



KENYA SCHOOL OF LAW

**2024/2025 ACADEMIC YEAR
STUDENT INFORMATION GUIDE**



INTRODUCTION

Welcome to the Kenya School of Law. We look forward to making your stay with us both comfortable and time worthy. You are requested to carefully read and understand the contents of this Student Information Guide and seek clarification if need be. Such clarification can be sought from the Assistant Director, Advocates Training Programme, Coordinator, Paralegal Training Programme(PTP), Principal Officer, Academic Services, the Principal Librarian, or the any other head of respective department/section.

Students should familiarize themselves with the following pieces of legislation and policies among others:

- Kenya School of Law Act, 2012
- Kenya School of Law (Training Programmes) Regulations, 2015
- The Legal Education Act and the attendant regulations.
- Advocates Act
- Kenya School of Law Fees Policy
- Kenya School of Law Student Welfare Policy
- Kenya School of Law Examination Policy
- Kenya School of Law Credit Policy

1. ADVOCATES TRAINING PROGRAMME (ATP)

The ATP offices are located at the Karen Campus, Academics Complex, first floor (Gate A).

A. General

Teaching

Teaching in the Advocates' Training Programme (the ATP) shall be conducted on a clinical basis.

Classes and Firms

Class lists as well as firm lists shall be posted on the School website at the beginning of the academic year. Each class shall, within the first week of class, elect a class representative and a deputy class representative who shall be the liaison persons between the Class, the Student Governing Council, and the School's administration. Each class shall be divided into "firms" which shall constitute study groups where legal problems and issues shall be thoroughly discussed. Each firm shall have a firm leader and a deputy firm leader who must not be of the same gender.

There will be moot court sessions which shall be simulations of actual law firms in practice.

The hours provided for firm meetings must be observed. It is expected that such meetings shall be discussion forums for such problems as may be given by course instructors. Firm leaders shall facilitate those meetings and ensure that proper minutes are kept. A student must attend at least 75% of all firm meetings held through out the academic year in order to be graded.

Each class shall have a class supervisor who shall be a member of the academic staff. The class supervisor shall be the contact person for each class particularly with respect to academic matters.

Students are encouraged to continually consult their class supervisors on issues concerning their studies at the School.

B. Course Programme

Instruction shall take a clinical approach (learning by doing) and shall therefore be a combination of problem questions for discussion, simulation, role-plays, interactive seminars and moot courts. Course instructors assigned

to the designated courses shall facilitate discussion. The designated courses are:

1. ATP 100 - Civil Litigation
2. ATP 101 - Criminal Litigation
3. ATP 102 - Probate and Administration
4. ATP 103 - Legal Writing and Drafting
5. ATP 104 - Trial Advocacy
6. ATP 105 - Professional Ethics and Practice
7. ATP 106 - Legal Practice Management
8. ATP 107 - Conveyancing
9. ATP 108 - Commercial Transactions
10. Pupillage

Moot courts and Legal Aid Clinics shall be organized and coordinated by the Coordinator, Legal Clinics in accordance with such instructions as may be issued from time to time. The class supervisors shall supervise the conduct of moot courts throughout the academic year. Students are required to familiarize themselves with the Moot Court Handbook for clear guidelines on the subject.

C. Term Dates

The Training Programme dates for the 2024/2025 academic year are as follows:

ATP CALENDAR AND TERM DATES

NO.	ACTIVITY	START DATE	END DATE
TERM ONE ACTIVITIES			
1.	PRE BAR EXAMINATIONS AND MARKING	8 TH JANUARY, 2024	12 TH JANUARY, 2024
2.	REGISTRATION OF CLASS 2024/2024 STUDENTS	15 TH JANUARY, 2024	2 ND FEBRUARY, 2024
3.	DIRECTOR'S INAUGURAL LECTURE / ORIENTATION	1 ST FEBRUARY, 2024	

