

**JAMHURI YA MUUNGANO WA TANZANIA**  
**OFISI YA RAIS – TAMISEMI**

SHULE YA SEKONDARI MSANGENI,  
S .L. P 7131,  
UGWENO.  
18/05/2021

Email [msangeni.ss@gmail.com](mailto:msangeni.ss@gmail.com)

NAMBA ZA SIMU

MKUU WA SHULE: 0782 300 569 / 0754 820 485

MAKAMU MKUU WA SHULE: 0784 705 942

MATRON: 0757 203 856 / 0713 594 194

REF: NO. MSG/FV/JI/5/.....

MZAZI / MLEZI WA MWANAFUNZI .....

S .L. P .....

.....

**YAH: MAELEKEZO YA KUJIUNGA NA SHULE YA SEKONDARI MSANGENI HALMASHAURI YA**  
**WILAYA YA MWANGA MKOA WA KILIMANJARO MWAKA 2021/ 2022**

1. Nafurahi kukutaarifu kuwa mwanao amechaguliwa kujiunga na kidato cha Tano katika shule hii mwaka 2021 tahasusi ya ..... Shule ya sekondari MSANGENI ipo umbali wa kilometa **14** Kaskazini Mashariki mwa mji wa MWANGA Tarafa ya Ugweno kijiji cha Msangeni usafiri wa mabasi kutoka mjini MWANGA unapatikana katika kituo cha mabasi MWANGA mjini na nauli ni shilingi 2000/= tu hadi shuleni.kutoka barabarani hadi shuleni ni mita 200.  
Muhula wa masomo unaanza tarehe 05/07/2021 . Hivyo mwanafunzi anatakiwa kuripoti shuleni tarehe 04/07/2021 Mwisho wa kuripoti ni tarehe 12/07/2021.

## 2. Mambo muhimu ya kuzingatia:

### 2.1 SARE YA SHULE:

- a. Sare ya shule hii ni
  - (i) Mashati 2 meupe mikono mirefu
  - (ii) Sketi 2 za mshono wa rinda box iwe ndefu inchi 7 kutoka kwenye magoti kwenda chini ( rangi ya kijivu) ( Ili kuepuka kutofautisha sare ya kitambaa tungeshauri uje upime kwa mafundi waliopo jirani na shule baada kuona rangi halisi ya kitambaa.
- b. Rangi ya hijab ( juba) ifanane na sare ya shule yaan shati ( iwe ndefu kufunika kifua na mikono)
- c. Sare ya michezo kwa shule hii ni track suit rangi nyeusi au dark blue.
- d. Viatu vya shule ni vyeusi vya ngozi vya kufunga na kamba vyenye visigino vifupi
- e. Soksi jozi mbili nyeupe za shule.
- f. Sweta 2 rangi ya kijivu mshono wa V ifanane na sketi (unaweza kupata sare hiyo kwenye maduka yaliyopo jiran na shule)
- g. Nguo za kushindia ( shamba dress 2 kijivu mshono wa solo iwe ndefu mpaka chini)
- h. Tai 1 rangi ya kijivu ( ifanane na sketi )
- i. Sanduku la chuma na begi dogo asije na nguo za nyumbani kwani muda wote anatakiwa 77kushinda na sare za shule ( shamba dress)

### 2.2 Ada na michango ya shule

- a. Ada ya shule kwa mwaka ni shilingi 70,000/= kwa mwanafunzi unaweza kulipa kiasi cha shilingi 35,000/= kwa muhula au kulipa ada yote kwa maramoja. Fedha hizo zilipwe kwenye akaunti ya shule **NA. 40201100014** katika benki ya NMB (Tafadhali andika jina la mwanafunzi kwenye pay in slip)

b. Michango inayotakiwa kulipwa na kila mzazi ni;

