

14. STATEMENT OF COMMITMENT

At Ivy First Pre & Primary School, we are dedicated to fostering a nurturing and inclusive learning environment where every child can thrive academically, socially, and emotionally. We are committed to providing a high-quality education that empowers our pupils to reach their full potential and become lifelong learners.

♦ **Student-Centered Approach:** We prioritize the individual needs and interests of each pupil, tailoring our teaching methods to accommodate diverse learning styles and abilities.

♦ **Safe and Supportive Environment:** The safety and well-being of our pupils are paramount. We maintain a safe, inclusive, and welcoming environment where every child feels valued, respected, and supported.

♦ **Holistic Development:** We believe in nurturing the holistic development of our pupils, encompassing academic, social, emotional, and physical growth. In addition to academic excellence, we provide opportunities for extracurricular activities, character development, and community engagement to foster well-rounded individuals.

♦ **Parent and Community Partnership:** We recognize the importance of collaboration between school and parents. We encourage open communication, active involvement, and partnership with parents to ensure the best possible outcomes for our pupils. We also seek to engage with the local community to enrich the educational experience and broaden students' horizons.

Ivy First Pre & Primary School is dedicated to providing a transformative educational experience that prepares students for success in an ever-changing world. We stand by our commitment to excellence, equity, and inclusivity in education, and we look forward to partnering with our students, families, and community to achieve our shared goals.

MR. ELIYA JOHN
THE SCHOOL PRINCIPAL



WELCOME MESSAGE FROM THE SCHOOL PRINCIPAL

Dear Parent/Guardian,

Congratulations on your child's successful interview and selection to join our school in the academic year 2027. We are delighted to welcome you to Ivy First School and honored that you have chosen to partner with us in your child's education.

At Ivy First, our mission is to train children in the truth; for Tanzania, for the world, and above all for the glory of God. We are committed to providing a strong academic foundation, nurturing character, and helping every child grow in wisdom, in stature, and in favor with God and people.

Thank you for entrusting us with this important responsibility. We look forward to walking together with you as your child begins this meaningful and exciting journey with us.

Welcome to the Ivy family!

School Principal, Ivy First School

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1. ADMISSION CONDITIONS

- ♦ The application form should be completed and signed by the parents or legal guardians and to be returned to the school within the prescribed period.
- ♦ Medical examination report should be filled and attended at any government/private hospital.
- ♦ If the child was formerly enrolled at any other school, academic report should be attached and transfer from the previous school should be done immediately.
- ♦ Attach 1 child's photo and 1 photo for each parent on the first filled page of the application form.
- ♦ Read the **school rules and regulations on page 6 carefully of this joining instruction** before completing the application form.

2. SCHOOL LEGAL AND LOCATION

IVY First Primary school is a registered school whose registration number is **EM 17696**. The school is located at **Vijibweni – Mkwajuni** street within the United African University of Tanzania (UAUT).

3. SCHOOL SCHEDULE AND CURRICULUM

A. Academic Terms

Academic year consist of two terms: - The first term runs from January to June, with a two-week midterm break in March or April, followed by a long vacation in June. The second term runs from July to December, with a two-week midterm break in September and a long holiday in December.

B. Curriculum:

The syllabus used is based on the Tanzania School education curriculum. Apart from the planned curriculum by the government the school has extra curriculum activities that enable students to acquire different skills. Such curriculum include music program, dancing program, arts clubs, taekwondo program and farming program.

12. CORRECTIVE PROCEDURES

Any breach of the above rules and regulations by a child will be recorded by the Headmistress/master in the discipline record book and a child will undergo counselling. In the case such breach is recorded thrice, a child will be referred to a school parent disciplinary committee for further counselling and calling his/her parent. If further breach is observed and recorded thrice by the school parent disciplinary committee a child will be suspended from attending the school for three weeks.

