



MARIA DE MATTIAS SECONDARY SCHOOL- DODOMA

“MISSIONARY SISTERS ADORERS OF THE BLOOD OF CHRIST”

P.O.BOX 511, DODOMA TANZANIA, 0745-141511/0679 -726461

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Kumb. Na. MDMSS/ ADM/21

Mizazi/ Mlezi wa _____

YAH: KUCHAGULIWA KUJIUNGA NA SHULE YA SEKONDARI “MARIA DE MATTIAS”

KIDATO CHA 1-2022

Tunafurahi kukuarifu kwamba binti yako amechaguliwa kujiunga na shule ya Sekondari “Maria De Mattias”, Kidato cha 1- 2022. Masomo ya orientation yataanza tarehe **04 October, hadi 10 December, 2021**

Jina la shule: Maria De Mattias Secondary. Shule ya Maria De Mattias imeanzishwa kwa kusudi la kuwapa vijana nafasi nzuri ya kukua kimaadili, kiakili na kimwili.

Shule imepewa jina hili kwa heshima ya Mtakatifu Maria De Mattias, mwanzilishi wa Shirika la Masista Waabuduo Damu ya Kristo. Mtakatifu Maria De Mattias alikuwa na upendo mkuu kwa vijana wote wa wakati wake na aliamini kweli kwamba kwa njia ya elimu kila kiumbe anaweza kumwelewa zaidi Mungu na maana ya maisha. Mtakatifu Maria De Mattias alikuwa anawasisitizia Masista wake watumie kila mbinu ili vijana wawze kujifunza na kuelewa vema na kuwapenda wanafunzi wao kwa moyo wao wote, kwa sababu thamani ya kila binadamu ni Damu ya Kristo.

WAMILIKI WA SHULE: Masista Waabuduo Damu ya Kristo.

MOTTO: *Elimu kwa Kizazi chenye Matumaini (Education for a future of Hope)*

DIRA (VISION): Kutoa Elimu bora kwa vijana wote kwa kuhakikisha kila mmoja anafikia kiwango cha juu cha kuelewa na kufaulu, ili aweze kujitegemea kimaadili, kiuchumi na kijamii kama binafsa na Taifa kwa ujumla.

Pamoja na barua hii tunaambatanisha fomu zifuatazo:

1. Utaratibu wa kulipa ada na vifaa vinavyohitajika.
2. Fomu ya kukubali kujiunga na Shule ya Sekondari (Maria De Mattias”)
3. Fomu ya Hospitali
4. Sheria za shule

1. ADA NA UTAPATIBU WA KULIPA ADA NA VIFAA VINAVYOHITAJIKA

| | |
|--|--------------------------|
| Kushika nafasi- Kabla ya tarehe 30 September, 2021 (Kwa ajili ya orientation course na maandalizi ya mahitaji yanayopatikana shulenii msano, Uniform, ndoo, sahani n.k) | Tsh. 850,000 .00 |
| Ada awamu ya kwanza ilipwe kabla ya tarehe 2 Januari, 2022 | Tsh. 750,000.00 |
| Ada awamu ya pili ilipwe kabla ya tarehe 2 Julai, 2022 | Tsh. 750,000.00 |
| Ada awamu ya tatu ilipwe kabla ya tarehe 04 Septemba,2022 | Tsh. 750,000.00 |
| JUMLA YA MALIPO | Tsh. 3,100,000.00 |

Aidha, Malipo yote yalipwe kwa njia ya Benki kwa kutumia Akaunti husika na jina la mwanafunzi liandikwe kwenye stakabadhi ya malipo **Account Number: 52010027161 NMB, 00911512491302 Mkombozi BANK au 0150223578300 CRDB BANK Account Name: MARIA DE MATTIAS SECONDARY SCHOOL.**

N.B:

- i. *Kutotanguliza Tsh. 850,000/= Kwa ajili ya kushika nafasi kutasababisha kupoteza nafasi.*
 - ii. *Malipo haya yasifanyike kwa njia ya M-pesa, pia Shule haipokei fedha taslimu.*
 - iii. *Fedha hizo hazitarudishwa endapo mtoto ataacha nafasi yake.*
2. Fomu ya kukubali kujiunga na Shule ya Sekondari (Maria De Mattias”), fomu ya Hospitali na staakabadhi ya malipo zirudishwe shulenii kabla ya Tarehe 30th September, 2021.

