



CRYSTAL HILL JUNIOR SECONDARY SCHOOL

P. O. BOX 22, SONDU TEL: - 0713-535542 / 0722-494716

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MOTTO: (SIMPLICITY HIGH THINKING)

ADMISSION LETTER 2026

YEAR 2026

Dear _____

I am pleased to inform you that following your completion of Primary cycle of 2-6-6-3 education system, you have been transited to join Junior School in our school on 12/01/2026. Congratulations!

Please get your Primary school's Head teacher to endorse the letter in the spaces provided below.

SECTION A:

Student's Full Name

Assessment No UPI No

Primary School

County Sub-County

Date of birth Date of Admission

Religion Denomination

Name of father Occupation

Address Id No Mobile No

Name of mother Occupation

Address Id No Mobile No

Name of guardian Occupation

Address Id No Mobile No

Head teacher's Full Name:

Head teacher's Signature: Date:

Learner's Signature: Date:

SECTION B:

Where do you come from?

Village Sub-location

Location

Sub county County

Name of Assistant chief

LEARNERS MEDICAL EXAMINATION

NameAgeUPI No

SECTION A: To be completed by the learner.

1. Do you have any health problem? Yes/No

If yes, state the problem

2. Are you on any special mediation? Yes/No

If Yes, specify

3. Do you have any physical disability? Yes/No

If Yes, specify

Attach medical document from a certified government doctor.

SECTION B: To be completed by a Government medical doctor

Please examine the above named learner for the following: -

1. Allergies

2. S.T.I's

3. Pregnancy

4. Eyes: Conjunctives Pupils

5. Sight: Without glasses Right Left

6. Sight: With glasses Right..... Left

7. And any others

Conclusion:

I have examined and made the following medical
 recommendations

Name Sign Date Official Stamp.....

JSS FEE STRUCTURE AND SCHOOL UNIFORM FOR THE YEAR 2026

FEE STRUCTURE FOR GRADES 7 - 9

GRADE	TERM 1	TERM 2	TERM 3	TOTAL
7 - 9	35,000	25,000	20,000	80,000
MOCK FEE	2,000	-	-	2,000
BREAD FEE	1,500	1,500	1,500	4,500
TOTAL	38,500	26,500	21,500	86,500

NOTE: - Fees Must be paid at the start of the term in the school bank account.

1.) Interview for New Admissions:

a.) Fee Kshs. - 2,000/=

2.) Admission fee Kshs. - 5,000/=

3.) Development fee Kshs. - 5,000/=

} Newly Admitted

4.) Photocopying Paper (1) Ream per Year for Topical Examination.

SCHOOL ACCOUNT NUMBER:

Absa Bank Kisii Branch **1227438.**

K.C.B Sondu Branch **1108276598.**

Paybill No

KCB
BANK

LIPA NA MPESA

PAYBILL NUMBER

BUSINESS NUMBER

522533

ACCOUNT NUMBER

7583933#name & grade (no spacing)

CRYSTAL HILL ACADEMY

STRICTLY NO MPESA PAYMENT

FULL SCHOOL UNIFORM AND PERSONAL EFFECTS

BOYS:

ITEMS	AMOUNT (KSHS)
A Pair of School Shirts	1,200.00
One long trouser	1,000.00
One School short	900.00
One Sweater	1,000.00
Blue Jumper	2,000.00
One T-Shirt	600.00
One Tie	200.00
Track Suit	2,000.00
One Short (P.E/Games)	600.00
One Weekend Short	700.00
One Weekend Shirt	600.00
TOTAL	Ksh10,800.00

Nb: Socks are available in school at ksh200.

All school uniforms are available in school. **Any uniform or part of uniform bought from outside will NOT be accepted.**

Personal items required for boarding

- ✓ A strong lockable metal box.
- ✓ 2 padlocks
- ✓ A pair of black Leather shoes.
- ✓ Two bed sheets dark blue in color cotton material.
- ✓ Two pairs of dark blue knee high socks with light blue stripes.
- ✓ Two blankets.
- ✓ One three-inch mattress.
- ✓ One basin / bucket.
- ✓ A pair of slippers
- ✓ Sports shoes (Blue/Black Bata Bullets).
- ✓ Rolls of toilet paper.
- ✓ 3 Bars of soap and powder soap (1 kg).
- ✓ Bathing soap (3 Dettol or Protex).
- ✓ Black shoe polish
- ✓ Tooth-brush and toothpaste.
- ✓ Body oil (giant size).
- ✓ Mosquito net.
- ✓ Dark blue Bed cover.

NOTE: -All beddings and uniforms **MUST** have identification marks; names of learners printed. **NO** civilian clothes allowed in school.