13. BOARDING

Currently we have accommodation for approximately 60 pupils in 2 boarding houses/dormitories, which are found in one area separated by wall around the school. Each house/dormitory is supervised by a one matron for girls and one patron for boys.

Why Boarding?

- ♦ Boarding school offers pupils an experience unlike any other: to immerse themselves in their education, grow within a supportive and diverse community, and position themselves for success after school .
- ♦ Boarding school pupils tend to develop life skills such as time management, work ethic, and independence in an accelerated manner.
- ♦ We believe that boarding schools offer a unique opportunity for pupils to deep-dive into learning and community. At Ivy First, our rigorous academic standards are complemented by an emphasis on each pupil's personal development and preparedness for their next step in life.

Who is eligible for boarding? It is mandatory for standard seven and it is optional for standard 5 to 6

Boarding requirements

- ⇒ *Mattress – 2.5 × 6 feet*
- ⇒ *Grey tracksuits – 2 pairs*
- ⇒ *T-shirts – 1 maroon and 1 light blue*
- ⇒ *Bed sheets – 3 pieces (light blue for boys and pink for girls)*
- ⇒ *Washing soap – 15 kg and Bucket – 1*
- ⇒ *Towel – 1; Toothpaste – 1 and Toothbrush – 1*
- ⇒ *Slippers – 2 pairs*
- ⇒ *Underwear – 5 pieces; Vests – 4 pieces; Socks – 3 pairs; Pajamas – 2 pairs*
- ⇒ *Water bottle – 2 litters*

11. IVY FIRST SCHOOL RULES AND REGULATIONS

- 1) **Christian Values and Ethics:** Ivy First is a Christian mission school, and all students are expected to observe and uphold Christian values and ethics while at school.
- 2) **Morning Devotion:** All students must attend morning devotion for prayer before the start of the school day.
- 3) **Academic Performance:** Students are required to maintain a minimum average of 70%. Any student who does not meet this benchmark may be required to repeat the same class for the necessary period. Advancement to the next class requires achieving a score of at least 70%.
- 4) **Attendance:** All students must attend school every school day, except for public holidays. In case of absence, parents are expected to inform the class teacher with a valid reason for the student's absence.
- 5) **English as the Medium of Instruction:** As Ivy First is an English-medium school, all students are required to communicate in English while on the school premises.
- 6) **Respect and Courtesy:** Students should show respect by greeting all teachers, staff members, and guests who visit the school.
- 7) **Snacks and Drinks:** Students are not allowed to bring snacks or drinks to school. Exceptions may be made for medical reasons, with prior approval from the school.
- 8) **Language and Behavior:** Students must refrain from using abusive language and are strictly prohibited from engaging in any form of physical altercation or fighting.
- 9) **Punctuality:** School reporting time is from 7:00 to 7:40 a.m. Students arriving after 7:40 a.m. will not be permitted to enter the school.
- 10) **Parent and Guardian Access:** Parents and guardians are not allowed to call or meet with students during school hours without permission from the teacher on duty or the head teacher. For boarding students, there will be designated times for parent visits.
- 11) **Uniform and Dress Code:** Students are expected to wear the school uniform properly at all times. Any deviations from the dress code should be addressed with the school administration.
- 12) **Respect for School Property:** Students are required to respect and take care of school property. Damages caused by negligence or misuse may result in disciplinary action or charges for repairs.
- 13) **Use of Mobile Phones and Electronics:** Mobile phones and other electronic devices are not permitted in school. Any such devices brought to school without permission will be confiscated and returned only to the parents.

