

**MOI GIRLS'
HIGH SCHOOL
ELDORET**



**SCHOOL MANAGEMENT
POLICY DOCUMENT
2015 EDITION**

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SCHOOL FOUNDATION

a) **ESTABLISHMENT:**

Moi Girls' High School–Eldoret* is a National Girls' boarding school managed by the school's Board of Management. It is a public school established on a Christian foundation* providing the secondary cycle of the 8-4-4 system of education. It is a four stream school.

Appendix (i)

Appendix (ii)

b) **VISION:** To be the premier national school for girls.

c) **MISSION** To provide quality education, nurture talent and innovation, and develop responsible 21st century leaders.

d) **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	Ability to use imagination to develop and apply original ideas.
Focused	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.
Excellence	Striving to stay relevant and to maintain competitive standing both locally and globally.
Disciplined	Self-controlled and directed with good judgment and adaptable to diverse situations.

It is our commitment to nurture truly **GIFTED** leaders.

e) **MOTTO:** Honour, Courage and Industry

f) **SLOGAN:** **INTEGRITY – We are Moigeans! We are responsible!**

g) 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.

h) 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

i) ADMINISTRATION:

The School Board of Management*, which is appointed by the Minister in charge of Education is responsible for the management of the School. The School Parents and Teachers Association* which comprises of all the teachers and parents compliment the B.O.M. in implementing the school policy which facilitates the effective management of the school. The teaching* and non-teaching staff* carry out the day to day responsibilities which sum up in the effective implementation of the school programmes. The school prefects* co-ordinate the student body in participating in the effective implementation of the school programmes.

Appendix (iii)

Appendix (iv)

Appendix (v)

Appendix (vi)

Appendix (vii)

SCHOOL POLICY

(a) **Admission**

Admission* is only done at form one based on merit.

*Appendix (viii)

(b) **Curriculum Opportunities**

The school provides a wide variety approved curriculum* to enable every student to make appropriate and considered choices in pursuit of career opportunities and character development.

*Appendix (ix)

(c) **Curriculum Implementation.**

The student is positioned at the centre of the design of curriculum implementation in which the;

- (i) teacher is the key facilitator and role model.
- (ii) school management provides the diverse appropriate quality resources and an enabling environment.
- (iii) parent is an important stakeholder providing financial and emotional support.

(d) **Curriculum Evaluation.**

It is the responsibility of the teaching staff to evaluate curriculum implementation, a process which an academics committee sets standards* and oversees the successful implementation. The students should be able to take the Kenya National Examinations with ease at the end of the four year course.

*Appendix (x)

(e) **Co-curricular Activities**

The school provides a wide variety of quality resources and opportunities* to enable every student to be motivated to engage in activities that will release and develop talent and provide recreation.

*Appendix (xi)

(f) **Discipline**

In recognition of the pivotal role that discipline plays in the successful implementation of the school curriculum and realisation of the school objectives, the school administration provides a guideline of expected behaviour in form of rules and regulations*. Everyone is expected to act with integrity at all times.

*Appendix (xii)

(g) **Fees**

The School operates on a budget* approved by all stake holders. It is expected that parents/guardians pay school fees in time; on or before the beginning of every term for the fees of the current term. The school discourages payments by cash or personal cheques.

*Appendix (xiii)

(h) **Staff**

The school endeavours to maintain a highly motivated and qualified staff which exhibits professionalism* and team spirit*, prepared to provide a good role model to the students.

*Appendix (xiv)

*Appendix (xv)

(i) **Religious Practices**

The school provides a guideline for religious activities* with the aim of maintaining harmonious co-existence among the members of the school community and giving appropriate priority to academic matters.

*Appendix (xvi)

(j) **Visitors**

The school maintains an approach of hospitality to all visitors* and requires that all such visitors seek permission from the Principal to facilitate and guide the visits.

*Appendix (xvii)

(k) **Student Welfare**

The school aims at providing appropriate basic health care*, a pro-active counselling programme* and a balanced and quality diet*.

*Appendix (xviii)

*Appendix (xix)

*Appendix (xx)

Appendix (i)

HISTORY OF THE SCHOOL

The school started as Highland Primary School in 1928 when the foundation stone was laid by the British Governor of the Kenya Colony then–Sir Everlyn Baring. It was a school for children of Christian Missionaries, British and Boer settlers in East Africa.

In 1954 the school converted to a Girls' High School for daughters of the white settler community in East Africa. The school's name was '**THE HIGHLANDS SCHOOL**'.

In 1965 the school started admitting indigenous African girls. The then school Board of Governors also included some Africans. His Excellency the Retired President Hon. Daniel T. arap Moi became the board's first Chairman, a position he held for nearly 40 years.

In the mid 70's the school experienced a bit of instability due to frequent changes of the school heads. In 1978, it was found necessary to change the name of the school from the Highlands School to Moi Girls' High School–Eldoret. The school uniform also changed together with some of the traditions that did not fit the now majority African students.

From the 1950's through to the 1970's the school was three-streamed 'O' Level and four streamed 'A' level offering both Arts and Sciences offered and the languages which included Latin. In 1984, a fifth 'A' Level Arts stream was introduced to take care of the pressure for more vacancies in the school. In 1986, the school introduced the 8-4-4 curriculum like all other schools in Kenya as the old system of 7-4-2-3 was being phased out.

During the entire school's history, the academic performance was always very good. The 'A' Levels especially was well done with almost all candidates qualifying for public university admission. With the change over to 8-4-4, the school's performance wasn't very impressive but it has since then been progressively improving from a school mean grade of 6.094 (C Plain) in 1990 to what it is presently, 10.5 (A minus).

School alumni may be found on virtually all five continents, but majority are to be found in the United Kingdom, The United States, the Netherlands, Australia South Africa, and, of course, Kenya. Strong active alumini associations are to be found locally in Kenya and also in the United Kingdom.

A large percentage of graduates have joined universities in Kenya, including Nairobi, Kenyatta, Moi, Egerton, Maseno, etc., and quite a number have found their way to other leading or world-class universities, including London, Cambridge, Oxford, Leeds, Reading, Edinburgh, Glasgow, New York, California, Massachusetts Institute of Technology, Harvard, Pretoria, Stellenbosch, Sydney, Melbourne, Calcutta, Dar es Salaam, Makerere, among others.

The alumni have taken up leadership in political, legal and para-legal, educational, economic, engineering, technological, aviation, medical, nursing, social and numerous other career paths.

Appendix (ii)

Christian Foundation

Min. 22/56 of a Board of Management meeting held on 15th May 1956;

- The Board approved a donation given to help St. Matthews Anglican Church make extension to accommodate their students who used to worship there.
 - It is clear from the minutes of the Board since 1956 that it was the Board's desire to have all students given basic Christian religious instruction.
 - Records show that the St. Matthews' Anglican Church was the care taker church especially for the Protestant students, while St. John's Catholic Church provided the same service for the Catholic students.
 - The Anglican Church was active upto early 1990's in organizing and preparing relevant students for baptism and confirmation but with the consent of their parents. After the death of Bishop Alexander Kipsang Muge – the church did not continue this role.
 - The Anglican Church was given and played the leading role during the opening of the School Chapel in the year 2000, assisted by other church leaders e.g. Catholic Bishop, AIC Bishop, Deliverance Church Bishop and Reformed Church Bishop.
 - The Board appointed a school Chaplain, from among the teaching staff, assisted by a committee, to co-ordinate students' Religious affairs. This arrangement has worked very well for the school since the year 2000 to date.
 - Whenever there is a major school function and need for an ordained minister for any special role, the school has always involved the Anglican Church e.g. the launching of the school Strategic Plan, and the dedication of new buildings and physical facilities.
- However, because of the very diverse students' backgrounds, no particular church has played the role of 'Sponsor' for the school. The school chapel is interdenominational and no church lays any claim to it.

Appendix (iii)

BOARD OF MANAGEMENT

OPERATIONAL GUIDELINES FOR MEMBERS OF BOARDS OF MANAGEMENT OF SECONDARY SCHOOLS.

The appointment of members of a school's board of Management by the Minister for Education is based on one's potential and contribution in rendering voluntary service. This service is towards the promotion and management of education for the sole purpose of moulding the youth to be patriotic and useful to self and the society at large. This in effect means that the school should be an institution which produces physically fit persons of sound mind, moral integrity and refined character.

CONSTITUTION OF BOARD OF MANAGEMENT

As per the Education Act Chapter 211 (Revised 1980), Part III Sections 10 and 11 the BOM comprises of: -

- a) 10 members appointed by the Minister for Education
- b) Not more than 3 persons co-opted by the Board during the inaugural meeting and duly appointed by the Minister for Education.

During the inaugural meeting under the chairmanship of the Minister's representative, the Board elects the chairman, the secretary, the bank account signatories and the members of the executive committee.

The Executive Committee has delegated powers to manage the school on behalf of the Board of Management while the Headteacher is delegated to administer the school on daily basis as the Secretary to the Board of Management.

It should however be noted that all the transactions by either the Executive Committee or the Secretary should be endorsed at the next full Board's meeting.

FUNCTIONS OF THE BOARD OF MANAGEMENT

The Board is required to perform the following functions in accordance with the provisions of the Education Act Chapter 211 and such other rules and regulations approved by the Minister for Education: -

- a) Planning and development of physical facilities for the purpose of learning/teaching in the school.
- b) Sourcing and management of school finances which includes receiving all fees, grants out of public funds, donations and such other income to the school. The Board is required to prepare, approve and implement both the recurrent and development budgets of the school.

- c) Organise, direct, supervise and monitor approved projects and programmes of the school.
- d) Recruit, appoint and discipline the non-teaching staff in the school. However, the teaching staff is appointed and employed by the Teachers Service Commission and seconded to the Board for service in the school.

The Board may enter into an agreement with a registered Trade Union representing the interests of the non-teaching staff in the school.

- e) Discipline of teachers and students under the general guidance of the Teachers Service Commission and the Director of Education respectively.
- f) Regulate the admission of students subject to the general direction of the Director of Education.

MEETINGS OF THE BOARD OF MANAGEMENT

The full Board is required to meet two times in a year, but special meetings of the Board may be called at any time by either the Chairman or at the written request of three members of the Board. Notices of the Board meetings and agenda should be circulated to members two weeks before the date of the meeting.

The quorum of a Board's meeting is one half the members of the Board. Matters deliberated upon by the Board are determined by a majority vote of the members present in the meeting and the chairman has a casting vote.

In the absence of the Chairman, members elect one of their own to chair that meeting. The Minutes of the business transacted by the Board is compiled by the Secretary and confirmed by the Board. A copy of the confirmed minutes including approved amendments should be sent to the Permanent Secretary immediately after confirmation by the Board with highlights on what should be acted upon. This includes the Board's adopted Minutes of the Executive Committee of the Board of Management.

