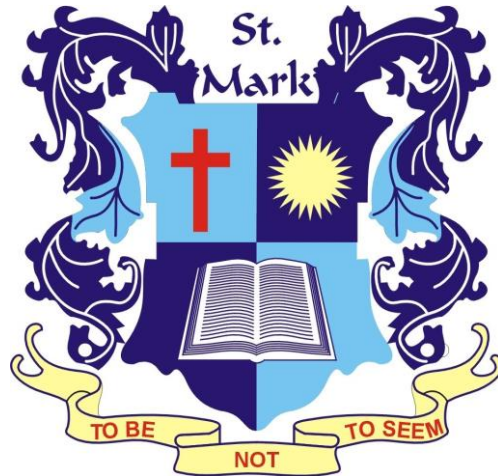


St. Mark's College Namagoma

ORIENTATION DOCUMENT FOR NEW STUDENTS & PARENTS



**10 Miles Kampala – Masaka Road
P.O. Box 22888, Kampala – Uganda**

TEL: 0393-103418 / 0775-831844

Email: info@stmark.sc.ug

Website: www.stmark.sc.ug

1.0 BACKGROUND:

St. Mark's College Namagoma (SMACON) is a high-quality secondary school located at Namagoma, 10 miles along Kampala-Masaka Road. It started on 10th February 2003 as a mixed secondary school. The school is overseen by a Board of Governors (BOG) at the strategic level, which approves policies, budgets and strategic plans of the school. The BOG is the highest governing body of the school.

1.1 THE SMACON VISION:

To be the leading Academic Institution in Uganda and in the East African region producing highly successful and respected people in the different aspects of life. We purpose to produce students who are going to be in charge of national and international affairs in regard to all respects of life.

1.2 THE SMACON MISSION:

To provide top quality secondary education that nurtures in our students a zest for life, a spirit of enterprise, community service and leadership.

✧ SMACON aims at providing a balanced curriculum to students so that they can be adaptable to the ever-changing domestic and global environment.

✧ Our philosophy is to value all students for their individual abilities and special talents. This philosophy enables our students grow into mature, compassionate, honest and honorable individuals, who are disciplined and resourceful, patriotic, responsible, innovative, altruistic, caring for others and respectful to the public.

1.3 THE SCHOOL MOTTO: TO BE NOT TO SEEM

The Motto emphasizes the true character of the individual and encourages the student to be a person of integrity. Our school motto correlates with our unique selling proposition "The High Achiever's College" we believe that the students will grow up with a mind-set of excellence and will always settle for the very best in life to become the high achievers' that they are meant to be.

1.4 OUR CORE VALUES:

Our philosophy is driven by the following core values: "**GREET**" and each value expounds on a number of qualities

Φ **Godliness:** Christian values, holiness, sacrifice, worship, faithfulness, purity, humility, and hope.

Φ **Reliability:** diligence, hard work, altruism, service, dependability, commitment, and perseverance.

Φ **Excellence:** quality, learning, originality, innovation, creativity, responsiveness, efficiency, and results

Φ **Ethics:** integrity, honesty, trust, truth, loyalty, leadership, honor, professionalism, and confidence.

Φ **Teamwork:** discipline, collaboration, growth, sustainability, unity, accountability, and respect.

1.5 THE SCHOOL BADGE:

Our beautiful School badge has three salient features: the Cross, the Sun, and an open Book.

✚ The **Cross** signifies our religiosity in line with our patron Saint Mark.

✚ The **Sun** signifies the much-cherished light and its brightness.

✚ The open **Book** signifies knowledge and total enlightenment.

✚ **The total meaning of the school badge is that “put God first before your books and your future will definitely be bright”.**

1.6 THE SCHOOL ANTHEM.

The School Anthem was composed by Mr. Andrew Mukiibi in 2004. An Audio version can be obtained from our website, www.stmark.sc.ug

1. St. Mark’s College striving for excellence,
May God give us strength to perform!
With discipline, smartness, and the development of talents,
Our future is safe and shining blue.

