



# DSM GREEN ACRES INT. SCHOOL LTD

SECONDARY, ENGLISH MEDIUM PRIMARY AND NURSERY SCHOOL

SITUATED AT SALASALA - MBEZI BEACH, OFF BAGAMOYO ROAD

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TZS 30,000/=

## REGISTRATION FORM FOR SCHOOL ENTRY

OFFICE USE ONLY

YEAR \_\_\_\_\_ GRADE \_\_\_\_\_ ADMISSION DATE \_\_\_\_\_

PHOTO

### 1. Student's Details:

FULL NAME OF PUPIL: \_\_\_\_\_  
(as on birth certificate) First Name Middle Name Family Name  
(Please underline the name generally used)

Physical address: \_\_\_\_\_

Mailing address:

P.O. Box \_\_\_\_\_ Town/City: \_\_\_\_\_ Country: \_\_\_\_\_

Nationality: \_\_\_\_\_ What nation's passport do you travel on: \_\_\_\_\_

Passport number: \_\_\_\_\_ Date of expiry: \_\_\_\_\_

Religion (optional): \_\_\_\_\_ Male or Female: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
(Day/Month/Year)

Does the applicant have any close relatives in Green Acres School? **YES / NO**

If Yes: Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Relation: \_\_\_\_\_

If you have had a brother or sister at Green Acres School, what Grade were they in? \_\_\_\_\_

If parents live apart, who is responsible for school fees? \_\_\_\_\_

### 2. Parents' /Guardians' Details

(a) **Father's Name:** \_\_\_\_\_  
Title First Name Middle Name Family Name

Mailing address:  
P.O. Box \_\_\_\_\_ Town/City: \_\_\_\_\_ Country: \_\_\_\_\_

Home telephone number(s) (please indicate any dialing code): \_\_\_\_\_ Mobile telephone number(s) \_\_\_\_\_

Email address: \_\_\_\_\_

(b) **Mother's Name:** \_\_\_\_\_  
Title First Name Middle Name Family Name

Mailing address:  
P.O. Box \_\_\_\_\_ Town/City: \_\_\_\_\_ Country: \_\_\_\_\_

Home telephone number(s) (please indicate any dialing code): \_\_\_\_\_ Mobile telephone number(s) \_\_\_\_\_

Email address: \_\_\_\_\_

(c) **Guardian's Name:** \_\_\_\_\_  
Title First Name Middle Name Family Name

Mailing address:  
P.O. Box \_\_\_\_\_ Town/City: \_\_\_\_\_ Country: \_\_\_\_\_

Home telephone number(s) (please indicate any dialing code): \_\_\_\_\_ Mobile telephone number(s) \_\_\_\_\_

Email address: \_\_\_\_\_

**3. Occupational Details:**

**Father:**

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Business address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Mother:**

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Business address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Guardian:**

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Business address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Please indicate sources of funding for school fees:**

Direct Company payment       Reimbursement by Company\*\*       Self       Other: \_\_\_\_\_

*\*\*In such instances, parents are required to submit a letter from their employer with this application, indicating commitment to make payment of school fees.*

**4. Education (Previous Schooling History):**

Name and address of current/most recent school: \_\_\_\_\_

Name and address of school: \_\_\_\_\_

Number of years at this school (with dates): \_\_\_\_\_

Name and address of school: \_\_\_\_\_

Number of years at this school (with dates): \_\_\_\_\_

**Entry level requested at Green Acres School:**

Baby Class  Middle Class  Pre-Unit  Grade 1  Grade 2

Grade 3  Grade 4  Grade 5  Grade 6  Grade 7

**For Grade 5 – 7 a Grade Four National exam result should be attached to the registration form.**

**5. Transport:**

Will the applicant require the school bus.

Yes

No

**6. Dietary Requirements:**

Is the applicant a vegetarian? Yes  No

List any foods not taken: \_\_\_\_\_

**7. Boarding:**

Are you applying for a boarding place? Yes  No

**8. Survey:**

How did you find out about Green Acres?

