



END OF TERM I, ACADEMIC YEAR 2024 CIRCULAR

FROM HOIMA DIOCESE
DEPARTMENT OF EDUCATION





KEY CONTACTS

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END OF TERM ONE, ACADEMIC YEAR 2024 CIRCULAR

A. INTRODUCTION

I send you cordial greetings from the Education Office of Hoima Catholic Diocese. I 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. This circular is one of the vehicles of maintaining a shared vision through which we communicate with all our stakeholders some key aspects of the education department of the Diocese. We urge you to pay diligent attention to what we have put forward so that we are able to move in the same direction.

B. APPRECIATION

We appreciate all Heads of Catholic Education Institutions and the Chairpersons of the School Management Committees and the Boards of Governors who have participated in the meetings/workshops organised by the Education Department of the Diocese to orient stakeholders on the Hoima Catholic Diocese Education Policy. We are still remaining with some Parishes and other Key stakeholders to meet and we plan to do this in the course of the coming holidays and next academic term.

C. HOIMA DIOCESE EDUCATION POLICY

Following the completion and publication of the Hoima Catholic Diocese Education Policy, we have embarked on the process of dissemination of and educating all our education stakeholders



on the same document. We have planned that by the end of this academic year the beginning phase of dissemination of and education on the Diocesan Education Policy will be completed. All Heads of Catholic Education Institutions and other collaborators in the education sector of the Catholic Church must have copies. A copy can be got at 10,000/= (Ten thousand Uganda shillings only). The Hoima Catholic Diocese Education Policy will be officially launched during the Education Week 2024 (August 05 to August 11) on the event of the ACEI general conference, which is scheduled to take place on Tuesday, August 06, 2024.

D. SACRED MUSIC FESTIVALS 2024

To promote the religious formation of School communities we shall have Sacred (Liturgical) Music festivals for all the Catholic Primary and Secondary Education Institutions of the Diocese of Hoima. The Sacred Music Festivals are scheduled to take place on the dates as indicated in the table below:





SECONDARY SCHOOLS			
S/N	DATE	LEVEL OF PARTICIPATION	COMMENTS
1.	Friday, July 05, 2024	Vicariate Level	All Secondary School in a Vicariate will participate.
2.	Friday, July 19, 2024	Diocesan Level (Finals)	Two best Choirs from each Vicariate will sing at Diocesan level.
PRIMARY SCHOOLS			
1.	Friday, October 04, 2024	Parish Level	All Primary Schools in A Parish will sing at this level.
2.	Friday, October 11, 2024	Deanery Level	Two best Choirs from each Parish will sing at Deanery level.
3.	Friday, October 18, 2024	Vicariate Level	Two best Choirs from each Deanery will sing at Vicariate level.
4.	Friday, October 25, 2024	Diocesan Level (Finals)	Two best Choirs from each Vicariate will sing at Diocesan level.

Each Primary School will pay UGX 50,000 (Fifty thousand) in participation fees; and Secondary Education Institutions will contribute UGX 100,000 per school in participation fees.

E. EDUCATION WEEK 2024

For the purpose of educating, creating awareness about the importance of education, exhibiting our visibility in the education sector and fundraising for the education mission of the Church we shall conduct our annual Education Week from Monday, August 5th to Sunday, August 11th, 2024. Sunday, August 11, 2024 will be the Education Sunday, where we shall have special collections in all Parishes to support the work of Education. Other activities of the Education Week 2024 will include: an Education Expo, ACEI general conference, a Key Education Stakeholders conference, and a conference of founders (Directors) of Private schools in the Diocese. All Catholic Schools are required to prepare their school communities to participate in the Education Week. A detailed



Concept paper of the Education Week 2024 describing different participation windows of the different members of the Catholic Schools' communities is attached to this circular.

F. CONTINUOUS ASSESSMENT TESTS FOR PRE-PRIMARY AND PRIMARY SCHOOLS 2024

Effective this First Term of academic year 2024 we started preparing continuous assessment tests for learners in Pre-Primary and Primary Schools. These tests include: Beginning of term tests at all levels; Mid-term tests at all levels; End of term tests at all levels, different sets of Papers for Primary Seven, and Pre-PLE. The items of the tests are developed by the best teachers in our Catholic Schools. All Catholic Schools and other collaborating education institutions are free to order for these continuous assessment tests at a friendlier cost from the offices of your nearest Catholic Parishes. We have brought closer to you the services that you have been getting from other service providers who were far away from you. The prices of the different sets of tests are as shown in the table below:

