SHREE SAHAJANAND INTERNATIONAL SCHOOL

Plot N0. 4766, Block 216, Shree Swaminarayan Complex
Bukoto, Kampala – Uganda, P.O. Box 111951
www.sssu.ac.ug 0200 930 111
info@sssu.ac.ug sssuganda

CAMBRIDGE International Education

FEES STRUCTURE 2025 - 2026

CLASS	TUITION (*per term*)	ADMISSION (*paid once*)	UNIFORM (*paid once*)
YEAR 7 - YEAR 9	USD 1650	USD 200	USD 200
YEAR 10	USD 1750	USD 200	USD 200
YEAR 11	USD 1850	USD 200	USD 200
YEAR 12 - YEAR 13 (ARTS)	USD 2450	USD 200	USD 250
YEAR 12 - YEAR 13 (SCIENCE)	USD 2550	USD 200	USD 250

OTHER PAYMENTS:

Admission Testing Fees	**Discounted**
Clubs	**USD 150 (paid per term)**

BANK DETAILS:

Bank: Stanbic Bank
Account name: Shree Sahajanand School
Account number: 9030024659886

DISCOUNTS OFFERED

1. Sibling (joining) discount = **2.5%** on Tuition
2. Annual payment discount = **2.5%** on Tuition
3. Any other discount applied for will be offered at the discretion of the school Board of Governors

NOTE:

- Tuition Fees includes meals and stationary.
- Cambridge Assessment International Education examination fees for Year 11, 12 & 13 are charged during registration for the examinations.
- Educational Field trips, and special events may attract additional fees

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ENTRY AGES BY CLASS AS PER (D.O.B)

AGE RANGE	CLASS
11 YEARS +	YEAR 7
12 YEARS +	YEAR 8
13 YEARS +	YEAR 9
14 YEARS +	YEAR 10
15 YEARS +	YEAR 11
16 YEARS +	YEAR 12
17 YEARS +	YEAR 13

SHREE SAHAJANAND INTERNATIONAL SCHOOL

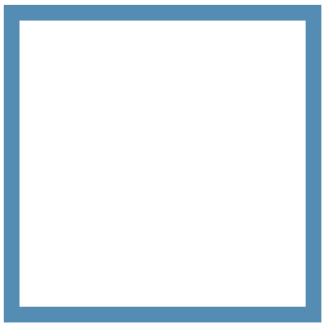
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APPLICATION FORM (IGCSE)

Application Requirements:

- 3 passport size photos for the learner
- 2 passport size photos for the parent / guardian
- Copy of previous learner's academic report
- Copy of Birth certificate or Passport for learner
- Copy of National ID or Passport for parent / guardian
- Copy of the student visa status



SECTION A: INFORMATION ABOUT THE LEARNER

1. Student's family / surname:_____

Other name: _____

2. Class for admission / next class: _____

3. a) Sex/gender: _____ b) Religious affiliation: _____

4. Date of Birth: _____ Nationality: _____

5. Passport Number (if any): _____

6. Previous school(s) attended:

_____

_____

DETAILS OF OTHER CHILDREN / SIBLINGS AT SSISU (If any).

NAME OF LEARNER	CLASS	ID NO

SECTION B: FAMILY INFORMATION

1. Name of parents in full:

a) Father: _____

b) Mother: _____

2. Occupation of parents: a) Father: _____

b) Mother: _____

3. Parents' telephone contacts: a) Father: _____

b) Mother: _____

4. Parents' Email address:

a) Father: _____

b) Mother: _____

5. Next of keen contacts (a person to be contacted if not parent).

Full Name:_____

Physical address: _____ Relationship: _____

Telephone contact: _____ Email address:_____

6. Health:(Please state any health attention / allergies that we need to note) _____

7. Do you have any special dietary needs?

_____

8. Means of transport to school (Please tick)

a) Family car b) Public means c) Other means (please specify)

I declare that the information given on this form is correct

_____ _____

PARENT'S SIGNATURE STUDENT'S SIGNATURE

Date: _____ Date: _____

FOR OFFICIAL USE ONLY:

Admission to _____(class) is approved / not approved for academic year - 2025 / 2026

Signature: _____ Stamp:

Head Teacher

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ADMISSION LETTER (IGGCE)

Reference:.....
Date:.....

_____ is hereby offered a place in Year _____ at Shree Sahajanand International School Uganda with the subjects combination of: _____.
However, if satisfactory performance in the class or subjects offered is NOT demonstrated in a three weeks period, the school reserves the right to change the subjects combination.
The Term begins on _____. You are expected to report to school on_____.
Please note that if you do not report in two weeks, your place will be given away.