CONDUCT OF MEMBERS OF THE BOARD OF MANAGEMENT

In case a member is unable to attend a Board meeting, the Governor has the right to appoint a representative with full powers to act, vote and speak on his behalf in the Board's meeting.

Any governor who is absent for a whole year or is adjudicated bankrupt will be required to resign from the Board of Management membership.

Except in special circumstances and with written permission from the Minister no governor should enter into any business transactions or contracts or hold interest in any school property or receive any remuneration from the school where one is a member.

IMPORTANT DOCUMENTS

The following documents, among others, are useful in executing once responsibilities as a member of the BOM: -

- a) The Education Act Chapter 211 the Laws of Kenya (Revised 1980).
- b) The Teachers Service Commission Act Chapter 212 (1967) of the Laws of Kenya
- c) The Teachers Service Commission Code of Regulations for Teachers (Revised 1986).
- d) The Code of Management for Secondary Schools and Teacher Training Colleges approved by the Minister for Education for the purpose of Paragraph 15 of the Education (Board of Management) Order 1969
- e) The Kenya National Examinations Act Chapter 225A (Revised 1981)
- f) Any agreement entered between the previous Boards and a recognized Trade Union that represents the interests of the non-teaching staff in the school.

The secretary to the Board of Management or the Headteacher can avail these documents for your study.

CONCLUSION

The Ministry of Education expects all members of Boards of Management to work collectively as a team with a unity of purpose, dedication and selflessly in discharging the challenging responsibilities entrusted to them by the Minister for Education.

Appendix (iv)

PARENTS' ASSOCIATION

CONSTITUTION – PARENTS' ASSOCIATION

1. **NAME: -**

The name of the society shall be **MOI GIRLS' HIGH SCHOOL – ELDORET PARENTS ASSOCIATION**. In this constitution referred to as “The Association.”

2. **AIMS AND OBJECTIVES**

This is a non-political society formed for the purpose of: -

- a) Bringing closer together the staff and parents of the school; and
- b) Providing a forum for discussion on all aspects concerning the school and its activities; and
- c) Providing opportunity for exchange of views between the staff and parents; and
- d) Organizing social activities with an aim of bringing the staff, parents and members of the Board of Management closer together; and
- e) Providing through its fund raising efforts for equipment, scholarships and improvements and development to the school.

3. **MEMBERSHIP:**

- a) Is mandatory for teachers and parents/guardians of Moi Girls' High School – Eldoret.
- b) The members will be required to pay money decided on from time to time by the association.

4. **OFFICE BEARERS:**

- a) The office bearers of the association shall be: -
 - (i) The Chairman – who will be elected by the committee during the first meeting.
 - (ii) The Secretary
 - (iii) The Treasurer – who will be elected by the committee during the first meeting.
- b) All office bearers except the secretary shall hold office from the date of election until the succeeding annual general meeting subject to the conditions contained in subparagraph (c) of this rule but shall be eligible for re-election.
- c) Any office bearer who ceases to be a member of the society shall automatically cease to be an office bearer thereof.

5. **DUTIES OF OFFICE BEARERS**

The committee will elect the chairman and treasurer during that first meeting: -

- a) Chairman: The chairman shall, unless prevented by illness or other sufficient cause, preside over all meetings of the committee and at all general meetings. The Principal shall be the secretary.
- b) The Secretary: Shall deal with all the correspondence of the society under the general supervision of the committee. In cases of urgent matters where the committee cannot be consulted, she shall consult the Chairman. The decision reached shall issue notices ratification of otherwise at the next committee meeting. She shall issue notices convening all meetings of the society and shall be responsible for keeping minutes of all such meetings and for the preservation of all records of proceedings of the society and of the committee.
- c) Treasurer: The Treasurer shall receive and shall also disburse, under the directions of the committee, all moneys belonging to the society and shall issue receipts for all moneys received by him and preserve vouchers for all money paid by him. The Treasurer responsible to the committee and to the members that proper books for account of all moneys received and paid by the association are written up, preserved and available for inspection.

6. **THE P.A. COMMITTEE**

- a) The committee shall be constituted as follows: -
 - (i) Eight (8) parents class representatives elected at the AGM. Two (2) for each class
 - (ii) Four (5) members of staff elected by the teaching staff at or before/after the AGM. to represent the following interests;
 - 1. Form Three/Four
 - 2. Form One/Two
 - 3. Academic Standards
 - 4. Guidance and Counselling
 - 5. Boarding
 - (iii) The Principal and Deputy Principal
 - (iv) A maximum of three (3) co-opted members
- b) The committee shall meet at such times or places as it shall resolve but shall meet not less than once in any three terms.
- c) Any casual vacancies for members of the committee caused by death or resignation shall be filled at the next relevant meeting i.e. class meeting or staff meeting.

7. **DUTIES OF THE COMMITTEE**

- a) The committee shall be responsible for the management of the association so as to fulfill the aims and objectives stated in Clause 2 hereof and for that purpose may give

directions to the office bearers as to the manner in which within the law, they shall perform their duties. The committee shall have the power to appoint such sub-committees as it shall deem desirable to make reports to the committee upon which such action shall be taken as seems to the committee desirable.

- b) All money disbursed on behalf of the association shall be authorized by the committee except as specified in rule (10) (d)
- d) The quorum for meetings of the committee shall be no less than 5 members with at least one representative of parents and one representative of the staff.

8. **GENERAL MEETINGS**

There shall be two classes of general meetings. Annual General Meetings and Special General Meetings.

- I The Annual General Meetings shall be held not later than March 31st in each year. Notice in writing of such annual general meeting, accompanied by the agenda for the meeting shall be sent to all members not less than 21 days before the date of the meeting and where practicable, by press advertisement not less than 14 days before the date of the meeting.

The agenda for any annual general meeting shall consist of the following: -

- a) Reading of Notice of the Annual General Meeting
 - b) Confirmation of the minutes of the previous Annual General Meeting.
 - c) Matters arising
 - d) Reports: Principal, Treasurer, Chairman
 - e) Election of office bearers
 - f) Such other matters as the committee may decide as to which notice shall have been given in writing by a number of members to the secretary at least four weeks before the date of the meeting.
- II A Special General Meeting may be called for any specific purpose by the committee. Notice in writing of such Special General Meeting shall be sent to all members not less than 7 days before the date thereof and where practicable by press advertisement not less than 7 days before the date of such meetings.
 - III Quorum for General Meeting shall be not less than 40% of the members of the association.

9. **PROCEDURE AT MEETINGS.**

- a) At all meetings of the Association the chairman, or in his absence, embers selected by the meeting shall take the chair.

- b) The Chairman may at his discretion limit the number of persons permitted to speak in favour of and against any motion.
- c) Resolutions shall be decided by simple voting by a show of hands. In the case of equality or votes, the Chairman shall have a second or casting vote.
- e) The Chairman, the Secretary and the Treasurer shall be trustees of the association in whom all the funds and property of the association shall be vested.
- f) The trustees with the consent of a general meeting and without prejudice promoting the aims and objectives of the society upon the security of any assets of the association or otherwise and shall have power to execute all deeds and other documents which may be required for the purpose.

10. **FUNDS**

- a) The funds of the association may only be used to carry out the aims and objectives of the association.
- b) All moneys and funds shall be received by and paid to the Treasurer or his/her agent and shall be deposited by him/her or agent in the name of the association in any Bank or banks approved by the committee.
- c) No payments shall be made out of the bank account without a resolution of the committee authorizing such payment.
- d) The committee shall have power to suspend any office bearer whom they have reasonable cause to believe is not properly accounting for any of the funds or property of the society and shall have power to appoint another person in his place such suspension shall be reported to a general meeting to be convened on a date not later than two months from the date of such suspension and the general meeting shall have full powers to decide what further action should be taken in the matter.
- e) The financial year to the association shall be from 1st April to 31st March of the subsequent year.

11. **AMENDMENT TO THE CONSTITUTION**

Amendments to the constitution of the association must be approved by at least 2/3 majority of members present at a General Meeting of the association. They cannot however, be implemented without the prior consent in writing of the Registrar, obtained upon application to him made in writing and signed by three of the office bearers.

Appendix (v)

ADMINISTRATIVE STRUCTURES
TEACHING STAFF

S/NO	TITLE	NAME
SENIOR MANAGEMENT COMMITTEE		
1.	PRINCIPAL	Mrs Rosemary Wanaswa
2.	DEPUTY PRINCIPAL- ADMINISTRATION	Mrs Loice Karoney
3.	DEPUTY PRINCIPAL- ACADEMICS	Mrs Trupnosa Mengech
4.	CHAPLAIN	Mrs Beatrice Bett
5.	DIRECTOR OF QUALITY ASSURANCE AND STANDARDS	Mr Simon Peter Wafula
6.	DIRECTOR OF STUDIES	Mr Henry Belle Kimngok
7.	DEAN OF STUDENTS	Mrs Jane Rotich
8.	BURSAR	Mr David Limo
SENIOR HEADS OF DEPARTMENTS		
9.	LANGUAGES	Mrs Anastacia Tirop
10.	MATHEMATICS	Mr Eric Maelo
11.	SCIENCES	Mrs Emma Ogutu
12.	HUMANITIES	Mrs Dorcas Busienei
13.	TECHNICAL AND APPLIED SUBJECTS	Mr Reuben Kirop
14.	BOARDING	Mrs Rebecca Otwele
15.	GUIDANCE AND COUNSELLING	Mrs Christine Kipkemboi
16.	CO-CURRICULAR	Mr Jotham Ndunde
HEADS OF DEPARTMENT		
17.	ENGLISH	Ms Zainab Rono
18.	KISWAHILI AND LIBRARY	Mr Felix Samkul
19.	FRENCH	Ms Rosemary Okutoyi
20.	MATHEMATICS	Mr Mitaru & Mr Kisang
21.	BIOLOGY	Mrs Josephine Sugut
22.	PHYSICS	Mr Linus Biwott
23.	CHEMISTRY	Mr Peter Njihia
24.	AGRICULTURE	Mr Joseph Kilel
25.	HISTORY AND GOVERNMENT	Mrs Christine Kipkemboi
26.	GEOGRAPHY	Mrs Leah Burgei
27.	CHRISTIAN RELIGIOUS EDUCATION	Mrs Mirriam Chemwok
28.	HOME SCIENCE	Mrs Ruth
29.	ART AND DESIGN	Mrs Betty Bett
30.	COMPUTER STUDIES	Mrs Rosemary Okwemba
31.	MUSIC	Currently Vacant
32.	BUSINESS STUDIES	Mr Reuben Kirop
33.	PHYSICAL EDUCATION	Mrs Jeniffer Kurgat
34.	EXAMINATIONS	Mr Kisang
35.	TIME TABLE	Mr Linus Biwott
36.	ACCOMMODATION	Mrs Pauline Kosgei
37.	CATERING	Mrs Emily Ayaya
38.	HEALTH AND ENVIRONMENT	Mr John Lunani
39.	G & COUNSELLING	Mrs Christine Kipkemboi
40.	CAREER GUIDANCE	Mr Hilary Tum
41.	FEES AND BURSARY	Mrs Rosemary Kinuthia
42.	CLUBS AND SOCIETIES	Mrs Veronica Mochama
43.	GAMES AND SPORTS	Mr Mukhwana Gala

ADMINISTRATIVE POSITIONS AND FUNCTIONS

ADMINISTRATIVE TITLE:	PRINCIPAL
SECTION:	MANAGEMENT
POSITION RESPONSIBLE TO:	BOARD OF MANAGEMENT
POSITION REPORTING TO THE TITLE:	DEPUTY PRINCIPALS
	CHAPLAIN
	DIRECTOR OF QUALITY ASSURANCE & STANDARDS
	DIRECTOR OF STUDIES
	DEAN OF STUDENTS
	BURSAR

Overall responsibility

Efficient and effective management and development of the school as the centre of all-round excellence.

