



**GUIDELINE POLICY FOR ORPHANAGE STUDENT ASSESSMENT  
AND REGISTRATION**

**BETHSAIDA ORPHAN'S EDUCATION CENTRE**

# Bethsaida Secondary School





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### **Introduction**

The guideline policy for assessing and registering orphanage students at Bethsaida secondary school which is also an orphanage centre(BOEC) in Tanzania. Our school was founded with a mission to provide quality education and support to orphaned girls from vulnerable backgrounds across Tanzania. This document highlights the procedure and assessment of recruitment of student to Bethsaida Secondary School

### **Background information**

Bethsaida Secondary school which is also certified as Orphans Education Centre (BOEC) in Tanzania is a non-profit institution of which the main objective is to provide better and quality education to young orphan girls from poor and vulnerable communities across the country. It was founded by the late Mama Anna Machary in 2006. Her special word said, "The lady could not sit aside and ignore the plight of vulnerable and destitute Tanzanian girls in the slum; the ones who have lost their parents due to HIV/AIDS, diseases and other calamities such as divorce, unwanted pregnancies and sexual abuse". Therefore, she and her family establish a place where the girls would be provided with accommodation, food and quality education.

Generally, the establishment of the institution aimed at minimizing the continual disasters in the community that always lead the girls to bigger tragedy in their life; as thousands of them face segregations and ostracism at their homes, while some are abandoned to survive on their own. Not only that are most of them often preyed by the adult males, but also the majority fall in the prostitution so as to make their day end.

It is for these reasons that they genuinely need the tender care and support of the society, since they have no one else to turn to. So it is in the light of this predicament that Bethsaida was founded to meet the need of the ever increasing number of such girls and give them an opportunity to live to their full potential and add value to humanity.

Bethsaida Orphans Education Center through Bethsaida Secondary School has been serving two categories of orphans:

1. A single parent orphan, whereby s/he has a single parent but who is mentally or physically disabled or severely sick, and hence unable to support the child.
2. A double parent orphan, whereby s/he lost both her parents and she has remained with no one or a relative who cannot provide appropriate care/support and as a result s/he is forced to live under hazardous

conditions.

## **How to get them?**

Procedure on how to acquire orphanage children:

- 1.0 **Partnerships with Orphanage Homes/Organizations:**  
Bethsaida Orphans Education Center establishes partnerships with orphanage homes and organizations that are trusted within the community. They make commitments and advocate for a certain number of girls needed for admission. This process involves traveling to meet with the authorities of these homes, evaluating the children's backgrounds, needs, and overall physical and emotional health to determine suitability for enrollment. The assessment relies on the Ward executive director's recommendation, and religious leaders.
- 2.0 **Announcements in Religious Institutions:**  
The institution announces opportunities for orphaned girls in religious institutions. Community members are informed about the opportunity, and they, in turn, communicate with the relatives of the orphans for further follow-up.
- 3.0 **Referrals from Social Services:**  
Social services sometimes inform Bethsaida Orphans Education Center about orphaned children in need of assistance. They provide necessary information about these children, and subsequent procedures for enrollment are followed.
- 4.0 **Social Media Outreach:**  
Bethsaida Secondary School also utilizes social media platforms to showcase the school facilities and opportunities available. Orphans who come across these posts are provided with information on how to join the institution.
- 5.0 **Students with donor support**  
School also considers the provision for students to have an individual sponsor or institution support. However, all donor support students will require to pay subsidize market price. The aim to diverse access to education. However, rest of scrutinization process will be taken into account as per the directive above.
- 6.0 **Interviews and Background Checks:**  
Once potential students are identified through any of the above methods, the school management conducts visits to the orphanage residences to conduct interviews and background checks. Local government authorities from where the child resides are consulted for additional information about the children.

7.0 **Student Assessment exam**

The student will be assessed with exams, and s/he is required to pass above 40% in order to be accepted to join the secondary School.

8.0 **Documentation Collection:**

Necessary documentation, including birth certificates, medical records, death certificates of parents, certificate from and any available background information, is collected during the admission process.

**Student registration requirement**

**A. Student Personal Information:**

- a. Full Name of Student:
- b. Date of Birth:
- c. Gender:
- d. Nationality:
- e. Religion:
- f. Home Address:

**B. Guardian/Parent Information (if applicable):**

- a) Name of Guardian/Parent:
- b) Relationship to Student:
- c) Contact Phone Number:
- d) Email Address:
- e) Occupation:
- f) Employer Name and Address:

**C. Medical Information:**

- a) Medical Conditions (if any):
- b) Medication Currently Taken (if any):
- c) Allergies (if any):
- d) Emergency Contact Name and Number:

**D. Background Information:**

- a) Orphan Status:
- b) Single Parent Orphan / Double Parent Orphan
- c) Reason for Orphan Status:
- d) Living Conditions Prior to Admission:

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