KIRA JUNIOR SCHOOL – KITO
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New Admissions Pack

Welcome, school routine, rules and discipline policy for parents of new pupils

WELCOME NOTE

Dear Parents,

Kira Junior School welcomes you to the family. You are the reason why we exist. We shall walk together in this journey of transforming our children into responsible and God-fearing human beings.

As we receive our new learner, we have some expectations from you that will help us develop the child's character to face the future and its challenges:

- Children's behaviour is shaped more by what they see than what they are told. They will always imitate what the adults do in front of them. Setting ideal examples is the most important element in developing any character.
- Love and care are the fundamentals of character development. The child will give to others what he or she receives from both home and school.
- Recognise and support every strong and positive trait in the child, and help the child understand his or her responsibilities.
- The child will recognise other feelings and points of view, and be helpful to others, if adults show how they take time for others in a caring way.
- Encourage your child to use the magic words like “thank you, sorry, excuse me” as a way of teaching humility and politeness.

WHO WE ARE

Philosophy

Kira Junior School believes that every child is an individual who should be given a fair chance to learn, be happy and grow in a conducive environment.

Vision

To be a leading centre of excellence in developing pupils' academic and other talents in a truly humane, modern and religious environment.

Mission

Kira Junior School is committed to providing a balanced quality education responsive to national and global needs.

Motto

“In Pursuit of Faith and Wisdom”

Core values

God-fearing · Respect · Humility · Integrity · Excellence

CURRICULUM

Kira Junior School is an integrated day and boarding school with a dual curriculum of Islamic theology and secular studies. The school aims at academic excellence through the integration of Islamic values and the principles of mind, body and spirit, to nurture a wholesome child.

The school offers a fully integrated curriculum from the National Curriculum Development Centre (NCDC). Pupils are examined by the Uganda National Examinations Board (UNEB) on the secular subjects and by the Uganda Quran Schools Association on the theology subjects. Both curricula emphasise the mental, spiritual, social, emotional and psychological development of children.

Under the secular system the school offers English, Mathematics, Science, Social Studies and Islamic Religious Education. In Islamic theology the school offers four major subjects: Quran, Arabic Language (Lugha), Fiqh and Tarbia.

We believe parents play a major role in the child's learning, and we involve them in regular parents' meetings, D.E.A.R. days and parent–teacher communication through our social media platforms.

CO-CURRICULAR ACTIVITIES

We take a holistic approach to bringing up children. Besides secular and theology studies, children take part in Physical Education and various games for their mental and physical development. Learners are grouped into houses for team building and a competitive spirit:

HOUSE	COLOUR
Moroto	Apple green
Elgon	Blue
Mufumbiro	Pink
Rwenzori	Red

The school has basketball, volleyball and netball playgrounds and a mini-soccer field.

DAILY SCHOOL ROUTINE

Primary section (P.1 – P.7), Monday to Friday

TIME	ACTIVITY
6:50 – 7:50 a.m.	Morning Quran
7:50 – 8:00 a.m.	Guide & counsel sessions
8:00 – 10:00 a.m.	Morning lessons
10:00 – 10:30 a.m.	Break
10:30 a.m. – 1:00 p.m.	Mid-morning lessons
1:00 – 2:00 p.m.	Lunch & Dhuhr prayers
2:00 – 3:50 p.m.	Afternoon lessons

TIME	ACTIVITY
3:50 – 4:00 p.m.	Homework distribution
4:00 – 4:20 p.m.	Asr prayers
4:25 p.m.	Departure

P.4 – P.7 also have Saturday classes, from 7:30 a.m. to 1:00 p.m.

Nursery – Top class, Monday to Friday

TIME	ACTIVITY
7:00 – 7:30 a.m.	Reading
7:30 – 8:00 a.m.	Qur'an memorisation
8:00 – 8:15 a.m.	Breakfast
8:15 – 10:15 a.m.	Morning lessons
10:15 – 10:30 a.m.	Break
10:30 a.m. – 12:30 p.m.	Mid-morning lessons
12:30 – 1:15 p.m.	Lunch & Dhuhr prayer
1:15 – 4:00 p.m.	Afternoon lessons
4:00 – 4:20 p.m.	Asr prayers
4:25 p.m.	Departure

Nursery – Baby and Middle classes, Monday to Friday

TIME	ACTIVITY
7:00 – 7:30 a.m.	Reading
7:30 – 8:00 a.m.	Qur'an memorisation
8:00 – 8:15 a.m.	Breakfast
8:15 – 9:15 a.m.	Morning lessons
9:15 – 9:30 a.m.	Break
9:30 a.m. – 12:30 p.m.	Mid-morning lessons
12:30 – 1:00 p.m.	Lunch & Dhuhr prayer
1:15 p.m.	Departure

DIET

The school offers breakfast, lunch and supper to learners daily. The weekly menu is in the separate School Menu download.

