APPLICATION FORM
FOR PRIMARY SCHOOL 2026

REGISTRATION FORM

Date : D D M M Y Y Y Y

I _____ hereby apply for the admission of my child in the below class from current academic year 2026.

CLASS : _____ PRIMARY

STUDENT'S BIO DATA

Full Name :

Gender : Male Female

Date Of Birth : D D M M Y Y

Religion :

Nationality :

Health Status :

Class of admission :

Father's/ Guardian's Name :

Telephone No. :

Email Address :

Occupation :

Mother's Name :

Telephone No. :

Email Address :

Occupation :

Name of Next Kin :

Telephone No. :

Email Address :

Occupation :

Address :

SIgnature :

ATTACHMENTS:

- **Student's Birth Certificate.**
- **Recent passport photos 3 for the child and 2 for the parent.**
- **If a child has any health issues, please attach the medical form.**
- **Former class report or a recommendation.**
- **If you are non-Ugandan, please attach a study permit.**
- **Attach parent's valid National ID or a valid passport.**
- **If the parent is non-Ugandan, please attach a work permit.**

FOR ADMINISTRATION USE ONLY

Comment :

Status :

Principal, SSSU :

SCAN TO DOWNLOAD THE FORM

THANK YOU FOR YOUR INFORMATION

ADMISSION PROCESS

At SSSU, we ensure parents and children have a positive experience and offer a smooth transition from inspection to admission. We expect you to cooperate with our guided admission procedures, including:

- Attend our Open Day and meet the School Principal and admission team.
- Tour around the school to experience the facilities offered to students.
- Fill out the admission form available at the school.
- Provide a school leaving letter (if moving from another school) and other necessary documents.
- Pay the school fees, collect uniforms and stationery.

FEE STRUCTURE

CATEGORY	TUITION	ADMISSION	UNIFORM	CLUB
P.1 - P.4	Ush. 1,450,000	Ush. 200,000	Ush. 250,000	Ush. 180,000
P.5 - P.6	Ush. 1,500,000	Ush. 200,000	Ush. 250,000	Ush. 180,000
P.7	Ush. 1,500,000	Ush. 200,000	Ush. 250,000	

Caution Fee is Ush. 100,000

www.sssu.ac.ug 0200 930 111 info@sssu.ac.ug

SHREE SAHAJANAND SCHOOL UGANDA
"Learning Without Limits"
Plot no. 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

MED/ALL/001

DATE _____

MEDICAL HISTORY OF THE CHILD

TO BE FILLED BY THE MEDICAL PRACTITIONER

Student Name:		**YES**	**NO**	**IF YES, PROVIDE DETAILS**
ENT	a. Discharge from ears			
	b. Hearing difficulties			
	c. Any disease of eyes			
CARDIOVASCULAR	a. Breathlessness			
	b. Pain in chest			
	c. Palpitations			
	d. Any disease of heart			
RESPIRATORY	a. Persistent cough			
	b. Asthma			
	c. T.B or any disease of chest			
GASTROINTESTINAL	a. Worms			
	b. Blood in stool			
	c. Chronic diarrhea			
GENITOURINARY	a. Blood in urine			
	b. Enuresis			
MUSCULOSKELETAL	a. State of feet/legs			
	b. Spinal deformity			
	c. Posture defect			
ALLERGY OR REACTION				
SKIN	a. Scabies			
	b. Eczema			
	c. Eruption			
	d. Hair lice			
NEUROPSYCHIATRIC	a. Disorder of speech			
	b. Fits			
	c. Mental illness			
	d. Mental sub-normality			
	e. Personal disorder			
ANY HEREDITARY DISEASE				a.
				b.

(*Please Turn Over*)

Physical Examination

- **Weight (Kgs)**_____
- **Height (cm)** _____
- **Skin**_____

- **General Appearance**

_____

EYES	a. Pupil	Right:	Left:
	b. Far vision	Right:	Left:
	c. Near vision	Right:	Left:
	d. Color vision		

EARS	a. Canals	Right:	Left:
	b. Drums	Right:	Left:
	c. Hearing	Right:	Left:

• NOSE: a. Septum_____ b. Mucosa _____

Cardiovascular Pulse rate	
Heart sound/murmur Respiratory	
Lungs Gastrointestinal	
Contours Masses	
Liver Spleen	
Hemia Genitourinary	
Lymph Glands	

