

THIKA ROAD CHRISTIAN SCHOOL

P.O. BOX 16529-00620

NAIROBI

TELEPHONE 020-2615089/0724-044 460

E-MAIL: info@trchristian.ac.ke

WEB SITE: www.trchristian.ac.ke

FACEBOOK: Thika Road Christian School - official



OUR MOTTO

Biblical Training for Godly Living

PARENT – STUDENT HANDBOOK

*“Train up a child in the
way he should go; and when
he is old he will not depart
from it.” Proverbs 22:6*

FIELD TRIPS

The true learning “classroom” is not bound by four walls. Many excellent opportunities for first-hand learning exist in the Nairobi area. Each class will plan a trip outside of the classroom during each term. Suggestions for worthwhile field trips for your children are welcome.

HEALTH SERVICES

Minor first aid care will be administered in case of student injuries. The school will try to contact parents if emergency treatment is necessary. Medications may be brought to school only if the student gives them to the teacher as soon as he arrives. They will be given to students only if a note accompanies the medication indicating who it is for, what it is, when it should be taken and the dosage. Students are not to have medication in their possession at any time. In case of a serious accident, students will be taken to RUARAKA NEEMA HOSPITAL as soon as possible. Every student is protected by Heritage Student Guard Insurance cover. It is a year-round, 24-hour-a- day accident policy. A written note should be sent immediately if you intend to make a claim. Claim forms are available through the office.

TRANSPORT

Students who ride the bus regularly must ride home on the bus unless the office and teacher have been notified by the parent.

The schedule will not permit waiting for late students. The bus will always make its regular stops, beginning with the first afternoon return trip on the first day of school. Parents are asked to have their children wait until the vehicle comes. It takes a few days to work out the time schedule.

SCHOOL PUBLICATIONS

NEWS AND VIEWS, the school newsletter, is released twice per term – at half-term and at the end of the term. It is posted on d6 School Communicator.

The school produces a yearbook, *Our Heritage*, annually as a remembrance of the students and activities of the year. It also encourages student writing talents in both English Composition and Kiswahili Insha. Parents are encouraged to contribute articles or advertisement to support the publication.

SCHOOL CAMP

Since 1991 the school has organized a camp for students in Standards 5 through 7 during the first week following the end of the school year. It is a time for fun, games, and spiritual challenge. More details are given out as the time approaches.

POLICES CONCERNING CRITICISM

The administration and the School Board of Thika Road Christian School are always happy to receive constructive suggestions or criticisms concerning ways in which the school might improve or problems may be solved. It is the policy of the School Board that problems, criticisms, or suggestions be first taken up with the administration. If satisfaction is not achieved, then the problem should be presented in writing and sent to the School Board through the school office.

SCHOOL RULES

1. Disobedience or disrespect for any teacher or staff member will not be tolerated
2. Quiet and mannered voices should be used in classrooms, toilet areas, and lunch areas.
3. Polite and courteous speech is stressed and expected at all times. Complaining is non-constructive and damaging to morale and will not be tolerated.
4. Prompt and cheerful obedience is expected. There will be no rudeness.
5. Permission must be obtained to leave the classroom. Students are to walk and not run in the classroom and corridors.
6. There is to be no pushing or fighting.
7. Chewing gum is not allowed on the school compound at any time.
8. Lunches are to be eaten at lunch time only in the designated area.
9. Games may only be played in designated areas.
10. Obvious unchristian activities such as profanity, stealing, or cheating will be severely dealt with. Mobile phones, DVD's, CD's and electronic devices are not allowed at school. If found, parents will be called to collect them from the office.

DISCIPLINE

We believe that all things should be done "... decently and in order..." and that our boys and girls should be taught to feel a God-given responsibility to "... walk honourable before all men..." Thus, discipline is maintained which is firm and consistent, yet tempered with love. Our teachers maintain standards of behaviour in the classroom through kindness, love, and a concern for their students. However, when disciplinary action becomes necessary, it is firmly carried out tempered with good judgment and understanding.

