



26<sup>th</sup> May 2019

**CIRCULAR – P0026/19**

**Beginning of Term Two 2019 Circular**

Dear Parent / Guardian,

On behalf of the Board of Directors and the staff of Viva College School, I welcome you back for Term Two, 2019. We hope our students have had refreshing holidays and are now ready to work hard for all-round excellence throughout this term. We also take this opportunity to welcome the new students and parents to the Viva College School family. You have made the best choice for you and your children and we are committed to working with you for their success.

1. **SCHOOL FEES:** We thank you for paying fees on time. This will enable us to take good care of our students and provide all the necessary services that you expect from Viva College School. Please note that no cash shall be accepted at school and no student will be received without having paid the school fees. This term, we introduced a new payment mode called 'School Pay'. Every student has a unique payment code which should expedite payment at the bank. It also enables parents to pay using mobile money and we hope that the new system has eased the school fees payment process. For any fees-related queries, you are advised to contact our school Accounts Officer, **MS ASSUMPTA NAIGAGA** on mobile numbers; **0787560246 / 0700-341651**.

**2. CLEARANCE OF STUDENTS AT SCHOOL:**

	PLACE	ITEM(S) / ACTIVITY	PERSON IN CHARGE
1.	Administration Office – UMA, Lugogo (Kampala students) <b>NB - Jinja-based students and others who are brought to school individually go straight to the Dining Hall for this process</b>	<ul style="list-style-type: none"><li>• Registration</li><li>• Verification of payment (Bank slips)</li></ul>	Administrator at the Kampala office
2.	Dining Hall	<ul style="list-style-type: none"><li>• Verification of payment (Bank slips)</li><li>• Clearance card</li><li>• Medical forms</li></ul>	Accounts Officer  Nurse

		<input type="checkbox"/> New students' Stream and House allocation <input type="checkbox"/> Registration <input type="checkbox"/> Holiday work <input type="checkbox"/> Receiving signed report reply slips <input type="checkbox"/> Checking all luggage and personal items	DoS and Pastoral Coordinator  Class Tutors  Security team
3.	Dormitory	<input type="checkbox"/> Checking personal requirements including clothing <input type="checkbox"/> Checking hair <input type="checkbox"/>	-Matron, Senior Master, Warden, Security personnel & Teachers on duty

**NB: No student should enter the Dormitory before clearing in the Dining Hall.**

Please revisit the end of Term 1 circular and the requirements list. To ensure your child settles well back into school after the holiday, please ensure that he/she has the correct items of clothing and all other personal requirements. Remember that grub is strictly banned at Viva College and that additional edibles can be purchased from the canteen.

- UCE / UACE REGISTRATION:** Registration of candidates for UCE / UACE National Examinations has been carried out before the deadline. We are now actively preparing the candidates for the final examinations by ensuring the syllabuses have been completed in good time and that they have ample opportunities for revision and mastery.
- ACADEMICS:** The academic team, headed by the Deputy Academics, is eager to welcome students back for another term where they will work towards their personalised targets and aim to not only meet but, potentially, beat them!

This term candidates will complete 2 sets of mock examinations; one is internally set and assessed and the other is external, organised by WAKISSHA examination body. These examinations are designed to provide data which will assist teachers in projecting candidates' final examination grades. They will also enable us to design and deliver focused interventions.

As we continue to provide you with rich feedback on your child's progress, we will hold Academic Consultation days this term. We have earmarked 3 Saturdays in the term where parents and guardians will be able to come to Viva College to meet with Faculty Leaders and subject teachers as well as the school leadership team. Please see the table below for the specific dates relating to all classes.

Classes	Date and Time
S3 and S5	15 <sup>th</sup> June 2019 from 11 am to 3 pm
S4 and S6	29 <sup>th</sup> June 2019 from 11 am to 3 pm
S1 and S2	27 <sup>th</sup> July 2019 from 11 am to 3 pm

5. **HOLIDAY WORK:** Completed holiday work must be submitted to the Class Tutor on arrival. Any student who has not completed his / her holiday work will be required to complete it under controlled conditions throughout co-curricular time in the first week of term. We appeal to all parents/guardians to check whether the holiday work has been completed to the highest standard possible by the beginning of every term, before students arrive back at school. The marks awarded for holiday work contribute 20% of the final results of Mid- Term assessments and 10% of the final results awarded at the end of the term. Thank you for your support.
  