Nursery	P.1 to P.2	P.3 to P.5	P.6 to P.7
800/=	900/=	950/=	1,200/=

G. PLE MOCK ASSESSMENT 2024

Hoima Diocese Department of Education shall conduct PLE Mock assessment which shall be mandatory for all Catholic Primary Schools with P.7 candidates. The Assessment shall be conducted from Tuesday July 30, 2024 to Thursday, August 01, 2024. The assessment committee resolved that each candidate shall contribute UGX 10,000/= (Ten thousand Uganda Shillings only). Submission of entries from schools for their candidates (registration of candidates) has already started and shall close by Monday, July 01, 2024. Payments for this Mock assessment shall be expected not later than Friday, July 12, 2024.



H. UCE MOCK ASSESSMENT 2024

Hoima Diocese Department of Education shall conduct UCE Mock assessment which shall be mandatory for all Catholic Secondary Schools with S.4 candidates. The Assessment shall be conducted from Friday, July 26, 2024 to Friday, August 16, 2024. The assessment committee resolved that each candidate shall contribute UGX 30,000/= (Thirty thousand Uganda Shillings only). In addition, each Secondary School shall pay participation fee of UGX 100,000/= (One hundred thousand only) and UGX 30,000/= (Thirty thousand) for all Marking guides. We have already started receiving entries of candidates from schools; and submission of entries will end by Monday, July 01, 2024. Payments for this Mock assessment shall be expected not later than Friday, July 12, 2024.



▶ During a training on the end of Lower Secondary Cycle Item Development and scoring

I. UACE MOCK ASSESSMENT 2024

Following a series of stakeholder engagement, requests, and after thorough consultations, the HODIDE Academic Board has resolved to introduce the UACE Mock Assessment effective the academic year 2024. This UACE Mock assessment shall be mandatory for all Catholic Secondary Schools with S.6 candidates. The Assessment shall be conducted from **Friday, July 26, 2024 to Friday, August 16, 2024**. The assessment committee resolved that



each candidate shall contribute UGX 30,000/= (Thirty thousand Uganda Shillings only). In addition, each Secondary School shall pay participation fee of UGX 100,000/= (One hundred thousand only) and UGX 30,000/= (Thirty thousand) for all Marking guides. We have already started receiving entries of candidates from schools; and submission of entries will end by Monday, July 01, 2024. Payments for this Mock assessment shall be expected not later than Friday, July 12, 2024.

J. AUDITS AND PROCEDURAL REVIEWS

The Hoima Catholic Diocese Education Policy demands compliance to both statutory requirements by government and several requirements from both the Universal Catholic Church and the Diocese. To ensure adherence to these statutory requirements of both the government and the Catholic Church the Internal Audit unit of the Diocesan Education Department shall carry out continuous periodic audits and procedural reviews of all Catholic Education Institutions in the Diocese. We call on all stakeholders in the Catholic Schools to collaborate positively.

K. DIOCESAN EDUCATION DEVELOPMENT FUND

To ensure the smooth running of the activities of the Department of Education of the Diocese we remind all Catholic Education Institutions of the obligation to contribute to the Diocesan Education Development Fund. The Diocese does not rely on any other funding such as government or foreign donors. The funds of the office are raised locally through this Education Fund. The rates still remain unchanged for all schools as follows:

1. Nursery School Children ... 500/= per child per term.
2. Primary School Pupils ... 1,000/= per pupil per term.
3. Secondary School Students ... 2,000/= per student per term.
4. Vocational Education and Tertiary Institutions students ... 5,000/= per student per term.
5. All teachers in Catholic Schools 10,000/= per teacher per



year.

We would like to move a special vote of thanks to all those Catholic Education Institutions that have already submitted their contributions to this fund for the First Term of Academic Year 2024. For purposes of accountability, we have attached the list of your contributions to this circular. We appeal to those who have not yet submitted their contributions to do so.

L. CONCLUSION

We thank you all our dear collaborators in the education mission of the Church. We wish you blessed holidays of the First Term of Academic year 2024. May the Good Lord bless you abundantly.

