



WEST NILE CHRISTIAN PRIMARY SCHOOL

“And still I rise”

29TH September 2025

Dear Parents/Guardian of pupils,

We thank you for your interest in West Nile Christian Nursery and Primary School. You have indeed chosen the right primary school to lay the firm foundation for your child in fulfilling their God given destiny.

Please complete the attached Application Form (Annex 1) in BLOCK LETTERS and return it to the Headmistress's Office with the following documents:

- (a) A photocopy of your child's birth certificate
- (b) A photocopy of your child's Immunization Card,
- (c) Two (2) passport size photographs of your child.
- (d) Two (2) passport size photographs for each parent and one other person who will be picking your child from school when you cannot do so. This is purely for the safety and security of your child.
- (e) School rules and regulations signed by parents. Parents must explain the school rules and regulations to their children.
- (f) Stamped bank-slip reflecting payments of at least 75% of the total school fees
- (g) Annex 2: School fees structure and payment plan signed by a parent. Please indicate on the form your preferred schedule of paying the balance of school fees if any. The full fees must be completed by the end of the term.

We look forward to the pleasure of working with you to develop your child intellectually, spiritually, morally, and socially.

Yours sincerely,

Dudu Catherine Hellen
Headmistress
0772-907446

ANNEX 1: APPLICATION FORM FOR ADMISSION INTO WEST NILE CHRISTIAN PRIMARY SCHOOL IN 2025

**1. Ph
otographs**

Passport Photograph of Child

Passport Photo of Parent/Guardian

Passport photo of parent/guardian

Passport Photo of alternate relative
who will pick up the child

2. Application for admission. Baby Class Middle Class

Top Class Day Care P.1 P.2 P.3 P.4 P.5 P.6
P.7

3. Personal Details of Child

Surname: _____

First Name: _____

Middle Name: _____

Sex: Female Male

Date of Birth: Day _____ Month _____ Year _____

Nationality: _____ Home district: _____

Child's Residential Address: _____

Postal Address: _____

Child's previous School (if any) _____

4. Parents/Guardian's Details

Father's Full Name: _____

Occupation: _____

Work Place: _____

Mobile Tel: _____ Email Address: _____

WhatsApp: _____

Mother's Full Name: _____

Occupation: _____

Work Place: _____

Mobile Tel: _____ Email Address: _____

WhatsApp: _____

Guardian's Full Name: _____

Occupation: _____

Work Place: _____

Mobile Tel: _____ Email Address: _____

WhatsApp: _____

5. Child Health

Special Health Problem:

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____

Allergies

1. _____

(a) _____

(b) _____

(c) _____

(d) _____

List the Immunizations the child has had and attach a copy of the certificates

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____

Other Comments

6. Emergency Contact

Name of contact: _____

Relationship to Child: _____

Work Place: _____

Mobile Tel: _____ Email Address: _____

WhatsApp: _____

7. Parent's Declaration

I certify that the information I have provided in the above sections are correct to the best of my belief and knowledge.

Signature of the Applicant: _____

Date: _____

FOR OFFICIAL USE ONLY

Head Teacher's Comment:

Name of Child: _____

This child is admitted for class _____

Signature: _____

Date: _____



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Annex 2: West Nile Christian Primary School Fees Structure, Bank Details and Payment Plan.

1. School Fees Structure for Nursery section

S N	Item	Amount (Uganda Shillings)	Comments
1.	Admission fee	50,000	Paid once when joining the school
2.	Administration	100,000	Paid once a year by all pupils at the time of picking the form/beginning of first term.
3.	Lunch	200,000	Paid termly before a pupil reports to school.
4.	School Uniform	150,000	Paid once a year before a pupil commences First Term for 1 set of Uniform i.e., 1 set of sportswear (T-Shirt and Shorts), 1 pair of socks and 1 pullover/sweater. Parents may choose to buy more than one set of each uniform at additional costs.
5.	Tuition Fees	650,000	Paid termly before a pupil reports to school.
	Total	1,150,000	

In summary:

First Term Fees: 1,150,000/=

Second Term Fees: 850,000/=

Third Term Fees: 50,000/=

2. School Fees Structure for Primary section

S N	Item	Amount (Uganda Shillings)	Comments
1.	Admission fee	50,000	Paid once when joining the school
2.	Administration	100,000	Paid once a year by all pupils at the time of picking the form/beginning of first term.
3.	Lunch	200,000	Paid termly before a pupil reports to school.
4.	School Uniform	200,000	Paid once a year before a pupil commences First Term for 1 set of Uniform i.e., 1 set of sportswear (T-Shirt and Shorts), 1 pair of socks and 1 pullover/sweater. Parents may choose to buy more than one set of each uniform at additional costs.
5.	Tuition Fees	650,000	Paid termly before a pupil reports to school.

	Total	1,200,000	

In summary:

First Term Fees: 1,200,000/=

Second Term Fees: 850,000/=

Third Term Fees: 850,000/=

NB: Stationery for the children will be provided by the school within the school fees.

