



# **EXCELSIOR HIGH SCHOOL**

## **Information Package**

**for**

**2024 – 2025**

**Academic School Year**

*This document contains the following information:*

---

**1. General Information:**

- *Registration Procedure*
- *Parent Contribution & Voucher*
- *Release of End of Year Reports*
- *Collection of Rental Books*
- *Proposed Reopening Schedule*

**2. School Insurance**

**3. School Uniform, Attire & Grooming**



EXCELSIOR HIGH SCHOOL

## GENERAL INFORMATION

### REGISTRATION INFORMATION

All students are registered for each academic year during the last week of August each year. Registration is done online, following these simple instructions.

1. Log on to the school's website at: <https://www.excelsiorhighja.org>
2. Click on the button marked "Returning Students Online Registration Form."
3. Fill in all the required information. Please note that you will not be able to proceed from one section of the form to another until all the compulsory fields (indicated by an asterisk) are completed.
4. Once the registration is successful you will receive a pop-up stating this. If this pop-up does not appear, kindly redo as something went wrong.
5. Registration must begin on the date assigned to the grade.
  - i. Grade 11: - August 26, 2024
  - ii. Grade 9: - August 27, 2024.
  - iii. Grade 8: - August 28, 2024.

**GRADE 10 REGISTRATION:** - Along with the online registration, all promoted students of Grade 10 are required to submit two (2) passport sized pictures. This is to update the students' files. These pictures are to be handed in on Orientation Day at the Auditorium. Registration is deemed incomplete without the pictures.

### PARENT CONTRIBUTION \$20 000.00

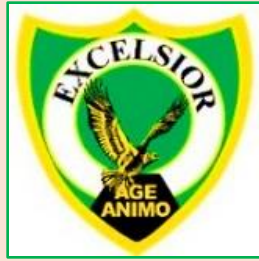
You are encouraged to pay this contribution by the Accounts Department.

**REPORTS** These will be released online Monday July 24, 2024 at 3:00 pm.

**COLLECTION OF RENTAL BOOKS** The grade is assigned two days in which to collect the text.

- i. Grade 10: - August 14 and 15, 2024.
- ii. Grade 9: - August 19 and 20, 2024.
- iii. Grade 8: - August 21 and 22, 2024.

**REOPENING SCHEDULE** The new school year begins September 02, 2024. As usual we will begin with meetings and orientation of both parents and students. Information will be posted on the website by the end of July.



EXCELSIOR HIGH SCHOOL

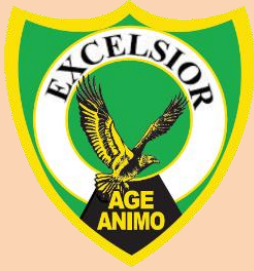
## **PROCEDURE FOR REGISTRATION 2024**

Dear Parents/Guardians,

Please note the following steps in ensuring that your child/ward is fully registered for the 2024-2025 academic year.

Kindly ensure that registration is completed for the designated Year Group your child/ward will be matriculating into by the set Orientation Day.

- 1.** View and print copy of the requisite Booklist and purchase items as listed.
- 2.** Read and follow the guidelines on the items below.
  - ✓ General Information
  - ✓ Uniform
  - ✓ Insurance
- 3.** Pay the Student Contribution fee. This is done at the Accounts Department at Excelsior High School. The voucher may be printed and used, OR one can be requested at the school.
- 4.** Visit the website ([excelsiorhighja](http://excelsiorhighja)), click on the link titled “Continuing Students”, and complete the registration form.



# EXCELSIOR HIGH SCHOOL

July, 2024.

Dear Parent/Guardian,

The Excelsior High School has always made provision for parents/guardians to obtain insurance coverage for their child/ward while they are at school.

This is included in the School Contribution and allows for some protection in the event of accidents and or illness.

As a result of recent occurrences, the school has taken the following decisions regarding those students for whom there is no coverage.

**If your child/ward is not covered by the insurance scheme provided by the school:-**

- **he/she will not be allowed to represent the school in any sporting activity**
- **your child/ward will not be able to access medical services provided by the St. Joseph's Hospital on behalf of the school. Therefore, if your child/ward falls ill at school, you will be summoned and will be required to seek the requisite medical help for the child**
- **your child/ward will not be allowed to participate in field trips organised by the school for academic purposes.**

It is imperative, therefore that all parents/guardians aim for full compliance and as far as possible ensure the safety of our children.

Yours truly,

Deanroy Bromfield

Deanroy Bromfield  
Principal


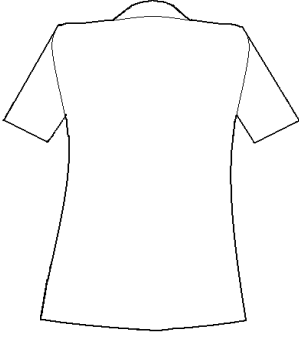
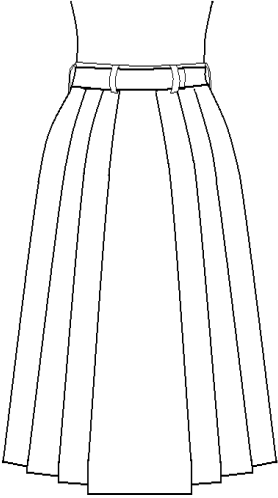
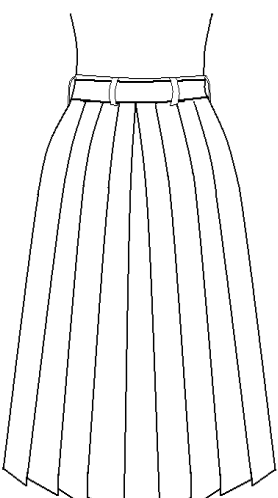