Rev. Fr. Patrick Mugisa
Education Secretary
Diocese of Hoima





EDUCATION FUND CONTRIBUTIONS FOR TERM ONE 2024				
BY 31ST MARCH 2024				
		AMOUNT COLLECTED		
NO.	PARTICULARS	TERM 1	TEACHERS	TOTAL
HOIMA DISTRICT				
SECONDARY SCHOOLS				
1	St. Patrick's High School	496,000		496,000
2	St. Thomas More SS	300,000	40,000	340,000
PRIMARY SCHOOLS				
1	St. Henry's Katereiga P/S	90,000	-	90,000
2	St. Ludovico-Kitana P/S	700,000	-	700,000
3	St. Pauls P/S- Kitoba	100,000	-	100,000
4	Buswekwra P/S	75,000	-	75,000
5	Mother Claudia P/S	200,000	-	200,000
6	St. Bruno P/S Butema	150,000	-	150,000
7	Bujwahya P/S	100,000	-	100,000
SUB TOTAL		2,211,000	40,000	2,251,000
KIBAALE DISTRICT				
SECONDARY SCHOOLS				
1	Notre Dame Academy	1,000,000	-	1,000,000
2	St. Kizito S S Kibedi	200,000		200,000
3	St. Kirigwaijjo SS	1,800,000	-	1,800,000
PRIMARY SCHOOLS				
1	St. Jullie P/S	102,000.0	-	102,000
2	Kibaale Schools	1,400,000	-	1,400,000
3	Holy Angels P/S	100,000	-	100,000
SUB TOTAL		4,602,000	-	4,602,000



	KAKUMIRO DISTRICT			
	SECONDARY SCHOOLS			
1	Uganda Martyrs Centenary S.S	1,200,000	-	1,200,000
2	St. Edwards S.S, Bukuumi	3,000,000	-	3,000,000
3	St. Andrea Kaahwa Kooki Schools	500,000	-	500,000
4	St. Joseph SS Nkooko	200,000	-	200,000
5	St. Catherine Kicucura Seed School	250,000	-	250,000
6	St. Matia Mulumba SS Birembo	500,000	-	500,000
7	St. Albert SS Kakindo	250,000	-	250,000
	PRIMARY SCHOOLS			
1	St. John Imara P/S	150,000	-	150,000
2	St. Paul's SS Kihumuro P/S	194,000	-	194,000
3	Kyamukwenda P/S	160,000	-	160,000
	SUB TOTAL	6,404,000	-	6,404,000
	KAGADI DISTRICT			
	SECONDARY SCHOOLS			
2	St. Margret Mary S.S	920,000	-	920,000
3	Uganda Martyrs S.S, Mugalike	1,000,000	-	1,000,000
4	St. Adolf Tibeyalirwa SS	1,000,000	330,000	1,330,000
5	St. Francis Xavier Modern SS	800,000	-	800,000
	PRIMARY SCHOOLS			
1	St. Marys Kagadi Model P/s	148,000	215,000	363,000
2	St. Martha Kenga p/s	90,000	-	90,000
3	St. John the Baptist P/S	100,000	-	100,000
	SUB TOTAL	25,070,000	545,000	4,603,000
	MASINDI DISTRICT			
	SECONDARY SCHOOLS			
1	St. Theresa Girls S.S	2,400,000	618,000	3,018,000
2	St. Kizito SS- Kabango	202,000	-	202,000
	PRIMARY SCHOOLS			
1	Kihuuba P/S	300,000		300,000



2	Kiina P/S	100,000	-	100,000
3	Biizi P/S	100,000	-	100,000
4	Karungi P/S	53,000	-	53,000
5	St. Paul's Pakanyi P/S	500,000	-	500,000
	Sub Total	3,655,000	618,000	4,273,000
	KIRYANDONGO DISTRICT			
	SECONDARY SCHOOLS			
1	Stella Matutina Girls School	310,000		310,000
	PRIMARY SCHOOLS			
	SUB TOTAL	310,000	-	310,000
	BULIISA DISTRICT			
	SECONDARY SCHOOLS			
1	St.Francis SS	200,000		200,000
	PRIMARY SCHOOLS			
1	Nyamasoga P/S	500,000		500,000
	SUB TOTAL	700,000	-	700,000
	KIKUUBE DISTRICT			
	SECONDARY SCHOOLS			
1	Munteme Fatima College	220,000		220,000
	PRIMARY SCHOOLS			
	SUB TOTAL	220,000	-	220,000
	TERTIARY INSTITUTIONS			
1	St. Martin School of Health Sciences	275,000		275,000
2	St. Simon Vocation Training Institution	810,000	-	810,000
	SUB TOTAL			1,085,000
	Unclassified deposits			
1	St. Andrea Kaahwa Nur&P/S	200,000		200,000
2	Birungi Processy	300,000		300,000
	SUB TOTAL			500,000
	TOTAL			24,948,000



EDUCATION WEEK 2024

1. INTRODUCTION

The Department of Education within the Hoima Catholic Diocese is dedicated to advancing the educational mission of the Catholic Church throughout the Diocese. Our vision is to provide holistic education inspired by Gospel values. We collaborate closely with government bodies and other stakeholders to ensure quality education across the Bunyoro Sub-region.

