

INAAWA HIGH SCHOOL

(KYENGERA - MUGONGO CAMPUS)

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P. O. Box 9093
Kampala - Uganda

ADMISSIONS – 2026

1.0. CONGRATULATIONS!

DearI am glad to inform you that you have been admitted toin this school for 2026 academic year. Your subject combination shall be

The school is an '**O**' and '**A**' level Day and Boarding Mixed Secondary School. It is a Muslim founded school where **Islamic values are cherished**. It was founded by the Teachers of Kawempe Muslim Secondary School to provide their teaching expertise to those students who may not be admitted to their mother school.

The term begins onand you **MUST** report by 5.00p.m. Your place will be given to another student if you do not report within seven (7) days from the opening day.

You are advised to read through the school rules and regulations before signing them together with your Parent/Guardian. The rules are enforced according to the school Penal Code.

I take this opportunity to wish you a nice stay with us. Remember that this school stands for discipline and hard work to "**Build for the future**"

1.1. FEES

School fees is strictly payable at the beginning of the term in **Diamond Trust Bank No. 0014289001** or any branch of Equity Bank Account **No. 1012140227789** using the slips provided. Or secure a student's pay code. Do not bring Cash or send money by mobile money. It is unacceptable.

Boarding students

- Tuition fees per term
 - 1,270,000/= (S1&S5)
 - 1,220,000/= (S2)
 - 1,200,000/= (S3)
 - 1,300,000/= (i963S4 & S6)
- UNEB Registration process - 200,000/=
- School requirements new students (Boarders)
 - 555,000/= (Paid once) for uniforms (9 pieces), labeling, socks, library, ICT, Dev't fees.

Day scholars

- Tuition fees per term - 700,000/= (S1, S2, S3 & S5)
- School requirements (Day) - 485,000/= (Paid once) includes uniforms (7pieces), labeling, socks, library, ICT, Dev't fees.

NB: All the above money is payable in the bank.

Wishing you the best stay with us and remind you that we expect hard work, normal and reasonable conduct from you. Please sign the rules and regulations attached.

Yours sincerely,

Hajjat Nakakinde Aisha Matovu
Head Teacher

1.2. PERSONAL AND SCHOOL REQUIREMENTS: A CHECK LIST IS ATTACHED.

You **MUST** report with this letter of admission together with following requirements:

- (a) 15 counter books (Black books – 3 quire) for notes with enough pens. **These can be obtained from school on arrival at a small fee of 7000 per book, pens, pencils, a calculator, file, Geometry set, colours etc.**
- (b) 4 bars of washing and 3 pieces of bathing soap.
- (c) **10,000/=** for passport photographs for Identity cards for both student and parent/guardian.
- (d) Knife for girls.
- (e) A flask, plate, cup, fork, spoon, drinking water bottle & a plastic container.
- (f) For 'A' Level students, each student should bring a personal copy of the General Paper book title "Reflections in General paper" by Ssenyonga Moses Ali also available at school at a fee of **25,000/=**
- (g) A Holy Book (Quran/Bible).
- (h) Other personal effects e.g. a Mosquito net, two black Hijabs for Muslim girls, 3 white petty veils, a Kanzu for Muslim boys) white vests for boys beddings, edibles, drinks, a toilet bag, night gown, lesu, sandals, apron.
- (i) Sportswear i.e. Canvas shoes and **37000/=** for a track Suit obtained at school.
- (j) Mattress and Beddings.

1.3. SCHOOL FACILITIES AND MENU

The school has spacious classroom and dormitories, a well stocked library and science laboratories. The school also has a well connected computer laboratory with internet. Piped water, electricity, sports facilities, a stand by generator and a school bus are available. The school offers a rich and balanced menu comprising of Posho, Matooke, Sweet potatoes, Cassava, Beef, Chicken, Beans, Vegetables, Fruits, Bread, eggs, soya porridge & cow-peas.