EXPECTATIONS:
We would like parents and learners to be aware of our expectations for outstanding academic performance. A good grade at International General Certificate of Secondary Education (IGCSE) is grade Aor B. Grade C is a satisfactory pass. Entry to good General Certificate of Education (GCE – AL) schools requires a minimum of Grade C.

WHAT WE PROVIDE:
a) UNIFORM:
Parents will purchase a full set of uniform for each learner from the school. Learners are expected to have at least two pairs of good polishable black shoes and a pair of trainers for sports.

b) ACADEMIC INTERACTION DAY:
You are advised to make a practice of having your child show you notebooks and assessments done at school. We will be having progressive assessment and two summative assessments every term that is; Mid – Term and End of Term Assessments for which the school will issue reports. We shall have a specific day gazetted each term for the Parent – Teachers' engagement.

c) MEALS:
The school cafeteria offers a well-balanced menu. All learners must have meals prepared by the school.
Packed lunch is not allowed.

d) CARE FOR PROPERTY:
Parents, you can assist us with your child's development by monitoring his or her personal property whenever he / she returns home. Learners will take better care of their property if they know that you will check these matters and have appropriate consequences for improper behaviour. Please note that learners are charged for any damage to school property and other consequences are provided following the school rules and regulations.

LEARNERS' CODE OF CONDUCT:
All learners will be given a copy of the school rules and regulations. You are advised to read and understand and sign the school rules and regulations which should be witnessed by the parent or guardian. We expect you to be part of the formation of a culture which every member of the community shall be proud of. You have to be a responsible learner, with a high degree of respect for all staff members, for yourself, for others and the property of the school and your colleagues.
I wish you the best in your stay at the school.

Thank you.

Yours sincerely,

Head Teacher

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STUDENT SCHOOL EMAIL ADDRESS

INFORMATION ABOUT THE STUDENT

1. Student's name:_____
2. Class for admission / next class: _____
3. Gender: _____
4. Parent contact details;
   a) Father: _____
   b) Mother: _____
5. Primary email address: _____
6. Student school email address: _____

NOTE: The student's school email will serve multiple purposes, including:
- Assignment submission and feedback.
- Collaboration and resource sharing.
- Accountable and professional communication.
- Access to online resources.
- Connection with alumni
- Teaching digital citizenship and responsible email usage

Overall, a school email account will help the student develop essential communication skills, prepare him/her for academic and professional success, and provide a secure and reliable means of communication within the school community.

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PARENT'S / GUARDIAN'S OBLIGATIONS

1. Documentation / Enrollment Requirements:

(a) A learner is deemed admitted after payment of the enrollment fee of USD: 200 and submitting the following documents to school Admissions office.

- A copy of the previous school results (reports)
- Filled and completed registration and medical forms.
- Filled and completed admission form.
- A copy of the birth Certificate / passport copy if available.

(**b**) Admission by age.
Admission will be non-selective. Placement of a learner in class will be according to age. The age will be determined according to the English National Curriculum guidance:
However, in a situation where a learner's ability does not match with the age group, the administration may advise a learner and a parent to move to a suitable class of his / her ability.

(c) Shree Sahajanand International School admits learners with minor / mild learning support needs. Parents will be guided accordingly of any additional support needs identified at the time of enrollment or during the learner's stay at school.

2. Fees Payments:

- Admission and continuation of school enrollment is conditional on payment of all fees in accordance to the current rates and financial conditions. Students who remain with unpaid school fees balances will be excluded from school after the due date unless otherwise agreed in writing by the school Bursar.

- Termly Fees must be paid before the start of the Term for which they are applicable. For late payment, a two weeks period of grace is allowed, after which the learners may be excluded from school activities.
- All learners who enroll before the half term break will pay full Term fees. However, learners who enroll after the half term break will pay half Tuition fees.
- Fees paid are not refundable in whole or part. If a learner is withdrawn from a previously paid for activity like a school trip, monies will become non – refundable and the child will not be eligible to attend these activities.
- Payments for external examinations (IGCSE) will be according to the invoice produced by Cambridge and following the set deadlines for registration for these examinations. However, this payment does not guarantee that the learner will sit examinations if lesson attendance, school fees payments or discipline requirements are not met.

3. Provision of Text Books:

Upon admission, the school will provide the recommended Text books in the Library. These text books will be used on a borrowing procedure provided by the school Librarian. You will also be given a list of learners' course books in case you are interested in purchasing personal copies.

4. Attendance to Parents / Teachers meetings:

i)Parents / Guardians are expected to attend the scheduled meetings to discuss the learner's social and academic general progress.

ii)Parents / Guardians are expected to personally collect learners' academic report cards or request in advance for the soft copies to be sent through email.

