

GENERAL KITS TO BE PROVIDED BY PARENTS FOR BOTH BOYS AND GIRLS (DAY STUDENTS AND BOARDERS)

2024 Prospectus

1. 2 handkerchiefs
2. 1 comb, sponge dish, sponge and towel, pomade, soap, toothpaste, brush, toilet roll, deodorant (roll-on)
3. 1 dust pan
4. 1 sharpened **crocodile** cutlass
5. 1 hoe
6. 1kg of Washing Powder
7. 2 scrubbing brushes (one standing)
8. 2 local standing broom
9. 1 hymnal (available in the school for purchase)
10. 1 Revised Standard Version Bible (Available for purchase at the school)
11. 1 strong school bag for carrying books
12. 1 new rag for cleaning
13. 2 new napkins
14. Active national health insurance card (**very important**)
15. 1 umbrella/raincoat (optional)
16. 1 water bottle
17. 1 standing plastic broom
18. 1 gallon (5 liters) of liquid soap
19. 1 thick pair of hand gloves for scrubbing
20. 1 foam mattress with leather cover (Optional for Day Students)
21. 1 trunk (Optional for Day Students)
22. 1 small suitcase (Optional for Day Students)
23. 1 blanket (Optional for Day Students)
24. 2 white bed sheets (Optional for Day Students)
25. 2 white pillow cases (Optional for Day Students)
26. 1 pillow with leather cover (Optional for Day Students)
27. 1 treated mosquito net (Optional for Day Students)
28. 1 pair of plates (stainless steel)
29. 1 bowl for meal
30. 2 boxes of whiteboard marker (black) in place of mop with bucket
31. 1 drinking cup (Optional for Day Students)
32. 1 set of cutlery (marked with owner name)
33. 1 bucket (Optional for Day Students)
34. 1 flash light (Optional for Day Students)
35. 1 pair of easy wear (black) (Optional for Day Students)
36. 1 pair of slippers for bathing (Optional for Day Students)
37. 1 pair of white canvas shoes for games and sports

38. Bedbugs Chemical (D-Lion) to be bought at the School Store - GHC 30.00 (Optional for Day Students)
39. 1 pair of Track Suits for preps in particular – Available at School Store for purchase
40. 1 Casio Scientific Calculator
41. 1 graph book
42. 1 Mathematical set

SPECIFIC KITS TO BE PROVIDED BY PARENTS (FOR BOYS ONLY)

1. 2 black short sleeve check shirts – (refer to photograph)
2. 2 white shirts (one short sleeve and one long sleeve)
3. 1 pair of white trousers
4. 1 pair of white knickers
5. 1 white jumper – refer to photograph
6. 2 white singlets
7. 1 pair of khaki (GO2) trousers (brown) - Refer to photograph
8. 2 pairs of khaki shorts (brown) - Refer to photograph
9. 2 belts (1 black, 1 brown)
10. 1 pair of shoes (black) for church - Refer to photograph
11. under-wears/panties (At least 3)
12. 2 pairs of socks (1 black, 1 white)
13. 1 sleeping cloth
14. 1 decent Dumas or fancy traditional cloth for church
15. 1 pyjamas
16. 1 blue tie
17. black and brown sandals – 1 each

SPECIFIC KITS TO BE PROVIDED BY PARENTS (FOR GIRLS ONLY)

1. 2 black check dresses (gathers & sleeveless) – Refer to photograph
2. 2 pairs of sandals (1 black & 1 brown) for classes and preps – Refer to photograph
3. 2 pairs of socks (1 black, 1 white)
4. 1 white church uniform (gathers, sleeveless with belts on) - Refer to photograph
5. 1 sleeping cloth
6. 1 set of night gown - Refer to photograph
7. 1 slit and khaba – any colour - (with waist pleats) - Refer to photograph
8. 2 pairs of shoes (1 black, 1 brown) with flat soles - Refer to photograph
9. 2 underskirts (black)
10. 2 under-knickers (black)
11. 6 panties
12. 2 white vests
13. 3 brassieres

PHOTO KITS FOR OBSERVATION AND COPYING

***Sample sandals for Girls Sample canvas shoes for games
(both boys and girls)***



Sample Sandals for boys



***Sample white dress for church
(Girls)***



Sample kaba dress (top) for church (Girls)-Box pleat - Any colour of your choice



***Sample Slit for church
- six pieces (Girls)***



Sample Black & White Check Dress for (Girls)Side zip



Sample White Jumper and White short for Church



Sample White long sleeves and white trousers with blue tie for church (Boys)



Sample Black & White Check (Boys)



Sample School Khaki knicker for boys



Sample School Khaki trouser for boys



ADIDOME SENIOR HIGH SCHOOL UNDERTAKING TO BE OF GOOD BEHAVIOUR

I ,....., who have been offered admission to Adidome Senior High School, do hereby pledge:

- 1. That I will observe all school rules and regulations without any reservation.
- 2. That I will attend school assemblies and classes punctually and regularly throughout my three-year programme.
- 3. That I will actively participate in all school activities.
- 4. That I will do all class assignments and write all semester examinations.
- 5. That I will refrain from all forms of misconduct, more importantly, from inciting fellow students to riot and taking part in rioting.
- 6. That I will always keep a decent haircut and dress decently.
- 7. That as a female student, I will not plait my hair; I will always keep it short.
- 8. That I will not bring a mobile phone to school at any point in time. If I bring it to school and it is seized, it should not be returned to me.