1.4. CURRICULUM

Kinaawa High School – Mugongo offers a rich curriculum of both secular and theology (Idaad & Sabia) with emphasis on Sciences, Computer studies, Arts and Spiritual knowledge. We also teach Business and Technical subjects.

- Skills in the fields of bakery, tailoring and crocheting, paver making, hair dressing etc.
- Extra curricular activities like: Volley ball, Net ball, Lacrose, badminton, football, basketball & many board games.
- **'A' level subject combinations**
 - | | |
|---|--|
| <p>Science Combinations
 PCM, BCM/ Computer
 PAM/SUB ICT
 MEG/Sub computer
 PMTD/ Sub Computer
 METD, MArtTD/Computer-
 PEM/ICT
 MEE/ICT</p> | <p>Arts Combination
 HEG/Sub Math
 HEI/Sub Math
 HE Lug/Sub math
 HEA/Submath
 HED
 HIL/HLD
 GEI
 HEE
 Any other Arts combination/ICT
 Hadith & Fiqh
 Quran (Hifuzu)
 Tareeh
 Tauhiid</p> |
|---|--|
 - **Shuba**
 - Idaad & Sabia
 - General skills like public speaking, debate

1.5. SCHOOL ANTHEM

The assurance of success and pride in the heritage,
Kinaawa High School the melody of joy.
With flavoured curriculum that embraces all aspects
Excellence, victorious and proud we match.

Chorus

We build for the future
We build for the future
The Triumph song of life
Kinaawa High School

The bounteous gift that nourishes us to a morally upright community.
Kinaawa High School Integrity has she.
Planned splendor life skills gained and good relationships.
Are rays of the green light for posterity.

Chorus

Beautiful is the patriotic dream that sees beyond the years
Kinaawa High School long live for eternity
Blessed are the founders, students and all staff
Praise is due to God the most compassionate.

Chorus

1.6. SCHOOL PRAYER

In the name of Allah, Most Gracious
Most Merciful
Praise be to Allah, the cherisher and
The sustainer of the worlds,
Master of the Day of Judgment
You alone do we worship and you
Alone we ask for help us
We strive

Show us the straight path.
The path of those on whom you
Have bestowed by mercy not of
Those who went astray

1.7. CORPORATE IMAGE

- ***Vision:*** A leading Institution that prepares students to harness their potential to excel in life.
- ***Mission:*** To provide quality Education services that meet the aspirations of all stake holders.
- ***Core Values:*** Applied Faith, Confidence and Hard work.

SCHOOL RULES AND REGULATIONS:

PREAMBLE

Founded in 2001, Kinaawa High School – Kyengera Mugongo is a Muslim founded secondary school where Islamic principles, practices and cultures are cherished. It is a Mixed Day and Boarding School, offering both Ordinary and Advanced levels of education. The education we provide is intended to foster National Education goals, for the benefit of the student, and the Nation.

The rules and regulations are intended to serve the personal benefit of the student at this stage of development. They are also drawn in consideration of this community in which we are. It is the ultimate duty of this school to ensure that students grow into disciplined, well behaved, useful, resourceful and balanced citizens. Breach of these rules may result into immediate suspension or indefinite suspension from school.

ARTICLE 1

STUDENT'S GENERAL CONDUCT:

Discipline is key to the learning process. Students need to have self-control, live in harmony with others, respect family, school and community values and the laws of this country.

It is important that each student endeavors to make the school proud and to be proud of the school. Students are therefore expected to excel in their studies, exhibit good manners, politeness, express courtesy in speech and conduct.

Students represent the school at all times; Whether at home, on their way to school or while at school. Thus, it is expected of them to have the highest standard of conduct within and outside the school environment.

Students have a number of responsibilities they must meet;

- To attend all school programs regularly: - lessons, seminars, tests, examinations, prayer and others.
- To respect the rights of others so as to live in harmony.
- To respect the property/assets of the school and the fellow students.
- To adhere to reasonable instructions to the best of their ability.
- To conduct themselves with courtesy and behave appropriately in school and public
- To keep the school environment and surroundings clean.
- To respect the school Uniform, Culture and Values.

