



ANESTAR GROUP OF SCHOOLS PRESTIGE CAMPUS

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Motto: In Pursuit of Knowledge and Discipline

JUNIOR SCHOOL ADMISSION LETTER

Dear _____, We are pleased to offer you a vacancy in Grade _____ year **2026** in **AGS Prestige Campus**. In Anestar Prestige, every child is loved for who he/she is. We hope that during your stay in this school you will pursue high level of discipline, which you require for success in education and your life time. The school on its part will assist you to achieve this objective through creating a conducive environment for learning. You are required to go through all parts of this form and fill it appropriately. You are also asked to report with all the items asked for in this form. The reporting dates are: _____

SECTION A: LEARNER DETAILS

NAME OF STUDENT _____

(First Name)

(Middle Name)

(Last Name)

GENDER: _____ DATE OF BIRTH _____ NATIONALITY _____

RELIGION: _____

CHURCH: _____

This application is for grade

Day _____ Boarding _____

Flex/weekly boarding _____

Transport indicate pick up and drop off location

ASSESSMENT NUMBER: _____

MEDICAL EVALUATION

Do you have any medical history or conditions e.g. (epilepsy or asthma) the school should know about?

Do you have any learning difficulties or he/she is in need of special help in any subject?

SECTION B: PARENT'S OR GUARDIAN'S DETAILS

FATHER'S DETAILS

First name _____ Middle name _____ Surname _____

National ID No: _____ (Please attach copy)

Physical home address _____

Occupation: _____

Office telephone no. _____ Mobile no _____

MOTHER'S DETAILS

First name _____ Middle name _____
Surname _____

National ID No: _____ (Please attach copy)

Physical home address _____

Occupation _____

Office telephone no. _____ Mobile no _____

GUARDIAN'S DETAILS

First name _____ Middle name _____ Surname _____

National ID No: _____ (Please attach copy)

Physical home address _____

Occupation _____

Office telephone no. _____ Mobile no _____

How Did You Learn About Our School?

(Please tick appropriately)

- ☐ Recommendation from a friend / parent/ teacher
- ☐ School website
- ☐ Social media (Facebook / TikTok / WhatsApp / YouTube)
- ☐ School advertising poster / banner
- ☐ School event or outreach programme

- ☐ Community leader / church announcement
- ☐ Previous learner in the school
- ☐ Walk-in / passed by the school
- ☐ Radio or local media
- ☐ Other (please specify): _____

SECTION C: NAME AND ADDRESS OF CURRENT/ MOST RECENT SCHOOL

NAME OF THE SCHOOL: _____

SECTION D: REGISTRATION REQUIREMENTS

- a) Original copy of the admission letter with filled student's information.
- b) Full amount of first term school fees and or school uniform fee
- c) A copy of the Birth certificate
- d) Application/interview fee paid 1500/=
- e) 1 ream of photocopying / printing papers.
- f) Ksh. 30 per item for labelling.
- g) Learner's medical report (in case of a health problem)
- h) Photocopies of Parent(s) National ID Card
- i) For boarders – Ksh. 500 as pocket money (Compulsory)
- j) Plate, Cup and Spoon – Ksh. 200

SECTION E: ADMISSIONS REGULATIONS

1. I acknowledge that the admissions process will be cancelled if any information provided is found to be misleading or incorrect.
2. I accept that school fees are due on or before the first day of term or upon entry if the date is later.
3. No certificates / results will be issued unless all the financial obligations have been met in full.
4. I appreciate that no responsibility is accepted for lost property. (Every student is responsible for their property)
5. I accept that absence from school will require a letter of explanation from a Parent or Guardian to be submitted on the day the student returns to school. Non participation in sports for medical reason will require a doctor's certificate.
6. I authorize the school to carry out searches for stolen property, alcohol and drugs following then the principal may remove or expel such a student or request the parent to remove him based on the findings.
7. For any special dietary requirements for medical reason, a letter from a doctor from a well-known hospital will be required.

8. Kindly note that we take photos and videos of activities carried out in school and out of school by your children. This is to keep you up to date with the activities done in school. We do this by displaying them on our noticeboards for you to see when you visit the school and on our social media pages, school website and school newsletter.