Chorus

*WE shall be not to seem,
Examples of the World,
On this gentle foundation,
St. Mark’s College Staff,
Will guide us with the pillar
of light forever more...*

2. St. Mark’s College, the high Achiever’s pride,
We toil to meet and live our pledge,
of quality education, devotion, and teamwork,
We shall live, Achievers we shall be.
3. St. Mark’s College so competent and strong,
The staff is qualified and bold.

Let us be not to seem, to develop our motherland,
Uganda long, long live,
Long, our founders long live.

1.7 THE SCHOOL CULTURE:

The school culture hinges on **THREE** pillars which are:

✂ **Discipline** (doing what you ought to do, even when you don't feel like doing it)

✂ **Smartness** (both in dress and expression).

✂ **Academic excellence** (the pursuit of knowledge in totality).

The above **THREE** are pivotal in molding a successful individual who is an achiever in totality from SMACON, The High Achiever's College.

1.8 SCHOOL UNIFORM

Our school uniform is comprised of two sets of school uniform, two sets of out of class wear, Sportswear, Sunday wear, sweater, black leather belt, black school shoes and white canvas shoes for sports. Students are supposed to wear only clothes issued by the school.

1.9 SPIRITUALITY AND RELIGION:

We are an Anglican founded school. The school Chaplain is in charge of spiritual matters of both students and staff. On Sundays, students worship God in their respective religions. Moslems go for Friday prayers at the designated prayer place (Mosque). Every Wednesday, we have joint fellowship aimed at inculcating values especially Godliness, respect, hard work, integrity, excellence and also to teach etiquette to our students in regard to ethical behavior.

2.0 GENERAL ADMINISTRATION

2.1 Administration structure:

The Head teacher is the head of General Administration, and is assisted by two Deputies and the DOS's in the day-to-day running of the school. The Wardens and Matrons manage boys and girls respectively at domestic level. Class teachers manage students at classroom level. General Administration handles discipline, rules and regulations, public relations, visitors, parents, permission to leave school, uniform, and security.

2.2 THE DISCIPLINARY COMMITTEE:

The school has a fully-constituted Disciplinary committee (Headed by the chairman and made up of five permanent staff members) which enforces the school rules and regulations. The committee recommends appropriate

disciplinary action for the concerned culprit. Students and parents are expected to read and understand the school rules and regulations attached to the admission letter.

2.3 THE PREFECTORIAL BODY:

The prefectorial body is headed by the Head prefect. Below the Head prefect, we have the Head boy, Junior Head boy, Head girl, Junior Head girl and Chief Judge. Below these we have the rest of prefects and their assistants. Election of prefects is always done in term two and all students actively participate. It is always a free and fair process. We encourage our students to take up leadership and we request that parents encourage students who are interested in leadership. In addition, to this we have the John Maxwell training for all leaders and at the end the training the leaders are awarded a John Maxwell certificate.

2.4 THE STUDENTS' COUNCIL:

The Students' Council is made up of the Council Executive and the students' parliament. The students' council headed by the *Chairperson Students' Council* and his/her Executive (Eleven Executive members). The students' parliament is made up of male and female class councilors elected from each class and stream. Class councilors gather students' concerns relating to students' welfare and present them before administration in fortnight reports.

2.5 THE SICK BAY.

Our school boasts of a well-staffed, well stocked medical centre which dispenses out treatment and first-aid to our learners before referral of complicated cases. We have a medical arrangement with Mengo Hospital where all our medical emergency cases are taken for specialized attention. The school ensures that the student is accorded treatment but parent/guardian meets the cost the medical bill of his/her child. Students must always carry a Medical Treatment Order signed by the School Administration and an Identity Card to access services at Mengo Hospital.

The medical Centre is also a store for the safe custody of students' drugs brought from home. Undeclared drugs are not allowed in the dormitories. Parents are urged to disclose health challenges of their children to the school nurse and administration for proper management. Where necessary back your disclosure with medical forms.

2.6 THE DINING HALL/MEALS:

All students are required to have meals prepared by the school (No special meals will be provided by the school). All meals are served in the dining hall. During meal times, the prefects ensure orderliness as the students are served their meals.

2.7 THE TOILETS:

Most of the toilets in school are our special designs that use of water and gravity. They can only use toilet paper/tissue. Do not drop solid objects such as stones, wood, shoes, bottles, into the toilets. They will get blocked and cause a lot of inconvenience to the users and impose high repair costs to the school. Please take great care regarding toilet usage! We also have in place new fully water based (flushing) toilets and great care should be taken to avoid blockage.

