

ST. MARY'S SCHOOL, NAIROBI



Admissions Booklet

St Mary's School Admissions
2009-2010

This booklet is your complete guide to our school: its culture, facilities, rules, uniform, services, operations and of course admissions information.

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1) The School

a) Introduction

St Mary's is a private Catholic day school. Owned by the Archdiocese of Nairobi, it was founded in Parklands in 1939 it was originally managed by the Irish Holy Ghost Fathers. The school is currently situated within an expansive 85 Acres in Muthangari, Nairobi.

We have a combined program consisting of Junior (Primary) and Senior School (Secondary). Our Junior school teaches the KCPE curricula while our Senior school programme teaches both KCSE and IGCSE. Once admitted most of our students advance in the school from Std 1 in Primary to Secondary and finally up to University Entrance Examinations in our IB program. Though primarily a boys school from Primary upwards our decades old pre-university IB Diploma program is co-educational and admits girls.

We are internationally recognized and accredited with most of our students getting placement in some of the best universities in the World.

b) Academic Programs

The school has a junior section (primary school) from standard 1 to 8 (6 – 13 years) with about 500 pupils and a senior section (secondary school) from form 1 to the International Baccalaureate (14 – 19 years) with about 400 students. The students are predominantly boys but about half of the students in the IB Course are girls.

The school offers both national and International curriculum. At the end of standard 8, the pupils write the Kenya Certificate of Primary Education (KCPE) while in the senior school we offer the Kenya Certificate of Secondary Education (KCSE), the International Graduate Certificate of Secondary Education (IGCSE) and eventually the Pre-University International Baccalaureate (IB) Diploma.

c) Directions

If you are coming from Hurlingham take Arwings Kodhek Road till you get to The Junction of Gitanga Road and James Gichuru Road (close to Kawangware) , Take a right turn there to use James Gichuru road, or If you are coming from

Hurlingham take Arwings Kodhek Road till you get to The Junction of Gitanga Road and James Gichuru Road (close to Kawangware) , Take a right turn there to use James Gichuru road, drive straight on past Lavington Shopping Centre and further past Strathmore till you see our sign a few metres after the Strathmore sign .

If you are coming from town take Rhapta road at the Westlands' roundabout, no turns once on the road as we are at the end of Rhapta Road.

2) Admissions

a) Admissions Process

Most parents who bring their children to St.Mary's do so because they want their children to be developed intellectually physically, emotionally and spiritually. The profile of most of these parents is that they are looking to give their children a positive Educational experience in which the child is encouraged to be the best he can be in Academics,Sports,Leadership,Performing Arts and Fine Art. In essence these parents want their children to grow up to be confident well rounded members of society. We on our part teach them not just Curricula based education but also positive life changing values and skills that will help them long after they leave St.Mary's school.

Talk to the many pupils whose lives have been positively changed here at St.Mary's since 1939 .They will tell you what they always tell us-There is no place like Saints. Indeed, our History, Ties, Tradition and Environment are unique aspects that are only found here at our school. Bringing your children to St.Mary's is a step towards them experiencing this special Saints culture.

b) How to Apply

St.Mary's School Nairobi is an equal opportunity Institution and so we do not exclude any prospective student on the basis of religion, race or affiliations. All in all, we look to provide opportunities to students who give life their best shot. That said, St Mary's school Nairobi admits students on the basis of merit and nothing else.

To make an application we suggest you:

1. Get as much information on St.Mary's school. Read the information on this site, call us and even better visit us if you want to see and experience the school firsthand.
2. Complete our application form. To get the form see the Downloads link in our Website, Call us (and we will email one to you) or pick it up at our school. Once the form is completed send it to us by post, fax, and email or drop it with the required documents. See the Admissions requirements section in this booklet to make sure you have everything you need to make your application.

Admission Requirements

Junior School

1. Letter from his present nursery school
2. Copy of his baptismal certificate where applicable
3. Copy of his birth certificate
4. One recent passport size photograph
5. Recent Report Cards from his current Primary school (In the case of Transfers)

Senior School

1. Letter from his present school
2. Copies of his previous report cards
3. Copy of his baptismal certificate where applicable
4. Copy of his birth certificate
5. One recent passport size photograph

IB Diploma Program

1. A Certified copy of O-Level Results i.e. IGCSE, KCSE or any equivalent
2. School Leaving Certificate or a recommendation Letter from most recent school attended
3. Non refundable Application fee.
4. Two recent passport Photos
5. Form 4 Mock results ,Form First Term Results and Form 3 Third Term results (for those undertaking KCSE)

3) Transport

We provide transport the school maintains a fleet of 3 mini-buses and 5 large buses. Your child can be picked up from the designated stop closest to your Home and be dropped after school at the same stop.

Our buses ply the following City routes:

- Karen/Langata route
- Ngumo/Ngong road route
- Mountain View/Loresho route
- South C Route
- Riverside/Kileleshwa route
- Buruburu/Town/Westlands route
- Hurlingham Route

4) Meals

Meals are available at our Cafeteria. Your child can buy Break snacks and nutritious Hot Lunches from the school Cafeteria. The Cafeteria's friendly staff and open-air Environment make it one of the most popular places in the school.

