



# PERRY JAYNE GIRLS CENTRE KITHYOKO

PO BOX 46660-00100, NAIROBI,  
PHONE ,0727695266,0710425609,0721924508  
Email: info@perryjaynehighschool.com

STUDENT NAME: -----  
-

INDEX NUMBER: -----

PRIMARY SCHOOL ATTENDED: -----  
-

KCPE MARKS: -----  
-

DISTRICT: -----  
-

## FORM 1 ADMISSION

I am pleased to inform you that you have been offered a place in Form -----  
----  
in our school for the year. You should report between  
.....to ..... before 3.00 P.M

The school is located in Kithyoko, Machakos County about 130 Kms from Nairobi. The school is 5 Kilometers from Kithyoko Trading Center off Thika - Garissa Road. Those traveling by public means can alight at Kithyoko town and take BodaBoda from Kithyoko.

Perry Jayne Girls Centre Kithyoko is a Christian Girls High School with the goal of providing quality education to girls and creating a conducive learning environment for girls excellence in academics. The school has modern infrastructure including and not limited to; spacious classroom, equipped dormitory a state of art dining hall, piped water from in-house borehole, stocked library and a powerful generator for power supply. Our goal is to make the Centre the best learning institution within the country

Enclosed find general information about the school and the requirements for the reporting.

If you will not have reported within the set reporting dates and no information about your status of reporting, we will consider that you have declined the offer and the vacancy will be given to another deserving student.

I congratulate you for the admission and look forward to welcoming you to the school. It is expected of you to be focused in order to actualize your academic dreams.

Principal,

**PERRY JAYNE GIRLS CENTRE KITHYOKO**

ADMISSIONS/ PERSONAL INFORMATION

**Complete and bring this form with you on reporting day. (Use block /capital letters)**

NAME: .....

DATE OF BIRTH: .....

-

PARENT'S / GUARDIAN'S NAME: .....

CLASS: .....

-

RELIGION: .....

CHURCH: .....

-

DENOMINATION: .....

INDEX NUMBER: .....

FORMER SCHOOL: .....

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KCPE TOTAL MARKS: .....

ENGLISH: ----- KISWAHILI: ----- MATHS: -----

SCIENCE: ----- SSR: -----

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HOME ADDRESS: -----

-

TELEPHONE No. FOR PARENT / GUARDIAN: -----

-

DISTRICT: ----- COUNTY: -----

-

LOCATION: -----VILLAGE: -----

CHIEF: -----

SUB CHIEF: -----

-

CONSTITUENCY: -----

-

**TICK WHERE APPLICABLE**

FATHER ALIVE: -----YES/ NO: NAME-----

MOTHER ALIVE: -----YES/ NO: NAME: -----

IF UNDER GUARDIAN: NAME: -----

ADDRESS: -----

-

TELEPHONE NUMBER: -----

-

EMAIL ADDRESS: -----

STUDENT'S SIGNATURE: -----

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PARENTS SIGNATURE: -----

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ADMISSION NUMBER: -----  
-

DATE: -----

#### DOCUMENTS REQUIRED

1. K.C.P.E original result slip and a certified copy of the same by the Head teacher of the former primary school
2. Copy of leaving certificate from your former primary school.
3. One passport size photo for the parent/ guardian.
4. A copy of your Birth Certificate

**MEDICAL REPORT ON CANDIDATE FOR ADMISSION INTO PERRY JAYNE GIRLS CENTRE KITHYOKO**

*(This form should be dully filled and completed by a registered medical practitioner in Kenya preferably from a public hospital)*

NAME: -----

DATE OF BIRTH: -----

-

THE CHILD WAS PRESENTED FOR MEDICAL EXAMINATION BY: PARENT/  
GUARDIAN /SELF (Tick as appropriate)

Provide Name

.....