I make myself liable for instant disciplinary action for breach of the DECLARATIONS which bear my signature and duly witnessed by my parents/ guardians.

NAME:.....

SIGNATURE OF STUDENT:.....

DATE:.....

NAME AND ADDRESS OF PARENT/GUARDIAN/ WITNESS

.....
.....
.....
.....

Mobile Phone Number

**ADIDOME SENIOR HIGH SCHOOL PERSONAL RECORD FORM FOR SHS ONE (1)
STUDENTS**

NAME OF STUDENTS:.....

DATE OF BIRTH.....

HEALTH INSURANCE CARD NO.

JHS ATTENDED:.....

DISTRICT:.....

AGGREGATE OBTAINED FROM BECE:.....

INTEREST:.....

HOUSE OFFERED:.....

PROGRAMME OFFERED:.....

SIGNATURE OF STUDENT:.....

NAME OF PARENT / GUARDIAN.....

ADDRESS OF PARENT/ GUARDIAN.....

.....

PARENT'S/GUARDIAN'S TEL. No:.....

ADIDOME SENIOR HIGH SCHOOL

REPORTING PROCEDURE FOR NEWLY ADMITTED STUDENTS

All newly admitted students should take note of the following procedures in reporting to school:

1. Arrival time is between 8:30 am to 5:00 pm on week days. *All students who will report later than 5:00 pm will not be attended to. Take note, there will be no admission on weekends and holidays.*
2. Upon arrival, all students will report at the Administrator's Table for submission of completed documents – personal record form, undertaking to be of good behavior, BECE results, admission letter, and placement and enrollment form
3. Students are to then report to the Senior Houseparents' Table for allocation of houses
4. Students proceed to their respective Houseparent's Table for registration and inspection of kits
5. Student will then be admitted to their houses

**CODE OF CONDUCT FOR STUDENTS WITH THE RECOMMENDED
PUNISHMENT FOR OFFENCES COMMITTED**

	OFFENCES	ACTIONS
1	Cheating in internal exams	Cancel paper and for the First Offence – Suspension. Dismissal for subsequent offence
2	Drunkenness	FIRST OFFENCE - Suspension SECOND OFFENCE – Dismissal
3	Incitement to riot/rioting	Suspension (for those pressurized into rioting Dismissal for ring-leaders) Parents will be made to pay for cost of damages
4	Sexual misconduct	Withdrawal (Dismissal for cases of rape)
5	Anonymous letters giving false information	FIRST OFFENCE - Warning SECOND OFFENCE - Suspension
6	Deliberate distortion of facts/character assassination/forgery	FIRST OFFENCE – Warning SECOND OFFENCE – Dismissal
7	Flouting the authority of the Headmaster and other members of staff	FIRST OFFENCE – Caning SECOND OFFENCE - Suspension THIRD OFFENCE - Dismissal
8	Assault on members of staff and their dependants	Dismissal
9	Assault on groups of students	FIRST OFFENCE - Suspension SECOND OFFENCE - Dismissal
10	Wee possession, smoking and drug abuse	FIRST OFFENCE - Suspension SECOND OFFENCE - Dismissal Recommended for psychiatric treatment, if necessary
11	Termination of pregnancy/abortion	Dismissal
12	Breaking bounds/truancy, including refusal to attend classes or official functions	FIRST OFFENCE - Manual work with counseling SECOND OFFENCE - Suspension THIRD OFFENCE - Withdrawal

13	Traveling outside school/town without permission	FIRST OFFENCE - Suspension SECOND OFFENCE - Withdrawal (from the boarding house)
14	Leaving school under false pretense	FIRST OFFENCE - Warning SECOND OFFENCE - Withdrawal (from the boarding house)
15	Fighting	FIRST OFFENCE - Manual work SECOND OFFENCE - Suspension THIRD OFFENCE - Withdrawal
16	Petty theft	FIRST OFFENCE - Warning SECOND OFFENCE - Withdrawal (from the boarding house with restitution in all cases)
17	Stealing	FIRST OFFENCE - Warning SECOND OFFENCE - Dismissal (with restitution in all cases)
18	Failure to write examination without justifiable cause	FIRST OFFENCE- Warning (and in addition to be made to write the exam paper)
19	Flouting the authority of school prefects or seniors	FIRST OFFENCE - Warning SECOND OFFENCE - Manual work THIRD OFFENCE - Withdrawal
20	Serious cases of bullying students and assault of staff	Outright Dismissal
21	Defamation of character	Warning, Suspension, Withdrawal (according to the gravity of the offence)

