**OFISI YA RAISI**
**TAWALA ZA MIKOA NA SERIKALI ZA MITAA**
**HALMASHAURI YA WILAYA YA HAI**

**SHULE YA SEKONDARI SAWE,**
**S.L.P 344,**
**HAI.**
**SIMU 0756 921056**

**JINA LA MWANAFUNZI** ______________________
**S.L.P**__________________________________

**YAH:MAAGIZO YA KUJIUNGA NA SHULE YA SEKONDARI SAWE.**

Ninayo furaha kukujulisha kwamba umechaguliwa kujiunga kidato cha kwanza mwaka __________hapa shule ya Sekondari Sawe.**HONGERA SANA.**

Ni imani yetu kuwa wakati wote utakaokuwa mwanafunzi wa shule hii utatekeleza majukumu yako ya kinidhamu na kitaaluma kwa juhudi,maarifa na uadilifu wa hali ya juu,ili kuinua kiwango cha ubora wa elimu hapa shuleni.

Shule itafunguliwa tarehe **11/01/2021** saa 1:00 Asubuhi.Wanafunzi wote wa kidato cha kwanza waripoti shuleni tarehe **11/01/2021** kwa ajili ya maelekezo ya awali (orientation)yatakayofanyika kabla ya kuanza masomo .Endapo utashindwa kufika shuleni hadi tarehe 31/01/2021 nafasi yako atapewa mtu mwingine.

Shule ya Sekondari Sawe ipo Km 25 kutoka Bomang'ombe Hai na ipo katika Kijiji cha Sawe,Kata ya Masama Masharika Tarafa ya Masama.

## KUFIKA SHULENI

Toka Bomang'ombe shukia kwa sadala,Pakia Hiace au Noah za Masama Mula kwa nauli ya Tsh.500/=halafu tumia usafiri wa bodaboda (2,000/=)hadi Sawe Sekondari.

## 1.0 MAAGIZO MUHIMU

Mwanafunzi /mlezi /mzazi anatakiwa akamilishe /ajaze na arejeshe fomu zifuatazo ambazo baadhi zimeambatanishwa

(i) Fomu ya kupimwa hospitalini/Medical examination form

(ii) Fomu ya kukubali sheria za shule ikiwa imesainiwa na mwanafunzi pamoja na mzazi / mlezi (MZAZI / MLEZI NA MWANAFUNZI AZISOME KWA MAKINI NA KUZIELEWA)

(iii) Fomu ya taarifa binafsi za mwanafunzi pamoja na orodha ya ndugu na jamaa wa mwanafunzi (Ijazwe na Mzazi / Mlezi).

(iv) **CHETI CHA KUZALIWA** (Ni muhimu aje nacho)

(v) Mwanafunzi aje na 'Joining Instruction' hii.

## A. VIFAA VYA TAALUMA.

i. Madaftari makubwa (counter book quire two) 9 kwa kuanzia
ii. Mkebe wa vifaa vya hesabu (Mathematical Instrument Set)
iii. Kalamu, rula, penseli na kifutio
iv. Four figure table (Logarithm table)
v. Dictionary(English/ Swahili)
vi. Begi jeusi la kuhifadhia / kubebea madaftari / vitabu (sio mfuko wa plastiki au Rambo).
vii. Aje na faili (**Folder File)** lililobandikwa picha ya mwanafunzi (**PASSPORT SIZE**) kwa ajili ya kutunzia kumbukumbu za mwanafunzi shuleni.

## B. CHAKULA

Kila mwanafunzi anatakiwa kula chakula shuleni. Kila mzazi anatakiwa kufuata maelekezo na utaratibu wa kamati ya wazazi ambayo inasimamia jukumu la chakula.

