

18<sup>th</sup> November 2022

Dear Parents/Guardians

**RE: END OF TERM 3 -2022 CIRCULAR**

We have come to the end of our academic year -2022. We honour God for successfully bringing us this far. We do also appreciate your continued prayers and support throughout the year.

**20<sup>TH</sup> ANNIVERSARY CELEBRATION**

We were very honored by your overwhelming attendance during this function. Thank you very much.

***Please take note of the following:-***

**CLOSING DAY AND NON-UNIFORM DAY**

Our term comes to an end on **Thursday 24<sup>th</sup> November 2022 at 2.00pm** for Playgroup to Grade 5 and at **3.00pm** for Grade 6 to Class 8.

We will also be having a Non- Uniform cum Class Parties Day on the same day. Children will be expected to donate a minimum of kshs 100/= per child as a Christmas token for TBH children. You can donate more if you wish. This donation should be paid the same way you pay fees.

- Ensure that your child dresses decently

**K.C.P.E 2022**

Our 19<sup>th</sup> candidate class will sit for their Examination from **Friday 25<sup>th</sup> November 2022** through **Wednesday 30<sup>th</sup> November 2022**.

The K.C.P.E timetable is as indicated below

- (i) K.C.P.E/KPSEA rehearsal day – Friday 25<sup>th</sup> November 2022.
- (ii) K.C.P.E Examinations – Monday 28<sup>th</sup> November to Wednesday 30<sup>th</sup> November 2022.
- (iii) KPSEA (Kenya Primary School Education Assessment) for Grade 6 will be done from **Monday 28<sup>th</sup> November to Wednesday 30<sup>th</sup> November 2022**.

Let us continue praying and encouraging the Class 8 and Grade 6 pupils as they draw close to completing the race.

**PARENTS OPEN DAY**

The Progress Report books as part of parents' package will be collected on **Thursday 1<sup>st</sup> December 2022** from **2.00pm** to **4.00 pm**. Kindly prepare to come and meet the class teacher to discuss the progress of your child.

### **ORIENTATION FOR GRADE 1-2023**

This will be held on **Friday 2<sup>nd</sup> December 2022 at 2.00 pm** at the Sorsbie Hall. All grade 1 2023 parents are expected to attend. A number of items will be discussed.

### **ORIENTATION FOR PLAYGROUP 2023**

This will be held on **Thursday 26<sup>th</sup> January 2023 at 2.00pm** at the Sorsbie Hall. All Playgroup 2023 parents are expected to attend.

### **ASSESSMENT / INTERVIEWS FOR PLAYGROUP TO GRADE 7/JUNIOR HIGH**

For those seeking admissions for children in Playgroup to Grade 7, the assessment/ interviews will be held on **Monday 5<sup>th</sup> December 2022 at 8.00 am**. Children eligible for playgroup assessment should be at least 3 years old by March 2023.

Admission will only be given to those who qualify depending on the available spaces. Kindly inform your friends who could be interested.

### **OPENING DATE-TERM 1-2023**

The school opens on:

**Pre- Primary 1 to Class 8 - Tuesday 24<sup>th</sup> January 2023.**

**Playgroup – 31<sup>st</sup> January 2023 at 8.00 am**

### **REVISION OF SCHOOL AND TRANSPORT FEES**

Kindly note that Tuition and Transport fee will go up by 5% with effect from January 2023. This is occasioned by the inflation situation in the country since the last review in 2019. We hope you will bear with us so that we can continue to give good services to our children.

### **CONSTRUCTION WORKS**

We are putting up 4 additional Classrooms which will be attached to the Senior Block, 3 Laboratories to cater for Science Lab, Home Science Lab and a Computer Lab. At the same time we are expanding our existing parking bay to provide more parking space. We thank our Founder Dame Ann Gloag for sanctioning these projects.

### **NOTICE PERIOD**

We will continue to remind those who may need to transfer their children for one reason or another that a **ONE TERM WRITTEN NOTICE** is required to enable smooth transition to take place and ensure refund of caution money. Please take note of this.

### **OPTIONAL CLUBS**

We are glad to introduce two new optional clubs namely the Art Club and Motor Cycle Club. The clubs are going to add value to what we are offering and make school more interesting. We encourage children to enroll in at least one club and at most two clubs.

For those who have been taking Martial Arts and Chess, kindly note that they will now pay Ksh 3000/= for the club with effect from January 2023.

The

clubs indicated below will be conducted during the month of December 2022 after school closes i.e. from **5<sup>th</sup> December 2022 to 21<sup>st</sup> December 2022**. Those who are interested can sign up by paying the amount indicated. We are sorry to inform you that there will be no Swimming Club because Sunshine Secondary School will be a KCSE Examination Centre.

