

**GENERAL INFORMATION  
FOR  
ACADEMIC 2023/2024  
BISHOP MATTHEW NORWOOD SCHOOL  
KINDERGARTEN, ELEMENTARY  
JUNIOR & SENIOR HIGH**



**1<sup>st</sup> COWFIELD JUNCTION, DU-PORT ROAD,  
PAYNESVILLE, MONTSERRADO COUNTY,  
LIBERIA, WEST AFRICA**



**GSM NUMBERS  
(231)0886-525413/0880417217/0770480451  
SCHOOL MOBILE NUMBERS:  
0778556638/0881826069  
SCHOOL WEBSITE: [bmatthewschool.com](http://bmatthewschool.com)**

**Compulsory Computer Training Program**

**1<sup>ST</sup> GRADE TO 12<sup>TH</sup> GRADE**

REGISTRATION REQUIREMENTS (BREAKDOWN)					
REQUIREMENTS		OLD STUDENTS		NEW STUDENTS	
Admission Form		-----		L\$ 500.00	
P.T.A.		L\$ 700.00		L\$ 700.00	
Batch		L\$ 500.00		L\$ 500.00	
Activities		L\$ 1,000.00		L\$ 1,000.00	
Breakage Fee		L\$ 500.00		L\$ 500.00	
ID Card (Digital)		L\$ 500.00		L\$ 500.00	
(Uniform) P.E. /ROTC/Senior Class		L\$ 3,500.00		L\$ 3,500.00	
Gala Anniversary		L\$ 300.00		L\$ 300.00	
Readers & Photocopies		L\$ 1,500.00		L\$ 1,500.00	
Registration Fees		L\$ 2,500.00		L\$ 2,500.00	
Extra Class Fees (3 <sup>rd</sup> Grade)		L\$ 1,000.00		L\$ 1,000.00	
Extra Class Fees (6 <sup>th</sup> Grade)		L\$ 2,000.00		L\$ 2,000.00	
Extra Class Fees (9 <sup>th</sup> Grade)		L\$ 3,000.00		L\$ 3,000.00	
Extra Class Fees (12 <sup>th</sup> Grade)		L\$ 4,000.00		L\$ 4,000.00	
Grade 12 Neck Tie		L\$ 3,000.00		L\$ 3,000.00	
WAEC Fees (3 <sup>rd</sup> Grade)		L\$ 1,000.00		L\$ 1,000.00	
WAEC Fees (6 <sup>th</sup> Grade)		L\$ 2,000.00		L\$ 2,000.00	
WAEC Fees (9 <sup>th</sup> Grade)		L\$ 5,000.00		L\$ 5,000.00	
2023/24 YEARLY REGISTRATION PAYMENT					
CLASSES		Old Students	New Students	2 <sup>nd</sup> Sem. Students	
Kindergarten		L\$ 11,000.00	L\$ 11,500.00	L\$ 11,500.00	
1 <sup>st</sup> & 2 <sup>nd</sup> Grade		L\$ 11,000.00	L\$ 11,500.00	L\$ 11,500.00	
3 <sup>rd</sup> Grade		L\$ 13,000.00	L\$ 13,500.00	L\$ 13,500.00	
4 <sup>th</sup> & 5 <sup>th</sup> Grade		L\$ 11,000.00	L\$ 11,500.00	L\$ 11,500.00	
6 <sup>th</sup> - Grade		L\$ 15,000.00	L\$ 15,500.00	L\$ 15,500.00	
7 <sup>th</sup> & 8 <sup>th</sup> Grade		L\$ 11,000.00	L\$ 11,500.00	L\$ 11,500.00	
9 <sup>th</sup> Grade		L\$ 19,000.00	L\$ 19,500.00	L\$ 19,500.00	
Grades 10		L\$ 11,000.00	L\$ 11,500.00	L\$ 11,500.00	
Grades 11		L\$ 11,000.00	-----.00	-----.00	
12 <sup>th</sup> Grade		L\$ 18,000.00	-----.00	-----.00	
YEARLY TUITION INSTALLMENT(PAYMENT) SCHEME					
CLASSES	Nov. 6 <sup>th</sup> to Nov. 10 <sup>th</sup> 2023 1 <sup>st</sup> - INST.	Jan 8 <sup>th</sup> to Jan. 12 <sup>th</sup> 2024 2 <sup>nd</sup> - INST.	March 4 <sup>th</sup> to Mar. 8 <sup>th</sup> 2024 3 <sup>rd</sup> - INST.	May 6 <sup>th</sup> to May 10 <sup>th</sup> 2024 4 <sup>th</sup> - INST.	YEARLY TOTAL
K-G	L\$ 9,000.00	L\$ 9,000.00	L\$ 5,000.00	L\$ 2,000.00	L\$ 25,000.00
1 <sup>ST</sup>	L\$ 9,000.00	L\$ 9,000.00	L\$ 5,000.00	L\$ 2,000.00	L\$ 25,000.00
2 <sup>ND</sup>	L\$ 9,000.00	L\$ 9,000.00	L\$ 5,000.00	L\$ 2,000.00	L\$ 25,000.00
3 <sup>RD</sup>	L\$ 9,000.00	L\$ 9,000.00	L\$ 5,000.00	L\$ 2,000.00	L\$ 25,000.00
4 <sup>TH</sup>	L\$ 10,000.00	L\$ 10,000.00	L\$ 6,000.00	L\$ 2,000.00	L\$ 28,000.00
5 <sup>TH</sup>	L\$ 10,000.00	L\$ 10,000.00	L\$ 6,000.00	L\$ 2,000.00	L\$ 28,000.00
6 <sup>TH</sup>	L\$ 10,000.00	L\$ 10,000.00	L\$ 6,000.00	L\$ 2,000.00	L\$ 28,000.00
7 <sup>TH</sup>	L\$ 13,000.00	L\$ 13,000.00	L\$ 6,000.00	L\$ 2,000.00	L\$ 34,000.00
8 <sup>TH</sup>	L\$ 13,000.00	L\$ 13,000.00	L\$ 6,000.00	L\$ 2,000.00	L\$ 34,000.00
9 <sup>TH</sup>	L\$ 13,000.00	L\$ 13,000.00	L\$ 6,000.00	L\$ 2,000.00	L\$ 34,000.00
10 <sup>TH</sup>	L\$ 14,000.00	L\$ 14,000.00	L\$ 8,000.00	L\$ 2,000.00	L\$ 38,000.00
11 <sup>th</sup>	L\$ 14,000.00	L\$ 14,000.00	L\$ 8,000.00	L\$ 2,000.00	L\$ 38,000.00
12 <sup>th</sup>	L\$ 16,000.00	L\$ 16,000.00	L\$ 8,000.00	----	L\$ 40,000.00