4.	TERM ONE LECTURES (11 WEEKS)	5 TH FEBRUARY, 2024	20 TH APRIL, 2024
5.	TERM ONE BREAK	22 ND APRIL, 2024	27 TH APRIL 2024
6.	ISSUANCE OF PROJECT WORK	11 TH MARCH, 2024	15 TH MARCH, 2024
7.	SUBMISSION OF DEGREE CERTIFICATES DEADLINE		29 TH MARCH, 2024
TERM TWO ACTIVITIES			
1.	TERM TWO LECTURES (11 WEEKS)	29 TH APRIL, 2024	13 TH JULY, 2024
2.	PAYMENT OF FEES DEADLINE		5 TH JULY, 2024
3.	SUBMISSION OF PROJECT WORK & TERM BREAK	15 TH JULY, 2024 <i>(First day of students handing in)</i>	19 TH JULY, 2024 <i>(Last day of students handing in)</i>
4.	ORAL EXAMINATIONS BEGIN (4 WEEKS)	22 ND JULY, 2024	16 TH AUGUST, 2024
TERM THREE ACTIVITIES			
1.	TERM THREE LECTURES (11 WEEKS)	19 TH AUGUST, 2024	2 ND NOVEMBER, 2024
2.	WRITTEN BAR EXAMINATIONS	<i>CLE to communicate</i>	<i>CLE to communicate</i>
TERM FOUR ACTIVITY			
1.	PUPILAGE	6 TH JANUARY, 2025	31 ST JULY, 2025 <i>(see approved pupillage centres on the school website)</i>
2.	GRADUATION – 2023 CLASS		12 TH NOVEMBER, 2024
NEW ACADEMIC YEAR 2025/2026			
1.	<i>Pre Bar Examinations and Marking</i>	<i>5th -7th January, 2025</i>	
2.	<i>REGISTRATION FOR THE ATP 2024/2024 CLASS</i>	<i>12TH JANUARY, 2025</i>	

D. Rules governing passing in the ATP

Before a student can pass the ATP, he/she shall be subjected to four types of assessment as follows:

a) Project work

This shall be undertaken by each firm at the end of Term 1 in all the nine designated courses on such topics, as the examiner shall determine. It shall be presented as a project work report and shall be marked out of 20. Firm leaders must ensure participation of all firm members and which should be reflected in signed minutes. A student who is not graded for failure to attend and

participate in firm meetings shall be required to repeat the project work with the subsequent cohort of students upon payment of tuition fee for the unit(s).

b) Oral examination.

This viva voce examination shall be taken towards the end of Term 2. Each student shall appear before a panel of two examiners and shall be examined on cross-cutting practical issues in all or any combination of the nine courses for not more than 10 minutes. Any student who fails to take the oral examination shall not be eligible to take the written examination.

The student shall be examined on content, knowledge and comprehension of substance examined; presentation; audibility; composure and etiquette. This examination shall be graded out of 20 and attributed to all the designated courses.

There is no provision for a retake or remarking of the oral examination.

c) Written examinations

At the end of Term 3, students shall sit a written examination in each of the nine courses. The written examinations are administered by the Council of Legal Education (CLE) who will provide a notice and timetable before the commencement of the examinations.

d) Supervised pupillage.

This shall run in Term 4 from January to the end of July 2024 and is open to those who have already sat for the Bar examinations. Students shall be required to furnish a Registration of Pupilage Certificate (Form D) and a duly executed pupilage deed from an Advocate of at least five (5) years standing to the effect that such Advocate has accepted to take the student as a Pupil. This should be accompanied by a copy of the Pupil Master's current practice certificate together with copies of practicing certificates for any previous 5 years. During pupillage, students are expected to maintain a daily log of their activities in the Pupilage Workbook which shall be issued upon filing of proper pupilage documentation outlined above.

The administration of the pupilage programme shall be based on the criteria set out under section 13 of the Advocates Act, that is to say, "instruction in the proper business, practice and employment of an advocate."

The following shall constitute the content of pupilage instruction:

i. Client Care:

- Interviewing
 - Counseling
 - Opinion writing
- ii. Litigation (Criminal/Civil)/Dispute resolution
 - iii. Conveyancing/Commercial Practice
 - iv. Drafting (leases, sale agreements etc.)
 - v. Professional Ethics & Etiquette
 - vi. Office Practice & Management (use of office technology, records)
 - vii. Management (time management, money management)

A law firm or legal department that is able to effectively instruct on at least 75% of the above may be allowed to take pupils. A pupil master should not take/supervise more than 2 pupils per academic year without the written authority of the Director.

Pupilage hours run through official working hours from Monday to Friday. Students must be present throughout this Practical training and shall not carry on any other employment. This training is a full time course. Kenya School of Law supervisors shall from time to time call on the places of pupillage to assess students' progress which includes but is not limited to, examining the Pupilage Workbook

If a student does not satisfy the requirements of the Pupilage programme, such Student shall be liable to repeat the exercise.

