

BAOBAB SECONDARY SCHOOL

Mapinga Village - Bagamoyo District.

P. O. Box 35692, Dar es Salaam, Tanzania.

☎: +255 713 611 538/ 0754 367567/ 0733 611 538/ 0732 611538

E-Mail: baobabgirls@yahoo.com

Website: www.baobab.ac.tz

JOINING INSTRUCTIONS FOR 'A' LEVEL STUDENTS 2011.

To Parent/Guardian of:

We are glad to inform you that, your daughter has been selected to study at Baobab Secondary school in form Congratulations!

1. OPENING DAY:

The School will open on Monday 21st February, 2011.

Reporting day will be on Sunday 20th February 2011, between 10:00-02:00p.m. The student must be brought by a Parent/Guardian.

The student should report to the Administration Block for registration and check up before going to the dormitory.

2: DISCIPLINE:

Enclosed are School Rules and the Discipline Code of Conduct. Read them together with your daughter, so that she can understand them and adhere to them. We are requesting you to cooperate fully with the School Administration so that, together, we can bring out the best in your daughter.

3: ADMISSION REQUIREMENTS:

- Medical examination report
- Parent/School contract form dully signed.
- Bank-In-slip indicating payment of 50% of the total annual fees.
- Item listed on 'Boarding Requirements' (List attached).
- Every student has to bring three A-level textbooks (one for each subject) in the chosen combination.

NO STUDENT WILL BE ADMITTED TO SCHOOL WITHOUT MEETING ALL THE ADMISSION REQUIREMENTS.

4: SCHOOL FEES:

School fees and other payment **MUST** be paid through the Bank and the Bank payments slip brought to School for issue of a receipt.

NAME OF BANK : **CRDB**
ACCOUNT NAME : **BAOBAB SECONDARY SCHOOL**
ACCOUNT NO. : **01J1080154700**

5: ITEMS PROVIDED AT THE SCHOOL

- Two pairs of class uniform.
- Two pairs of 'out of class' uniform.
- Mattress.
- Crockery and cutlery.
- Stationery (for test and examinations).
- Pens and pencils.
- Bed cover.
- Sweater.
- Scarf/Neck-tie.
- Reference books

6. SCHOOL TERMS

1. The school has two (2) terms
 - Each term has a mid-term break of one week.
2. School Calendar will be provided to parents on the opening day.

7. OTHER DIRECTIVES

- Only short, natural hair is allowed or if plaited, should only be 5-7 lines.
- No nail polish, make up or jewellery is allowed while at school.
(Only ear studs are allowed).

8. DENOMINATIONS:

A student has freedom to worship according to her denomination and faith. Where possible, arrangements are made for Church leaders from outside to conduct services at our school. Extremists are not allowed in any denomination. Such students will be immediately transferred to other schools. No student is allowed to change her denomination while at school, without **Written consent** of the parent.

9. ATTACHMENTS:

The following are for our attention/signing:

- [a] Medical Certificate to be filled in by Medical practitioner and returned.
- [b] School Rules.
- [c] Baobab Disciplinary Code of Conduct.
- [d] Breakdown of School fees and other payments.
- [e] Parent/School Contract form
- [f] List of Boarding Requirement

10 MEDICAL FEE AND TREATMENT

Each parent contributes Shs. 50,000/= as a down payment for medical bills for his/her daughter whenever she falls sick. The school has a contract with **ACCENTURE** Co. ltd which is owned and managed by 10 doctors from Muhimbili National Hospital who treat sick students at school campus.

May it be made clear that, when a student is admitted at the Hospital, she is still **under our care**. A parent will only be notified if a Doctor deems it fit that she should go for further treatment in a Referral Hospital or in need of an operation.

On behalf of the Baobab Secondary School Community as a whole, I would like to warmly welcome_____ to our school.

Our **Motto** is **"ENDEAVOUR FOR ACHIEVEMENT"**

Every student must try to live up to that Motto!

.....