The Parent:

Parents are a key in the learning process of their children. Accordingly, they are expected to do the following: -

- Bring their children to school on the reporting day and any other day required.
- Ensure that their children are well groomed in a manner acceptable by the school authority.
- To accept the fact that educating the children is a collective responsibility of the parents, the school and the community.
- Pay school fees and provide the necessary scholastic materials in time.
- Come to school whenever invited by the school.
- Provide a conducive study environment at home and ensure that children's holiday work is done.
- Help the children accomplish their work and responsibilities at home and school.
- Build a strong working relationship with school teachers, school employees and other parents for the common good.

ARTICLE 2: SPECIFIC RULES

- (i) Moral turpitude e.g. Lesbianism or sodomy is strictly forbidden.
- (ii) Alcohol, Narcotic drugs and smoking are strictly forbidden.
- (iii) Stealing of any nature is strictly forbidden.
- (iv) Insolence to any member of staff or prefects' body is strictly forbidden.
- (v) Use of Vulgar language is strictly forbidden
- (vi) Gambling of any nature is strictly forbidden
- (vii) Eating food prepared by the school is compulsory.
- (viii) Cooked food not prepared from the school kitchen is strictly forbidden.
- (ix) No student is allowed to tamper with the school electrical and water systems. If found you may be asked to replace or be suspended.
- (x) TV's, Radios, Mobile Phones and their accessories, candles, lethal weapons are forbidden at school.
- (xi) Cleavage revealing and sleeveless blouses are not allowed.
- (xii) Bleaching the skin, body tattoos and make up of any sorts are not allowed.
- (xiii) Unnecessary writing or drawing pictures on black boards, wall, desks and school books is forbidden
- (xiv) The official language is English, (Luganda, Swahilli and Arabic shall only be used during those lessons)
- (xv) Impersonation is an offence. The offenders and their accomplice will be suspended.
- (xvi) All illegal items once captured will not be returned.
- (xvii) Cooking in the dormitories and classrooms is not allowed.
- (xviii) No student is allowed to collect money from fellow students.
- (xix) Nobody is permitted on the campus in shorts and slippers.

ARTICLE 3: OBEDIENCE AND RESPECT TO AUTHORITY.

The students' community shall have a leadership elected by the entire students' body and approved by the school administration. This will assist the school administration in delivering its mandate. The students' leadership shall include the Prefects, Religious leaders, dormitory leaders, form captains and the students' council.

ARTICLE 4: VISITATION RULES:

- (i) Visitors are only allowed on the visitation days, between 8:00am to 6:00pm.
- (ii) Visitors are not allowed in the dormitories and laboratories.
- (iii) In case of death, students will only be allowed to attend funerals of the very immediate members of the family i.e. father or mother
- (iv) Every visitor to a student must carry a valid visitor's card before he/she is allowed to see the student.
- (v) Visitors in inappropriate wear will not be allowed in the school.
- (vi) Talking to strangers or visitors before permission is granted, earns automatic suspension for two weeks.
- (vii) Visitors' luggage will have to be checked at the gate or reception for security reasons.
- (viii) On visitation Day, Gadgets like phones, tablets, computers, etc must be used in presence of a parent.

ARTICLE 5: STUDENTS HEALTH/SICKNESS RULES

- (i) All sick students must report to the school medical staff for treatment.
- (ii) Further medical attention will only be recommended by the school medical staff.

- (iii) Parents should attend to their children's medical problems during holidays. In case of diseases with special medication, the parent/child must bring the medicine to the school and the medical staff be informed and medicine kept in the sickbay.
- (iv) Sick students who need a bed rest must seek permission from the school nurse and should keep in the school sick bay. In case a student is taken to the hospital for further medical attention, the parent/guardian will meet the bills.
- (v) Students with severe medical problems or disabilities which the school facilities may not ably handle will be advised to change school.
- (vi) Students suffering from Asthma and other weather-related sicknesses may buy an extra pull-neck sweater. Concealing medical information may lead to indefinite suspension.
- (vii) Students going out for further medical attention must be picked by their parents with a visitor's card.