## C. VIFAA VYA USAFI

- **WAVULANA**
  (i) Fyekeo moja
  (ii) Jembe moja
  (iii) Chelewa moja

- **WASICHANA**
  (i) Panga moja
  (ii) Jembe moja
  (iii) Chelewa moja

## D. SARE ZA SHULE.

**WASICHANA**

i. Sketi mbili zenye marinda boksi rangi ya kijani jeshi (sampuli ya kitambaa imeambatanishwa). Iwe ndefu ifike chini kabisa ya magoti, iwe pana na pindo lake liwe pana ili iweze kuongezwa urefu kadiri umbo litakavyoongezeka.
ii. Mashati mawili meupe ya mikono mifupi (aina ya tomato)
iii. Kwa waislamu. Rangi ya Hijabu iwe ni nyeupe.

iv. Soksi jozi mbili rangi nyeupe

v. Viatu vya ngozi vyeusi jozi mbili vya kufunga kwa kamba visigino vifupi na visiwe na urembo wowote.

vi. Sweta mbili mikono mirefu rangi ya kijani jeshi **lenye shingo ya V.**

vii. Bukta nyeusi ndefu na pana ifike chini ya magoti na isiwe ya kubana na Tisheti ya kijani jeshi kwa ajili ya michezo.

**E. WAVULANA**

i. Suruali mbili rangi kijani jeshi (sampuli ya kitambaa imeambatanishwa na fomu hii). Iwe na upana wa nchi nane chini au zaidi na pindo chini (turn-up) vinginevyo vimodo havitakubaliwa.

ii. Mkanda mweusi wa ngozi wa kufunga suruali wenye buckle ndogo

iii. Mashati mawili meupe ya mikono mifupi.

iv. Soksi jozi mbili rangi nyeusi

v. Viatu vya ngozi vyeusi jozi mbili vya kufunga na kamba visigino vifupi na visiwe na urembo wowote.

vi. Sweta mbili mikono mirefu rangi ya kijani jeshi **lenye shingo ya V.**

vii. Bukta ndefu pana nyeusi na tisheti ya kijani jeshi kwa ajili ya michezo

## 2.0 SHERIA NA KANUNI ZA MUHIMU ZA SHULE HII

Shule inaendeshwa kwa mujinu wa Sheeria ya Elimu Na. 25 ya mwaka 1978 na kama ilivyorekebishwa kwa Sheria Na. 10 ya mwaka 1995. Aidha, inazingatia miongozo yote inayotolea na Wizara ya Elimu na Mafunzo ya Ufundi, yenye dhamana ya elimu nchini na Ofisi ya Rais – TAMISEMI yenye jukumu la usimamizi na Uendeshaji Elimu. Unatakiwa kuzingatia mambo ya Msingi yafuatayo ambayo yatafafanuliwa kwa maandishi na utapewa nakala yake mara baada ya kuripoti shuleni.

(a) Heshima kwa viongozi, wazazi, wafanyakazi wote wanafunzi wengine na jamii kwa ujumloa ni jambo la lazima

(b) Mahudhurio mazuri katika kila shughuli ndani na nje ya shule kulingana na rabita ya shule ni lazima

(c) Kushiriki kwa makini kufanya maandalio ya jioni (Preparation)

(d) Kuwahi katika kila shughuli za shule na nyingine utakazopewa

(e) Kufahamu mipaka ya shule na kuzingatia kikamilifu maelekezo juu ya kuwepo ndani na nje ya mipaka hiyo wakati wote wa uanafunzi wako katika shule hii.

(f) Kutunza usafi wa mwili, mavazi na mazingira ya shule.

(g) Nywele na kucha ziwe fupi

(h) Kuvaa sare ya shule wakati wote unapotakiwa

(i) Kuzingatia ratiba ya shule wakati wote na

(j) Kutunza mali za uma

**NI MARUFUKU KUZURURA MAENEO YAFUATAYO**

(i) Nyumba za kulala wageni (guest house)

(ii) Nyumba za walimu
(iii) Baa za pombe aina zote (vilabu vya pombe)
(iv) Msitu wa shule bila kibali

**MAKOSA YATAKAYOSABABISHA MWANAFUNZI KUFUKUZWA SHULE**

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

**TAHADHARI**

i. Tunza vifaa vyako kwa makini unapokuwa ndani na nje ya eneo la shule.
ii. Kila mwanafunzi lazima asome kwa makini na kuzingatia kwa usahihi kanuni, taratibu na sheria za shule.
iii. Uvunjaji wa kanuni taratibu au sheria yoyote ya shule hautavumiliwa na hatua kali zitachukuliwa dhidi yako.