- (i) Shilingi 15,000/= ajili ya ukarabati wa samani
- (ii) Shilingi 6,000/= kwa ajili ya kitambulisho na picha
- (iii) Shilingi 20,000/= kwa ajili ya taaluma
- (iv) Shilingi 30,000/= kwa ajili ya kuwalipa wapishi, walinzi na vibarua wengine
- (v) Shilingi 2,000/= nembo ya shule
- (vi) Shilingi 10,000/= kwa ajili ya huduma ya kwanza. Tshs 4,000/= nikwa ajili ya huduma ya kwanza na Tshs.6000/= kwa ajili ya Bima ya afya ( wanafunzi wanashauriwa kujiunga na mfuko wa Bima ya Afya CHF kikaya kama ana kadi ya NHIF aje nayo)
- (vii) Shilingi 20,000/= Mitihani ya kujipima ( mock)
- (viii) Fedha ya tahadhari shilingi 5,000/= ( haitarejeshwa)

**JUMLA YA ADA NA MICHANGO YOTE KWA MWANAFUNZI NI TSHS.**

**178,000/=**

c. Mahitaji muhimu ambayo mwanafunzi anapaswa kuleta shuleni ni

- (i) Ream (A4 plain paper 1) na ruled paper 1 zote ni kwa ajili ya matumizi ya mwanafunzi ( kwa mwaka)
- (ii) Mwanafunzi aje na madaftari 10 yasiopungua kurasa 96 ( three quire), ruler, kalama ya wino, mathematical sets, oxford advance dictionary, vitabu vya geography, history, Kiswahili na kiingereza kulingana na tahasusi yake, Taa ndogo ya solar kwa matumizi binafsi umeme unapokatika
- (iii) Scientific calculator
- (iv) Godoro
- (v) Mashuka pair 2, rangi ya bluu bahari, blanketi 1, foronya 1, c
- (vi) Vyombo vya chakula ( sahani, bakuli, kijiko na kikombe na chupa ndogo ya chai)
- (vii) Ndoo mbili kubwa mpya na ziwe na mifuniko
- (viii) Vifaa vifuatavyo ni muhimu kwa ajili ya usafi wa mazingira;
  - (a) Dawa ya usafi wa chooni lita tano ( 5 Lts) kwa tahasusi zote
  - (b) Wanafunzi wa HGL- waje na soft broom na hard broom
  - (c) Wanafunzi wa HGK – waje na squzer na soft broom

### 3. MAKOSA YATAKAYOSABABISHA MWANAFUNZI KUFUKUZWA SHULE

- (i) Wizi
- (ii) Kutohudhuria masomo kwa zaidi ya siku 90 bila taarifa / Utoro
- (iii) Kugoma na kuhamasisha mgomo
- (iv) Kutoa lugha chafu kwa mwanafunzi wenzake, walimu / walezi na jamii kwa ujumla
- (v) Kupigana mwanafunzi kwa mwanafunzi, kumpiga mwalimu au na mtu yeyote Yule.
- (vi) Kusuka nywele kwa mtindo usiokubalika, wanafunzi wote wanatakiwa kuwa na nywele fupi wakati wote wawapo shuleni au kusuka kwa mtindo wa ususi uliokubalika na uongozi wa shule.
- (vii) Kufuga ndevu
- (viii) Ulevi na unywaji wa pombe na matumizi ya madawa ya kulevya
- (ix) Uvutaji wa sigara
- (x) Uasherati, uhusiano wa jinsia moja, kuoa au kuolewa.
- (xi) Kupata ujauzito au kutoa mimba
- (xii) Kushiriki matendo ya uhalifu, siasa na matendo yoyote yale yanayovunja sheria za nchi
- (xiii) Kusababisha mimba au kumpa mimba msichana
- (xiv) Kutembelea majumba ya starehe na nyumba za kulala wageni
- (xv) Kumiliki, kukutwa au kutumia simu ya mkononi katika mazingira ya shule.
- (xvi) Kudharau Bendera ya Taifa
- (xvii) Kufanya jaribio lolote la kujiua, kutishia kujiua kama kunywa sumu n.k
- (xviii) Uharibifu wa mali ya umma kwa makusudi

