



**VINESPRING GIRLS HIGH SCHOOL**

**P.O BOX 393 - 00520 NAIROBI**

**TEL: 0721 659346 / 0721936818**

**Email: vinespring09@gmail. Website: <http://vinespringgirls.sc.ke>**

### **ADMISSION LETTER YEAR 2024**

**STUDENT'S NAME:** \_\_\_\_\_

**INDEX NO:** \_\_\_\_\_

**ADMISSION NO:** \_\_\_\_\_

**NEMIS NO** \_\_\_\_\_

I am pleased to inform you that you have been selected for admission in form ONE after having successfully passed your examination / interview. You are therefore expected to report for admission on 22<sup>nd</sup> January, 2024 not later than 12.00 noon.

#### **1. LOCATION OF THE SCHOOL**

The school is situated near Ruai Township and is accessible through Nairobi Kangundo Road. It is about 35 minutes drive from Nairobi City center.

**N.B:** Ruai Township is served by matatu or buses No. 39(**Bus Station Nairobi**) Alight at Lake Oil Petrol Station(**Former Dune Petrol Station**) Cross the road then walk straight on the Tarmac Road and you will find our sign post about 400m on your right. Follow councilor's road and you will find our school 600 meters ahead.

#### **2. ACADEMICS**

The school is well equipped to meet the demand of the 8-4-4 system of education. In addition it offers special subjects such as computer, Home management and French. The school admits students from far and wide throughout East Africa Region. The school is run and managed by highly qualified personnel whose interest and energy is centered on welfare and development of "a girl child".

**SCHOOL MOTTO: DISCIPLINE AND HARDWORK IS THE SURE WAY TO SUCCESS.**

### 3. ACCOMODATION AND MEALS

The school is a pure Girls Boarding School, with adequate provision for good boarding facilities for its student. The school offers a well-balanced diet but does not have any provision for special diet. However, the same may be provided with recommendation from a qualified medical practitioner at an extra cost. We have unlimited clean water supply.

### 4. DISCIPLINE

The school believes and thrives on good discipline for all students. Therefore all students must strictly adhere to all rules and regulations at all times without any deviation. The school has only one visiting day per year and movement out of the school premises is **HIGHLY** and **STRICTLY** controlled. Find our school rules and regulations overleaf.

NB. The school has one visiting day per year. It is mandatory and imperative for all parents to visit their daughters on this day. Education trips are regularly offered for various classes.

### 5. BOOKS

To reduce the financial burden that plagues the parents every year, especially with regard to the cost of buying books the school provides **Text books and exercise books free of charge.**

However, on admission the following books must be provided by parents.

<u>1</u>	<ul style="list-style-type: none"><li>➤ Oxford student dictionary</li><li>➤ Kamusi ya Kiswahili sanifu</li><li>➤ Good news bible</li><li>➤ Golden bells</li><li>➤ Mathematical table (four figure 7<sup>th</sup> edition)</li><li>➤ Oxford geometrical set</li><li>➤ English and Kiswahili story book (published by pacesetters)</li><li>➤ 2 reams of photocopying papers (J.K. TYPE)</li><li>➤ 1 ream of foolscap</li><li>➤ 2 spring files.</li></ul>	
<u>2</u>	<ul style="list-style-type: none"><li>➤ 2 passport photograph</li><li>➤ A copy of Birth certificate</li><li>➤ A copy of K.C.P.E. certificate</li><li>➤ Clearance letter from the former school.</li></ul>	



## **6. PERSONAL ITEMS**

Parents are required to provide the following to their daughters

- Mattress 2.5 f.t x 3 inches
- 2 Blankets, a pillow and a blue pillowcase
- 2 Plastic bucket, A Metallic box.
- 1 bed cover(Navy blue)a pair of blue bed sheets
- 1 Spoon, plastic **CK type** plate and **cup** (both should be **blue in colour**)
- A towel, shoe brush, tooth brush, slippers, pegs, nightdress, (not pajama) & lesa
- Well labeled 7 panties
- Well labeled 5 brassier (bra).
- A pair of black leather shoes (non high heeled) sport shoes (**canvas**) **plain white in colour.**
- A plain navy blue jumper and a Marvin.

## **7. UNIFORMS**

- ❖ 2 Blue checked skirts
- ❖ 2 White shirts (short sleeved)
- ❖ 1 Faint Navy Blue Pullover ( V-shaped with white collar stripes) with school badge
- ❖ 1 Pair of Games Kit i.e. Navy blue with white stripes track suits, a white T-Shirt and a pair of black socks.
- ❖ 2 Pair of girl's socks white with blue stripes.
- ❖ Navy Blue Tie.