3. School Bank Account Details

Bank: Stanbic Bank (U) Limited

Branch: Arua Branch

Account Name: West Nile Christian Primary School Collection

Account Number: 903-001-708-428-2

4. Payment Plan for School Fees Balance

I _____ (Parent/Guardian) of _____

_____ in Class _____ commit to pay the balance of school fees in _____

installment (s) on the following dates before the end of the school term:

Date of 1st installment: 75% before the school starts on 6th Feb 2025 _____

Date of 2nd Installment: 25% on 15th March 2025 _____

NB: All school fees must be paid in the BANK and only deposit slips handed to the school bursar. The school will not accept cash payments.

Signature of Parent/Guardian: _____

Date: _____



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School Rules and Regulations 2025

1. School hours:
 - Nursery section 8:00am – 3:30pm
 - Day care section: 8:30am – 3:30pm

Primary section:

 - Primary one to primary four: 7:30am -- 4:00pm
 - Primary five to primary seven: 7:30am -- 5:00pm
2. All Pupils shall report to school punctually between 7:30am and 8:00am from Monday to Fridays.
3. All Pupils shall attend school regularly throughout the school term and year. Parents shall call the class teacher to inform them if their child is going to miss school on any given day for any reason.
4. All parents shall pick their children from school very promptly between 4:00pm and 5:00pm. If a parent is unable to pick their child, they will call to inform the Class Teacher or School Administration, who they have delegated to do so. Persons other than parents who will be picking up the child must bring with them the **Child Pick-up Identity Card**.
5. Parents that come to pick their children after 6:00pm will be required to pay a fine of Uganda Shillings Five Thousand per child picked late per day.
6. All Pupils shall report to school in clean, well-ironed school uniform and clean, polished shoes and clean fresh shocks.

Monday, Wednesday and Friday

- (a) Girls Checked light green dresses, cream shirt, dark green sweaters, green socks and black Shoes and 3 white handkerchiefs.
- (b) Boys Light green shorts, cream shirt, and dark green pull-over, green socks and black shoes, and 3 white handkerchiefs.

Tuesday and Thursday

- (a) Girls White T-Shirt, dark blue shorts, green socks and white canvas shoes.
- (b) Boys White T-Shirt and dark blue shorts and green socks and white canvas shoes.

7. Parents shall not provide children with money or food to bring to school since break tea and lunch will be provided for all students in the school.
8. All parents shall be involved in the education of their child, helping them to do their homework and signing off homework completed by their child every single day.
9. Parents will endeavor to meet with their child's Class Teacher at least once a month to review their child's performance.
10. All parents shall attend the School Open Days, Parents Days, and Child Progress Review days as will be scheduled by the school administration.
11. The payment of school fees must be completed before the end of the term, short of which the Pupil cannot be admitted for the next term unless previous arrears have been completed.
12. Parents shall notify the school at the time of registration and in the course of the term if the child has developed any health complications. They shall also disclose the nature of the complication and how to handle this when a health incident occurs.
13. Parents will keep sick children at home until they recover and are ready to resume learning. The school administration shall be kept informed of incidences of sickness of the child.
14. Parents shall notify the school in the case of change of phone numbers, physical residential addresses and emergency contacts.
15. All Pupils shall participate in the school's Christian spiritual development activities such as prayers, praise, Bible study etc. as may be scheduled by the school administration. This is compulsory for all Pupils.
16. All Pupils shall be courteous and respectful towards each other and school staff.
17. All Pupils shall be truthful to their communication with fellow pupils, parents and staff.
18. No Pupil shall use abusive language or fight with other Pupils, teachers or any other person for any reason. Pupils may be expelled for such behavior if they do not reform.
19. No Pupil shall be engaged in stealing property of the school, pupil, teacher or any other person for that matter. Any Pupil engaged in theft will be expelled from the school if they do not reform.
20. In the event that Pupils destroy or lose school property, they will be required to repay the school for the value of property destroyed.
21. No Pupil shall be allowed into the school with inappropriate items such as cigarette, drugs, alcohol and pornographic materials, make-up, indecent clothing etc.
22. Pupils shall report to school very clean and smartly dressed and keep their hair well groomed.
 - a. Boy children will have their hair kept short.

- b. Girl children may grow long hair for it is their glory. They shall however keep their hair well-combed or very neatly plaited. No child will be allowed in school with chemically treated or permed hair as such is unhealthy for the children.
 - c. The children will not be allowed to wear make-up of any kind to school as this is not appropriate for children of this age.
23. No Pupil shall leave the school gate without the permission of the headteacher/class teacher/teacher on duty.
24. It is the responsibility of parents to teach their children good manners and ensure they are disciplined.
25. There shall be **no corporal punishment of children** in this school. Teachers will use alternative means to discipline the children. However, parents of children with behavioral problems will be called to meet with school administration. In event parents do not come, the child will be sent home until they can report to school with their parents to discuss the challenges.
26. Parents/Guardians are strongly advised not to use corporal punishment for children at home because this will undermine school efforts to discipline children without beating them. Children who are used to corporal punishment may not listen to teachers who do not beat them.
27. All school birthdays will be celebrated on the last school day of the month. Parents are encouraged to give their children a token gift to present to the birthday-babies of the month. This will promote thoughtfulness, love and sharing among the children.

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