<b>CLUB</b>	<b>AMOUNT</b>	<b>DAY /TIME</b>	<b>VENUE</b>
Football	2,000	<b>Tuesdays &amp; Thursdays</b> Grade 4 to Class 7 8.00am to 10.30am Pre- primary 1 to Grade 3- 10.30am to 12.00 noon	TBH FIELD
Basketball	2,000	<b>Tuesdays &amp; Thursdays</b> Class 6 & 7 - 8.00am to 10.30am Grade 3 to Grade 5 - 10.30am to 12.00 noon	JGA

Brass Band	2,000	<b>Mondays, Wednesdays &amp; Fridays</b> Grade 1 to 3 - 9.00am to 11.00am. Grade 4 to Class 7 - 11.00am to 1.00pm	JGA
Motorcycle Club	10,000	<b>Mondays, Tuesdays &amp; Fridays</b>	TBH FIELD

### **SCHOOL UNIFORM**

Our school uniform is available at Animet Ltd. (Yaya centre and T-Mall).

Ensure that all school uniform items are clearly labelled and those that are worn out are mended or replaced.

Any lost uniform found among your child's uniform items should be returned to school.

### **JUNIOR HIGH SCHOOL**

We will allow girls to have braids but they have to be black and tied up at the middle with a black hair band. Boys will maintain neat short hair.

Junior secondary uniform is also available at Animet. Ltd.

### **NO UNIFORM FOR PLAY GROUP CHILDREN**

Good news to parents with children joining Play Group is that with effect from January 2023, we have abolished school uniform for children in this class. This is in an effort to cut down on the cost of joining this class and enhance enrolment. Please enroll and encourage others to do so.

### **LEARNING MATERIALS**

All pupils are required to have the right learning materials. Kindly provide all the materials for the new classes as outlined in the different classes lists by the time the school opens. Books should be well covered using the brown covers and labelled neatly.

### **TRANSPORT**

We take this opportunity to thank you for your support, patience and feedback in enhancing a smooth transport system in all the routes. In case you change residence remember to come to school and fill a form to that effect.

Those interested in transport to and from Syokimau kindly get in touch with the transport manager by Thursday **24<sup>th</sup> November 2022** for planning purposes.

We are also in the process of introducing the Transport Management System Portal to ease communication with effect from Term 1 2023.

### **SCHOOL OFFICE**

The office will remain closed for Christmas Holiday from **Thursday 22<sup>nd</sup> December** and will re-open on **Monday 9<sup>th</sup> January 2023**.

### **COMMUNICATION**

Kindly use the addresses below in case you want to communicate to our offices.

1. Main office – [info@jga.ac.ke](mailto:info@jga.ac.ke): 0734600114
2. Funguo (Playgroup) [0738975791](tel:0738975791)
3. Junior school (Grade 2 & 3) - [020 2039564](tel:0202039564)
4. Headmaster- [headmaster@jga.ac.ke](mailto:headmaster@jga.ac.ke)
5. Administrator – [administrator@jga.ac.ke](mailto:administrator@jga.ac.ke)
6. Accounts office- [accounts@jga.ac.ke](mailto:accounts@jga.ac.ke): Tel: 0797178695
7. Transport manager – [transport@jga.ac.ke](mailto:transport@jga.ac.ke): Tel- 0722437938
8. WhatsApp Class Groups
9. JGA Facebook Page - [Jonathan\\_Gloag\\_Academy](#)

## **SCHOOL FEES**

We appreciate your co-operation in paying school fees in good time.

The dates for fees payment instalments are as follows:

- **1<sup>st</sup> Installment – Monday 23<sup>rd</sup> January 2023-50% of the term's invoice.**
- **2<sup>nd</sup> installment – Friday 24<sup>th</sup> February 2023- the remaining 50%.**

## **CHANGE IN PAYMENT DETAILS**

Please note all school payments should be channeled through our Standard Chartered Bank Account or KCB Bank account.

## **STANDARD CHARTERED BANK PROCEDURE**

GO TO MPESA

- LIPA NA MPESA
- SELECT PAYBILL
- ENTER BUSINESS NUMBER **329148**
- ACCOUNT NUMBER **ADMISSION NUMBER**
- ENTER AMOUNT
- MPESA PIN
- CONFIRM SENDING

Make sure you on the section for Account Number you put **the correct admission number**.