HOME ADDRESS: -----

**MEDICAL HISTORY**

Has the student ever been treated for any major illness? Enquiry about TB, Malaria, Diabetes, Epilepsy etc.,

**GIVE DETAILS ON THE TYPE OF ILLMENT AND DATES OF TREATMENT**

DISEASE

DATE:

-----

-----

-----

-----

PRESENT CONDITION: -----

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-----

PREGNANCY TEST: -----

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DOCTOR'S RECCOMENDATIONS:

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NAME OF THE EXAMINING DOCTOR: -----

SIGNATURE: -----

-DATE: -----

RUBBER STAMP:

**PERRY JAYNE GIRLS CENTRE –KITHYOKO**

**SCHOOL RULES AND REGULATIONS**

1. Students should always report to school from home on or before 3:00 P.M.
2. Any student reporting beyond 3.00 pm will be provided with a night accommodation and the parent/guardian will be contacted with information about the student lateness. If the condition for being late will be known to the Parent/Guardian and is justifiable the student will be allowed in class and this will be treated as a first offender case. Any further late reporting, the student will have to be accompanied by her Parent or Guardian. Kindly note that the school will not entertain calls to explain for late reporting.
3. Students must always be in school uniform. Home clothes are not allowed in school and any student caught with home clothes; the clothes will be confiscated not to be returned to her again.
4. Students should always respect one another, teachers, non-teaching staffs, visitors and the community at large.
5. Assignments/ duties should be done as required.
6. Students may only speak to visitors under permission from the Teacher on duty/Deputy/Principal.

7. Students should always sleep in their assigned dormitories and on beds they are allocated.
8. Stealing, fighting, using rude or abusive and inciting language is prohibited in and out of school compound. Any offender for the stated cases will be sent home for the parent/guardian or expelled.
9. If one is found with stolen items, she will be required to replace double the number of the stolen items e.g., if it's a pair of slippers, she will bring two pairs.
10. Co-curriculum activities are compulsory. Valid medical letter must support any excuse for exemption from games/sports.
11. Student dormitories are out of bounds and will only be accessed by parents upon approval by the Principal
12. Students should take care of school property. Any damage due to negligence will be billed to the parent/guardian.
13. Student should always speak English or Kiswahili within the school and outside during school activities.
14. A student may go outside the school compound only under the permission of the Principal /Deputy Principal. A student who sneaks out of the school will be required to buy a roll of barbed wire. A duly signed leave out sheet is mandatory for any student living the school compound.
15. Keeping or peddling of intoxicating substances is prohibited. Students bringing such substances to the school will be suspended for 2 weeks and will only be readmitted upon a due process which her parent or guardian will be in attendance.
16. Use of make-ups, and jewels are strictly not allowed. Keeping long hair is optional, long hair should be blow-dried and tied with a ponytail using a simple black hair band.
17. No student will be allowed in school to have the following gadgets; mobile phones, sim cards, cameras, radios earphones, sunglasses etc. If one is caught with any of these gadgets, they shall be confiscated not to be returned to them again

- 18.No students should be absent from assembly, class, meals, games or any other programmed activity without permission from TOD/Deputy/Principal/teacher acting on their behalf.
- 19.Total silence should be maintained within the school compound.
- 20.No students should go or stay in dormitory when sick without permission from TOD/Matron/deputy/principal.
- 21.Exam cheating is prohibited.
- 22.A student should only keep a maximum of Kshs 200 and the rest of the pocket money should be deposited in the accounts office and a proper record kept.
- 23.Idle talk is totally prohibited in school. If caught, an appropriate punishment will prescribe to the student.
- 24.The school will not accept religious divisions; devotion is compulsory regardless of religious inclinations.
- 25.Edibles are not allowed in school except on visiting days. Parents will carry leftovers home.
- 26.No food will be allowed in the dormitory.
- 27.A student who has been found to have been to have been involved in various misconduct while outside during the school program will not be allowed to enjoy the privileges of going out for a whole term.
28. Mini and tight skirts are not allowed. Al full uniform will be purchased from school for uniformity.
- 29.Each and every student is expected to exercise common sense and reasonable conduct always and everywhere.

I have read, understood and accepted to comply with the school rules and regulations.

Student Name: \_\_\_\_\_.