- MUSCULOSKELETAL _____ BACK _____
- MUSCULAR DEVELOPMENT _____ POSTURE _____
- DEFORMITY _____ EXTREMITY _____

NEUROLOGICAL	Motor system	Reflexes
	Sensory system	Urine appearance
	S.G	Sugar
	Albumin	Deposits
	Microscopic	Stool
	Blood	Worms
	Eggs/cysts	Blood level
	H.B. P	L.B. P

Summary of positive findings:_____

Remarks:_____

Doctor's Name:_____ **Mobile No:**_____

Doctor's Sign:_____ **Date:**_____

Particular note/suggestion:_____ **Stamp:**_____

SHREE SAHAJANAND SCHOOL

LEARNING WITHOUT LIMITS

ADMISSION LETTER

Dear _____ on behalf of Shree Sahajanand School, Uganda (SSSU), I am pleased to offer you a vacancy in _____for the Academic year 2026.

Fees payment

SSSU expects you to pay full fees before the start of the term.

Please pay the tuition fees of UGX.....on school account (details below) using mobile money services or depositing directly to the school account.

Bank Name: Stanbic Bank
Account Name: Shree Sahajanand School
Account no: 9030021356408.

At SSSU, we impart lifelong learning in a happy and secure environment. We are focused at fostering independent thinkers and learners by providing top excellent academic and co-curricular activities with high moral values.

Our school prospectus gives detailed information about our school and we expect students and parents to abide by our 'Code of Ethics.'

Please read this carefully and sign on acceptance as your promise to cooperate with us towards the best upbringing of students.

Yours faithfully,

MOSES KIRINYA
PRINCIPAL

KATWESIGYE GODFREY
HEADTEACHER

CURRICULUM AND TEACHING METHODS

Our school follows the Uganda National Curriculum designed by the National Curriculum Development Centre (NCDC).



PRIMARY

For our primary section, we shall use the approved curriculum for P1 to P3, P4 and P5 to P7 with lessons of 40 min each from 7:30 am to 4:00 pm.

P1 to P3

News, Oral Literature, Mathematics, Literacy I, Literacy II, English, Creative Performing Arts (Music, Art and Crafts), Physical Education, Religious Education, Free Activity, Library.

P4 to P7

The content to be taught from Primary 4 to Primary 7 is organized into subject areas. Two types of competences are introduced: subject and language competences and are based on the content of the topic. The language competences aim at promoting learner's confidence in the use of English or local language for both oral and written forms.

~~The Primary 5,6 & 7~~

Curricular are presented in two sets of documents. Set One comprises English, Integrated Science, Social Studies, Local Language, Mathematics and Religious Education (Christian Religious Education & Islamic Religious Education while Set Two comprises Creative Arts and Physical Education.

The Primary Four to Seven Curriculum consists of the following subjects:

English, Mathematics, Social Studies, Integrated Science, Local Language, Creative Arts and Physical Education (CAPE 1 – Music, Dance and Drama, CAPE 2 – Physical Education, CAPE 3 – Art & Technology), Religious Education (Christian Religious Education,Islamic Religious Education), Computer as a tool of learning, French as an international Language, Swimming

The unique SSSU model has a classroom capacity of 25 students with two teachers, ensuring we give time and attention to the learning and growth of every child.

While our focus remains to offer quality education at an affordable price, we will also host extracurricular activities and school clubs to aid overall personality development at our state-of-the-art facilities.

Clubs

Taekwondo, Ballet, Aerobics, Violin, Piano, Food and Nutrition, Scouts and Guides, Mathematics, Innovators, Coding Club, Swimming Club, Environment
Membership to a club shall be through subscription of sh.180,000 per term. Training for the clubs shall be on designated dates to allow enough time for practice.








SCHOOL ROUTINE

SSSU strives to provide a safe and caring environment to cater to the learners' learning and development by implementing strict measures and safety standards throughout the premises. Students will arrive at our gated complex, drop off at designated points at the school gate, and be received by classroom teachers with motherly affection.

	START	END
NURSERY	8:00 AM	1:00 PM
PRIMARY	7:30 AM	3:30 PM

Children will learn in clean, well-lit, and well-laid-out classrooms. They will also have access to the playground and play station area under the supervision of the class teacher. Utmost care is taken to ensure all areas are kept clean and free of hazards by a team of cleaners.

Students arrive at school premises into the gated complex passing 1 main security gate and then the second gate to school, children are dropped off at designated drop off points, class teachers welcome and receive the children with Motherly affection and direct them to their respective classes waving off and greeting parents as they drop off the children.