5) Facilities

We have well-equipped libraries one for our Juniors and one for our Seniors. Books stocked range from curricula based books to fiction, magazines. Our library also has media services through which teachers and students can get videos. The Library has an Audio Visual room that uses digital media to supplement teachers' class teaching. This is done through educational videos and screening of informative TV shows etc.

Our school is situated in 85 acres' grounds in Muthangari. So; we have space, lots of it. Hence we are able to offer a wide selection of out of class activities. In addition to our expansive Rugby, Soccer and hockey spaces in our Lansdowne field (famous as it is the venue and home of the popular Blackrock Rugby Festival) we have a swimming pool. Two; actually, 25 meter regular pool as well as a baby pool for beginners. We also have Tennis, Squash and Badminton courts.

6) Extra Curricular Activities

At Saints we provide relevant Holistic Education. The term Holistic Education refers to a form of education where all parts of an individual are developed i.e. the physical, the spiritual, the intellectual, the emotional, physical, creative and social.

Our Holistic approach comes from our belief that a student is an individual who should be viewed as a whole consisting of various aspects that all need to be developed. A Saints' student's time is spent learning about himself, God and the world around him. All our Academic programs place a focus on Human Values, Creative Arts, Sports, Religion, Music and Leadership. We place an emphasis on Sports, Music, Drama and Arts

7) Pastoral Care

Our vision is to make our students respected and God-fearing learners". This is why we provide a Catholic environment that stresses Godly values and the significance of living a principled life coupled with resilience.

To develop our students spiritually we provide Pastoral care to our students. This pastoral care consists of counseling and chaplaincy. This spiritual guidance of the school is done by our resident school chaplain. Through his office students are given regular religious instructions. They are also prepared for the sacrament of Holy Communion and Confirmation.

Though St Mary's is primarily a Catholic school still the St. Mary's family is a multi-cultural one where we embrace all people regardless of their religious associations as we like to say "Love of God and Fellow Men". So Christian, Muslim, Hindu and Sikh students also receive their own weekly religious training.

8) Uniform List

St. Mary's School, Nairobi: Uniform List

JUNIORS- Regular	SENIORS- Regular	JUNIORS&SENIORS- Ceremonial	IB BOYS	IB GIRLS
Khaki Shorts	Charcoal Grey Trousers	Charcoal Grey Trousers	Black Trousers	Below Knee Length Blue Skirt
Fawn Shirt	Fawn Shirt	Dark grey Socks	Long Sleeved White Shirt	Blue Waist Coat
School Tie	School Tie	Long-sleeved White Shirt	School Tie	Long- sleeved White Blouse or Shirt
V necked Grey Pullover with Blue/White/Blue stripes	V necked Grey Pullover with Blue/White/Blue stripes	School Tie	Dark Grey Socks	White Socks
Grey Socks(with Blue and white Stripes)	Dark Grey socks	Blue Blazer with school Badge	Black Blazer with School Badge	School Tie

Sports Wear

1. General:

- One Tracksuit(Official School Colour)
- White PE Shorts
- Navy Blue PE Shorts
- White Socks
- Sports shoes (Gym shoes)
- T-Shirt (respective house colour)

Swimming:

Swimming Trunk

Towel

2. Football

- **Football boots**
(supplied at the school)
- **Football Jersey**
- **Football stockings**

Stockists:

School Outfitters

Mundi Mbingu Street, Opp City Market

P.O BOX 45765-00100-GPO, Nairobi

Tel: 222574, 225186, 2246964, 341894, 2250867

Fax: 2250866, Mobile: 0725-055 555, 0733-154 679

Email:schooloufit@wanachi.com

Haria Uniforms Ltd

First Floor, Sarit Centre, Westlands

P.O Box 1109-00606, Nairobi

Tel: 378757/3743602 Fax: 4449668

9) School Rules

Rules

Rule 1: TO LOVE GOD WITH ALL YOUR HEART AND ALL YOUR MIGHT.

Rule 2: TO LOVE YOUR NEIGHBOUR AS YOURSELF.

By-Laws

1. School Hours

School begins with General Assembly in the quadrangle on Mondays, Wednesdays and Fridays with the Dean's assembly on Tuesdays and Class Teacher's assembly on Thursdays. Students must arrive in school by 7:50 Am every morning. Regular classes end at 4:00 p.m every day. The school buses leave at 4:20 p.m .The Library remains open every day until 5:30 pm and on Saturdays between 9:00Am-12:30 pm.

Punctuality

Students must be punctual for all school activities. Late comers may be punished.