NB: No student is allowed to keep medicine/drugs in the dormitory.

ARTICLE 6: EXAMINATIONS:

All students are expected to participate in all examinations and regular class assessment. Absence or outright refusal to take examinations is an offence and punishable.

Absence can only be accepted under the following grounds:

Death in family

A student representing the school in an official event or a duty with in/out side school.

Medical grounds i.e. sickness, accidents with a clear medical form.

Note: Forms of cheating and other examination mal practices and misconduct constitute indiscipline and are punishable.

ARTICLE 7: PUNISHMENT

The offenders i.e. those breaking school rules and regulations will be given punishments decided by the school authority mentioned in article 20 of these rules and regulations.

ARTICLE 8: SCHOOL UNIFORM.

- (i) Students shall wear school uniform from Monday to Saturday or any outing or return to school.
- (ii) The uniform for girls includes a petty veil to cover the head, a white shirt and a Khaki skirt for 'O' level/a green skirt for 'A' level, yet the uniform for boys includes a white short sleeved shirt and a khaki pair of trouser for 'O' level or green pair of trousers for A' level.
- (iii) Casual wear and T-Shirts must only be worn on the official gazette days.
- (iv) A student shall not wear rings of any sort, bangles, caps, hats, necklaces/anklets or other ornaments at school. Nail vanish or any other sorts of makeup are not allowed at school. Long hair is only acceptable for girls only and must be plaited in corn-rows
- (v) Slippers shall be restricted to bathrooms
- (vi) As long as a student is putting on a school uniform, he/she should keep it tucked in and not abused in any way.

ARTICLE 9: UNBECOMING BEHAVIOUR

- (i) Fighting is not allowed at school and bullying fellow students is not allowed in school.

- (ii) Mob-justice is unacceptable.
- (iii) Telling lies to parents/guardians, school authority through letters or any other channel is unacceptable.
- (iv) Sharing a bed is not allowed in school and is punishable by indefinite suspension.
- (v) If at any stage a student is discovered to have given false information for purposes of being admitted, such a student shall be disqualified immediately.
- (vi) All forms of anti-social behavior will not be tolerated.

ARTICLE 10: PERMISSION TO LEAVE SCHOOL.

- (i) Students are not allowed to leave the school compound without permission.
- (ii) Students are only given permission by the Head Teacher or the Deputy and must leave school in proper school uniform. On return, the student must report to the Head Teacher/Deputy, Matron or anybody entrusted with authority. Failure to abide will imply illegal entry into school.
- (iii) No student will go out for educational, religious or social function without the company of member of staff.

School ID cards:

- (i) All students are issued with the school identity cards as the official form of identification and must be in the student's possession at all times.
- (ii) A student may not be able to use the school Library or going out of school without an identity card.
- (iii) Loss of a school ID is replaceable at a cost.
- (iv) The card is a school property and must be surrendered upon request.

ARTICLE 11: ACADEMICS

- (i) All students must attend all lessons, preps, tests, exams and other assignments.
- (ii) All students must show a satisfactory standard in their class work and examination performance. Failure to cope with the school's academic standard may lead to demotion.

ARTICLE 12: CARE FOR PERSONAL PROPERTY:

- (i) Students must keep their valuables safely. The school shall not accept responsibility for careless loss of students' property. Pocket money should be kept by the school bursar and withdrawn on schedule as the bursar may arrange.
- (ii) All students must take great care of all school property, damage/loss of which shall call for replacement.