6. **MEDICAL CHECK-UP:** All new students must report with completed medical forms, stamped and signed by a reputable medical institution. These should be presented to the school nurse on arrival at school. Thank you for your cooperation.
  
7. **VISITATION DAY:** Term Two Visitation Day will be held on Sunday 14<sup>th</sup> July, 2019 from 9 am to 5 pm. Once again, parents are permitted to bring their own choice of food to share with their child on that day or to purchase a meal from the school Dining Hall for 10 000 shs. Please do not bring grub for your child and please do not share food with other parents' children without the parents' consent. Thank you and we look forward to welcoming you on that day. You will be able to interact with Class Tutors to get an update on your child's behaviour, attitude and overall progress. You will receive an academic report on that day and there may be an opportunity to discuss aspects of your child's progress in specific subjects with the teachers concerned. Please look for them on the day. They may be Class Tutors too and they are likely to be occupied!
  
8. **POCKET MONEY:** Pocket money should be kept strictly by the school Accounts Officer. Those parents who may wish to top-up their children's pocket money during the course of the term should send it by mobile money to the Accounts Officer and not to any other member of staff. As students are not allowed to keep their pocket money in the dormitories, we expect them to budget effectively and to look after the small amounts that they withdraw very carefully. Please advise them on how to manage their money before they return to school every term.
  
9. **CANDIDATES' PROM PARTY:** The candidates will have their Prom/ Leavers' party on Saturday 1<sup>st</sup> June, 2019. They have formed a working committee, under the guidance of their Class Tutors and pastoral leaders, and they have agreed to contribute Shs. 200,000/= (Two hundred thousand shillings only) per person towards this memorable event which marks the end of an academic phase of their journey through life.

10. **MAJOR EVENTS OF THE TERM:** Please take note of this term's events that may require your attention and/or participation if you can make it to school. This term we shall have the following planned events:

- 1) Candidates' Leavers' party (Prom) – Saturday 1<sup>st</sup> June 2019; parents are not expected to attend
- 2) Interschool Science competition (Aqualibrium and Bridge Building competitions) – Saturday 27<sup>th</sup> July 2019; parents are not expected to attend
- 3) Visitation Day – Sunday 14<sup>th</sup> July 2019
- 4) MDD Inter House Final competitions – Tuesday 20<sup>th</sup> August from 8am to 5 pm; parents are invited
- 5) Academic Consultation days – see paragraph 4 for dates and times
- 6) Viva College School Talent Showcase – Date and Venue to be confirmed
- 7) End of Term Two 2019 – Thursday 22<sup>nd</sup> August 2019; students will leave Viva College after breakfast and aim to arrive at UMA Showgrounds in Lugogo by approximately midday.

11. **INFRASTRUCTURE UPDATES.** We are excited to inform you that the construction of the boys' dormitory commenced in April 2019. Our capacity for boy students will be doubled in 2020 and the structures promise to be not only highly functional but also very aesthetically pleasing.

12. **ENROLMENT:** Thank you for entrusting your children to Viva College School. We still have a few spaces available in all non-candidate classes for girls in 2019. Our boys' dormitories are currently full; there **may** be one or two places available at the start of Term Two. Please enquire either at our Lugogo office or at the school. Please encourage your family, friends and acquaintances to bring their child to us for a holistic, outstanding education.

We thank you once again for joining with us as we educate your children to become allrounders who are civil, determined and resilient. Together, we will support them to become the 'great minds' that 'shape the world'. We wish journey mercies to all parents and students travelling to school on 26<sup>th</sup> May and thereafter. For the new parents and students, thank you again for choosing Viva College School.

**FOR GOD AND MY COUNTRY  
'GREAT MINDS SHAPE THE WORLD'**

Irene Connelly Masango  
PRINCIPAL