

**Monday, November 19, 2018**

To all Heads of Catholic Founded Education Institutions,  
Teachers, Priests in-charge of Education,  
Parish Priests, and our collaborators in the provision of education Services,

**RE: END OF YEAR CIRCULAR FROM THE EDUCATION OFFICE OF  
HOIMA CATHOLIC DIOCESE**

**A. GREETINGS AND APPRECIATION**

Dear colleagues who work in one way or another in the provision of education services to the young generation, we send you cordial greetings from the Education Office of Hoima Catholic Diocese. We congratulate you upon successfully coming to the end of this academic year. We take this opportunity to express our humble appreciation to you all for the great work you do in your respective places of assignment to ensure that the children in our schools have access to quality education.

Through this letter, we wish to thank you for the good work you have done during the academic year 2018 and to communicate to you a few key points that we wish to focus on in the coming academic year 2019 to enable us provide quality education services to all our children.

**B. CATHOLIC EDUCATION SERVICE HOIMA DIOCESE**

Catholic Education Service - Hoima Diocese is the department of education of the diocese of Hoima. The Church's great concern towards education originates from her very nature and mission to teach and educate all God's people. It is for this reason that the education department is mandated to facilitate access to quality and integral education for all people.

**OUR VISION**

An education project inspired by Values of the Gospel with the aim of providing learners and the entire school community with a holistic education which helps the human person to acquire not only knowledge and skills, but also to reach his true destiny, which is God Himself.

**OUR MISSION**

To work for the improvement of the quality of education in Catholic founded education institutions through strategic planning, constant inspection for quality assurance, capacity building for educators, networking with other stakeholders, enhancing the teaching of religious education and fostering activities that help learners and the education community to discover their true selves.

## **OUR STAFF**

The education secretariat of the diocese has grown to ten staff in number as shown below:

1. Rev.Fr. Patrick Mugisa – Education Secretary
2. Rev.Fr. Bony Kyaligonza – Assistant Education Secretary
3. John Mary Ategeka – Internal Auditor
4. Noah Kisakye – Programs Manager
5. Deogratias Ssemogerere – Human Resource and Administration
6. Sarah Alinaitwe – Accountant
7. Geoffrey Alinda – ICT Officer/Public relations
8. Kenneth Atugonza – Primary Desk Officer
9. John Bosco Nkuuna – ECD Desk Officer
10. Annet Abitegeka – Office Secretary

## **C. ACTIVITIES ACCOMPLISHED IN THE ACADEMIC YEAR 2018**

1. Through the support of the different funders of the diocese, the following construction activities were carried out in different catholic founded schools:
  - a. Construction of a four classroom block at St. Bruno, Butema BCS in Butema Parish.
  - b. Construction of a three classroom block at Kifumura Primary school in Butema Parish.
  - c. Construction of a three classroom block at St. Anatoli Karama Primary school in Kabwoya Parish.
  - d. Construction of a three classroom block at St. Dominic Nursery and primary school in Kibeedi Parish. Construction work is still ongoing.  
We also thank all those schools that have been undertaking construction projects through locally mobilized resources or using resources from other funders.  
We particularly give credit to World Vision Uganda for providing physical infrastructure in terms of classroom blocks, staff quarters and sanitation facilities to a number of our schools.
2. We organized Hoima Diocesan mock examination for primary schools, of which 102 schools participated with a total of 3,285 pupils.
3. In partnership with Arocha Uganda and Faith in Water (UK), we have been able to sensitize parents, teachers and learners on girls' menstrual hygiene management and making of reusable sanitary pads. Through this partnership, we have constructed washroom facilities for ladies, hand washing facilities and water tanks in two schools of St. Paul's Kitoba and St. Henry's Katereiga primary schools. This was a pilot program.
4. In first term we dwelt much on conducting workshops of Head Teachers of Primary Schools and Secondary Schools throughout the Diocese. We are very grateful to all the Head Teachers and Priests in-charge of schools that participated and made generous contributions to see to it that these workshops were a success. These workshops gave specific attention to such issues as, building a catholic atmosphere in the school; teacher supervision in the schools to enhance performance in all spheres; caring for and maintaining schools' structures and infrastructure; the teaching of religious education in schools; supporting Church activities at Parish level and Diocesan level; and contributions to the Diocesan Education Development Fund. Whenever we shall do outreaches to schools or whenever our agents from our inspectorate section will come to visit the schools, these and other areas will always be key elements of focus.
5. In second and third term we managed to conduct some support supervision in selected schools in different parishes in the Diocese. Our findings from these outreach exercises have enriched our planning exercise.
6. We worked together with the district ECD focal person to license 19 Early Childhood Development Centres in Hoima District.

7. We got a motorcycle YAMAHA DT (UET 730 A) from UNICEF to facilitate support supervision of the Early Childhood Development (ECD) programs.
8. We have closed this academic year by conducting follow-up meetings with the head teachers of all Catholic founded and collaborating primary schools to re-emphasize the points discussed in first term. At these meetings we also elected leaders of the association of Head teachers at every Zone to ease coordination of our activities.
9. The process of appointing the Diocesan Education Board (Commission) is in its final stages.
10. During our work with schools, we have found quite a number of challenges. To address these challenges, we devoted the last three months to a process of strategic planning. We wish to report to you that the Education Department Five Years Strategic Plan (2019-2023) is ready in its draft form. The theme for this Strategic Plan is: **“Laying the Foundation for sustainable Education Development from the grass-root Level”**.