**NB: ALL SCHOOL UNIFORMS ARE AVAILABLE IN SCHOOL AT A COST OF  
KSH 10, 500/- ALL INCLUSIVE**

## **SHOPPING LIST**

NO	ITEM	QUANTITY
1	BAR SOAP	2
2	BATHING SOAP	4 PIECES
3	WASHING POWDER (OMO)	1 KG
4	SANITARY TOWEL	ENOUGH
5	TISSUE	1 ROLLOF 10 PIECES
6	TOOTHPASTE	MAXI PACK
7	LOTION	ENOUGH
9	KIWI	LARGE
10	BIRO PENS, PENCILS, RULER, SHARPENER & RUBBER	ENOUGH

## ADMISSION FORM YEAR 2024

1A. STUDENT NAME: .....

B. YEAR OF BIRTH: .....

C. FORMER SCHOOL: .....

D. K.C.P.E YEAR..... MARKS ATTAINED: ..... CLASS INTENDED TO JOIN:.....

2. A. PARENT'S /GUARDIANS NAME: .....

B. CONTACT: .....

C. NATIONALITY:..... D. RELIGION: .....

E. Does your daughter have any health problems? If yes state its nature  
.....

F. Doctors comment and Recommendation:  
.....

3. STUDENT'S ACADEMIC PERFORMANCE: GOOD /ABOVE AVERAGE / AVERAGE

4. FORMER HEADTEACHERS COMMENT  
.....

SCHOOL'S STAMP: ..... SIGN: ..... DATE:.....

5. PARENTS /GUARDIAN'S CONFIRMATION

I .....parent to ..... has  
accepted the vacancy offered to my daughter to join form ..... in Vinespring Girls High School.

6. SCHOOL OFFICIALS

a. APPROVED / NOT APPROVED .....

b. CLASS ADMITTED: ..... DATE: .....

NB. The form must be duly completed and returned to school on or before.....

PRINCIPAL  
VINESPRING GIRLS HIGH SCHOOL  
P.O. BOX 304 - KILIMANJARO DISTRICT

Date: 18/12/2023  
P.N. MUCHOKI  
PRINCIPAL

"Girls Education Our National



## SCHOOL RULES AND REGULATIONS

- 1) All students must communicate in **English** while in school unless **advised otherwise**.
- 2) Punctuality must be observed in all areas.
- 3) On opening day, students should report to school between **8:00 am to 2:00 p.m. latest**. Late comers must be accompanied by Parents / Guardian. No phone calls or letters will be accepted to explain the lateness.
- 4) No food should be brought to school on opening day or any other day when the girls leave the compound.
- 5) All students must **respect teaching and non-teaching staff in the school**. They must also extend this respect to the **Prefects body and uphold the same for each other**. Prefects are entrusted with the responsibility of assisting other students to keep order in the classroom and outdoor activities in the absence of the teachers.
- 6) All students must be in **proper school uniform** all the time which must be marked with the **admission numbers**. Wearing and possessing of **home clothes and short/tight skirts is prohibited within the school**.
- 7) All students must observe high standard of cleanliness of the **body, clothing, dormitories, classrooms, latrines and the compound e.t.c.**
- 8) Students should not polish their **nails** and put on ornaments e.g., **Rings, Chains, ear rings etc.** on hairstyle it should be plaited black braids and put a bun in the middle of the head.
- 9) Preps are compulsory to all students. Sleeping during preps and noise making will not be treated lightly.
- 10) Moving to and fro between lessons or during preps time is forbidden.
- 11) Students are expected to behave themselves in an orderly manner in the dining hall. **Shouting, pushing, booing, yelling or rudeness is never accepted.**
- 12) All the students are expected to take the meal offered by the school. **We do not offer special diet.**
- 13) Visitors are not allowed in school at all. **Only Parents / Guardians** are allowed in school during specified events e.g. **academic days, Prize giving days, prayers day,**
- 14) A student who is caught talking with a visitor or passing anything to the school through the fence will be sent home immediately.
- 15) No permission is granted to go home except for serious reasons. Parents / Guardians **should get in touch with the office for such permissions and avoid the use of phones and letters for such permission.**
- 16) Breaking or damaging of any school property warrants the physical replacement of **the same item and not money.**
17. Students will be expelled from school for breaking any of the following: **sneaking out of school compound, sharing one bed, fighting, threatening others, stealing, forming destructive groups in the school, being found in possession of any alcoholic beverage, using abusive language to others and any other habitual deliberate breaking of the school rules.**

**NB:** The above school rules affect every parents and students who joins this school and each one is bound to keeping them faithfully and willingly, in order to improve academic and moral development of our school.

I----- (Student) will abide by school rules and regulations, failure to which I accept to be punished or suspended.

I----- (Parent / Guardian) of the above named student agree with these rules and regulations and attest that my daughter will abide by it.

Having that you are to co-operate with the school for the student's success