Key Tasks

- (i) Formulating school policies in line with government regulations.
- (ii) Managing the admission process of students.
- (iii) Managing all teaching programmes at the school as per approved procedures and policies.
- (iv) Assessing and monitoring of teaching programmes and making necessary interventions.
- (v) Ensuring both internal and external examinations in the school meet quality standards required.
- (vi) Monitoring school's performance and initiating necessary interventions.
- (vii) Convening and chairing the School Senior Management Committee meetings.
- (viii) Ensuring the development and maintenance of school facilities.
- (ix) Preparing budgets and facilitating approval as per laid down procedure.
- (x) Being in charge of the school accounting office and "authority to incur expenditure".
- (xi) Granting leave of absence for all staff.
- (xii) Implementing policies, strategies and programmes on staff training and development as per approved plans.
- (xiii) Supervising, appraising and ensuring appropriate capacity building of personnel.
- (xiv) Implementing and promoting staff and student relations' policies that creating harmonious inter-personal relationship.
- (xv) Being the secretary of the Board of Management and the Parents' and Teachers association.
- (xvi) Facilitating the development, implementation and review of the strategic plan of the school.
- (xvii) Preparing accurate and timely reports as required
- (xviii) Performing such other duties as may be assigned from time to time.

ADMINISTRATIVE TITLE:	DEPUTY PRINCIPAL ADMINISTRATION
SECTION:	MANAGEMENT
POSITION RESPONSIBLE TO:	PRINCIPAL
POSITION REPORTING TO THE TITLE:	CHAPLAIN
	DIRECTOR Q A & STANDARDS
	DIRECTOR OF STUDIES
	DEAN OF STUDENTS

Overall responsibility

Assist the Principal in Efficient and effective management and development of the school as the centre of all-round excellence.

Key Tasks

- (i) Coordinating the implementation of administrative school policies in line with government regulations.
- (ii) Coordinating the activities in the school annual calendar.
- (iii) Coordinating the development and maintenance of school facilities.
- (iv) Participating in budgeting and cost controls in the school.
- (v) Supervising policies, strategies and programmes on staff training and development as per approved plans.
- (vi) Participating in appraising and ensuring appropriate training of personnel
- (vii) Convening and chairing the Student Discipline Committee
- (viii) Managing student discipline relating to administration and/or boarding
- (ix) Supervising Implementation of staff and student relations' policies that create harmonious inter-personal relations
- (x) Inducting new members of staff into the school programmes.
- (xi) Participating in meetings of the Board of Management Association
- (xii) Being the secretary of staff meetings jointly with the other Deputy Principal.
- (xiii) Preparing accurate and timely reports as required
- (xiv) Performing such other duties as may be assigned from time to time.

ADMINISTRATIVE TITLE:	DEPUTY PRINCIPAL ACADEMICS
SECTION:	MANAGEMENT
POSITION RESPONSIBLE TO:	PRINCIPAL
POSITION REPORTING TO THE TITLE:	CHAPLAIN
	DIRECTOR Q A & STANDARDS
	DIRECTOR OF STUDIES
	DEAN OF STUDENTS

Overall responsibility

Assist the Principal in Efficient and effective management and development of the school academic programs to maintain the school as the centre of all-round excellence.

Key Tasks

- (i) Coordinating the implementation of school academic policies in line with government regulations.
- (ii) Supervising all academic (teaching and examinations) programmes at the school as per approved procedures and policies.
- (iii) Coordinating the academic activities in the school annual calendar and teaching timetable.
- (iv) Coordinating the development and maintenance of school academic facilities.
- (v) Participating in budgeting and cost controls in the school.
- (vi) Supervising policies, strategies and programmes on academic staff training and development as per approved plans.
- (vii) Participating in appraising and ensuring appropriate in-service and capacity building of teaching staff
- (viii) Convening and chairing the Student Discipline Committee in liaison with the other deputy as need arises
- (ix) Managing student discipline relating to academics
- (x) Supervising Implementation of staff and student relations' policies that create harmonious teaching-learning relations
- (xi) Inducting new members of staff into the school programmes.
- (xii) Participating in meetings of the Board of Management and Parents Association
- (xiii) Being the secretary of staff meetings jointly with the other Deputy Principal.
- (xiv) Preparing accurate and timely academic reports as required
- (xv) Performing such other duties as may be assigned from time to time.

ADMINISTRATIVE TITLE:

TEACHER ON DUTY

POSITION RESPONSIBLE:

DEPUTY PRINCIPAL

Overall Responsibility

Efficient and effective supervision of school routine programmes as a centre of excellence.

Key Tasks

- (i) Supervise the effective implementation of the daily school routine activities
- (ii) Supervise the release of students granted official permission to leave school
- (iii) Receive students arriving from home after official release
- (iv) Supervise the punishment of students
- (v) Maintaining accurate and up-to-date daily activities records*.

*The records shall include;

1. Students attendance of prep
2. Students on punishment
3. Students on leave out
4. Students on arrival
5. Daily report

ADMINISTRATIVE TITLE:	CHAPLAIN
SECTION:	MANAGEMENT
POSITION RESPONSIBLE TO:	PRINCIPAL
POSITION REPORTING TO THE TITLE:	PATRONS OF SOCIETIES
	MEMBERS OF CHAPEL COMMITTEE

Overall responsibility

Effective and efficient implementation of spiritual development programmes.

Key tasks

- (i) Developing and coordinating programmes aimed at the spiritual welfare of the school community.
- (ii) Developing and implementing appropriate spiritual guidance and counseling programmes for the school community.
- (iii) Ensuring effective integration of relevant spiritual activities in the educational programmes.
- (iv) Providing relevant recommendations in consultation with the Principal on all issues concerning spiritual matters.
- (v) Convening and chairing the School Chapel committee meetings.
- (vi) Coordinating and monitoring the activities of all religious societies in school.
- (vii) Coordinating the improvement and maintenance of school chapel facilities.
- (viii) Developing a budget for programmes of the school chapel and supervise disbursement of budget allocation.
- (ix) Maintaining an accurate record of the chapel offerings
- (x) Preparing accurate and timely reports as required
- (xi) Performing such other duties as may be assigned from time to time.

ADMINISTRATIVE TITLE

**DIRECTOR OF QUALITY ASSURANCE AND
STANDARDS**

SECTION:

MANAGEMENT

POSITION RESPONSIBLE TO:

PRINCIPAL

POSITION REPORTING TO THE TITLE: ASSISTANT DIRECTOR OF Q A &S

Overall Responsibility

Efficient and effective management and development of performance standards in the school as the centre of all-round excellence.

Key Tasks

- (i) Developing and recommending performance standards and indicators.
- (ii) Promoting effective performance management.
- (iii) Promoting the image of the school as a centre of all-round excellence..
- (iv) Convening and chairing the School Standards Committee meetings
- (v) Coordinating benchmarking programmes.
- (vi) Coordinating the monitoring, evaluation, implementation and revision of the current school strategic plan.
- (vii) Preparing accurate and timely reports as required
- (viii) Performing such other duties as may be assigned from time to time.

*The records shall include;

- 1. Yearly Work Plan
- 2. School Strategic Plan
- 3. School Policy Document
- 4. Benchmarking Reports
- 5. Results analysis
- 6. Circulars to Parents
- 7. Minutes of SMT

ADMINISTRATIVE TITLE

ASSISTANT DIRECTOR OF QUALITY

ASSURANCE AND STANDARDS

SECTION:

MANAGEMENT

POSITION RESPONSIBLE TO:

DIRECTOR OF QUALITY ASSURANCE &
STANDARDS

POSITION REPORTING TO THE TITLE: NONE

Overall Responsibility

Efficient and effective management and development of performance standards in the school as the centre of all-round excellence.

Key Tasks

- (ix) Assist in developing and recommending performance standards and indicators.
- (x) Assist in promoting effective performance management.
- (xi) Assist in promoting the image of the school as a centre of all-round excellence..
- (xii) Assist in convening and chairing the School Standards Committee meetings
- (xiii) Assist in coordinating benchmarking programmes.
- (xiv) Assist in coordinating the monitoring, evaluation, implementation and revision of the current school strategic plan.
- (xv) Preparing accurate and timely reports as required
- (xvi) Performing such other duties as may be assigned from time to time.

*The records shall include;

- 8. Yearly Work Plan
- 9. School Strategic Plan
- 10. School Policy Document
- 11. Benchmarking Reports
- 12. Results analysis
- 13. Circulars to Parents

ADMINISTRATIVE TITLE:	DIRECTOR OF STUDIES
SECTION:	MANAGEMENT
POSITION RESPONSIBLE TO:	PRINCIPAL
POSITION REPORTING TO THE TITLE:	SHOD LANGUAGES
	SHOD MATHEMATICS
	SHOD SCIENCES
	SHOD HUMANITIES
	SHOD TECHNICAL AND CREATIVE ARTS
	HOD EXAMINATIONS
	HOD TIMETABLE
	CLASS TEACHERS

Overall Responsibility

Efficient and effective management and development of academic programmes in the school as the centre of all-round excellence.

