGE

RELIGIONTRIBENATIONALITY

VILLAGERESIDENCE TEL NO.....

SPECIAL HEALTH REPORT

FORMERSCHOOL

ADMISSION NO.....CLASS.....HOUSE

FATHER'S FULL NAME

OCCUPATION

MOBILE TELEPHONE NO(S).....

OFFICE ADDRESS & TEL NO

MOTHER'S FULL NAME

OCCUPATION

MOBILE TELEPHONE NO(S).....

OFFICE ADDRESS & TEL NO.....

STATE OF PARENTS (TICK WHERE APPLICABLE)

BOTH LIVING BOTH DEAD FATHER LIVING MOTHER LIVING

NEXT OF KIN NEAR KAMPALA

RELATIONSHIP

CONTACT ADDRESS & TEL NO (S).....

FATHER'S NIN.....MOTHER'S NIN.....

WHO IS RESPONSIBLE FOR PAYING YOUR FEES?

NAMESRELATIONSHIP.....

OCCUPATION.....DESIGNATION.....

MOBILE TELEPHONE NO (S).....

OFFICE ADDRESS & TEL NO.....

RESIDENCE ADDRESS& TEL NO.....

U.C.E RESULTS (FOR 'A' LEVEL STUDENTS)

INDEX NUMBER	SUBJECT	GRADE
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

P.L.E RESULTS (FOR 'O' LEVEL STUDENTS)

INDEX NUMBER	SUBJECT	GRADE
1.	MATHEMATICS
2.	ENGLISH
3.	SCIENCE
4.	SOCIAL STUDIES

KYADDONDO SECONDARY SCHOOL

SCHOOL ROUTINE

5:00 am	waking up, House work, Preparation for classes.	
05:30 am	serving breakfast	
06:00 am	Subuhi prayers	
06:10 am	Morning preps begin.	
7:20 am	Morning lessons begin.	
10:00 am	Break time	
11:00 am	End of break and beginning of mid-morning lessons.	
1:00 pm	Dhur prayers but on Friday lessons end at 12:20 pm for Juma prayers.	
1:00 pm	Serving lunch	
2:00 pm	End of lunch and beginning of afternoon lessons	
4:40 pm	End of lessons / Aswir prayers	
4:45 pm	Sports and games begin (Co - curricular activities)	
5:45 pm	Serving tea at the power house.	
6:00 pm	Serving supper	
6:50 pm	End of supper, closing of dormitories ready for Magrib prayers	
7:00 pm	Magrib prayers.	
7:30 pm	Night preps begin	
9:40 pm	End of night preps for girls and Isha prayers	
10:00 pm	End of night preps for boys and Isha prayers	
11:00 pm	Lights out for a good night sleep.	
4:45 pm	Monday	General Assembly
12:30 pm	Friday	Juma prayers
5: 00 - 6:00 pm	Saturday	general cleaning
6:00 am	Sunday	House work
7:45 - 9:00 am	Sunday	Service and Darasa
10:00 - 1:00 pm	Sunday	Practical and tests
2:00 - 5:00 pm	Sunday	Sports and games
7:30 - 9:30 pm	Sunday	Entertainment

KYADDONDO SECONDARY SCHOOL

SCHOOL PRAYER

IN NAME OF GOD; MOST GRACIOUS MOST MERCIFUL

PRAISE BE TO GOD THE LORD OF THE WORLDS.

MOST GRACIOUS, MOST MERCIFUL.

THE MASTER OF THE DAY OF JUDGEMENT.

**YOU ALONE WE WORSHIP AND YOU ALONE WE PRAY FOR
ASSISTANCE.**

GUIDE US UPON THE STRAIGHT PATH

**THE PATH OF THOSE YOU BESTOWED YOUR FAVOUR;
NOT OF THOSE YOU HAVE SHOWN YOUR ANGER
NOR THOSE WHO WENT ASTRAY.**

**O LORD! GIVE US GOODNESS IN THIS WORLD AND SAVE
US FROM THE TEMPTATIONS THAT MAY LEAD US TO
THE PUNISHMENTS OF THE HEREAFTER.**

O LORD! GRANT US SUCCESS AND VICTORY;

IN WHATEVER WE DO;

NOT ONLY FOR KYADDONDO SECONDARY SCHOOL;

BUT ALSO FOR UGANDA AS A WHOLE:

AND THE WORLD ALLOVER AT LARGE

AMEN

KYADDONDO SECONDARY SCHOOL

RULES AND REGULATIONS

PREAMBLE

All activities shall be in accordance with all the objectives of the founding body and national goals of education. The school rules and regulations are laid out for the purpose of instilling discipline and giving guidance to enable our students, teachers and parents fulfill duties and hence help attain the academic goals provided by the Uganda system of Education

All round education is as much concerned with training of character with acquisition of knowledge, honesty, hard work and discipline. This is as important as learning academic subjects.