5. Withdrawal of a Learner:

i)Notice to withdraw a learner must be given in writing at least a month in advance. Unless notice is given at least one month before the first day of the term, Parents / Guardians will be liable for the payment of fees for the term.

ii)Learners will be expected to have cleared with school authorities and obtained clearance certificates before any refund can be made or any form of documentation is issued.

6. Absence from School:

i) Parents / Guardians are requested to provide full written explanation of the learner's absence from school.

- In a situation of absence for one week or more without a proper explanation, the learner may be struck off from the register of the school.
- Re-admission would be upon application and after repayment of enrollment fee.

ii) Formal leave of absence from school in cases of illness or travels will only be given if:

- A written request is made stating the date of leaving and anticipated return.
- The fees for the term following (or including) the date of return have been paid.
- Note that it will be rare for the school to give consent to leave during the term.
- Learners who do not return to school on the specified date will be regarded as being absent from school and an explanation will be required.

7. Official Learners' name:

i) Learners will be required to use the names shown on the application form for the whole period of attendance at Shree Sahajanand International School Uganda. The exception will apply where the names are changed by the legal process in which case the school should be informed in writing. The same names should appear on all documents submitted to the school and will be used in the school examination certificates.

ii) Upon admission in the school, the school will issue the learner with an admission number which should be quoted in all correspondences concerning the learner, together with the official name and class.

8. Change of Contact:

Parents / Guardians are asked to promptly inform the school in case of any change of residence, telephone contact or email. Address.

9. Medical:

i) The school has a sickbay run by a nurse to offer first aid or urgent medical cases.

ii)In case of any medical urgency, the school will in liaison with the parent or guardian or next of keen link the learner to a nearby medical facility and all the cost will be borne by the parent / guardian.

iii) The school will not be responsible for medical expenses and medical treatment offered by the medical facility or hospital.

10. School Conduct / Effort:

i) A high standard of learner's conduct and academic effort will be required. The learner and the parent / guardian must accept the advice offered by the school in respect of these, and any disciplinary sanction thought appropriate.

ii) If a learner's academic progress does not merit promotion to the next class, the learner may be asked to repeat the same class.

Additionally, the school reserves the right to suspend or expel any student who in the opinion of the Principal / Head teacher behaves in such a manner to prejudice the welfare of the other students in the school or otherwise prejudices the good name of the school. Any appeal may be made against any such decision by the Principal to Board of Directors whose decision shall be final.

I, the Parent / Guardian of: ..... of year ..... (class) confirm that I have understood the "obligations of Parents / guardians' in this agreement and accept its contents as binding upon me and the learner.

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

For official use:

Name of Learner: _____

Class: _____ **ID No**:_____

Head Teacher's Signature: _____ **Date and Stamp**:

_____

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LEARNER ACTIVITIES AUTHORISATION FORM

I, the Parent / Guardian of _____ of (Class) _____ consent to the named learner's participation in all school activities including; swimming, physical education, educational outings / tours organized by Shree Sahajanand International School Uganda and incase of injury to him / her or damage to his / her property, absolve the school or its staff of any liability.

I understand that whilst the school will take every precaution to prevent accidents and is professionally responsible, any consent and authorization is given voluntarily and I will not hold the school responsible for accidents or mishap which may be suffered by the above named learner while participating in these activities.

Dated at: _____ Year _____

....

(Name of Parent / Guardian) (Signature)

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Confidential Report Form

To be completed by Student and returned before enrolment

Please avail the following:

1. Copy of latest student report card/transcript.
2. Most recent standardized test results e.g National Examination Results
3. A copy of your birth certificate

Student's First name: ..... Last Name: ..... Other: .....

Current Class/Grade/Level: ..... Number of years at current school: .....

1. Have you repeated any school years? (Yes/No)

2. Are you currently placed in a class above your age group? (Yes/No)
   If Yes, Please provide further details

.....

3. Are you aware of any learning difficulties that might affect your performance? Yes/No
   If Yes, please identify it:
   _____
4. Have you ever been required to face assessment for any learning or behavioural issues? Yes/No

   a. If yes, identify the test (eg AHD/Autism etc)

   b. Level of severity: Mild 1 2 3 4 5 (Very Severe)

   c. Are you in possession of the test results? Yes/No

5. Do you require any learning support? Yes/No

6. Have you ever had any serious disciplinary issues? Yes/No

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Dear Parents,

In view of the branding, marketing, PR and communication activities of our school, we are pleased to inform you that moving forward, we would be using actual imagery, videos, voice or works of our school premises, classroom, student life and the SSSU experience in general.