4. A. FEE STRUCTURE 2027

4.A.1 BREAKDOWN OF SCHOOL FEES FOR THE YEAR 2027

CLASS	SCHOOL FEES (TSHS)	OTHER CONTRIBUTIONS	TOTAL (TSHS)
NURSERY	1,600,000	TZS 730,000 (<i>Food and Stationery</i>)	2,330,000
STD 1 & 2	1,965,000	TZS 785,000 (<i>Food and Stationery</i>)	2,750,000
STD 3 - 5	1,965,000	TZS 885,000 (<i>Food, Stationery and Computer</i>)	2,850,000
STD 6 - 7	1,965,000	TZS 985,000 (<i>Food, Stationery, Computer and Examinations</i>) + TZS 1,200,000 (<i>Boarding</i>)	4,150,000

4.A.2 INSTALMENT PLAN FOR THE YEAR 2027

CLASS/ LEVEL	Total for the Year (TSHS)	1st Inst – 50% (TZS) Jan–Jun	2nd Inst – 30% (TZS) Jul–Sep	3rd Inst – 20% (TZS) Sep–Dec
NURSERY	2,330,000	1,165,000	699,000	466,000
STD 1 & 2	2,750,000	1,375,000	825,000	550,000
STD 3 – 5	2,850,000	1,425,000	855,000	570,000
STD 6 & 7	4,150,000	2,075,000	1,245,000	830,000

NOTE: Each installment must be paid at the beginning of its respective payment period: the first installment (50%) in January, the second installment (30%) in July, and the third installment (20%) in October.

4.A.3 TRANSPORT FEE - 2027

DISTANCE	1st Inst – 50% Jan–Jun	2nd Inst – 30% Jul–Sep	3rd Inst – 20% Sep–Dec	TOTAL
NEAREST	600,000	360,000	240,000	1,200,000
FARTHEST	700,000	420,000	280,000	1,400,000

Note: Clarification on whether a student falls under the nearest or farthest distance category will be provided by the school office. The office's determination shall be used to establish the applicable school fee.

4.B. OTHER FEES

CLASS	ITEM	AMOUNT	MODE OF PAYMENT
TOP CLASS	Graduation	TBA	Direct
STD VII	Graduation	TBA	Direct
STD IV	Remedial	TBA	Direct
ALL CLASSES	<i>Study Tour</i>	<i>Will be communicated</i>	

5. ACCOUNT DETAILS FOR PAYMENTS

◇ **Bank name: CRDB BANK**

◇ **Account name: IVY FIRST SCHOOL**

◇ **Account number: 015C623667500**

NOTE: All fees for the respective installment should be paid at the beginning of the installment.

NOTE:

- ◆ If a child is discontinued or you move your child to other school for whatever reason it may be, any money paid to school are non-refundable

6. OUR DISCOUNT POLICY

We offer discounts as follows: School Bus: The 2nd and every additional child receives a **30% discount**. **Tuition Fee:** The 2nd child receives **10%**, the third **20%**, the fourth **30%**, and so on up to **100%** for the nth child.

7. FIRST AID KIT

Our school provides First Aid for minor injuries. However, in case of a serious condition, the child will be taken to the hospital immediately, and parents will be contacted. All medical costs will be the responsibility of the parent.

8. SCHOOL UNIFORMS

On Monday, Tuesday and Thursday our students wear Shirt and Skirt/Short, and on Wednesday and Friday they wear T-shirt/Sport uniform.

TYPE OF UNIFORM	GIRLS	BOYS
Shirt	30,000	30,000
Sport wear		
Skirts	40,000	
Shorts		30,000
Sweeter	50,000	50,000
Total	220,000	210,000

9. OUR MENU

DAY	BREAKFAST	LUNCH
Monday	Tea and bread	Rice meat, beans and vegetable
Tuesday	Tea and vitumbua	Ugali, meat, beans, vegetable and dagaa
Wednesday	Tea and chapati	Chips and chicken
Thursday	Tea and bans/mandazi	Rice meat, beans and vegetable
Friday	Tea and Bread + Eggs	Pilau and meat and fruits

10. HEALTH, SAFETY AND HYGIENE

Ivy First School is committed to providing a safe, clean, and healthy learning environment for all pupils. Parents and guardians are required to cooperate with the school in maintaining pupils' health, safety, and personal hygiene.