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

**KARIBU SANA SAWE SEKONDARI**

Uongozi wa shuel unakutakia masomo mema na ushirikiano wako wa dhati katika kuijenga SAWE Sekondari na kuinua kiwango cha taaluma na nidhamu wakati wote utakaokuwa mwanafunzi wa shule hii.

.................................

**MKUU WA SHULE**

MKUU WA SHULE
SAWE SEKONDARI
S.L.P344-HAI.

FOMU A: KIAMBATANISHO I

HATI YA MAKUBALIANO

ANWANI YA MWANAFUNZI

MKUU WA SHULE
SAWE SEKONDARI
S. L. P 344,
HAI.

**KUKUBALI NA KUFUATA SHERIA NA MASHARTI YA SHULE:**

Mimi.....................................nakubali nafasi ya kidato cha ........................niliyopewa katika shule yako. Nakubali masharti na kuwa nitatii sheria za shule hizo nazile zitakazotolewa kwa muda wote wa masomo yangu. Naahidi kuwa nitawaheshimu na kuwatii walimu wa shule na wafanyakazi kama wazazi wangu.

Naahidi kuwa nitatii wale wote watakaoteuliwa au kuchaguliwa kuwa viongozi wangu kwa mujibu wa sheria.

Naahidi kuwa mwanafunzi mwaminifu. Naahidi pia kuwa nitajielimisha kwa nduvu zangu na akili zangu zote kwa manufaa yangu binafsi na Taifa langu.

Natambua kuwa nikikiuka ahadi nitapoteza nafasi yangu hapa shule.

JINA LA MWANAFUNZI.................................................. SAHIHI...........................

JINA LA MZAZI/MLEZI.................................................. SAHIL............................

MZAZI/ MLEZI/ MWANAFUNZAnwani ya Mzazi /Mlezi.............................................
..........................................................................................

SIMU NO./e.mail:........................................................................................

FOMU:B

KIAMBATANISHO II

HALMASHAURI YA WILAYA YA HAI

SHULE YA SEKONDARI SAWE,
S. L. P 344,
HAI.
TAREHE: .............................

MAELEZO BINAFSI YA MWANAFUNZI

**JAZA FOMU HII KWA KUSHIRIKIANA NA MZAZI/MLEZI. HII NI SIRI YAKO NA MKUU WA SHULE TU:**

1. Andika majina kamili.
   i. Majina ya shule.......................................................................................
   ii. Majina ya nyumbani..................................................................................

| | JINA | BABA | UKOO | UMRI | TAREHE YA KUZALIWA |
|---|---|---|---|---|---|
| LAKO | | | | | |
| LABABA/MLEZI | | | | | |
| LA MAMA | | | | | |

2. **NYUMBANI:**
   Kijiji / Mtaa.................................................kata...................................
   Taarifa........................................................Wilaya..........................Mkoa....................
3. Anwani ya nyumbani.................................Simu......................................................
4. Kukiwa na matatizo taarifa ipelekwe kwa nani.........................................................
   Uhusiano na wewe?.............................................................................................................
5. Wazazi na Ndugu:
   Baba yuko hai?.......................................................Mama yuko hai?.............................................
   Baba ana watoto wangapi?....................................Wavulana.................Wasichana...........
   Baba ana wake wangapi?.....................................Wewe ni mtoto wake wangapi?.................
   Mko wangapi kwa mama huyo?Wewe ni mtoto wa ngapi kwa mama.........................
   Dini yako.............................Madhehebu.........................................................................
   **UNAOWATEGEMEA:**
   a) Unaishi na nani na wapi? ................................................Simu yake.................................

b) Nani anayekupa mahitaji ya shule....................................Simu yake..................................
SAHIHI.................................................................................................................
TOA SABABU KAMA SIYO MZAZI....................................................................................
Shule ulizosoma:
a) Unaishi na nani na wapi?...........................................................Simu yake.....................
b) Nani anayekupa mahitaji ya shule.................................Simu yake......................
SAHIHI.................................................................................................................
TOA SABABU KAMA SIYO MZAZI...............................................................................

