

# Ukwuzuzwa impapuro z'ibisibo

Amakete arungikirwa abavyeyi /abarezi

Ni ikintu nya mukuru cane kumenyeshya ishule ko umwana aza gusiba ishule kandi ukongera ugatanga imvo zihagije.

Abayobozi b'ishule basabwa n'amategeko kwama bafise ivyerekeranye n'ingene umwana aza kw'ishule .

Abayobozi b'ishule nibo bashobora kuvuga ko imvo zatanze kuvyerekeranye n'ibisibo vy'umunyeshule zihagije.

Iyo bishoboka , abavyeyi canke abarezi nivyiza ko batanga imvo z'ugusiba kw'umwana imbere yuko n'igisibo kiba.

Abayobozi w'ishule arafise uburenganzira bwo kubaza abavyeyi igituma bipfuzwa ko umwana atoya kw'isule uyo musi.Arafise uburenganzira kandi bwo kubaza igituma umwana yasivye ishule.

Mugutanga insiguro zijanye n'ugusiba kw'umwana, abavyeyi/abarezi bashobora:

- kurungika urwandiko,fax,email kw'ishule
- hamagara ishule, canke
- gendera ishule

Urwandiko rwo gusiba ruri mu ndimi zibiri.

Urwandiko ruri mu ndimi zitatu ruhari kugira rufashe ishule kumenya icatumye umwana wawe asiba.

Absentee note 1 (Urwandiko rwa 1 rw'ibisibo) rukoreshwa igihe umunyeshule yasivye iumusi wose

Absentee note 2 (Urwandiko rwa 2 rw'ibisibo) rukoreshwa igihe umunyeshule yasivye ikiringo kirenga umusi umwe.

Absentee note 3 (Urwandiko rwa 3 rw'ibisibo) rukoreshwa mugihe umunyeshule yasivye igice c'umusi

### Ukumenyeshwa ibisibo

Iyo ishule ritaronse insiguro z'ugusiba kw'umwana,ishule rirarungika Absentee Notice (Urwandiko rw'igisibo)

Abayobozi b'ishule barakoresha ico bita Absentee Noticemu mugusaba abavyeyi kiringo c'imisi ibiri kugira abavyeyi batange insiguro z'ibisibo. Iyo Absentee Notice itegerezwa kuzuzwa mu congereza kandi ikarungikwa mu kiringo c'imisi indwi y'ishule

### Ukwuzuzwa ibijanje n'ibisibo.

Uduce twerekeranye n'ivy'ibisibo n'amakete y'ibisibo birasaba abavyeyi gutanga insiguro zijanye n'ugusiba kw'umwana.

Kugira ishule rishobore kwumva neza imvo zatumye umunyeshule asiba,utwo duce dutegerezwa kwandikwa mu congereza.Imvo zishoboka ziratangwa muri ako gatabo kandi zarahinduwe mu rurimi rw'icongereza kugira zandikwe ku mpapuro iyo ari nkenerwa.

Iyo ufise ingorane mugutegera urwandiko rw'igisibo canke mu kurwuzuzwa , urashobora gutelefona ishule kugira utange imvo zatumye umwana asiba.Iyo watelefonye ishule si nkenerwa ko wuzuzwa urupapuro rw'igisibo.

### Itelefone yo mu gisata gihindura indimi muzindi.

Iyo ukeneye uwugusobanurira kugira utelefone ishule ry'aho umwana wawe yiga,usabwa guhamagara kuri iyi numero 131450 usabe uwugusobanurira mu rurimi rwawe.Uwusobanura azoca ahamagara ishule kandi agume ku murongo kugira agume agufasha mu kugusigurira. Nta mafaranga uzosabwa muri uko gufashwa.

## **Imvo zishoboka zo gusiba ishule**

### **Imvo zo kwa muganga :**

Ibicurane  
Kuribwa`munda  
Gucibwamwo  
gripe  
Ukumeneka umutwe/agasate  
Ububabare bw'umubiri bukomeye  
Inyonko  
Iyo igufa ryavunitse  
Kudahwa  
Indwara zandukira,akarorero ibihara  
Ukuva umwuna  
Asima  
Amahere ku mubiri  
gukomereka  
Iyo umwana afise isango ryo kwa muganga  
Isango ry'amenyo  
Isango ry'amaso  
Isango ry'ugukandwa  
Isango ridasanzwe  
Ibindi –nzohamagara ishule kugira ndabahe insiguro zifadika.

### **Imvo zo mu muryango:**

Amaziko  
Kwimuka  
Gutegera canke guherekeza incuti ishika ava canke agenda hanze.  
Iyo hari ikintu gikomeye cane cashitse mu muryango  
Ibindi –nzohamagara ishule kugira ndabahe insiguro zifadika.

### **Imvo zindi:**

Impanuka n'ibindi vyaduka zishobora gushika; akarorero:umuriro,umwuzure  
Ukugenda mu manza zikomeye,akarorero-ibirori vy'ishengero  
Ibiruhuko vyo mu muryango  
Ingorane zo kwiyunguruza  
Ugucererwa umwana atashobora kwirinda  
Ibindi –nzohamagara ishule kugira ndabahe insiguro zifadika.

## **Possible reasons for absence**

### **Medical reason:**

Flu  
Stomach-ache  
Diarrhoea  
Cold  
Headache/Migraine  
Strong pain  
Fever  
Broken bone  
Vomiting  
Infectious illness eg chicken pox  
Nose bleed  
Asthma  
Rash  
Injury  
Medical appointment  
Dental appointment  
Optometry appointment  
Physiotherapy appointment  
Specialist appointment  
Other - I will telephone the school to explain

### **Family reason:**

Funeral  
Moving residence  
Arrival or departure of an immediate relative from overseas  
Unavoidable involvement in a serious family incident  
Other - I will telephone the school to explain

### **Other reason:**

Misadventure and unforeseen events eg fire, flood  
Participation in special event, eg attendance at a religious ceremony  
Family holiday  
Transport difficulty  
Unavoidable delay  
Other - I will telephone the school to explain