



20th AUGUST 2026

SCHOOL CIRCULAR TO PARENTS/GUARDIANS

Dear Parents/Guardians,

1. END OF TERM II AND COMMENCEMENT OF TERM III 2026

Term II 2026 comes to a close today, Thursday, 20th August 2026. Term III will begin on **Monday, 14th September 2026**. Parents and guardians are therefore advised to make the necessary preparations to ensure that their children report on the first day of the new term with all the required school materials and personal effects.

All outstanding school fee balances for Term II must be cleared before the beginning of Term III. **Learners with unpaid school dues will not be permitted to report for the new term until their accounts are settled.**

2. SCHOOL FEES

The school fee structure for Term III remains **unchanged**. Parents/guardians are requested to **refer to their child's report card for the applicable fee details and payment information.**

Please ensure that 75% of the school fees are paid before the learner returns for the new term.

3. SCHOOL REQUIREMENTS

Parents are reminded to provide their children with all the compulsory school requirements applicable to their respective classes. These include the required consumables, examination and assessment materials, cleaning items, and other class-specific requirements communicated by the school.

Parents are encouraged to check the requirements carefully and ensure that **all items are supplied in full** before the learner reports.

The materials required may vary according to the learner's class; therefore, parents should follow the requirements communicated by the school for the respective in the next page.

5. ADDITIONAL REQUIREMENTS FOR BOARDERS

Parents of boarding learners are reminded that all boarding requirements will be **checked upon arrival at school**. Boarders must come with the prescribed personal hygiene items, bedding and other essential materials required for comfortable and orderly boarding life.

6. IMPORTANT REMINDERS TO PARENTS/GUARDIANS

1. All school fees must be paid through the official school Pay Code indicated on the learner's report card. Cash payments are not accepted.

2. All school requirements should be submitted in advance of the opening of the term to allow adequate preparation and verification from 7th – 13th September 2026.
3. The school canteen will have the required school items available at subsidised prices for parents who may wish to purchase them. For further information, please contact the school office.
4. No learner will be fully cleared for the new term if compulsory school requirements are missing. Parents are therefore urged to verify all requirements before the learner reports.

1. Compulsory School requirements

(K1 & K3) Half Day	Full Day (K1-K3)	P1-P3	P4 – P5
- 2kgs Sugar - 1bar Soap - 2 rolls of toilet paper (big size) - 1bottle Jik (750ml) - Assessment printing paper 5,000	- 3kgs Sugar - 1bar Soap - 3 rolls of toilet paper (big) - 1bottle Jik (750ml) - Sh.10,000 Juice - Assessment Printing paper 5,000	- 2kgs Sugar - 2rolls of toilet paper (medium) - Tin of Nomi (500g) - Examination printing paper 5,000 - Kitgum Municipal Examination 2,000	- 2kgs Sugar - 1bar Soap - 2 rolls of toilet paper (medium) - 1 Hard broom - Kitgum Municipal Examination 2,000 - Examination printing paper 10,000

P6	P7
- 2kgs Sugar - 2 rolls of toilet paper (medium) - 1 Hard broom - Kitgum Municipal Examination 2,000 - Examination printing paper 10,000 - Extra lesson P6 only 20,000 - Study tour to Jinja 220,000 - 1 Mathematical sets	- 2kgs Sugar - 2 rolls of toilet paper (medium) - PRE-PLE – Kitgum Municipal 10,000 - External examination Sh. 20,000 - Extra lesson Sh. 25,000

2. Personal scholastic learning materials – Day scholars

K1-K3	P1 – P3	P4 – P5	P6 – P7
- 6 exercise books (Bright, 48 pages) - 1 packet of crayons	- 8 Exercise books (Bright) 96pages - 1 handwriting book - 5 pencils (Nataraj) - 1 pencil and a pen – P3 only	- Mathematical set - Foot ruler - Blue and 1 black pen Pencil (Nataraj) - Art book - Exercise book, hard cover (minimum 2Qs)	- Mathematical set - Foot ruler - Blue and 1 black pen Pencil (Nataraza) - Art book - Exercise book, hard cover (minimum 3Qs)

KOMAKECH RICHARD ODUR
(HEAD TEACHER)