Venance Hongoa

Headmaster

BAOBAB SECONDARY SCHOOL
P.O Box 35692- DAR ES SALAAM
TEL. NO. 0713611538/0754367567/0733 611538/0732611538
A LEVEL FEES AND COST STRUCTURE 2011/2012

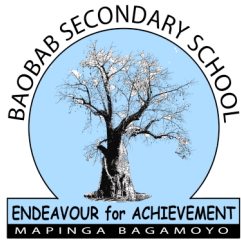
A; PRELIMINARY COSTS	FORM FIVE		
	1st Term	2nd Term	Total
Registration	50,000	0	50,000
Caution Money	40,000	0	40,000
Stationery	80,000	0	80,000
Text books contribution*2	40,000	0	40,000
Uniofrms*1	181,000	0	181,000
Identity cards	5,000	0	5,000
Report book	7,000	0	7,000
Medical fees	50,000	0	50,000
Building Contribution	100,000		100,000
Computer class	10,000	0	10,000
Sub-total –Preliminary	563,000	0	563,000
B; MAIN COSTS			
<i>Tuition, food & Accommodation charges</i>			
Tuition fees	500,000	500,000	1,000,000
Food	350,000	350,000	700,000
Accommodation	400,000	400,000	800,000
SUB-TOTAL MAIN COSTS	1,250,000	1,250,000	2,500,000
TOTAL COSTS	1,813,000	1,250,000	3,063,000

BUILDING CONTRIBUTION FOR FORM 1, 5 AND NEW ENTRANTS IS TSHS. 100,000 PAYABLE BEFORE JOINING THE SCHOOL

SCIENCE STUDENTS WILL PAY ADDITIONAL COST EQUAL TO 10% OF TUITION FEES

Uniform*1	TZSHS
Skirts and blouse	50,000
After classes dress	40,000
Tie	5,000
Sports short	15,000
Tracksuit	30,000
Sweater	15,000
Bedcover	20,000
Net	6,000
Sub total	181,000

THE PAYMENT SHOULD BE MADE AT THE CRDB BANK A/C. NO. 01J1080154700



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MEDICAL QUESTIONNAIRE FOR A NEW STUDENT.

A Student's Name:
 Date of Birth:

B. Put 'Yes' or 'No' to where a student had any infection.

- [i] Mumps:Date/...../.....
- [ii] MusclesDate...../...../.....
- [iii] Chicken poxDate...../...../.....
- [iv] Whooping cough..... Date/...../.....
- [v] German musclesDate...../...../.....
- [vi] Polio Date/...../.....
- [vii] RheumaticDate/...../.....
- [viii] Amoebic dysenteryDate...../...../.....

C: Please provide the information on student's immunization.

S/NO.	IMMUNIZATION	DATE
1.	DTP
2.	Polio
3.	BGG
4.	Measles
5.	Cholera
6.	Ant-rabies Vac.
7.	Meningitis
8.	Hepatitis

Doctor's Name:Signature:

Official Stamp

**BAOBAB SECONDARY SCHOOL
HEALTH DECLARATION.**

To be brought back to the school on the opening day.

Name of the student: **Form**.....

- 1. Has she been in contact with infection disease during the past 4 weeks?
.....

- 2. Has she had any dental problems recently?

- 3. Is she on any medical treatment at present?
- If yes, describe what BSS should do to assist during her stay at the school
.....

- 4. Has she had any operation recently?

- 5. Has she any special medical problem? (e.g. heart problem, asthma, allergy, ulcers etc.)
.....

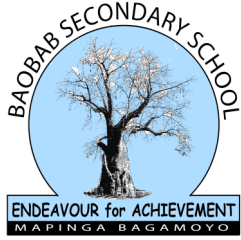
If yes, provide medical certificate and advice on how to take care of her.

Signature:
 Parent/Guardian **Date** **Name of Parent/Guardian**

BSS RECEIVING OFFICER

NAME

SIGNATURE **DATE**



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AGREEMENT BETWEEN THE SCHOOL AND PARENT / STUDENT.

I. PARENT'S SECTION.

I,parent/guardian of

Who is a student of Baobab Secondary School hereby enter into an agreement with the school on the following:-

1. I authorized the Head of the School to take complete charge of my daughter. For instance, in case of any sickness or in case of disciplinary action taken by the school.
2. I promise to pay the school fees on time so as to enable the school to operate smoothly.
3. I have read the school rules and promise to advise my daughter to adhere to them as amended from time to time.
4. I promise not to bring any kind of edible material e.g. food, drinks, bites to my daughter or any student while at school.
5. To my understanding, I know that **it is my duty to adhere to social dignity** and therefore any insult or abuse to teaching, non-teaching staff, or any other stakeholder in the school is an offence which consequently leads to my daughter transfer to another school.
6. I understand and accept that my daughter must reach an average of 41% in order to be promoted to the next class.
7. I understand and accept that, while at school my daughter will get medical treatment at the school dispensary unless the school doctor deems it fit to contact me for further attention or treatment.

