



KINGDOM BUILDERS ACADEMY

P.O. BOX 1241, ZOMBA

CELL:, 0999 1092 30, 088 1925 374

ENROLMENT FORM

PART 1

Student Name(S) (Surname) _____ (1st Name) _____ (Middle Name) _____

1. Date of Birth: _____ Sex: Female Male
2. Village: _____ T/A: _____ District: _____
3. Nationality: _____ Religion: _____ Denomination: _____
4. Last School Attended: _____
5. Postal Address: _____
6. Reason for leaving the previous school _____
7. Contact Telephone/Numbers: _____
8. Any Allergy: _____
- If any attach medical report: _____

PART 2

9. Parent/Guardian's Full Names: _____
10. Cell Numbers: _____ (Indicate WhatsApp if so)
11. Postal Address: _____
12. Relationship: _____

PART 3

13. What form are you applying for, please tick:

- Form 1 Form 2 Form 3 Form 4
14. Student Type: Boarding Day
15. Subjects: Tick below subject preference:

AGRI	BIO	B/K	CHEM	CHIC	ENG	GEO	HIS	MATH	PHY	SOC	LIFE	BUS	COM
												X	X

PART 3

SCHOOL RULES AND REGULATIONS

1. English is the official language of communication in classrooms and around the school except during Chichewa lessons. Failure to adhere to this will attract a punishment.
2. Lessons start at 7:30am to 12pm lunch break and 1:30pm in the afternoon to 3:30pm. All students are therefore expected to be in their respective classrooms by 7:00am and 1:25pm for the morning and afternoon sessions respectively. Expected time may change following special arrangements with teachers or the school. Students who are not punctual will not be allowed to attend classes

that day. The school conducts weekly assemblies every Monday at 7:10am and every student **MUST** attend.

3. In case of absenteeism, a notice from parents/guardian or doctor **MUST** be given to the form teacher or before the days they report back to school. If the period of absenteeism is more than two consecutive days, the student will only be allowed to attend classes after obtaining written permission from the Teacher on Duty, Deputy Principal or Principal.
4. Kingdom Builders Academy academic assessment comprises of 40% continuous assessment plus 60% end of term examinations. A student is required to get an aggregate of 40% to move to the next class. Any student who fails the third term examinations it's a **must** to repeat the same class. Any student who shall be found cheating in any examination here shall be penalized and be suspended from school for one week.
5. Apart from teaching and learning, the school has programs like clubs and societies as well as extra-curricular activities. All students **MUST** patronize these programs. Failure to do so will attract disciplinary measures.
6. The school selects prefects and monitors who **MUST** be always obeyed. The school will discipline anyone disobeying their reasonable order. Students **MUST** be always obedient to leaders and members of staff at any level. The school will discipline anyone disobeying their reasonable order.
7. Students **MUST** at all time show respect to teachers, administrative and support staff as well as visitors. Male staff members must be addressed as Sir while female staff members must be addressed as madam.
8. All students at KBA are required to wear a complete AND appropriate school uniform, everyday including leather black polished shoes, necktie, and socks. Our school uniform is **ONLY** supplied by our school only and students that buy from other suppliers will not be considered as having our uniform. Please note that students will not be permitted in class unless they are wearing a full school uniform. We also issue a school jersey to be worn during cold weather. We do not allow any other jersey a pat from school jersey.
9. Hair must be always clean and tidy. Female students should have their hair pulled back and off the face. Cut styles such as mohawk, afro, shaved styles and /or patterns shall not be allowed. The colour must be the student's own natural colour, no dye nor highlights are allowed. All students are prohibited from wearing adornments (Jewellery of any kind, Necklace, Bracelets, earrings, etc.) make up or sunglasses. Students must at all-time look neat and tidy. Wearing of School Uniform is compulsory on all days of the week except on specific occasion like casual days.
10. Visitors are not supposed to meet any student unless they seek permission from the principal/ form teacher. All messages must be channeled through them and depending on the nature of the message they shall decide to pass the message to the student or not. Parents or relatives visiting their wards must show respect to **ALL** members of staff by obeying and following any **reasonable** instructions given to them.
11. Scribbling on the walls, desks, benches, chairs, and any other action that will deform or damage school property is strictly prohibited. Those that are found doing this shall be asked to replace the damaged property.
12. Any form of misbehaviour (insults, bad manners, stealing, making noise) will be met with serious reprimand and may lead to expulsion or suspension.

13. Cellular phones and other electric gadgets (Bluetooth speakers, I pads, portable DVD players, MP3 Players, I pods, etc.) are not allowed. If found in possession, they will be confiscated and will never be redeemed.
14. Students are not allowed to bring to school any items, and publications which are not required for studies.
- Absonding classes is prohibited and if found a disciplinary measure shall follow.
15. A student will not be permitted to attend any other function not related to school such as wedding, engagement (chinkhoswe), Sadaka etc, but may be allowed to attend funerals of a close relations.
16. THE SCHOOL MANAGEMENT CONSIDERS SOME OFFENCE TO BE SERIOUS FROM THE ONSET AND AS SUCH STRICT AND CORRECTIVE MEASURE WILL BE APPLIED. BELOW ARE SPECIFIC OFFENCES AND CORRECT MEASURE WILL BE APPLIED BELOW ARE SPECIFIC OFFENCES AND CORRECTIVE/PUNITIVE MEASURES TO BE APPLIED.