Children learn in clean , well lit and well laid out classrooms through the day, each child is provided a desk and a chair to sit on, the furniture in the classrooms is designed keeping in mind the safety of students and the Social distancing requirements given the current times.

At breaktime, children are led to the playground and play station area supervised by the class teacher. Care is taken to ensure no overcrowding happens and children play under supervision within their age groups in designated areas. Utmost care is taken to ensure all areas are kept clean and free of hazards by a team of cleaners.

At lunch time, the students are led to the dining area where a well balanced meal is provided in a clean and hygienic dining area. The meal is prepared keeping in mind the dietary needs of a growling and playful child.

At the end of the day, the parents or designated persons come to pick up the children at designated pick up points again flagged off by the respective class teachers. The teachers get a chance to greet the parent and share concerns about the student on this occasion. If an extended discussion is to be had, then the parent can park in the ample parking areas within the school premises and meet the teachers to share and resolve any issues in relation to their child’s overall learning and well being.
The School strives to ensure a safe and caring environment is created to cater for the kids' learning and development by implementing strict measures and safety standards throughout the premises.

FOOD POLICIES

Additionally, the policy of not allowing students to carry food to school may have been put in place to ensure that all students have access to a balanced and nutritious meal, regardless of their socioeconomic background. This may also be done to reduce the risk of students consuming unhealthy or inappropriate food items during school hours.

In providing safe drinking water at school, the school is prioritizing the health and safety of its students. This initiative may help to prevent students from drinking unclean or contaminated water, which could lead to health problems and illnesses. It may also encourage students to drink more water and stay hydrated throughout the day, which can have a positive impact on their physical and cognitive abilities.

Overall, the policy of serving vegetarian meals and providing safe drinking water at school demonstrates the school's commitment to promoting healthy and sustainable lifestyles among its students.



CODE OF CONDUCT FOR STUDENTS

OVERVIEW

Students are expected to adhere to and practice the Code of Ethics on at SSSU.

REPRESENTATION

Every student of the SSSU is expected to represent him or herself honestly and respectfully in all situations, whether orally or in written statements. Honest and respectful representation includes, but is not limited to, providing only truthful material information on all official applications.

ACADEMIC HONESTY

Students are expected to maintain the highest standards of academic integrity.

RESPECT FOR SCHOOL REGULATIONS

- School Property
- Illegal Substances
- Sexual Assault and Harassment.

RESPECT FOR THE OPEN EXCHANGE OF IDEAS

Students shall be guaranteed that their First Amendment right of Freedom of Speech will be observed by all school community members, including other students. Students are encouraged to engage others in thoughtful and meaningful dialogue while refraining from acting or using language with malicious intent.

CLASSROOM CONDUCT

Students must behave respectfully toward their peers and teachers . In the classroom setting, students may not interrupt their classmates or teachers , make fun of them or their expressed views, or disrupt the learning environment.



SECTION 1 - ACADEMIC COMMITMENT.

1. Pupils must report to school on the first day of each term.
2. An absence of one day or more must be communicated and explained satisfactorily in writing by the parent/guardian.
3. Willful or perpetual absenteeism is a serious offense. An unexplained absence of longer than one week will result in the student's name being deleted from the register. If long-term absence exceeds 25% of any term for any reason, the school reserves the right to discontinue the child from class.
4. Pupils are required to attend all lessons, tests, examinations, and any special classes or talks arranged by the school.
5. Pupils should come to class well-prepared, with the required materials for each lesson.
6. All homework or other assignments must be done conscientiously.
7. Students should be punctual to class and meet deadlines for assignments submissions.
8. Pupils must keep comprehensive, orderly, and up-to-date notes.
9. Pupils must observe reasonable silence in class and other learning areas during the absence of a teacher or whenever the teacher demands it.
10. Pupils should not deliberately disrupt the teaching-learning process. They should listen when others are speaking.
11. Pupils should not interfere with the teacher's desk and chair, books, displays, samples, models, and any other teaching materials, and only if asked to do so by that particular teacher.
12. Cheating and examination malpractices are serious offenses.

SECTION 2 - BEHAVIOR AND GOOD MANNERS.

