



POTTER'S HOUSE ACADEMY

Excellence is the key to Success

Having read the rules and regulations of the school; I wish to make an application for my child / children in:

Kindergarten / Primary

In Class Date

PARTICULARS OF THE CHILD

Surname:

Other Names

Date of Birth

Last School Attended

Class at present

Religion

PARTICULARS OF PARENT / GUARDIANS

Mother Name / GuardianNationality.....

OccupationEmployer

Address Tel (Office) ID NO

Father Name / GuardianNationality.....

OccupationEmployer

Address Tel (Office) ID NO

Next of Kin Tel

Residence (Estate and House No.)

CHILD'S DATA

Allergies (or any challenges) e.g. Food, drugs e.t.c

Hospitals or reference e.g. Gertrude Children Hospital etc.
.....

I agree to have my child taken to any hospital (if need be) of the schools choice.

NB:

Children suffering from infections disease will be excluded from school until certifies fit by the doctor as

per public health policy. Sick children should be nursed at home until they have recovered.

Signature:

Date:



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THE SCHOOL RULES AND REGULATIONS

1. All pupils are required to strictly observe school rules and regulations.
2. The school is open between 8.00am to 1.00pm and 2.00pm to 5.00pm Monday to Friday. It will be closed during public holidays
3. All clothing must be clearly marked with the owner's full name. The complete school uniform must be worn every day. No child will be allowed in school without wearing the school uniform.
4. School fees
 - School fees is payable before the beginning of the term. Children will regrettably be sent home if fees are not paid in time.
 - Parents who prefer to pay in installments should make arrangements with the school management before the beginning of the term. (The installments should not be more than three)
5. No responsibility can be accepted for injury to the children while at the school, but every care and attention will be taken to avoid such injuries.
6. Parent should ensure that all the properties of their children are clearly marked. The school will not be responsible for any loss whatsoever, although all precautionary measures will be taken to avoid losses.
7. Parents are responsible for any third party delegated to drop and pick their children in their absence. The school should be notified well in advance on any changes pertaining to those who pick their children in writing.
8. Parents are encouraged to visit but if possible their visits should be limited to lunch times or after school hours or an appointment with a particular person. All parents should see the head teacher in case of such visits. No parent will be allowed to hold discussions with any staff without the knowledge of the administration.
9. Thirty days' notice in writing of the intentions to remove a child from the school must be given to the office; otherwise charges for the following month will be paid.
10. Parents / guardian / pupils who cause damage to school property will be required to meet the cost of repair or replacement. The above costs also include losses of school books.
11. Punctuality and attendance to school work are a must for smooth running and success of the school. Any behavior considered detrimental to the good name of the school is punishable and may result in dismissal.
12. Parents who wish to make any complaints or observations are welcome and asked to do so to the school administration.
13. The school reserves the right to amend, add or withdraw any of these regulations. Parents / Guardians will be notified of any alterations

I confirm having read and understood the rules and regulations.

NB: Signature by parent of enrollment payment of school fees shall be considerations and acceptance of those regulations.

Name: _____

Signature: _____

Date: _____