



SILVER SPOON SCHOOL

ADMISSION LETTER

Date :

Ref No.:

Dear Parents / Guardians,

RE: ADMISSION TO THE SCHOOL

Name of student: Admitted to Nursery / Primary

Nursery Class and Stream: Primary Class and Stream:

Starting date: Reporting time:

Thank you for your application to this school and the interest you have shown in Silver Spoon School. I am happy to inform you that following the recent interview / application the school has made an offer of admission.

We look forward to welcoming your child and you as a parent / guardian of Silver Spoon School (SS).

SS has a lot to offer your child. Priority is given to learning but students participate in the wider life of the school, developing the qualities and values that will lead to their personal success.

For teaching and learning to be effective and meaningful it involves a **partnership** between **the child, teacher and parents / guardian**. We should work together, striving for the best educational and social progress of our children. We anticipate your involvement in school activities, in parent –teacher meetings, in supervising homework and helping to ensure that it is done on time and is presentable.

Please note that if admission is on transfer from another school, the first term is considered probationary. Continuation will depend on good behavior and progress, and the recommendation of the staff. Also note that at the end of the year, your child will be subjected to exams and promotion to next class will depend on the child's academic performance.

Admission fee of 150,000/= shall be paid at the bursar's office and school fees should be paid to the school's bank account – using the school pay number that will be generated for the pupil.

Please return on the first day of the term with a duly signed copy of the student data form and acknowledgement of having read the rules and regulations together with the child. Should you have any query, please call or pass by the school. I wish your child the best at Silver Spoon School.

Yours sincerely,

.....

Okoboi Moscow Joseph

HEADTEACHER

SILVER SPOON SCHOOL

STUDENT DATA FORM

1. Particulars of the student :

NAME OF STUDENT (as it appears on the birth certificate)			
			STUDENT'S SCHOOL CODE : (to be generated by the school)
GENDER		NATIONALITY	RELIGION
MALE <input type="radio"/> FEMALE <input type="radio"/>			
CLASS	YEAR OF ENTRY	TERM	HOUSE COLOUR (To be assigned by school)
BIRTH DETAILS :			HOME DISTRICT
DATE	MONTH	YEAR	

PREVIOUS SCHOOLS ATTENDED			
School	Class	Year	Reason for leaving

2. Particulars of the Pupil's Parents / Guardians

		FATHER	MOTHER
1	Full Names (As in National I.D/Passport)		
2	National I.D / Passport No. (Also attach photocopies)		
3	Country of Residence		
4	Nationality		

5	Home District		
6	Religion		
7	Occupation		
8	Physical Location		
9	Mobile Phone number (Whatsapp)		
10	Alternative number		
11	E-mail		

3. Person paying school fees

a) Person paying school fees : Father Mother Other

b) If other , please fill below :

i. State the relationship: (Uncle , guardian , charity etc)

ii. Physical Address (Description of direction to home; include - village/zone, LC1 contact, house Plot No. or outstanding feature near home)

iii. Mobile Phone number: Alternative number

iv. E mail address:

4. Person to contact in case of emergency

a) Please give details below of a person who can be contacted locally if :

i. The parent or person paying school fees resides outside Uganda

ii. The parent or guardian is unavailable

Name of person: Relationship:

Physical Address (Description of direction to home)

Phone number: Alternative number :

Email address:

5. Other student's details

a) Any health problems or disabilities that the school should be aware of :

b) Any allergies :

c) Special talent (e.g. in sport , art , music etc) :

.....

6. Sibling information

Siblings (brothers and sisters)				
	Name	Age	Class	School

7. Agreement with the set school rules and regulations)

We have;

- read through and understood the student code of conduct
- accepted to abide by the code of conduct
- understood that the student will be held accountable for their behavior and will be subject to disciplinary consequences outlined in the code of conduct. We will have no further recourse against Silver Spoon School during the execution of the said regulations.
- we appreciate that the school reserves the right to introduce new or modify the Rules and Regulations from time to time in the future , which will apply to all existing parents / guardians of the school.

Print Name of Child : Class:

Signature of child :(if he/she can sign)..... Date :

Print Name of Parent 1:

Signature of Parent 1 :..... Date :

Print Name of Parent 2:

Signature of Parent 2:..... Date :

I parent / guardian of declare that the information above regarding the child and my particulars is true and correct and that I know this of my own knowledge.

.....

.....

Signature / Thumbprint of Parent / Guardian

Date of Declaration