



## JOINING INSTRUCTION:

### (For Ordinary Level Secondary Education)

#### 1.1. Background:

Congratulations!

On behalf of White Lake High School management, we feel immense pleasure to inform you that your son/daughter who sat for the White Lake High School entry examinations conducted at ....., exceptionally performed well with an average of (.....) grade. Following this outstanding performance, he /she has been offered a place to join form ..... at our school for ..... academic year.

#### 1.2. School location.

The School is in Changanyikeni suburb, 2.5km north of the University of Dar es salaam in Kinondoni District, Dar – es-Salaam. It is a co-education school for boarders students. More details about the school can be found on the school website: [www.whitelakehighschool.co.tz](http://www.whitelakehighschool.co.tz)

#### 1.3. Admission conditions:

- a) This application form should be completed and signed by the applicant and returned to the school within the prescribed period.
- b) The admission of a student shall be done at White Lake administration office after the due registration process.
- c) A nonrefundable Application Fee of TZS **15,000.00** must be dully paid.
- d) School Fees and other requirement charges should be paid as stipulated; ensuring that the final payment are settled within the first **three months** of each term under any selected payment plan.
- e) The fees charged are subject to change from time to time. The school reserves the right to vary the fees at any time deemed necessary.
- f) The school reserves the right to alter or change the admission conditions any time deemed necessary.
- g) The admitted student is responsible for the security and safe use of personal belongings and school properties.
- h) Student's must attend class every day and attain an attendance rate of not less than 96%; otherwise he/she will not be allowed to sit for examinations.
- i) The student **MUST** reach an average of 55% mark to be promoted to the next class; otherwise he/she will be required to repeat the class or leave the school.

#### 1.4. School Schedule & Curriculum:

**a) Academic year consists of two terms:**

**(i) January to June**

- (ii) ○ Mid-term break (1 week) in March /April
- One-month long Holiday in June

**(iii) July to December**

- Mid-term break (1 week) in September
- One-month long Holiday in December.

**b) Daily Time Table:**

- (i) 08:00 am to 4:30 pm Monday to Friday
- (ii) 08:00 am to 01:00pm Saturday

**c) Curriculum:**

The syllabus used is based on the Tanzania School education curriculum.

#### 1.5. School Fees & other charges:

**(i) O- LEVEL FEES STRUCTURE:**

White Lake High School fee structure is competitive and affordable. School fees are payable through bank account **No.22210006312** and accommodation/meals through bank account **No. 22210006313**. Both accounts are maintained at NMB Bank and are paid in the manner shown below.

<b>BOARDING</b>			
<b>CATEGORY</b>	<b>TERM 1</b>	<b>TERM 2</b>	<b>TOTAL</b>
<b>School fees</b>	<b>600,000</b>	<b>335,000</b>	<b>935,000</b>
<b>Meals and Accommodation</b>	<b>900,000</b>	<b>665,000</b>	<b>1,565,000</b>
<b>TOTAL</b>	<b>1,500,000</b>	<b>1,000,000</b>	<b>2,500,000</b>

**(ii) Other Charges: -**

- a) School uniforms (2 Trousers/Skirts, 2 white shirts with school label, 1 sweater, 1Track suits, Neck tie and 1 Shamba dress) **Tzs. 225,000**. (For School uniform only are payable through **bank account number 20810016621 NMB Bank** and Account name is **White Lake Education Enhancement and Transformation**.)
- b) Medical capitation Tzs. 50,000 each year if the student has no medical insurance cover, otherwise Tzs. 20,000 for those with medical insurance card.
- c) Student ID card Tzs. 10,000 (one-time payment).
- d) Shule soft (NMB) system 10,000 (one-time payment).

## 1.6. Specific student's requirements:

Each student is required to bring with him/her the followings.

### (i) Academic related materials:

- ❖ Black school bag
- ❖ Hand watch.
- ❖ Pocket English Dictionary
- ❖ 1 Box File
- ❖ 12 Exercise books (Counter books quire 3)
- ❖ Ream of photocopy paper 100g/m
- ❖ Ream of Graph paper
- ❖ All recommended text books for the relevant class.