2.8 RESPECT FOR SCHOOL PROPERTY:

Students are expected to have great respect for school property. *Respect, preserve* and *maintain* school property such as electrical switches & sockets, fire extinguishers, taps, bulbs, furniture, mattresses, computers, windows, door locks, library books, beds, clocks, brooms, phone booths, brushes etc. Never write on walls and desks. Students caught in an act of abuse of school property will be required to replace the damaged items.

2.9 THE GENERATOR / STAND-BY POWER SUPPLY:

The school has in place a high capacity 100KVA standby generator just in case of load-shedding or interruptions in hydro-power supply. Students are not expected to operate this equipment, and can only report to the Security staff for assistance.

2.10 WATER SUPPLY:

The school has its own water supply. We pump our water from the reservoir up to our gigantic tank which then supplies to the entire school with water through a network of pipes and taps.

2.11 DRINKING WATER:

The school has a water purifier that discharges clean, safe drinking water. Packing boxes of drinking water is not necessary which also takes up dormitory space! Students are advised to have water bottles to draw drinking water from designated taps.

2.12 OPENING AND CLOSING OF TERM:

The school term opens on a Sunday and closes on a Saturday, a day beyond and after the official government official dates respectively. This arrangement helps to avoid heavy traffic jams associated with beginning and end of school terms.

2.13 VISITATION DAYS:

The Visitation Day is always announced to parents in the beginning of term circular. Where in doubt parents should consult with the Administration. Food is allowed on only visiting days, but parents and students must keep the school clean and tidy. All visitors to our students should always carry the Visitor's Card with them. On this day parents receive their children's Mid-term exams results.

2.14 POCKET MONEY AND MOBILE MONEY:

✂ The students' pocket money is kept by the school's cash office and is given out on Tuesdays and Thursdays only. No student shall keep money exceeding **shs 10,000=** in the dormitory.

✂ The school has an official mobile money line that parents can use to send money to their children. The number is **0788-720-914**. The students' **name** and **class** should be attached as the **reason**. *Please do not send school fees on this line!*

3.0 THE SMACON ACADEMICS PROGRAMMES:

3.1 The Academics Committee which is comprised of Deputy Head teacher (Academics), Directors of studies, Mentorship tutor/Quality Assurance, Careers master and Heads of Departments, supervises all academics programs inclusive the teaching and learning process and career guidance.

3.2 New Lower Secondary Curriculum

In the New lower secondary school curriculum, students are supposed to do eleven (11) core subjects which are: ***English, Literature, Mathematics, Physics, Chemistry, Biology, Geography, History, Entrepreneurship, Kiswahili and Physical Education***. In addition, a student is supposed to choose one elective subject in each of the following categories:

- (a) Religious subject i.e., ***Christian Religious Education (CRE) and Islamic Religious Education (IRE)***.
- (b) Others: i.e., ***Luganda, Agriculture, Fine Art and Computer studies***.

This curriculum is learner centered; emphasizing acquisition of hands-on (practical) skills by the learner. There is both formative (continuous) assessment (20%) by subject teachers and summative assessment (80%) by Uganda National Examinations Board (UNEB).

3.3 Directorate of Industrial Training:

The school has registered with the Directorate of Industrial Training for vocational certification.