Key Tasks

- (i) Supervising all teaching and examinations programmes at the school as per approved procedures and policies.
- (ii) Coordinating the preparation and implementation of school teaching and learning schedules.
- (iii) Maintaining accurate and up-to-date school academic records.
- (iv) Convening and chairing the School Academics Committee meetings.
- (v) Coordinating the assessment and monitoring of teaching programmes and making necessary interventions.
- (vi) Coordinating the requisition of teaching and learning resources.
- (vii) Keeping school academic records and availing them as may be required by individual students from time to time. .
- (viii) Coordinating the improvement and maintenance of school academic facilities.
- (ix) Participating in appraising and making recommendations for appropriate capacity building of personnel in academic programmes.
- (x) Coordinating the implementation of the strategies in the strategic plan pertaining to the academic programmes.
- (xi) Preparing accurate and timely reports as required
- (xii) Performing such other duties as may be assigned from time to time.

ADMINISTRATIVE TITLE:

DEAN OF STUDENTS

SECTION:

MANAGEMENT

POSITION RESPONSIBLE TO:

PRINCIPAL

POSITION REPORTING TO THE TITLE:

SHOD BOARDING

SHOD GUIDANCE AND COUNSELLING

SHOD CO-CURRICULAR

Overall Responsibility

Efficient and effective management and development of student welfare and co-curricular programmes in the school as the centre of all-round excellence.

Key Tasks

- (i) Supervising all student welfare and co-curricular programmes at the school as per approved procedures and policies.
- (ii) Coordinating the preparation and implementation of student welfare and co-curricular schedules.
- (iii) Maintaining accurate and up-to-date records on student welfare and co-curricular performance
- (iv) Coordinating the assessment and monitoring of student welfare and co-curricular programmes and making necessary interventions.
- (v) Convening and chairing meetings of School Student Welfare Committee meetings.
- (vi) Coordinating the requisition of student welfare and co-curricular resources.
- (vii) Keeping school co-curricular records and availing them as may be required by individual students from time to time. .
- (viii) Coordinating the improvement and maintenance of student welfare and co-curricular facilities.
- (ix) Participating in appraising and making recommendations for appropriate capacity building of personnel in student welfare and co-curricular programmes
- (x) Preparing accurate and timely reports as required
- (xi) Performing such other duties as may be assigned from time to time.

ADMINISTRATIVE TITLE:	SENIOR HEAD OF DEPARTMENT (SUBJECTS)
SECTION:	MANAGEMENT
POSITION REPORTING TO THE TITLE :	MANAGEMENT
POSITION REPORTING TO THE TITLE:	HEAD OF DEPARTMENT.

Overall Responsibility

Efficient and effective coordination of programmes in the relevant departments as centres of excellence.

Key Tasks

- (i) Facilitate the establishment of best practices in the departments.
- (ii) Facilitate the acquisition of resources for the departments.
- (iii) Facilitate efficient and effective utilization of resources in the departments
- (iv) Facilitate the improvement and proper maintenance of the facilities in the departments.
- (v) Facilitate the preparation and implementation of departmental schedules.
- (vi) Maintaining accurate and up-to-date department records*.
- (vii) Convene and chair the departmental meetings.
- (viii) Facilitating the assessment and monitoring of department programmes and making necessary interventions.
- (ix) Facilitating in appraising and ensuring appropriate training of personnel in department programmes
- (x) Preparing accurate and timely reports as required
- (xi) Performing such other duties that may be assigned from time to time.

*The records shall include;

1. Yearly work plan
2. Schemes of work
3. Ledger Books
4. Stock taking report
5. Inventory
6. Results analysis
7. Personnel files
8. Minutes of departmental meetings files

ADMINISTRATIVE TITLE:**HEAD OF DEPARTMENT****(SUBJECTS)**

SECTION:

ACADEMICS

POSITION RESPONSIBLE:

SENIOR HEAD OF DEPARTMENT

POSITION REPORTING TO THE TITLE:

HEAD OF DEPARTMENT.

Overall Responsibility

Efficient and effective coordination of programmes in the relevant departments as centres of excellence.

Key Tasks

- (i) Establish and implement best practices in the departments.
- (ii) Ensure availability of required resources in the department.
- (iii) Supervise efficient and effective utilization of resources in the departments
- (iv) Supervise the improvement and proper maintenance of the facilities in the departments.
- (v) Supervise the preparation and implementation of departmental schedules.
- (vi) Maintaining accurate and up-to-date department records*.
- (vii) Convene and chair the departmental meetings.
- (viii) Supervising the assessment and monitoring of department programmes and making necessary interventions.
- (ix) Supervising the appraisal and recommendations of necessary capacity building
- (x) Preparing accurate and timely reports* as required
- (xi) Performing such other duties that may be assigned from time to time.

*The records shall include;

14. Yearly work plan
15. Schemes of work
16. Ledger Books
17. Stock taking report
18. Inventory
19. Results analysis
20. Personal files
21. Minutes of departmental files

ADMINISTRATIVE TITLE:

**HEAD OF DEPARTMENT
(TIMETABLE)**

SECTION:

ACADEMICS

POSITION RESPONSIBLE:

DIRECTOR OF STUDIES

POSITION REPORTING TO THE TITLE:

NONE

Overall Responsibility

Efficient and effective preparation of school teaching timetable as a centre of excellence.

Key Tasks

- (i) Promptly preparing a teaching timetable on or before the day before term begins.
- (ii) Ensuring that the teaching and learning timetable is balanced for teachers and students.
- (iii) Ensuring the teaching timetable conforms to the Ministry of Education policies.
- (iv) Ensuring the teaching timetable is circulated to all teachers and classes.
- (v) Ensuring that the teaching timetable is displayed in all relevant offices.
- (vi) Preparing timely reports as required.
- (vii) Performing such other duties as may be assigned from time to time.

ADMINISTRATIVE TITLE:

**HEAD OF DEPARTMENT
(EXAMINATIONS)**

SECTION:

ACADEMICS

POSITION RESPONSIBLE:

DIRECTOR OF STUDIES

POSITION REPORTING TO THE TITLE:

NONE.

Overall Responsibility

Efficient and effective coordination of examination programmes in the school as a centre of excellence.

Key Tasks

- (i) Supervise the establishment of best practices in the examinations.
- (ii) Facilitate the preparation and implementation of examination schedules
- (iii) Ensuring that all examinations are supervised.
- (iv) Ensuring that adequate examination materials are available.
- (v) Ensuring that examination rooms are conducive to administration of examinations.
- (vi) Ensuring that all students sit for scheduled examinations and making a report of any absentees.
- (vii) Preparing timely reports as required.
- (viii) Performing such other duties as may be assigned from time to time.

ADMINISTRATIVE TITLE:

CLASS TEACHER

SECTION:

ACADEMICS

POSITION RESPONSIBLE:

DIRECTOR OF STUDIES

POSITION REPORTING TO THE TITLE:

NONE.

Overall Responsibility

Efficient and effective coordination of programmes in the class as a centre of excellence.

Key Tasks

- (i) Supervise the establishment of best practices in the class.
- (ii) To coordinate the requisition of all facilities required in the class
- (iii) To receive students on admission to school.
- (iv) To organize the sitting arrangement in the class.
- (v) To coordinate the orientation programme for students in the class.
- (vi) To communicate effectively the school policies and working programmes.
- (vii) To maintain an accurate database of background information of every student in the class.
- (viii) To identify and deal appropriately with all unique circumstances affecting the learning process of any student in the class.
- (ix) To facilitate a good teaching and learning environment in the class.
- (x) To establish and monitor high performance standards in the class in line with the school set targets.
- (xi) Supervise effective and efficient collection of school fees.
- (xii) Maintain accurate and up-to-date class records*
- (xiii) To coordinate the effective communication of performance of students in the class with the parent/guardian/sponsor.
- (xiv) To inspire all students in class towards all-round excellent performance.

*The records may include;

1. Class register
2. Furniture allocation
3. Student information sheet
4. Academic performance data
5. Participation in co-curricular
6. Indiscipline
7. Outstanding achievement

ADMINISTRATIVE TITLE:

**SENIOR HEAD OF DEPARTMENT
(BOARDING)**

SECTION:

MANAGEMENT

POSITION RESPONSIBLE:

DEAN OF STUDENTS

POSITION REPORTING TO THE TITLE:

HEAD OF DEPARTMENT.

Overall Responsibility

Efficient and effective coordination of programmes in the boarding departments as a centre of excellence.

Key Tasks

- (i) Facilitate the establishment of best practices in the department.
- (ii) Facilitate the acquisition of resources for the departments.
- (iii) Facilitate efficient and effective utilization of resources in the departments
- (iv) Facilitate the improvement and proper maintenance of the facilities in the departments.
- (v) Facilitate the preparation and implementation of departmental schedules.
- (vi) Maintaining accurate and up-to-date department records*.
- (vii) Convene and chair the departmental meetings.
- (viii) Facilitating the assessment and monitoring of department programmes and making necessary interventions.
- (ix) Facilitating in appraising and ensuring appropriate training of personnel in department programmes
- (x) Preparing accurate and timely reports as required
- (xi) Performing such other duties that may be assigned from time to time.

*The records shall include;

1. List of students in every house
2. Inspection reports; house, compound, and sanatorium
3. Ledger Books
4. Stock taking report
5. Inventory
6. Academic performance per house
7. Personal files
8. Minutes of departmental files

ADMINISTRATIVE TITLE:

**HEAD OF DEPARTMENT
(ACCOMMODATION)**

SECTION:

STUDENT AFFAIRS

POSITION RESPONSIBLE:

DEAN OF STUDENTS

POSITION REPORTING TO THE TITLE:

NONE.

Overall Responsibility

Efficient and effective coordination of accommodation services as a centre of excellence.

Key Tasks

- (i) Facilitate the establishment of best practices in the dormitories.
- (ii) Facilitate the acquisition of resources for the dormitories.
- (iii) Facilitate efficient and effective utilization of resources in the dormitories
- (iv) Facilitate the improvement and proper maintenance of the facilities in the dormitories.
- (v) Facilitate the preparation and implementation of departmental schedules.
- (vi) Maintaining accurate and up-to-date department records*.
- (vii) Convene and chair the departmental meetings.
- (viii) Facilitating the assessment and monitoring of department programmes and making necessary interventions.
- (ix) Facilitating in appraising and ensuring appropriate training of personnel in department programmes
- (x) Preparing accurate and timely reports as required
- (xi) Performing such other duties that may be assigned from time to time.

*The records shall include;

9. Yearly work plan
10. Dormitory and bed allocation
11. Dormitory inspection records
12. Records of needy students
13. Student leave out records
14. Ledger Books
15. Stock taking report
16. Inventory
17. Academic records per house
18. Personal files
19. Minutes of departmental files

ADMINISTRATIVE TITLE:

**HEAD OF DEPARTMENT
(ENVIRONMENT AND HEALTH)**

SECTION:

STUDENT AFFAIRS

POSITION RESPONSIBLE:

DEAN OF STUDENTS

POSITION REPORTING TO THE TITLE:

NONE.

