



# St. Mark's College Namagoma

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2<sup>nd</sup> February, 2020

## **RE: BEGINNING OF TERM I CIRCULAR 2020**

### **1. Greetings**

We bring you warm greetings from the entire staff and the board of governors. We thank God for 2020; the year of perfect vision and great accomplishment. We appreciate your partnership and smooth cooperation with us.

### **2. Year's theme.**

This year's theme is **"Self-esteem for Academic Distinction"**. We purpose to instill this aspect of self-esteem in all our learners and to live by it for academic progress.

### **3. Administrative changes.**

Some changes have been made in administration for better management and service delivery.

The changes include;

- i. Mr. Magumba Jonny Innocent has been shifted from being the Deputy Head teacher Administration to Deputy Academics.
- ii. The Director of Studies O' and A' Level has been merged to become one. The school DOS is Mr. Ssematimba Paddy.  
Some three members of staff have joined the top administrative team of the school in the following positions:
- iii. Mr. Wabwire Joseph in the position of chairman disciplinary committee and with a responsibility of ensuring uniformity in school.
- iv. Ms. Justine Nassimbwa has been appointed to head a new office of quality assurance. She will work with class teachers to make sure that each child's academic needs and learning abilities are taken care of. She will also follow up students 'performance.
- v. Mr. Arinaitwe Wilfred is in the position of Career master. He will lead staff in guiding students on subject choices and professional identity.

### **4. School fees**

We thank parents for the payment of fees. We urge parents who have not cleared all fees dues to see the head teacher for commitment on the payment plan.

### **5. Academics**

In preparation for registration of our candidates, we request candidates to hand in 2 photo copies of their pass lips. PLE slips for S.4s and UCE Pass lips for S.6 candidates. These should be handed over to Mr. Magumba Jonny Innocent or Mr. Ssematimba Paddy.

Our method of assessment shall be cumulative or continuous to help us follow-up individual learners' performance over time.

Parents should work with us to ensure that all students keep in school to avoid missing any assessment.

#### 6. Study trips

(a) We shall have an entrepreneurship education field trip to Jinja on 5<sup>th</sup>/ March. 2020 at 40,000/-. Contact **Mr. Arinaitwe Wilfred: 0772-604 677/ 0702-229 337.**

(b) S.4 Geography Field study trip to Jinja at a fee of **40,000/= on 20<sup>th</sup> March 2020** and S.6 Geography field study trip to Eastern Uganda for 3 days at a fee of **180,000/= on 27<sup>th</sup> March, 2020.**

#### 7. Office working hours.

Monday to Friday offices shall be open from **8:00am to 5:00pm** and on Saturday from **8:00am to 1:00pm**. Parents should strictly observe these visiting hours indicated.

#### 8. Important dates and activities of term I

No.	Date	Activity
1	Sunday 2 <sup>nd</sup> /Feb/2020	Reporting of S.2, S.3, S.4 and S.6 students
2	Sunday 9 <sup>th</sup> /Feb/2020	Reporting of S.1 students and orientation at 2pm
3	Sunday 23 <sup>rd</sup> /Feb/2020	Reporting of S.5 students and orientation at 2pm
4	Saturday 29 <sup>th</sup> /Feb/2020	Candidates parents meeting at 10:00am
5	Sunday 1 <sup>st</sup> / March/2020	Thanksgiving service at 10:00am
6	Saturday 21 <sup>st</sup> /March/ 2020	Visitation day S.1,2,&3 from 10:00 am to 6:00 pm
7	Sunday 22 <sup>nd</sup> /March/2020	Visitation day for S.4, 5 and 6 from 10am to 6pm
8	Saturday 18 <sup>th</sup> /April/2020	Sports day from 8:00am
9	Saturday 2 <sup>nd</sup> /May /2020	End of term one

#### 9. Conclusion.

We thank you so much for your support to the college for the past 16 years. We hope to serve you better in this year and the years to come.

Yours in service,

***Kaye Paul Senfuma***

***Head teacher***