**TUITION INSTALLMENT (PAYMENT) SCHEME  
FOR INCOMING STUDENTS (SECOND SEMESTER 2024)**

<b>CLASSES</b>	March 4 <sup>th</sup> –March 8 <sup>th</sup> <b>1<sup>ST</sup>-INST</b>	May 6 <sup>th</sup> – May 10 <sup>th</sup> <b>4<sup>th</sup> -INST.</b>	<b>TOTAL</b>
K-G	L\$ 10,500.00	L\$ 2,000.00	L\$ 12,500.00
1 <sup>ST</sup>	L\$ 10,500.00	L\$ 2,000.00	L\$ 12,500.00
2 <sup>ND</sup>	L\$ 10,500.00	L\$ 2,000.00	L\$ 12,500.00
3 <sup>RD</sup>	L\$ 10,500.00	L\$ 2,000.00	L\$ 12,500.00
4 <sup>TH</sup>	L\$ 12,000.00	L\$ 2,000.00	L\$ 14,000.00
5 <sup>TH</sup>	L\$ 12,000.00	L\$ 2,000.00	L\$ 14,000.00
6 <sup>TH</sup>	L\$ 12,000.00	L\$ 2,000.00	L\$ 14,000.00
7 <sup>TH</sup>	L\$ 15,000.00	L\$ 2,000.00	L\$ 17,000.00
8 <sup>TH</sup>	L\$ 15,000.00	L\$ 2,000.00	L\$ 17,000.00
9 <sup>TH</sup>	L\$ 15,000.00	L\$ 2,000.00	L\$ 17,000.00
10 <sup>TH</sup>	L\$ 17,000.00	L\$ 2,000.00	L\$ 19,000.00