Declaration by Parent / Guardian

I _____ declare the particulars given by me to be true. I understand that the fees are payable on the first day of every term as agreed with the finance office. I also undertake to abide by the terms and conditions as laid out by the school.

Parent Name: _____ ID Number: _____

Signature: _____ Date: _____

Check list (for official use only)

- ❖ Application / interview fee paid -1000/=
- ❖ Registration fee paid
- ❖ School fees paid
- ❖ All relevant documents
- ❖ 1 ream of plain paper

Accounts Officer _____ Sign _____ Date _____

SECTION G: ANESTAR JUNIOR SCHOOL TRANSPORT

Anestar JSS intends to provide a safe bus service that will assist parents in transporting their children to and fro school. When transport is required, a pre-visit will be arranged and after our drivers have familiarized with the route the school will confirm whether transport can be provided.

Payment of transport is paid before the learner enjoys the service. Rates are dependent on distance from the school and are two-way travel.

Transport will vary depending on the locations as indicated below:

	LOCATION	TWO WAY	ONE WAY
1	Oil Tech	3000	1800
2	Gathioro, Mountain Park	4000	2400
3	Methodist, Karai, Mombasa, South Africa	4500	2700
4	Kariminu, Thigio, Marigoini	5000	3000
5	Kamfarm	5500	3300
6	Oasis, Jambo, Umoja, KMA, Kamuronyu, Wanyororo	6000	3600
7	Moi Forces, Baraka, Posta	6500	3900
8	Ndundori, Kiondoo	7000	4200
9	Kiratina, Munyeki, Mwariki, Ndege Ndimu	8000	4800

10	Naka, Barnabas, Pipeline, Mawanga, White House, Gorofa	8500	5100
11	Imperial, Judy's, Ngorika	10000	6000

SECTION H: BOARDING

(a) Boarding Requirements

1. High density mattress - **3000**
2. Two blankets - **1000**
3. Metallic box – **2500 /suitcase**
4. Two bed sheets (blue in color)-**800**
5. One bed cover -**800 Bought at school**
6. Two buckets -**600**
7. A mackintosh for those who wet their beds
8. Two pairs of black leather flat shoes, a pair of Bata bullets for sports and slippers
9. Swimming costume
10. A towel, pillow, pillow case, mosquito net,
11. Pajamas (at least) 2 pairs –blue(boys) or pink(girls)
12. Two sets of grey sweatpants(The hood and trouser)
13. A minimum of five pieces underwear and handkerchiefs
14. Five pieces of vests-
15. Three padlock (2 small ones for dormitory and class locker)

Other Personal Effects

- Comb/scratcher, toilet soaps, toothbrush and paste, tissue papers, shoe brush and polish, petroleum jelly, bar soap, washing powder, 2 face towels, handkerchief (ensure to buy items to sustain your son for the whole term)
- Students are provided with hot water for showering. The school also washes for them their clothes using washing machine once in a while as well as train them on how to do it and be responsible.

SECTION I: SCHOOL UNIFORMS

Anestar school policy requires that appropriate school uniform is worn as per the time table given, for the convenience of our students and parents. Anestar JSS provides majority of the school uniform required on site. Every effort will be made to provide requested uniform in the shortest time possible.

Once issued all students must wear full school uniform with Physical Education (PE) kits and tracksuits worn on appropriate days. On cold days students may wear fleece jackets on top of their sweater.

The school uniform entails:

- ❖ 2 Shirts – long sleeved and short sleeved
- ❖ 2 Sweaters – long sleeved and short sleeved
- ❖ Trousers- both girls and boys
- ❖ Tie
- ❖ Blazer
- ❖ Polo –t shirt
- ❖ Games kit;
- ❖ Tracksuit
- ❖ A pair of games socks
- ❖ Fleece/jumper
- ❖ A pair of black socks
- ❖ A pair of white socks
- ❖ Skirt

School uniforms are now available at school at 17,000/=

Note: All learners are expected to purchase these before reporting: White Lab Coat, Navy Blue Overall and Black Gumboots.