# THE SCHOOL UNIFORM

	FEMALES	MALES
Accessories for uniform Grade 7 - 11	<ul style="list-style-type: none"> <li>Plaid tie and belt (grade 7 – 9)</li> <li>Solid green tie and belt (grade 10 – 11)</li> </ul> <p><b>NOTE: All accessories are to be purchased at the school.</b></p>	<ul style="list-style-type: none"> <li>Green and gold epaulettes – <b>stitched to the shirt.</b></li> <li>Grade 7 – 9 gold bar faces front</li> <li>Grade 10–11 green bar faces front</li> <li>Solid black belt with no ornaments or over-sized buckle.</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>Plain black leather with heel not more than two inches or less than one inch</li> <li>No sneaker type footwear.</li> <li>No 'crepe'</li> </ul>	<ul style="list-style-type: none"> <li>Plain black leather shoes.</li> <li>No sneaker type footwear.</li> <li>No 'crepe'</li> </ul>
Socks	<ul style="list-style-type: none"> <li>Plain white, making a two (2) inch fold above the ankle.</li> </ul>	<ul style="list-style-type: none"> <li>Plain black or navy blue.</li> <li>No ankle socks.</li> </ul>
Under garments	<ul style="list-style-type: none"> <li>A black half / full slip, as long as the skirt, must be worn.</li> <li>No bright-coloured underwear is allowed.</li> </ul>	<ul style="list-style-type: none"> <li>A V-necked, sleeveless or any other undershirt is allowed, or any other that may be appropriate.</li> </ul>
The P.E. Uniform	<ul style="list-style-type: none"> <li>A solid green skirt at or below the mid-thigh</li> <li>A pair of solid green bloomers</li> <li>A white T-shirt with school's crest.</li> <li>Plain white or black gym shoes.</li> <li>White socks</li> </ul>	<ul style="list-style-type: none"> <li>A gold and green T-shirt bearing the school crest</li> <li>Solid dark green shorts</li> <li>Plain white or black gym shoes.</li> <li>White socks</li> </ul>
Hair	<ul style="list-style-type: none"> <li>Simple hair style which is appropriate for school. <b>No edgings.</b></li> <li>No shaving of the head.</li> <li>No tinting/dying/ hair gel.</li> <li>No weaves or extensions.</li> <li>Black accessories only, and no more than four(4) pieces at any one time</li> </ul>	<p>Low cut, evenly trimmed hairstyle with no designs, tinting or dying. No processing.</p>
Jewellery	<ul style="list-style-type: none"> <li>A simple watch with black or brown, gold or silver bands.</li> <li>A pair of tiny round gold knobs, no more than 5mm in diameter</li> </ul>	<ul style="list-style-type: none"> <li>A simple wrist watch with black or brown, gold or silver bands.</li> </ul>

## NOTE

- Nails: - Must be short, clean and well groomed. They must be natural and unpolished.
- Make-up:- No form of make-up is allowed.
- Eye-brows: - Must not be shaved or patterned.
- Bags: - Regular schools bags or knapsacks. Drawstring bags are allowed for carrying P.E. gear.
- Body piercing is forbidden: nose, tongue, and eyebrow rings are not allowed.
- Tattoos are not allowed.
- One pair of earrings (in the ear lobe) is allowed.
- The natural look without make up is the accepted look. Lipstick, lip-gloss and eyeliner are not permitted. Bleaching of the skin (especially the face) is not allowed.
- No ankle socks or "bobbie" socks should be worn to school.
- No sneakers allowed, except for P.E.

DESIGN	DESCRIPTION
<p><b><u>BLOUSE</u></b></p>  <p style="text-align: center;"><b>front</b></p>  <p style="text-align: center;"><b>back</b></p> <p><b><u>SKIRT</u></b></p>  <p style="text-align: center;"><b>front</b></p>  <p style="text-align: center;"><b>back</b></p>	<p>The <b><u>uniform material</u></b> and <b><u>premade uniform</u></b> are to be bought only at the school.</p> <p>A beige coloured skirt and blouse worn with a belt and a tie.</p> <p><b>BLOUSE</b></p> <ul style="list-style-type: none"> <li>• There must be at least 8 inches between the waistline and the hemline.</li> <li>• The sleeves must not have a cuff.</li> </ul> <p><b>SKIRT</b></p> <ul style="list-style-type: none"> <li>• Side opening with a zipper.</li> <li>• Box pleat centre front.</li> <li>• Kiss pleat centre back.</li> <li>• 4 pleats for each side.</li> <li>• 6 loops in total, one at each side. No X loops</li> <li>• <b>No buckle on belt.</b></li> <li>• Skirt length must be <b>midcalf</b> with enough allowance in hem for growth.</li> <li>• Skirt hemline should not be stitched (must be hemmed)</li> <li>• Width of hem must not be less than 2 inches.</li> </ul>
 	<p><b>Suntan khaki shirt and trousers.</b></p> <ul style="list-style-type: none"> <li>• Shirts must not have double stitches.</li> <li>• No cuffs on sleeves.</li> <li>• No labels must be present on the shirt and/or pants.</li> <li>• Epaulettes must be stitched flat to the shirt.</li> <li>• Shirt must be long enough to remain tucked into trousers when the child sits.</li> </ul>

**NOTE: -** The uniform must be worn when you visit the school during examination periods and for other visits to the school, while school is in session.

**Alternative Uniform: - This is the House shirt and a full jeans pants/skirt.**