ARTICLE 13: AREAS OUT OF BOUNDS:

- (i) The staffroom, teachers' quarters are out of bounds to all students save for a genuine cause.
- (ii) Dormitories and other places are out of bounds to students during class time.
- (iii) Day scholars are not allowed in the dormitories.
- (iv) Students shall not loiter around school compound during class time.
- (v) The computer and science labs are out of bounds without the company of the staff in charge.

ARTICLE 14: PRAYERS

All students must attend regular prayers in their respective religions as organized by the school administration. Religious fanaticism and extremism is not allowed.

ARTICLE 15: CHANGE OF STUDENT'S PARTICULARS

- (i) Every student is to be known by the names of his/her first admission. No change of names will be entertained without the knowledge of school administration/parent.
- (ii) No student will be allowed to change his/her subject combination given at the time of admission except with permission from the Deputy Head Teacher Academics or Director of studies.
- (iii) No student will be allowed to change his/her religion.

ARTICLE 16: STUDENTS CLUBS/SOCIETIES/SPORTS

- (i) A student is free to join any officially registered students' club of his or her choice
- (ii) No club/society will be accepted in school without a patron/teacher and a constitution.
- (iii) Every club must first be permitted by the Head Teacher before operating.
- (iv) Club leaders should never communicate to other schools/organization/personalities without the knowledge of the patron and the Head Teacher.
- (v) No club will make a trip outside school without the approval of the Head Teacher.
- (vi) Sports are compulsory to all students. Students will not be excused for physical education programs except under medical grounds which must be proved by recognized medical personnel.

ARTICLE 17: BINDING

All school rules and regulations are applicable to all students. Failure to observe them will be deemed a sign of disrespect and disloyalty to the school and thus, an act of self-dismissal.

ARTICLE 18: INTERPRETATION AND JUDGEMENT.

The final interpretation of these rules and judgments given under them rest on and with the school authority whose word will be final.

ARTICLE 19: GRAVE OFFENCES.

- (a) Disrespect/insolence to school authority.
- (b) Possession/use of alcohol/narcotic drugs.
- (c) Possession of illegal items.
- (d) Pregnancy.
- (e) Leaving school without permission.
- (f) Forgery of any kind.
- (g) Refusing a punishment.
- (h) Cheating/all forms of examination malpractice.
- (i) Destruction/vandalizing school property e.g. furniture, electrical installation.
- (j) Bully fellow students/harassment.
- (k) Boy/girl relationship/love affairs.
- (l) Sodomy/lesbianism/Gayism.

ARTICLE 20: PUNISHMENTS/SANCTIONS OR PENALTY

1. Caution.
2. Warning letter on file.
3. Second warning letter on file.
4. Suspensions for two weeks.
5. Second suspension for two weeks.
6. Indefinite suspension pending BOG decision
7. Outright indefinite suspension for the 1st offenders

8. Hand over to police or remand homes.
9. Forced to replace (buy) destroyed or stolen property.
10. Demotion.
11. Pay charges.

The following are the common offense committed in our schools and harmonized sanctions to be administered.

	Offences	Sanctions		
		1 st offender	2 nd offender	3 rd offender
1.	Strikes, riots, Demonstrations	6	-	-
2.	Drug abuse, Alcoholism	6	-	-
3.	Arson, causing bodily harm to (a) Students (b) Members of staff	6 & 8	-	-
4.	Fighting	4	6	6
5.	Destroying school property	4 & 9	-	-
6.	Destroying fellow students' property	4 & 9	-	-
7.	Abusing/insulting people in authority	4	6	-
8.	Disobedience	4	5	6
9.	Sexuality, Gay/Lesbianism, love affairs	6	-	-
10.	Pregnancy	6	-	-
11.	Stealing	6 & 9	-	-
12.	Examination mal practice	10	-	-
13.	Staying in forbidden areas	1	2	4
14.	Late coming	1	2	4
15.	Abuse of school uniform	1	2	9
16.	Smuggling un authorized materials (Radio, phones, attire etc)	4	6	-
17.	Escaping from school	6	-	-
18.	Refusing to take instructions from authority	4	5	6
19.	Impersonation	6	-	-
20.	Forgery	6	-	-
21.	Dodging: Prayers, classes, preps, Practicals, house work and assembly	1	2	4
22.	Vulgar/Foul language	4	5	6
23.	Unbecoming behaviour e.g. noise	1	4	6
24.	Bullying/Teasing	6	-	-
25.	Failure to use official language	1	2	4
26.	Indecent dressing	1	2	4
27.	Receiving visitors without authority	4	5	6
28.	Failure to report on the first day	1	2	3
29.	Bleaching and self tattoos	4	6	-
30.	Sharing beds	6	-	-