1. Pupils are required to respect the authority of the Principal, the Head of School, Deputies, teachers, support staff, and prefects. They will show mutual respect.
2. Pupils are required to stand when the Principal or Head of School enters the classroom or speaks at the school assembly.
3. Pupils should greet visitors and staff.
4. Pupils should uphold the good name of the school, inside and outside the premises.
5. Pupils shall be polite. Rowdiness, rudeness, and indecent abusive, or humiliating language will be corrected by staff or prefects.
6. Pupils will not show any discrimination of any kind irrespective of religion, color, race, tribe, or family background.
7. Pupils should not chew gum at any time in school nor keep their hands in their pockets.
8. Public displays of affection and intimate relationships should refrain in school.
9. Pupils must be punctual to school, to all school activities, and generally time-conscious.
10. Pupils must behave with responsibility while journeying to and from school, in uniform. Staff will report the misconduct of students when witnessed out of school, even during free time.

SECTION 3 - SERIOUS OFFENCES

1. Possessing, selling, or using narcotics or other illicit or illegal drugs.
2. Drinking alcohol, possessing it, or acting under its influence on school premises or school trips, or anywhere in school uniform.
3. Smoking or possessing cigarettes, tobacco, or possessing their accessories on school premises, school trips or anywhere in school uniform.
4. Sexual relations in and around the school environment. 5.Bullying, fighting, harassing, or sexually molesting another student at school or duringschool trips, or anywhere in school uniform.
6. Vandalism or defacement of school property.
7. Possession of firearms, ammunition, knives, and other dangerous weapons.
8. Theft and having stolen property.
9. Unauthorized removal of books, and materials from the school library or resource center.
10. Interference with equipment such as computers and fire appliances.
11. Possession of pornographic material and internet abuse in this respect.
12. Forgery, impersonation, and falsification of documents.
13. Gambling of any nature.
14. Leaving the school premises during school hours (7:30 am – 4:00 pm) without written permission from the Head of School or other authorized members of staff.
15. Being excessively absent, or repeatedly missing or skipping lessons.
16. Copying, plagiarism, assisting others to gain unfair credit; cheating, or any form of examination malpractice.
17. Abusing or threatening a teacher.
18. Persistently disrupting class.
19. Missing detention.
20. Missing school meals without due authorization.

SECTION 4 - STUDENT APPEARANCE

a) Cleanliness and hygiene

b) School Uniform

i) Students conform to the school uniform specifications and wear the uniform at all times unless otherwise directed by the school administration.
ii) The uniform should be clean and bare the school badge.
iii) Shirts must be tucked in.
iv) Shorts must be worn with a belt and not allowed to slip below the waist.
v) Shoes should be well polished, and students should not stop using the back of the shoes.

c) Games Kit

Pupils must play games only when in kit. The kit is worn throughout the day when PE is scheduled.

d) Hair

i) Pupils should not have chemically treated hair. Female students (girls) should have clean, neat hair at all times. No fancy hairstyles.
ii) Female students (girls) who have long hair should hold it in a bun using a black or navy blue clip. (colours should match the school uniform).
iii) Boys should have evenly cut and well-maintained hair.

e) Jewelry

i) The only piece of jewelry allowed for girls is a pair of simple ear pins (not earrings). Only one pair of pins should be worn at a time.
ii) Nail polish rings and bangles are not allowed.
iii) Male students (boys) should not wear any adornments in school.

SECTION 5 - PERSONAL POSSESSIONS IN SCHOOL.

a) Pupils will be held responsible for their personal belongings. Stealing is a serious offense.
b) Mobile phones, Discmans, computer games, and other expensive items are prohibited because they can be lost or stolen. Such items in school may be confiscated.
c) Pupils should not trade items in school.
d) Recovered lost property is occasionally displayed. If not claimed promptly, it may be disposed of. We will conduct occasional searches of desks, lockers, or bags.

SECTION 6 - ARRIVAL AND DEPARTURE TIMES AND LEAVE OUT.

a) Pupils should be dropped in school no later than 7:30 am for Primary or 8:00 am for Nursery. It is advisable to plan to arrive 15 minutes earlier.
b) Absenteeism is a serious offence.
c) Pupils should be collected from school at 4:00 pm or (1:00 pm for Nursery). The latest possible time for evening collection is 5:00 pm.
d) A pupil may not leave the school compound during school hours without a leave-out chit signed by the Head of School or Deputy Headmaster. Another staff is not authorized to sign leave-outs.
e) Pupils should take great care of their security while journeying to and from school. In the event of civil disturbance, the school will advise pupils and parents on how to get home.
f) No pupil should leave school with a stranger. Suspicious persons in school should be reported to the Administration.