FEES, UNIFORMS AND TRANSPORT

All fees are payable by the first day of the term through the SchoolPay system (mobile money). If any condition needs reconsideration, the parent MUST seek permission from the Headteacher before the term begins. Current fees, uniform prices, class requirements and van transport rates are in the separate Fees & Requirements and Transport Rates downloads.

SCHOOL DISCIPLINE POLICY

While at Kira Junior School, learners must adhere to the following.

Language

- English and Arabic are the medium of instruction. Pupils are expected to speak English or Arabic on the school campus, which helps create a sense of unity.
- Vulgar, foul or abusive language is prohibited. Slang and vernacular are equally forbidden.

Assembly

- A general assembly is held every Monday from 7:50 to 8:30 a.m. for P.1 – P.7, and every Monday from 7:00 to 8:00 a.m. for the nursery section. All pupils must attend and keep discipline. Hygiene check-ups are done daily on arrival.

Visitors

- All visitors must report to the school reception and NOT to the classrooms. Parents MUST NOT visit classrooms except on Class Day / Visitation Day.

Academic expectations

- Pupils must complete all assignments. If assignments are not completed, the pupil will forfeit free time (break, lunch, after school or club and games time) to complete the work. Parents are expected to remind children to complete assignments. A child with no or incomplete assignments may be subjected to punitive measures.
- A pupil who has missed school is expected to catch up on missed work. Parents are expected to work closely with teachers and monitor this, and evidence of why work was missed must be given to the teacher.
- Pupils must come prepared with pencils, erasers, pens and geometry sets where applicable for examinations. Any misconduct during examinations leads to automatic disqualification. A pupil found copying will be demoted or expelled.

Homework policy

- Learning does not only take place at school. All children must write their homework diligently and hand it in willingly every day. Parents must sign off completed homework before it is handed in. If a pupil consistently neglects class work or homework, he or she will not be allowed on any school activities until there is improvement, and parents will be called to discuss the issue.

Absence

- No pupil should be absent from school except for ill health or other emergency reasons. Parents should arrange family get-togethers outside school hours so instruction time is not interrupted.
- Absence of more than 2 weeks without prior information and written permission is NOT ALLOWED.
- On returning from absence, a pupil should be accompanied by his or her parent or guardian, who will give the cause of absence.

Dress and appearance

- Pupils must arrive in the day's full school uniform and remain in it until the end of the day. They should take personal pride in their appearance, both in school and in public, and always be decently dressed and smart.
- Pupils at any school activity or organised excursion must wear school uniform or sportswear where applicable. Nothing should be added to the prescribed uniform; unauthorised items will be confiscated for good.
- Uniforms are only bought from school.

Games and sports

- Pupils may only play games at scheduled times and in sportswear. No pupil is excused except for ill health certified by medical personnel.

Smartness

- Boys' hair must be short and neat. Styled cuts are not allowed.
- Shoes must be black, plain and closed for boys and girls, and well polished. Sandals, boots and high heels are not allowed, even on weekends at school. White canvas shoes are required for P.E. on the specified day.
- Blouses, shirts and P.E. shirts must always be tucked in. Coloured or patterned T-shirts and vests should not be worn inside; a plain white vest is allowed underneath.
- No make-up, nail varnish or tattoos. Girls may wear one pair of small ear pins only (not dangling). Boys should not wear any jewellery. Watches should be small and simple. The school is not responsible for lost jewellery.
- Any deviation will be brought to the parent's attention for correction.

Manners in school

- Pupils address staff by first or last name with Mr., Mrs., Ms., Sheikh or Sheikat.
- All conduct should be governed by common sense, courtesy and respect for others. Senior pupils must be mindful of the example they set and act as role models. Pupils should respect the prefects' council.
- Pupils should be courteous and polite to all visitors, adults and each other, in and outside school, and greet visitors and staff with Salaam.
- Mobile phones, walkie-talkies, tablets, iPads and digital game gadgets are not allowed in school.
- No pupil should possess dangerous objects such as scout knives, razor blades, needles or syringes.

School buildings, grounds and equipment

- Walk cautiously along corridors and pathways. No running or sliding on banisters.

