



Mackenzie Education Centre

P.O. Box 161 – 90131 Tala

Tel. No. 0726099033, 0725981198, 0733748081

Website: www.mec.ac.ke

ADMISSION LETTER - 2020

Name of student: _____

K.C.P.E. Index Number _____ has been offered a place in **FORM** _____ in this school. Mackenzie Education Centre is situated along Nairobi – Kangundo road near Tala High School.

We are a Private Boys Boarding School built on a strong Christian foundation, and upholds Christian values but does not discriminate other religions. The school is run by experienced professional teachers and seeks to exploit the full potential of young boys with the aim of building a tradition of good academic performance and high standards of discipline. The school strictly adheres to the principles that govern the provision of quality education in accordance with our school Motto: **“PURSUING EXCELLENCE”**

The school also offers **AVIATION TECHNOLOGY** to prepare boys wishing to pursue careers in the Aviation Industry such as Aeronautical Engineering, Flight Attendance and Airline Pilot.

Following on from the guidelines of the New Education Curriculum system currently being rolled out, we are introducing New Talent based courses which will be certified by recognized examination bodies:

- ICT Packages, i.e. Word Processing, Spreadsheets, database, etc.
- Practical and Theoretical instructions for class D and F (Tractor and motor bike)
- Music lessons – keyboard, drums and guitar.

To achieve the above, the following qualities of a good parent are desirable:

- Support your son’s school at all times
- Avail themselves when needed.
- Pay school fees on time.
- Mentor students to be good both at home and in school.

You are expected to report to school on _____ **2020** between **9.00am** and **4.00pm**.

Welcome to Mackenzie Education and Aviation Centre.

J.P MAKENZI
DIRECTOR

SCHOOL UNIFORM (Available at School)

1. 1 Blazer with a school badge – 2,500/-
2. 2 Pairs of Black trousers – 2,000/-
3. 2 Grey short sleeved shirts – 1,000/-
4. 1 white long – sleeved shirt (Sunday best) – 700/-
5. 1 Mixed grey sweater with school badge – 1,500/-
6. 1 mixed grey sleeveless sweater both with a school badge – 1,000/-
7. 4 Pairs of black socks – 600/-
8. 1 tie – 150/-
9. Tracksuit with school badge – 1,700/-
10. T-shirt – 400/-
11. Black jumper with school badge – 2,400/-
12. Bedcover – 750/-
13. Mattress – 3,500/-

EVERY STUDENT IS EXPECTED TO BUY AND BRING THE FOLLOWING FOR INSPECTION DURING ADMISSION:

1. Geometrical set (Oxford), Biro pens, pencils, ruler, rubber, 2 spring files.
2. Scientific Calculator (Form 3 & 4)
3. Oxford Advanced Learners Dictionary.
4. Kamusi Sanifu (Oxford)
5. Mathematical Tables (K.N.E.C)
6. Bible (RSV) and Golden bells.
7. 1 English reader from the Moses Series by Barbara Kimenye.
8. Kiswahili Reader – Mstahiki Meya by Timothy Arege.
9. 12 ruled A4 Kasuku (200pgs)
10. 2 squared A4 Kasuku (200pgs)
11. 1 pair of black leather shoes and rubber shoes.

BOARDING:

1. Metallic box and 2 padlocks for box and locker.
2. 2 blankets, 2 bed sheets, 2 towels and mosquito net.
3. Plate and cup (melamine) and spoon.
4. Bucket, basin and 1 pair of bathroom slippers.
5. 4 or more pairs of undergarments and a pair of pajamas.
6. Enough personal effects e.g. hair comb, toothbrush, toothpaste, soap, shoe polish, etc.
7. Photocopy of birth certificate.
8. Photocopy of school leaving certificate.
9. Certified copy of KCPE result slip.
10. 2 Passport size photographs (coloured)

The stated textbooks may be bought at Books & Books Enterprises at Tala Market (5% discount).