**Example:** Student admission Number-1234  
Paybill **329148**  
Account No **1234**

## **M-KARO MPESA PROCEDURE**

GO TO MPESA

- LIPA NA MPESA.
- SELECT PAYBILL
- ENTER BUSINESS NUMBER **522123**
- ACCOUNT NUMBER **89899K** *space* **ADMISSION NUMBER** *space* **FEES/PURPOSE**
- ENTER AMOUNT
- MPESA PIN
- CONFIRM SENDING

Make sure the letter **K** is in capital and the spaces are keyed in as described.

**Example:** *Student Admission Number -1234*  
*Paybill 522123*  
*A/c No 89899K 1234 Fees*

- ❖ **Please note that the school shall not take responsibility for un-allocated funds resulting from lack of admission number.**

## **EXTRA-CURRICULAR ACTIVITIES**

The school offers two sets of these activities namely Optional Activities and Clubs. Optional activities are paid for while clubs are not except for those that will require registration fee like Scouts and Wildlife. They are classified as below.

Optional Activities ( Coaches are outsourced)	Internal Clubs ( These are run by our teachers)
Martial Arts, Brass Band, Tennis, Football Club, Basketball club, Skating, Paper quilling, Ballet, Chess and Swimming club.  <b>Note:</b> These activities are <b>paid for</b> and will be invoiced for those children who will have selected them. They are held on Tuesdays, Wednesdays, Thursdays and Saturdays according to the section in which your child is.	Scouts, Debate, Health, Bible, Dance, Junior Achievement, Wildlife, Darts, St. Johns, Art, French and Computer, Environmental, Spelling Bee, Music, Drama and Aviation.  <b>Note:</b> These ones are <b>free</b> and every child is expected to join at least one club. They are held on Mondays.

Please note that no child will be allowed to attend an **Optional Club** without having paid at least 50% 1<sup>st</sup> installment fees by the due date. Kindly note that normal swimming lessons is in session, but Swimming Club is conducted on Saturdays. Note that some clubs like Swimming and Ballet will be on first come first serve basis as they have a limited number.

Kindly select an optional subject for your child by filling in the form below and return it to school by **Tuesday 22<sup>nd</sup> November 2022.**

**Please take note of the below rules that apply to optional clubs.**

1. Please note that all optional activities should be selected/subscribed afresh even if the child is not changing an activity.
2. If a child is interested in doing optional activities they must select by ticking on the list below. A child is allowed to select a new or change the existing activity.
3. No movement from one optional activity to another in between the year for a full calendar year ending December 2023.
4. A child will be allowed to drop an optional activity at the beginning of a new term if no longer interested in participating but will not be allowed to replace with another. This will be acceptable if a written communication is done within the first two weeks of the term.
5. A child will be allowed to attend optional activities after paying the 50% 1<sup>st</sup> installment fees (Based on the total invoiced amount) by due date. The final list of those who are qualified to attend will be produced two weeks after school opening and no more changes will be allowed thereafter.

Optional subject	Classes	Day	Charge	Activity selected
Skating	PP1, PP2, Grade 2 & 3	Monday	4, 000 per term	
	Grade 4 & 5	Wednesday		
	Grade 1	Friday		
Martial Arts Club	Grade 3, 6 & 7	Thursday	3,000 per term	
	Grade 2	Tuesday		
	Grade 1, 4 & 5	Friday		
Tennis Club	Grade 1- 8	Tuesdays	5,000 per term	
Dame Ann Royal Band/ Violin Guitar/ Piano/Recorder	PP1 & PP2	Wednesday	3,000 per term	
	Grade 1, 2 & 3	Monday & Tuesday		
	Grade 4 & 5	Tuesday & Wednesday		
	Grade 6	Thursday		
Basketball Club	Grade 2- Cls 8	Saturday	4,000 per term	
Swimming Club	PG, PP1 & PP2	Wednesday	5,000 per term	
	Grade 1- Cls 8	Saturday		

JGA Football Club	Grade 4 & 5 PP1, PP2, Grade 1,2,3,6,7 & class 8	Tuesday Saturday	4,000 per term	
Chess Club	Grade 1,2 & 3 Grade 4 & 5	Monday Friday	3,000 per term	
Art Club	Grade 1- Cls 8	Saturday	4,000 per term	
Motorcycle Club	Grade 1- Cls 8	Saturday	10,000 per term	
Paper Quilling Club	PP2 –Cls 8	Monday	5,000 per term	
Ballet Club	Playgroup PP1 & PP2, Grade 2 & 3 Grade 1 Grade 4 & 5	Monday Wednesday Friday Thursday	5,000 per term	

Parent's Name: ..... Signature:.....

Pupil's Name:..... Class.....Date: .....

***We wish you happy holidays, Christmas blessings and a fruitful new year, 2023.***

Yours faithfully,

Mr. William Mulema  
**Headmaster**

