

ST. CATHERINE CATHOLIC MIXED D&B PRIMARY/JUNIOR SCHOOL.
P.O. BOX 35, MAKUENI – KENYA. TEL: 0701253569
OUR REF: YOUR REF: DATE:

SCHOOL ADMISSION FORM
PART A: TO BE FILLED BY THE PARENT/GUARDIAN

PUPIL'S NAME.....

FATHERS NAME.....ID NO

EMAIL:TEL:

OCCUPATION.....

MOTHERS NAME.....ID NO

EMAIL:TEL:

OCCUPATION.....

DATE OF BIRTH (PUPIL).....

RELIGION / DENOMINATION.....

LAST SCHOOL.....

LAST CLASS COMPLETEDCLASS ADMITTED.....

COUNTY.....SUB COUNTY.....

REQUIREMENTS

- Copy of birth certificate
- Assessment number
- UPI number (NEMIS)
- Progress report book
- 1 ream – photocopying papers
- 1 spring file
- Aluminium plate, mug and spoon
- 3pcs of tissue (day scholars)



0305 NOV 2025

ACADEMIC REQUIREMENTS

Baby class, PP1&PP2	Grade 1,2 & 3
7 Half inch exercise books A5 96 pages well covered (2 square, 5 single ruled)	12 exercise books A5 120 pages well covered (2 square, 10 single ruled)
1 pkt of crayons	1 pkt of crayons
3 pencils	3 pencils
2 sharpeners	2 sharpeners
2 rubbers/erasers	2 rubbers/erasers
Modeling clay (Plasticine)	2 drawing books
	30 cm ruler

Grade 4,5 & 6	Grade 7,8 & 9
15 exercise books A5 200 pages well covered (2 square, 13 single ruled)	15 exercise books A4 200 pages well covered (2 square, 13 single ruled)
Enough biro pens – blue & black	Enough biro pens – blue & black
3 HB pencils	3 HB pencils
Geometrical set	Two graph books
30cm ruler	Geometrical set
2 drawing books	30cm ruler
2 sharpeners & 2 erasers	2 drawing books
	2 sharpeners & 2 erasers

PART B: DOCTOR'S REPORT

To be filled by qualified medical practitioner

1. Name of pupil birth certificate no;
2. Date of birth (attach birth certificate)
3. Is the pupil mentally/physically impaired
YES/NO.....
If YES, state the type and degree of impairment
.....
4. Does the pupil suffer from any chronic sickness? YES/ NO.....
If YES, state the type(s) of sickness (es)
i.
ii.
5. What is your opinion about the pupils organ of;
i. Hearing (ears).....
ii. Seeing (eyes).....

COMMENTS:

FULL NAME: SIGNATURE:

DISIGNATION:

STAMP



FEES STRUCTURE FOR THE YEAR 2026
STATUTORY PAYMENT FOR ALL NEW PARENTS.

Admission fee -	500.00	} paid once
Maintenance fee-	2000.00	
Locker fee -	2500.00	

FEES STRUCTURE FOR ALL GRADES PER TERM.

CATEGORY	PLAY/BABY	PP1&PP2	GRADE 1-3	GRADE 4 - 6	GRADE 7 - 9	Full boarders grade 4 - 9
TERM 1	8,700/-	9,900/-	13,900/-	14,900/-	15,850/-	26,000/-
TERM 2	8,200/-	9,300/-	13,200/-	14,300/-	15,500/-	24,000/-
TERM 3	8,000/-	8,700/-	12,500/-	13,600/-	15,000/-	23,000/-

OTHERS FOR GRADES 6-9

Laboratory & French 1000/- per term

TRANSPORT FOR DAYSCHOLARS PER TERM

- Transport within Wote town and Unoa will be **Kshs. 5,000/-**
 - Beyond that it will be **5,500/-**
- ❖ Fees should be paid only in Money order, Bankers cheque or deposit fees in the school accounts.
- EQUITY account no. **0670292509162**
 - K.C.B account no. **1105149838**
 - KCB PAYBILL(M-PESA) : **BUSINESS NO; 522123**
ACCOUNT NO; 39047K
 - EQUITY PAYBILL: **BUSINESS NO. 247247**
ACCOUNT NO. 509162
- (Include the name of the pupil and class when using pay bill)

NB. Please parents, avoid MTAANI SLIPS.

Personal cheques or cash will not be accepted.

Thank you,

Fr. Patrick Ndonga.
SCHOOL DIRECTOR.



Sr. Susan Sorocho
SCHOOL H/TEACHER.

2505 NOV 20

SCHOOL UNIFORM PRIZES - GIRLS

ITEM	PRIMARY	JUNIOR
Blouse	500	500
Skirt/suspender	650	700
Pullover	850	900
Windbreaker	750	800
Socks	200	200
Tie	200	200
Tracksuit	1700	1800
T-shirt	500	500
Bloomer/wrapper	650	650
Total	6000	6250

SCHOOL UNIFORM PRIZES - BOYS

ITEM	PRIMARY	JUNIOR
Shirt	500	500
Short/trouser	500	750
Pullover	850	900
Windbreaker	750	800
Socks	200	200
Tie	200	200
Tracksuit	1700	1800
T-shirt	500	500
Game short	500	500
Total	5700	6150

❖ Jumper size 22 -26.....	1650
❖ Jumper size 28-32	1700
❖ Jumper size 34.....	1800
❖ Jumper size 36	1900
❖ Jumper size 38	2000
❖ Jumper size 40	2100

NB. Uniform is available at school.