### 4. Viambatanisho na fomu muhimu

- (a) Fomu ya uchunguzi wa afya ( medical examination form) ambayo itajazwa na mganga wa hospitali ya serikali
- (b) Fomu ya maelezo binafsi kuhusu historia ya mwanafunzi / mkataba wa kutoshiriki katika mgomo, fujo na makosa ya jinai
- (c) Fomu ya mzazi kukiri kukubaliana na sheria, kanuni, kulipa ada, michango na maelekezo mengine yatakayotolewa na shule.
- (d) Picha nne (4) passport size za wazazi na ndugu wa karibu wa mwanafunzi wanaoweza kumtembelea mwanafunzi shuleni pamoja na namba zao za simu

### 5. Tafadhali soma kwa makini maelezo / maagizo haya na kuyatekeleza kikamilifu.

#### KARIBU SANA KATIKA SHULE HII

Saini ya Mkuu wa Shule .....

Jina la Mkuu wa Shule .....

Mhuri wa Mkuu wa Shule .....

**APPENDIX A**  
**MWANGA DISTRICT COUNCIL**  
**MSANGENI SECONDARY SCHOOL**

P.O BOX 7131  
UGWENO  
18/05/2021

To the Medical Officer,  
..... Hospital,  
.....  
.....

**REQUEST FOR MEDICAL EXAMINATION:**

Please examine ..... (name of student ) who has been selected to join this school for his/her fitness as a student in the following areas;

1. Eyesight .....
2. Hearing .....
3. Speech .....
4. Specimens  
    4.1 Urine .....
- 4.2 Blood .....
- 4.3 Stool .....
5. Pregnancy .....
6. Asthma .....
7. Epilepsy .....
8. Tuberculosis .....
9. Heart problems .....
10. Skin diseases.....
11. Others .....

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**MEDICAL CERTIFICATE**

(To be completed by a recognized Medical Doctor)

I .....(Name of the Medical Doctor) confirm that I personally examined ..... (Name of student) and found that he/she is *fit/not fit* as a student.

Signature .....

Designation .....

Official stamp .....

Date: .....

- Delete whichever is inapplicable.
- *This form must be filled by a recognized Medical Doctor*

**APPENDIX B**  
**MWANGA DISTRICT COUNCIL**  
**MSANGENI SECONDARY SCHOOL**  
**P.O. BOX 7131, UGWENO**  
**SUMMARY OF SCHOOL REGULATIONS**

All students joining form V at Msangeni Secondary School are considered mature enough and are therefore expected to be good examples to other students and to the community around, in terms of commitment to studies, smartness, cooperation, conduct and wisdom.

**1. Commitment**

- Attending all periods and always trying to understand the teachers
- Studying hard and using time frugally
- Asking and answering all questions in class intelligently
- Doing all assignment / tests / examination and making corrections when necessary
- Using teachers and library facilities exhaustively

**2. Good conduct here means**

- Standing up when asking and answering questions in class or greeting elders
- Participating in making this school attractive by cleaning the compounds, classrooms, and maintaining its buildings, furniture and other school compounds
- Participating in extracurricular and self-reliance activities
- Being in class before the teacher enters and standing up to greet him/her when he/she enters
- Observing silence while in class and avoiding unnecessary shouting, yelling, abusive language and all sorts of disturbance inside or outside the class
- Getting permission from the Headmaster before going out of school
- Being in school uniform when going out of school or travelling
- Travelling by transport arranged by school when leaving for short and long breaks
- Respecting the school's daily routine
- Obedying any order from higher authorities of the school

