

**CARMEL MOUNT GIRLS' SECONDARY SCHOOL – VIKINDU**

P.O.Box 80461,( Dar), VIKINDU , MKURANGA

**Email:** [cmountsecvikindu@gmail.com](mailto:cmountsecvikindu@gmail.com)

**Web:** [carmelmountgirlsboardingschool.sc.tz](http://carmelmountgirlsboardingschool.sc.tz)

DEDICATION, DETERMINATION, DILIGENCE, DISCIPLINE

**ADVANCE LEVEL**

**JOINING INSTRUCTIONS AND REGISTRATION FORM 2024-2025**



Dear parents/guardians,

I am happy to inform you that your child .....has been selected to join Carmel Mount Girls' Secondary School in Form five-year 2024-2025.

**1. Registration:**

Registration starts on 15<sup>th</sup> May 2024 and end on 20<sup>th</sup> July 2024.

- a) Forms required for registration for the academic year can be collected from the school office by the students enrolled for Pre-form five class in our school.
- b) New admissions to Form five course who have not attended the Pre-Form course in our school may get their registration Form for admission, after paying the non-refundable registration fee of Tsh. 25,000/= (Twenty-five thousand shillings only). This payment is not part of the fee structure.

The joining instruction and Registration form can be downloaded from our website.

**Web:** [carmelmountgirlsboardingschool.sc.tz](http://carmelmountgirlsboardingschool.sc.tz)

**Available Combinations: PCB, PCM, PGM, CBG, HKL, HGL, HGK, DKL**

- First Choice: .....
- Second Choice.....

**FEES STRUCURE:**

***Our annual fees will be 2,800,000/= Tsh School fee:1,300,000 tsh***

***Boarding fee:1,500,000tsh***

***Other expenses including uniform***

***science students 400,000/= Tsh***

***Art students 300,000/= Tsh***

- c) To reserve your place, you are required to pay at least Tshs. 1,100,000/= before submitting the registration form as first installment of the school fees, and uniform.
- d) The school requires that; all the fees be paid through any branch of NMB Bank or MKOMBOZI Bank.

**Bank Name: NMB. A/c No. 2011 0031 808 Account Name: CARMEL MOUNT GSS or MKOMBOZI COMMERCIAL BANK LIMITED. A/c No. 151 000 7101, Account Name: CARMEL MOUNT GSS.**

Please indicate the name of your child on the bank pay-in slip. Bank pay-in slip, original must be submitted to the school's accountant who in turn will issue a school receipt.

- e) The school opens on 3<sup>rd</sup> of July 2023.

**2. Items required for registration:**

- f) Form: 2 C, 2D, 2 E
- g) Latest passport size photo one
- h) Birth Certificate-copy
- i) School leaving certificate
- j) CSSEE Result slip

- k) Receipt from the school accountant indicating the payment of the registration fee. (25,000)
  - l) Please ensure that the information given on the medical form is genuine and complete.
- Note: Your child will not be registered without the items mentioned above.

**3. Informations:**

i) **School fee payment schedule:**

Installment	Amount	Period
1 <sup>st</sup> installment	1,200,000/(Science combination) 1,100,000/ (arts combinations)	Before 1 <sup>st</sup> July, 2024.
2 <sup>nd</sup> installment	1,000,000/=	Before 30 <sup>th</sup> October, 2024.
3 <sup>rd</sup> Installment	1,000,000/=	Before 5 <sup>th</sup> January, 2025.

**Note:**

- a) A student who joins the school before 1<sup>st</sup>January or leaves (transfers from) the school after 30<sup>th</sup> of January is subjected to pay of full school fees.

**Uniforms:**

- The school uniform is: a white T-shirt, grey trousers, grey sleeveless coat printed with the school logo. Grey sleeveless sweater, white socks and black leather shoes. Grey track suit is used on sports day.
- Hair should be kept short.

