



Mackenzie Education Centre

P.O. Box 161 – 90131 Tala

Tel. No. 0726099033, 0725981198, 0733748081

Website: www.mec.ac.ke

ADMISSION LETTER - 2023

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, after Nguluni Market, behind Tala High School.

We are a Private Boys Boarding School built on a strong Christian foundation, and upholds Christian values but does not discriminate against 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.

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 _____ 2023 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 Learner's Dictionary, Kamusi Sanifu (Oxford)
4. Mathematical Tables (K.N.E.C)
5. Bible (RSV) and Golden bells.
6. 1 English reader from the Moses Series by Barbara Kimenye.
7. Kiswahili Reader – Mstahiki Meya by Timothy Arege.
8. 12 ruled A4 Kasuku (200pgs), 2 squared A4 Kasuku (200pgs)
9. 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, school leaving certificate, KCPE result slip.
8. 2 Passport size photographs (coloured)

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



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2023 Fees Structure

	Form 1	Form 2/3/4
Tuition and Boarding Per Term	38,000	Form 2 - 38,000 Form 3 - 40,000 Form 4 - 47,000
Special Subjects – Project/Tools Per Term		
1. Aviation Technology	-	Form 2 - 5,000 Form 3 - 8,000 Form 4 - 8,000
2. Computer Studies	-	Form 3/4 - 5,000
3. Agriculture	-	Form 3/4 - 2,000
Activity Fee Per Term	1,000	1,000
NEW STUDENTS		
1. Admission Fee	5,000	
2. Caution Money	2,000	
3. Library Fund	3,000	
4. Student ID Card	300	

School fees are payable to Mackenzie Educational Centre Ltd. via:

1. Kenya Commercial Bank, Tala Branch, Acc. No. 1208135619 or
2. 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.

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 the 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 4Failure 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 accepted 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

Surname _____ First Name _____

Middle Name _____ Date _____

of Birth: _____

Home County: _____

Primary school: _____ K.C.P.E Year _____

School last attended: _____ Class attended _____ Year: _____

No. of Brothers _____ No. of sisters _____ Your position in the family _____

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:

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

Incase of emergency give the name of a relative or friend who can be contacted.

Name: _____

Telephone no: _____

FOR OFFICIAL USE ONLY

Admitted Form: _____

Admission no: _____

Date of admission: _____

House: _____