It is therefore necessary and essential that every student of Kyaddondo Secondary School shall abide by the SCHOOL RULES AND REGULATIONS.

IT IS IMPORTANT TO NOTE THAT BREACH OF COMMON SENSE IS A BREACH OF THE RULES

There are three categories of offences. Each carries its punitive measure

I. CATEGORY A. GRAVE OFFENCES

1. (a) Taking or being in possession of or distribution of alcohol.
(b) Taking or being in possession of or distribution of narcotics
(c) Smoking or being in possession of or distribution of smoking equipment
2. Stealing or possession of stolen property
3. Gambling of any nature
4. Leaving the school campus during day or night without written permission from the school authorities
5. Tampering with installation and vandalism
6. Examination mal-practices of any nature
7. Romantic relationships of any nature
8. Male students going to the girls' dormitory
9. Female students going to the boys' dormitory
10. Students going to or near or using facilities of staff quarters except in cases of emergency or any other genuine cause.
11. (a) Committing acts of violence or threatening bodily harm.
(b) Teasing or bullying
12. Being in possession of weapons or dangerous instruments that are likely to cause grievous harm.
13. Being in possession of or distribution of pornographic materials of any kind.

NOTE: KNOWING, DOING OR CONCEALING OF INFORMATION ABOUT ANY OR ALL OF THE ABOVE SHALL LEAD TO THE FOLLOWING PENALTIES

Grave offences as listed above are regarded as totally unacceptable. Any student found committing or having committed any offence in the above category shall have the offence committed recorded in the behaviour book kept by the administration and shall be suspended indefinitely on the headteacher informing the Chairman Board of Directors, pending a decision by the Board of Directors.

II. CATEGORY B. SERIOUS OFFENCES

1. (a) Failure to immediately obey an order from the Headteacher, and or his staff.
(b) Acting in a manner that brings bad reputation or contempt to the school
(c) Failure to do the right thing in the right place at the right time.
(d) Insolence to any member of staff or student leader.
2. (a) Failure to report to school on the first day of the term before 6:00 pm except when there is a special reason This must always be supported by a parent's/ guardian's letter to the Headteacher.
(b) Failure to be in school from the first day to the last day of the term
3. (a) Academic indiscipline, dodging classes, preparation time and co-curricular activities unless authorized by the nurse, matron or Housemaster
4. (a) Failure to attend school assembly
(b) Failure to attend roll call.
5. (a) Hooliganism and noise making
(b) Use of foul language.

and gentility)

(b) Receiving cooked food of any nature from outside school.

6. Failure to be in full school uniform (Shirts must have the school badge and must be tucked in) during class hours, when returning to school at the beginning of the term, when going home at the end of the term, when collecting reports and when going out of the school during the term. Failures to put on a full casual wear after classes and on weekends.
7. Failure by any student who has been given permission to leave the school to present the gate pass to the gate keeper at the main gate before leaving and a signed gate pass on returning to the school before proceeding to the administration. The student must not exceed the time given to stay away from school.
8. Failure to use the main gate as the only route into and out of school.
9. Commercial transactions of any nature are unacceptable.
10. (a) Nudity
(b) Dressing shabbily, scantily and indecently.
(c) Wearing stylish haircuts, keeping treated hairs, keeping un kept and long hair/ beards, an keeping long nails.
11. Receiving parents and or any visitor without permission from the school authorities
12. Allowing and receiving visitors in the students' hostels or even students entering visitors' vehicles while at school.
13. Students going to un-demarcated prep rooms and places out of bounds (trespass).

PENALTIES

1. FIRST TIME OFFENDERS

Any student committing or found to have committed any offence listed in category "B" above shall;

- A. Have his or her name and the offence recorded in the behaviour book kept by the administration.
- B. Cause his / her guardian / parent to be summoned to school over the student's indiscipline
- C. Sign a disciplinary form.
- D. Write a letter to the Headteacher on what he/ she is going to do to prevent recurrence of the problems and "The future recurrence of the problem shall be interpreted as disobedience," which shall result in more serious consequences.
- E. Buying a chain link roll and angle bars and or a barbed wire roll.
- F. Be suspended for atleast two weeks depending on the gravity of the offence.