**Mode of using the uniform:**

Monday, Tuesday, Thursday & Friday – grey & White Uniform,  
Wednesday Ash Sports Wear

**Boarding Uniform:**

- Sunday, Monday, Tuesday, Wednesday – Dark green Skirt with Green T- Shirt.
- Thursday, Friday, Saturday – Light blue skirt, pink T-shirt.
- Uniform for Church: Black Skirt with White Full Sleeve Shirt

**4. School academic year will be as per government calendar**

**Note: Apart from National holidays and holidays during Easter, we have about one-month holiday each in June and December. Moreover, there are mid-term breaks that last for one to two weeks. Since there are enough holydays there will be no visiting days in between.**

- 5.** Students can have pocket money from TSh. 20,000/= up to Tsh 40,000/=. It should be submitted to the Boarding mistress.

**6. School facilities:**

- a) Library different types of reference books.
- b) Well-equipped Laboratories of Biology, Chemistry, Physics and Computer
- c) classrooms with capacity of holding between 40 – 50.
- c) Catholic prayer room and a grotto to enjoy the power of prayer
- d) School shop for student’s stationary needs (exercise books, counter books, pens, pencils etc) and eatables with reasonable costs.
- e) Attractive play ground with trained sports teachers.

➤ We offer Free Computer Program courses for the following package

- ✚ Ms Office Word
- ✚ Ms Office Excel
- ✚ Ms Office PowerPoint (ppt)
- ✚ Web Technology

**I welcome you and your child to Carmel Mount Girls’ Secondary School, May God Bless You !!!**

Sr. Soumya Jacob CMC  
Head Mistress

F: 2 B



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**DEDICATION, DETERMINATION, DILIGENCE, DISCIPLINE**

### OUR VISION

We envisage education as a vocation and transforming power, empowering and renewing humanity, emanating the radiance of peace, love and life, fostering harmonic living and peaceful co-existence in a diversified world based on Eternal Values.

### OUR MISSION

To provide educational excellence and integral development bringing about the fine synthesis between the change oriented technologies and the country's cultural values and traditions.

### OUR MOTTO

*Towards a well – disciplined, integrated life through determined dedication and diligence.*

### STATEMENT OF POLICY

Carmel Mount Girls' Secondary School, Vikindu is a Catholic Secondary School run by CMC Carmelite Sisters, offering quality education and open to girls of all religious persuasions. It is a private Secondary school owned and managed by the Carmelite Sisters of the Congregation of the Mother of Carmel. The sisters work under the authority of the Tanzanian Episcopal Conference and within the jurisdiction of Roman Catholic Archdiocese of Dar es salaam, Tanzania.

Under the guidance of the school staff, students develop intellectually, spiritually, emotionally and physically. Much of this development takes place in the classroom, the laboratory, the library, and the study hall. But it also occurs on the playing field, on the stage, in the community within the school and in the community outside, especially in the neighborhood of the school. The molding of each student's character and personality is no less important than her learning.

Always in whatever students do, they are encouraged to strive for excellence. The goal held out to all is their full personal development as individuals and as members of society. Constantly, students are invited to participate, to be active, to interact and to contribute in a spirit of service within their school community and in the large community outside the school. We at Carmel Mount inculcate the desire to work for the integral development of the person, contributing one's all capacities for forming a better world to live in. Personal integrity, self –discipline, respect and tolerance for personal, cultural, religious differences, love of others, a sense of responsibility for the people and the resources of the world – our 'home', a desire to reach out in practical way to those in greater need, a life of dedication with diligence; all these are values proposed to the students.

Though a Catholic school, Carmel Mount admits girls of every religion and respects all religions without compromising the school rules and regulations. No dress code pertaining to any religious identity other than the prescribed school and boarding uniforms will be allowed in the school and boarding premises. Being a Catholic School, the Catholic identity of the school is to be safeguarded. Thus, it is not only Catholics who attend Catholic liturgy in the school chapel, but all students on specified occasions.

Even though the normal school days are Monday to Friday, sometimes students are expected to come to school on special occasions even on Saturdays and Sundays. When this is the case, no student will be exempted.