FULL SCHOOL UNIFORM AND PERSONAL EFFECTS:

GIRLS:

ITEMS	AMOUNT (KSHS)
Two skirts	2,000.00
A Pair of School Blouse	1,200.00
One Sweater	1,000.00
One Tie	200.00
Track Suit	2,000.00
Navy blue Jumper	2,000.00
One T-Shirt	600.00
One Short (P.E/Games)	600.00
One Weekend Dress	1,000.00
TOTAL	Ksh10,600.00

Nb: Socks are available in school at ksh200.

All school uniforms are available in school. **Any uniform or part of uniform bought from outside will NOT be accepted.**

- A strong lockable metal box.
- 2 padlocks.
- A pair of black Leather shoes.
- Two bed sheets pink in color cotton material.
- Three pairs of white / blue stripes knee high socks.
- Two blankets.
- One three inch mattress.
- One basin / bucket.
- A pair of slippers
- Sports shoes (Blue/Black Bata Bullets).
- Rolls of toilet paper.
- 3 Bars of soap and powder soap (1 kg).
- Bathing soap (3 Dettol or Protex).
- Black shoe polish
- Tooth-brush and toothpaste.
- Body oil (giant size).
- Mosquito net.
- Bed cover (pink in color).

NOTE:-

All beddings and uniforms **MUST** have identification marks; names of learners printed. **NO** civilian clothes allowed in school.

PERSONAL TEXTBOOKS AND STATIONARY

1. Bible (Good News).
2. General writing items (Biros, pencils and erasers).
3. Enough brown paper for covering books, cello tape and glue.
4. Kamusi(Karne ya 21).
5. Dictionary (Oxford Advanced Learners 8 Edition).
6. Atlas (360).
7. Mathematical set (Oxford).
8. 1 spring file.

PERSONAL TEXTBOOKS AND STATIONARY

9. Bible (Good News).
10. General writing items (Biros, pencils and erasers).
11. Enough brown paper for covering books, cello-tape and glue.
12. Kamusi(Karne ya 21).
13. Dictionary (Oxford Advanced Learner's 8 Edition).
14. Atlas (360)/Moran Atlas
15. Mathematical set (Oxford).
16. 1 spring file.

LIST OF COURSE BOOKS FOR JUNIOR SCHOOL (GRADES 7, 8 & 9)

- I. Active Mathematics (Oxford).
Supplementary Top Scholar (KLB)
Kiswahili (Oxford).
Supplementary Top Scholar (KLB)
- II. Kiswahili – Riwaya
 - Mshale wa matumaini (by John Habwe)
 - Mji wa Matarajio (by Assumpta K. Matei)
 - Uteuzi wa Chale (by Assumpta K. Mutei)
- III. Head Start English (Oxford).
Supplementary Top Scholar (KLB)
English – Poetry
 - Daughter of Nature (by Mbugua wa Mungai)
- IV. Alive C.R.E (Oxford).
Supplementary Top Scholar (KLB)
- V. Integrated Science (Oxford).
Supplementary Top Scholar (KLB)
- VI. Agriculture and Nutrition (Oxford).
Supplementary Top Scholar (KLB)
- VII. Pre-Technical (Oxford).
Supplementary Top Scholar (KLB)
- VIII. Creative arts and Sports (Oxford)
Supplementary Top Scholar (KLB)
- IX. Social Studies (Oxford)
Supplementary Top Scholar

SCHOOL RULES AND REGULATIONS

1. All learners are required to strictly observe **school rules** and **regulations**.
2. A learner while in school will be required to wear **school uniforms** as prescribed by the school administration. No **civilian clothes** are allowed in school. Learners are also required to wear **games uniforms** while undertaking **physical education** (P.E.) and /or games.
3. It is an **offence** for a learner to be **absent** from school without **permission** from the management.
4. Learners will communicate in either **English or Kiswahili** while at school.
5. The school **may not** be responsible for personal books, clothes, etc. that may get lost at school. All learners are required to take care of their belongings. It is **not advisable** for learners to have money or other valuables with them at school. Pocket money for learners **must** be left with the clerk of the school.
6. **Punctuality** and **attendance** to school function and lessons are **a must** for the smooth running and success of the school. Any **behavior considered detrimental** to a learner is punishable and may result in **dismissal**.
7. Personal **cleanliness** and **hygiene** are encouraged. Learners should endeavor to keep both **classrooms** and **school compound clean**.
8. Learners are required to respect their **teachers, other workers** and the **general public** both **in** and **outside** the school.
9. The parent / guardian of learners who cause damage to school property will be required to meet the **cost of repair** and **or replacement**. The above cost also includes loss of school books.
10. No learner will be exempted from **physical education** or **games** without the recommendation of a **Medical Officer**. **If a child has a history of Medical problem, the school should be informed.**
11. The School does not provide **any special diet**.
12. Any form of Bullying, Drug abuse, Fighting, Stealing and any other form of serious Misconduct will automatically lead to **Expulsion**.
13. It is **mandatory** that all learners' sit the **monthly Assessments**. Further advice will be given to those who don't meet the **school target mark**.
14. All learners are required to observe any other rules or regulations not specifically mentioned above that may come into force by the School Administration from time to time.
15. Girls are allowed to plait their hair (3 braids, braided and tied in a middle bun)

THE SCHOOL ROUTINES (2026)
MONDAY – FRIDAY.

