

THIKA ROAD CHRISTIAN HIGH SCHOOL
P.O. BOX 16529-00620
NAIROBI

TELEPHONE 020-221 1934/0707-860080

E-MAIL: info@trchristian.ac.ke

WEB SITE: www.trchristian.ac.ke

FACEBOOK: Thika Road Christian School –
Official

PARENT/STUDENT HANDBOOK



OUR MOTTO

Shining for Truth and Service

*Let your light so shine before men
that they may see your good works,
and glorify your Father which is in heaven.*

Matthew 5:16

INTRODUCTION

*Trust in the LORD with all thine heart;
and lean not unto thine own understanding.
In all thy ways acknowledge Him,
and He shall direct thy paths. Proverbs 3:5-6*

Thika Road Christian School was started in 1978 as a ministry of Thika Road Baptist Church. Since that time the enrollment and facilities have expanded to a three-stream school from nursery through Standard 8. In January, 2016, the pioneer Form 1 class was admitted. God has kept the focus on providing quality, holistic education together with character training in cooperation with the families represented.

MISSION

To provide a safe and conducive environment for holistic learning that will lead students to build their spiritual lives into confident faith with consistent character; to become life-long learners pursuing academic excellence utilizing critical thinking; while discovering their God-given potential and purpose in life in order to become leaders ready to give compassionate service to the Lord.

VISION

To glorify God as a model Christian high school in principle and practice.

VALUES

Respect, Character, Wisdom, Industriousness,
Co-operation, Nationalism, Dedication

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.

PARENTAL CO-OPERATION

Bring them (children) up in the nurture and admonition of the Lord. Ephesians 6:4

Parental support and participation are important for educational success. Ultimately parents are responsible for their children's education. (See Deuteronomy 6:6-9.) The school appreciates the trust and confidence placed in the staff to play a role in their upbringing. The home, church and school should work together to be effective. There are regular meetings organized by the school to discuss relevant, parenting topics.

Agreement

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.

We agree to pay our financial obligations to Thika Road Christian High 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.

Visiting

When visiting the school, parents must first come to the school office. Regularly-scheduled parent/teacher conferences are at the end of each term. Parents may call and make an appointment with individual teachers at any time. If a problem arises, please discuss it first with the teacher.

STUDENT CONDUCT

Enrollment is a privilege, not a right.
Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God. 1 Corinthians 10:31

1. Prompt obedience, respect, and willingness to adhere to the rules of the school are expected at all times.
2. Polite and courteous speech is expected at all times, and students are encouraged to use "yes, sir," "no, sir," or "yes, madam," "no, madam," when answering adults.
3. Quiet, mannered voices should be used in classrooms, washrooms and lunch areas.
4. Lying, cheating, fighting and stealing are not tolerated.
5. Language, gestures or any other activity which is disrespectful or which is derogatory concerning an individual's tribe, origin, sex, disability or age will not be tolerated.
6. Show mutual respect and concern to do right.
7. Students are to conduct themselves in an open, friendly manner with those of the opposite sex as brothers and sisters in a family. There is to be no physical contact between boys and girls at school.
8. Permission to leave class must be obtained from the teacher. Students are not to be in rooms or areas of the compound which do not have teacher supervision.
9. Chewing gum is prohibited at school. Electronic devices (e.g. phones, digital music players) cannot be brought to school or on trips.
10. Students who abuse or damage school property, whether willfully or accidentally, will be required to pay for the damage.
11. Students must refrain from swearing, using indecent language, smoking, drinking alcoholic beverages, the abuse of drugs, gambling and immorality of any kind.
12. No weapons are allowed.

SCHOOL UNIFORM

Let your moderation be known unto all men.
2 Timothy 2:22

The colours of the Kenyan flag have been selected for our school uniforms. A complete list of the school requirements is available through the school office. The underlying principles for dressing are modesty, appropriateness and identification.

Parents are responsible for checking their children's attire before they leave for school or when prepared the evening before – properly fitting and in good condition. All items must be marked with the full name.

Students should always be neat in their appearance and clean in their daily grooming. School uniform is to be worn at all school functions at school or away unless otherwise instructed.

P.E. uniforms are required. Rubber shoes are to be worn.

Girls

Hair must be clean and neat. If long, it should be combed back smoothly or in plaited lines. Remember that a skirt that comes to the knee at the beginning of the year may not be long enough a few months later, so plan accordingly. Make-up or nail polish should not be worn. Only one pair of earrings per ear is allowed (not dangling).