All correspondence should be sent to me at;

Postal address:

Residential address:

Telephone No.:

E-mail Address:

In case I am not available or due to distance, I authorise that you can contact

.....

Who is (relationship)of

(Student's name) at

Address; Postal Residential:

Telephone No.

E-mail Address:

7. Other authorized relatives:

[i]Relationship:Tel. No.

[ii]Relationship:Tel No.

[iii]Relationship: Tel No.

[iv]Relationship: Tel. No.

It is our hope that all the parents will take medical test for their daughter as a serious exercise and provide valid information. Any discovered cheating /negligence will lead to student's total expulsion.

Signature of the parent: **Date:**

II. STUDENT'S SECTION.

I,Hereby promise to abide to all school rules and to work diligently to the best of my capability to achieve maximum academic results. I promise that I will maintain the highest degree of discipline for all the years I will be a student of Baobab Secondary school.

Signature of student: **Date:**

III HEAD OF SCHOOL'S SECTION.

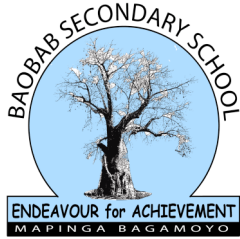
IHead of baobab Secondary School promise to give the required services and quality education to your daughter.

.....

Signature of Head of the School

.....

Date:



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DISCIPLINARY POLICY.

Baobab Secondary School has a **Code of Conduct** which must serve as guideline for both students, teachers and parents where disciplinary matters are concerned.

The school Disciplinary policy is based upon both **rewards and sanctions** with a strong emphasis on rewards for good, positive behaviour.

Teachers will award Class **Merits** for good effort on the part of students and **Conduct Merits** for positive and helpful behaviour. These will be totalled and recorded on a weekly, termly and annual basis and entered on students' reports. There will be prizes and rewards for the best class work and behaviour. **These recorded Merits** will be taken into account when decisions are made about appointing **monitresses** (Form 1-4) and **prefects** (Form 1 – 6).

Whilst the emphasis at Baobab Secondary School will be on rewards, it is recognised that sanctions will sometimes be required. **These must always fit the crime** and never be excessive.

In the first instance, discipline should be enforced by the class teacher as this serves to strengthen the appropriate relationship with the student. If minor misdemeanours of this type are repeated, however, the matter should be referred to Headmistress by placing the student on **Headmaster's** Report for further disciplinary action.

As with **rewards and merits**, all incidents of poor behaviour which require sanction should be recorded on a Behaviour slip with which staff are supplied. This will help with keeping a profile of individual students and their behaviour. Any student receiving three Behaviour slips in any one week will automatically be placed on Headmaster's Report for further disciplinary action.

Where poor conduct take place outside of lessons, in the dormitories or elsewhere around the school, the matron will apply similar **sanctions** to those mentioned above and complete behaviour slip. Extra domestic duties are an excellent response to poor behaviour which disturbs or inconveniences others.

Students must always have the logic of punishments explained to them and should be able to see that they are fair. Punishments should never be given in anger. There is nothing more important than talking to students and developing a caring relationship with them.

With minor misbehaviour (such as lateness, noise, untidiness etc. the punishment should fit the crime and be applied by the class teacher. For more serious misconduct (disobedience, violence, theft or worse) the matter should be referred to Headmaster as immediately as possible. In such cases, the Headmaster will work closely with families to correct the unwelcome behaviour. The most serious **sanctions** available will be fixed-term suspension and ultimately, expulsion. **(Refer students discipline punishment code).**

SCHOOL RULES:

1. A student must report back to School on the set date. If there is a special reason, the parent must present a written explanation. In case of sickness, written medical proof must be presented. School fees must not be a reason for late coming. Otherwise, a student will be detained at the end of term for the same number of days she missed.
2. A student **MUST USE ENGLISH** all the time she is in school as a medium of communication, failure to which she will be severely punished and if rigid, the school authority will recommended a transfer for her to another school.
3. A student must wear only the permitted school uniform all the time she is in school or when she goes out of school campus for official activities or study tours. Clothes not permitted will be confiscated and returned at the end of term.
4. A student must get an average of 41% for 'O' level and 45% for 'A' level at the end of the academic year in order to be promoted to the next class.
5. A student absent from school for 21 consecutive days without informing the school authorities, automatically expels herself from school.
6. A student must keep all school property in a good condition. In case of breakage/damage, the student responsible must replace the damaged property (e.g. textbooks, desks, beds, windows etc.)
7. A student must never leave the school premises without permission, otherwise she will be severely punished and liable to expulsion.
8. A student proved to indulge in smoking, using drugs or taking alcohol will be suspended pending expulsion.
9. A student who uses bad language, shows disrespect to teachers, auxiliary staff and Fellow students will be suspended even liable to expulsion.
10. A student must never involve herself in strikes or protests of any kind, otherwise she faces suspension, liable to expulsion.
11. Student who incites others to go on strike will be instantly expelled.