2. Games/Clubs

- Games are an important part of the school program and nobody should absent himself/herself without a written note from the parent/guardians or a doctor. Games help students to grow physically and also to work and relate with others and build team spirit.
- The games uniform comprises of a white or navy blue pair of P.E shorts for boys and black track trousers for girls (not Bermudas),a House T-Shirt(purchased at school after a student has been allocated a house) and rubber shoes or football boots. The P.E kit should be brought to school on the day of games and on any other occasion when the student is taking part in any sporting event. Those without proper games kit will not be allowed to take part in games and may be punished. Appropriate shoes must be worn at the basketball court and other indoor courts.
- A letter from parents signed and stamped by dean or Housemaster must be presented to the teacher in charge for absence from games
- Clubs are organized in-house
- During weekends and school holiday, games facilities may only be used with permission from the Administrator's office.

- The Games schedule is as follows:
 - Tuesdays :2:40 p.m-4:00 pm .Forms 1 & 2 ,Years 8 ,9
 - Wednesdays: 11:25 a.m -12:45 p.m .Std 5 & 6.
 - Thursdays 2:40 p.m -4:00 pm.Y 10,Y 11,Forms 3,4 & IB 1 & IB 2
 - Fridays 2:40 p.m-4:00 p.m.Std 7 & 8

3. School Uniform

School uniform is a symbol of our school and it should be worn with pride at all times. There are two types of uniform: One is worn from Monday to Thursday, and the First Class Uniform is worn on Fridays and any other special functions. All articles of uniform should be clean and in a good state.

- Any person without a complete uniform will not be allowed in school.

Primary

The pupils wear khaki shorts, fawn shirt, a school tie, a grey pullover and grey socks (with blue and white stripes) with black leather shoes-NOT BOOTS. Shoes should be kept clean and polished.

Secondary

The students wear charcoal grey trousers, fawn shirt, a school tie, a grey pullover and dark grey socks with black leather shoes-NOT BOOTS. Bright coloured socks e.g. red, yellow are not permitted. Shoes should be clean and polished. No jewelry is to be worn with uniform.

IB Boys

They wear a white long-sleeved shirt, school tie, black trousers, dark grey socks, black leather shoes, black blazer with a school badge.

IB Girls

They wear below –knee length blue skirt which should not be too tight ,blue waist coat ,a white long-sleeved blouse/shirt, low heel (up to 1 inch) black leather shoes) (**NOT BLOCKS OR BOOTS**) and white socks. No lipstick and make up may be worn with uniform. Modest earrings are allowed. Only black shoulder hair length additions may be worn.

STD. 3 -FORM FOUR –FIRST CLASS UNIFORM

Consists of charcoal grey trousers, dark grey socks, long-sleeved white shirt, school tie and blue school blazer with a badge.

Boys are not allowed to wear earrings and their hair must be kept short and neat. Hair styles that attract attention are not allowed.

4. ABSENCE FROM SCHOOL

This must, as soon as possible, be accounted for in writing by parents/guardians even in cases where the school is informed by a telephone call. No student may leave the school in the course of the day, even at lunch time, without a written note from the school authorities. A written request for a student who must go home for lunch should be handed in to the Dean of his/her class and a permission slip obtained.

5. GENERAL CONDUCT

- Any student found in possession of drugs, cigarettes or alcohol on the school compound will be punished
- Chewing gum is not allowed and chewing it is a punishable offence. No gum is allowed on the premises
- Students are not allowed to bring any electronic gadgets (video cassettes, players, cell phones, walkman, radios, MP3 s etc) such items if found, will be confiscated and not returned
- Only IB students with written permission from the Head teacher Senior School and in possession of a valid driving license may drive to school
- Playing of cards is not allowed at any time. If found cards will be confiscated and not returned.
- Other games may only be played as parts of a learning exercise in the presence of a teacher
- No student is allowed to make calls at the public booth during class time. In case of emergency permission must be sought from the Class teacher or the dean
- No form of trading, buying, selling of anything is allowed in the school. School books may only be traded on appointed days as arranged by the Head teacher.
- Students are not allowed to distribute or put up notices on the notice boards without permission from the school authority. Students found defacing posters, posted notices may be punished. Undesirable reading materials in the form of

books, magazines, comics brought to or produced in school will be confiscated and the student concerned will be punished.

- Writing of graffiti is not allowed, offenders will be punished
- Students must not publish or distribute any form of Literature without permission from school authority

6. EXAMS

Attendance during exam time: All students should attend school during exam time whether or not they have exams on a particular day. This applies to examination classes as well as pr-mock and mock exams. Permission to leave school during an exam time may be sought from dean or coordinator for the exam classes.

Cheating:

- The penalty for cheating during exams is immediate suspension and cancellation of all exams for that session
- Students must not borrow stationery or writing material during exams.

10) Contacts

Contact us if you have any queries, suggestions or information you would like to share with us.

St Mary's School, Nairobi.

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4444732

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Zain: +254-735-337809

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Email: info@stmarys.ac.ke

Principal

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The Admissions Officer Senior School

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The Admissions Officer-Junior School

junioradmissions@stmarys.ac.ke

The Accounting Office

bursar@stmarys.ac.ke

Alumni Co-ordinator

alumni@stmarys.ac.ke

The Transport Manager

transport@stmarys.ac.ke

If you are a prospective parent or student, feel free to call us or make an appointment to visit.