#### **D. SOME OF THE PLANS FOR ACADEMIC YEAR 2019**

1. **Diocesan Examination Board:** We thank all schools that participated in the Diocesan Mock Examination for primary schools. We wish to inform you that in the academic year 2019, we shall have mock examination for Primary Seven, Pre-PLE and mock for Primary Six. We have also realised that most of our primary schools simply rely on buying examinations from examination firms to assess the learners. As we have been discussing in our meetings with head teachers, most of these examination firms are simply business entities, the reason why they do not prepare appropriate exams. Our office is also prepared to provide all schools with examination papers at all levels at an affordable cost.
2. **Printery:** our office has planned to establish a Printery in the diocese by the start of second term to answer the printing needs that we have found very evident in our schools. You are free to process all your examinations and other printing needs at this facility at a cheap cost and your work will be delivered to you.
3. **Support supervision of our schools:** we have realised the urgent need as the Foundation Body to provide support supervision services to our schools to supplement that which is provided by Government. From first term 2019, we shall carry out training of support supervision agents at Diocesan and Parish levels.
4. **Meetings of Heads of Education Institutions:** To maintain our communication links with heads of education institutions, we shall maintain annual meetings of secondary school head teachers in first term, primary school head teachers in second term and tertiary education institutions in third term. The exact dates of these meetings will be communicated to you in the invitation letters. Depending on particular needs, these meetings may be conducted in form of workshops.
5. **Church Music Festival for secondary schools:** To promote the catholic character and a religious spirit in our schools, our department in conjunction with the Liturgical Music Department of the diocese is organising a liturgical music festival for secondary schools of catholic foundation in the diocese. This activity is scheduled to take place on 23<sup>rd</sup> March 2019. The other details will be communicated to you.
6. **Education Month, Expo and Symposium:** Every year, the month of July will be celebrated as the **Education Month** in the Diocese. The purpose of this activity is to venture into activities that promote the quality of education in our schools and the development of the entire education sector of the Diocese. This year, during this month we shall have an annual fundraising appeal to rehabilitate some of our schools, an education Expo and a symposium on education. The other activities of the month will be communicated to you.
7. **Religious education in schools:** As we have already noticed in our previous meetings, the religious formation of learners in our schools has been greatly neglected and yet this

is the pillar of a Catholic School. From the third term of academic year 2019 we have planned to kick start a systematic training of religious education teachers in our schools.

- 8. Induction of leaders of the association of head teachers:** At the start of second term we shall hold an induction exercise for all the elected leaders of the association of head teachers to help them in executing their duties.

#### **E. DIOCESAN EDUCATION DEVELOPMENT FUND**

We thank all the school head teachers who have collected the Diocesan Education Development Fund and submitted it to our office. As you know during the academic year 2018 we spent a lot efforts and resources on sensitizing you on the importance of this Fund. We wish to remind you that the activities of the office and other activities of the diocese cannot run without this fund. As we communicated to you, this fund is paid at different rates considering different levels of the learners as follows:

- i.** Nursery Schools' Children 500/= per child per term;
- ii.** Primary Schools' pupils 1,000/= per pupil per term;
- iii.** Secondary Schools' Students 2,000/= per student per term; and
- iv.** Tertiary Institutions' Students 5,000/= per student per term/semester.

#### **F. CONTRIBUTION TO THE DIOCESAN EDUCATION DEVELOPMENT FUND BY ALL TEACHERS**

To enhance the financial resources of the department so as to be able to implement departmental activities, and after due consultation, we have decided to extend the contribution to the diocesan education development fund to all teachers working in Catholic founded schools. In this regard, each teacher will make an annual contribution to this fund of **10,000/= (Ten thousand Uganda shillings only)**. We appreciate the teachers of St. Theresa Girls S.S. Masindi and teachers in schools of Kigumba Parish who already made their contributions for the academic year 2018.

#### **G. FINANCIAL ACCOUNTS**

Contributions to the Diocesan Education Development Fund can be deposited into the following accounts:

**Account Name: HOIMA DIOCESE EDUCATION FUND**

**Bank: Centenary Rural Development Bank Limited, Hoima Branch**

**Account Number: 3201331257**

**Mobile money numbers: 0775082184 / 0757213597 (Patrick Mugisa)**

All your payments will be acknowledged with a general receipt from the Diocesan Education office.

#### **H. FAREWELL**

We thank you once again for your great contribution in the field of education. May God bless your service. We wish you a successful Academic Year 2019.

Fr. Patrick Mugisa  
Education Secretary  
Hoima Diocese

**For more information visit our media platforms**

**Website: [www.hoimadiocatheduservice.org](http://www.hoimadiocatheduservice.org)**

**Face book/ Twitter: Catholic Education Service-Hoima Diocese**