Overall Responsibility

Efficient and effective coordination of health and environmental management as centres of excellence.

Key Tasks

- (i) Facilitate the establishment of best practices in health and environmental management.
- (ii) Facilitate the acquisition of resources for health and environmental management.
- (iii) Facilitate efficient and effective utilization of resources in health and environmental management.
- (iv) Facilitate the improvement and proper maintenance of the facilities of health and environmental management.
- (v) Facilitate the preparation and implementation of departmental schedules.
- (vi) Maintaining accurate and up-to-date department records*.
- (vii) Convene and chair the departmental meetings.
- (viii) Facilitating the assessment and monitoring of department programmes and making necessary interventions.
- (ix) Facilitating in appraising and ensuring appropriate training of personnel in department programmes
- (x) Preparing accurate and timely reports as required
- (xi) Performing such other duties that may be assigned from time to time.

*The records shall include;

1. Yearly work plan
2. Sanatorium attendance records
3. Special medical cases records
4. Hospital attendance records
5. Compound inspection records
6. Classroom inspection records
7. Ledger Books
8. Stock taking report
9. Inventory
10. Personal files
11. Minutes of departmental files

ADMINISTRATIVE TITLE:

HEAD OF DEPARTMENT

(CATERING)

SECTION:

STUDENT AFFAIRS

POSITION RESPONSIBLE:

DEAN OF STUDENTS

POSITION REPORTING TO THE TITLE:

NONE.

Overall Responsibility

Efficient and effective coordination of catering services as a centre of excellence.

Key Tasks

- (i) Supervise the establishment of best practices in catering services.
- (ii) Supervise the acquisition of resources for catering department.
- (iii) Supervise efficient and effective utilization of resources in catering department.
- (iv) Supervise the improvement and proper maintenance of the facilities of catering department.
- (v) Supervise the preparation and implementation of departmental schedules.
- (vi) Maintaining accurate and up-to-date department records*.
- (vii) Convene and chair the departmental meetings.
- (viii) Supervising the assessment and monitoring of department programmes and making necessary interventions.
- (ix) Supervising in appraising and ensuring appropriate training of personnel in department programmes
- (x) Preparing accurate and timely reports as required
- (xi) Performing such other duties that may be assigned from time to time.

*The records shall include;

1. Yearly work plan
2. Dining hall and table allocation
3. Special diet cases records
4. Catering staff inspection certificates
5. Dining hall inspection records
6. Ledger Books
7. Stock taking report
8. Inventory
9. Personal files
10. Minutes of departmental files

ADMINISTRATIVE TITLE:

**SENIOR HEAD OF DEPARTMENT
(GUIDANCE AND COUNSELLING)**

SECTION:

MANAGEMENT

POSITION RESPONSIBLE:

DEAN OF STUDENTS

POSITION REPORTING TO THE TITLE:

HEAD OF DEPARTMENT.

Overall Responsibility

Efficient and effective coordination of programmes in the guidance and counselling department as a centre of excellence.

Key Tasks

- (i) Facilitate the establishment of best practices in the guidance and counseling department.
- (ii) Facilitate the acquisition of resources for the guidance and counseling department.
- (iii) Facilitate efficient and effective utilization of resources in the guidance and counseling department
- (iv) Facilitate the improvement and proper maintenance of the facilities in the guidance and counseling department.
- (v) Facilitate the preparation and implementation of departmental schedules.
- (vi) Maintaining accurate and up-to-date department records*.
- (vii) Convene and chair the departmental meetings.
- (viii) Facilitating the assessment and monitoring of department programmes and making necessary interventions.
- (ix) Facilitating in appraising and ensuring appropriate training of personnel in department programmes
- (x) Preparing accurate and timely reports as required
- (xi) Performing such other duties that may be assigned from time to time.

*The records shall include;

1. Yearly work plan
2. Confidential reports of students on counseling programme
3. List of students on peer counseling programme
4. Career programmes
5. Career entry requirements
6. Scholarship opportunities
7. University admission records
8. Ledger Books

9. Stock taking report
10. Inventory
11. Academic performance per house
12. Personal files
13. Minutes of departmental files

ADMINISTRATIVE TITLE:

**HEAD OF DEPARTMENT
(COUNSELLING)**

SECTION:

STUDENT AFFAIRS

POSITION RESPONSIBLE:

DEAN OF STUDENTS

POSITION REPORTING TO THE TITLE:

NONE.

Overall Responsibility

Efficient and effective coordination of counselling services as a centre of excellence.

Key Tasks

- (i) Supervise the establishment of best practices in counselling services.
- (ii) Supervise the acquisition of resources for counselling department.
- (iii) Supervise efficient and effective utilization of resources in counselling department.
- (iv) Supervise the improvement and proper maintenance of the facilities of counselling department.
- (v) Supervise the preparation and implementation of departmental schedules.
- (vi) Maintaining accurate and up-to-date department records*.
- (vii) Convene and chair the departmental meetings.
- (viii) Supervising the assessment and monitoring of department programmes and making necessary interventions.
- (ix) Supervising in appraising and ensuring appropriate training of personnel in department programmes
- (x) Preparing accurate and timely reports as required
- (xi) Performing such other duties that may be assigned from time to time.

*The records shall include;

1. Yearly work plan
2. Confidential reports of students on counseling programme
3. List of students on peer counseling programme
4. Ledger Books
5. Stock taking report
6. Inventory
7. Personal files
8. Minutes of departmental files

ADMINISTRATIVE TITLE:

**HEAD OF DEPARTMENT
(CAREER GUIDANCE)**

SECTION:

STUDENT AFFAIRS

POSITION RESPONSIBLE:

DEAN OF STUDENTS

POSITION REPORTING TO THE TITLE:

NONE.

Overall Responsibility

Efficient and effective coordination of career guidance services as a centre of excellence.

Key Tasks

- (i) Supervise the establishment of best practices in career guidance services.
- (ii) Supervise the acquisition of resources for career guidance department.
- (iii) Supervise efficient and effective utilization of resources in career guidance department.
- (iv) Supervise the improvement and proper maintenance of the facilities of career guidance department.
- (v) Supervise the preparation and implementation of departmental schedules.
- (vi) Maintaining accurate and up-to-date department records*.
- (vii) Convene and chair the departmental meetings.
- (viii) Supervising the assessment and monitoring of department programmes and making necessary interventions.
- (ix) Supervising in appraising and ensuring appropriate training of personnel in department programmes
- (x) Preparing accurate and timely reports as required
- (xi) Performing such other duties that may be assigned from time to time.

*The records shall include;

- 1. Yearly work plan
- 2. Career programmes
- 3. Career entry requirements
- 4. Scholarship opportunities
- 5. University admission records
- 6. Ledger Books
- 7. Stock taking report
- 8. Inventory
- 9. Personal files
- 10. Minutes of departmental files

ADMINISTRATIVE TITLE:

**HEAD OF DEPARTMENT (FEES
AND BURSARY)**

SECTION:

STUDENT AFFAIRS

POSITION RESPONSIBLE:

DEAN OF STUDENTS

POSITION REPORTING TO THE TITLE:

NONE.

Overall Responsibility

Efficient and effective coordination of fees collection and bursary allocation as a centre of excellence.

Key Tasks

- (i) Supervise the establishment of best practices in fees collection and bursary allocation.
- (ii) Supervise the acquisition of resources for fees collection and bursary allocation programme.
- (iii) Supervise efficient and effective utilization of resources in fees collection and bursary allocation services.
- (iv) Promote programmes aimed at mobilizing bursary funds.
- (v) Supervise the preparation and implementation of departmental schedules.
- (vi) Maintaining accurate and up-to-date department records*.
- (vii) Convene and chair the departmental meetings.
- (viii) Supervising the assessment and monitoring of department programmes and making necessary interventions.
- (ix) Preparing accurate and timely reports as required
- (x) Performing such other duties that may be assigned from time to time.

*The records shall include;

1. Yearly work plan
2. Fees payment register
3. Bursary allocation list
4. Needy student profile
5. Personal files
6. Minutes of departmental files

ADMINISTRATIVE TITLE:**SENIOR HEAD OF DEPARTMENT
(CO-CURRICULAR)**

SECTION:

MANAGEMENT

POSITION RESPONSIBLE:

DEAN OF STUDENTS

POSITION REPORTING TO THE TITLE:

HEAD OF DEPARTMENT.

Overall Responsibility

Efficient and effective coordination of programmes in the Co-curricular department as a centre of excellence.

Key Tasks

- (i) Facilitate the establishment of best practices in the co-curricular department.
- (ii) Facilitate the acquisition of resources for the co-curricular department.
- (iii) Facilitate efficient and effective utilization of resources in the co-curricular department
- (iv) Facilitate the improvement and proper maintenance of the facilities in the co-curricular department.
- (v) Facilitate the preparation and implementation of departmental schedules.
- (vi) Maintaining accurate and up-to-date department records*.
- (vii) Convene and chair the departmental meetings.
- (viii) Facilitating the assessment and monitoring of department programmes and making necessary interventions.
- (ix) Facilitating in appraising and ensuring appropriate training of personnel in department programmes
- (x) Preparing accurate and timely reports as required
- (xi) Performing such other duties that may be assigned from time to time.

*The records shall include;

- 1. Yearly work plan
- 2. Student sport choice
- 3. Student club choice
- 4. Student sport performance
- 5. Student club performance
- 6. School performance in sport
- 7. School performance in clubs
- 8. Ledger Books
- 9. Stock taking report

10. Inventory
11. Inter-house sports performance
12. Inter-house club performance
13. Personal files
14. Minutes of departmental files

ADMINISTRATIVE TITLE:

**HEAD OF DEPARTMENT (GAMES
AND SPORTS)**

SECTION:

STUDENT AFFAIRS

POSITION RESPONSIBLE:

DEAN OF STUDENTS

POSITION REPORTING TO THE TITLE:

NONE.

Overall Responsibility

Efficient and effective coordination of Games department as a centre of excellence.

Key Tasks

- (i) Supervise the establishment of best practices in the games department.
- (ii) Supervise the acquisition of resources for the games department.
- (iii) Supervise efficient and effective utilization of resources in the games department.
- (iv) Supervise the improvement and proper maintenance of the facilities of the games department
- (v) Supervise the preparation and implementation of departmental schedules.
- (vi) Maintaining accurate and up-to-date department records*.
- (vii) Convene and chair the departmental meetings.
- (viii) Supervising the assessment and monitoring of department programmes and making necessary interventions.
- (ix) Supervising in appraising and ensuring appropriate training of personnel in department programmes
- (x) Preparing accurate and timely reports as required
- (xi) Performing such other duties that may be assigned from time to time.