The school staff strive to complement the role of parents, family and community in leading the youth in their care to a greater fidelity to God, to a sense of justice for all, and to a love our neighbor that will form responsible leaders for the future. Parents' meetings organized by PTA or by the school provide a forum for joint effort to form our students. Repetitive absence of parents from such meetings will be interpreted as lack of cooperation, and thus willingness to have the child transferred to another school.

(Tafadhali soma maelekezo yafuatayo kwa makini kabla hujafanya usahili wa mwanao.)

Wanafunzi na Mzazi/Mlezi wanapaswa kuikubali na kulifwata lengo kuu na dhima ya shule ya wasichana ya Mlima Karmeli na kushirikiana na shule katika kuliendeleza na kulitimiza lengo kuu. Wanahitajika kuonesha ukubali wao wa lengo kuu na dhima ya shule kwa kuweka sahihi kwenye fomu yenye kipengele cha lengo kuu na dhima na kuirudisha wakati wa usahili. Kama wakiona kwamba kuna jambo lolote kwenye maelekezo ya lengo kuu na dhima ya shule ambalo hawakubaliani nalo. Basi, Mzazi/Mlezi anashauriwa asimsajili mwanae katika shule yetu.

Wanafunzi wa darasa lolote katika shule ya sekondari ya Mlima Karmeli hawatajiunga na kidato kinachofuata pasipo kufanya mtihani. Ili wajiunge na kidato kinachofuata watatakiwa kufanya mtihani na kupata wastani wa asilimia 60% kwa kila somo. Wanafunzi watakaofikia wastani uliowekwa na shule wataendelea na kidato kinachofuata ila kwa kuonesha tabia njema itayothibitishwa na walimu wao na uongozi wa shule.

Shule ya sekondari ya wasichana ya Mlima Karmeli ni shule ya bwani kwa wasichana pekee yenye msimamo na maadili. Kila baada ya likizo mwanafunzi anatakiwa kuripoti shuleni si zaidi ya saa 11:00 jioni na kuhudhuria masomo kuanzia siku ya kwanza

Kipindi cha kufunga na kufungua shule mwanafunzi hataruhusiwa kuondoka au kuja shuleni bila ya mzazi au mlezi wake. Kama mwanafunzi atashindwa kufika shuleni muda ulopangwa kwa ajili ya ugonjwa, Atakapofika shuleni, mwanafunzi alete barua kutoka kwa wazazi wake ofisini inayoelezea sababu ya kutofika shule ndani ya muda uliopangwa. Sambamba na hilo mwanafunzi atahitajika kuwasilisha fomu ya matibabu. Ikitokea mwanafunzi amekosa kuhudhuria shuleni siku 10 kwa mwaka na ikiwa ni mfulilizo basi mwanafunzi atahitajika kusimama masomo na hatoendelea na kidato kinachofuata. Kama mwanafunzi atakosa shule bila taarifa, uongozi wa shule utachukua hatua za kinidhamu na atatakiwa kulipa faini ya Tsh 50,000/= kwa siku. Kama ilivyoamuliwa kwenye kikao kikuu cha wazazi

Kila mwanafunzi anatakiwa kuwa na BIMA ya afya (NHIF) au fedha taslimu Tsh. 100,000/= kwaajili ya matibabu ikitokea mwanafunzi hajaumwa katika mwaka husika wa masomo fedha hizo zitapelekwa mwaka unaofuata au kurudishwa kwa mzazi/mlezi ikiwa mwanafunzi anahitimu masomo

Mahitaji yoyote ya wanafunzi yafanywe kwa kupitia msimamizi wa bwani (Boarding Mistress). Wageni na wanafunzi hawaruhusiwi kuleta vyakula shuleni. Wazazi wafanye miamala yote ya fedha na mahitaji mengine kupitia msimamizi mkuu wa bwani (Boarding Mistress) na mweka hazina wa shule (Bursar). Njia nyingine yoyote itakayotumika mzazi /mlezi afahamishe uongozi wa shule.