SECTION 7 - REPORTING SICK

a) Any pupil who needs medical attention must report to the school Nurse. The sickbay or infirmary will be open during school hours (7:00am to 5::00pm).
b) Only pupils who have been asked to remain or stay in the sickbay or infirmary may lie on the beds. Such pupils should inform their Class Teachers.
c) If a pupil is too sick to be dealt with in school, the nurse will call the parent.
d) The nurse will decide whether to take the pupil to hospital.
e) All pupils on medication must keep their drugs with the school nurse.
f) Pupils with communicable diseases will be isolated and may be asked to go home.
g) Outside visits to the doctor or dentist should preferably be after school hours.
h) The school administration should be informed of any temporary or permanent medical condition in writing.

SECTION 8 - PUPILS' VISITORS.

a) Only the pupil's parents or known guardians will be allowed to see pupils during School hours. They should first report to the school administration who shall authorize that the student be called.

SECTION 9- CARE AND SAFETY REGARDING PROPERTY AND ENVIRONMENT.

a) All school property is to be respected and treated with care.
b) Any pupil who loses or destroys school property shall be required to replace it at the market rate.
c) School books shall not be torn or defaced.
d) Vandalism is a serious offence.
e) Interference with fire equipment is a serious offence.
f) Pupils are required to be familiar with the posted fire emergency procedures.
g) Pupils should not run along corridors.
h) Pupils should not take food or soda bottles in a classroom unless authorized.
i) Pupils must keep the school environment clean, tidy, and hygienic.
j) Pupils should not interfere with the noticeboards.
k) Pupils should not waste water or electricity.
l) Pupils should drop litter in the designated areas. They can be asked to pick up any litter at any time.
m) Accidental damage should be reported and failure to do so is an offence.
n) Entering a Science laboratory or computer room shall be done in the presence of a teacher.
o) No pupil should walk carelessly in the school gardens, damage flowers, go near parked cars, or loiter in the car parks.
p) Entering the swimming pool shall be with permission and in presence of a life saver . See separate rules regarding the pool.

SECTION 10 - INTERNET AND E-MAIL USE.

a) The internet is used as an educational tool at our school. Pupils must not deliberately access undesirable sites e.g, Pornographic or hate sites.
b) No pupil shall put out offensive or abusive material by e-mail or onto the internet.
c) No pupil will deliberately attempt to break security or privacy protection systems on school computers.

SECTION 11 - SCHOOL PROGRAMMES

a) Assembly

i) Attendance at assembly is compulsory for all designated pupils.
ii) If a pupil is unable to attend assembly, the class teacher should be informed.
iii) During the assembly, pupils are expected to be quiet and pay attention to what is being communicated.
iv) All pupils should sing the anthems while standing.
v) Pupils should stand when greeted by the Principal , Head teacher, Teachers and the Head Prefect.

b) Sports

i) All sports activities are compulsory except for pupils who have been exempted on medical grounds.
ii) Pupils must be dressed in sports uniforms during the PE or games periods.
iii) At the swimming pool, no one must enter the pool unless the coach is present.
iv) Sports Day and Swimming Gala are compulsory school events.
v) Players and spectators at matches at home or away should not heckle or boo. A high standard of sportsmanship is expected of players. Pupils should act as good-hosts to visiting teams.
vi) Pupils must follow all ground rules at home ground or away (As displayed on instruction boards or explained by the coach/ teachers time to time)

c) Meals

i) Morning tea and lunch are compulsory for all pupils.
ii) All meals must be taken in the school dining hall unless otherwise stipulated by the school administration.
iii) The dining areas should be kept clean at all times, the responsibility resting solely with the users.
iv) Food should not be wasted or scattered around the table or floor.
v) Plates, cups, and cutlery should be handled carefully.
vi) Pupils should line up to be served and maintain orderliness and minimum noise during meals.
vii) Non-vegetarian meals such as fish, meat, eggs, etc or any meals prepared with negative/ chronic vegetables such as onion or garlic consumed on the premise is treated as a serious offense.

SECTION 10 - INTERNET AND E-MAIL USE.

a) The internet is used as an educational tool at our school. Pupils must not deliberately access undesirable sites e.g, Pornographic or hate sites.
b) No pupil shall put out offensive or abusive material by e-mail or onto the internet.
c) No pupil will deliberately attempt to break security or privacy protection systems on school computers.