ST. MARK'S COLLEGE NAMAGOMA
SCHOOL ROUTINE 2023/2024

| MONDAY - FRIDAY | | SATURDAY | | SUNDAY | |
|------------------------|---|-----------------|--------------------------------------|------------------|--|
| TIME | ACTIVITIES | TIME | ACTIVITIES | TIME | ACTIVITIES |
| 4:30am | Waking up | 5:00am | Waking up | 5:30am | Waking up |
| 4:30-5:20 am | House work/Personal Admin | 5:00-5:50 am | Personal Admin/House work | 5:30-6:50 am | Personal Admin/Housework |
| 5:00- 6:30 am | Morning preps | 6:00 - 7:00 am | Marathon | 7:00 - 9:00 am | Prayers |
| 6:30-7:15 am | Breakfast / routine cleaning | 7:00-8:00 am | Breakfast / routine cleaning | 9:00 - 10:00 am | Breakfast/routine cleaning |
| 7:15-7:30 am | Class administration (Roll call) | 8:00 -10:40 am | Morning lessons | 10:30 am-1:10 pm | Mid-morning preps |
| 7:30-10:10 am | Morning lessons (Class time) | 10:40-11:00 am | Break time | 1:10-2:00pm | Lunch time |
| 10:10-10:30 am | Break time | 11:00 -1:40 pm | Mid-morning lessons | 2:00 – 6:00pm | ❖ Personal Admin ❖ Co-curricular activities |
| 10:30 am-1:10 pm | Mid-morning lessons | 1:40 – 2:30pm | Lunch time | 6:00 – 7:00pm | Supper time |
| 1:10 – 2:00pm | Lunch time | 2:30 – 6:00pm | ❖ Club activities ❖ Entertainment | 7:00 – 9:30pm | Evening prep for all classes |
| 2:00 – 4:40pm | After lunch lessons | 6:00 – 7:00 pm | Supper time | 11:00pm | Lights out |
| 4:40 – 6:00pm | Co-curricular/Personal admin/Consultation | 7:00-9:30 pm | Evening preps for all classes | | |
| 6:00 – 7:00pm | Supper time | 11:00pm | Lights out | | |
| 7:00 – 9:30pm | Evening preps for S.1 and S.2 | | | | |
| 7:00 – 10:30pm | Evening preps for S.3 - S.6 | | | | |
| 11:00pm | Lights out / Sleeping time | | | | |

3.4 EXAMINATIONS:

The school runs two major sets of examinations: Mid-term Exams (MTE) and end of term (EOT). MTE contributes 30% and EOT contributes 70% of the final mark every term. Other fortnightly tests are given to students to encourage regular revision. Candidates are subjected to very many internal and external exams to eliminate “examination fever” and allow for enough practice. Missing exams is highly punishable and parents are requested to cooperate with the teachers in this regard.

3.5 THE SCHOOL LIBRARY:

The school has a well –stocked library which opens at **7:30am** and closes at **9:00pm** during week days. On Saturday and Sunday, the library opens at **7:30am** and closes at **3:00pm**. **A student must have a valid school Identity Card to borrow books from the library.** An ID is obtainable from the Deputy HM /Administration.

4.0 IMPORTAT PHONE CONTACTS:

| | |
|--------------------------------------|--|
| GENERAL LINE (FRONT DESK) | 0393-103418 |
| HEAD TEACHER | 0775-831844 |
| Deputy Head teacher (Administration) | 0777-745796 |
| Deputy Head teacher (Academics) | 0774-393869 |
| DOS O’ Level | 0752-660739 |
| Ass. DOS ‘O’ Level | 0706-227529 |
| DOS A’ Level | 0782-672195 |
| Ass. DOS ‘A’ Level | 0755-795772 |
| PRO | 0772-996680 |
| Careers Master | 0702-229337 |
| School Bursar | 0701-318815 |
| Nurses | 0705-996523/0775-908394 |
| DIRECTORS | 0772-465480 /0772-461023 |
| Email: | info@stmark.sc.ug |
| Website: | www.stmark.sc.ug |

4.1 S.1 CLASS TEACHERS

Table 1 – S.1 Class teacher 2024

| Stream | Class teacher | Contact |
|--------|-----------------------|------------|
| A | Mr. Atuhe Pardon | 0774890767 |
| B | Md. Nerima Joyce | 0787638741 |
| C | Mr. Basadhabe Michael | 0771897582 |
| E | Md. Namugga Joanitah | 0752636472 |
| N | Mr. Namanya Gard | 0754283992 |
| S | Mr. Ssengabi Joseph | 0755552768 |
| W | Md. Nayinda Rebecca | 0700245130 |

5.0 CONCLUSION:

Choosing St. Mark's College Namagoma, is a remarkable decision for with your partnership we are destined for greatness, for this is the promise of the High Achiever's College. As we work together, let us all fulfil our individual obligations in this academic race as we embrace the year's theme that states **“DILIGENT PURSUIT FOR EXCELLENCE”** and the spiritual theme from **Prov. 22:29**.