2. THE EDUCATION WEEK

The Education Week serves as an annual celebration of the Catholic Church's commitment to education. It's a platform to raise awareness about the importance of quality education for all and to gather resources to support our educational initiatives.

3. EDUCATION WEEK 2024

The Education Week for Hoima Catholic Diocese 2024 will take place from Monday, August 5th to Sunday, August 11th.

4. THEME FOR THE EDUCATION WEEK 2024

The theme for Education Week 2024 is "Catholic Schools: Faith, Excellence, Service," reflecting our commitment to providing education grounded in faith, excellence, and service to others.



5. OBJECTIVES OF EDUCATION WEEK 2024

- Launch the Hoima Catholic Diocese Education Policy.
- Raise awareness about the importance of quality education.
- Raise resources to support our educational mission.
- Foster networking with key players in the education sector.

6. EDUCATION WEEK 2024 ACTIVITIES

A. Education Expo (August 5th - August 11th, 2024)

- Participants: Catholic and other education institutions, NGOs, government representatives, and the general public.
- Activities: Art and Painting competition, Competence Based Curriculum projects, vocational and health science displays, entertainment, technology showcases, cultural shows, and more.
- Participation Fees: Vary by institution type.
- Grand Opening and Awards: Tuesday, August 6th, 2024.
- Venue: St. John Bosco Seminary play grounds.

B. ACEI Hoima Diocese General Conference (August 6th, 2024)

- Attendees: Heads of Catholic Education Institutions.
- Venue: HB Hotel.
- Contribution: UGX 50,000 per participant.





C. Conference of Directors of Private Schools (August 8th, 2024)

- Attendees: Directors of private schools.
- Venue: Kolping Hotel Hoima.
- Contribution: UGX 50,000 per participant.

D. Key Education Stakeholders Conference (August 9th, 2024)

- Attendees: Education stakeholders, NGOs, government representatives.
- Venue: Kolping Hotel Hoima.

E. Education Sunday (August 11th, 2024)

- School communities celebrate education in worship activities and collect special offerings.

7. EDUCATION WEEK 2024 BUDGET

See breakdown provided in the document.

8. SPONSORSHIP PACKAGES

We invite corporate organizations and individuals to partner with us in supporting this important educational initiative.

9. CONCLUSION

The Education Week for Hoima Catholic Diocese 2024 promises to be a vibrant celebration of education, faith, and community. We look forward to the participation and support of all stakeholders in making this event a success.

BUDGET FOR THE EVENT

1. Venue Rental and Setup: UGX 20,000,000

- Venue Rental: UGX 15,000,000
 - Cost associated with renting the St. John Bosco Seminary play grounds for the duration of the Expo.
- Setup and Decorations: UGX 5,000,000
 - Includes expenses for stage setup, seating arrangements, decorations, and any necessary infrastructure adjustments to accommodate the event.



2. Marketing and Promotion: UGX 10,000,000

- Advertising: UGX 5,000,000
 - Expenses related to advertising the Education Expo through various channels such as newspapers, radio, TV, and online platforms.
- Promotional Materials: UGX 3,000,000
 - Printing of flyers, banners, posters, and other promotional materials to distribute and display in the community.
- Social Media Promotion: UGX 2,000,000
 - Investment in social media ads, sponsored posts, and boosted content to reach a wider audience and generate buzz about the Expo.

3. Logistics and Equipment Rental: UGX 15,000,000

- Tents and Canopies: UGX 5,000,000
 - Rental cost for tents and canopies to provide shelter for exhibitors, attendees, and various activities during the Expo.
- Tables and Chairs: UGX 3,000,000
 - Rental expenses for tables and chairs for exhibitor booths, seating areas, and other functional spaces.
- Audio-Visual Equipment: UGX 4,000,000
 - Rental of audio-visual equipment such as microphones, speakers, projectors, and screens for presentations, workshops, and entertainment.
- Lighting and Electrical: UGX 2,000,000
 - Cost associated with lighting fixtures, electrical wiring, and power supply to ensure adequate illumination and functionality throughout the venue.
- Signage: UGX 1,000,000
 - Printing and installation of directional signs, banners, and posters to guide attendees and promote key areas of interest within the Expo.

