

KENYA INSTITUTE OF SPECIAL EDUCATION

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NAIROBI, KENYA

JOINING INSTRUCTIONS FOR FULLTIME STUDENTS

1.0 Registration

1.1 Required Documents

On the day admission, you **MUST** bring with you the following documents:

- a) Original admission letter together with this joining instructions.
- b) Original Academic certificates and certified photocopies of the same.
- c) School leaving certificates and certified photocopies of the same.
- d) Original letter of appointment from the Teachers Service Commission and a certified photocopy of the same.
- e) Confirmation of appointment and a certified photocopy of the same.
- f) Certificate of registration as a teacher and a certified photocopy of the same.
- g) Original P1 certificate and a certified photocopy of the same.
- h) Original national identity card and a certified photocopy of the same (both sides).
- i) Birth certificate and copy of the same.
- j) Two recent passport size photographs (not photo me) certified by your Head Teacher or Sub County Director of Education.
- k) One copy of medical form duly completed, signed & stamped by the Government medical officer. (A medical examination form is attached)
- l) Approved Study Leave from TSC

Note:

- Registration takes place in the Institute between at 8.30am and 5.00 p.m. on the designated dates. There no registration after 5pm.
- No registration process shall take place unless you have been granted leave by TSC.
- Ensure your original certificates are returned to you after verification during the registration exercise.

2.0 Student Fees Contribution

2.1 Current Amount

Description	Year 1	Year 2	Grand Total
Total	60,250	49,280	109,530

2.2 When to Pay

Students are encouraged to pay their fees in full during registration.

2.3 Methods of Payment

All payments should be deposited through the KISE Bank and M-Pesa accounts:

- KCB – Ngara Branch, Account No. 1128797836 (For new students use National Identity Card as your admission number)
- M-Pesa pay bill Number- 851201 (For new students use National Identity Card as your account number).

CASH PAYMENTS ARE NOT ACCEPTED

3.0 Examinations

3.1 Internal Examination

All Internal Examinations and timed CATs are guided by the Institute Examination Regulations.

3.2 KNEC Examinations

Examinations administered by Kenya National Examinations Council (KNEC) are guided by KNEC regulations.

3.3 Final teaching practice

During this exercise students are attached to a school for a period not less than 10 weeks. Each student is required to purchase ten (20) manila papers, twenty (20) pieces of newsprint and assorted colours of felt pens (at least one (1) packet) for preparing teaching and learning resources.

4.0 Study Leave

4.1 Authorization

It is compulsory that you seek authorized study leave from your sponsor/employer. You are also required to seek clearance and a release letter from your Supervisor before reporting to the Institute. Kindly Refer to the TSC Regulations on Study Leave

4.2 Payment of Salaries

All students must make appropriate arrangements with Teachers Service Commission and their banks on how they will be receiving their salaries

4.3 Students' Identification Card (ID)

Students are provided with student's identification card. Students are encouraged to show their cards as may be required during their stay at the Institute.

5.0 Rules and Regulations

The Institute Management is responsible for administering stipulated rules and regulations and control of student's behavior. Students are expected **to adhere** to rules and regulations without exception.

Student Teachers are required to adhere to the TSC Code of Conduct and Ethics in addition to the KISE Code of Conduct and Ethics.

6.0 Student Wellness and Health Care

6.1 Institute Wellness and Health Centre(WHC)

The WHC is open to all students. It caters for mild medical problems. Students seeking medical attention from external medical providers will meet expenses incurred.

6.2 What is not Offered at the WHC'

The Institute does not provide dental, optical and chronic illness treatment.

6.3 Medical History

Students are advised to provide information on any recurring /chronic illnesses and also bring medical documents to ascertain the nature of illness. This will help us care for you better.

7.0 Institution Routines

7.1 Class activities

Monday to Friday: 8.00 a.m. - 4.00 p.m.

7.2 Co-curriculum activities

Monday to Thursday: 4.30 a.m. - 6.00 p.m.

7.3 Preps:

Monday to Friday: 8.00 p.m. - 10.00 p.m.

NB: Preps should only take place in the classroom and/or in the library.

7.4 Library

*An inclusive Kenyan society in which every child with special needs and disability accesses quality education and achieves their fullest human potential
ISO 9001:2015 CERTIFIED.*

Monday to Friday:
8.00 a.m. – 10.00 p.m.

Saturdays
8.30 a.m. – 4.00 p.m

7.5 Social activities:
Saturdays (when required)

7.6 Meals

7.6.1 Meal Times

a) Monday to Friday

- Breakfast 7.00 am. - 7.30 a.m.
- Morning tea 10.30 a.m. - 11.00 a.m.
- Lunch 1.00 p.m. - 2.00 p.m.
- Supper 7.00 p.m. - 8.00 p.m.

b) Weekends and Public Holidays

Saturday, Sundays and Public holidays as above (i) except lunch at 12.30 p.m. to 1.30 p.m

7.6.2 Special Diet

The Institute **does not** provide special diet.

7.7 Quiet time

Monday to Sunday: 10.00 p.m. - 5.30 a.m. During quiet time lights must be off.

7.8 Co-Curricular Activities - Games and Sports, Choir & Drama

These activities are compulsory and all students are encouraged to participate and represent the Institute in competitions.

7.9 Class Attendance

All students must attend all lectures, scheduled activities and abide by the Institute's routine

8.0 Additional Information

8.1 Travel

Students are expected to make their own travel arrangements to the Institute (see attached route map).

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8.2 P.E Kit

A pair of north star sneakers and Track Suit (**or bring cash Ksh.6,000 to purchase from one supplier in order to avoid different shades**)

8.3 Bedding and Toiletries

Students **MUST** bring the following items for personal use:

1. At least one pair of bed sheets
2. Two warm blankets (Nairobi can be very cold at times)
3. One bathing towel
4. One pillow and a pillow case
5. Enough personal effects e.g. tooth paste, toilet paper, washing and bathing soaps etc
6. A torch/spotlight for emergencies
7. Water bucket/basin
8. A mosquito net
9. A cup and cutlery
10. 1 Dust coat (Blue)

8.4 Stationery

Students are advised to come with adequate writing materials

- Exercise books (Register A4) 120 pages for each subject (Ten subjects per term)
- Blue, black & red pens and HB pencils
- 2 squared exercise books (200 pages)
- Adequate money to purchase materials for preparing teaching and learning resources (projects) as per area of specialization