ACADEMIC PROBATION

At the end of the term each student's progress is assessed based on his continuous assessment grades and end-of-term exams. Those whose average falls below 70 per cent (lower primary)/65 per cent (upper primary) are placed on Academic Probation. This alerts the parents that the student needs to do some revision work during the holidays in order to keep up with his class. Also, he needs to put more effort into his class work next term. Students who do not improve by the end of the year may not be promoted to the next class. A student with an average below 60 per cent is below expectations. At the end of the year this indicates he is not prepared for the next class and is recommended to repeat if space is available.

SWIMMING/FRENCH/COMPUTER LESSONS

Weekly swimming instruction is provided for all pupils in Standards 1 - 6. The children are taken to Safaricom International Sports Centre. Our annual Swimming Day is held during Term 1.

Weekly lessons in conversational French are taught by experienced teachers. It is for all pupils in Standard 4 through 8 at no additional charge.

Students in Standards 4 – 8 will receive weekly computer instruction at no additional charge. The computer lab is equipped with 35 computers and one printer networked together. Class sets of tablets have been introduced for digital literacy in PP1 through Grade 3.

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THIKA ROAD CHRISTIAN SCHOOL

STATEMENT OF FAITH

We believe that the Bible teaches the following:

1. That the Bible is the only inspired Word of God, without error in the original manuscripts.
2. That God exists in three persons, God the Father, God the Son, and God the Holy Spirit.
3. That Christ was the virgin-born Son of God and lived a sinless, perfect life on earth.
4. That the creation of man took place in a moment by the direct act of God.
5. That man through sin is separated from God and cannot please God in anything he does until he has been born again by the grace of God on the merit of Christ's shed blood and through the power of His bodily resurrection.
6. That if one responds to the gospel of Christ and receives Christ as Saviour as a result of the drawing of the Holy Spirit, he will spend eternity in Heaven with God.
7. That if man refuses salvation found in Christ, he will spend eternity in a place of punishment which the Bible calls Hell.
8. That Christians, through the power of the Holy Spirit, should seek to live Godly lives which bring honour to Jesus Christ and which create a positive, wholesome influence on others.

PARENT COMMUNICATION

The **Student Diary** is a convenient means of passing comments from school to home or from home to school. There may be times, however, when information of a confidential or sensitive nature should be sent in a sealed note. Children should be taught to deliver any message without opening or tampering with it.

Parents are encouraged to schedule conferences with teachers as needed. Often time teachers will request conferences with parents in an effort to keep them informed of classroom circumstances which need attention. It is always best to call ahead of time to arrange conferences since the teacher may have some other commitment.

Parents are asked to follow a chain of command when arranging conferences. A problem should first be discussed with the teacher, then with the Headmistress, etc. If you feel there is a problem, arrange to discuss it with your teacher **BEFORE IT BECOMES A MATTER OF CONCERN**. Please, call the office for an appointment. We show respect for our teachers' and headmistress' private lives by **NOT** calling them about school business at their homes.

Another means by which we communicate with parents is at the end of each term when each teacher will discuss individual progress and marks. Every parent is welcome to meet with the teacher.

VISITING CLASSES

Parents may visit classes periodically if the proper arrangements have been made through the office. It is requested that no visits be scheduled during the first two weeks or within the last two weeks of any term. Arrangements should be made at least one day in advance.

SCHOOL AND CHURCH PROPERTY

Any student who intentionally abuses God's property will be required to pay for the damage. In addition, the enrollment of any such student will be brought into question.

PERSONAL PROPERTY AND LOST AND FOUND

The school is not responsible for personal property left in the buildings or on the premises. ALL personal items should be well-marked with student's name and class number. Articles lost or found should be reported to the office. Please do not delay in checking with the office for any articles which your child has lost.