At the end of the pupilage programme, the pupil master shall forward a confidential report on the performance at pupilage of the student and the student shall file a Certificate of Completion of pupilage duly signed by the Pupil master. In addition, the student shall file a duly completed Pupilage Workbook.

Student are advised to keenly read the Pupillage Deed for further requirements and conditions during the pupillage period.

E. LEGAL AID CLINICS

During residential training, the Coordinator, Legal Aid Clinics shall organize legal aid outreach matters programmes to prisons and public camps in various parts of the country. In the outreach programmes, students will get to interview live clients under the supervision of lecturers. Students are encouraged to participate in these programmes to develop client care and interview skills.

2. PARALEGAL TRAINING PROGRAMME (PTP)

The Paralegal Training Programme (PTP) is located at the Town Campus, Development House, 5th and 6th Floors, Moi Avenue, Nairobi.

A. Duration and Pattern of the Programme

- i) The PTP shall last for a minimum period of two (2) academic years comprising of three (3) terms of lectures offered by the School in each academic year.
- ii) To qualify for the award of the Diploma in Law (Paralegal Studies), candidates must complete the course of studying not less than two (2) academic years and not more than three(3) academic years.
- iii) The course is offered in terms using an approved curriculum. The programme consists of twenty-four (24) subjects and a supervised attachment at the end of the second year. A timetable is availed to the students through the school's noticeboard at the beginning of every term.
- iv) Instruction are undertaken using lectures, group discussion, problem questions for discussion, simulation, role-plays and interactive seminars.
- v) The supervised attachment shall be served at the end of the second year at an approved institution for a minimum period of 3 months. This will be on a full-time basis and supervised by the School.

The designated courses are:

NO	COURSE CODE	UNIT
YEAR ONE – TERM 1		
1	CPTP 100	Computer Applications and ICT
2	PTP 100	Introduction to Law & Legal Systems
3	PTP 101	Elements of Contract Law
4	PTP 102	Elements of Property Law
YEAR ONE – TERM 2		

5	CPTP 101	Communication Skills
6	PTP 103	Elements of Commercial Law
7	PTP 104	General Principles of Constitutional Law
8	PTP 105	Conveyancing
YEAR ONE – TERM 3		
9	PTP 106	Elements of Law of Business Associations
10	PTP 107	Elements of Criminal Law
11	PTP 108	Family Law
12	PTP 109	Civil Procedure
YEAR 2 – TERM 1		
13	PTP 200	Law of Succession
14	PTP 201	Law of Torts
15	PTP 202	Criminal Procedure
16	PTP 203	Fundamentals of Office Practice and Management
YEAR TWO – TERM 2		
17	PTP 204	Fundamentals of Book-Keeping and Accounting
18	PTP 205	Introduction to Alternative Dispute Resolution
19	PTP 206	Introduction to Human Rights
20	PTP 208	Introduction to Environmental Law
YEAR TWO – TERM 3		
21	PTP 207	Ethics and Professionalism
22	PTP 209	Employment Law
23	PTP 210	Records Management
24	PTP 211	Introduction to Legal Research and Writing
25	PTP 212	3 months Attachment

E. Structure

Each term shall run for a period of 13 weeks consisting of 10 lecture weeks, 1 dead week after the completion of the lecture weeks and 2 examination weeks. In effect each term will have 30 contact hours per subject. An attachment period of 3 months will be undertaken after the completion of the 6 terms tuition.

F. Term Dates

The 2023/2024 academic year term dates are as follows:

TERM		ACTIVITY	DATES
TERM ONE	1.	REGISTRATION {NEW STUDENTS}	26 TH JUNE, 2023 – 7 TH JULY, 2023
	2.	ORIENTATION {NEW STUDENTS}	10 TH JULY, 2023 @ 10.00AM
	3.	TEACHING DATES (CONTINUING & NEW STUDENTS)	10 TH JULY, 2023 – 15 TH SEPTEMBER, 2023
	4.	DEAD WEEK	18 TH SEPTEMBER, 2023 – 22 ND SEPTEMBER, 2023
	5.	EXAMINATION DATES	25 TH SEPTEMBER, 2023 – 5 TH OCTOBER, 2023
	6.	BREAK	9 TH OCTOBER, 2023 – 13 TH OCTOBER, 2023
TERM TWO	1.	TEACHING DATES	16 TH OCTOBER, 2023 – 5 TH JANUARY, 2024
	2.	DEAD WEEK	8 TH JANUARY, 2024 – 12 TH JANUARY, 2024
	3.	EXAMINATION DATES	15 TH JANUARY, 2024 – 25 TH JANUARY, 2024
	4.	BREAK	29 TH JANUARY, 2024 – 2 ND FEBRUARY, 2024
TERM THREE	1.	TEACHING DATES	5 TH FEBRUARY, 2024 – 12 TH APRIL, 2024
	2.	DEAD WEEK	15 TH APRIL, 2024 – 19 TH APRIL, 2024
	3.	EXAMINATION DATES	22 ND APRIL, 2024 – 3 RD MAY, 2024
END OF 2023 – 2024 ACADEMIC YEAR			
	1.	THREE (3) MONTHS ATTACHMENT FOR SECOND YEAR STUDENTS	3 RD JUNE, 2024 TO 3 RD SEPTEMBER, 2024

