

Msolwa - Chalinze

# **REGISTRATION & ADMISSION BOOKLET**







# Knowledge with Discipline

Dear Parent/Guardian,

Greetings from Imperial Secondary School!

We thank you for your interest in our school. As you may know that filling up this application booklet is the first step in your child's schooling at Imperial Secondary School.

Therefore, you need to follow the guidelines carefully before filling up the Application Forms.

Application fee is TZS 50,000/- (non refundable) payable at **CRDB Bank PLC**, Account No. **0150206117400**, in the name of IMPERIAL SCHOOLS.

Attach proof of payment while submitting the booklet.

We look forward to having the completed application with requisite documents as soon as possible.

### Asante Sana !!

### A. This booklet contains:

- 1. Application Form for Registration & Admission
- 2. Medical Form
- 3. General Rules & Regulations Guide
- 4. Undertaking by Parents
- 5. Indemnity bond
- 6. Fee structure.

### B. Guidelines for completing Forms

- Use only BLOCK LETTERS and BLACK BALL POINT PEN while filling up the Forms
- Please do not overwrite, use correction Fluid / whitener if necessary
- Submission of the Forms does not guarantee admission in Imperial Secondary School
- Use separate sheet for providing additional information about your child's achievement and anything you want us to know about your child
- C. Enclosure: You are requested to enclose the following documents with the completed Forms
  - ♦ 6 nos. recent Passport Size Colored photo (1 photo to be pasted on the Form)
  - Date of Birth Certificate / proof of Date of Birth
  - School Leaving Certificate and Report Card of the previous class
  - Copy of NECTA / Board's Result / Marks Slip (If available)
  - 2 nos. Parents' / Guardian's Passport size Photograph
  - Completed Medical Form duly signed by registered Medical practitioner
- D. Submission of Forms: The completed Forms to be submitted to The Principal & CEO. For any clarification Dial our Hotline no: 0757 700 700





### **REGISTRATION-CUM-ADMISSION FORM**

### A. STUDENT'S DATA:

1)	NAME	First		Middle	Family							
2)	DATE OF BIRTH	D D M M Y Y	D D M M Y Y Y									
3)	PLACE OF BIRTH											
4)	GENDER	MALE FEMALI	Ξ									
5)	RELIGION											
6)	LANGUAGE COMMONLY USED AT HOME											
7)	PROFICIENCY IN ANY OTHER LANGUAGE											
8)	NATIONALITY											
9)	PRESENT HOME AD	DRESS Region		District	Ward							
	NIDA (If any)		MOBILE	NUMBER								
	E-MAIL ID											

## NOTE:

- (i) Parents / Guardians must be careful in writing the correct spelling of the Child and their own name and the correct date of birth.
- (ii) Once these are written in the form, they will not be changed in any case.
- (iii) The date of birth mentioned in the form should be supported by a Transfer Certificate from the Principal / Headmaster of the recognized School in which the Child is studying or Date of Birth Certificate from a Competent authority.



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### FREEDOM OF EXPRESSION:

Imperial Secondary School values individuality and believes that students are more than just the Grade Point Average (GPA) recorded in Form IV Final examinations together with Our In-School admission test scored here at Imperial Secondary School.

To help us get to know you even better, consider this opportunity to further express yourself. The only limitations are the

boundaries of your imagination. Please write an essay, poem or work of art using the the space provided below that showcases another side of you. **DISCIPLINARY HISTORY** Your affirmative responses to either or both of these questions do not automatically disqualify you from admission to Imperial Secondary School. Please tell us your disciplinary history by answering the below questions. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the Ordinary level grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. Yes No Have you ever been held responsible (incurred any judicially enforced consequences) through the criminal system for a felony or a violent crime or have you been arrested for a felony or a violent crime? Yes No **AFFIRMATION AGREEMENT STATEMENTS** I certify that all information submitted in the admission process including this application and any other supporting materials is my own statement, factually true, and honestly presented, and that these documents will become the property of Imperial Secondary School to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false. Student name Student signature Date:

# REGISTRATION-CUM-ADMISSION FORM

# Imperial Secondary School

# Knowledge with Discipline



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В.	ACADEMIC / SCHOOL DETAILS	:	Asorbeilige			
a)	SCHOOL LAST ATTENDED					
b)	GRADE / FORM COMPLETION DA	TE/YEAR D D M M Y Y	YY			
c)	RECORDED OF MARKS / GRADE	OBTAINED DIVISION I	DIVISION II DIVISION III			
d)	SUBJECTS STUDIED SCIENCE	ARTS COI	MMERCE OTHERS			
C.						
	FATHER	MOTHER	GUARDIAN			
	NAME:	NAME:	NAME:			
	MOBILE NO.	MOBILE NO.	MOBILE NO.			
	E-MAIL:	E-MAIL:	E-MAIL:			
	ADDRESS:	ADDRESS:	ADDRESS:			
	ACADEMIC QUALIFICATION:	ACADEMIC QUALIFICATION:	ACADEMIC QUALIFICATION:			
	OCCUPATION:	OCCUPATION:	OCCUPATION:			
	NAME OF THE EMPLOYER:	NAME OF THE EMPLOYER:	NAME OF THE EMPLOYER:			
	DESIGNATION:	DESIGNATION:	DESIGNATION:			
	e Parents are separated or divorced, plea		sport size  and which parent will take the responsibility the documents specifying the legal custody			
	e child from the appropriate authority sho		and account to opening the logal editions			
Ren	narks:					
I de	clare that Master / Miss is		staying			

with me and under my custody and I am wholly responsible for my ward and shall pay School fees and dues.

Signature

Name of Father / Mother / Legal Guardian



# Knowledge with Discipline

### D. EMERGENCY CONTACT NO:

FATHER	MOTHER	GUARDIAN
HOME PHONE:	HOME PHONE:	HOME PHONE:
MOBILE PHONE:	MOBILE PHONE:	MOBILE PHONE:
OFFICE PHONE:	OFFICE PHONE:	OFFICE PHONE:
E-MAIL ID:	E-MAIL ID:	E-MAIL ID:

### E. DECLARATION BYTHE PARENTS / GUARDIAN:

I / We declare that the above mentioned information provided by me / us is true to the best of my / our knowledge and I / we shall be responsible for any misleading information. I / we have read the terms and conditions of admissions and shall abide by the school rules & regulations. I / We shall strictly follow the Discipline Code of the school. I / We also understand that my child will be expelled from the school if he / she is found breaking school Discipline code and I shall not hold the school responsible for any damage or loss.]

Name of Father / Mother / Legal Guardian	Signature
FOR OFFICE LISE ONLY	
FOR OFFICE USE ONLY	
1. APPLICATION NO.	
2. REGISTRATION NO.	STUDENT PASSPORT
	SIZE PHOTOGRAPH TO  BE PASTED HERE
	Student's passport size
Registration Fee Date of Admission Test	D M M Y Y Y
Performance in the Admission Test EXCELLENT GOOD	AVERAGE
Performance in Personal Interview EXCELLENT GOOD	AVERAGE
Dean of Admission's Comment	
Dean of Academic Comment	
Admission Status GRANTED REJECTED FORM	М
PRINCIPAL'S COMMENT	