12. A student must never fight or use violence. If proved guilty, she will be suspended, liable to expulsion.
13. A student must never be in possession of a weapon. (e.g. knife, gun, sharp and pointed objects) and any flammable object like candles, matches, lighters, etc. If found with such the item will be confiscated and she will be severely punished.
14. A student guilty of stealing school property or another student's property will be suspended, liable to expulsion.
15. A student involving herself in love affairs while at school, will be severely punished and liable to expulsion.
16. A student who becomes pregnant or proved to have aborted, will be instantly expelled.
17. A student found in possession of a cell phone, music equipment, cameras, charms will be instantly expelled.
18. A student who wilfully refuses to do a given punishment, and grossly misconduct herself will be suspended or expelled.
19. No nail polish, make up, rings, chains and decorated wristwatch is allowed while at school. If found with such items a student will be severely punished and liable to suspension.
20. Students will be required to abide by any other rules or regulations that may be introduced by the school administration from time to time, otherwise she face suspension, liable to expulsion.

Places out of bounds – except with permission of staff.

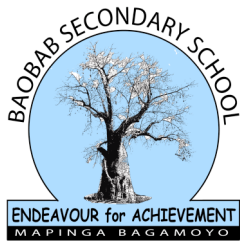
- ✚ Laboratories and computer room.
- ✚ The main entrance or outside school fence.
- ✚ The kitchen and dining hall unless the student is on duty when she must be supervised by a member of staff.
- ✚ Staff quarters
- ✚ Halls of Residence during class time.

Mobile phone and Music system use.

- ✚ Students must not bring phones, cameras, musical systems and chargeable torches to the school. Only torches using batteries are allowed.

Visitors Rules:

- ✚ Personal visitors are not allowed in the school except on the specified days. (e.g. visiting day).
- ✚ Personal visitors must be the legal parents/ guardians of a students.
- ✚ Visitors wishing to look around the campus must be accompanied by Teachers on duty.



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BOARDING REQUIREMENTS:

1. 4 Bed Sheets (white)
2. 2 Towels
3. 2 Night dresses/pajamas
4. 3 pairs of white socks
5. 1 (10 litre) Bucket
6. 1 pair of slippers (for shower room)
7. 2 pairs of flat leather sandals
8. 2 pairs of school black shoes
9. 1 pair of sport shoes (white rubber)
10. 1 dozen of pegs
11. Hang sticks
12. Shoe polish with 1 brush
13. Bath soap
14. Washing powder
15. Bar of soap
16. Toilet papers
17. Vaseline /lotion
18. Toothpaste
19. Sanitary towels
21. A torch (which uses batteries).
22. Mathematical set
23. A Dictionary
24. A pillow and pillow cases.
25. Small suitcase (big, expensive suitcases are not needed).

All items /belongs must bear the student's name to avoid mixing up or loosing them.

NB: No hair treatment oils and creams are allowed.

**BAOBAB SECONDARY SCHOOL.
STUDENTS DISCIPLINE PUNISHMENT CODE**

No.	OFFENCE /MISCONDUCT	TYPES OF PUNISHMENT/REMEDY
C	Classroom	
C1	Sleeping during teaching session/prep. time.	<ul style="list-style-type: none"> • Standing or kneeling for 5 minutes. • Running to dining hall 3 times . • Writing statement • Informing parents if problem persists.
C2	Disturbance during teaching session	<ul style="list-style-type: none"> • Standing or kneeling for 5 minutes. • Running to dining hall 3 times. • Writing statement • Informing parents if problem persists.
C3	Coming late in the classroom	<ul style="list-style-type: none"> • One stroke on spot • Emptying dustbins after class • If regularly done, must write a statement.
C4	Shouting /Noisemaking	<ul style="list-style-type: none"> • Standing or kneeling for 5 minutes. • Running to dining hall 3 times. • Writing statement • Informing parents if problem persists.
C5	Improper sitting in classroom	<ul style="list-style-type: none"> • Standing up for 5 minutes • Counselling
C6	Taking desk or chair outside	<ul style="list-style-type: none"> • To pick all chairs and desks back. • Collecting all bottles outside
C7	Scoring average below 41% for O' level and 45% for each subject for A' level.	<ul style="list-style-type: none"> • No promotion to the next class.
C8	Not doing examination (s) for any reason.	<ul style="list-style-type: none"> • Writing a statement • Sitting for the missed exam and two strokes
C9	Not writing notes	<ul style="list-style-type: none"> • Two strokes. • writing a statement • Re write notes under supervision. • Parents will be involved.
C10	Not doing homework/assignment on time	<ul style="list-style-type: none"> • Two strokes • Re doing the assignment on time • If repeated, writing statement and parents will be involved.
C11	Roaming around during class hours and preparation time without genuine reason.	<ul style="list-style-type: none"> • One stroke • kneeling for 5 minutes.
C12	Mishandling of Study materials.	<ul style="list-style-type: none"> • Writing statement