G. Examinations

Examinations under the Paralegal Training Programme are governed by the Kenya School of Law (Training Regulations), 2015 and the Kenya School of Law Examinations Policy. Specifically, only students who have attended two-thirds of all the classes in a term and have completed payment of school fees prescribed for a particular term at least two weeks before the examination week (before week 9) shall be registered for the examinations.

F. Graduation

For a student to be eligible to graduate, an ATP student must have passed the Bar examinations, cleared with the School and paid the requisite graduation Fees. A student in the PTP must have passed examinations in each of the 24 subjects including attachment, clear with the School, and pay the requisite graduation fees.

3. THE LIBRARY

The main School Library is located at the Academic Complex, Karen Campus (Gate A) while a smaller library dedicated to the Paralegal Training Programme (PTP) is located at the Town Campus, 6th Floor.

a) Library Hours

Monday – Friday: 8:30 a.m to 8:00 p.m
Saturdays: 9:00 a.m to 2:00 p.m
Sundays and Public Holidays: Closed

b) Borrowing and returning of material and circulation

- i. Students are allowed to borrow upto two books at a time for a period of one week.
- ii. Late returns attract a fine of Ksh. 20.00 per book for each day where the book is overdue.
- iii. Students must settle any overdue loan before they are permitted to borrow again.
- iv. Students with either overdue fines or lost library book(s) or both will be denied clearance from the School until the said balances are settled.

c) Information Literacy

Information Literacy and Competency Training (ILCT) takes place at the beginning of each academic year for ATP. PTP students are trained at the beginning of the first year.

d) Online resources include e-books and e-journals.

e) Library Contacts:- library@ksl.ac.ke

Students are encouraged to visit the Schools' website for more information regarding library rules and regulations

4. ACADEMIC SUPPORT SERVICES

Academic support services are provided in the Academic Services Department located in the main Administration Block, first floor (Gate C), Karen Campus.

The services include:

- a. Registration of new students;
- b. Generation and issuance of student identification cards;
- c. Allocation of classes and firms;
- d. Examination registration and timetabling;
- e. Examinations custody and processing;
- f. Printing and issuance of transcripts and diploma certificates;
- g. Issuance and receiving of Pupillage and attachment documentation;
- h. Issuance of Graduation attire;
- i. Student welfare and counselling support;
- j. Enforcement of Student discipline;
- k. Custody of student records;
- l. General academic enquiries.

5. INFORMATION COMMUNICATION TECHNOLOGY (ICT) SUPPORT SERVICES

The ICT department is located at the main Administration Building, ground floor, (Gate C), Karen Campus.

A. General

The first point of contact with ICT is during the application and registration on the portal where all applications from potential students are received and forwarded to the academics department for consideration and decision making.

B. ICT support services

i) Website

ICT uploads and maintains the website to keep the relevant school information up to date and to maintain accurate communication to the outside world.

ii) Network:

ICT provides intercommunication of devices both cabled and wireless in the school, provides support and maintenance of the network infrastructure, WiFi and other devices for ease of communication.

ii) Online Classes

ICT provides support to the online classes through creating class links, recording and uploading of the same onto the eLearning platform.

iii) Equipment

ICT provides public address systems and projectors used during the physical classes, meetings and School events.

iv) Photography and videography

ICT provides support in recording, editing, documenting and archiving of school activities for communication and future use.

6. FINANCE DEPARTMENT

The Finance Department is located at the main Administration Building, first floor, (Gate C), Karen Campus. The department receipts all payments made to the School. It also generates invoices and fees statements and coordinates the disbursement of HELB loans.