### **MEDICAL INFORMATION FORM**

NAI	ME		GENDER M F								
ADN	MISSION TO FORM										
DATE OF BIRTH D D M M Y Y Y H HEIGHT (cm)											
WE	IGHT	(Kg)		BLOOD GROUP							
The	e medical history of the ch	ild is as follows:									
A.	VACCINATIONS: The following vaccinations	are required for ch	nildren attendir	ng Imperial Seco	ondary S	School (	ISS).				
	(Please provide details of th	ne vaccinations do	one)								
	Vaccination Name	YES	NO	Date	e of Vac	cinatio	n				
1.	DTP				D M	M	ΥΥ	Υ	Υ		
2.	COVID-19			D	D M	M	YY	Υ	Υ		
2.	POLIO			D	D M	M	YY	Υ	Υ		
3.	MMR			D	D M	M	YY	Υ	Υ		
4.	B.C.G			D	D M	M	YY	Υ	Υ		
В.	MEDICAL CONDITIONS:										
	Does your child suffer from	any of the following	ng? If yes, plea	ase indicate leve	el of seve	erity.					
1.	Asthma	NO	YES	Severe		Modera	ate	N	Лild		
2.	Hearing Impairment	NO	YES	Severe	<u> </u>	Modera	ate	N	Лild		
3.	Visual Impairment	NO	YES	Severe	<u> </u>	Modera	ate	N	Лild		
4.	Diabetes	NO	YES	Severe		Modera	ate	N	Лild		
5.	Epilepsy	NO	YES	Severe		Modera	ate	N	Лild		
6	Other	NO	VES	Savoro		Modera	nto	N.	Aild		



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Please provide details if your child has any allergy:								
c. CHRONIC ILLNESS (Put	for the correct option)							
None	Dialysis / Renal	Psychological						
Asthma	Gastrointestinal	Seizures						
Bleeding Disorder	Headache	Substance Abuse						
Cancer	Hepatitis	ТВ						
HIV +	Hypertension Others	Diabetic						
Certified that I have examined	I Maetor / Mice							
Certilled that I have examined	Tiviaster / Iviiss							
Son / Daughter of Mr. / Mrs								
and that he / she is medically	fit / unfit for admission in the School	/ Hostel.						
Date: D D M M Y	YYY							
Name of Physician								
Place								
Signature of Physician								
Registration No								

# Knowledge with Discipline



### **GENERAL RULES & REGULATIONS GUIDE**

- I. Please prepare your child mentally to accept the fact that he / she is going to study in a boarding School.
- II. Please park your car/ vehicle at the Parking Bay outside the School.
- III. Every child is assigned a Roll number and House Name after the confirmation of admission. Kindly refer to this number for all future correspondence.
- IV. Students must report to the school on the reopening days by the specified time with required items. PLEASE DON'T CARRY OVERSIZED SUITCASE OR MATAL SUITCASE BOX TO THE HOSTEL. The Size should not exceed 40CM X 40CM
- V. Please do not send any tuck or eatables, cash, valuables. Possession of such items is strictly prohibited in school
- VI. Please leave the campus as soon as the formalities are completed. Visitors are not allowed beyond 4:00 P.M.
- VII. Please pay the fees as per dates notified. The school will not admit the student if any fees are outstanding.
- VIII. If you have not submitted the original Transfer Certificate (TC / SLC) at the time of admission, please submit the documents without fail to the school office at the time of joining.
- IX. The child will be allowed to leave the campus only with the parent or local guardian.
- X. Please don't admit the child if he / she is suffering from any ailment, specially a contagious one.
- XI. Parents are advised to drop their wards to the school on the day of reopening after vacations. If a student remains absent from the school for more than 7 days without prior notice his / her name will be struck off from the school rolls as per School Rules. Fresh admission will be granted, only if allowed by the Principal, after paying fines, re-admission fees and other dues
- XII. It is compulsory for all students to speak only in English within the school campus and while travelling with school students.
- XIII. Parents are welcomed to meet the Principal during session with prior appointment. Parents are welcome to send Email to the school at **principal@imperial.ac.tz** for any suggestion and queries.
- XIV. Students are required to wear School uniform as per school norms. Variation in shades / colour and pattern will not be accepted. School store shall provide additional uniform / tie / belt on payment if lost
- XV. An identity card will be issued which is to be worn every day. In case of loss, duplicate card will be issued at a cost of TZS. 20,000 / -, which may be debited from the students' imprest account.
- XVI. Students are **not allowed** to wear jewellery / gold ornament / expensive stones. **If they do so, it will be confiscated and will be returned only at the end of the year**. Girls may wear one pair of ear studs only. The school will not be responsible for any loss of jewellery / valuables if this rule is violated.
- XVII. Boys should sport natural hair cuts **NOT EXCEEDING 5MM**. Girls may wear simple natural hair, Commonly known as **TWENDE KILIONI**.
- XVIII. Nails should be kept short for both boys & girls. **No** nail polish, hair colouring, body tattoos, eyeliner, lipstick will be permitted. Students found violating this rule will not be permitted to attend classes.
- XIX. Nails will be checked every Monday.
- XX. Students are not permitted to bring and use cell phone, pen-drive, camera, i-pod, MP3 or any electronic gadget in the school campus and during travel by school buses. If any of the above mentioned articles are found with any student, it will be confiscated and the students in possession of such item would be expelled from the school.



