

**ST. PAUL'S SENIOR HIGH SCHOOL AND MINOR SEMINARY, DENU**  
**STUDENTS PERSONAL RECORD FORM**

FOR OFFICE USE ONLY

STAPLE  
PASSPORT  
PHOTO  
HERE

Date Received:  
Admission No:  
Form:  
BECE Aggregate:  
House:

**PARTICULARS OF STUDENT:**

Name: .....  
Date of Birth: ..... Hometown: .....  
Form: ..... Boarding/Day: .....  
Religion: ..... Denomination: .....  
Date of Admission: ..... Nationality: .....

**Schools previously attended:**

1..... Date: .....  
2..... Date: .....  
3.....Date: .....  
Last Form attended: .....

**PARTICULARS OF PARENTS:**

Father's Name: .....  
Hometown: ..... Occupation: .....  
Hometown Address: .....Tel. No: .....  
Work Place Address: ..... Tel. No: .....  
Mother's Name: .....  
Hometown: ..... Occupation: .....  
Hometown Address: .....Tel. No: .....  
Work Place Address: ..... Tel. No: .....

**PARENTS/GUARDIAN responsible for student's education:**

Name: .....  
Occupation: ..... Tel. No: .....  
Address: .....  
.....  
Relation of Guardian to the student (if not parent): .....  
Any Special Health Problem? (Provide Medical Evidence if possible): .....

.....  
SIGNATURE OF PARENT / GUARDIAN  
DATE: .....

.....  
SIGNATURE OF STUDENT  
DATE: .....

**ST. PAUL'S SENIOR HIGH SCHOOL AND MINOR SEMINARY, DENU**  
**ACCEPTANCE/BOND FORM**

**SECTION A**

I, the undersigned hereby accept the offer of admission to pursue Senior High School programme in your Institution effective..... 20.....

I do, by my signature on this document, register my full acceptance of the conditions attached to the offer of admission and promise to abide by the Code of Discipline and the Rules and Regulations of the school. I shall unconditionally accept the decisions of the school and its Governing Body in all matters of discipline in relation to me.

In the event of poor academic work, I shall oblige if the school finds it necessary that **I should repeat the class or else I decide to withdraw myself.**

FULL NAME: .....

FULL POSTAL ADDRESS: .....

..... TELEPHONE NO:.....

.....  
SIGNATURE OF STUDENT

DATE: .....

**SECTION B:**

**(to be signed by Parent/Guardian)**

I, the undersigned, hereby register acceptance of full responsibility for the student named above during the period of his stay and training in your institution, I promise to play an active role in the affairs of the P.T.A. of the school and to accept unconditionally the decisions of the school and its Governing Body in all matters of discipline affecting my ward.

I also accept that in the event of poor performance of my ward, **he may be made to repeat his class or else I decide to withdraw him.**

FULL NAME: .....

RELATIONSHIP TO STUDENT (eg. Father, Mother, Guardian).....

.....

Full postal address: .....

..... TELEPHONE NO: .....

.....  
SIGNATURE OR RIGHT THUMB PRINT

DATE: .....

NOTE: Please only students who want to pursue their courses in this school should accept the admission.

**ST. PAUL'S SENIOR HIGH SCHOOL AND MINOR SEMINARY, DENU**

**SHS FORM 1**

**UNDERTAKING**

I, Master..... the undersigned First year student of ..... (Programme) 20..... / 20..... academic year know that St. Paul's Senior High School and Minor Seminary is a Catholic Faith based school before I chose it.

I do, by my signature on this document, register my full compliance with all the Catholic practices in the school.

Date: .....

.....  
SIGNATURE OF STUDENT

**ST. PAUL'S SENIOR HIGH SCHOOL AND MINOR SEMINARY, DENU**

**SHS FORM 1**

**UNDERTAKING**

I, Master..... the undersigned First year student of ..... (Programme) 20..... / 20..... academic year know that St. Paul's Senior High School and Minor Seminary is a Catholic Faith based school before I chose it.

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Date: .....