Payment of fees

This is guided by the fee policy which requires the student to pay 75% of the required fee during registration.

Fees may be paid in any of the following forms

- a) Direct bank deposit to the bank.
- b) Banker's cheques addressed to the KENYA SCHOOL OF LAW
- c) Electronic funds transfer to the School account.

The bank details are

Bank Name Cooperative Bank of Kenya
Account Name: Kenya School of Law
Bank Account Number **01129706350500**
Branch: Karen
Branch Code: 11135
Swift Code: KCOOKENA

Payment can be made any branch country wide.

7. HOSPITALITY SERVICES

The Hospitality Section is located in main Administration Block, ground floor (Gate C), Karen Campus.

A. Meal Service

The School provides meals in the students' cafeteria (Gate a) at affordable prices on a pay-as-you-eat basis. Students are asked to strictly observe meal times as no food shall be served after these hours.

Breakfast:	7.00 a.m.	– 8.00 a.m.
Lunch:	12.30 p.m.	– 1.45 p.m.
Supper:	7.00 p.m.	– 8.00 p.m.

B. Accommodation

The school offers limited **single occupant** accommodation on first-come-first served basis. Each occupant will be provided with a bed, mattress, pillow, chair and a study table. An occupant is required to provide their own beddings and personal effects.

Please note that acceptance of hostel accommodation means that you will abide by the following regulations governing use of the hostels.

- i) Allocation of rooms will be the prerogative of the School through the Housekeeper. Once room allocations have been made, no changes are permitted without the written permission of the Housekeeper.
- ii) Room keycards will be issued to students at the beginning of every semester and remain the responsibility of the occupant to whom they were issued. Keycards should be returned to the Housekeeper at the end of every term. A fine of **Kes.1000** will be charged for replacement of lost keycard.
- iii) Payments should be made by **5th** of the subsequent month. For the month of January students will pay kes.**5,000** as a booking fee which is nonrefundable. At the end of every semester each student shall be held accountable of their room until cleared. In case a student wishes to check out of the hostel before the end of the agreed period of occupation a one month notice must be issued failure to which one month rent will charged.
- iv) **Quiet Hours**
In order to provide a conducive studying environment, radios and television sets must be played at a volume that does not disturb other occupants.

Banging of doors and loitering along the corridors is prohibited
- v) **Safety Concerns**

The following are prohibited in the hostels and failure to comply may lead to disciplinary action being taken:

- Use of cooking and heating appliances
- Weapons of any kind in the residence
- Drug abuse within the School premises.
- Outsiders coming to clean students clothes at any given time

vi) Hostel Guests

Day scholars or any guest visiting the hostels shall not be allowed to sleepover and in case you are caught disciplinary action will be taken against you with a fine of **kes. 5,000** per day.

vii) Room Care

All students are responsible to keep their room clean failure to which you will be vacated from the room. Nails are not to be driven into the walls or furnishings; pictures are not to be pasted on the walls to avoid a fine of **kes.3,000** for repainting.

viii) Room Damages

The Room occupant will be responsible for the damaged of water heater, sockets, walls, curtains and sheers, toilet, sink and taps

ix) Room Courtesy

No student should enter the room of other students without the permission of the occupant. Students should lock their rooms whenever they leave. The School shall not be held responsible for any loss of personal items.

x) Laundry Areas

Hanging lines are to be shared and outsiders are **NOT ALLOWED** to clean students' clothes at any one given time.

xi) Meal Service

The School provides meals at the students' cafeteria at reasonable prices on a pay-as-you eat basis.

Students shall not carry plates, cutleries, cups and soda bottles from the cafeteria to their rooms.

Random checks will be done once in a month a fine of kes.500 will apply for any cafeteria item found in the hostel room.

NB:

The cafeteria shall remain closed when the ATP is in recess.

8. Communication Section

The Communications Section is located in the main Administration Block, ground floor (Gate C), Karen Campus.

The School has various communication channels which include emails; Telephone, Social media and letters and face to face.

i) Email addresses

The key emails are: lawschool@ksl.ac.ke and customercare@ksl.ac.ke. However there are other specific emails depending on the nature of your request. These include finance@ksl.ac.ke, ICT support support@ksl.ac.ke, Academic issues studentsenquiries@ksl.ac.ke among others. Students are encouraged to utilize the relevant email for you're a quick response to their requests.

ii) Telephone numbers

The operational School telephone lines are as following:

0202699581/0202699582/0202699583/0202699584/0202699585/0202699586

iii) Social media

The official School Social media handles are:

Twitter -@SchoolofLawKE, Facebook - @KenyaSchoolofLaw, Instagram - @thekenyaschooloflaw and LinkedIn-@thekenyaschooloflaw.