# Knowledge with Discipline

# **GENERAL RULES & REGULATIONS GUIDE**

- XXI. **TUCK shop**: During specified days students may go to Tuck-shop which will provide snacks / eatables / juice.
- XXII. **Writing books & Stationery items**: Writing books / note books and stationery to be issued to all students from the tuck-shop which is included in the Fees. However, parents/guardians are advised to arrange an additional books or reference books students separately. Please contact academic master for the list of prescribed text-books and reference books required.
- XXIII. Please note that no child may be taken home during school Session / hours unless there is an emergency, in which case the Principal may be approached for permission.
- XXIV. Syllabus & Courses Offered: NECTA

Innovative, Experiential and Technology Aided Project based Teaching methodologies are being practiced.

### XXV. Assessment and Evaluation:

There would be Monthly Test and Semester Examination at the end of Every Semester. Students SHALL appear for Form VI National Examination.

### XXVI. School Discipline:

- a. Discipline related to day to day school work, behavior and interaction with peers / seniors / superiors is an essential ingredient of education.
- b. All the Do's and Don'ts regarding school have been clearly spelt out in the Prospectus / Brochure, under various heads.
- c. Please observe these rules to ensure a fruitful and happy association between all the parties involved.
- d. The School Discipline Committee will deal with all acts of indiscipline as per laid down guidelines and its decisions will be binding on all concerned.
- e. Students should refrain from activities which may disturb the orderly conduct of the school. Any breach of school rules will lead to punishment such as suspension or termination.
- f. Any damage to school property that is directly attributable to any student will be assessed and the bills will be sent to the parents.

### XXVII. Holidays & vacations for candidate Students:

Holidays and vacations for all candidate students (FORM VI STUDENTS) SHALL be waived to provide more time for the preparations of national final examinations. Parents/Guardians should cover the upkeep cost of their wards.

### XXVIII. Late Payment:

TZS 1000 per day is to be levied as late fine after the due date for one month. If the fee still remains unpaid after one month the school reserves the right to remove the student's name from the school register.

- XXVIX. Apart from Sundays, vacations, breaks and Govt. holidays as mentioned in the school calendar, **the school shall remain closed on 2nd and 4th Saturdays. 1st, 3rd and 5th Saturday will be a working day for the students. 1st, 3rd and 5th Saturdays will have WeeklyTest and Activity like Sports, Games, Music, Performing Arts and Literally activities.**
- XXX. All students are expected to be present on the school re-opening days, after each vacation. Absence will entail fine unless valid reasons are furnished in writing, duly signed by the parents.

# Knowledge with Discipline



### **GENERAL RULES & REGULATIONS GUIDE**

- XXXI. Students absenting themselves for more than a month without sanction of leave are liable to have their names struck off from the rolls.
- XXXII. Irregular attendances, habitual idleness, insubordination, misbehavior, obscenity in any form and dishonesty are sufficient reasons for the termination of admission of the student.
- XXXIII. No leave will be granted except on receiving prior written application submitted at least a day in advance.

### XXXIV. Contact / Visits / Meeting

- a) In all matters concerning your child, you are advised to contact the school office.
- b) Parents are advised to write to Principal directly on any issue pertaining to their child.
- c) Children will be allowed to meet the Parents / Guardians only on the days specified in the Hand Book.
- d) No visitors are allowed in the hostel area / dining hall. Kindly adhere to this as other students / residential staff members are put to unease when visitors enter these areas.