It is our aim to ensure that the use of these marketing activities at the school is undertaken responsibly and that the confidentiality of pupils and staff and the reputation of the school are safeguarded.

You will be aware that social media and digital platforms are evolving quickly. We intend to observe the best possible practice in this digital environment, seeking to negotiate it wisely and with integrity for purposes of information, communication and PR. I would be grateful to you if you could read the policy through and then please send us your renewed consent for the use of photographic images and video of your child.

We thank you in anticipation for your kind cooperation and support.

Yours Sincerely,

_____

Moses Kirinya
School Principal

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MEDIA CONSENT FORM

To be signed and returned to Class Teachers ASAP

We are sending you this parental consent form to both inform you and to request permission for your child's photo/image to be published in the newsletter, bulletin, social media pages, website, or other outlets and publications to celebrate your child and in building a positive image of the school.

Some instances where we will be using the photos, videos and voice include and not limited to; school annual book, displays/ class activities, website, external media such as newspapers, annual photograph, individual photos, social media, school wall displays etc.

If you, as the parent or guardian, wish to rescind this agreement, you may do so at any time in writing by sending a letter to the School Office and such rescission will take effect upon receipt.

Please tick your choice below

I give consent for the Department for Education to create, use and/or reproduce:

- Samples of my child's creative work
- Images, video and/or audio recordings of my child
- My child's name and school/preschool name and publish/distribute them (please tick all that apply):

☐ a) Internally in Department and school/preschool publications and internal digital/online locations.

☐ b) Externally on Department and school/preschool public websites, social media and online.

☐ c) For promotional use including Department and school/preschool marketing and advertising.

Shall you have any objections or concerns, kindly write to us on info@sssu.ac.ug or meet our school administrator.

Name of your child:_____

Name of Parent/Guardian:_____

Signature of Parent/Guardian:_____

Relationship to Child:_____

Date:_____

Please note that, as regards to photographs taken at public events at the school, it may not always be reasonable or possible to ensure that each and every person there depicted has given their consent to the publication of a photograph. The school will, however, endeavor to ensure that such publication does not infringe the privacy of individual pupils or their parents attending those public events.

The information in this form will be used throughout your child's time at school. You may withdraw your consent at any time by contacting the school. Please sign and date the form before returning it to the School Office.

You find further information in our Data Privacy Notice on our website.

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CAMBRIDGE LOWER SECONDARY SUBJECTS (YEAR 7 - YEAR 9)

English Language	**Physical Education**
English Literature	**Computing**
Mathematics	**Art & Design**
Biology	**Music**
Chemistry	**Global Perceptives**
Physics	**Business (Only Year 9)**
Humanities (History & Geography)	**Spanish**
French	**Learning Support**

Note:

1. Learners study all the above subjects at this level of Key Stage 3 / Cambridge Lower Secondary.
2. The subjects Biology, Chemistry and Physics are Strands in Science.
3. Learners are given Career guidance in preparation for their IGCSE Subjects selection by end of Year 9.

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IGCSE (YEAR 10 & 11) SUBJECTS SELECTION FORM - 2025

I ..... the parent of .... of year ..... hereby endorse the following subjects for my child in preparation for his / her end of year eleven International General Certificate of Secondary Education (IGCSE) final examinations.

Category / Timetable Structure	Subjects	Please Tick / Write
Category A Stand alone Subjects	1. English	
	2. Mathematics	
	3. Biology	
	4. Chemistry / History	
	5. Physics / Sociology	
	6. ICT	
	7. Geography	
Category B Grouped / Optional Subjects	a) Business Studies	
	b) French / Spanish	
	c) Economics	
	d) Literature / Art & Design / Accounting	
	e) Physical Education / Global Perspectives / Drama	

Note:

1. All candidates **MUST** register for a minimum of Eight (8) Subjects at IGCSE
2. You **MUST** have at least one science subject (Biology/Chemistry/Physics)
3. To offer languages at Year 10, you must have had an introductory level.
4. Subjects in Category B above are taught at the same time as per the timetable.

Parent's / Guardian's Name: .....

Parent's / Guardian's Signature: .....

Student's Name: .....

Student's Signature: .....

Administration representative: .....

Date: ..... School stamp: .....

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CLUBS

Badminton	Basketball
Cricket	Chess
Violin	Volleyball
Robotics / AI	Football
Photography and Videography	

NOTE:

- A student is allowed to choose a minimum of 1 and a maximum of 3 clubs.
- Clubs run on Monday, Tuesday and Thursday after classes.

SCHOOL CURRICULUM

Swimming
Debate
Performing Arts