Signature: \_\_\_\_\_

ADM No.: \_\_\_\_\_

Date: \_\_\_\_\_



**PERRY JAYNE GIRLS CENTRE – KITHYOKO**

FEE STRUCTURE FOR 2021

NO	VOTEHEAD	TERM 1	TERM 2	TERM 3
1	BOARDING	16,000.00	13,000.00	5,000.00
2	PERSONAL EMOLUMENTS	5000.00	3000.00	3000.00
3	TUITION	5000.00	3000.00	2000.00
4	CAUTION FEE	1000.00		
5	REPAIR AND MAINTANANCE	2000.00		
6	MEDICAL	1000.00		
7	INSURANCE	1000.00	1000.00	1000.00
	<b>TOTALS</b>	<b>31,000.00</b>	<b>20,000.00</b>	<b>11,000.00</b>

**OTHER PAYMENTS**

**DEVELOPMENT KSHS 5000.00**

**FULL UNIFORM A PAIR @ 12000.00**

**ALL MONEY TO DEPOSITED IN THE SCHOOL ACCOUNT AS FOLLOW**

**NAME: PERRY JAYNE GIRLS CENTRE KITHYOKO**

**BANK: KENYA COMMERCIAL BANK -GARDEN CITY BRANCH**

**ACCOUNT NUMBER 1222202794**

**PAYBILL NO:604168**

## **2021 FORM ON ADMISSION REQUIREMENTS:**

Congratulations for excelling in your KCPE Examination. Having merited, you are hereby offered a chance to join PERRY JAYNE GIRLS CENTRE- KITHYOKO IN 2021.

### **REQUIREMENTS ON ADMISSION**

- a. One certified copy of your KCPE results slip.
- b. Standard 8 leaving certificate
- c. A copy of your birth certificate
- d. Spring file size A4
- e. 2 passport size photographs (for the student and parent/guardian)
- f. A duly completed Admission pro-forma.
- g. A medical form duly completed by a doctor in a government hospital.
- h. Ksh 500 for students I.D.
- i. A pair of full school uniform @ 8500 per pair.**

### **REQUIREMENTS FOR PERSONAL USES**

#### **A. ACADEMIC**

1. Revised standard version Bible.
2. Hymn Book (Sing unto the Lord) available in school.
3. Kamusi sanifu ya Kiswahili ( Toleo la 2 TUKI OXFORD)
4. Oxford advanced learners Dictionary 9<sup>th</sup> Edition.
5. Four figure KNEC mathematical table second Edition.
6. Oxford Geometrical set (original).
7. 30cm transparent ruler (AIM).
8. Four HB pencils and 12 biro pens (5 blue 5 black and two red)
9. A wristwatch for personal time management.
10. Brown paper enough to cover 17 A4 exercise books.
11. Clear tape half inch for covering books.
12. Two Ream of printing papers
13. 1 realm ruled fu llscaps
14. Each student to bring 1 English and Swahili Novel

**NB:-** The school provides main course books and all exercise books.

#### **B. BOARDING**

1. One medium sized lockable bag for personal items ( No metal boxes).
2. 6 cakes bathing soap, 500gm powder soaps, 6 rolls of tissue paper.
3. 250gms tooth paste and 2 pieces of toothbrush.
4. 250gms shoe polish and shoe brush.
5. Combs, mirror, hair oil and body oil/lotion (No perfumes and sprays).
6. 1 face towel and one big bath towel.
7. 3 handkerchief
8. 5 new pants
9. Mackintosh for bedwetters (MUST)
10. Pair of hand gloves.

11. 1 pair of black rubber shoes/sport shoes (with laces) and black cleaner for rubber shoes and scrubbing brush.
12. 4 Packets sanitary towels
13. A bottle to carry drinking water.
14. 2 pairs of black low heeled LACED shoes (toughees) and a pair of slippers.
15. 2 new cotton night dresses (long enough, no pajamas allowed).
16. 3 white/black petticoats and 3 plain white/black brassieres (well fitting)boob tops.
17. 1 small for carrying personal effects and for carrying her luggage home on closing day,
18. 2 dozen of pegs, 2 padlocks.
19. A needle, white thread, blue thread to match school uniform
20. Permanent marker pen for labeling.
21. Carry at least cash max 1000/- pocket money which will deposited with accounts and. Ksh 300 will be used for labeling all items with admission number.
22. A blanket and a pink sheet.

**N/B** Once a student is admitted cannot be allowed to go back home for personal effects.