TIME	ACTIVITY / EVENT
5:00AM – 5.30PM	Waking Up and Preparations.
5:30am – 6:00am	Personal Studies.
6:00am – 6:30am	Breakfast
6:30am – 7:00am	General Cleaning of Compound
7:00am – 8:00am.	Morning Preps.
8:20am – 10:30am	Morning Classes
11:00am – 11:20am.	Tea Break
11:20am – 1.20p.m	Mid-morning classes
1.20p.m-2.00p.m	Lunch Break
2:00pm – 3:20pm	Afternoon Lessons
3:20pm – 4:30pm	Games / Personal cleanliness
4:30pm – 5:00pm	Porridge.
5:00pm – 6:30pm	Library Lesson (Story books).
6:30pm – 7:00pm	Supper.
7:00pm – 8:00pm	Evening Preps.
8:00pm – 9:00pm	Personal Studies
9:00pm – 5:00am	Sleeping.
N/B: - Every Friday 4:00pm – 5:30pm	(Common Mass) FOR BOARDERS IN THE DINING HALL

N/B: - Teachers on duty to ensure the above is followed strictly by all learners.

WEEKEND ROUTINE

<u>TIME</u>	<u>SATURDAY</u>	<u>TIME</u>	<u>SUNDAY</u>
6:30am	Thorough Cleaning of Dormitories, Classes, Beddings, Clothes & Compound at Large	6:30am – 9:00am	Thorough Cleaning and Catholics go to Church.
9:00am – 9:30am	Breakfast	9:00am – 9:30am	Breakfast
10:00am – 12:00pm	Classes for all learners	10:00am – 12:00pm	Classes for all learners
12:40pm – 1:30pm	Lunch	12:40pm – 1:30pm	Lunch
1:30pm – 4:00pm	Symposiums Debate / Mjadala	1:30pm – 2:30pm	General personal preparations.
1:30pm – 4:00pm	Other classes Library (Story book reading).	2:30pm – 4:30pm	Games
4:00pm – 5:00pm	Games for All	4:30pm – 5:00pm	Porridge
5:00pm – 5:30pm	Evening Porridge	5:00pm – 6:30pm	Evening Preps
5:30pm – 6:30pm	Class for all	6:30pm – 7:00pm	Supper
	Homework	7:00pm – 9:00pm	Evening Preps
6:30pm – 7:00pm	Supper	9:00PM	Sleep
7:00pm – 9:00pm	ENTERTAINMENT (Watching TV / MOVIES)		
9:00PM	All asleep		

N/B: - Teachers on duty to ensure the above is followed strictly by all learners

SCHOOL DIET

TIME DAYS OF THE WEEK	6.00A.M – 6.30A.M BREAKFAST	11.00A.M –11.20A.M TEA BREAK	1.20P.M – 2.00P.M LUNCH BREAK	4.30P.M AFTER GAMES	6.30P.M SUPPER
MONDAY	TEA & BREAD	TEA &BREAD	KALES AND UGALI	PORRIDGE	RICE & BEANS
TUESDAY	TEA & BREAD	TEA &BREAD	RICE & GREEN GRAMS	PORRIDGE	UGALI & MEAT / EGGS
WEDNESDAY	TEA & BREAD	TEA &BREAD	KALES & UGALI	PORRIDGE	RICE & BEANS
THURSDAY	TEA & BREAD	TEA &BREAD	SUCCOTUSH (GITHERI)	PORRIDGE	UGALI & MEAT / EGGS
FRIDAY	TEA & BREAD	TEA &BREAD	RICE & BEANS	PORRIDGE	KALES & UGALI
SATURDAY	TEA & BREAD	TEA &BREAD	UGALI & BEANS	PORRIDGE	CHAPATI & GREEN GRAMS
SUNDAY	TEA & BREAD	TEA &BREAD	SUCCOTUSH (GITHERI)	PORRIDGE	RICE & BEANS

*N/B: - Those on special Diet will have to pay an extra cost of Kshs3,000/= per term.
No extra food is allowed in school a part from fruits and milk (max 1 box).*

*Pocket money: Ksh 500 for a whole term and **must** be deposited with the clerk.*