Please note that all the handles have the KSL logo as the profile photo

Students are encouraged to follow, like, retweet and reshare.

iv) Complaints handling

The School is committed to solving all complaints received within 1 – 30 days. The following are the complaints mechanism channels available: Complaint's Email – complaints@ksl.ac.ke, Complaints / Compliment Register Books that are placed at the front desk of all departments / Sections. Complaints / Compliment form uploaded on the School website <https://www.ksl.ac.ke/>

v) Publication

The School has a publication by the name the Kenya School of Law Justice Newsletter which is published twice per year, in the month of April and November. Students are requested to participate in this publication by sharing

articles as per the approved theme for each edition via justice newsletter email justicenewsletter@ksl.ac.ke

Customer Satisfaction Survey

To improve and meet its customer needs, the School carries out various surveys such as Customer Satisfaction Survey and Brand Awareness Survey. Students are requested to participate in such surveys by giving their feedback through the various research tools.

9. STUDENT WELFARE

The student welfare is guided by the Student Welfare and Support Policy and the attendant Implementation Guidelines.

a) Student leadership

Student leadership in both the ATP and the PTP will be through elected Class Representatives who will thereafter elect a Student Governing Council with the president as the overall Student leader for the respective programme. The student leadership will be the link between the students and the School administration in all matters during their stay in the School. Guidance on how to conduct elections, and other welfare matters are provided for under the Student Welfare Policy and the attendant Implementation Guidelines.

b) Counselling

The School has a full time Student Welfare and Counselling Officer serving under the Academic Services Department. The support offered include:

- *Social and Relational issues*
- *Family issues*
- *Work place related challenges*
- *Academic related problems*
- *Financial challenges.*
- *Personality issues.*
- *Lifestyle issues.*
- *Substance abuse and substance induced traumas.*
- *Stigma and traumatic experiences*
- *Stress and stress management.*
- *Culture related issues*
- *Sexual harassment and abuse*

c) Discipline and Conduct

i) Dress Code

The School shall maintain a strict dress code for students, which shall be formal. In particular, the LSK advocates dress code shall apply for students in the ATP.

ii) Smoking and drug abuse policy

The Kenya School of Law is a non-smoking and drugs abuse zone. Any defaulter shall be subjected to disciplinary action.

iii) Identification

Upon registration every student shall be issued with a student identity card. The card must be worn visibly at all times within the School. The card is the property of the School. Loss must be immediately reported to the Academic Services Department. A fine of Kshs. 500 shall be imposed for replacement of a lost card. The card must be surrendered when one is clearing from the School.

iv) Use of designated bus stops

Public service vehicles are by law required to make use of designated bus stops. Students should therefore not alight or board these vehicles directly at the turn off to the School.

v) Vehicle inspection

As part of measures taken to enhance the security of the School and its properties, vehicles entering and exiting the School compound shall be subjected to a security search. Failure to submit to the search may lead to disciplinary action. At the point of exit, drivers shall be requested disembark, open their boots and lower their windows for inspection. Students shall be required to declare any electronic and/or related equipment upon entry into the School as proof of ownership. The declaration shall be done by filling details of such equipment in the visitors' register, at the gate. Non-motorised students/visitors with such items shall also be required to register them. Any items declared shall be cleared upon exit.

v) Fire drills

The School conduct regular fire drills to determine the level of preparedness. Students will be expected to assemble at the designated fire assembly point once the fire alarm is heard.

The following should be observed in case of an actual fire outbreak:

- a) sound the fire alarm to warn others;
- b) alert School security;
- c) attack the fire using available fire-fighting equipment;
- d) if the extinguisher does not put out the fire within a minute, leave immediately;
- e) if not in immediate danger, remain at the scene to direct security officers or firefighters to the fire;
- f) do not re-enter the building until the proper authority has given the all clear;
- g) do not waste time salvaging property;
- h) if there is smoke, lie low or crawl out;
- i) assemble at the fire assembly point;
- j) report any missing person to the School security office.

10. SECURITY

The School has a security office located at the reception area, Gate A. In addition, the School has outsourced the services of security guards to man the main gates, administration block, the library and town campus.

An integrated 24-hour CCTV surveillance system has been installed at both the Main and Town campuses.