OFFENCE		CORRECTIVE MEASURE/PUNISHMENT		
		1 ST OFFENDER	2 ND OFFENDER	3 RD OFFENDER
1.	Teasing / bullying	Expulsion	N/A	N/A
2.	Beating /Bullying, causing body harm.	Expulsion and matter reported to Police	N/A	N/A
3.	Attempted theft	3 Weeks Suspension	Expulsion	N/A
4.	Theft	Expulsion	N/A	N/A
5.	Open defiance to authority	3 Weeks suspension	Expulsion	N/A
6.	Possession and use of narcotics such as Indian hemp and Intoxicating drugs.	Expulsion and matter reported to Police.	N/A	N/A
7.	Possession of Alcoholic substance or Drunkenness	3 weeks suspension	Expulsion	N/A
8.	Being found in the hostel of opposite sex.	Expulsion	N/A	N/A
9.	Kissing or Fornication.	Expulsion	N/A	N/A
10.	Possession or use of cellphone within the campus and other electric gadgets (Computer, Bluetooth speaker, radio, portable DVD player, MP3 Players, Ipods, etc)	Confiscation of the cellphone/gadgets plus two weeks immediate suspension	Expulsion	N/A
11.	Willful damage to school property	Pay for replacement/repair.	Pay for replacement and 3 weeks suspension.	Expulsion
12.	Pairing, Hugging and indecent behaviour	2 weeks suspension	Expulsion	N/A
13.	Pairing in dark corners	3 weeks suspension	expulsion	N/A
14.	Fighting	Expulsion	N/A	N/A

15.	Truancy and /or continuous absenteeism from school and absconding prep	Up to 1 week – 2 weeks suspension. Up to 2 weeks – 4 weeks suspension.	Expulsion	N/A
16.	Tearing/defacing or removing notices posted in classroom/notice boards.	Replace and 2 weeks suspension	Replace and 3 weeks suspension	Expulsion
17.	Possession of Pornographic materials	4 weeks suspension	Expulsion	N/A
18.	Homosexual	Expulsion	N/A	N/A
19.	Witchcraft and Satanism	Expulsion	N/A	N/A
20.	Absenteeism from writing End of Term Examination	3 weeks suspension	4 weeks suspension	Expulsion
21.	Cheating in any examination	4 weeks suspension	expulsion	N/A
22.	Out of bounds	2 week suspension	Expulsion	N/A
23.	Habitual late coming to school	3 days	1 week	4 weeks
24.	Being found out of class	3 days	1 week	4 weeks
25.	Failure to tuck-in more than two times	3 days	1 week	4 weeks
26.	Habitual noise making in class and or around the School campus.	1 week	4 weeks	Expulsion

BOARDING SECTION (APPLICABLE TO THOSE IN THE BOARDING SECTION)

Offering quality education and excellent boarding facility

A: VISITING HOURS

Visiting hours are from 7:30AM to 12:15PM every first Saturday of the month

B: WORSHIPPING

The Academy shall permit boarders to go and worship according to their religion on the following days:

-Friday from 12pm to 2pm -Saturday from 9am to 12pm -Sunday from 9am to 12pm

C: BOARDING FEES

The Academy will allow two instalments with first Instalment on the day the learner arrives at school and Second Instalment at the end of the month unless otherwise.

BOARDING RULES AND REGULATIONS

1. Boarders are expected to arrive a day before school opens unless otherwise.
2. Boarders must bring their own beddings, a plate, spoon, a cup, reasonable quantity of clothes, a mosquito net, a pail and food items which KBA shall allow includes strictly, snacks, squash, roasted corn, ground nuts.

3. Boarders must always follow rules of hygiene in the hostels.
4. Food shall **NOT** be allowed into the hostels to prevent rats, cockroaches etc.
5. Non boarders are prohibited entering the hostels.
6. No visitors are allowed into the hostels.
7. Food shall be served as follows:

A. Breakfast	B.Lunch	C.Supper
--------------	---------	----------
8. If a boarder is hospitalized the Academy shall provide food to the patient until parents/guardian take over
9. If a boarder falls sick, the Academy shall take him/her to the nearest public hospital unless advised by a parent/guardian.
10. A boarder will be responsible for any loss or damage of boarding items.
11. Graffiti is prohibited. (Writing, scribbling on the walls, beds mattresses etc.)
12. There shall be regular roll calls by Academy authorities. If a boarder is missing without proper permission, strict action shall be carried out.
13. If a boarder goes out of bounds, he/she will be expelled from the boarding after following all necessary procedures.
14. In case of emergency, parents/guardians are advised to inform the Academy authorities. Information must come through phones of the specified visitors or in person of the same.
15. A boarder will not be accepted into the hostel before evidence of payment of first instalment. After grace period for second instalment, a boarder will not be accepted to stay in the hostel.
16. If a boarder is expelled from the Academy, fees shall never be reimbursed.
17. All school rules also apply to all boarders.

Note: please read and understand these rules and regulations. Ignorance of them will not be taken as defence when they are breached here at **Kingdom Builders Academy and shall not be allowed to plead ignorance.**

I _____ declare that I have read and understood the contents of this form and filled all the requirements.

Student Signature _____

Date _____

Parent/guardian signature _____

Date _____