Mackenzie Education Centre

2020 Fees Structure

	Form 1	Form 2/3/4
Tuition and Boarding Per Term	30,000	Form 2 – 35,000 Form 3/4 - 40,000
Special Subjects – Project/Tools Per Term		
1. Aviation Technology	5,000	Form 2/3 - 5,000 Form 4 - 10,000
2. Computer Studies	-	Form 3/4 - 2,000
3. Agriculture	-	Form 3/4 - 500
Activity Fee Per Term	1,000	1,000
NEW STUDENTS		
1. Admission Fee	3,000	3,000
2. Caution Money	2,000	2,000
3. Library Fund	3,000	3,000
4. Student ID Card	300	300
TOTAL		
Term 1	44,300	
Term 2 and 3	36,000	

School fees are payable to **Mackenzie Educational Centre Ltd. Via...**

1. **Kenya Commercial Bank, Tala Branch, Acc. No. 1208135619** or
2. **Co-operative Bank, Tala Branch, Account No. 01129033208200** or
3. **Bankers Cheque** addressed to **Mackenzie Education Centre Ltd.**

No CASH and NO Personal Cheques will be accepted at the school

School fees is **subject to change without notice**

School fees is NON-REFUNDABLE

MACKENZIE EDUCATION CENTRE

SCHOOL RULES.

NAME _____ ADM NO _____ CLASS _____

1. Students are expected to be truthful in speech and action, co-operative, helpful and polite.
2. Students are expected to respect school authority, other students and themselves
3. The virtues of honesty, responsibility, reliability, hard work and cleanliness are to be observed at all times.
4. Students should observe all school programmes and the daily routine of the school with prompt.
5. The following will lead to suspension / expulsion:
 - *Smoking, alcohol consumption or any other form of drug abuse indicators*
 - *Any form of exam irregularities like cheating and collusion.*
 - *Fighting, assault, bullying or any other form of physical/ mental violence.*
6. Students are expected to wear the prescribed school uniform, which must be kept neat and clean always
7. The official languages of communication are English and Swahili.
8. Destruction of school property and any form of breakage will be repaired or replaced by students immediately.
9. Students are not allowed to leave the school compound without permission.
10. No special diet will be offered. Students' are supposed to eat the food provided.
11. Mobile Phones/sim cards and radios or any electronic gadgets apart from *scientific calculators* are not allowed in the school compound or to be used in school. . Confiscated items will be returned at the end of four year course.
12. Students are expected to be enthusiastic about academic standards and maintain at least an average mean score of:
 - **65% (Mean Grade B) in Form 1**
 - **55% (Mean Grade C+) in Form 2**
 - **45% (Mean Grade C) in Form 3 and 4**

Failure to which they will not be promoted to the next class or registered for K.C.S.E. examination.

13. Students should always sleep in their assigned dormitories and only on the bed assigned.
14. Students should always speak politely and in low tones while in school.
15. Silence should be observed in dormitories immediately students retire to bed.
16. No student may go/stay in bed when sick without permission from T.O.D / B. Master / Principal.

DECLARATION:-

I have read and accept all the rules, regulations, and conditions for enrolment at **Mackenzie Education Centre** should I violate any of them I will accept the consequences.

Name of student: _____ Signature: _____ Date: _____

Name of parent / Guardian: _____ Signature: _____ Date: _____

MACKENZIE EDUCATION CENTRE

Students Admission Record

Name: (Surname) _____ (First Name) _____

(Middle Name) _____

Date of Birth: _____

Home County: _____ Province: _____

Primary school: _____

K.C.P.E Year: _____

School last attended: _____

Class attended: _____ Year: _____

K.C.PE RESULTS

English: _____ Mathematics: _____

Kiswahili: _____ Science: _____ Social Studies: _____

Total marks: _____

State any learning disability: _____

FAMILY BACKGROUND

Father's Name _____

Mother's Name _____

Address _____

Address _____

Occupation _____

Occupation _____

Telephone _____

Telephone _____

Employers' Name _____

Employer's Name _____

Religion _____

Religion _____

Name any other (if any) who pays your fees other than your parents

MEDICAL CERTIFICATE

To be filled by a medical doctor after examination

Eye sight:

Ear, Nose and Throat

(ENT): _____

Chest Clinic:

Stomach (typhoid, amoeba, ulcers)

Skin disease: _____

Has the student undergone any surgical operation? _____

If so give details;

Name of Doctor:

Signature: _____ Official stamp:

In case of emergency, which hospital apart from Kangundo District Hospital may your son be taken to?

In case of emergency give the name of the relative or friend who can be contacted.

Name:

Telephone no:

FOR OFFICIAL USE ONLY

Admitted Form: _____

Admission no: _____

Date of admission: _____

House: _____