

# **JIM BOURTON MEMORIAL AGRICULTURAL SHS, LOGBA**

## **REPORTING PROCEDURE** **DOCUMENTS TO SUBMIT ON ARRIVAL**

The under-listed documents are to be submitted to the admission team;

1. Provisional **Admission Letter** (Online Admission Only).
2. **Six (6) passport-sized pictures** taken in your **GREEN** check uniform.
3. Filled **Placement Form**.
4. Photocopy of **BECE Certificate/Result slip**.
5. Filled **Personal Record Form**.
6. Other relevant documents (Photocopy of **Active National Health Insurance Card**, Birth Cert, **Medical Report**, Affidavit).

## **GUIDELINES FOR ENROLMENT/ADMISSION**

- Step 1: Report at the IT personnel's table to ensure your enrolment status.
- Step 2: Report at the Assist. Headmistress (Administration) office to collect your prospectus.
- Step 3: Complete/Fill the forms and return them to the School Administrator.
- Step 4: Report to the Assist. Headmistress (Administration) office for your admission card/chit.
- Step 5: Report to the Senior House parents with your admission card/chit for inspection and house allocation.
- Step 6: Report to the Assist. Headmistress (Administration) office for your class.

### **ARRIVAL DRESS CODE**

(Refer to the kit list)

- Boys should wear a **GREEN** check shirt over a Khaki (K02) shorts
- Girls should be in a **GREEN** check frock.

**NOTE:** *Parents/guardians and new students are cautioned NOT to give monies or any personal items to any other persons for keep either than the various house parents, unless they are sure to be in safe hands. The school would not be responsible for the loss of such items.*

HEADMASTER