



St. Mark's College Namagoma

10 Miles Kampala – Masaka Road

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09th/February/2020

Dear Parent / Guardian,

RE: S.1 BEGINNING OF TERM I CIRCULAR 2020.

1. Welcome/Appreciation remarks

Dear Parent/Guardian, we warmly welcome you to St. Mark's college Namagoma. "The High Achievers College".

We thank you for trusting us with your children in this era of competition and promise you the best.

2. Theme of the year 2020

Our theme for this year is "**Self Esteem for Academic Distinction.**" We purpose to instill confidence in our students and ensure that they focus on academic excellence.

3. School fees

We thank parents for paying fees. We inform parents/guardians who have not fully paid fees to see the head teacher and make the payment plan to avoid inconveniences that may arise. However, we do send SMS to parents to remind them of the fees balance and the dates we intend to send students back home.

We use the school pay system as a mode of fees payment for the continuing students and by visitation day every new student will be availed with a unique payment code which they will be using instead of bank slips for fees payment.

4. Visitation days.

We have one visitation day in a term but on two consecutive weekend days i.e. Saturday and Sunday.

The visitation day for S.1, S.2 and S.3 will be on Saturday **21st March, 2020** from **10:00am to 6:00pm**. Food is allowed on visitation days. All visitors should come along with the visitor's cards whenever visiting students.

5. Health.

The school has a well-stocked medical Centre with two nurses who are always available. In case of complicated medical cases, we refer students to Mengo Hospital and parents are immediately contacted. The medical bills are paid by the parent.

We request parents to reveal any health related issues of their children to the nurses to avoid worse occurrences and anticipations.

6. Discipline.

Discipline is one of our key pillars of the school and we therefore expect students to exhibit a high level of discipline.

We expect every student to have read and understood the school rules and regulations. The punishments for every offence committed are already stipulated and we do not compromise our standards.

7. Academics

Our students do continuous tests and results are compiled and presented to parents on visitation days. We occasionally invite parents whose children have failed to meet the expectations of the institution academically and discuss the way forward.

8. Co- Curricular Activities

- We have different games and sports like football, netball, volley ball, hand ball, wood ball etc. and different clubs like the Debating club, Wild life club, Interact club, Red Cross club, Patriotism club, to mention but a few. We therefore encourage our students to be actively involved in the different activities.
- We have compulsory Marathon EVERY Saturday from 5:00am – 6:00am. We therefore request parents to buy **white canvas shoes** for all the sports related activities.

9. Sports Day

We shall have the sports day on Saturday 18th April, 2020 starting at 8:00am. One of the major activities for the day is Chakam Chaka done by S.1 and S.5 students. We request all parents to attend in person.

10. Pocket Money and Mobile Money.

We strongly discourage students from keeping money exceeding 10,000/= in the dormitory. We therefore request parents to deposit pocket money at the cash office (Bursar) to avoid cases of theft that may arise.

Parents who want to send money can use our mobile number **0788 720 914** in the names of **Ddamulira Daniel.**

(Please indicate the name and class of the student whose money you are sending as the reason and call after sending for confirmation of the transaction made.)

11. Office Working Hours.

Offices are open **Monday to Friday from 8:00am to 5:00pm** and on **Saturdays from 8:00am to 1:00pm.**

Parents who wish to visit for one reason or the other should observe these hours indicated.

12. End of Term I

The term shall end on **Saturday 2nd May, 2020** for all classes.

13. Conclusion

We once again thank you for choosing ST. Marks College Namagoma and request you to continue representing us out there as our school ambassadors.

Yours in Service,

KAYE PAUL SENFUMA
Head teacher