- When it is raining at morning, break or lunch time and cemented areas are too wet, pupils remain quiet in classrooms under teachers and student leaders. Playing in the rain is an offence.
- Out of bounds to pupils during class time: the playing field and school gate area, the mosque, and behind the school fence.
- A lost or damaged textbook is charged to the pupil. A lost library book must be replaced by the parent.
- Pupils must not deface school property. Any loss or damage must be reported at once to the class teacher, who reports to the Headteacher. Culprits will be asked to repair or replace it.

Behaviour at school functions

- Parents sign a consent form for their children to be taken out of school on any trip.
- Pupils are expected to behave excellently on the bus on official school trips.
- Staff will report misconduct and appropriate action will be taken. The head of school handles serious cases that may lead to suspension or expulsion.
- Players and spectators at matches (home and away) must be exemplary. Unnecessary arguing, rowdiness or foul language is punishable. Pupils must ensure their own safety and that of others.

Break-time snacks and lunch

- All pupils MUST have lunch and breakfast provided at school unless a parent officially writes to the school to exempt certain meals.
- Children may not carry money to school, and may not carry or be sent food without special permission.
- Parents may pack juice. The school provides drinking water.

Discipline at school

- The staff believe the learning climate in every classroom is sacred, and no pupil should interfere with the learning of others. All pupils must comply with school and class rules.
- Fighting, teasing, bullying, vulgar language, quarrelling, stone throwing or supporting lawlessness is strictly forbidden and may lead to expulsion. Writing on school walls or drawing abusive pictures is forbidden and punishable.
- The mosque is a sacred place and the etiquette of prayer is sacrosanct. Making noise and deliberately disrupting prayer calls for a long suspension or expulsion.

Student prefects

- School prefects are leaders who should be respected and obeyed because they guide other pupils. A prefect must maintain a minimum academic level or be asked to resign.
- Misbehaviour should be reported to the class teacher, who decides the consequence. Prefects must not bully, degrade or abuse any pupil; they should be friends and mentors, and set an example. A prefect who does not comply may be replaced after a warning.

CORRECTIVE AND PUNITIVE MEASURES

NO.	OFFENCE	CORRECTIVE MEASURE	PUNITIVE MEASURE
01	Late coming	Late registration in the book kept by the teacher on duty (allowed only twice).	The child will not be allowed to attend school.
02	Shabbiness (improper or dirty uniform, untucked shirt, unpolished shoes)	Talk to the child about shabbiness. The attire can be confiscated.	Denying the child classes. Sending the child home or to the hostel until properly cared for.

NO.	OFFENCE	CORRECTIVE MEASURE	PUNITIVE MEASURE
03	Defying orders of the prefect or teacher on duty	Forward the pupil to the school discipline committee (DC).	Involve the parent. Suspension for one week.
04	Failure to say salaam	The child writes the hadith about salaam on a full A4 page.	Counselling. Involve the parent.
05	Shouting in class	The child stands for a period equal to one lesson.	Pick litter around the classroom. Write an apology to the teacher.
06	Poor disposal of litter	Talk to the child about the dangers of poor disposal. Pick up the litter.	The child collects all litter nearby and puts it in a bin for a full week.
07	Incomplete class work	Denial of privileges like break time, P.E. and play time.	Higher intervention by the section head or disciplinary committee.
08	Failure to do homework	The child writes the work during play time.	Intervention by the head of section or DC. Invite the parent or guardian.
09	Copying other pupils' work	Re-doing the work. Writing a different exercise.	Invite the parent or guardian.
10	Untidy work	Repeating the work.	Denial of privileges such as P.E. and games time.
11	Damaging school property	Writing an apology letter. Cleaning the classroom for up to one week.	Replacing or repairing the broken item.
12	Running in corridors, clinging to rails or banisters	Counselling on the dangers of accidents.	A written statement to the teacher.
13	Misbehaving in the dining place	The child is served last.	Clean the dining place.
14	Using a language other than English or Arabic	Talk to the child about the official school languages.	Copy a story in English or Arabic to fill a 32-page exercise book.
15	Delaying to pray, misbehaving in prayers or failing to pray	Counselling and a written statement.	Repeat that prayer 5 times. Suspension for 1 week.
16	Absent without permission or communication	The child is retained to do all the missed work.	Invite the parent.
17	Physical or verbal abuse, defiance, bullying or teasing	Counselling and a written statement. Invite the parents.	Suspension for not less than two weeks. Expulsion.
18	Vulgar or abusive language, possession of unlawful materials	Counselling and a written statement.	Suspension for not less than two weeks. Expulsion.
19	Theft	Invite the parent.	Suspension for not less than two weeks. Expulsion.
20	Spoiling other pupils' property	Counselling and a written statement.	Contact the parent to replace the spoilt property.

> Both corrective and punitive measures can be applied at the same time.