Wanafunzi watahitajika kuwa Kiingereza muda wote watakaokuwa shuleni. Na watatakiwa kuonesha heshima kwa wanafunzi wenzao, na wahusika wengine wa shule kama vile wafanyakazi walio walimu na wasio walimu. Utomvu wa nidhamu kama vile udanganyifu, kupigana, wizi wa aina yoyote, tabia mbovu za mahusiano na ya kimapenzi, upigaji makelele madarasani, kushindwa kuvaa sare ya shule kwa usahihi na kutumia madawa ya kulevya na mengineyo. Tabia hizo hazitovumilika na taratibu kali za kinidhamu zitachukuliwa na uongozi ili kurekebisha tabia za wanafunzi. Vitendo vikijirudia vya utomvu wa nidhamu vitapelekea mwanafunzi kusimamishwa masomo na kuondolewa shuleni pasipo kususua.

Shule ya sekondari ya wasichana ya Mlima Karmeli inategemea kupata ushirikiano madhubuti na msaada kutoka kwa wazazi ili kuwajenga wanafunzi wetu maadili mema na ukuaji mzuri wa watoto wetu.

**TAARIFA MUHIMU KWA WAZAZI:** Tafadhali wasisitizeni watoto wenu kutii sheria za shule bila shuruti na uvunjwaji wowote ule wa sheria za shule utafuatiwa na hatua za kinidhamu kutoka kwa uongozi wa shule na mzazi/mlezi atahitajika akubaliane nao. msaada kutoka kwa wazazi ili kuwajenga wanafunzi wetu maadili mema na ukuaji mzuri wa watoto wetu.

**TAARIFA MUHIMU KWA WAZAZI:** Tafadhali wasisitizeni watoto wenu kutii sheria za shule bila shuruti na uvunjwaji wowote ule wa sheria za shule utafuatiwa na hatua za kinidhamu kutoka kwa uongowa shule na mzazi/mlezi atahitajika akubaliane nao.

## **SCHOOL RULES AND REGULATIONS**

- 1. A student must be well-mannered at all times.**
- 2. A student must always show respect of self and others.**
- 3. Attendance to school and of classes is compulsory for 95% which is equal to 184 days of total attendance days is compulsory for promotion to the higher class.**
- 4. All exercises, assignments, notes writing and exams are compulsory. And any kind of cheating such as suspected of cheating or attempting to cheat, or assisting someone else to cheat are not allowed during the examination.**
- 5. A student must be punctual in arriving at school, to all classes and all other school functions.**
- 6. In the campus a student shall communicate in English except during Kiswahili lessons.**
- 7. A student must be smart, attired in school uniform in the campus and outside the school.**
- 8. A student shall not use prohibited “drugs” within and outside of the school campus.**
- 9. A student must carry out the instructions given by a teacher or any other authority.**
- 10. A student shall not steal or practice any kind of thievery such as deceit and impersonation.**
- 11. A student shall not physically assault another person whatsoever and use abusive language towards others in the school campus.**
- 12. A student shall not drive in or around the school campus or elsewhere while in school uniform.**
- 13. A student shall not bring any kind of food stuffs and cosmetics in the school campus.**
- 14. A student must attend school on special occasions even on Saturdays and Sundays when required.**
- 15. On special occasions a student is expected to attend a catholic liturgy in the school chapel  
regardless of one’s religious affiliation. No student will be exempted.**
- 16. A student is not allowed to conduct any function in school without permission of the authorities.**
- 17. A student shall not possess, use or apply any of prohibited items such as cell phones, cameras, iron box and such other instruments.**
- 18. Students are not allowed to use any ornaments except ordinary wrist watch.**
- 19. A student shall not engage in any transaction of business nature, or any collection or contribution of money without explicit permission from the school administration.**
- 20. A student is expected to avoid programs or activities that do not promote her studies as a full- time student, even while at home.**