KARIBU SANA “MARIA DE MATTIAS SECONDARY SCHOOL”


 L.P.Lyimo
 Mkuu wa Shule



1. MAHITAJI BINAFSI MWANAFUNZI AJE NAYO (ASILETE FEDHA)

(i) MASOMO.

Mwanafunzi anatakiwa kuja na mambo yafuatayo:-

- Madaftari madego kumi (10) yenye kurasa mia mbili (200)
- Kopo la vifaa vya hisabati (mathematical set instruments Nataraji)
- 4 figure mathematical tables (oxford)
- Biblia moja (1) New International Version (MIV) (Kwa wakristo)
- Dictionary (Oxford Students Dictionary)
- Kalamu za wino, risasi (pencil),rula na kifuto.
- Madaftari makubwa quire 2 (counter books) kumi (10) yanapatikana shulenii kwa gharama ya sh.2500 kwa kila daftari

(ii) SARE YA SHULE .

- Viatu vyeusi vya ngozi vyenye visigino vifupi vya kamba matundu kuanzia matatu (3) jozi2.
- Soksi nyeupe ndefu jozi 4 na soksi za michezo jozi 2 rangi nyekundu
- Raba jozi mbili (2) za kazi na michezo

(iii) MAHITAJI MENGINE.

- Nguo za ndani za kutosha yaani: Chupi, brazia, Skintite na Underskirt, nguo ya usiku (Night dress) mto na Blankenti moja.
- Khanga/kitenge doti moja
- Mashuka rangi ya pinki pea mbili (2) na foronya zake
- Mafuta ya kujipaka, dawa ya meno, mswaki, ndala, taulo, taulo za kike,(pad) toilet papers, dawa ya viatu(kiwi), sabuni za kuogea na kufulia za kutosha. (Asije na mafuta yenye harufu kali/body cream)
- Pesa ya matumizi yake binafsi.
- Bima ya Afya **NHIF** kwa wenyewe nazo, ambao hawana walete kiasi cha **Sh. 60,000/=**.
- Nauli ya kurudia nyumbani muda wa likizo kwa wale wanaoishi nje ya Jiji la Dodoma.
- Mwamvuli mdogo moja
- Net futi 4/6 (duara/round)
- Kiasi cha **Tsh elfu kumi na tano (15,000/=)** kwa ajili ya kunyoa mwaka mzima.
- Saa ya mkononi nyeusi au kahawia (brown).
- Rimu mbili A4 nyeupe

(iv) MAHITAJI YANAYOPATIKANA SHULENI.

- Sketi mbili za darasani na mbili za kushindia
- Mashati mawili ya darasani na Tisheti mbili za kushindia
- Sweta 1 na kizibau 1
- Nguo za michezo
- Traki suti 1
- Ndoo 1, sahani 1, kikombe 1 na kijiko 1

1. FOMU YA KUKUBALI KUJIUNGA NA SHULE YA SEKONDARI “MARIA. DE MATTIAS”

Shule ya Sekondari “Maria De Mattias” ni shule ya kikatoliki. Inapokea wanafunzi wa dini mbalimbali. Kama Shule ya kikatoliki sala inaongoza siku yetu, wiki yetu na shughuli zetu.

Wanafunzi wote lazima wahudhurie vipindi nya sala bila kujali tofauti za dini. Ijumaa na Jumamosi ni siku za masomo na kazi kama kawaida na hakuna ruhusa ya pekee kwa shughuli zingine.

Kila mwanafunzi Msabato atakayeamua kujiunga na shule aelewé na kukubali kuwa:

- Siku ya kusali kwa Wakristu wote ni Jumapili tu
- Ratiba ya Jumamosi ina wahusu wanafunzi wote wakiwepo Wasabato.