Sign Board  Media  Existing Parent  Internet  Teachers  Events at school

**9. Parents and students are required to read the following school regulations before signing this form indicating their acceptance of the same:**

1. School fees are due on or before the first day of term or upon entry if the date is later.
2. At least one term's notice, in writing, of the intention to remove a student must be given. In the event of this not being given, one term's fees must be paid in lieu. Equally, a term's notice is required to the Boarding House if a student is to change from boarder to day scholar.
3. If upon enquiry, 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 to the course he or she is following, then the school may remove or expel such a pupil or request the parent to remove him or her. The School Management reserves the right to require the immediate withdrawal of any pupil. There is no refund for students who are excluded or expelled from Green Acres.
4. All Students are required to wear the school uniform tidily. The uniform must be clean and permanently labelled.
5. Students must read the school rules and abide by them.
6. No responsibility is accepted for lost property.
7. Absence from school and non-participation in lessons will require a letter of explanation from a parent or guardian, to be submitted on the day of the student's return to school.
8. Non-participation in sports for a medical reason will require a doctor's note.
9. The parent/s or guardian/s of the student will, at all times, keep the school indemnified against all actions, claims, proceedings, costs and expenses in respect of damages to property belonging to the student arising out of any school activity or transport facility provided or arranged by the school and/or while the student is under supervision both within and out of Dar ea salaam.
10. I consent that images and or videos of my child whilst at school may be used in advertising contents.

**11. To the parent/guardian:**

I have completed all the sections of this application form. I accept that one full term's notice is required to withdraw a student from the school and that, in the event of this not being given, one term's fees must be paid in lieu.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CHECKLIST**

Please check that you have submitted the following with this form, and return to the School -

- A leaving certificate or letter from the previous school (if applicable)
- A non-refundable registration fee
- A copy of your child's birth certificate or passport
- Four passport sized photographs

Please ensure that you have completed the section concerning medical information which is on the sheet inside this registration form. If no such sheet is present then please ask for one.

**OFFICE USE ONLY:**

**ACADEMIC OFFICE:**

I have interviewed the student and found her/him suitable for a place in Year \_\_\_\_\_  
Starting term: 1<sup>st</sup> Quarter 2<sup>nd</sup> Quarter 3<sup>rd</sup> Quarter 4<sup>th</sup> Quarter (delete as applicable) Calendar Year 20\_\_\_\_\_

Name of Interviewer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Accounts Office:** (√)

Registration Fees Paid	
Tuition Fees Paid	
Transport Fees Paid	

Name of Accounts Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GREEN ACRES SCHOOL CONDUCT SHEET

All pupils should remember and observe the following points concerning conduct during the school day:

➤ **Uniform and Appearance**

It is your responsibility to know the uniform guidelines and dress appropriately. Shirts must be tucked in neatly. Only very discreet jewellery may be worn. Male students should be clean-shaven. Hairstyles should be of natural colour, smart and tidy.

➤ **Promptness and Punctuality**

It is your responsibility to know where you are meant to be throughout the day and arrive in good time, properly equipped to commence each lesson. Unless otherwise instructed by your teacher, be waiting quietly in your classroom, by the time the bell rings.

➤ **Security Issues**

Remember that prime responsibility for your valuables lies with you. Keep valuables such as money with you at all times. Do not leave valuables in your school bag. The school cannot be held responsible for any losses.

➤ **Chewing gum**

This is strictly forbidden during teaching hours.

➤ **Absences – Day Students**

If for any reason you are absent from school, please ensure that the school office receives a call on the first day of your absence. You are also required to bring a letter of explanation from your parent or guardian to give to your form tutor on the first day of your return.

➤ **Late Arrival to School**

If on a particular day you arrive late to school, you are required to sign the 'late arrivals book' at the reception desk, and to notify your form tutor as soon as possible after your arrival.

➤ **Leaving School during the Day**

To be absent from school for part of a day you must bring a letter from your parent or guardian to show to your form tutor and to those teachers whose lessons you will miss. This should be done, if possible, on the preceding day. You must be signed out by your Head of Year in the 'permission to leave book' that is kept at the reception desk, and you will be given a gate pass slip. In the absence of your Head of Year, any senior member of staff can sign you out.

➤ **The Canteen and Dining Area**

Students may only visit the canteen and dining area during break and lunch times. Food and drink should not be consumed in classrooms.

➤ **Litter and Graffiti**

Green Acres is a green environment. Please do your part to keep it clean. Place all litter in the bins provided and encourage others to do so. Any pupil involved in acts of graffiti will be severely punished.

➤ **Visitors**

You are not allowed to entertain anyone who is not a current Green Acres pupil without prior permission from a member of the senior staff.

➤ **Smoking, Drinking and Drugs**

These items are strictly forbidden.

In general, please remember to respect all members of the Green Acres community and their property at all times. Any form of bullying behaviour will be dealt with harshly. Appropriate language and behaviour is required from everyone. Be polite and sensible; always consider the needs of others...and ensure that your individual contribution as a member of our community sets an example for other pupils to follow.

**11. To the student**

I agree, if admitted, to adhere to the rules of Green Acres School

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**THANK YOU**