		<ul style="list-style-type: none"> • Three strokes • Announced at assembly
C13	Cheating in Examination	<ul style="list-style-type: none"> • Writing statement • Disqualification in the particular exam. • Three strokes on spot • Announced at assembly.
C14	Found with any kind of a bottle in classroom	<ul style="list-style-type: none"> • Collecting the bottle from the environment. • One stroke
D	Dormitory	
D1	Jumping through the window	<ul style="list-style-type: none"> • Suspension for 2 weeks.
D2	Noise makers in the dormitory	<ul style="list-style-type: none"> • Kneeling down for 5 minutes • Flushing toilets.
D3	Dirty rooms.	<ul style="list-style-type: none"> • 2 strokes • Emptying dustbins. • Announced in public.
D4	Dirty student.	<ul style="list-style-type: none"> • Announced in public • 2 strokes. • Counselling.
D5	Spilling water through the windows	<ul style="list-style-type: none"> • Two strokes • cleaning the windows.
D6	Coming out late from the dormitory	<ul style="list-style-type: none"> • One stroke by teacher on duty
D7	Misuse of toilets and bathrooms	<ul style="list-style-type: none"> • Cleaning toilets for 3 days. • Conselling
D9	Drying clothes through the windows	<ul style="list-style-type: none"> • Cleaning the compound • picking papers and bottles around dormitory.(all room members).
D10	Bringing food and drinks in the dormitory	<ul style="list-style-type: none"> • Writing a statement • Cleaning the compound.
D11	Leaving personal clothes outside	<ul style="list-style-type: none"> • Cleaning dormitory compound.
D12	Sharing of bed or lesbian behaviour	<ul style="list-style-type: none"> • Suspension (2 weeks) or expulsion.
D13	Not putting net in the bed	<ul style="list-style-type: none"> • Mopping corridor • If the net is lost or old buy a new one.
D14	Not waking up on time	<ul style="list-style-type: none"> • Writing statement • Cleaning dormitory compound
D15	Not switching off the light.	<ul style="list-style-type: none"> • flushing toilets.
D16	Found in the dormitory during class time	<ul style="list-style-type: none"> • Suspension (1 week). • Writing a statement
D17	Missing in the room during sleeping time.	<ul style="list-style-type: none"> • Writing a statement • Suspension for 1 week.

D18	Climbing on roofs/ceiling board	<ul style="list-style-type: none"> • Expulsion
H	Hall (Dining)	
H1	Making noise	<ul style="list-style-type: none"> • One stroke
H2	Coming late to the dining hall after 7:00p.m.	<ul style="list-style-type: none"> • One stroke • No service
H3	Spilling food	<ul style="list-style-type: none"> • One stroke • Announced in public • Writing statement.
H4	Taking chairs or tables outside the dining hall	<ul style="list-style-type: none"> • Collecting all chairs and tables outside • 2 strokes.
H5	Overtaking in the queue	<ul style="list-style-type: none"> • To be served last
H6	Not taking food	<ul style="list-style-type: none"> • Writing statement.
H7	Found with food outside the dining hall	<ul style="list-style-type: none"> • Cleaning the environment
H8	Standing /sitting on the table and sitting on chair arms.	<ul style="list-style-type: none"> • 2 strokes.
S	Sports.	
S1	Late coming to the sports grounds	<ul style="list-style-type: none"> • Running 2 times around the track and or writing statement
S2	Not wearing sports uniforms	<ul style="list-style-type: none"> • One stroke and running 2 times around the track or statement.
S3	Refusing to participate in sports matters intentionally e.g. Pretending being sick	<ul style="list-style-type: none"> • Writing a statement to clarify the refusal.
S4	Destroying sports equipment purposely.	<ul style="list-style-type: none"> • Writing statement • Paying money to replace the equipment.
G	General	
G1	Theft	<ul style="list-style-type: none"> • Expulsion
G2	Reporting late to school for whatever reason.	<ul style="list-style-type: none"> • Suspension 2 weeks from date of reporting (ref. G30)
G3	Damage of school property	<ul style="list-style-type: none"> • Paying the value for the damaged item.
G4	Use of abusive language	<ul style="list-style-type: none"> • Two strokes or suspension or both. • Writing statement.
G5	Shabby dressing	<ul style="list-style-type: none"> • Dressing properly • 1 stroke.
G6	Not dressing according to program	<ul style="list-style-type: none"> • Dressing properly according to program and 1 stroke.