**3. Offences which is committed by a student may lead to an outright dismissal from school**

- Stealing or involvement in theft
- All sorts of sexual misconduct
- Using or possessing alcoholic stuffs
- Smoking or possessing cigarettes, bhang, cannabis, cocaine, etc.
- Malicious damage of school property
- Organizing or participating in all sorts of boycott, riot, etc. at school
- Be pregnant or cause pregnant
- Marry or be married
- Absence from school/class for 7 days consecutively without permission
- Committing a criminal offence
- Truancy

**4. Mobile phones are strictly not allowed in this school. Being caught with one will be a punishable offence. Punishment may entail expulsion from school.**

These regulations can be amended or changed from time to time without notice

***You must always think before doing***

**NOTE:**

- All students of this school will be in school uniform wherever they are in the school compound or when they are going out of the school or travelling officially. Student should not bring many clothes because they won't need them; necklaces, bangles, bracelets, hats/ caps, perfumes and earrings are not allowed
- Students can purchase small items like soaps, toothpaste, jelly, shoe polish, exercise books and pens etc. from the school shop.

**GENERAL DISCIPLINE**

All Msangeni secondary students must respect and adhere to the school's daily routine and regulations ( see the Appendix B) violation of the school rules may lead to punitive measures, some of which include suspension or outright dismissal

- All students are required to be punctual, obedient, honest hard working, wise and co-operative
- Students academic performance will be monitored regularly through exercises, test and examinations

In case the performance is below the set standards, a student may be asked to call her parents

**URGENT**

***Mobile phones are strictly not allowed. Being caught with one may lead to outright expulsion. If you think you can't stay without a phone don't join this school.***

Welcome to Msangeni Secondary School

Yours in Education

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TRUSTGOD .M.

HEADMASTER

➤ **FILL IN STUDENT'S PERSONAL RECORD ( APPENDIX D ATTACHED)**

**APPENDIX C**  
**MWANGA DICTRICT COUNCIL**  
**MSANGENI SECONDARY SCHOOL**  
**P.O BOX 7131- UGWENO.**

ACCEPTANCE OF SCHOOL ROUTINE AND REGULATIONS FORM

This part to be fill in by the student in capital letters;

I ..... (student's full name) have also read and understood all the school regulations. I accept them and promise to follow them without fail. I also promise not to come to school with a mobile phone.

Signature .....

Date: .....

This part to be filled in by the parent / guardian of the student in capital letters

I ..... (student's full name) have also read and understood the school regulations as stipulated overleaf. I accept them and promise to co operate with teachers in enforcing them. I promise not allow my child to come to school with a mobile phone.

Signature .....

Date .....

Address .....

.....

.....

Telephone no. ....

.....

- Delete whichever is inapplicable

**This form must be filled and returned to the Headmaster on the date of reporting at school**

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**TRUST .M.**

**HEADMASTER**

**APPENDIX D**

**MWANGA DISTRICT COUNCIL  
MSANGENI SCONDARY SCHOOL  
STUDENT’S PERSONAL RECORD**

**FORM V/VI ..... YEAR ..... ADM.....**

fill this form in block letters and come with it on the day of reporting to school. It must be brought together with appendix A and C.

**STUDENT’S PARTICULARS**

1. Student’s first name .....
2. Middle and last / surname ( as in form IV) .....
3. Sex (female / male) .....
4. Date of birth ..... place of birth .....
5. Nationality .....
6. Religious denomination .....
7. Date of admission to school .....form .....
8. Day / Boarding .....
9. Secondary school last attended .....
10. Highest form reached .....
11. Examination center and index number (s) S. .... P. ....
12. Hobbies .....

**PARENTS / GUARDIAN’S PARTICULARS**

1. Full name .....
2. Occupation .....
3. Present residence .....
4. Permanent contact address .....
5. Phone number .....

**Declaration**

We/ I confirm beyond doubt that the information filled in above is correct

Student’s name ..... sign .....

Parent’s / Guardian’s name .....sign .....

Date: .....

- *Delete whichever is inapplicable*

FOR OFFICIAL USE .....