*The records shall include;

1. Yearly work plan
2. Student sport choice
3. Student sport performance
4. School performance in sport
5. Inter-house sports performance
6. Ledger Books
7. Stock taking report
8. Inventory
9. Personal files
10. Minutes of departmental files

ADMINISTRATIVE TITLE:**HEAD OF DEPARTMENT (CLUBS)**

SECTION:

STUDENT AFFAIRS

POSITION RESPONSIBLE:

DEAN OF STUDENTS

POSITION REPORTING TO THE TITLE:

NONE.

Overall Responsibility

Efficient and effective coordination of Clubs department as a centre of excellence.

Key Tasks

- (i) Supervise the establishment of best practices in the clubs department.
- (ii) Supervise the acquisition of resources for the clubs department.
- (iii) Supervise efficient and effective utilization of resources in the clubs department.
- (iv) Supervise the improvement and proper maintenance of the facilities of the clubs department
- (v) Supervise the preparation and implementation of departmental schedules.
- (vi) Maintaining accurate and up-to-date department records*.
- (vii) Convene and chair the departmental meetings.
- (viii) Supervising the assessment and monitoring of department programmes and making necessary interventions.
- (ix) Supervising in appraising and ensuring appropriate training of personnel in department programmes
- (x) Preparing accurate and timely reports as required
- (xi) Performing such other duties that may be assigned from time to time.

*The records shall include;

1. Yearly work plan
2. Student club choice
3. Student club performance
4. School performance in clubs
5. Inter-house club performance
6. Ledger Books
7. Stock taking report
8. Inventory
9. Personal files
10. Minutes of departmental files

SENIOR MANAGEMENT COMMITTEE

COMPOSITION:

1. Principal - Chairperson
2. Deputy Principal
3. Chaplain
4. Director of Quality Assurance and Standards
5. Director of Studies
6. Dean of Students
7. Bursar

Overall Responsibility

Efficient and effective management and development of the school as the centre of all-round excellence.

Key Tasks

- (i) Formulating school policies in line with government regulations.
- (ii) Managing the admission process of students.
- (iii) Managing all teaching programmes at the school as per approved procedures and policies.
- (iv) Assessing and monitoring of teaching programmes and making necessary interventions.
- (v) Ensuring both internal and external examinations in the school meet quality standards required.
- (vi) Monitoring school's performance and initiating necessary interventions.
- (vii) Ensuring the development and maintenance of school facilities.
- (viii) Preparing budgets and facilitating approval as per laid down procedure.
- (ix) Implementing policies, strategies and programmes on staff training and development as per approved plans.
- (x) Supervising, appraising and ensuring appropriate capacity building of personnel
- (xi) Implementing and promoting staff and student relations' policies that create harmonious inter-personal relationship.
- (xii) Facilitating the development, implementation and review of the strategic plan of the school.
- (xiii) Preparing accurate and timely reports as required

SCHOOL DISCIPLINARY COMMITTEE

COMPOSITION

1. Deputy Principal - Chair
2. S.H.O.D - Boarding
3. H.O.D – Accommodation
4. Class teacher
5. Housemistress

Overall Responsibility

Efficient and effective management and student discipline in the school as the centre of all-round excellence.

KEY TASKS

1. To ensure that a high level of discipline is maintained in the school.
2. To co-ordinate discipline cases in the school.
3. To listen, assess and make recommendations on discipline cases.
4. Co-ordinate the punishment given to students in the school.
5. To refer students for counseling when necessary.
6. To review the school rules from time to time.
7. To make reports of the discipline cases.
8. To keep records of the discipline cases

SCHOOL STANDARDS COMMITTEE

COMPOSITION:

1. Director of School Quality Assurance and Standards - Chairman
Champions or Representatives of;
2. Administrative Management and Structures
3. Human Resources
4. Teaching and Learning
5. Information and Communication Technology
6. Resource Mobilization
7. Student Affairs
8. Physical Facilities
9. School Image

Overall Responsibility

Efficient and effective management and development of performance standards in the school as the centre of all-round excellence.

Key Tasks

- (i) Developing and recommending performance standards and indicators.
- (ii) Promoting effective performance management.
- (iii) Promoting the image of the school as a centre of all-round excellence.
- (iv) Coordinating appraisal of school programmes and recommending appropriate interventions.
- (v) Coordinating benchmarking programmes.
- (vi) Coordinating the implementation of the school strategic plan.
- (vii) Preparing accurate and timely reports as required
- (viii) Performing such other duties that as be assigned from time to time.

ACADEMIC COMMITTEE

COMPOSITION

1. Director of Studies - Chairman
2. SHOD Languages
3. SHOD Mathematics
4. SHOD Sciences
5. SHOD Humanities
6. SHOD Creative & Technical
7. HOD - Examinations
8. HOD - Timetable
9. Director of Q A & S
10. SHOD Co-curricular
11. Class Teachers Representative

Overall Responsibility

Establishing and coordinating efficiently academic standards leading to achievement of excellent academic results and enabling every team player to attain ones best results.

Key Tasks

1. Establishing realistic academic targets for every subject offered in the school.
2. Coordinating the teams to be able to attain the set standards.
3. Monitoring that all the school core functions are carried out efficiently and in a balanced manner.
4. Establishing means by which all the team players (students, staff, parents, stake holders) in the school work harmoniously for higher productivity.
5. Enabling the staff to carryout their day to day responsibilities which should lead to effective implementation of the school academic programmes.
6. Facilitating parents/guardians to make positive contribution to the overall performance of the school.
7. Each member to be a role model in their subject area.
8. Guiding students to make appropriate subject choices.
9. Facilitating bench marking exercises in subject areas that are in need.
10. Harmonizing the teaching and learning programmes in the school.
11. Establishing best academic bench marks that will lead to academic excellence.

STUDENT WELFARE COMMITTEE

COMPOSITION

1. Dean of Students - Chair
2. Chaplain
3. SHOD Boarding
4. SHOD Guidance & Counselling
5. SHOD Co-curricular
6. House mistress representative
7. Class teacher representative

Overall Responsibility

Establishing and coordinating efficient boarding and co-curricular activities to enable each area attain best results.

Key Tasks

1. Coordinate the activities of Boarding, Co-curricular and Guidance & Counselling.
2. Coordinate the teams in each area to attain the best results
3. Discuss various ways of keeping our environment clean
4. Coordinate the activities of Games and Clubs in the school
5. Set targets for various areas and help each group to attain the set targets
6. Coordinate the purchases for the various areas e.g. games, clubs and boarding.
7. Guiding students to make best choices in games and clubs
8. Enabling each member of staff to carry out day to day responsibilities.

Appendix (vi)

Non – Teaching Staff

- (i) Bursar
- (ii) Two accounts clerks
- (iii) Stores Man
- (iv) 3 Secretaries
- (v) Mails man
- (vi) 3 Cleaners
- (vii) 3 Lab Assistants
- (viii) Librarian
- (ix) Foreman
- (x) 3 Grounds Men
- (xi) Security Officer
- (xii) 7 Watchmen
- (xiii) Cateress
- (xiv) Head Cook
- (xv) 3 Assistant Cooks
- (xvi) 6 Kitchen hands
- (xvii) 2 Drivers
- (xviii) Tractor Driver
- (xix) 2 Lawn Mower operators
- (xx) 2 Sanitation Attendants
- (xxi) Farm Manager
- (xxii) 4 Farm Hands
- (xxiii) Herdsman
- (xxiv) Swimming Pool Attendant
- (xxv) 2 Laundry Attendants
- (xxvi) School Nurse
- (xxvii) Nurse Assistant
- (xxviii) Plumber
- (xxix) Electrician
- (xxx) Carpenter

Appendix (vii)

SCHOOL PREFECT BODY.

1. Head Girl
2. Deputy Head Girl - administration
3. Deputy Head Girl - academics
4. Chapel prefect
5. Head of House Cherangani
6. Head of House Loltiani
7. Head of House Tindiret
8. Head of House Kipsoya
9. Head of House Menengai
10. Head of House Elgon
11. Head of House Longonot
12. Head of House Sergoit
13. Head of House Suswa
14. Games Captain
15. Assistant Games captain
16. Library prefect
17. Entertainment prefect
18. Rhine Dining Hall prefect
19. Nile Dining Hall prefect
20. Mississippi Dining Hall Prefect
21. Amazon Dining Hall prefect
22. 3 House Prefects - Cherangani
23. 3 House Prefects- Loltiani
24. 3 House Prefects - Menengai
25. 3 House Prefects - Elgon
26. 2 House Prefects - Tindiret
27. 2 House Prefects - Kipsoya
28. 2 House Prefects - Longonot
29. 2 House Prefects - Sergoit
30. 2 House Prefects - Cherangani
31. 2 House Prefects - Suswa

Appendix (viii)

ADMISSION PROCESS

The Ministry of Education provides criteria and supervises admission to Form One in National schools in January every year. Every district or municipality from all 47 counties is given a quota in each of the National schools. Students who have applied to specific schools are allocated places in order of merit. In the event that a place falls vacant it is filled by the Director of Education in consultation with the Principal.

Appendix (ix)

Curriculum Opportunities

(a) SUBJECTS OFFERED

1. 101 ENGLISH
2. 102 KISWAHILI
3. 121 MATHEMATICS
4. 231 BIOLOGY
5. 232 PHYSICS
6. 233 CHEMISTRY
7. 311 HISTORY & GOVERNMENT
8. 312 GEOGRAPHY
9. 313 CHRISTIAN RELIGIOUS EDUCATION
10. 441 HOME SCIENCE
11. 442 ART AND DESIGN
12. 443 AGRICULTURE
13. 451 COMPUTER STUDIES
14. 501 FRENCH
15. 511 MUSIC
16. 565 BUSINESS STUDIES
17. PHYSICAL EDUCATION

(b) CLUBS

1. SCIENCE
2. YOUNG FARMERS
3. WILDLIFE
4. MATHEMATICS
5. DRAMA
6. RANGERS
7. ST. JOHN'S AMBULANCE
8. RED CROSS

(c)	SOCIETIES	
	1. PROTESTANTS (CHRISTIAN UNION)	
	2. CATHOLICS	
	3. SEVENTH DAY ADVENTISTS	
	4. MUSLIMS	
(d)	<u>ADMINISTRATION FACILITIES</u>	
	1. OFFICES	3
	2. STAFFROOMS	2
(e)	<u>ACADEMIC FACILITIES</u>	
	1. CLASS ROOMS	33
	2. SCIENCE LABORATORIES	5
	3. COMPUTER LABORATORY	1
	4. MUSIC ROOMS	2
	5. FRENCH ROOMS	2
	6. ART ROOMS	2
	7. HOME SCIENCE ROOMS	3
	8. LIBRARY	1
	9. ICT ROOM	1
(f)	<u>BOARDING FACILITIES</u>	
	1. DORMITORIES	9
	2. DINING HALLS	4
(g)	<u>MEETING FACILITIES</u>	
	1. SCHOOL HALL	1
	2. SCHOOL CHAPEL	1
	3. BOARD ROOM	1
(h)	<u>GAMES AND SPORTS FACILITIES</u>	
	1. ATHLETICS TRACK	1
	2. SOCCER FEILD	1
	3. HOCKEY FIELDS	2
	4. NETBALL FIELDS	2
	5. VOLLEYBALL FIELDS	4
	6. BASKETBALL COURTS	2
	7. LAWN TENNIS COURTS	4
	8. BADMINTON COURTS	2
	9. TABLE TENNIS TABLES	2
	10. GYMNASIUM	1

11.	SWIMMING POOL	1
(i)	RECREATIONAL FACILITIES	
1.	TELEVISION ROOMS	3
2.	CANTEEN	1
3.	RESTAURANT	1

Appendix (x)

CURRICULUM EVALUATION

(a) SYLLABUS COVERAGE

The entire syllabus shall be covered on or before mid of March in Form Four.