STUDENT CONDUCT

Thika Road Christian School is dedicated to the training of boys and girls in a programme of study, activity, and living that is Christ-centered. It is not a remedial school for slow learners, neither is it a school in which we want discipline problems. To safeguard the reputation of the school, students, and supporters, the following standards have been written. It is hoped that good behaviour will become an inward desire from the Lord.

Mon-Thu	26-29/10	End-of-Year Exams
Friday	30/10	NURSERY PROGRAMME, PRE-UNIT PROMOTION
Mon-Thu	2-5/11	K.C.P.E., NO SCHOOL
Friday	6/11	End of Third Term, Full Day, Newsletter posted on d6
Saturday	7/11	Speech and Prize-Giving Day, Report Cards Distributed
Mon-Fri	9-13/11	School Camp, Naivasha
Friday	27/11	Orientation: Headstart/Grade 1 Parents

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ADMINISTRATION AND STAFF

SCHOOL BOARD

Pastor Julius Kiagiri, Chairman	Mr. Peter Mwau
Mrs. Grace Kambo	Dr. Quin Juma
Mr. Ezekiel Wasuna	Mr. James Kabii
Mr. Joseph Mwangangi	Mr. Raphael Ngugi
	Mr. Harun Gicho

SCHOOL FACULTY

Mrs. Kathleen Kiagiri, Director	H 3 T	Tr. Maureen
Mrs. Rachel Macharia - Primary Head Teacher	H 3 R	Tr. Irene
G1T - Mrs. Odhiambo	H 3 C	Mrs. Kihara
G1 R - Miss Martha Maweu	H 3 S	Mrs. Njuguna
G 1C - Mrs. Elizabeth Andambi	PP1 T	Mrs. Nandwa
G 1S - Mrs. J. Musoma	PP1 R	Mrs. Muriithi
G2 T - Mrs. Caroline Manyasi	PP1 C	Mrs. Waweru
G2 R - Mrs. Judy Lugaka	PP1 S	Mrs. Caroline Mulumba
G2 C - Mrs. Mwangi	PP2 T	Mrs. Grace Ndirangu – Pre-Pri. Coordinator
G3 T - Mrs. V. Kedemi – Lower P. Coordinator	PP2 R	Mrs. Mwithiga
G3 R - Mrs. Monicah Waithaka	PP2 C	Mrs. Sifuna
G3 C - Mrs. Consolata Ingala	PP2 S	Mrs. F. Maina
G4T - Miss Mercy Nyaga		
G4R - Miss Maria Gikungu		
G4C - Mrs. Laura Maina		

PRIMARY SUBJECT TEACHERS

5 - Mr. Njiru	Mr. Jacob Malandi
5A - Mrs. Faith Irungu	Mr. W. Marigi
5B - Mr. Josiah Otieno	Mr. Vincent Obuki
6 - Mrs. Lucy Mugo	Mrs. Florence Otieno
6A - Mrs. Mary Nzula	Mrs. Amimo
6B - Mrs. Catherine Kariuki	Mrs. Okille
7 - Mrs. Lucy Githinji	Mr. Christopher Ngugi
7A - Mr. Stephen Ndong'u	Mr. Peter Kitonga
7B - Mr. George Maina	Mr. Chege
8 - Mrs. Ann Mburu	Mr. Mukonambi
8A - Mr. Kamau Mburu	Mr. Patrick Etiang
8B - Mrs. Elizabeth Njoroge	

STAFF

Mrs. Anne Kimani	- Secretary	Mr. Paul Kariuki	- Transport Manager
Mrs. Esther Maina	- Bookkeeper	Mr. Daniel Karanja	- Driver
Mrs. Janet Muiruri	- Cateress	Mr. Julius Kimani	- Driver
Miss Harriet Usagi			
Mrs. Catherine Washika	- Business Manager		

ORGANIZATION

Thika Road Christian Nursery School was begun in 1978 as a ministry of Thika Road Baptist Church. It has grown to four Nursery classes which accommodate 110 children and two Pre-Unit classes preparing children for Standard 1.

