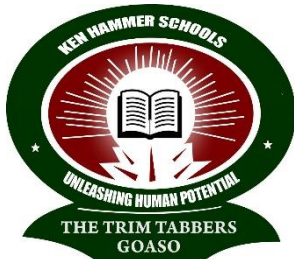


# KEN HAMMER SCHOOLS

Our Ref:  
Your Ref:  
Website: kenhammershts.edu.gh  
Email: info@kenhammershts.edu.gh



P.O BOX 149  
GOASO - B/A  
TELL: 020456600/0501584360/0243208631  
DATE:

## ***UNLEASHING HUMAN POTENTIAL***

For further information, call the following numbers: 0246445037/ 0207858668/ 0205845253/  
0249734480/ 0558656818/ 0572656818/ 0243208631/ 0204566000

### **ADMISSION FORM FOR 2018/2019 MAY/JUNE WASSCE – FORM 3**

1. SURNAME: ..... OTHER NAMES: .....
2. DATE OF BIRTH..... PLACE OF BIRTH .....
3. NAME OF PRESENT/ FORMER SCHOOL (SHS) .....
4. TELEPHONE NUMBER..... EMAIL.....
5. HOMETOWN OR VILLAGE ..... REGION.....
6. RELIGION..... SEX .....
7. NAME OF PARENT OR GUARDIAN.....
8. TELEPHONE OF PARENT OR GUARDIAN .....
9. RELATIONSHIP TO PARENT OR GUARDIAN .....
10. OCCUPATION OF PARENT OR GUARDIAN .....
11. POSTAL ADDRESS .....
12. PLEASE ATTACH PHOTOCOPIES OF CERTIFICATES/ RESULT SLIPS
  - a. BECE
  - b. WASSCE/ TERMINAL REPORT

#### **DECLARATION BY STUDENT**

I, ....., do accept the offer of admission given by Ken Hammer Schools for the three years course.

I hereby pay my fees amounting to *Seven Hundred and Ninety Ghana Cedis (GH¢ 790.00)*

#### **DECLARATION BY PARENT/ GUARDIAN**

I, ..... Being the parent/guardian of the student named above, hereby agree to be responsible for sponsorship and other commitment of the said student for his or her stay in the school.

.....  
(SIGNATURE/THUMBPRINT OF PARENT/ GUARDIAN)

NAME OF PROGRAMME	LIST YOUR ELECTIVE SUBJECTS HERE	TICK
General Arts 1	Geography, Government, Economics, Elective Mathematics	
General Arts 2	Geography, Government, Economics, History	
General Arts 3	Geography, Government, Economics, Twi	
General Arts 4	Geography, Government, Economics, CRS	
General Arts 5	Twi, Government, Economics, CRS	
General Arts 6	Twi, History, Economics, CRS	
General Arts 7	Economics, Government, History, Twi	
Home Economics 1	Food and Nutrition, MIL, Biology, Economics/GKA	
Home Economics 2	Food and Nutrition, MIL, Chemistry, Economics/GKA	
Business	Financial Accounting, BM, Economics, Elective Maths/Costing	
Visual Arts	Sculpture, GKA, Economics, Graphic Design	
Technical 1	Technical Drawing, Building Const., Physics, Elective Maths	
Technical 2	Technical Drawing, Applied Electricity, Physics, Elective Maths	
General Science	Physics, Chemistry, Elective Maths, Biology/Geography	
General Agric	General Agric., Animal Hus., Chemistry, Elective Maths/Physics	

**PAYMENT OF 2018/2019 WASSCE MAY/JUNE REGISTRATION FEES AND FIRST TERM FEES - PLEASE THESE FEES DOES NOT INCLUDE SECOND AND THIRD TERM FEES**

Fees of 1<sup>st</sup> Term and Registration is GH¢ 1,700.00

**TERMS AND CONDITIONS**

- Students may undertake entrance exams/ interview depending on his or her previous academic record
- Final date for the payment of fees is **15<sup>th</sup> October, 2018**.
- Registration after 15<sup>th</sup> October shall be deemed as late registration and shall attract 100% penalty of the total registration fees.
- Fees paid are not refundable
- Forfeiture of partly paid fees: if a student fails to make full payment of both registration and school fees before WAEC registration closing date on 15<sup>th</sup> October, 2018, the student loses his/her candidature status, hence forfeits all partly paid monies. No refund of money shall be made to such a candidate
- No transfer of registration status to another candidate
- No registration shall be deferred
- An amount of GH¢ 300.00 must be paid in school as staff appreciation for the academic year. This amount must be paid within the period of January to March, 2019
- All final year students must be in the boarding house
- The use of mobile phone is strictly unacceptable in the school. The school will provide phones for students' usage.

**NB: ALL PAYMENTS SHOULD BE MADE THROUGH BANKERS DRAFT ONLY. THE MANAGEMENT OF THE SCHOOL DOES NOT ACCEPT FEES PAID THROUGH PHYSICAL CASH, CHEQUES OR DIRECT PAYMENT THROUGH THE SCHOOL'S ACCOUNTS.**

THE BANKERS PAYMENT ORDER SHOULD BEAR THE NAME OF THE SCHOOL 'KEN HAMMER SENIOR HIGH TECHNICAL SCHOOL'. BANK PAYMENT ORDER should be paid through any branch of the under listed banks.