(b) EXAMINATIONS

- (i) The performance of every student shall be evaluated using a Random Assessment Test (RAT) and TWO equally weighted examinations every term.
- (ii) Students shall be presented with their report forms at the end of the term to take to their parents/guardians.
- (iii) A student who misses an examination or a paper of a given examination shall not be graded nor positioned at the end of that term.

(c) GRADING SCHEME

MARKS	F1 &F2 GRADE	MARKS	F3&F4 GRADE
0 – 29	E	0 – 19	E
30 – 35	D-	20 – 29	D-
35 – 39	D	30 – 34	D
40 – 44	D+	35 – 39	D+
45 – 49	C-	40 – 44	C-
50 – 54	C	45 – 49	C
55 – 59	C+	50 – 54	C+
60 – 64	B-	55 – 59	B-
65 – 69	B	60 – 64	B
70 – 79	B+	65 – 69	B+
80 – 84	A-	70 – 79	A-
85 – 100	A	80 – 100	A

(d) **MINIMUM REQUIREMENTS**

- (i) Every student should aim at, and be guided to attain her best grade according to potential, but not below minimum university admission requirement.

Minimum Expectation relative to KCPE performance

KCPE MARK	FORM 1	FORM 2	FORM 3	FORM 4
425 – 500	A	A-	A-	A-
390 - 425	A-	B+	B+	B+
355 – 389	B+	B	B	B
320 – 354	B	B-	B-	B-
319 and below	B-	C+	C+	C+

- (ii) Every class should aim at, and be guided by class teacher, to attain a minimum grade as shall be agreed upon from time to time, BUT GUIDED BY THE SET MINIMUM GIVEN BELOW.

Targets and Minimum Expectation - Classes

FORM	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	ENT	TARGET MEAN SCORE	MINIMUM GRADE
F 1	100	80	70	10	10	0	0	0	0	0	0	0	270	11.30	B
F 2	70	70	70	30	10	10	10	0	0	0	0	0	270	10.00	B-
F 3	40	40	70	60	30	10	10	5	5	0	0	0	270	9.80	C+
F 4	10	60	60	60	30	30	20	0	0	0	0	0	270	10.00	C+

- (iii) Every subject shall aim at attaining a minimum level of performance as shall be agreed upon from time to time, but never falling below any previous achievement and guided by the set standards given below.

Minimum Expectations - Subjects

	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	ENT	MINIMUM MEAN SCORE
101 ENG	100	100	80	50	30	0	0	0	0	0	0	0	360	10.722
102 KIS	100	100	80	50	30	0	0	0	0	0	0	0	360	10.722
121 MAT	150	60	50	30	30	20	10	10	0	0	0	0	360	10.722
231 BIO	100	100	70	40	30	10	10	0	0	0	0	0	360	10.583
232 PHY	100	50	50	50	40	30	20	20	0	0	0	0	360	9.722
233 CHE	100	50	50	50	40	30	20	20	0	0	0	0	360	9.722
311 HAG	100	20	20	10	0	0	0	0	0	0	0	0	150	11.375
312 GEO	100	20	20	10	0	0	0	0	0	0	0	0	150	11.286
313 CRE	100	20	20	10	0	0	0	0	0	0	0	0	150	11.333
441 HSC	30	15	10	5	0	0	0	0	0	0	0	0	50	11.12
442 ARD	10	5	5	0	0	0	0	0	0	0	0	0	20	11
443 AGR	20	5	5	5	0	0	0	0	0	0	0	0	40	11.143
451 CMP	20	10	5	5	0	0	0	0	0	0	0	0	40	10.8
501 FRE	10	10	10	0	0	0	0	0	0	0	0	0	30	10.9
511 MUS	10	10	0	0	0	0	0	0	0	0	0	0	20	11.5
565 BST	100	30	5	5	0	0	0	0	0	0	0	0	150	11
MEAN	90	100	80	60	20	10	0	0	0	0	0	0	360	11.2

Appendix (xi)

SCHOOL RULES & REGULATIONS

a) STUDENT EXPECTED CONDUCT AND BEHAVIOUR

The students of Moi Girls' High School – Eldoret,

ACKNOWLEDGE the supremacy of the Almighty God of all creation

BELIEVE in worshiping and giving reverence to God.

UNDERSTAND that the school is a Christian school and accept times set aside for worship for the whole school.

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

COMMIT 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.

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

COMMIT 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.

b) 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 cardigan
- Maroon V-neck sleeveless cardigan
- Maroon blazer
- Maroon neck tie
- Black, low-heeled, laced up leather shoes
- White socks (not stockings)

(ii) The school games kits consists of: -

- White T-shirt
- Maroon bloomers and wrap-skirt
- White sports shoes
- Black swimming costume
- White swimming cap

- (iii) The Rangers uniform **shall be won only by Rangers on duty on Mondays and Fridays** and consists of their official uniforms.
- (iv) The Girl Scouts uniform **shall be won only by Scouts on duty on Mondays, Fridays and on special occasions** and consists of their official uniforms.
- (v) The Red Cross uniform **shall be won only by Red Cross on duty on Mondays, Fridays and on special occasions** and consists of their official uniforms.
- (vi) Prefects are issued with additional uniform which includes:
 - Grey V-neck cardigan
 - Grey tie
 - Grey blazer
- (vii) Wear the school uniforms at all times in school, during official outings, and when travelling to and from home. On Saturdays, the blouse may be replaced by a white T-shirt.
- (viii) Label all uniform, and keep them clean, neat and mended.
- (ix) Keep not more than the following uniform at any one time;
 - 5 blouses
 - 4 skirts
 - 3 cardigans
 - 5 pairs of socks
 - 2 ties
- (x) School grey ladies trousers and maroon scarves may be used anytime it is cold between 6 p.m. and 7 a.m.
- (xi) Rain coats may be used outside class, dormitory and dinning hall only during rainy weather.
- (xii) Use black or white under-garments.
- (xiii) Avoid using slippers outside the dormitory.
- (xiv) Keep hair natural and not plaited. Comb the hair backwards and where necessary hold with a small plain black hair band.
- (xv) Keep nails short and use no nail varnish.
- (xvi) Use no jewellery. If necessary, use small plain stud earrings.
- (xvii) Keep no unacceptable attire in school.

(B) **BOUNDS:**

- (i) Be within the school compound at all times, except with official permission to leave.

- (ii) Be in class during all lessons, except with official permission.
- (iii) Be in the sanatorium if too unwell to attend lessons.
- (iv) Be in the dormitory between 10:30p.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.
- (vii) Avoid the following areas;
 - The immediate surroundings of the houses of teaching and non-teaching staff.
 - School kitchens, except with official permission
 - Sanatorium, except with official permission or during visiting hours
 - Prep rooms in the laboratory
 - 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.
 - Such other places as may be specified from time to time
- (viii) Seek for permission to make a telephone call from the House Matrons using only allowed cellphones at the times specified.
- (ix) 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.
- ii. Avoid hanging unauthorized pictures on the walls.
- iii. Keep curtains in good care and draw them before starting to undress.
- iv. Turn lights and taps off after use.
- v. Wrap and deposit sanitary towels in the sanitary bins.
- vii. Keep with matron any money in excess of two hundred and fifty shillings.
- viii. Be in bed by 10.30p.m. for matron's roll call.
- ix. Turn off lights at 11.00 p.m. and sleep.

(D) IN THE DINING HALL

- i. Take all meals.
- ii. Be punctual for meals. An allowance of five minutes is given. No meals are served after meal times except on official prior arrangements with the cateress.

- iii. Avoid entering the dining hall in games uniforms, night dress, rain coat, slippers or with a bag/ luggage.
- iv. Settle down for joint prayers before a meal. Be seated while eating. Carry no food out of the dining hall.
- v. Finish the 11.00a.m. and 5.15 p.m. tea served outside the dining hall before walking away to class or house.
- vi. Keep the dining halls clean.

(E) MEDICAL CARE

- i. Visit the sanatorium only during the clinic hours. If there is need to do so such other time, seek for permission from a teacher.
- ii. Report any sudden illness or accidents immediately.
- iii. The nurse is responsible for determining cases for admission to or discharge from the sanatorium.
- iv. Appointments to visit the school doctor, private doctor or private hospital is made only by 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 on the advice of the school nurse
- 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 day is the first Saturday of every month between 12.00a.m. and 5.00p.m.
- ii. Visitors coming on this day are required to present an official visiting card to the watchman on duty at the gate before entering the school gate.
- iii. Avoid taking visitors to the dormitory.
- iv. A visit on such 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. Avail yourself in the classrooms at 5.00 pm for TOD's Roll Call. If unable to come to school on the specified date, be accompanied by parent or bring an authentic letter of explanation.
- 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.
- 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.

(I) **SERIOUS OFFENCES**

The following offences are considered to be serious: -

- i. Sleeping outside your assigned bed.
- ii. Cheating during examinations
- iii. Leaving the school compound without permission.
- iv. Threatening another student or school property.
- v. Fighting with another student.
- vi. Stealing
- vii. Malicious damage to school property
- viii. Taking illicit drugs, including alcohol, cigarettes, heavy drugs, etc.
- ix. Immoral behaviour and other unacceptable practices.
- x. Being repeatedly on punishment

A student who commits any of these offences earns an immediate suspension, while further action is considered.