G7	Pretending to be sick.	<ul style="list-style-type: none"> • Write a statement • Announced in public, or • Parent to be involved
G8	Fighting	<ul style="list-style-type: none"> • Writing a statement, and • Suspension (2 weeks) liable to expulsion.
G9	Improper hair styles and hair bands	<ul style="list-style-type: none"> • Cutting hair short on the spot.
G10	Tight short skirts, unallowed earrings, sweaters, shoes and other clothes.	<ul style="list-style-type: none"> • Collecting/confiscating • Buy new ones (if uniforms).
G11	Kiswahili speaking students	<ul style="list-style-type: none"> • One stroke on spot • Kneeling for 5 minutes or • Wearing a special gown
G12	Littering the environment	<ul style="list-style-type: none"> • Collecting all the dirt around the school and put into dustbins.
G13	Breaking soda bottle/bottles.	<ul style="list-style-type: none"> • Pay for new bottle (s).
G15	Disrespect to the national flag.	<ul style="list-style-type: none"> • Kneeling for 5 minutes • Writing a statement.
G16	Not singing (national anthem, school song, patriotic songs in the morning parade.	<ul style="list-style-type: none"> • Singing the same song several times or kneeling for 5 minutes or both
G17	Communicating with any outsider without permission.	<ul style="list-style-type: none"> • Kneeling down for 5 minutes • 2 strokes. • Writing a statement.
G18	Long, polished nail, general make up and “hina” application.	<ul style="list-style-type: none"> • Writing statement • For long nails –remove/cut and 2 strokes. • For ‘hina’ suspension until ‘hina’ disappears.
G19	Showing disrespect to teachers, auxiliary staff and fellow students.	<ul style="list-style-type: none"> • 3 strokes • Writing statement • If repeated regularly a suspension (2 weeks)
G20	Notorious students (who commit mistakes day to day).	<ul style="list-style-type: none"> • 2 weeks suspension, if repeated expulsion.
G21	Possessing a phone at school	<ul style="list-style-type: none"> • Expulsion

G22	Use of unauthorized telephone	<ul style="list-style-type: none"> • Writing a statement • Suspension (2 weeks).
G23	Found with any phone accessory at school.	<ul style="list-style-type: none"> • Writing a statement • Suspension liable to expulsion.
G24	Receiving or eating food/drinks from outside school compound	<ul style="list-style-type: none"> • Writing statement • Suspension (2 weeks).
G25	Involving in love affairs at school	<ul style="list-style-type: none"> • Expulsion
G26	Becoming pregnant.	<ul style="list-style-type: none"> • Expulsion
G27	Found in possession of radio, camera, a weapon (knife, gun, pointed objects) and any flammable objects like candles, matches, lighters e.t.c.	<ul style="list-style-type: none"> • Expulsion
G28	Inciting other students to strike.	<ul style="list-style-type: none"> • Statement, suspension (2 weeks), liable to expulsion.
G29	Wilfully refusing to do a given punishment.	<ul style="list-style-type: none"> • Suspension (2 weeks) liable to expulsion.
G30	Absent from school for 21 consecutive days without informing the school authorities.	<ul style="list-style-type: none"> • Expulsion
G31	Leaving the school premises without permission.	<ul style="list-style-type: none"> • Expulsion
G32	Missing from school cumulatively (25 days) in a term for any reason	<ul style="list-style-type: none"> • Transfer to another school
G33	Found in the kitchen without permission.	<ul style="list-style-type: none"> • 2 strokes.
G34	Found in the staff house without permission.	<ul style="list-style-type: none"> • Writing a statement • 2 weeks suspension.

Signed.

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President - Students Government

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Date

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Head of school

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Date