

# MOI GIRLS' HIGH SCHOOL – ELDORET

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ELDORET.



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## JOINING INSTRUCTIONS

NAME.....

INDEX NO. ....

KCPE MARKS: .....

1. I am pleased to inform you that you have been offered a place in Moi Girls' High School – Eldoret. This is an old school founded in 1928 and formerly known as The Highlands School.

**VISION:** - To Be The Premier National School for Girls.

**MISSION:** To provide quality education, nurture talent and innovation, and to develop responsible 21<sup>st</sup> Century leaders.

**MOTTO:** - Honour, Courage and Industry.

### **GUIDING VALUES**

We, the Moi Girls' High School – Eldoret, in pursuit of excellence, cherish the following ideals as our guiding values;

**God-fearing**

Living a moral life based on reverence to God.

**Innovativeness and Intellectualism**

Ability to use imagination to develop and apply original ideas.

**Focused and Visionary**

Having foresight and committed to working hard and applying one's resources to a given task.

**Team Spirit:**

Willingness to learn and share complementary skills and to foster mutual accountability.

**Embracing Excellence**

Striving to stay relevant and to maintain competitive standing both locally and globally.

**Discerning and Disciplined**

Ability to make good judgment and adaptability to diverse situations.

It is our commitment to nurture truly GIFTED leaders.

**SCHOOL SLOGAN: INTEGRITY**

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

The school is situated within Eldoret town off Nairobi Road and Lumumba Avenue on Kapsoya-Elgeyo Road. Public vehicles going to Kapsoya pass by the school gate and they are found adjacent to The Zion Mall and opposite Barng'etuny Plaza bus stage. You could also take a taxi to the school.

2. **You are to report to school on .....before 4.30 p.m.**

Failure to report as stated will be taken to mean that you have forfeited your chance.

3. **Read this letter thoroughly.** It is important to ensure that you have all the requirements as you report on the stated day to avoid being turned back. **Read the rules and regulations** then sign at the space provided if you have **understood and agreed to abide by them throughout your stay in school.**

We look forward to your reporting and hope that you will have a good time with us for the four years of your studies.

God bless you, as you prepare to come.

**Mrs. R. Wanaswa**  
**CHIEF PRINCIPAL**

#### 4. **REGISTRATION REQUIREMENTS.**

- a) Original copy of the admission letter.
- b) Medical Examination Form attached duly filled by a Government medical doctor.  
**(Note that the School has no provision for special diet or hot water for bathing.)**
- c) Student Information Form duly filled.
- d) Full amount of first term school fees should be paid on admission. The terms are that - **No full fees, no admission.**
- e) Three colour passport size photographs taken in your former primary school uniform, signed and stamped at the back by your former Headteacher.
- f) **Original certificates and certified photocopies of the following;**
  - (i) Primary School Leaving Certificate.
  - (ii) KCPE Results Slip.
  - (iii) Birth Certificate.

#### 5. **GENERAL REQUIREMENTS.**

- a) Suitcase or a trunk (metal box).
- b) A nightdress/pyjamas, dressing gown, a bath towel, slippers and gloves (heavy duty).
- c) Enough panties, sanitary towels, soap, a tooth brush and tooth paste, and sufficient toilet paper for the whole term.
- d) Black shoe polish, and a shoe brush.
- e) A plastic water bucket (of capacity between 15 and 20 litres).
- f) Three padlocks.
- g) White and a Grey thread and needles.
- h) A school bag for carrying books around.
- i) A spoon
- j) An Oxford/Helix Geometrical set.
- k) A copy of The Kenya National Examination Council Mathematical Tables (5<sup>th</sup> Edition).
- l) Dictionary – Either Oxford Advanced Learners’ 9<sup>th</sup> Edition or Macmillan English Dictionary for Advanced Learners (**but not Pocket size**)
- m) One English Reader: Masterpiece Series (Longhorn)
- n) One Kiswahili reader: Sega Series (Longhorn) OR Kiswahili Mkuu Series (Oford)
- o) Kamusi ya Kiswahili Sanifu by TUKI – Oxford – Toleo la 3 or Kamusi ya Karne 21 – (Longhorn).
- p) Bible - NLT (students’ companion).
- q) Golden Bells Hymn Book (older version).