Sahihi ya Mzazi/Mlezi:

Sahihi ya Mwanafunzi:

Kila mwanafunzi Mwislamu atakayeamua kujiunga na shule aelewé na kukubali kuwa:

- Kulipa mwezi Mtukufu wa Ramadhani akirudi likizo nyumbani
- Ratiba ya Ijumaa inawahusu wanafunzi wote wakiwemo Waislamu

Sahihi ya Mzazi/ Mlezi:

Sahihi ya Mwanafunzi:

SEHEMU A: UTAMBULISHO WA MWANAFUNZI (Ijazwe na mwanafunzi)

Jina kamili

Tarehe ya kuzaliwa Dini.....

Dhehebu.....

Wilaya alipozalia

Kijiji.....

Mimi nafahamu

ya kuwa kwa kupata nafasi hii itabidi niwe Mwaminifu, Mtii, Mwenye Juhudi katika Masomo na Kazi za darasani, kazi za usafi na Kazi za mikono. Nakubali kutimiza masharti yote ya Shule, naahidi ya kuwa nitajitahidi kwa kadri ya uwezo wangu:

- a) Kufuata taratibu, kanuni na sheria za shule ipasavyo, vinginevyo niadhibiwe na ikibidi nifukuzwe shule.
 - b) Kutokuwa msumbufo kwa jumuiya ya shule.
 - c) Kudumisha ushirikiano, amani , upendo na uelewano na wanajumuiya wa shule
- Ndimi (Sahihi)
- Tarehe

SEHEMU B: UTAMBULISHO WA MZAZI/MLEZI (Ijazwe na Mzazi/Mlezi)

Mimi Mama (Jina kamili la Mzazi/Mlezi) _____

Kazi yangu _____ Namba ya Simu _____

Anwani _____

Sehemu ninayoishi: Mkoa _____ Wilaya _____

Kijiji _____ Mtaa _____

Mimi Baba (Jina kamili la Mzazi/Mlezi) _____

Kazi yangu _____ Namba ya Simu _____

Anwani _____

Sehemu ninayoishi: Mkoa _____ Wilaya _____

Kijiji _____ Mtaa _____

Naipokea nafasi aliyopewa mwanangu na uamuzi wangu huo hautabadilika. Naahidi atafika shulenii tarehe aliyopangiwa. Nitamlipia Ada, nitatimiza mahitaji yake mengine na nitashirikiana na Uongozi wa Shule kumlea kiakili, kimwili na kimaadili.

Wakati wote nitamhimiza na kumsisitiza mwanangu kusoma kwa bidii, kuzingatia na kufuata taratibu, kanuni na sheria za shule.

Ndimi (Sahihi) Tarehe

Ndugu wa karibu wanao weza kupewa taarifa za dharura iwapo wazazi/walezi hatupatikani ni hawa wafuatao:

| No. | Jina kamili la ndugu wakaribu | Uhusiano | Anuani | Namba ya simu |
|-----|-------------------------------|----------|--------|---------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

Ndimi (Sahihi) Tarehe

SCHOOL RULES:

1. Religious rules:

- The Maria De Mattias Secondary School is a Roman Catholic School. It respects the faith of every religious denomination. All students must go for prayer every day in the evening and Sunday in the morning.
- No student will be allowed attend religious services outside school's allowed compound.

2. Boarding rules:

- All food is to be eaten in the dining hall and not in any other place. No food items to be kept in the dormitory. Students are not allowed to receive any food from outside.
- Students must be on time for all meals and observe table manners.
- Students are not allowed to enter the kitchen without permission
- Every student is responsible for cleanliness of the dormitories, the dining hall, plates and serving dishes. She must have the bed clean with the bed cover before she leaves the dormitory in the morning and be ready for inspection at any time.
- Students should be in school uniforms at all times, while at school and out of school compound and while travelling to and from school. Work uniforms are to be worn at appropriate time.
- The language of communication while at school is English. The English language is to be used at all times and in all places.
- Students are not allowed to stay with more than **3,000.00** shillings in the boarding. All pocket money has to be deposited to the Sister in charge.
- All furniture and teaching materials are a property of the school and must be cared for in order that the entire school community will benefit. Any deliberate damage to school property is to be reported to the school authorities and compensation will be demanded immediately.
- Dormitory is a place of rest. Therefore students must observe silence at night after prep at **10:00pm**. All lights to be put off at **10:30 pm**.

