



St. Mark's College Namagoma

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11th/October/2020

Dear Parent / Guardian,

RE: BEGINNING OF TERM II CIRCULAR 2020 FOR CANDIDATES.

1. Greetings/Appreciation

Dear Parent/Guardian, greetings in the name of our Lord Jesus Christ. We thank the almighty God who has kept us safely in this period of COVID-19 pandemic. Thank you for taking good care of our children and also entrusting us again with the responsibility of completing the journey of nurturing our children.

2. Opening of Term II 2020

Term II re-opens today Sunday 11th/October/2020 and will end on 19th/ December/ 2020. Only one person is allowed to accompany a student to the clearance tables. Please strictly observe the SOPs i.e. wash hands, wear a face mask (shield) and keep adequate 4 meter physical distance.

3. School's readiness against Covid-19.

We have been part of all the meetings held at the district (Wakiso) in the preparation for the re-opening of school and have made all necessary arrangements to comply and adhere to the implementation of the standard Operating Procedures (SOPs).

For instance, a Covid-19 school committee has been constituted headed by Mr. Wabwire Joseph, classrooms have been organized observing the social distancing of 2 meters, each decker to be used by one student in the dormitory, an isolation room has been set up, hand washing containers in different places, regular temperature measurements and control of access to school.

We shall do our level best to ensure safety of both students and staff. Above all we need God's Grace and protection; so your prayers are highly needed.

4. School fees

We resolved as management to give a 20% fees discount to all our parents/guardians for the new term II and our new fees structure will be as follows;

Class	Amount
S.4	1,000,000
S.6	1,040,000

- Fees payment will be by the school pay system using the unique student's pay code. Those who do not have these numbers, please see the bursar.
- All students with fees balances for term I should clear it to avoid being inconvenienced.
- We expect all parents to either clear all the fees or pay at least 70%. Parents with some challenges should see the head teacher to agree on a workable payment schedule.

5. Registration of UCE and UACE

Registration of candidates will resume immediately students report to school. Candidates of S.6 and S.4 who had not brought their UCE and PLE result slips respectively should submit them to the academics office.

Note: Any student who has not cleared school fees for term I will not be considered for registration until payment is completed.

6. School requirements

Our dear parents/guardians, please avail the following items to our students;

- At least 3 re-usable, double layer masks
- At least 3 hand kerchiefs
- Enough scholastic materials e.g. books, pens, pencils, rulers.
- A plate, spoon, folk, water bottle, and a shopping container.

Note: No student will be received with long hair. All students must trim their hair short.

7. Visiting days/ visitation Sundays

According to the ministry of education guidelines to education institutions, we shall have **no visitation days** and strict restrictions to entry in the school premises by the public to be observed by school authorities. We therefore advise parents/ guardians to leave enough pocket money or using **school mobile money 0788 720 914 registered in Mr. Ddamulira Daniel's name.**

Note: for this reason, we request you to respond immediately in case of any remainders of fees balance or any communication to avoid inconveniencing the student and the risks involved.

8. Conclusion

We once again thank you for bringing back our children and request you to give us all the support needed in this trying moment of Covid-19 pandemic.

God richly bless you.

Yours faithfully,

KAYE PAUL SENFUMA

Head teacher