Boys

Hair must be short and combed without any designs. Boys must be clean-shaven. Undershirts must be plain white with no designs. Shirts must be tucked in and buttoned to the top. Belts must be worn with school trousers. Jewelry other than watches is not to be worn.

GENERAL INFORMATION

Let all things be done decently and in order.

1 Corinthians 14:40

Accident Insurance

A 24-hour, one-year accident cover will be provided for each student through Heritage Insurance Company as part of the school fees.

Contact Changes

Please notify the school office immediately if your address, telephone number or email address changes during the school year.

Curriculum

The high school follows the 8-4-4 syllabus detailed by the Ministry of Education. Bible is taught every day because it is God's revelation concerning all matters of truth, faith and action. Jesus Christ is the centre of all that is believed, said and done and is the source of all wisdom and knowledge. We desire that students learn to view everything through the eyes of God as revealed in the Bible, so a truly Christian education must be Christ-centered rather than student- or teacher-centered. We are responsible to provide the highest quality academic training. We must thoroughly educate young people, preparing them with the skills they need to serve the Lord in any vocation into which He may lead them.

Required KCSE Subjects – Select 8.

C.R.E

English

Kiswahili

Mathematics

2 Sciences: Biology, Chemistry or Physics

1 History or Geography

1 Elective: Business Studies, Music or French

Diary

A diary will be provided to cultivate a good habit of keeping track of assignments. A parent's signature will not be required, however, the merit/demerit system includes consequences for work that is not timely or complete.

Discipline

The goal of any disciplinary system is to bring about self-discipline. Good character is the result of a clean heart and conscience that is committed to do right in God's sight. The administration expects TRCHS students to be well-disciplined and to maintain high standards of behavior at all times.

Merit/Demerit System

A student may receive a merit for positive behaviour or extraordinary achievement or a demerit for any disrespectful, rebellious or disruptive behaviour. If a student receives a demerit, the class teacher will record the incident. Demerits are not a punishment. They serve as a record of the student's conduct and as a communication tool to parents if assistance is needed.

e-Textbooks

E-readers are the property of the school and cannot be resold. One will be issued to each student pre-loaded with all of the required textbooks plus supplementary books. The devices will be solar-charged regularly at school. In case of damage or loss, a new one will be issued @ sh. 15,000.

Electronic Devices

Mobile phones, CD players, musical devices, tablets or equipment are not allowed in school.

School Hours

The hours of the school are from 7:30 AM until 5:30 PM. We request that students not arrive before 7:00 AM. There are no classes on Saturdays or Sundays although a limited number of co-curricular activities may be scheduled. Lateness to class is not tolerated.

Snacks and Lunch

Students are not allowed to carry snacks to school. Everyone will be provided for uniformly.

Absences

The only valid excuse for absence is sickness of the student, death in the immediate family, or an exceptionally urgent reason. Medical or dental appointments should be scheduled on Saturdays or during the holidays when possible. Whenever a student does not attend school, he should bring a note from his parents stating the reason. To be excused from P.E. classes, a note should be brought before the lesson. A written excuse from the parent is required in advance for planned absences. Do not send text messages. An unexcused absence results in a failing grade for the time he is absent from school.

Any absence which corresponds with a previously announced assignment due date, project, test or quiz will necessitate the student turning in his assignment or taking the test his first day back to school.

Students must be in attendance at school a minimum of half of their academic class lessons in order to participate in sports practices and games that day.

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. 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.

Educational Trips

Each class will plan a trip outside of the classroom during each term. During Term 2 the students will assist in a community-help location.

Transportation

Students should wait until the vehicle arrives in the morning. The AM 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. It takes a few days to work out the time schedule. Students who ride the bus regularly must ride home on the bus unless the office and teacher have been notified by the parent.

Family System

As the school expands from Form 1 to Form 4, a family system of 8 students will be formed, 2 per class. Each family will be assigned to a teacher for close follow-up on performance and school activities. Teamwork and accountability are encouraged.

Student Government

During the first month students will take turns being assigned responsibilities. Afterwards, each class will elect a class secretary plus one boy and one girl representative. Applications for other positions of responsibility will be available. Leaders will be elected from the applicants by their peers.

Policies 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 first be 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.

Parents Association

Included in the Education Act of 2005, Third Schedule, there shall be a Parents Association for every public and private high school consisting of every parent with a pupil in the school. The details of the Executive Committee and the terms of reference will be read during orientation for Form 1 or new parents.