31.	Failure to disclose sickness	4	6	-
32.	Illegal entry in the school	2	4	6
33.	Misconduct on the way	1	2	4
34.	Parents who refuse to respond to the call from school	4	-	-
35.	Unhealthy relationship	2	4	6

KINAAWA HIGH SCHOOL – MUGONGO

TERM III STUDENTS' CHECKLIST – 2025

NAME.....AGE.....CLASS.....STREAM.....

HOUSE.....**REPORTING DATE**

PARENT/GUARDIANS NAME:

CONTACT.....OCCUPATION.....

VILLAGE.....

ANY HEALTH COMPLICATIONS: YES/NO if yes specify and report with documents

OTHER PERSONAL REQUIREMENTS

ITEM	SPECIFICATIONS	CHECKING REMARKS
Bank slip (amount Paid)	<ul style="list-style-type: none"> - S4 & S.6 Candidates – 1,300,000 - UNEB Regn – 200,000 - S2 – 1,220,000 - S.3 – 1,200,000 - Day scholars S2 & S3 – 700,000 - All Idaad students to pay – 100,000 	
Scholastic materials	<ul style="list-style-type: none"> - All students are to pay 8000/= - S4 & S6 offering Fine Art to pay 60,000/= for course work materials - S.4 & S6 to pay 30,000/= for luganda plays - S.4 Geography students to pay 70,000/= for field work study - S.6 Geography to pay 80,000/= for field study - S.2 to buy an ICT work book at 20,000/= - S3 & S4 to buy an English work book at 25,000/= - S.1 & S2 to buy Art size Drawing Book at 8000/= - S3, S4, S5 & S6 A3 size drawing book at 16,000/= 	
All students should bring black open shoes (NOT NIGINA)		
Kanzu/Hijab (black or white)	1 pair	
Sanitary pads (girls)	5 packets	
White socks for girls & black for boys	3 pairs long	
Lesu and apron	1 each	
Mackintosh		
Bible or Quran & Yasaruna	1	
Tin of shoe polish and brush	1	
Vest (input) black & white	3	
Tubes of tooth paste & 3 tooth brushes	2	
White canvas shoes	1 pair	
Mosquito net a must	1 (treated)	
Underwear	10 for girls/7 for boys	

Petty coats, bras (girls)	3petty & 3 bras	
Face towels & a towel	3 pieces	
4 white handkerchiefs	4	
Bed sheets & mattress	2 pairs/1	
Basin/Bucket	1	
Blanket	1	
Pant pegs and toilet bag	1	
Bathing sponge	1	
Washing soap	3 bars	
Bathing soap	3 tablets	
Powdered detergent and shaver		
Sugar, Edibles, drinks	3 kgs	
Spoon, folk, cup, plate, flask drinking bottle, plastic container for canteen	1	
Night dress/pijamas	2	
Needle and threads for girls		
Torch (Rechargeable)	1	
School closed black leather, low healed polishable shoes.	2 pairs (closed)	

Parent's signature proving that all requirements have been provided.....Telephone.....

Matron/Warden signature

Note: All students must present this form on the checking table on reporting day with all items covered.

NB: Checklists to be kept in the Warden/Matron's file.

All students are expected to come with only decent black shoes Not Nigiina for after class wear