.....  
SIGNATURE OF STUDENT

# ST. PAUL'S SENIOR HIGH SCHOOL AND MINOR SEMINARY, DENU



## **BRIEF HISTORY:**

St. Paul's Senior High School was founded on 10<sup>th</sup> March, 1958, by the Catholic Church under the patronage of Most Reverend Anthony Konings, Bishop of then Keta Diocese. It is a Government Assisted Senior High School under the management of Catholic Education Unit, and has Most Rev. Gabriel Edoe Kumordji (SVD), the Bishop of Keta-Akatsi Diocese as its Patron. St. Paul's Senior High School and Minor Seminary, is a Boy's School. It is located in the Ketu South Municipality of the Volta Region.

## **MANDATE**

Implementation of National Policies and Programmes at the Pre-Tertiary Level of Education.

## **THE SCHOOL'S VISION STATEMENT**

A premier Catholic institution that guarantees the excellence of all learners.

## **THE SCHOOL'S MISSION**

Providing opportunities for all learners to develop their God given potentials.

## **CORE VALUES**

Selflessness, Integrity and Creativity (SIC)

## **ACCOMMODATION:**

Boarding facilities are available. To keep your child in the boarding house is cheaper in the long-run and better in moral training.

- (a) Boarding House:
- *Fiti House*
  - *Apietu House*
  - *Joe Nellis House*
  - *Caffrey House*
  - *Seminary (Seminarians only)*

**Day Students:** Parents/Guardians are responsible for discipline and health of the Day students outside school hours. For the purpose of school activities, every student will be attached to a house.

**SCHOOL ANTHEM**

**LIFT HIGH THE BANNER OF SPACO  
WHOSE LAURELS SHALL REIGN FOREVER  
HERE, WE BRING OUR PRIDE AND YOUTH  
HERE, WE LEARN TO SERVE OUR MOTHERLAND  
HERE, BOYS HAIL! THE BANNER OF SPACO  
HAIL, BOYS HAIL, YOUR ALMA MATER.  
HAIL, ALL HAIL, YOUR ALMA MATER.**

**SUBJECT COMBINATION FOR THE 2024/2025 ACADEMIC YEAR -FOR THE  
NEW SENIOR HIGH SCHOOL (SHS) AND SENIOR HIGH TECHNICAL SCHOOL  
(SHTS) CURRICULUM**

- Selected Learning Areas:** i Science  
ii. Agriculture  
iii. Languages  
iv. Business  
v. General Arts  
vi. Visual and Performing Arts

<b>LEARNING AREA: SCIENCE</b>		
<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
1. English Language	1. English Language	1. English Language
2. Mathematics	2. Mathematics	2. Mathematics
3. Social Studies	3. Social Studies	3. Social Studies
4. Additional Mathematics	4. Additional Mathematics	4. Additional Mathematics
5. Agriculture	5. Biology	5. Biology
6. Biology	6. Chemistry	6. Chemistry
7. Chemistry	7. Geography	7. Computer Science
8. Performing Arts	8. Music	8. Economics
9. Physics	9. Physics	9. Physics
PEH	PEH	PEH
French	French	French
RME	RME	RME

<b>LEARNING AREA: AGRICULTURE</b>	
<b>Option 1</b>	<b>Option 2</b>
1. English Language	1. English Language
2. General Science	2. General Science
3. Mathematics	3. Mathematics
4. Social Studies	4. Social Studies
5. Additional Mathematics	5. Accounting
6. Agriculture	6. Additional Mathematics
7. Chemistry	7. Agriculture
8. Economics	8. Chemistry
9. Physics	9. Physics
PEH	PEH
French	French
RME	RME

<b>LEARNING AREA: LANGUAGES</b>		
<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
1. English Language	1. English Language	1. English Language
2. General Science	2. General Science	2. General Science
3. Mathematics	3. Mathematics	3. Mathematics
4. Social Studies	4. Social Studies	4. Social Studies
5. Christian Religious Studies	5. Agriculture	5. Computer Science
6. Ewe	6. Ewe	6. Ewe
7. Government	7. French	7. Literature -In-English
8. ICT	8. Literature -In-English	8. Music
9. Literature -In-English	9. Music	9. Performing Arts
PEH	PEH	PEH
French	French	French
RME	RME	RME

<b>Learning Area: Business</b>	
<b>Option 1</b>	<b>Option 2</b>
1. English Language	1. English Language
2. General Science	2. General Science
3. Mathematics	3. Mathematics
4. Social Studies	4. Social Studies
5. Accounting	5. Accounting
6. Additional Mathematics	6. Business Management
7. Agriculture	7. Computer Science
8. Business Management	8. Economics
9. Economics	9. French
PEH	PEH
French	French
RME	RME