### (ii) School Uniform:

#### (a) Girls uniform

- ❖ 2 blue draft skirts (available at school)
- ❖ 2 White Shirts with school label – (available at school)
- ❖ 4 pairs of White long socks
- ❖ 2 pairs of Black leather shoes
- ❖ Neck ties (Available at School)
- ❖ School T-shirt (Available at School)
- ❖ Pair of Night dress
- ❖ Metal suitcase (Trunk).

#### (b) Boys school uniform:

- ❖ 2 Royal blue trousers (Available at School)
- ❖ 2 White shirts with school label -(Available at School)
- ❖ 4 pairs of White socks
- ❖ 2 pairs of Black leather shoes
- ❖ Black belt (1.5" width)
- ❖ Neck ties (Available at school)
- ❖ School T-shirt (Available at school).
- ❖ Pair of pajamas
- ❖ Metal suitcase (Trunk)
- ❖ 2 black trousers

### (iii) Boarding Requirements:

- ❖ Mattress 2.5ft x 6 ft with cover
- ❖ 1 pillow with 2 pillow case. Blue colour for boys and pink colour for girls.
- ❖ 1 Square mosquito net 3ft by 6ft.
- ❖ 2 Bed sheet 4ft by 6ft in blue and pink colour for boys and girls respectively.
- ❖ At least 4-6 pcs bath soap.
- ❖ Detergent soap at least 2kg
- ❖ Enough underpants
- ❖ 2 Tooth paste and toothbrush.
- ❖ 1 bucket 10 litre
- ❖ Skin oil or lotion.

## 2. APPLICATION FOR ADMISSION:

PLEASE COMPLETE THIS FORM IN BLOCK LETTERS

Affix coloured  
pass port size  
photo

### 2.1. APPLICANT'S PARTICULARS:

First Name				Father's Name			
Date of Birth		Age		Place of Birth			
Nationality				Male		Female	
Address					Date		
Email							
Parent's phone Numbers	Residence						
	Mobile						
	Office						
How did you know about White Lake High School	Reference by a friend (Give name)						
	Social medial (face book,Instagram)						
	Website						
	Others (Mention)						
English Language proficiency	Poor		Good		Very Good		
Form at which admission is sought: Eg. Form I, II, III etc.							
Admission status Applied for	Private candidate					School candidate	

### 2.2. PREVIOUS SCHOOL ACADEMIC INFORMATION:

#### a) School (s) attended

- (i) Category of School English/Kiswahili medium/others
- (ii) Date of admission
- (iii) Date left
- (iv) Reason (s) for leaving the previous school(s)

#### b) Primary Education Performance:

	Marks	Grade
English		
Kiswahili		
Science		
General Knowledge		
Mathematics		

#### c) Secondary Education Performance:

Please attach copy of Results from your previous School or Examination Authority

### 3.3. DECLARATION:

I ..... Son /daughter of  
..... **DO DECLARE THAT;** I have completed the Application form in full and that the information provided is true and correct. I understand that White Lake High School will at all-time be entitled to cancel my admission should it became apparent that any of the information provided is incorrect and or false.

Signed .....

Date .....

## 3.SCHOOL RULES AND SANCTIONS:

### 3.1. Background:

The White Lake High School Board in its 4<sup>th</sup> meeting held on 14<sup>th</sup> July 2018; reviewed the School Rules that have been in use to make them more relevant and functional. The reviewed rules have been in use since 15<sup>th</sup> July, 2018. Accordingly, each student is required to observe them.

### 3.2. Aims of the School Rules:

The White Lake High School rules aim at: -

- a) Promoting good behaviour, self-discipline and respect in the school,
- b) Ensuring that students complete assigned work within the prescribed time,
- c) Regulating conducts of students,
- d) Punish poor behaviour of students.
- e) Ensure student attain set academic standards.