### XXXV. Phone Calls

a) If it is required the students may ring their parents using school phone under the supervision of Matrons / Patrons

### XXXVI. Birthday:

The birthday may be celebrated at the dinning hall between 4 pm-5 pm. Parents are requested to send only toffees / sweet candy's to celebrate their child's birthday. Please refrain from sending Birthday cakes / pastry or any other items.

It is not possible for all class mates to be present if they are busy with other activities.

Parents are allowed to be present on the campus on their Ward's Birthday between 4 pm to 5 pm only. School shall make necessary arrangements for celebrating Child's Birthday and the cost incurred is to be debited to child's account.

### XXXVII. Medical Facility

The school has an infirmary under the supervision of a doctor and trained resident nurses. All the expenses pertaining to the student's health such as medicine, hospitalization, specialist consultation, special treatments and diagnostic charges are collected from parents as actual.

### XXXVIII. Journey Home and Return

Students travelling by Air during vacation may be dropped at and picked up from the Airport. Please note that students. The School offers to make travel arrangements for student's homeward journey and return journey for vacation on request of the parents and if there is minimum 20 students in the group and same route.

### XXXIX. Cafeteria andTuck shop

As sufficient nutritious wholesome food is served at the school refectory, parents need not supplement by providing snacks to their children. This disturbs their fitness and may lead to serious health problems. However, the school's policy with regard to tuck is as follows: The school has identified 10 -12 items packed hygienically and manufactured by reputed companies to be supplied as tuck item at the School Cafeteria. Student can have snacks up to TZS 20,000 - per Month on specified days. In view of the above mentioned, parents are requested not to send any tucks to their children.



# Knowledge with Discipline

### **UNDERTAKING BY PARENT / GUARDIAN**

- 1. I / We, have read the prospectus of the School / Rules and Regulations and hereby undertake that we shall abide by the same and request that my / our ward, named in the form, be admitted to the School.
- 2. I / We will abide by all the rules and regulations being enforced from time to time by the School authorities.
- 3. I/We shall pay the School Fee of my / our ward on due dates as mentioned in the prospectus, and I/We hereby understand that once the fee is deposited, I cannot claim for any refund.
- 4. I / We agree that tuition / hostel fee etc. would be automatically linked with rise in the price index etc. and maybe required to be raised in the beginning of the subsequent academic session as determined by the School Management.
- 5. In the event of my / our ward being admitted, we shall be responsible for his / her conduct and undertake to pay for his / her fee during his / her period of study in the School.
- 6. We will withdraw our ward from the School or in the event of our inability to pay his / her fee on time or due to his / her unsatisfactory academic performance or due to his / her behavioral disturbance causing concern to the school environment.
- 7. I / We understand that the allotment of House, Room and Section of the class comes under the administrative affairs of the School. I will not make any request to put my ward in a particular House, Room or Section of the Form.
- 8. The ward is not suffering from any contagious, constitutional of hereditary disease or infirmity. He / She does not have any physical deficiency / shortcoming which may come in the way of his participation in all School activities, including games / sports / swimming.
- 9. I / We will not hold the School responsible for any accident / mishap caused to my ward during the course of any game / physical training / Camps, parade or tour, excursion or hike, or during the journey for going to perform any such activity or during travel under School arrangement for vacations or for any other purpose.
- 10. Unless otherwise stated by me in writing or if the ward is not included in a School party, my son / ward may be permitted to travel alone (applicable only for 5th and 6th Form Boys) for going home during vacation or leave, at my risk, and I will not hold the School responsible for any accident / mishap caused to my ward en-route.
- 11. I / We will make good any loss or damage made by my ward to any School property, during his / her stay in the School.
- 12. I/We will not request for the change of name of my ward, his / her date of birth or my name, after the registration.
- 13. I / We assure you that my ward will not indulge in Ragging of any student and if he / she does so, he / she may be expelled from the School and disciplinary action may be initiated against him / her as per the prevailing Act.
- 14. I/ We understand that my ward may be expelled from the School for any of the following acts:
  - Using unfair means in any examination.
  - Consistent unsatisfactory progress.
  - Immoral conduct.
  - Grave insubordination.
  - Stealing or extortion of money and / or items from other students.
  - Contempt of authority.
  - Leaving the hostel or school premises without prior permission. (Breaking the boundary rules)
  - Damaging School property.

