



PINK TOWER INTERNATIONAL SCHOOL

James Gichuru, Off Kabarsiran rd, Manyani rd

TEL: +254 707 480 825 Email: info@pinktowerinternational.com

Web: www.pinktowerinternational.com

SCHOOL POLICIES

ENROLMENT

The academic year begins in September for Term 1. Enrolment to the school is preferable before or during that time.

Please note that students may however be accepted at any time in the year. Admission follows an assessment of the child's previous academic record, as well as an assessment carried out by the school where applicable.

This is followed by an interview for the parents if this is practical to arrange.

ADMISSIONS POLICY

All admissions to Pink Tower International School are made through the school administration office. When seeking admission, prospective students are requested to provide copies of previous school reports, academic transcripts and a Leaving Certificate. Where practicable, prospective students will also be interviewed and may be asked to sit an enrolment placement examination and/or reading test.

Students are only admitted to Pink Tower International School if it is considered that they will benefit from the curriculum offered and if they are prepared to contribute positively to the life of the school.

TRANSPORT

The school provides transport through an outsourced reliable company. Contact the school office for details of the transport provider, routes and timings.



Parents and students are required to read the following school regulations before signing this form, as an indication of their acceptance of the same.

- ❖ School fees are due on or before the first day of term or upon entry if the date is later.
- ❖ At least one term's notice, in writing, of the intention to remove a student must be given.
- ❖ **A Parent / Guardian who may wish to withdraw their child/children from the school will need to give one term's notice, failure to which the parent/guardian shall pay a full term's fees.**

SCHOOL RULES

1. All Students are required to wear full school uniform tidily. The uniform must be clean and permanently labelled.
2. Students must read the school rules and abide by them.
3. The school will not take responsibility for lost property.
4. Absence from school and non-participation in games lessons will require a letter of explanation from a parent or guardian. This must happen through the school administration office and/or before the games lesson's day.
5. Non-participation in sports for a medical reason will require an official doctor's note bearing the hospital's stamp.
6. If upon enquiry, it is found that any student has committed a grave offence or has been willfully or persistently disobedient, lazy, or found to be academically and completely unsuited to be in a given class, then the school may remove or expel such a student with prior notice to the parent/s or guardian.

The School Management reserves the right to immediately withdraw any student within the above mentioned reasons. There is no refund for students who are excluded or expelled from Pink Tower International School.





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TO THE PARENT / GUARDIAN

The parent/s or guardian/s will at all times keep the school indemnified against all actions, claims, proceedings, costs and expenses in respect of damages to property belonging to the student arising out of any school activity or transport facility as provided or arranged by the school and/or while the student is under supervision both within or out of Nairobi or internationally.

I have completed all the sections of this application form. I accept that one full term's notice is required to withdraw a student from the **school** and that, in the event of this not being given, one term's fees must be paid in lieu. I have read and fully understand that my child's **place** at Pink Tower International School is dependent upon the adherence to the school conduct sheet (overleaf).

Parent / Guardian Name: _____

Signature: _____ **Date:** _____

I consent to participation in interviews and the taking of photographs or films of the students for educational purposes.

Signed: _____

Date: _____



STUDENT CONDUCT SHEET

All pupils should remember and observe the following points concerning conduct during a typical school day:

➤ **Uniform and Appearance**

Students must be smartly dressed at all times. Shirts must be tucked in neatly and top button closed. A watch and suitable stud earrings are allowed as jewelry. No facial piercing's are allowed. Students' hairstyles should be of natural colour, smart and tidy. Male students should maintain neat hair.

➤ **Promptness and Punctuality**

It is the student's responsibility to know where they are meant to be throughout the day and arrive in good time, properly equipped to commence each lesson. Unless otherwise instructed by your teacher, students should be waiting quietly in their classroom by the time the bell rings.

➤ **Security Issues**

Remember that prime responsibility for your valuables lies with you. Keep valuables such as money with you at all times. Do not leave valuables in your school bag. The school cannot be held responsible for any losses. Students should not bring in any money unless asked to, by the teacher. Such money must be handed to the teacher or office administrator as soon as the student gets to school.

➤ **Chewing gum**

This is strictly forbidden at school.

➤ **Absenteeism**

If for any reason you are absent from school, please ensure that the school office receives a call on the first day of your absence. You are also required to bring a letter of explanation from your parent or guardian to give to your form tutor / class teacher on the first day of your return.

➤ **Late Arrival to School**

If on a particular day you arrive late to school, you are required to notify the school /class teacher as soon as possible.

➤ **Leaving School during the Day**

To be absent from school for part of a day you must bring a letter from your parent or guardian to show to your form tutor /class teacher and to any teachers whose lessons you will miss. This should be done, if possible, on the previous day. You must be signed out by the school administrator in the 'permission to leave School book' that is kept at the office. You must pick a **gate pass** slip to allow the security guard at the gate to grant you exit.



➤ **Litter and Graffiti**

Pink Tower International School upholds a very clean and friendly environment, so please do your part to keep it clean. Place all litter in the bins provided and encourage others to do so. Any student involved in acts of graffiti will be punished.

➤ **Mobile Phones**

Students are not allowed to bring electronic gadgets (mobile phones/tablets) to school. Any gadgets found will be confiscated and only returned at the end of the term.

➤ **Visitors**

You are not allowed to entertain anyone who is not a current Pink Tower International student or a staff, without permission from a member of staff.

➤ **Smoking, Drinking and Drugs**

These items are strictly forbidden. This will lead to an immediate expulsion.

*Please remember to **respect** all members of the Pink Tower International School community and their property at all times. Any form of **bullying** behaviour will be not be tolerated. Appropriate **language** and behaviour is required from everyone at all times. Be polite and sensible; always consider the needs of others and ensure that your individual contribution as a member of this beautiful community **sets a beautiful example** for other students to emulate.*

Student Name: _____

I agree, if admitted, to adhere to the rules of Pink Tower International school. I fully support these rules for my child at Pink Tower International School.

Parent Name: _____

Parent Signature: _____

& Or

Guardian Name: _____

Guardian Signature: _____