In implementing these rules, the Headmaster and or his delegate shall have power to:

- a) Screen and or search the student and his properties whenever deemed necessary,
- b) Use reasonable force and other physical contact; and
- c) Discipline the student within the school premises

### 3.3. The School Rules.

#### 3.3.1: General Students Conducts

- i. Students are not allowed to get out of the school compound and or gates without prior written authorization from the Headmaster or his/her delegate.
- ii. Each student must put on proper school uniform while travelling to and from the school.
- iii. Eating outside the Dining Hall is prohibited. iv. Unauthorized attires, article and materials are not allowed at the school; these includes but not limited to
  - a) Knife
  - b) Weapons
  - c) Alcohol
  - d) Illegal drugs
  - e) Stolen items
  - f) Tobacco and cigarettes
  - g) Pornographic images
  - h) Cell phone, tablets, laptops
  - i) Fireworks
  - j) Attires other than those authorized by the school.
- v. Students visitation shall be limited to authorized parents /guardians only.
- vi. All external communication must be done through the school spokesperson (Headmaster) or his/her delegate.
- vii. All visitors are not allowed into the students dormitories.
- viii. English is the official language of the school. All students must communicate in English throughout the period while at school.

### **3.3.2: Conducts Relating to School Programmes**

- i. All students should observe in full daily school programme. Absenteeism, skipping some lessons /exams, coming late, or attending the programme in part is punishable under these rules.
- ii. All students should observe cleanliness of their bodies, clothes, dormitories and the environment. iii. Each student must attend and complete assigned work within the prescribed time.

### **3.3.3: Conducts Relating to fellow students, Teachers and Administrative staff of the school.**

- i. Each student should attend to and observe all lawful instructions/order from teachers and non-teaching staff.
- ii. Each student should treat fellow student with respect, honest and cooperation. iii. Bullying of a fellow student(s), teachers or any other member of the school is prohibited.
- iv. All students are prohibited from engaging into marital status/love affairs.
- v. Homosexuality is criminalized at and outside the school.
- vi. Quarrying or fighting with fellow student(s), teachers and or with any other member of staff is criminalized under these rules.
- vii. Stealing of article(s) of a fellow student or any other person is prohibited.

### **3.3.4: Conduct relating to school Properties**

- i. Vandalizing, deformation and or destruction of school properties is criminalized.

## **3. 4. Punishment of Poor Behaviour**

3. 4.1: All students conduct which fall below the expected standards, misbehaviour, breach school rules or fails to follow reasonable instruction imposed by a teacher or school staff shall be liable to punishment.

### **3.4.2: Sanctions for correcting Poor Student behaviour.**

- i. A verbal reprimand
- ii. Extra work or repeating unsatisfactory work until it meets desired standard.
- iii. Missing break time
- iv. School based municipal services
- v. Regular Reporting including early reporting.
- vi. Confiscation or destruction of authorized materials.
- vii. Detention during lunch time, after school, on holiday or weekends.
- viii. Corporal punishment as per Government's guidelines.
- ix. Temporary suspension for maximum of 14 days.
- x. Permanently exclusion (Expulsion)
- xi. Temporary suspension for 14 days and replacement of stolen, destroyed item.

### 3.4.3: Conditions for instituting the Sanctions

- i. Sanctions should be consistently implemented and fairly in line of these rules.
- ii. Imposed sanction(s) should never compromise the student's safety. Teachers should avoid putting the student at Risk by
  - a) Checking whether the student has known ailment which makes the sanction unreasonable.
  - b) Check whether the parent ought to be informed of the detention.
- iii. The sanction(s) should be reasonable in terms of the gravity the offense committed as well as the age of the student.

### 3.4.4: Offenses and sanctions

- i. Breach of article 3.1(i); evoke article 4.2(ix) and or (x)
- ii. Breach of article 3.1(i),(iv); apply article 4.2(i), (iv). iii. Violating article 3.1 (iv); apply 4.2 (ix) and or 4.2(viii).
- iv. Breach of article 3.2(i) to (iii) punishable through article 4.2(i) to (v) and or (x) where the offense involves scheduled exams.
- v. Breach related to article 3.3(i) to 3.3(iii); subject to penalties of article 4.2(i) to (iv)
- vi. Committing an offense related to article 3.3(iv), (v) and (vi), penalized through 4.2(viii) and (x)
- vii. Commission of an offense relating to article 3.3(vii) and 3.4(i); subject to punishment of article 4.2(viii) and or 4.2 (x).
- viii. Commission of an offense relating to 3.4(i), is punishable under article 4.2(viii), (ix) and or (xi).