3. Academic rules:

- The school strives at achieving academic excellence. Every student must sit for all continuous assessments and examination.
- Student must attend all periods except for sickness or other reason judged by the Headmistress.
- Poor results below 65% in O-level will prevent the student from proceeding to the next class.
- Dishonesty in examinations or Test will result into nullification of the exams and further disciplinary action will be taken

4. General rules:

- Students are not allowed to come to school with **Mobile Phones, Radio, Camera and other related items**. If the student needs to call a relative she will use the school's phone according to the school's rules.
- Students are not allowed to talk to any visitors without permission from the teacher on duty or another authorized school personnel.
- Students are not allowed to receive or carry any parcel to another student without permission.
- Every student is to respect and honor all other persons in every place and every situation while obeying all school regulations.
- Unauthorized group of meeting are **NOT** allowed in the school compound
- Students are not allowed to visit the house of any teacher or worker without prior permission.
- Student must be respectful and obey the bell and the school schedule

- It is forbidden to have exclusive groups and cliques among the students as well as to have meetings of students without the permission of the school authorities.
 - No student is permitted to stay in the dormitory with any medicine for illnesses which need further treatment permission will be given by school authorities.
 - Student will only leave the school after having been given a gate-pass permission to go home, and will only be given for very special reasons.
 - Students will be allowed to go home at the serious illness or death of close family members. i.e. father, mother, guardian, sister or brother.
 - Students will not be allowed to remain at school during leave time. Therefore parents and guardian must make sure that travel money is sent to the student in good time.
 - Students are not allowed to use cosmetics nor to wear earring, necklaces or bracelets. Plaiting student's hair is not allowed, while at school and hair must be kept short, not exceeding 3mm.
 - Students will be given only two warnings when they break school rules and at the same time parents will be informed of the warnings given. After two warnings the student will face suspension or expulsion.
 - Students will be expelled immediately upon the following rule infractions;
-
- Stealing, adultery, drug use, fighting, deliberate destruction of school property, strikes, inciting fellow students to misbehave, marrying, becoming pregnant, aborting a pregnancy, abusive and insulting language, quarrelling. Swearing or any action which threatens and destroys the peace of the school community.

MEDICAL EXAMINATION FORM

Every student must have a medical check – up done by filling in the enclosed medical examination form and return it to school on reporting day.



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MEDICAL EXAMINATION FORM

SURNAME: _____

OTHER NAMES: _____

AGE: _____ sex: _____

1. PERSONAL HISTORY:

Have you suffered from any of the following disease?

Indicate if YES or NO and if YES indicate the date

- a) Tuberculosis/Leprosy: _____
- b) Pneumonia: _____
- c) Other respiratory diseases (asthmatic): _____
- d) Heart disease: _____
- e) Gastro-intestinal diseases: _____
- f) Sexually transmitted disease: _____
- g) Urinary tract infection: _____
- h) Emotional diseases of Psychosis: _____
- i) Allergies: _____
- j) Peptic ulcer: _____
- k) Diabetes: _____
- l) Any operation: _____
- m) Epilepsy or any other fits: _____
- n) Inherited disease (sickle cell): _____

2. PHYSICAL EXAMINATION:

Height _____ cm _____ Weight _____ kg _____

| | |
|-----------------|-----------------|
| eyes | |
| Right | Left |
| - Visual acuity | - Visual acuity |
| - Visual field | - Visual field |

- With glasses: NO YES

ENT _____

Respiratory System (report any abnormality): _____

Cardiovascular System:

Blood Pressure: Systolic _____ Diastolic _____

Abdomen (report any abnormality): _____

Laboratory:

Blood: Hb: _____ WBC: T: _____
D: _____
ESR: _____

Urinalysis: _____

Stool analysis: _____

X - Ray (if indicated): _____

CONCLUSION:

3. I have examined Miss _____
4. And certify she is FIT/NOT FIT to join the High School Education.
5. Name of Doctor: _____
6. Signature: _____ Date: _____
7. Designation: _____

OFFICIAL STAMP