- 21. A student shall not alter the school/ boarding uniform. Hair should be kept short.**
- 22. Any student engaging in theft shall not be allowed to remain a member of the school community. All property must be clearly marked with owner's name. Boxes and bags are kept locked. The school does not accept responsibility for the loss or damage of a student's property.**
- 23. Any contact to the students must be done through the Head Mistress /Boarding Mistress only.**
- 24. No student is allowed to go out of school campus without written permission from the Head mistress.**
- 25. Students should report to the boarding on the day mentioned by the school on closing day before 4.00 pm after holidays. No student is expected to report on Sunday.**
- 26. The students should keep the school campus neat and clean and should not destroy any school property. Any damage done to the school property must be compensated. They should take care of their own personal property also.**
- 27. A student should not engage in any kind of sexual relationship within and outside the school campus.**

**NOTE: Punishment to be given;**

**Failure to abide with rule number 9, 12, 13, 14, 16, 17 and 19 a student will be suspended for 21 days or as will be decided by discipline committee.**

**Failure to abide with rule number 4, 8, 10, 11, 24 and 27 a student will be removed from the school completely.**

**A student shall observe all the rules & regulations of boarding and school very diligently. Failure to abide by this entitles a student will be punished as per punishment number 1, 2 and any other punishment as arranged by discipline committee.**

**Sr. Soumya Jacob  
Head Mistress**



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## DECLARATION FORM

(Parents/Guardians are expected to sign only if the student is ready to abide by the rules and regulations of the school and you accept the statement of policy of the school and agree with the information for the parents)

### Student declaration:

I .....a student of Carmel Mount Girls' Secondary School, hereby agree with the school after having read carefully and understood student's admission letter and other directives. Therefore, I promise to keep the school and boarding rules and regulations accordingly; otherwise, I will comply with the decision taken by the administration in case of violation.

Signature: .....Date: .....

### Parent/guardian declaration:

I....., the parent/guardian of ..... who is a student of Carmel Mount Girls' Secondary School, hereby agree with the school after having read carefully and understood student's admission letter and other directives. Therefore:

1. I promise to help my daughter to keep the school rules and regulations accordingly; otherwise, I will comply with the decision taken in case my child violates the said rules and regulations.
2. I will accept all measures which will be taken by the school if my daughter will not meet the grade pass for academic promotion set by the school as expressed in paragraph 2 of the "Information for parents".

Signature: ..... Date: ..... Phone no.: .....

Sr. Soumya Jacob CMC  
Head Mistress



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PHOTO

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DEDICATION, DETERMINATION, DILIGENCE, DISCIPLINE

Reg. No. S. 5012

REGISTRATION FORM

STUDENT'S PROFILE		<i>Please write in block letters, tick ( √ ) where appropriate.</i>	
First name:			
Middle name:			
Last name:			

Date of birth:				Age	
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Postal address:		Town:	
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Residential address	House/plot no.		Street	
	location		District	

e-mail	
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Nationality		Tribe	
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Religion:		Denomination	
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Previous school attended:	
Transfer certificate no:	

For official use only:

Admission no:		Date of admission:	
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Academic Dean

Head Mistress



**ASSESSMENT BY THE HEAD OF THE FORMER SCHOOL**

**Name of the applicant .....**

**CSEE Candidate No ..... PREM NUMBER .....**

**Please comment on student's conduct, health, academic ability and responsibility in school .....**

.....

**Head of school Name and Signature: .....**

**Telephone No ..... Date and Official stamp .....**

## PARENT'S /GUARDIAN'S PROFILE

### Father's Details:

<b>Name:</b>		
<b>Occupation:</b>		<b>Employer:</b>
<b>Postal address:</b>		<b>Town:</b>
<b>Telephone:</b>		<b>Cell phone no:</b>
<b>NIDA NO:</b>		<b>QUALIFICATION:</b>
<b>Fax:</b>		
<b>E –mail:</b>		

### Mother's Details:

<b>Name:</b>		
<b>Occupation:</b>		<b>Employer:</b>
<b>Postal address:</b>		<b>Town:</b>
<b>Telephone:</b>		<b>Cell phone no.</b>
<b>NIDA NO:</b>		<b>QULIFICATION</b>
<b>Fax:</b>		
<b>E –mail:</b>		

### Guardian's Details:

<b>Name:</b>		
<b>Relation</b>		
<b>Occupation:</b>		<b>Employer:</b>
<b>Postal address:</b>		<b>Town:</b>
<b>Telephone:</b>		<b>Cell phone no.</b>
<b>Fax:</b>		
<b>E –mail:</b>		

### Emergency: (in event of an emergency, whom does the school contact? (Apart from parents/guardians)

<b>Name:</b>		
<b>Relation</b>		
<b>Telephone:</b>		<b>Cell phone no.</b>
<b>Fax:</b>		
<b>E –mail:</b>		

Student's signature: .....