### 3.5. Acknowledgement:

I \_\_\_\_\_ Form \_\_\_\_\_ DO  
HEREBY acknowledge to have received, read and understood the rules; and I  
undertake to follow them as required.

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

## STUDENTS PARTICULARS:

### 4.1. Parent's/Guardian's particulars:

#### a) Father's particulars:

- (i) Father's full name   
*(First name) (Middle name) (Surname)*
- (ii) Division
- (iii) Ward
- (iv) Village /street
- (v) District
- (vi) Postal Address
- (vii) Tel.Home  Tel.Office  Mob
- (viii) Occupation
- (ix) Nationality
- (x) Region  Domination:

#### b) Mothers particulars:

- (i) Mother's full name   
*(First name) (Middle name) (Surname)*
- (ii) Division
- (iii) Ward
- (iv) Village /street
- (v) District
- (vi) Postal Address
- (vii) Tel. Home:  Tel. Office  Mob.
- (viii) Occupation
- (ix) Nationality
- (x) Region  Denomination:

**4.2. Student's medical information:**

(To be filled in by authorized medical Doctor only)

Doctor's name: \_\_\_\_\_ Residence \_\_\_\_\_

Telephone office \_\_\_\_\_ Mobile \_\_\_\_\_

Hospital \_\_\_\_\_ Location \_\_\_\_\_

Hospital Telephone Number \_\_\_\_\_

Please indicate if the student has the following problems and mark where appropriate:-

- |                  |                          |                       |                          |              |                          |
|------------------|--------------------------|-----------------------|--------------------------|--------------|--------------------------|
| 1. Asthma        | <input type="checkbox"/> | 2. Eye sight          | <input type="checkbox"/> | 3. Hearing   | <input type="checkbox"/> |
| 4. Wears glasses | <input type="checkbox"/> | 5. Routine Medication | <input type="checkbox"/> | 6. Allergies | <input type="checkbox"/> |

Medical Allergies (Describe) \_\_\_\_\_

What is his/her blood group? \_\_\_\_\_

Any serious illness? \_\_\_\_\_

Any diagnosed learning disability? \_\_\_\_\_

I acknowledge that the information provided above is accurate to the best of my knowledge and understanding.

Sign & Stamp \_\_\_\_\_ Date \_\_\_\_\_  
(Doctor)

..... Official Use .....

Verified by: \_\_\_\_\_

Remarks: \_\_\_\_\_

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

## 5. AFFIRMATION:

I / We  the parent(s)/guardian(s) of

Hereby certify that all the information given above is accurate and correct to the best of our knowledge and therefore strongly do affirm that if my child is admitted at **White Lake High School**; I will closely cooperate with the School Management towards moral and Academic Development of my child. I hereby enter into an agreement with the school after having read carefully and understood the admission instructions and other directives herein stipulated. Therefore: -

- (i) I promise to pay the School **FEES** and all other school requirements needed at school promptly on the due time set herein to enable the school to operate smoothly.
- (ii) I authorize the school to take complete charge of my son/daughter. In case of illness or contributions to the betterment of my child.
- (iii) I have read the school rules and I promise to advise my son/daughter to adhere to them; otherwise I will comply with the decision incase my son/daughter violate them.
- (iv) I understand and accept that my son/daughter **MUST** reach an average of **55%** marks so as to be promoted to the next class; otherwise he/she will have to repeat the class or will have to leave the school.

Signature  Date:

### FOR OFFICIAL USE:

- (i) Class admitted:
- (ii) Date of admission:
- (iii) Admission Number:
- (iv) Headmaster's remarks:
- (v) Headmaster's Name
- Signature
- Date
- Date &Stamp