

## **SECONDARY SCHOOL STUDENTS E- MAIL ACCOUNT OPENING**

Dear student,

We would like to inform you that we have changed our mode of sending termly documents.

We now want that each student has to open his personal mail account which you will use to send us all the documents. Let it be a gmail account on your name. It is free of charge.

For instance, when you are called John Otieno, the mail account should be [john.otieno@gmail.com](mailto:john.otieno@gmail.com) (if already occupied than modify a bit for example [john1.otieno@gmail.com](mailto:john1.otieno@gmail.com))

**From now all the termly documents have to be sent to us via e-mail in the first week after closing the school.**

**We expect all documents well and complete scanned in 1 pdf which you have to label with your name and the month (figure) and year: i.e. 'John Otieno 11\_2019'**

1. Personal letter with the 2 lists (accurately written and well legible!)
2. Report of the term (also previous terms when not got in time)
3. Newsletter and any other document from school
4. Receipts of the fee payments

We can't accept pictures of the documents, because the quality is not good enough.

Note that from now onwards there will be no collection of hard copies of the documents from the students or sending them via buses as it used to be. Mailing is very convenient, time saving and cheap as compared to sending parcels. We therefore encourage you to use mails.

Below are the email addresses that you should use when sending the documents:

Jackline Adit: [aditjackline@gmail.com](mailto:aditjackline@gmail.com)

CHaCHaCHi Heidi Brenner: [heidi.brenner@casimu.com](mailto:heidi.brenner@casimu.com)

Please send us soon a short e-mail that we know your e-mail address. We will contact you through e-mail.

We wish you Merry Christmas and a good start in the New Year!

December 2019 Jackline Adit and Heidi Brenner