



## **OBLIGATIONS OF PARENTS / GUARDIANS**

### **1. Documentation**

The photocopies of the following documents must be submitted to the school

- Results from the previous school
- Birth Certificate / Passport
- Previous school leaving Certificate/ Recommendation

These copies must be verified against original copy documents or with the source of authority.

### **2. Fees Payments**

- i) Fees are payable termly in advance.  
A student is expected in class after having paid or authorized by administration on scheduled payment. However, defaulting will result in a student being sent home.
- ii) No fees is refundable except in the cases of annual payment where, providing due notice has been given, refunds will be calculated on the basis of termly rate.
- iii) Payments of examination fees in cases of candidate learners is separate from school fees and does not guarantee that the learner will sit examinations if attendance, school fees payments or discipline requirements are not met.

### **3. Provision of Text Books**

Upon admission, the school will provide you with text books and a book list in case of the interest in purchasing personal copies.

### **4. Attendance to parents/ Teachers meetings**

- i) Parents/ Guardians are expected to attend the scheduled meetings to discuss a learner's social academic and general progress.
- ii) Parents/ Guardians are expected to personally collect report cards or inform us in advance to post these reports

### **5. Withdraw of students**

- i) Notice to withdraw a student must be given in writing at least a month in advance. Unless notice is given at least one month before the first day of the term, Parents / Guardians will be liable for the payment of fees for the term.
- ii) Learners will be expected to have cleared with school authorities and obtained clearance certificates before any refund can be made or any form of documentation is issued.

## **6. Absence from School:**

- i) Parents/ Guardians are requested to provide full written explanations of all absences of their learners from school. In case of a resident student.  
In a situation of absence for one week or more with out a proper explanation, the learner may be struck off from the register of the school.  
Re-admission would be upon application and after repayment of a fee.
- ii) Formal leave of absence from school in cases of illness or travels will only be given if
  - A written request is made stating the date of leaving and anticipated return.
  - The fees for the term following (or including) the date of return have been paid.Students who do not return to school on the specified date will be regarded as being absent from school and an explanation will be required.  
Note that it will be rare for the school to give consent to leave during the term time.
- iii) A learner will be considered to have fulfilled the academic requirements if the average score in his/ her subjects is at least 60%.

## **7. Official learners' name:**

- i) Learners will be required to use the names shown on the application form for the whole period of attendance at Kabojja International School. The exception will apply where the names are changed by the legal process in which case the school should be informed in writing. The same names should appear on all documents submitted to the school and will be used in the school examination certificates.
- ii) Upon admission in the school, the school will issue the learner with an admission number which should be quoted in all correspondences concerning the student, together with the official name and class.

## **8. Change of Contact:**

Parents/ Guardians are asked to promptly inform the school in case of any change of box number, telephone or Electronic Mail.

## **9. Medical:**

- i) The school will have a nurse to attend first aid or urgent medical cases. However, in case of a big medical examination that the school will not be able to handle, the cost will be borne by the parent/Guardian.
- ii) The school will in liaison with the parent link the learner to a medical insurance scheme in case the parent feels comfortable with it.
- iii) The school will not be responsible for medical expenses incurred by the learner while at school or in school activity away from the school unless approved by the school authorities.
- iv) In the event of medical emergency, Parents/Guardians will be contacted immediately if judged necessary the child will be taken to Kampala International Hospital or the nearest facility at the Parents/Guardians' expense.

**10. School Conduct/ Effort:**

- i) A high standard of learner’s conduct and academic effort will be required. The learner and the parent /Guardian must accept the advice offered by the school in respect of these, and any disciplinary sanction thought appropriate.
- ii) A learner can only transfer or drop a subject or register for an examination at the discretion of the school.
- iii) If in the interest of the school, a learner’s academic progress does not merit promotion to the next class, the learner may be asked to repeat the same class.

Additionally, the school reserves the right to suspend or expel any student who in the opinion of the Principal behaves in such a manner to prejudice the welfare of the other students in the school or otherwise prejudices the good name of the school. Any appeal may be made against any such decision by the principal to Board of Directors whose decision shall be final.

**11. Modification of the School obligations:**

The school reserves the right to introduce new or modified parent/guardian obligations from time to time in the future which will apply to all existing Parents/ Guardians.

I, the parent/Guardian of ..... of Year .....; confirm that I have understood the “obligations of Parents” form and accept its contents as binding upon me and the learner.

**Signed**..... **Date**.....