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SCHOOL RULES AND REGULATIONS.

1. The school is managed by the Catholic Church and all pupils are required to attend Mass and any other spiritual related function organized by the church.
2. The school does not change any pupil's faith but it helps them to acquire good morals and values which will help them to be good people in the society.
3. Laziness will not be accepted. Pupils should work hard to achieve their goals.
4. All pupils are expected to keep their hair short or plait plain lines. No dreads, beads or hair extension or hijab will be allowed.
5. Habitual indiscipline or misbehavior will lead to suspension first, followed by dismissal.
6. Any communication concerning pupils should strictly be done through the office.
7. No parent is allowed to go beyond the manager's office or see any teaching/subordinate staff members without permission.
8. The pupils are expected to communicate in English all the time.
9. Any communication concerning the school affairs to outside authorities should be through the manager's office.
10. Pupils are not allowed to communicate with outsiders through the fence or even parents without permission.
11. No food is allowed in the dorms for boarders. During visiting days, parents should bring what is enough for the child to finish.
12. Every pupil is encouraged and expected to use his/her common sense in whatever one does.
13. Pupils are expected to avoid noise in the school and be calm all the time.
14. Pupils should report to school from 8.00am to 4.00 pm during opening days. Any lateness should be reported to the schools administration.
15. All pupils should report to the office after arrival. If any pupil is found in the school compound without any report the administration will be forced to send that pupil home.
16. A clear medical report should be provided in the school in case of any acute problems/allergies.



2505 NOV 20

17. All the school fees and any outstanding balances for medical/travel etc. shall be paid on or before the term starts.
18. Fees should be paid in two installments i.e. during opening 75% and after mid break. If fees payment is not cleared by that time, no pupil will be allowed into the hostel or classrooms until fees are cleared.
19. Fees should be paid only on weekdays to the school's clerk and a receipt issued for the fees paid. If any parent sends anybody to pay fees and the amount disappears the administration will not be liable for it.
20. Fees should be paid in money order, banker's cheque, through pay bill or deposit in the schools account. NO CASH, PERSONAL/COMPANY cheques will be accepted. Please get account numbers of the school from the secretary.
21. No visitors are allowed to visit the class rooms, staffroom or the hostels without permission.
22. All pupils are required to be regular and punctual in attendance to lessons, meals and to any other school activity. Preps must be attended to promptly and after lights are off all should maintain silence in their dorms.
23. A high standard of cleanliness should be maintained at the hostels and the entire school.
24. All the pupils are expected to be in full school uniform while in school or school related activities and tours. No home clothes are allowed in the school.
25. All P.E. lessons and games are to be attended by all pupils who must change the prescribed P.E kits.
26. Any pupil who carelessly or maliciously damages any school property or fellow pupil's property will be punished and the parent/guardian compelled to replace.
27. All pupils must respect both teaching and non-teaching staff. The prefects and class monitors represent the administration and should be given due to respect.
28. All school assignments should be completed in time and handed in for marking.
29. Incase of advertisement of the school your child photo maybe used.

NB. The school respects the parents' right to transfer the child to the school of his/her choice provided all school dues are cleared.

Pupil's signature

Parent's/guardians signature.



PUPIL'S DECLARATION:

I accept all the school rules and regulations and the food provided in the school.

NAME..... SIGN.....

PARENT'S/GUARDIAN'S DECLARATION.

I the parent/guardian of (name of the pupil) will abide by the rules and regulations in force or those enforced by the school from time to time. I have read the rules and regulations and understood the expectations of the school on my child. I am paying the school fees with the understanding that once the school fee is paid, it is neither refundable nor transferable under any circumstances. I understand that should I transfer my child without clearing all the fees due, the school has a right to legally recover the money from me.

Only the following persons are allowed to visit my child:-

- 1..... I.D NO.....
2..... I.D NO.....
3..... I.D NO.....

Pupil's signature.

Parent /Guardian's signature.

FOR OFFICIAL USE ONLY.

CLASS ADMITTED: _____

ADMISSION NUMBER: _____

DATE OF ADMISSION: _____

Directors approval _____

Official stamp & signature.

DATE: _____

BOARDING REQUIREMENTS.

1. Plastic basin & bucket.
2. Slippers and crocs
3. Mosquito net.
4. 1 blanket & 2 bed sheets plain color (girls - pink, boys - blue).
5. Wooden box.
6. Two (2) padlocks.
7. Six (6) underpants.
8. Two (2) full petticoats (girls).
9. Five (5) bikers (girls).
10. Enough Tissues
11. Sanitary towels (girls).
12. Bathing towel.
13. Night dress (girls) pajama suit (boys).
14. Vaseline.
15. Toothbrush and toothpaste.
16. Shoe brush / polish.
17. Clip board.(Transparent)
18. Omo and Enough bathing soap.
19. A bag.
20. Black leather shoes and Bata bullet for sports
21. A good mattress for your child (high density blue mattress).
22. Two (2) black full necks
23. At least 2pairs sweatpants &jumpers (girls – grey, boys – navy blue)