SECTION 11 - SCHOOL PROGRAMMES

a) Assembly

i) Attendance at assembly is compulsory for all designated pupils.
ii) If a pupil is unable to attend assembly, the class teacher should be informed.
iii) During the assembly, pupils are expected to be quiet and pay attention to what is being communicated.
iv) All pupils should sing the anthems while standing.
v) Pupils should stand when greeted by the Principal , Head teacher, Teachers and the Head Prefect.

b) Sports

i) All sports activities are compulsory except for pupils who have been exempted on medical grounds.
ii) Pupils must be dressed in sports uniforms during the PE or games periods.
iii) At the swimming pool, no one must enter the pool unless the coach is present.
iv) Sports Day and Swimming Gala are compulsory school events.
v) Players and spectators at matches at home or away should not heckle or boo. A high standard of sportsmanship is expected of players. Pupils should act as good-hosts to visiting teams.
vi) Pupils must follow all ground rules at home ground or away (As displayed on instruction boards or explained by the coach/ teachers time to time)

c) Meals

i) Morning tea and lunch are compulsory for all pupils.
ii) All meals must be taken in the school dining hall unless otherwise stipulated by the school administration.
iii) The dining areas should be kept clean at all times, the responsibility resting solely with the users.
iv) Food should not be wasted or scattered around the table or floor.
v) Plates, cups, and cutlery should be handled carefully.
vi) Pupils should line up to be served and maintain orderliness and minimum noise during meals.
vii) Non-vegetarian meals such as fish, meat, eggs, etc or any meals prepared with negative/ chronic vegetables such as onion or garlic consumed on the premise is treated as a serious offense.

d) Clubs

i) Membership to a club shall be through subscription of sh.180,000 per term. Training for the clubs shall be on designated dates to allow enough time for practice.
ii) Each child must belong to a one club and actively participate in all club activities.
iii) Students must attend club meetings on the scheduled days and time.
iv) Pupils should respect their club leaders (students or teachers).

e) Houses

i) All pupils must belong to a House, which will be allocated by the school.
ii) Pupils cannot change from one House to another.
iii) Pupils will wear their House T-shirts during House activities unless directed otherwise. The T-shirts should be kept clean.
iv) House activities are compulsory for all members of the House.

f) Trips

i) All designated pupils must attend trips organized by the school.
ii) Pupils going on school trips must be dressed in school uniform unless another form of dressing has been authorized by the Head of School.
iii) Pupils on a school trip must display good conduct at all times, and the school rules apply.
iv) Rowdy or violent behavior or any behavior that will bring the name of SHREE SAHAJANAND SCHOOL to disrepute will not be acceptable
v) Pupils misbehaving on trips will be sent home or suffer punishment.
vi) Regard for property and safety must be shown. vii) Pupils are expected to write reports for teachers on whatever school trip they go on.

f) Music, Dance and Drama

i) Pupils are expected to represent their Houses in music, dance, and drama competitions.
ii) Pupils must attend rehearsals organized by the school without fail.
iii) The school holds a Music Festival and Concert on a regular basis. Pupils called upon to participate in the School Concert, or any other production, are expected to comply.



SECTION 12 - DISCIPLINE AND COUNSELING

a) Counseling

Staff will practice negotiation methods and counseling techniques to get the best responses from the pupils. Staff are expected to understand the causes of disruptive behavior. All staff should be good listeners, clear, and persuasive communicators. Agreeing expectations with pupils helps to avoid problems.

In case of a conflict, the School Counsellor, Deputy Head of School may be involved together with the parent/guardian. Many difficulties encountered in school have their roots at home. Parents/guardians have declared their readiness to work alongside staff to overcome such difficulties.
Parenting workshops are held occasionally in school. Parents/guardians may consult staff on any issue during Thursday lunchtimes.
Teachers work as a team and apply rules consistently, being firm but encouraging, they avoid placing students “on the other side of the fence”.

b) Sanctions

When a reasoned approach has failed, staff shall take the following step by step approach.

i) Rebuking the pupils in front of the class.
ii) The pupil writes an apology letter and or a 500-word essay.
iii) The Head of School or Deputy censures the student verbally or in writing.
iv) The offence is discussed with the Discipline Committee and recorded on the pupil’s file.
v) Recording the student’s name in an offenders’ register and mentioning it at assembly.
vi) Physical work in the School compound or classroom, e.g., cleaning.
vii) Exclusion from leisure activities.
viii) Detention.
ix) Rebuking the pupil in the presence of the pupils’ parents.
x) Being on Probation for a set period of time where staff vouches for improved conduct.
xi) The Head of School writes a warning letter.
xii) The Head of School suspends the pupil, the maximum period of time being 2 weeks.
xiii) The Principal in consultation with the Board indefinitely suspends the student.

