



**MISSIONARY THE EVANGELISING SISTERS OF MARY CONGREGATION OF  
BISHOP MAZZOLDI PRE AND PRIMARY SCHOOL**

**P.O.BOX 15541-00503, ONGATA RONGAI**

**E-MAIL:[bmazzoldipreprimarysch@gmail.com](mailto:bmazzoldipreprimarysch@gmail.com)**

[TEL:+254-722267238](tel:+254-722267238)

**SCHOOL RULES**

1. The school is entirely private and catholic hence all activities are conducted in a Catholic manner. Therefore, every pupil should attend all prayers as organized by the school.
2. Every pupil should attend every school Assembly and keep time of coming to school.
3. The school gate is strictly closed by 7:00am for the Primary School and 7:30am for the pre-primary School.
4. Children are **STRICTLY** picked at the indicated time. Pre-school 2:30pm and primary school 4pm. Any child who will be left more than 30 minutes within the school compound will be charged Ksh 200 per hour for keeping the teacher behind.
5. No child is allowed to bring neither food nor snacks from home. Feeding programme takes place at school
6. School uniform is strictly found from the school. Pupils should always be neat , dress on clean uniforms and on the recommended days . School shoes are leather black while sport6 shoes are white.
7. School uniforms are dressed on Monday, Wednesday and Thursday while tracksuit for games is dressed on Tuesday and Friday only different from that the child will be returned home.
8. Girls hair should be eight lines down the head and boys cut short . Failure to that the school will cut the hair.
9. On admission day, **three-quarters** of the required term amount of school fee should be paid. As for the ongoing pupils, school fees **MUST** be cleared the day after Mid-term break.
10. All pupils as from PP1 onwards, **MUST** submit the recommended textbooks, portfolio, files, scrap book, good news Bible and a ream of plain paper to the class teacher on admission to a new class. All these are essential tools for CBC program.
11. Promotion to another class depends on the child's average score of expectation regarding the CBC program.
12. School absenteeism of the children is **STRICTLY NOT** allowed. Sickness or other serious issues must be reported to the school office to create awareness.
13. Each parent is encouraged to visit the school through the office to check on the child's academic progress.
14. No parent should enter the school compound in the morning hours unless permitted by the office.

15. No parent is allowed to stand at the door of the class or peep through the class window when pupils are still inside learning. Talking direct to teachers without the office permission is strictly forbidden.
16. Parents should show the child's school identification card at the gate entrance for permission to visit the school. A part from that **NO ENTRY** to the school.
17. No admission of a child to school to a new term without any school fee transaction .School fees is an essential requirement needed for your child's education. Failure to pay on time on time your child will be sent home at the appropriate time to meet this requirement. Once the child is sent home for school fees, no bringing the child to school without your presence or fees payment.
18. Every child will be brought to school by the parent/ guardian on the first day of every new term of the opening of the school as it will be indicated by the school during the closing day. The child who fails to report back to school on the first day and no information to the office will be sent back home.
19. Any indiscipline case will not be accepted in the school. Once a child has been warned more than twice concerning indiscipline case, and the parent has been notified then the child will be sent home to look for a different school suitable for his/her choice.

I.....  
.....parent/guardian

To.....promise to observe the rules and to do my part to make sure that my child live by the school rules. (I hereby agree that I have read and understood the above information to the best of my knowledge and trust)

Parent's /Guardian's Signature .....

Date.....

Phone No.....