SCHOOL ROUTINE

i. WEEKDAYS

5.00 a.m.	-	Wake up	
5.00 – 6.00 a.m.	-	Personal Grooming/Dormitory Cleaning	
6.00 – 6.30 a.m.	-	Breakfast	
6.30 – 7.25 a.m.	-	Morning Prep	
7.30 – 7.55 a.m.	-	Monday	Flag raising assembly
		Tuesday	Class meeting
		Wednesday	Chapel Assembly
		Thursday	Hymn practice
		Friday	Flag raising assembly
8.00 – 9.20 a.m.	-	Early morning lessons	
9.20 – 9.30 a.m.	-	Short Break	
9.30 – 10.50 a.m.	-	Mid – morning lessons	
10.50 – 11.10 a.m.	-	Tea Break	
11.10 a.m. – 1.10p.m.	-	Late - morning lessons	
1.10. – 1.55 p.m.	-	Lunch	
2.00 – 4.00 p.m.	-	Afternoon lessons	
4.00 – 5.00 p.m.	-	Co-curricular activities	
		Monday	Games
		Tuesday	Guidance and counselling
		Wednesday	Games
		Thursday	Clubs/House meeting
		Friday	Games
5.00 – 5.15 p.m.	-	Compound cleaning	
5.15 – 5.30 p.m.	-	Tea Break	
6.00 – 6.30 p.m.	-	Personal work	
6.30 – 6.55p.m.	-	Supper	
7.00 – 9.00p.m.	-	Evening prep	
9.00 – 10.30 p.m.	-	Personal work	
10.30p.m.	-	House roll call	
11.00p.m.	-	Lights off	

ii. **WEEKENDS**

SATURDAY

5.30 a.m.	-	Wake up
5.30 – 6.00 a.m.	-	Personal Grooming/Dormitory Cleaning
6.00 – 6.30 a.m.	-	Breakfast
6.30 a.m. – 8.30 a.m.	-	Dormitory Cleaning
8.30 – 11.00 a.m.	-	Morning Prep
11.00 – 11.30 a.m.	-	Tea break
11.30 a.m. – 1.00 p.m.	-	Personal Work
1.00 – 2.00 p.m.	-	Lunch
2.00 – 4.00 p.m.	-	Societies
4.00 – 4.30 p.m.	-	Tea Break
4.30 - 6.30 p.m.	-	Afternoon Prep
6.30 – 6.55p.m.	-	Supper
7.00 – 9.30p.m.	-	Evening Prep
9.30 – 10.15p.m.	-	Personal work
10.30p.m.	-	House roll call
11.00p.m.	-	Light off.

SUNDAY

5.30 a.m.	-	Wake up
5.30 – 6.00 a.m.	-	Personal Grooming/Dormitory Cleaning
6.00 – 6.30 a.m.	-	Breakfast
6.30 – 8.30 a.m.	-	Personal work
8.30 – 10.00 a.m.	-	School Worship Service
10.00 – 10.30 a.m.	-	Tea break
10.30 a.m. – 1.00 p.m.	-	Personal work
1.00 – 2.00 p.m.	-	Lunch
2.00 – 4.00 p.m.	-	Personal work
4.00 – 4.30 p.m.	-	Tea Break
4.30 – 6.30p.m.	-	Evening Prep
6.30 – 6.55p.m.	-	Supper
7.00 – 10.30p.m.	-	Personal work
10.30p.m.	-	House roll call
11.00p.m.	-	Lights off

Appendix (xii)

School Fees approval system

The school budget as prepared by the bursar is presented and discussed by;

- i. The Senior Management Team
- ii. The Board of Management
- iii. The Parents Association

When approved the proposals are presented to the due process of approval by the Ministry of Education

Appendix (xiii)

Teacher's Performance tasks

1. Be conversant with the updated syllabus
2. Be thorough with the mastery of content of syllabus
3. Prepare an appropriate and effective course outline
4. Prepare an appropriate schemes of work
5. Prepare appropriate lesson plans and notes
6. Attend all allocated lessons punctually
7. Use effective aids to learning
8. Establish a conducive learning environment
9. Sustain the interest of the students during lessons
10. Organize appropriate out of class learning activities
11. Give appropriate assignments regularly
12. Check and assess all assignments
13. Set quality tests and exams on schedule, and prepare appropriate marking schemes.
14. Administer and supervise all tests and exams professionally
15. Mark the tests and exams accurately within stipulated time
16. Return and revise the marked work effectively.
17. Analyse the results of tests and exams.
18. Identify special academic needs of students and meet them
19. Maintain and update all school records including; Records of work, Records of marks, Report forms, issue of school books and other equipment and apparatus
20. Cover the syllabus effectively and early enough to allow for revision
21. Carry out an effective comprehensive revision program
22. Train students on specific requirements in undertaking examinations
23. Facilitate the existence of a conducive environment for the conduct of examinations.
24. Conduct oneself so as to provide a virtuous role model to students

25. Provide effective guidance and counselling programmes towards character-formation.
26. Instil a high standard of discipline in students
27. Encourage and provide opportunity for sound spiritual growth among students
28. Educate students on a variety of useful co-curricular activities
29. Provide opportunity for students to identify areas of talent and gifting.
30. Develop talents and gifts of students
31. Be aware of diverse career opportunities for students and requirements for entry.
32. Educate students on career opportunities available and their requirements.
33. Instil in students a sense of patriotism.
34. Conduct oneself in such a manner as to enhance team spirit among teaching staff.
35. Be conversant with and abide by the policy framework established to manage the school.
36. Recognise and respect the various positions of authority established to facilitate the smooth running of the school.

Appendix (xiv)

TEAM BUILDING

1. Committing oneself to excellence in the implementation of the school programmes
2. Working within schedules set to implement the school programmes.
3. Developing a sense of self-confidence and being open to encouragement and constructive criticism.
4. Recognising one another's position of authority in the management of school programmes.
5. Co-operating with one another in the implementation of the school programmes.
6. Listening to and appreciating one another's contribution to various school endeavours.
7. Fostering good relationship with one another at different levels.
8. Understanding and respecting one another's feelings and actions in any situation.
9. Being encouraging and inspirational to students
10. Being respectful and supportive of the non-teaching staff

Appendix (xv)

RELIGIOUS ACTIVITIES

NOTE: The Chapel is open for use everyday of the term from 7.00 a.m. to 7.00 p.m.

I. GROUPS

1. PROTESTANTS (CHRISTIAN UNION)
2. CATHOLICS
3. SEVENTH DAY ADVENTISTS
4. MUSLIMS

II SCHOOL MEETINGS

1. SUNDAY SERVICE 8.30A.M. – 9.45A.M.
2. WEDNESDAY ASSEMBLY 7.30A.M. – 7.55A.M.
3. THURSDAY HYMN PRACTICE 7.30A.M. – 7.55A.M.
4. EASTER CANTANTA
5. CHRISTMAS CAROL SERVICE

III GROUP MEETINGS

SATURDAY

1. 11.10A.M. – 1.10 P.M. S.D.A. GROUP
2. 2.00P.M. – 4.00P.M. CHRISTIAN UNION MEETING

SUNDAY

1. 7.00 A.M. – 8.15A.M. CATHOLIC MASS
2. 8.30 A.M. – 9.45 A.M. SCHOOL SERVICE
3. 8.30 A.M. – 9.45 A.M. MUSLIM MEETING
4. 10.00 A.M. – 11.00 A.M. CHRISTIAN UNION FELLOWSHIP

Appendix (xvi)

CUSTOMER CARE

1. Be friendly and helpful to students and parents
2. Be well informed about the school so as to attend to all visitors courteously and promptly.
3. Be effective in carrying out duties in the school programmes.
4. Improve the facilities in the areas that students are served.
5. Improve the hospitality in all offices that render services in school
6. Improve the public relations of the school staff who man the entrance gates to school.
7. Provide clear notices that guide visitors in school to various areas in the school compound.
8. Review procedures in the school system with the aim of making them fast and effective.
9. Review the process of student discipline with the aim of exempting the Principal from the long sessions of counselling.
10. Establish a curriculum of expected behaviour through which a student passes in preparation for life out of school.

Appendix (xvii)

Student Health Care Programme

The school maintains a hygienic and safe environment within which the students and staff operate. The students are provided with first aid medical care through the school nurse, who may also arrange for treatment by a doctor whenever it is necessary. The school supervises any cases of emergency treatment when the parents or guardians of students cannot be reached before action recommended by a doctor is undertaken.

Appendix (xviii)

Student Counselling Programme

The school provides counselling services aimed at ensuring that the social environment in which students operate is conducive for learning. The objective of the counselling programme is to establish highly motivated and emotionally stable students who can co-exist and work inter-dependently to achieve excellent outcomes in all they endeavour to participate in.

Appendix (xix)

School Students Menu

The school provides a well balanced diet that is prepared in a hygienic environment by qualified staff with an aim of offering high quality services. The students participate in recommending a desired menu, the parents participate in approving the recommended menu and the school management implements the approved menu effectively and efficiently.

Students Menu

Time/Day	Break fast	Mid- morning Tea	Lunch	Late Afternoon Tea	Supper
Monday	Tea/Cocoa Buttered Bread	Tea Cocoa	Rice, Beans Mixed Vegetables	Tea Cocoa	Ugali, Beef stew, Green vegetables/ Cabbages, Cocoa
Tuesday	Tea/Cocoa Buttered Bread	Tea Cocoa	Rice Bean Stew mixed vegetables	Tea Cocoa	Ugali, Green vegetables/ Cabbages, Fruit, Cocoa
Wednesday	Tea/Cocoa Buttered Bread	Tea Cocoa	Githeri mixed vegetables	Tea Cocoa	Ugali, Beef stew, Green vegetables/ Cabbages, Cocoa
Thursday	Tea/Cocoa Buttered Bread	Tea Cocoa	Rice Egg Curry mixed vegetables	Tea Cocoa	Ugali, Green vegetables/ Cabbages, Fruit, Cocoa
Friday	Tea/Cocoa Buttered Bread	Tea Cocoa	Mukimo Mixed Vegetables	Tea Cocoa	Ugali, Beef stew/Pork, Green vegetables/ Cabbages, Cocoa
Saturday	Tea/Cocoa Buttered Bread	Tea Cocoa	Rice Bean Stew mixed vegetables	Tea Cocoa	Ugali, Beef stew, Green vegetables/ Cabbages, Fruit, Cocoa
Sunday	Tea/Cocoa Buttered Bread + Egg	Tea Cocoa	Githeri mixed vegetables cocoa	Tea Cocoa	Rice, Beef stew, Mixed vegetables/ Cabbages, Fruit, Cocoa

Appendix (xx)

School Contact/Addresses

The School Postal Address is *Moi Girls' High School, P.O. Box 140 – 30100, Eldoret
KENYA*

The School Email Address is *admin@ moigirlseldoret.ac.ke*

The School Postal Website is *www. moigirlseldoret.ac.ke*