In 1985 Thika Road Christian School began as a private, non-profit school with one Standard 1 class. The pioneer Standard 8 class sat for K.C.P.E. for the first time in 1992. The following year a second-stream was begun with two Standard 1 classes. Each year one class was added until the double stream was completed in the year 2000. The third stream was started in 2008; the fourth stream in 2018. Class size will be approximately 30 students (not including staff children). Our goal is to provide the best Bible-centered education to produce the finest girls and boys, able to apply God's Word to every part of their daily life, prepared for future study and responsibilities.

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SCHOOL HOURS

The hours of the school are from 7:30 A.M. until 3:45 P.M. Teachers are not officially on duty until 7:30 A.M. Students in Standards 4-7 should be seated for morning preps by 7:30 AM,

ABSENCES

The only valid excuse for absence is sickness of the student, death in the immediate family, or an exceptionally urgent reason. A written excuse from the parent is required on the day the student returns after his illness. Permission should be requested in advance for planned absences. In the Student Diary give the date or dates missed and the reason for being absent. An unexcused absence entitles a child to a failing grade for the time he is absent from school.

TARDINESS/LATENESS

Lateness to class is not tolerated. Unexcused tardiness will be reported on the report card. Students will be sent to the Headmistress for disciplinary action if the problem persists.

SNACKS

Students are not allowed to carry snacks to school. Cocoa or uji is served to everyone at break time. The school bakery provides bread on designated days.

LUNCH

Primary Fees include hot lunch served by the school.

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DRESS STANDARDS

School uniform is to be worn at all school functions unless specifically exempted by the Administration. Each student should have a neat appearance. All shoes and clothing should be clean and in good repair at all times. Girls' hair should be combed straight back or plaited in lines from front to back. Boys' hair should be combed and cut neatly in a uniform length (no box styles). Hats or caps are not to be worn during school hours. Rain caps are acceptable on rainy days.

CURRICULUM

Thika Road Christian School follows the 8-4-4 syllabus detailed by the Ministry of Education. In 2019, the Competency Based Curriculum (CBC) will be piloted in PP1 through Grade 3. Textbooks have been carefully selected to provide a comprehensive treatment in each area of learning in proper sequence. English, Reading and Science are supplemented by textbooks from a Christian publisher.

Since we believe that "The fear of the Lord is the beginning of knowledge," Bible is taught each day. In addition, Bible truths are integrated with all learning objectives. Our objective is to meet the spiritual and moral needs of our students as well as preparing them academically.

TEXTBOOKS

Textbooks are the property of Thika Road Christian School and should be handled with care. Students will be asked to pay for any unusual wear or tear which results from carelessness and abuse. Students must replace any books that are lost. All upper primary students should have a KING JAMES VERSION of the BIBLE as their personal possession.

SCHOOL BOUNDARIES

Children are to stay within the school compound and within the areas of the supervised playground and classrooms at all times. Permission cannot be granted for a child to leave the school during the school day unless it is requested in writing from the parents. Parents are requested to come to the office for their child who is to be dismissed for some reason during the day. Please do not disturb the class by going directly.

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STATEMENT OF PURPOSE, OBJECTIVES AND PHILOSOPHY

Purpose:

The purpose of this school shall be to provide a Christ-centered general education in a manner that will glorify God. Instruction of high academic quality along with training in Christian character will prepare pupils to take their place in the home, the Church, the nation and their vocations or professions.

School Vision: To glorify God as a model Christian school in principle and practice.