1. Agricultural Development Bank
2. Opportunity International Savings and Loans

The prepared banker's PAYMENT ORDER should then be submitted at the school's accounts office and a receipt will then be issued to the students

## ADMISSION REQUIREMENTS

- Photocopies of **Terminal Reports/ Result slip/WASSCE Result slip or certificate/BECE Result slip and Birth Certificates**
- Upon submission of the admission documents, three pieces of whiteboard marker should be added
- Two (2) passport sized photographs.
- Students may undertake entrance exams/ interview depending on his or her previous academic record

## STUDENTS' PROSPECTUS: BOYS AND GIRLS PROSPECTUS

### BOYS

- 1 pair of tracksuit for physical training
- 1 long sleeve shirt (white)
- 1 pair of black shoe
- 1 pair of brown khaki trousers
- A plain white T-shirt
- Green check shirt
- 1 pair of sandals

**NOTE:** A pair of uniform will be provided by the school

### GIRLS

- 1 pair of black shoe (medium heel)
- 1 morning/ night gown (cotton)
- 2 white dress for Church/ Mosque (cotton)
- 2 check dress (Green)

**NOTE:** A pair of uniform will be provided by the school

### *GENERAL ITEMS: To be bought from home by all Students*

- 1 Mathematical set (Day/ Boarding)
- Scientific calculator (991ES) or 991ES plus
- Exercise and graph books
- 1 cutlass and a broom
- 1 raincoat or umbrella
- 1 pair of canvas shoe
- A set of toilet articles (Toiletries)
- 1 Drinking cup
- 1 Trunk or chop box
- 1 mattress (Student sized)
- 1 scrubbing brush
- 1 white bed sheets, 1 blanket, pillow and pillow cases
- 1 Rubber Bucket, 1 Bath Towel
- 2 Plates, 1 set of cutlery
- All students must come with handbags to carry textbooks

### ADDITIONAL INFORMATION

- No tight skirts and hot pants are allowed
- No lace and light nylon is allowed in the school
- No **high heel shoes** is allowed in the school
- Jewellery chains, dangling earrings are not allowed in the school
- No jelly curls and lipstick is allowed
- School uniform should be sewn to the specified style of the school

**CODE OF CONDUCT OF ALL STUDENTS/  
UNDERTAKING FOR REGISTRATION OF WASSSCE**

1. Insubordination: Flouting the authority of the school
  - a. 1<sup>st</sup> Offence: Ground work
  - b. 2<sup>nd</sup> Offence: Suspension
  - c. 3<sup>rd</sup> Offence: Dismissal
2. Assault (verbal, non – verbal, physical) on a member of staff
  - a. Sanction: Dismissal
3. Assault (verbal, non – verbal, physical) on students
  - a. 1<sup>st</sup> Offence: Internal suspension with ground work
  - b. 2<sup>nd</sup> Offence: Indefinite suspension
  - c. 3<sup>rd</sup> Offence: Dismissal
4. Possession and peddling of illicit drugs
  - a. 1<sup>st</sup> Offence: Dismissal
5. Pregnancy/ Evidence of termination of pregnancy
  - a. 1<sup>st</sup> Offence: Dismissal
6. Leaving school premises without permission, false pretense
  - a. 1<sup>st</sup> Offence: Grounds work
  - b. 2<sup>nd</sup> Offence: Debordnization
  - c. 3<sup>rd</sup> Offence: Dismissal
7. Petty theft/ Stealing
  - a. 1<sup>st</sup> Offence: Refund of stolen item with grounds work after public announcement
  - b. 2<sup>nd</sup> Offence: Suspension and refund of stolen item
  - c. 3<sup>rd</sup> Offence: Dismissal
8. Possession of mobile phone, radio, ipod, audio or video player, laptop computers
  - a. 1<sup>st</sup> Offence: Outright confiscation with ground work
9. Absence from classes, school gatherings such as church service, entertainment and preps
  - a. 1<sup>st</sup> Offence: Grounds work
  - b. 2<sup>nd</sup> Offence: Suspension
  - c. 3<sup>rd</sup> Offence: Dismissal
10. Indecent dressing, haircut, make ups, unprescribed/ inappropriate uniform
  - a. 1<sup>st</sup> Offence: Confiscation of indecent item/ forced to go for haircut at authorized salon
  - b. 2<sup>nd</sup> Offence: Grounds work
  - c. 3<sup>rd</sup> Offence: Dismissal
11. Day students found sleeping/ loitering at the boarding house
  - a. 1<sup>st</sup> Offence: Will be made to pay boarding fees
12. Entertaining strangers, dismissed students in classrooms and dormitories
  - a. 1<sup>st</sup> Offence: Internal suspension with grounds work
  - b. 2<sup>nd</sup> Offence: Dismissal
13. Entering unauthorized places without invitation/permission such as staff room, offices, laboratories, kitchen etc
  - a. 1<sup>st</sup> Offence: Grounds work
14. Damaging school property
  - a. 1<sup>st</sup> Offence: Refund of items
  - b. 2<sup>nd</sup> Offence: Refund with suspension
  - c. 3<sup>rd</sup> Offence: Dismissal
15. Disturbing in class or dormitory
  - a. 1<sup>st</sup> Offence: Grounds work
  - b. 2<sup>nd</sup> Offence: Suspension