22	Disrespect for the Bell and lateness to school gatherings	Warning with appropriate punishment
23	Failure to turn up at school on resuming date without permission	Warning and appropriate manual work
24	Entertaining visitors during the day at odd times without permission	Warning with appropriate punishment
25	Receiving visitors and entertaining them at night without permission	Warning and suspension
26	Disturbance of public peace e.g. silence periods and after lights-out	An appropriate punishment according to the gravity of the offence
27	Wearing of unprescribed attire	Seizing of article for the whole term
28	Causing intentional damage to school property	Replacement
29	Absence from house or compound after lights-outs without permission	warning, suspension or withdrawal from boarding house
30	Insubordination to authority	Warning, suspension or withdrawal from school according to the gravity of the offense
31	The use of electrical appliance without permission (e.g. electric iron, stove, heater, kettle or private radios or cooking in the cubicles or dormitory)	Seizure of the items and issuing of manual work
32	Dodging school examinations	Internal suspension with hard labour or withdrawal
33	Dodging evening studies and classes	Appropriate punishment and suspension
34	Lateness to dining sessions, taking food out of the hall without permission	Appropriate punishment and suspension
35	Movement of school properties from their assigned places e. g. dining hall plates, tables	Appropriate punishment and suspension
36	Failure to dress beds	Warning and appropriate punishment
37	Unlawful accommodation	Warning and withdrawal from the boarding system
38	Learning after curfew	Warning and suspension
39	Growing beard	Warning and suspension

40	Applying lip-stick, painting of finger nails, wearing of dangling earrings, bleaching the face persistently	Warning and suspension
41	Incorrigible students	Withdrawal
42	Failure to do homework	1. Detention to do it 2. Counseling
43	Misuse of /loss of school property	Warning and replacement of lost item
44	Squandering of fees	1. Counseling and reporting of conduct to parents 2. Parents to be counseled to pay fees by themselves 3. Refer to school counselor for counseling
45	Tale bearing/telling lies	1. Warning, rendering apology to those offended, 2. Recording offence in the disciplinary book and refer student to counselor for counseling
46	Littering school compound	1. Tidying/cleaning the area littered, 2. Give groundwork e. g. scrubbing, raking, sweeping 3. Planting of grass, flowers, trees on school campus and tendering it for one year
47	Habitual lateness	1. Warning, 2. Refer to counselor/class advisor to investigate cause of lateness 3. Withholding privileges/ restraining student from attending school social gatherings
48	Use of mobile phones in the school	Mobile phone seized, confiscated and student expelled
49	Refusal to attend any school gathering	Manual work
50	Cooking food in the dormitory	1. Warning and permanent seizure of utensils and equipment with manual work 2. Student to be expelled

NB: Notwithstanding the above guidelines, each case will be considered on its own merit.

TAKE NOTE!!!

Students should also take note of the following:

a. **HAIR:**

All students are to keep their hairs short and neat. Long hairs are not allowed. b. **MAKE-**

UP:

The uses of the following make-ups by female students are not permitted: Lipsticks, nail polish (cutex), eye lashes, etc. long ear rings, bangles (wrist, foot, etc. bands) and finger rings are prohibited. Non-compliance of the dress code will result in the confiscation of the items and disciplinary action taken against the student. c. **BULLYING:**

Bullying is unacceptable and totally prohibited. Serious cases of bullying will attract a punishment of dismissal.

d. **SPORTS AND GAMES:**

A healthy mind is in a healthy body. Students are therefore expected to compulsorily participate in all activities of sports and games. Any student who is physically unfit should obtain permission from the sports master or mistress.

e. **MOBILE PHONES:**

Mobile phones are not allowed. Any student in possession of a mobile phone will be expelled and the phone confiscated.

f. **COMMON SENSE:**

Students are reminded that a breach of common sense is tantamount to a breach of school rules and will definitely attract an appropriate punishment.

ADIDOME SENIOR HIGH SCHOOL

HEADMASTER
BANKERS:
Amuga Rural Bank Ltd.
My Ref. GES/VR/ADSHS/29/Vol.2/1



Post Office Box 8
Adidome V/R
Ghana W/A
adidomeshs@yahoo.com

Contact No. 0243524583
Date: 29/10/2024

Your Ref.
.....

CORE VALUES: PERSEVERANCE, HARDWORK, EXCELLENCE & DISCIPLINE (PHED)

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ADMISSION LETTER

Based on your successful placement by CSSPS, you are hereby offered admission into SHS Form 1 for the 2024/2025 academic year to pursue.....program.

You would be inHouse.

You are to report on 2024 for orientation and start of classes.

An Active **Health Insurance Card** and other items stated on the prospectus shall be inspected on the day of arrival.

I expect that you would report on time to avoid the portal being closed over you, which would demand that you re-sit BECE for placement in 2025 academic year if you are still interested in SHS Education. Congratulations for your admission to Adidome Senior High School!

Thank you.

DR. VINCENT K. ATIKU
(HEADMASTER)