<b>LEARNING AREA: GENERAL ARTS</b>		
<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>
1. English Language	1. English Language	1. English Language
2. General Science	2. General Science	2. General Science
3. Mathematics	3. Mathematics	3. Mathematics
4. Social Studies	4. Social Studies	4. Social Studies
5. Additional Mathematics	5. Accounting	5. Christian Religious Studies
6. Economics	6. Additional Mathematics	6. French
7. Ewe	7. Computer Science	7. ICT
8. Geography	8. Economics	8. Geography
9. Government	9. Geography	9. Government
PEH	PEH	PEH
French	French	French
RME	RME	RME

## LEARNING AREA: VISUAL AND PERFORMING ARTS

Option 1	Option 2	Option 3
1. English Language	1. English Language	1. English Language
2. General Science	2. General Science	2. General Science
3. Mathematics	3. Mathematics	3. Mathematics
4. Social Studies	4. Social Studies	4. Social Studies
5. Art & Design Foundation	5. Art & Design Foundation	5. Art & Design Foundation
6. Art & Design Studio	6. Art & Design Studio	6. Art & Design Studio
7. Design & Communication Technology	7. Design & Communication Technology	7. Design & Communication Technology
8. Business Management	8. Ewe	8. Economics
9. Computer Science	9. ICT	9. Performing Arts
PEH	PEH	PEH
French	French	French
RME	RME	RME

**SCHOOL DISCIPLINE:** We consider discipline a very important ingredient for good academic Performances. For that matter we do not compromise on any misconduct likely to disturb the peace of the school. We rely on the following documents for maintaining discipline.

- (a) The Ghana Education Service Code of conduct for all second cycle institutions. It is strictly enforced in the school. (ref. student's Notice Board)
- (b) Internal Rules and Regulations. (ref. student's Notice Board)

OFFENCE	PUNISHMENT
<ol style="list-style-type: none"> <li>1. Failure to: (1) attend classes (2) attend School Gathering/ground work</li> <li>2. Physical bullying of a junior</li> <li>3. Forcibly taking away materials / items from a junior student(food)</li> <li>4. Taking food out of the Dining Hall</li> <li>5. Wearing unprescribed attire</li> </ol>	<ol style="list-style-type: none"> <li>1. Warning/Suspension/Withdrawal</li> <li>2. Suspension/signing of Bond of Good Behaviour / Withdrawal</li> <li>3. Replacement of item taken/suspension/withdrawal</li> <li>4. Seizure of food/Ground work/internal suspension</li> <li>5. Seizure of the attire/warning/ Suspension</li> <li>6. Groundwork/suspension/withdrawal</li> </ol>



<p>6. Staying away from classes without permission/failure to do class assignment/exams</p> <p>7. Stealing</p> <p>8. Scaling of school walls</p> <p>9. Making illegal electrical connections in the school</p>	<p>7. Withdrawal from the boarding house / Suspension/dismissal</p> <p><b>8. Ten (10) bags of cement and Ground work</b></p> <p>9. Internal suspension and Repair of the damaged item</p>
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<b>OFFENCE</b>	<b>PUNISHMENT</b>
10. Cheating in internal examination	10. Cancellation of paper and for the offence-suspension
11. Drunkenness	11. 1 <sup>st</sup> offence-----suspension 2 <sup>nd</sup> offence-----dismissal
12. Incitement to riot and rioting	12. Suspension for those pressurized into rioting Indefinite suspension for ring leaders Parents should be made to pay for cost of damages
13. Sexual misconduct	13. Dismissal
14. Writing anonymous letters	14. 1 <sup>st</sup> offence-----warning 2 <sup>nd</sup> offence-----suspension 3 <sup>rd</sup> offence-----dismissal
15. Deliberate distortion of fact/character assassination	15. 1 <sup>st</sup> offence-----suspension 2 <sup>nd</sup> offence-----dismissal
16. Flouting the authority of the Head and other members of staff	16. 1 <sup>st</sup> offence-----suspension 2 <sup>nd</sup> offence-----dismissal
17. Assault on group of students	17. 1 <sup>st</sup> offence-----suspension 2 <sup>nd</sup> offence-----dismissal
18. Wee possession , smoking and drug abuse	18. 1 <sup>st</sup> offence-----suspension 2 <sup>nd</sup> offence-----dismissal (recommendation for psychiatric treatment if necessary)
19. Breaking bounds/truancy including refusal to attend class or official school functions	19. 1 <sup>st</sup> offence-----warning 2 <sup>nd</sup> offence-----suspension 3 <sup>rd</sup> offence-----dismissal
20. Leaving school under false pretences	20. 1 <sup>st</sup> offence-----warning 2 <sup>nd</sup> offence-----ground work
21. Fighting	21. 1 <sup>st</sup> offence-----warning 2 <sup>nd</sup> offence-----suspension 3 <sup>rd</sup> offence-----dismissal
22. Gambling	22. 1 <sup>st</sup> offence-----suspension 2 <sup>nd</sup> offence-----dismissal
23. Failure to write examination	23. 1 <sup>st</sup> offence-----warning( in addition, be made to write the exam paper) 2 <sup>nd</sup> offence-----dismissal
24. Flouting the authority of the school prefects or seniors	24. 1 <sup>st</sup> offence-----warning 2 <sup>nd</sup> offence-----suspension and ground work 3 <sup>rd</sup> offence-----dismissal