#### 7 **SCHOOL UNIFORM.**

Parents/guardians are required to purchase the following items of uniform.

- a) **School uniform comprises of:-**
  - (i) 2 grey skirts with a pleat at the back.
  - (ii) 2 white short-sleeved shirts.
  - (iii) 2 maroon plain ties.
  - (iv) 2 V-neck maroon pullovers with school logo.
  - (v) 1 maroon fleece jacket with school logo.
  - (vi) 1 maroon scarf with school logo.
  - (vii) 2 pairs of white leg warmers (with maroon strips).
  - (viii) 3 pairs of medium-length plain white socks (Scholastic brand).
  - (ix) 1 pair of grey ladies trousers (optional)
  - (x) 1 sleeveless pullover.
  - (xi) 1 pair of black low-heeled laced up leather shoes (Toughees).
  - (xii) 1 Maroon Blazer with school logo.

- b) Games-gear.**
  - (i) 1 maroon pair of culottes (special games gear for girls).
  - (ii) 2 white T-shirts with school name.
  - (iii) 1 pair of white sports shoes.
- c) Additional items.**
  - (i) 1 black or navy-blue swimming costume.
  - (ii) 1 white or black swimming cap.
  - (xiii) 1 black or navy blue, hooded plastic rain-coat.
- d) BEDDING.**
  - i) 2 blankets 60"x90"
  - ii) 1 bed cover 60" x 80" (checked sky blue/navy blue)
  - iii) 2 bedsheets 60" x 80" (sky blue colour).
  - iv) 1 pillow 43" x 69".
  - v) 2 pillow cases 44" x 70" (sky blue colour).

**NOTE:**

The items listed above can be purchased from the following outlets in Eldoret town

1. School Depot on Kenyatta Street, next to Optica, opposite Sizzlers hotel.
2. Uniforms Outlet situated in Opera House next to Municipal market opposite Central Arcade. Mobile 0774 668 820.
3. Kitale Woolshop, in Kitale.
4. Uniform Outfitters, Nairobi.

9. **PAYMENT OF SCHOOL FEES.**

School fees can be paid by;

- (i) Direct deposit to the school Bank Account No. **1184762** in any **Barclays Bank** within Kenya and bring the banking in slip for receipting on the day of admission.
- (ii) Cash or Personal cheques **WILL NOT** be accepted.

**N.B.** It is important to ensure that a student has all the requirements as they report the first day to avoid being turned back.

# MOI GIRLS' HIGH SCHOOL – ELDORET

## a) VISION

To Be The Premier National School for Girls.

## b) MISSION

To provide quality education, nurture talent and innovation, and to develop responsible 21<sup>st</sup> Century leaders.

c) **MOTTO:** Honour, Courage and Industry.

d) **OBJECTIVES:** To be a centre of excellence in;

- (i) Development of educational skills.
- (ii) Character building founded on reverence to God to bring out virtue.
- (iii) Awakening, stirring and developing individual talents and special leadership qualities.
- (iv) Helping the student to discover and establish a foundation for a successful career.

## e) SCHOOL CORE-FUNCTIONS:

1. Teaching of and learning by students.
2. Measurements and evaluation of the learning by students.
3. Preparing students for excellent KCSE results.
4. Guide students to competitive courses in institutions of higher learning.
5. Identifying and developing talents of students.
6. Developing student character to bring out virtue.

## f) STUDENT EXPECTED CONDUCT AND BEHAVIOUR

A student of Moi Girls' High School – Eldoret,

**ACKNOWLEDGES** the supremacy of the Almighty God of all creation

**BELIEVES** in worshiping and giving reverence to God.

**UNDERSTANDS** that the school is a Christian School and accepts times set aside for worship for the whole school.

**SUPPORTS** the school policy that maintains that **the academic programmes and school functions take priority over all other activities.**

**COMMITTS** self to behaving properly, with decorum, self-respect and dignity and in a manner such as could enhance the name of their families, school and nation.