2. SECOND TIME OFFENDERS

Any student committing or found to have committed any offence in category "B" above for the second time shall, depending on the gravity of the offence, be indefinitely suspended on the Headteacher informing the Board of Directors pending a decision by the Board of Directors.

III. CATEGORY C: RISKY OFFENCES.

1. The staff room is out bounds. Students must appear there for a genuine cause and or with permission.
2. Failure to use English at all times except during lessons of any languages on the time table.
3. Possession of lanterns, or dangerous petroleum, matchboxes and any other dangerous material.
4. Possession of electrical appliances (kettle, shaving machines), without permission.
5. Failure to achieve the desired pass mark in all tests and examination as determined by the respective subject teachers
6. Loitering and time wasting
7. Being deceitful
8. Unauthorized students are not allowed in the kitchen
9. (a) FAILURE by the student to participate in at least one sport or game
(b) The sportswear MUST be worn during the time for games.
10. Failure to take good care of your possessions to avoid careless loss of personal property
11. Failure to take good care of your possessions to avoid careless loss of personal property.

PENALTIES

A record of offences committed under Category "C" shall be recorded in behavior book kept by the administration. Other penalties shall include either mopping or slashing, or scrubbing walls of the Classroom blocks and hostels, or cleaning of school premises or digging or filling a pit. These punishments shall be administered after class hours. Also the students SHALL be required to write a letter to the Headteacher on what he/ she is going to do to prevent further recurrence of the problem "Recurrence SHALL is interpreted as disobedience." Disobedience is a much more serious offence that shall lead to.

- A. The parent being summoned and suspension of at least two weeks.
- B. Expulsion
- C. Buying a chain link roll and angle bars and or a roll of barbed wire.

REGULATIONS

1. Prayers are a MUST to every student
2. PUNCTUALITY to ALL school activities and routines is MANDATORY.
3. A student is free to join any club of his or her choice that is accepted by the school
4. No club without a Patron (member of the teaching staff) will be registered in the school. All correspondences from the clubs beyond the school/ other schools must be addressed through the Headteacher.
5. Students making a field trip of a club shall not go unaccompanied by a member of staff.
6. The school has student leaders namely, prefects, Students Council representatives, Dormitory leaders, Form Captains and KMSA and KCSA executive. Their main duty is to assist the staff in ensuring efficient administration of the school. They are elected and or appointed on merit.
7. Parents / guardians are allowed to visit their children once a term on the day communicated by the school from 8:00am to 5:00pm on representation of the Visitors' Card.
8. Anyone in need of medical attention should report to the nurse at the stipulated times at the dispensary/ sick bay except in the case of emergency. Arrangements to see private doctors shall not be authorized unless parents have notified the school nurse in writing and present proper documentation.
9. Medical examination is compulsory for all students
10. Possession of personal drugs is forbidden. Where it is necessary for a student to keep drugs in the dormitory, written permission or prescription must be secured from the school nurse.
11. A student who damages school property or loses a school book is expected to replace the actual property or book. No money should be paid in lieu.
12. Each student is permitted one Suitcase, three pairs of simple shoes, at least two of which should be black and two items of casual (day) dress wear.
13. The widths of the mattress brought in the school not exceed 3ft.
14. Lights out shall be STRICTLY observed in the hostels daily from 11:00 PM.
15. Crossing the green spaces (compound, quadrangles and fields) or walking along undesignated places is forbidden.

THE PENALTIES FOR VIOLATING REGULATIONS ARE THE SAME AS THOSE FOR CATEGORY "C" ABOVE.

A counseling system is to be maintained with the counselors providing guidance and enforcing disciplinary measures as required. The counselor can function, as both an advocate for the student in serious cases but overall is to act with the being of the student and the expected code of conduct being the priority.

NOTE: THESE RULES AND REGULATIONS ARE SUBJECTED TO AMENDMENT.

Ihave read the school rules and regulations. I declare that I shall abide by the rules and regulations at all times. I am clearly aware of the consequences of breaking any of them.

STUDENT'S SIGNATURE	PARENT/ GUARDIAN'S SIGNATURE	HEADTEACHER'S SIGNATURE
STUDENT'S NAME	PARENT'S NAME	HEADTEACHER'S NAME
DATE	DATE	DATE