Shule ulizosoma:

a) Shule ya msingi................................... Mwaka................ Hadi..........................
b) Shule ya / za sekondari.....................Mwaka................Hadi...........................

Majina ya watu 3 watakaohusika kuwasiliana na uongozi wa shule endapo itahitajika kwa suala lolote lile.

| JINA | ANWANI | SIMU | UHUSIANO | MAHALI ANAPOISHI |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

# SAWE SECONDARY SCHOOL
# P.O. BOX 344,
# HAI

## SPECIAL REQUEST FOR MEDICAL EXAMINATION

The Medical Officer .......................................
(GOVERNMENT M.O)

From Headmaster,
Kibaha Secondary School,

Date: ...........................

Name of Student .................................................. Date ..................... Term ........... Year ................
I shall be very grateful if you will kindly examine the above named student and give us a report regarding his fitness to undertake studies well in our school.

**A: PRELIMINARY INFORMATION: MEDICAL HISTORY**

| NO | DISEASE | YES | NO | | DISEASE | YES | NO | | DISEASE | YES | NO | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Tuberculosis | | | 7 | Kidney/ trouble | | | 13 | Operation | | | 19 |
| 2. | Asthma | | | 8 | Diabetes | | | 14 | Eye disorder | | | 20 |
| 3 | Pneumonia | | | 9 | Neverous breakdown | | | 15 | V.D | | | 21 |
| 4 | Heart trouble | | | 10 | Ear/Noise/Throat trouble | | | 16 | Disabled | | | 22 |
| 5 | Recurrent indigestion | | | 11 | Skin disorder/ disease | | | 17 | | | | |
| 6 | Jaundice | | | 12 | Anaemia | | | 18 | | | | |

## B: VITAL STATISTICS

Age .................... Height .................. Weight ................ Blood group .................... Blood pressure ........................... Pulse rate ...............................
Systolic ........................................ Diastolic .................................

**C: MEDICAL EXAMINATION:**

| | REMARKS/TREATMENT | |
|---|---|---|
| EAR | RT. | LT..................... |
| VISION | RT. EYE | LT. EYE |
| THROAT | | |
| CHEST EXAMINATION | | |
| ABDOMINAL EXAM. | LIVER | SPLEEN |
| | OTHER COMMENTS | |
| M.S. SYSTEM | UPPER LIMBS | |
| | LOWER LIMBS | |
| | SKIN | |
| ANY OTHER FINDING | | |

## D: LABORATORY EXAMINATIONS/INVESTIGATION:

(1) STOOL: - Ova ..........................Leucocytes ..............................................

(2) URINALYSIS: PROTEIN .....................................................................

~~GLUCOSE~~ .........................................................................

SEDMENT: - OVA ......................Leucocytes ......................

(3) Hb .......................................................................................................

(4) B/S .......................................................................................................

(5) VDRL .....................................................................................................

(6) WBC Total .............................................................................................

Differential: N .......... L ...... M ........ E ........ B .....................

(7) X-ray Chest

(If necessary) ..................................................................................

(8) ANY OTHER INVESTIGATION.........................................................................

**MEDICAL CERTIFICATE:**

We request the medical officer to complete the following:

I have examined the above named student and considered that he is physically fit/unfit for most activities taken at the school as my findings indicated above.

Date: ................Station ....................Dr's Name: ..................................Signature ...................

Thank you in advance.

G. N. Silayo,
Headmaster
**SAWE S. SCHOOL**

MKUU WA SHULE
SAWE SEKONDARI
S.L.P344-HAI.