**UNDERSTANDS** that rules and regulations are necessary to enhance co-existence in, peace, order and harmony, facilitating realization of set goals and objectives.

**COMMITTS** self to respect all those in authority over them and act with courtesy in dealing with all administrative matters concerning all these rules and regulations and those that may be laid down from time to time.

## g) SCHOOL REGULATIONS

### (A) UNIFORMS AND GROOMING.

(i) The school uniform consists of: -

Grey skirt with pleat at the back.

- White, short-sleeved blouse.
- Maroon V-neck pullover.
- Maroon V-neck sleeveless pullover.
- Maroon neck tie.
- Black, low-heeled, laced up leather shoes.
- White socks (not stockings).

(ii) The school games kits consist of: -

- White T-shirt.
- Maroon culotte.
- Plain white sports shoes (durable).
- Black/Navy blue swimming costume.
- White/Black swimming cap.

(iii) The Scouts/Rangers/St John Ambulance will wear their respective uniforms **on Mondays, Fridays and Special Occasions** and these must be smart.

- (iv) Prefects are issued with additional uniform which includes
  - Grey V-neck cardigan.
  - Grey tie.
  - Grey blazer (for Head girl and Deputy Head girls).
- (v) Wear the school uniforms at all times in school, during official outings, and when traveling to and from home. On Saturdays, a white T-shirt with the school name may be worn **ONLY** while in the school compound. Grey trousers will be worn only in the evenings.
- (vi) Label all uniform, and keep them clean, neat and mended.
- (vii) Keep not more than the following uniform at any one time;
  - 5 blouses.
  - 4 skirts.
  - 3 cardigans.
  - 5 pairs of socks.
  - 2 ties.
- (viii) White leg-warmers and maroon scarves may be used anytime it is cold between 6 p.m. and 7.30 a.m.
- (ix) Black/Navy blue rain coats with hoods may be used outside class, dormitory and dining hall only during rainy weather.
- (x) Use black or white under-garments.
- (xi) Use decent night dress or pyjamas and night gown.
- (xii) Do not use slippers outside the dormitory.
- (xiii) All students are expected to maintain neat hair. Comb the hair backwards and where necessary hold with a small plain black hair band.
- (xiv) Keep nails short and use no nail varnish.
- (xv) Use no jewellery. If necessary, use one pair of small plain gold coated round earrings without crystals.
- (xvi) Home clothes are not allowed in school.

**(B) BOUNDS:**

- (i) Be within the school compound at all times, except with official permission to be out of school.
- (ii) Be in class during all lessons, and during prep time except with official permission.
- (iii) Be in the sanatorium if too unwell to attend lessons.
- (iv) Be in the dormitory between 10:00p.m. and 6:00a.m., except with official permission.
- (v) Where there is need to leave the school compound, request should be made by a parent or guardian to the Deputy Principal at least two days in advance.
- (vi) Report to the Deputy Principal immediately upon arrival from out of school. Any student arriving from out of school must be cleared at the gate by a teacher or matron.

***Students are not allowed to be in the following areas: -***

- The immediate surroundings of the houses of teaching and non-teaching staff.
- School kitchens.
- Sanatorium, except with official permission or during visiting hours.
- Prep rooms in the laboratories.
- Swimming pool, except with the supervision of a teacher.
- Near school fences and gates.
- Places out of school, where alcoholic drinks are offered or disco is held.
- Any other places as may be specified from time to time.
- (vii) Seek for permission to make a telephone call from the teacher in charge and the matrons.
- (viii) Seek for permission to use any of the school facilities or equipment from the teacher in-charge.

**(C) IN THE HOUSE**

- (i) Keep the house, areas around the house, bathrooms and cubicles clean, tidy and dry at all times. Avoid littering the school compound. Pick any litter you come across and place it in the bin provided.