For academic offences such as not completing homework, the pupil will be required to For academic offenses such as not completing homework, the pupil will be required to do the work during lunchtime, after school, or on Saturday morning. Pupils cannot be sent out of class by a teacher unless to a higher authority for action.
Punishment should not be harshly degrading. Teachers will not ask a student to kneel for more than 15-20 minutes, nor will a student be caned. Punishment should not damage the positive relationship between teachers and pupils. A teacher may not take sides against a pupil unfairly.
The school has a Disciplinary Committee that interprets the school rules and assesses cases of indiscipline.

Suspension is reserved for serious offenses or repeated offenses. Any pupil whose name appears in the offender's book three times shall, at the discretion of the Disciplinary Committee will be suspended from school for up to two weeks. The parent shall be called to the school at the time of suspension, and when the pupil is re-introduced to school. The suspended student shall not enter school during the period of suspension. The matter is recorded on the student's file, posted on the school noticeboard, and may be reflected in the School Leaving Certificate. The Certificate of absence is included in the student's record of attendance.

A pupil may be suspended only once for a serious offense. If he or she has to appear before the Disciplinary Committee on another or the same serious offense, the student shall be sent on indefinite suspension. The decision to expel the student will be made by the Disciplinary Committee and the Head of the School and endorsed by the Principal.

Some serious offenses such as theft or possession of stolen property, drug abuse, rape, carrying weapons, and physical assault will lead to immediate expulsion.

CODE OF CONDUCT FOR PARENTS

At SSSU , we value our collaboration with families and guardians as we seek to establish relationships based on courtesy, mutual trust and open communication. Our shared values and an understanding of acceptable behaviour enable the SSSU Community to work together with respect and appreciation for each other. At SSSU we recognise our legal obligation to ensure the ongoing health and safety of students, staff, and families within our community. We encourage parents and guardians to support our educational environment.

All parents, guardians and care-givers (referred to in this Code as Parents) of students enrolled in the SSSU are requested to support and encourage the School in developing and nurturing relationships grounded in our values.

SSSU commits to fostering the dignity, self-esteem and integrity of every person. The provision of a safe and supportive environment is essential to ensure that all families, students and staff are affirmed in their dignity and worth as persons.

SSSU fulfills its mission in partnership with parents who are the first educators of their children. We recognise that Parents are valuable participants in our community and we want to work in partnership with Parents to provide and support the safe and competent education and care of students.

This Parent Code of Conduct sets out the way the School expects Parents to conduct themselves in their interaction with others in the School community including but not limited to our administrators, teaching staff, support staff and students.

It is a requirement that all SSSU families adhere to principles and practices as outlined in the School's Enrolment Policy and Conditions of Enrolment, as signed by parents.

This Code of Conduct applies to all Parents and care-givers.

APPROPRIATE CONDUCT

As members and participants in the SSSU community parents shall respect the dignity, culture, values and beliefs of each member of the School community. They are expected to act in accordance with our values and conduct themselves in accordance with the appropriate standard relevant to their relationship with the School

When engaging with the School, Parents shall:

Refrain from engaging in malicious or judgmental gossip;
Ensure that everything they say about others is fair, respectful and truthful;
Value the dignity of each person;
Refrain from any conduct that may be characterised as bullying, harassment, discrimination or vilification;
Ensure any complaint complies with the complaint process in this Code of Conduct; use language which is impartial, respectful and honest and not offensive, insulting or derogatory;
Dress respectfully for the occasion; not possess alcohol on the School site unless the event has been endorsed by the School Principal;

Not attend School events if affected by alcohol or other intoxicants;
Show respect for School property and the property of other members of the School community; and ensure all conduct is appropriate to ensure the occupational safety and health of all School employees. The School expects that all written and spoken communication from Parents to anyone in the School community will be courteous and respectful. That relationships with students are strictly appropriate by avoiding any favouritism, special treatment or exclusion; and

Advise the School of any areas of potential conflict such as parenting and family court orders in accordance with the relevant laws.

SOCIAL MEDIA

There are ethical and legal issues with the use of social media that can be directly and indirectly damaging to the School and members of its community. When using social media, Parents are to:

- be positive and respectful about the School, its staff and students;
- avoid expressing grievances about the School;
- make reasonable efforts to ensure that their children comply with the School's ICT Policy;
- not post a photo or video recording of another student without the prior consent of the student's Parent;
- not post a photo or video recording of a staff member or Parent in any forum without their prior consent;
- respect confidentiality and not disclose any confidential information about a member of the School community;
- respect other Parents and not use social media as a means of making contact with other students;
- not post any material that may damage the reputation of the School or a member of the School community.