Objectives:

1. To teach the Biblical doctrines outlined in our Statement of Faith.
2. To bring each student to a total commitment to the Lord Jesus Christ, and to encourage application of Biblical principles to every part of his daily life so that he can stand up for his personal convictions in face of pressure.
3. To correlate academic and Biblical truth.
4. To encourage respect for our Kenyan heritage and prepare the student for responsibility as a Christian citizen of our nation.
5. To teach the knowledge and skills required of students to fulfill their present and future responsibilities, able to apply himself to his work.
6. To encourage a continuing respect for academic learning and a study of the Bible.

Philosophy:

This is a private, Christian school, open to any student of average ability. The Word of God is our final authority. God created this world, and we accept His right to govern all the affairs of man. All subjects taught will be consistent with this truth. The teaching of the school shall include creationism and seek to reveal such errors as evolution, humanism, and liberalism. All teachers and officers of the school shall abide by Christian standards of conduct and maintain fellowship in a Christ-centered church.

FINANCIAL POLICIES

For your convenience, primary school fees may be paid in two payments each term which are due on the first day of the term and by half-term. Only banker's cheques or company-drawn cheques in the name of the school will be accepted. Late payments are a hardship on the school as

we are not a profit-making organization and our budget is very tight. If the account is not settled and no communication is made to the office, the student will not be permitted to attend class until payment is made. Reports will not be released if accounts are not paid in full. Cheques that are returned will be assessed a Ksh. 100/= charge.

An admission fee of Ksh. 1000/= must be paid before a new student attends class. School fees are Ksh. 12,000/= per term for Nursery 3, Ksh. 15,000/= per term for Nursery 4 and Pre-Unit, Ksh. 28,000/= per term for Standards 1 to 4; Ksh. 30,000/= for Standards 5 to 8. This covers the cost of textbooks, exercise books, lunch, and supplies. Uniforms must be purchased by the parents.

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Transportation is available from Kenyatta University, Kahawa West, Kamiti Prison, Githurai, Thome, Zimmerman Estate, Ngumba Estate, Breweries, Utalii Hotel, Kasarani and Santon. The charge is 9,000/= per term.

PARENTAL AGREEMENT

We agree to pay our financial obligation to Thika Road Christian School on the date due. We understand that there are no refunds for absences due to illness, holidays, or other causes. We agree to pay a full term's fees, and we understand that if we should withdraw our child for any reason, we will still owe the balance of the term's fees.

We agree to abide by all the rules of the school and to support the school in necessary disciplinary action. We authorize the school to employ such discipline as seems wise and expedient. If, after reasonable effort has been made to discipline our child without change, we agree to withdraw our child from the school. The school, of course, reserves the right to dismiss a student who does not meet school requirements.

BUSINESS OFFICE

All financial payments will be made to the school office between 8:00 A.M. and 4:30 P.M. Payments may be made in person or by post with a banker's cheque. Cash deposits can be made through:

- t Standard Chartered Bank, account number 01 028 106 635 00,or
- t Barclays Bank account number 2037873767
- t Mpesa payments can be sent using Business Number 809700 and the student admission number.

ENROLLMENT

Nursery children must be three years old by January. Children must be five years old on or before May 1 to enter Standard 1 the next school year.

ENROLLMENT PROCEDURE

1. Obtain an application and an information sheet about the school.

2. Transfer students must bring a copy of their last report and most recent end-of-term exams.
3. Complete the parental agreement.
4. An interview with parents and prospective students will be scheduled.
5. Notice of acceptance or refusal will be given.
6. Request and obtain a school leaving certificate from the previous school.
7. Students who are accepted must pay a Ksh. 1000/= admission fee to confirm their enrollment.

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WITHDRAWAL FROM SCHOOL

Parents are requested to inform the office before withdrawal is planned. The Head Teacher will make the proper arrangements for the child's withdrawal after all accounts are properly taken care of. The report card will be released within a few days. School records will be sent to the new school when the request is received from that school.

THE SCHOOL EMBLEM

- BIBLE** - The open Bible shows that all areas of academic learning must be based on the Word of God and that all learning must be integrated with Scripture.
- LAMP** - Our school seeks to provide challenging and high quality learning experiences in as many fields of knowledge as possible.
- CROSS** - Jesus Christ came to earth to die for our sins. This is the good news we must give others by our words and by our example.