- (ii) Personal pictures or wall papers should not be hung on the wall.
- (iii) Keep curtains in good care.
- (iv) Turn lights and taps off after use.
- (v) Wrap and deposit sanitary towels in the sanitary bins.
- (vi) Keep with the school house matron any money in which must include fare home (Pocket money allowed is between Ksh 500 and 2000).
- (vii) Be in bed by 10.00 p.m for physical roll call.
- (viii) Lights must be switched off by 11.00 p.m.

**(D) IN THE DINING HALL**

- (i) Take all meals.
- (ii) Be punctual for meals.
- (iii) No meals are served after meal times except on official prior arrangements with the cateress.
- (iv) Do not enter the dining hall in games uniforms, night dress, rain coat, slippers or with a bag/luggage.
- (v) Settle down for joint prayers before a meal.
- (vi) Be seated at your table while eating.
- (iii) Carry no food out of the dining hall.
- (iv) Keep the dining halls clean.

**(E) MEDICAL CARE**

- (i) Visit the sanatorium only during the clinic hours. If there is need to do so any other time, seek for permission from the Teacher in charge or the Teacher on Duty.
- (ii) Report any sudden illnesses or accidents immediately.
- (iii) The nurse is responsible for determining cases for admission to or discharge from the sanatorium.
- (iv) Appointments to visit a doctor are authorized by the Principal on the advice of the school nurse and all costs arising from this attention shall be met by the parent/guardian.
- (v) Reporting medical condition to parent/guardian is made only by the Principal.
- (vi) You are advised to seek attention on non-emergency medical care (e.g. dental, eye, etc) during the school holidays.

**(F) VISITING**

- (i) The official visiting days will be communicated in the terms news letter.
- (ii) Visitors coming on these days are required to present an official visiting card to the security staff on duty at the gate before entering the school gate.
- (iii) Visitors are **not allowed** into the dormitory.
- (iv) A visit on any other day shall be made only through the office of the Principal.

**(G) FAMILY BEREAVEMENT**

- (i) All news of bereavement is brought to school through the office of the Principal in person, not by phone or letter.
- (ii) Permission to attend a funeral is only granted for cases of immediate family members and where a close relative who has authentic authority from the parent/guardian, accompanies.

**(H) GENERAL CONDUCT**

- (i) Arrive in school on school-opening days by 4.30 p.m. If unable to come to school on the specified date, be sure to be accompanied by parent --no letters will be accepted. No student will be allowed out of the school gate once they have reported back to school.
- (ii) Attend to and be punctual for all duties and responsibilities in the school routine.
- (iii) Observe silence and orderly behaviour at all times.
- (iv) Carry no electrical appliances or valuables to school. No mobile phones, SIM cards, tablets, jewellery or other valuables are allowed to school.
- (v) Be responsible in the handling of school property. The costs arising from any damage on school property is met by the individual(s) responsible.
- (vi) Avoid lending to or borrowing from others.
- (vii) Respect all those in authority including school prefects and class prefects.

**MOI GIRLS' HIGH SCHOOL - ELDORET**

**(I) MAJOR OFFENCES**

The following offences are considered to be major: -

- Sleeping outside your assigned bed.
- Cheating during examinations.
- Leaving the school compound without permission.
- Threatening another student or using abusive language on others.
- Fighting with another student.
- Stealing.
- Malicious damage to school property.
- Taking illicit drugs, including alcohol, cigarettes, heavy drugs, etc.
- Immoral behaviour and other unacceptable practices.
- Being repeatedly on punishment.
- Being rude and disrespectful to a member of staff or student leaders.
- Being in possession of mobile phone or SIM card.

**A student who commits any of these offences earns an immediate disciplinary action, as further action is considered.**

PLEASE SIGN THIS PART AS A COMMITMENT TO ABIDE BY THE ABOVE RULES & REGULATIONS.

.....  
I have read the school Rules and Regulations and I agree to abide by them.