Uniform Guide

1. **Monday** – School official trouser, t-shirt, long sleeved shirt, tie, blazer, black shoes and black socks
2. **Tuesday** - School tracksuit' school t-shirt and sport shoes.
3. **Wednesday**- School polo shirt, sweater, school official trouser
4. **Thursday** – Full set games kit with house colour t-shirts/sport shoes
5. **Friday** – School official trouser, t-shirt, short sleeved shirt, tie, blazer, black shoes and black socks

Boarders (Weekend wear)

Saturday – Tracksuit

Sunday – School polo shirt, sweater, and school official trouser

SCHOOL FEES SCHEDULE

TERMLY PAYMENTS				
	TERMLY	ICT (Compulsory)	ROBOTICS (Optional)	MUSIC ACADEMY (Optional)
FULL BOARDING	35,000 (Grade 7 & 8) 36,000 (Grade 9)	1500	1500	2500
DAY SCHOOL	21,500 (Grade 7 & 8) 22,500 (Grade 9)	1500	1500	2500

Other services (inclusive in the school fees)

- ✓ Drama and Performing Art Club
- ✓ Home science
- ✓ Red-Cross
- ✓ Swimming
- ✓ Debate Club
- ✓ Journalism And Public Speaking
- ✓ Math Club
- ✓ Singing And Dancing
- ✓ Scouts
- ✓ St. John Ambulance
- ✓ Skating
- ✓ Outdoor and indoor games

Other services that will require additional payment

✓ ICT & AI - Grade 7 – 9 (Compulsory)	1500/=
✓ Robotics and innovation (optional)	1500/=
✓ Professional Chess (optional)	1500/=
✓ Music Academy – Vocal Coaching & Musical Instruments (optional)	2500/=
✓ Taekwondo	1500/=
✓ Milk + cupcake/Pocket money – Boarders	500/=

Note: The Board of Management has passed, as a school regulation and policy, that school fees should be paid in full.

DETAILS OF MAKING PAYMENTS TO THE SCHOOL

1. School fees and transport are paid together.
2. School fees must be paid through bank deposits, bankers' cheques or MPESA via the PAYBILL accounts above.
3. Payment through, Bank Agents, personal cheques or institutional cheques and/or direct bank transfers are not acceptable.
4. Fee paid is not refundable under any circumstances.
5. Fees must be paid in full on arrival. All other required items shall be checked on admission.
6. All fees including any other payment must be paid through the secretary.

PAYMENT MODES

School fees and transport should be paid in the accounts below:

BANK NAME	ACCOUNT NUMBER	PAYBILL
FAMILY BANK	018000096414	222111 Account Number: 185357#AdmNo (no space btwn details)
RAFIKI BANK	0161004000164	
KCB BANK	1309943524	522123 Account number:23436AdmNo

NOTE: no space between payment details

SECTION E: DISCIPLINE

STUDENTS RULES AND REGULATIONS (CONSEQUENCES IN BOLD ITALICS)

1. Students must be honest, courteous and respectful to teachers and non-teaching staff, student authority and visitors. ***Counseling, written apology, suspension and expulsion.***
2. Follow the set tradition of the school. ***Written apology, suspension and expulsion.***
3. English is the official language in the school. Use of mother tongue or sheng will not be entertained. ***Written apology, buy a class reader and summarize it.***
4. Boarding area is out of bounds during class and games time. Absenteeism will not be tolerated. ***It can lead to discontinuation.***
5. Students who wish to be out of school for any reason must obtain a leave-out pass from the relevant authorities in the school. Any student who leaves the school without permission shall be ***EXPELLED*** from school. Return the leave out pass on arrival.
6. Opening day must be observed and any student who reports late shall be punished. Boarders are required to report by 4:00 PM. ***Latecomers will be punished or sent back home to come with parent/guardian.***
7. ***MOBILE PHONES*** and ***SIM CARDS*** are prohibited in school. Anyone found with either or both ***shall be expelled and the device confiscated and crushed. Note: Confiscated mobile phones are not given back to students.***
8. Students should be in full school uniform at all times. All students must wear proper games kit when taking part in P.E or games. They should maintain house colours. Civilian clothes are not allowed in school. ***Items taken and never returned.***
9. No food substances are allowed in the school except on visiting days. No food stuffs should be left in school at the end of visiting day. ***Appropriate punishment.***
10. Drug abuse, cigarettes and pornographic materials lead to direct ***EXPULSION*** from the school.
11. Students should be modest in their grooming. Fancy hairstyles are not allowed. They must maintain well-kept short hair. They must maintain high standards of personal hygiene. Any form of untidiness will not be tolerated in school. ***Manual punishment.***
12. Proper care of school and individual property must be observed. Loss or malicious damage to property will be charged. Tampering with any electrical installation, fire appliances or safety devices shall be charged. ***Pay, suspension, expulsion.***
13. Extra pocket money must be deposited with the secretary for safe keeping. ***The school shall not be held liable for any money lost in the dormitory.***
14. Immoral behaviour shall not be tolerated and shall lead to ***immediate expulsion.***
15. Major offences such as fighting, assault, threatening behavior, bullying and use of abusive language shall be dealt with through ***suspension and expulsion.***
16. ***Stealing any kind of property whether school or property belonging to other students shall not be tolerated. Pay ten times the stolen item or expulsion.***
17. Academic excellence must be maintained at all times and all levels. It is the responsibility of the student to work hard and improve steadily. A student who fails to meet the required ***PASS MARK***