4. Attractions and Entertainment Hiring: UGX 30,000,000

- To enhance the experience for attendees, we are planning to



include a variety of engaging activities such as hiring a zoo, circus, and bouncing castles at a fee of UGX 30,000,000.

- These attractions are expected to draw significant interest from attendees, providing an excellent opportunity for exposure and brand visibility.
- Given the anticipated turnout, we expect to collect UGX 1,000 from each person accessing these attractions during the Expo.

5. Staffing and Security: UGX 8,000,000

- Event Staff: UGX 5,000,000
 - Payment for event coordinators, ushers, registration staff, and other personnel responsible for managing logistics, assisting attendees, and ensuring smooth operation of the Expo.
- Security Personnel: UGX 3,000,000
 - Hiring of security guards and personnel to maintain order, safeguard assets, and ensure the safety of participants, exhibitors, and visitors throughout the event.

6. Prize and Certificate Printing: UGX 2,000,000

- Certificates: UGX 1,000,000
 - Printing of certificates of participation for exhibitors and recognition awards for competition winners.
- Prizes: UGX 1,000,000
 - Purchase of prizes or gifts for winners of various competitions, contests, or raffles held during the Education Expo.

7. Refreshments and Catering: UGX 10,000,000

- Food and Beverages: UGX 8,000,000
 - Procurement of snacks, refreshments, and meals to be served to participants, exhibitors, staff, and volunteers throughout the duration of the Expo.
- Catering Equipment Rental: UGX 2,000,000
 - Rental of catering equipment such as food warmers, serving trays, utensils, and disposable supplies to facilitate food service and consumption.



8. Contingency Fund: UGX 5,000,000

- Reserved for Unforeseen Expenses: UGX 5,000,000
 - Allocation for unexpected costs, emergency repairs, last-minute adjustments, or other unforeseen expenses that may arise during the planning or execution of the Education Expo.

Total Budget for Education Expo: UGX 100,000,000

SPONSORSHIP PACKAGES

Gold Sponsorship Package: UGX 30,000,000

- Logo Placement: Prominent placement of sponsor's logo on all promotional materials, including banners, flyers, posters, and digital media.
- Recognition: Verbal acknowledgment during opening and closing ceremonies, as well as at key events throughout the Education Week.
- Exhibition Space: Prime exhibition space at the Education Expo for showcasing products or services.
- Speaking Opportunity: Opportunity to deliver a keynote address or presentation during a designated session at the Expo.
- Branding: Exclusive branding opportunities, such as branded signage, banners, and merchandise distributed at the event.
- Social Media Promotion: Dedicated social media posts highlighting the sponsor's involvement and support.
- VIP Access: Access for company representatives to VIP areas and special events during Education Week.
- Customization: Option to customize sponsorship benefits to align with the sponsor's specific objectives and preferences.

Silver Sponsorship Package: UGX 20,000,000

- Logo Placement: Inclusion of sponsor's logo on select promotional materials and signage at the Education Expo.
- Recognition: Acknowledgment during opening and closing ceremonies, as well as in event programs and announcements.



- Exhibition Space: Standard exhibition space at the Education Expo for showcasing products or services.
- Branding: Branded signage and materials displayed at the sponsor's exhibition booth and designated areas.
- Social Media Promotion: Mention of the sponsor's participation on official event social media channels.
- Networking Opportunities: Access to networking events and opportunities to connect with other sponsors, exhibitors, and attendees.
- Customization: Ability to tailor sponsorship benefits to meet the sponsor's marketing and branding objectives.

Bronze Sponsorship Package: UGX 10,000,000

- Logo Placement: Listing of sponsor's logo on event websites, flyers, and select promotional materials.
- Recognition: Verbal acknowledgment during opening and closing ceremonies, as well as in event programs.
- Exhibition Space: Basic exhibition space at the Education Expo for showcasing products or services.
- Branding: Standard signage and materials provided at the sponsor's exhibition booth.
- Social Media Promotion: Mention of the sponsor's participation on event social media channels.
- Networking Opportunities: Access to networking opportunities with other sponsors, exhibitors, and attendees.
- Customization: Limited customization options available to accommodate sponsor's preferences and objectives.

These sponsorship packages offer varying levels of visibility, recognition, and engagement opportunities for sponsors, allowing them to choose the option that best aligns with their budget and marketing goals. Adjustments can be made to package components and pricing based on sponsor preferences and event requirements.



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