PROCESS FOR MAKING A COMPLAINT

If a Parent wants to raise a complaint, they are required to comply with the complaint process in this Code of Conduct.

Generally, issues of a minor nature should be raised with the child's teacher and or Leader of Wellbeing.

More serious or complex matters should be raised with the relevant member of the Senior Leadership Team. Parents may raise issues in a manner consistent with this Code of Conduct and concerns related to the education of their child or other matters related to the School.

The School respects the rights of Parents to raise their issues or concerns. The School will respond to those issues or concerns with courtesy and respect, with a focus on resolving the matter in a timely manner. Parents are to accept that it may take up to two school days to receive a response to an email sent to a teacher, but telephone contact can be made where an urgent response is required.

BREACHES OF THE PARENT CODE OF CONDUCT

The School requires that all Parents comply with this Code so that their behaviour contributes to a harmonious School community and provides a role model for their child's conduct at the School. If a Parent does not act in accordance with this Code of Conduct, the staff member may:

request that the Parent refrain from the inappropriate conduct before communication can resume;
advise the Parent that if the inappropriate conduct continues, there will be no further communication;
request that another staff member be present to continue the communication or for any future communication; and/or
lodge a complaint against the Parent with the Principal. Where a Parent breaches the Code of Conduct, the Principal will determine the consequences which may include any of the following:
the Principal may restrict the Parent from entry to the School grounds or from attending School-related events for a specified period;
direct that the Parent only communicate with the School through a nominated representative;
report the conduct to other relevant authorities; and/or
where the breach is extreme or prolonged, the Principal may terminate the enrolment of the Parent's child or children.

Summary Parents are encouraged to discuss their preferences for their child's educational program; however, all final decisions about subject enrolment, pathways, curriculum and student wellbeing will be made by the Principal .

DECLARATION BY THE PUPIL AND PARENT/GUARDIAN.

I ..... Parent/ Guardian of..... of..... class declare that I have read and understood the Learners' code of ethics and I shall guide my child to always live by them.

For the proper upbringing of my child, I shall work closely with the school administration.

SHREE SAHAJANAND SCHOOL UGANDA
"Learning Without Limits"
Plot no. 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

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,

_____

Katwesigye Godfrey
Headteacher - Primary School

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.

CONSENT FORM

To be signed and returned to school after careful reading

I) Media Consent:
We seek your consent to use photographs, videos, and voices of your child on various school platforms and publications, including but not limited to the school website, social media channels, and promotional materials. This allows us to showcase the achievements and activities of our students. If you have any concerns regarding this, please communicate with the school office.

II) Not Carrying Food:
To maintain a safe and healthy environment within the school premises, we kindly request parents not to send food items or snacks from home. Our school cafeteria provides nutritious meals, and this policy ensures the well-being of all students and helps manage potential allergens.

III) Respect for School Policies:
We would like to remind all parents to familiarize themselves with and adhere to the school policies outlined in the student handbook. Your cooperation in following these guidelines contributes to a positive and conducive learning environment for all students.

IV) Accidents in School:
Please be aware that the school will not be held responsible for any accidents that may occur In and out of school premises. We have implemented safety measures to protect our students, and it is crucial that the students respect these measures put in place for their safety.

V) Acts of Students Outside School Premises:
The school cannot assume responsibility for the actions of students outside the school premises. We encourage parents to guide and monitor their children's behavior beyond school hours and reinforce the values instilled in them during their time at SSSU.

We appreciate your cooperation and understanding in these matters. If you have any questions or concerns, please feel free to contact the school office. We look forward to a successful and rewarding academic year for both you and your child.

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.



SSSU ANTHEM

Shree Sahajanand School
A foundation for quality education,
We provide a holistic balanced curriculum,
To enable every child develop character and become a responsible global citizen

CHORUS
Rise and shine
Rise and shine
Rise and shine,
Shine, Shree Sahajanand School

Shree Sahajanand School,
We put all our trust in God,
Provider of knowledge and wisdom.
Dear our God enlighten and guide us as we go through the gates of this mighty school.

CHORUS

SHREE SAHAJANAND SCHOOL UGANDA

Shree Swaminarayan Complex, Frobel Road, Bukoto, Kampala, Uganda

0200 930 111

www.sssu.ac.ug | info@sssu.ac.ug