# ST. PAUL'S SENIOR HIGH SCHOOL AND MINOR SEMINARY

P.O. BOX 37, DENU-VOLTA REGION

EMAIL: [greatspaco1958@gmail.com](mailto:greatspaco1958@gmail.com) TEL: 0244169692/0206362557

OUR REF: GES/VR/SPSHS

YOUR REF: .....

DATE: .....

## PROSPECTUS FOR BOARDING / DAY STUDENTS

### BOARDING STUDENTS

1. Trunk
2. NHIS Card (**Active**)
3. Passport pictures (**4**)
4. Chop Box (Wooden )
5. Drinking Cup, 1 Plastic or Stainless Plate and a Set of Cutlery
6. Toiletries (1 Deodorant, 1 pack T-roll, tooth paste, tooth brush, Soap, pomade)
7. Decent Sandals (Brown / Black)
8. A Pair of bathroom Slippers
9. Decent Sneakers (black)
10. 2 Pair of Socks (black)
11. 1 Pyjamas / sleep wear
12. Under wear (3 boxer shorts or pants & 3 Singlets)
13. 1 Metal Bucket with Cover and Pail
14. **RSV Bible and Catholic Hymnal(available in the school)**
15. Student mattress and Pillow covered with Mackintosh
16. 2 Students' bedsheets (1 sea blue and 1 Plain white) with 2 pillowcases (1 Plain white & 1 sea blue)
17. 1 Blanket & Sleeping cloth
18. A Pair of Khaki(gray colour) Trousers and shorts
19. A Pair of Black Trousers
20. 2 White Shirts (1 short sleeve and 1 long sleeve)
21. Student's Size Mosquito Net
22. 1 School Bag
23. 1 Mathematical Set & Scientific Calculator
24. 2 Checked dresses (1 Red short sleeve shirt ) and 1 Black short sleeve shirt (**available in the school**)

25. Shoe (Black)

26. Belt (Black / brown)

27. 1 Hoe and 1 Cutlass (**SHARPENED**)

28. Brooms (1 short and 1 standing)

You are required to buy items from one of the following groups

### Group 1

A pair of Hand Gloves (Hard)

Liquid Soap (5 litres)

1kg Washing Powdered Soap

### Group 2

1 Bleach (small Size)

1 Dust Pan

1 Scrubbing Brush

### Group 3

1 Standing Mop and Mop Bucket

1 Duster

1 Short local Broom

### DAY STUDENTS

1. **RSV Bible and Catholic Hymnal (available in the school)**
2. 1 Hoe and Cutlass (**SHARPENED**)
3. 2 Checked dresses (1 Red short sleeve shirt ) and 1 Black short sleeve shirt (**available in the school**)
4. Decent Sandals (Brown / Black)
5. Belt (Black/ brown)
6. A Pair of Khaki(gray colour) shorts
7. White Shirts (1 short sleeve)
8. 1 School Bag
9. 1 Mathematical Set & Scientific Calculator
10. Brooms (1 short and 1 standing)
11. Passport pictures (**4**)

Vince In Bono Malum