# UNDERTAKING FORM

# Imperial Secondary School

# Knowledge with Discipline



- Any word or action likely to undermine the reputation of the institution.
- Bullying, hazing, assaulting and any act of ragging.
- Smoking, drinking alcohol & use of other psychotropic drugs and substances.
- Sexual activity
- Possession of weapons
- Possession of alcohol and Narcotic / psychotropic drugs without proper medical prescription
- 15. I / We understand that the School will do its best to provide normal medical aid, but will not be held responsible for any kind of sickness and for all undisclosed diseases. In case of communicable / infectious disease and for planned operations / procedures, ward will be sent home till he / she recovers.
- 16. If my / our ward leaves the School campus without permission, the School authorities may lodge a complaint with the local police station and I / We will have no right to question and raise objections to this action. The School will not be responsible for any mishap in such circumstances.
- 17. I / We shall ensure that my ward will report punctually to the School on the opening days specified in the School Calendar failing which he / she exposes himself / herself to disciplinary action (including withdrawal)
- 18. I / We shall ensure that my ward does not carry any eatables, cash, electrical gadgets, mobile phones, pen drives or any other costly items to the hostel & school.
- 19. I / We & my / our family shall visit my / our ward only on the days specified in the Visiting Schedule for the Parents / Local Guardians.
- 20. I / We will not visit the rooms of the students without taking proper permission from the Principal / Vice Principal / Head of Boarding.
- 21. I/We assure that I/We will extend full co-operation to the School authorities in the interest of my ward.
- 22. I / We have read the rules and regulations of Imperial Secondary School (Msolwa Chalinze) and agree to abide by them. If, in spite of normal precautions taken by the school any mishap, accident, injury or death takes place during the period of my / our ward's stay in the school and hostel or if any when he / she joins a tour, excursion, sports activities or camp, I / We will not hold the school or any member of its staff wholly responsible for it.
- 23. I/We declare that any dispute / litigation against the school shall be filed within the jurisdiction of the school and not elsewhere and on the School Administrator not by name.
- 24. I agree that the School may use photographs of me/my ward (s) with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

### (Parents / Guardians may keep a photocopy of this for their record)

Father's Signature						Mother's Signature											
Name									Name								
Place									Place								
Date	D	D	М	М	Υ	Υ	Υ	Υ	Date	D	D	М	М	Υ	Υ	Υ	Υ



# Knowledge with Discipline

# **BOND OF INDEMNITY**

To
The Principal & CEO,
Imperial Secondary School,
P.O. BOX 118,
Msolwa - Chalinze,

Tanzania.

In consideration of Master / Miss	of Form
Sec	of whom I am the legal / natural guardian, being admitted at
my request in the Imperial Secondary School, Chalinze	e, Tanzania, I undertake and agree that neither I nor my executors
or administrators or other legal representatives will ma	ake any claim against the School or against any employee of the
School in respect of any loss or injury to property or	person including injury resulting in death which the said minor,
NameForm	Secmay suffer, while
the said person is or in consequence or their said per	rson being boarded in the school Hostel. I understand and agree
that no compensation will be paid by the School or	any officer or employees of the School, further I agree so as to
bind myself, my heirs, my executors and administrato	rs to indemnity you and or any officer or employee of the School
person in the service of them arising out or default on	the part of the said person during or in connection with such stay
/ board / travel in the hired / School owned transport	by Imperial Secondary School, Chalinze.
Dated D Day of the month of	Year Y Y Y
Name of student	
Form	Sec
Signature of Witness	Signature of Parents/Guardian
Name	Name
Designation	Designation
Address	Address
Contact No.	Contact No.