cannot be allowed to proceed to the next class. Cheating in exams, failure to do test and assignments shall **lead to suspension or expulsion**.

18. Visitors will only be allowed to meet students during visiting days. This applies to parents and authorized **GUARDIANS** only. On any other day a student must not meet a visitor in the school unless with express authority by the principal or the deputy principal. No visitors are expected over the weekends and public holidays. **Suspension**.
19. N.B. Commonsense should always prevail in all circumstances.
20. Last rule; if upon inquiry it is found that any student has committed a grave offence or has been willfully or persistently disobedient or lazy, or if the student is found to be academically completely unsuited, then the school may remove or expel such a student or request the parent to remove him. The school management reserves the right to require the immediate withdrawal of any student. There is no school fees refund for students who are expelled from Anestar Prestige.

Having read and understood the above rules, promise to abide by them and if I fail to do so I will be ready for disciplinary action as provided above. I will work hard in my studies and participate in other activities to uplift the good name of Anestar Prestige. I further promise to never engage in any riotous activities.

Name of Parent.....SIGN.....DATE.....

BOOK FUND POLICY

We have an optional Book Fund policy whereby the parents/guardians can pay a one-off payment of Sh. 10,000 which caters for Text Books for the entire period the learner is in our school.

A DAY AT PRESTIGE CAMPUS

5.00 – *Waking up*

1.10 - 2.00 – *Lunch*

5.00 – 5.30 – *Preparation*

2.00 – 3.20 – *Classes*

5.30 – 6.30 – *Preps (Grades 6 – 9)*

3.20 – 3.30 – *ECDE & Lower leave for home*

6.30 – 7.00 – *Breakfast*

3.30 – 4.50 – *Remedial Classes*

7.00 – 8.00 – *Remedial Classes*

4.50 – 6.00 – *Evening Tea & Personal Cleaning*

8.20 – 11.20 – *Classes*

6.00 – 7.00 – *Supper*

11.20 – 11.50 – *Tea Break*

6.45 – 7.30 – *Devotion*

11.50 – 1.10 – *Classes*

7.30 – 8.30 – *Preps*

MENU

DAY	BREAKFAST	TEA BREAK	LUNCH	SUPPER
MONDAY	Tea + Bread	Cocoa + Scones	Rice + Green grams + Veges	Ugali + Green grams + Veges
TUESDAY	Tea + Scones	Porridge + Scones	Ugali + Beef + Veges	Rice + Beans + Potatoes + Veges
WEDNESDAY	Tea + Scones + Eggs	Cocoa + Scones	Rice + Green grams + Veges	Ugali + Green grams + Veges
THURSDAY	Tea + Mandazi	Tea + Mandazi	Rice + Chapati + Beans + Veges	Rice + Beans + Veges
FRIDAY	Tea + Scones	Porridge + Scones	Pilau + Beans + Veges	Ugali + Beans + Veges + Fruit
SATURDAY	Tea + Mandazi	Cocoa + Mandazi	Rice + Green grams + Veges	Rice + Chapati + Green grams + Veges
SUNDAY	Tea + Mandazi	Cocoa + Mandazi + Samosa/Smokies	Pilau + Beans + Veges	Ugali + Beef + Veges

NB: Chicken once a month

Special Treatment during Public Holidays

For official use only

Application approved

Head teacher's Name: _____

Sign: _____ **Date:** _____