THE SCHOOL UNIFORM

We have adopted the colours of the Kenyan flag for our uniforms but they are also in keeping with our Christian emphasis.

- | | | | | |
|-------|---|-------------------------------|---|---------------------------------------|
| Black | - | the skin of the Kenyan people | - | our sinful nature |
| Red | - | the skin of the Kenyan people | - | the blood of Christ shed on the cross |
| White | - | peace, love, and unity | - | forgiveness of sins |
| Green | - | the fertile farms and forests | - | growing to be like Christ |

- | | |
|--------|---------------------------------------|
| Boys: | White shirt, short sleeves |
| | Grey tetralon shorts |
| | Green and red striped tie |
| | Green pullovers |
| | Grey socks, green/white/green stripes |
| | Black shoes |
| Girls: | Red and white dress |
| | Green pullovers |
| | White socks |
| | Black shoes |

P.E. Uniform

- Boys: - School T-shirt and red shorts, white tennis shoes.
Girls: - School T-shirt and divided red skirts, white tennis shoes.
Swimming Costumes - Red only
Track suits and school fleece jackets are available for sale in the school office.

All clothing must be clearly labelled with name and class number.

CURRICULUM

Thika Road Christian School follows the syllabus detailed by the Ministry of Education. Textbooks have been carefully selected to provide a comprehensive treatment in each area of learning in proper sequence.

Since we believe that “The fear of the Lord is the beginning of knowledge,” Bible is taught each day. In addition, Bible truths are integrated with all learning objectives. Our objective is to meet the spiritual and moral needs of our students as well as preparing them academically.

TESTS AND EXAMS

Weekly written tests are given throughout the school year. This continuous assessment based on our School Curriculum helps to evaluate the student’s progress. The tests are sent home and do not need to be returned.

At the end of each term the students may write local, externally – set exams based on the Kenyan syllabus. These help the school to evaluate our children in relation to the schools in our area.

AWARDS, HONOUR ROLL AND MERIT ROLL

We believe that unusual efforts and achievements should be rewarded. It is Scriptural that we should “... press toward the mark for the prize of the high calling of God in Christ Jesus...” Averages will be calculated on the basis of end-of-term exams only.

Students are placed on the Honour Roll according to the following achievements.

Lower Primary	Standards 1 to 3
Honour Roll	All “As”
Merit Roll	All “As” and “Bs”
Middle Primary	Standards 4 to 5
Honour Roll	High B average, 86 and above average
Merit Roll	Low B average, 80 and above average
Upper Primary	Standards 6 to 8
Honour Roll	KCPE A average, 400 marks and above
Merit Roll	KCPE A- average, 375 marks and above

A list of Honour and Merit Roll students will be published at the end of each term. In addition, awards will be given for special achievement in various areas at the end of the school year during the Prize Day ceremonies.

REPORTS AND RECORDS

Report cards are issued to each student at the end of the term. The cards are to be signed by one of the parents and returned to the teacher. No reports are issued unless financial accounts are paid in full. Half-term reports are written to indicate general progress. They include a review of weekly tests, scores and comments by the teacher.

PARENT – TEACHER CONFERENCES

Our Christian school teachers wish to serve you well. You as parents are urged to consult with them at any time. Close cooperation of the home and the school is needed if both are to succeed in the education of our youth.

THIKA ROAD CHRISTIAN SCHOOL

P.O. BOX 16529-00620

NAIROBI

TELEPHONE 8561314/8561315

FAX 8561315

E-mail trchristian@wananchi.com

STUDENT’S REPORT CARD



“Train up a child in the way he should go; and when he is old he will not depart from it.” Proverbs 22:6

NAME _____

STANDARD _____ YEAR _____

TEACHER _____