

MINISTRY OF EDUCATION
STATE DEPARTMENT OF EARLY LEARNING & BASIC EDUCATION



CROWN CITY HIGH SCHOOL

P.O. BOX 262 – 50409 NAMBALE - (BUSIA) KENYA
Website: www.crowncity.co.ke
Email: crowncityhigh@gmail.com, TEL: 0725 740 574
Motto: Our Best Always

CHS

Date: _____

ADMISSION LETTER

NAME: INDEX NO:
SCHOOL: EXAMINATION: K.C.P.E.....
RESULTS:

RE: FORM ONE ADMISSION 2022

I am pleased to inform you that you have been offered a place at Crown City High School in **FORM ONE**. You are required to report on **May 2, 2022** between 8:00 am and 4:00 pm in the company of your parent or guardian. This letter has necessary information and requirements for your admission.

Crown City High School is located 7 kilometers from Busia town, off Busia - Nambale road, between Otimong' Primary School and West Kenya Sugar Company. I look forward to welcoming you to school.

Yours faithfully,

Mrs. Adelaide Wangila

PRINCIPAL

IDENTIFICATION DOCUMENTS

- ∩ Original and two copies of KCPE result slip
- ∩ Original and copy of birth certificate
- ∩ Ksh.200 for passport size photographs to be taken in school uniform upon admission.

SCHOOL UNIFORM

All students to purchase the following items from school:

SCHOOL UNIFORM FOR GIRLS

SR	ITEM	QUANTITY	PRICE	TOTAL	
1	Dark Blue Skirts	2	800	1600	
	Cream-yellow blouses (long sleeved)	2	600	1200	
3	Dark Blue Sweater	1	1200	1200	
4	Jumper	1	2000	2000	
5	Dark blue necktie with white stripes	1	200	200	
6	white socks (with dark blue stripes)	2	200	400	
7	Games Kit	Track Suit	1	1300	1300
8		T-Shirt	1	500	500
9		Short	1	400	400
TOTAL			Kshs.	8800	

SCHOOL UNIFORM FOR BOYS

SR	ITEM	QUANTITY	PRICE	TOTAL	
1	Dark Blue pair of trousers	2	1200	2400	
2	Cream-yellow shirt (long sleeved)	2	600	1200	
3	Dark Blue Sweater	1	1200	1200	
4	Jumper	1	2000	2000	
5	Dark blue necktie with white stripes	1	200	200	
6	Grey Socks (white and blue strips)	2	200	400	
7	Games Kit	Track Suit	1	1300	1300
8		T-Shirt	1	500	500
9		Short	1	400	400
TOTAL			Kshs.	9600	

EXCEPT school shoes (*Toughees*) and *Sports* shoes to be bought in any Bata shop around the nation. **(These are NOT purchased at school)**

NOTE: All students joining Form One must report dressed in their Primary School uniform.

PERSONAL EFFECTS

- ∩ One new mabati box
- ∩ One 4 inch brand new mattress
- ∩ One pair of slippers
- ∩ Two new blankets
- ∩ Two new bed sheets (Sky blue for boys and Green for girls)
- ∩ A bathing towel
- ∩ Shoe polish and brush

- ∩ Body oil
- ∩ 2 handkerchiefs
- ∩ A mosquito net
- ∩ Six new pairs of underpants
- ∩ A basin
- ∩ Hair comp / brush
- ∩ Two padlocks (for the box and locker)
- ∩ One (1) black belt for boys
- ∩ Two (2) white vests for boys
- ∩ 2 nightdresses (for girls)
- ∩ 6 packets of Sanitary towels (for girls)
- ∩ 3 black or white brassieres (for girls)
- ∩ 2 bikers (for girls)
- ∩ Washing and bathing soap
- ∩ Toothbrush and toothpaste
- ∩ 4 rolls of Tissue papers
- ∩ A cup, plate and spoon

ACADEMIC REQUIREMENTS

- ∩ Two rims of printing papers (**to be brought termly**)
- ∩ New oxford geometrical set and one 30cm ruler
- ∩ Mathematical table (KNEC approved)
- ∩ 6 pens, 2 pencils and a rubber
- ∩ 20 A-4 exercise books (three squared, one graph book and one drawing book)
- ∩ Revised Standard Version Bible
- ∩ Atlas for secondary schools
- ∩ Kamusi ya Kiswahili
- ∩ Advanced oxford learners dictionary
- ∩ Three spring files
- ∩ Scientific calculator

TEXT BOOKS

The student to purchase the following course books for the school library

- ∩ KCSE Made Familiar - History

FEES STRUCTURE FOR THE YEAR 2022

BOARDERS

VOTEHEAD	1ST TERM	2ND TERM	3RD TERM	TOTAL
Tuition	3000	3000	2800	8800
Boarding	3200	3200	2900	9300
R.M.&I	1400	1200	1,100	3700
Admission Fee	500	-	-	500
Activity Fee	400	400	400	1200
Medication Fee	500	500	500	1500
Caution money	500	-	-	500
Education Improvement Fund	1000	1000	1000	3000
Examination Fee	500	500	500	1500
Development Fee	1500	1500	1500	4500
P.T.A	500	500	500	1500
Student Welfare	200	200	200	600
Identity Card	200	-	-	200
Grand Total	13,400	12,000	11,400	36,800

FEES STRUCTURE FOR THE YEAR 2022

DAY SCHOLARS

VOTEHEAD	1ST TERM	2ND TERM	3RD TERM	TOTAL
Tuition	3000	3000	2800	8800
Lunch	1200	1000	1000	3200
R.M.&I	1000	1000	400	2400
Admission Fee	500	-	-	500
Activity Fee	400	400	400	1200
Medication Fee	500	500	500	1500
Caution money	500	-	-	500
Education Improvement Fund	1000	1000	1000	3000
Examination Fee	500	500	500	1500
P.T.A	500	500	500	1500
Development Fee	1500	1500	1500	4500
Student Welfare	200	200	200	600
Identity Card	200	-	-	200
Grand Total	11,000	9,600	8,800	29,400

All deposits to be made either to:

Crown City High School Busia,
Equity Bank, Busia Branch,
Account No. **0780272162201,**
OR

M-PESA

Pay through

1. Go to lipa na M-pesa paybill
2. Enter the eazzypay business no. **763766**
3. Enter eazzypay till no **0766945588**
4. Enter amount, pin and confirm the details
5. You will receive a confirmation SMS