Parent's /Guardian's signature: .....Date: .....



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**DEDICATION DETERMINATION DILIGENCE DISCIPLINE**

**MEDICAL EXAMINATION REPORT**

<b>STUDENT'S PROFILE</b>		<i>Please write in block letters, tick (√) where appropriate.</i>
<b>First name:</b>		
<b>Middle name:</b>		
<b>Last name:</b>		

**HEALTH PROFILE**

<b>Physical deformities (if any):</b>
<b>History of asthma/ any other allergies?</b>
<b>Is she allergic to any type of food?</b>
<b>Respiratory system:</b>
<b>Cardiovascular system:</b>
<b>Pulse:</b>
<b>History of Cardiac diseases eg:</b>
<b>a) Pneumatics heart disease:</b>
<b>b) Hypertensive heart disease:</b>
<b>c) Other cardiomyopathies:</b>

**Ear, eye and throat:**

<b>a) Conditions of the ear:</b>
<b>b) Conditions of the eye:</b>
<b>c) Conditions of the throat:</b>

**(Please Turn Over)**

**General nervous system:**

<b>a) Mental state:</b>
<b>b) History of epilepsy or other fits:</b>

**Gynecological examination:**

<b>a) Cramps:</b>
<b>b) Any past gynecological problems:</b>
<b>c) Pregnancy test:</b>

**General:**

<b>a) Blood group:</b>
<b>b) Any chronic disease the student suffers from?</b>
<b>Any major operations done in the past?</b>

**Recommendations:**


**I have examined the above student:**

<b>Medical officer's name:</b>
<b>Address:</b>
<b>Signature and official stamp</b>
<b>Date:</b>



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### **LIST OF EXERCISE BOOKS FOR FORM FIVE**

**COUNTER BOOKS – 200 PAGE SINGLE LINED – 11**

**OTHER WRITING MATERIALS LIKE – PEN, PENCIL, RUBBER, SHARPNER, RULER, MATHEMATICAL INSTRUMENT BOX etc.**

**Special requirements for science students**

**1.Dissecting kit**

**2.Scintific Calculator**

**3.Laboratory coat**

❖ **Books & Stationeries are available from the school stationery room on payment.**

### **THINGS NEEDED TO BE BROUGHT FOR THE BOARDING**

- **Matress ( Godoro) - Size 2½ by 6**
- **White Mosquito net ( Chandarua ) - Four sided**
- **Bucket (Ndo) -2**
- **Basin for washing**
- **Mug (Kikombe cha kuogea) -1**
- **Plate,cup,spoon one each**
- **Sandals ( viatu vya kawaida) - 2 pair**
- **Dress as mentioned in the uniform pattern - 2**
- **Night dress ( pajama) - 2**
- **Blue Bed sheets ( Shuka) 2**
- **Kanga - 2**
- **White Socks – 4 pairs**
- **Ordinary sweaters - 2**
- **School bag**
- **Personal dress like vests, panties etc.**
- **Washing Soap, Soap powder, Bathing Soap, clips, oil, shoe polish, brush, toothpaste, toothbrush, comb, Torch, Umbrella, sanitary pads etc**
- **Bag which can be locked**
- **Rulled paper -1**
- **Ream Paper - 2 aina zifuatazo; multipurpose premium paper (paperline and trion), Top Kopie, aone multipurpose quality paper, Mond rotatrim-The better performance paper, April PPLINE-Multipurpose White Paper na hp office**
- **Kwanja , reki au jembe**

**STUDENT'S NAME SHOULD BE WRITTEN OR STITCHED ON ALL ITEMS.**

**.....WELCOME.....**