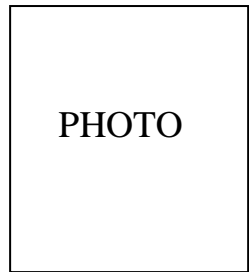
Name of student .....

Signature of Student.....Date.....

Signature of Parent/Guardian.....Date.....

**PERSONAL INFORMATION FOR ADMISSION TO MOI GIRLS' HIGH SCHOOL.**

1. Name of student in full .....
2. Date of Birth (Student) .....
3. Religion (If Protestant, specify Denomination).....
4. Citizenship .....
5. Previous Schools and years of attendance:  
.....  
.....  
.....
6. KCPE Index Number: .....
7. K.C.P.E. Results
  - i. Maths .....
  - ii. English .....
  - iii. Kiswahili .....
  - iv. SSRE .....
  - v. Science .....KCPE TOTAL MARKS .....
8. Name of Father/Guardian in full .....
- Citizenship .....
- Address of Father/Guardian in full .....
- Occupation (specify).....
- Place of Work .....
- Telephone - Landline..... Mobile.....
- E-mail .....
9. Name of Mother.....
- Citizenship .....
- Address of Mother in full .....
- Telephone - Landline..... Mobile.....
- Occupation (specify).....
- Place of work .....
- E-mail .....
- State your relationship with the guardian .....





10. Deceased parents (where applicable)

Father Date .....

Mother Date .....

11. Please state here who will be responsible for payment of fees.

.....

12. List of Brothers or Sisters

Number of Brothers ..... Number of Sisters .....

NAME

PLACE OF WORK / SCHOOL.

i) .....

ii) .....

iii) .....

iv) .....

v) .....

vi) .....

vii) .....

viii) .....

ix) .....

x) .....

**13. TO BE FILLED ON ADMISSION AT MOI GIRLS' HIGH SCHOOL - ELDORET**

Date of Admission .....

Admission No. .... Class ..... House.....

County. .... Home Sub County.....

Location. ....Sub/Location. ....

Constituency .....Member of Parliament. ....

I accept the terms and conditions of Admission to the School. I have read the rules and regulations of the school and I agree to abide by them.

Signature of student ..... Date .....

Signature of parent/guardian ..... Date .....

# MOI GIRLS' HIGH SCHOOL – ELDORET

## M E D I C A L R E C O R D

(This must be filled by a Government Doctor)

Name ..... Date of birth .....

Dates of Immunization:

DPT/Pentavalent.....BCG.....

M.M.R. .... Poliomyelitis ..... Measles.....

Yellow Fever ..... Any other .....

Hepatitis B .....

### Previous Illnesses with dates:

Measles ..... Arthritis .....

Asthma ..... Cholera .....

Epilepsy ..... Diabetes .....

Rheumatic Fever ..... Malaria .....

Allergy ..... Amoebiasis .....

Chicken Pox ..... T.B. ....

Any operations, with dates .....

Any serious illness .....

Check eye sight. If she needs glasses attend to it before reporting to school

Last menstrual period .....

Any other medical history .....

.....

.....

Signature of Doctor .....

Address + Stamp ..... Date .....

### HOSPITAL TREATMENT

If my daughter has to have hospital treatment I wish her to be admitted to the hospital below and I am prepared to pay the hospital charges.

- (a) Moi Teaching and Referral Hospital.
- (b) The Eldoret Hospital – Private.
- (c) Uasin Gishu Memorial Hospital (Private Wing)
- (d) Medi-Heal Hospital (Private)
- (e) Elgonview Hospital (Private)
- (f) St Luke's Hospital (Private)
- (g) Any other hospital in Eldoret. (Specify)

.....  
STUDENT'S NAME

.....  
SIGNATURE OF PARENT/GUARDIAN

If your daughter has to have an operation please sign the space below:-

I agree/I do not agree to her having an anesthetic procedure.

PARENT/GUARDIAN'S NAME .....

STUDENT'S NAME .....