**REGISTRATION ACADEMIC 2023/2024**

Registration for academic 2023/2024 commences on Tuesday August 1, 2023 and ends Friday, September 1, 2023. Orientation for academic 2023/2024 school year is scheduled for Friday, September 1, 2023. **Classes for academic 2023/2024 school year officially begin on Monday September 4, 2023.**

**ENTRANCE DATES**

- 1<sup>st</sup> Entrance & Interview ....Wed. Aug. 9<sup>th</sup>, & Fri. Aug. 11, 2023 (L\$ 2,000.00)
- 2<sup>nd</sup> Entrance & Interview...Wed. Aug. 16<sup>th</sup>, & Fri. Aug. 18, 2023 (L\$ 2,000.00)
- 3<sup>rd</sup> Entrance & Interview ... Wed. Aug. 23<sup>rd</sup> & Fri. Aug. 25, 2023 (L\$ 2,000.00)
- 4<sup>th</sup> Entrance & Interview... Tues. Aug. 29<sup>th</sup> & Thurs. Aug. 31, 2023 (L\$ 2,000)

**Note:** Administration of entrance is 9:00 A.M followed by interview on Friday 9:00 A.M on the school's campus.

**UNIFORM INFORMATION**

**Nursery to 3<sup>rd</sup> Grade**

Boys are to wear short navy blue trousers short sleeves white shirt, red collar, and red around the sleeves, red to the pocket. Black or navy blue socks and black shoes.

Girls are to wear navy blue skirts, white shirt with red to the collar, red to the pocket, with black or navy blue anklets, skirts 3 inches below the knees.

Pupils in the kindergarten division must use suspenders on their skirts or trousers  
Kindergarten, 1<sup>st</sup> grade, 2<sup>nd</sup> grade and 3<sup>rd</sup> grade classes run from 8:00 am to 4:00pm  
Junior and senior high study classes (Three subjects only/ 2:30 pm to 5:00pm

### **4<sup>TH</sup> TO 6<sup>TH</sup> Grade**

Boys are to wear long navy blue trousers, white short sleeve shirt with red collar and red around the sleeves, red to the shirt pocket, black socks or navy blue socks or anklets for girls and black shoes for both boys and girls. Girls: Skirt three inches below the knees.

### **Junior High**

Boys are to wear navy blue long trousers short sleeves white shirt with red around the sleeves, navy blue vest, black shoes black socks or navy blue socks. No size one (1).

Girls are to wear navy blue straight skirt, open at the back and overlapped three inches below the knees, free inside. Short white sleeve shirt with red around the sleeve, navy blue vest, black shoes, block socks, navy blue socks or anklets.

### **Senior High**

Boys are to wear navy blue long trousers, short sleeve white shirt, navy blue vest, navy blue or black socks, black shoes. No size one (1).

Girls are to wear navy blue straight skirt (over lapped) open at the back, and overlapped with short white sleeves shirt, and navy-blue vest, black shoes with black or navy-blue socks/anklets, skirt three inches below the knee, free inside.

**Note:** Uniform will **not** be sold on the school's campus. All students are asked to visit the school campus to view sample of the uniform before sewing.

**All students must wear their uniform before they are allowed to sit in their classes the first day.**

For more information, please contact the registrar's office from 8:00A.M. to 3:00 pm from Monday through Friday.

### **STUDY CLASS (OPTIONAL)**

<b>Classes</b>	<b>Monthly Payment</b>
4 <sup>th</sup> – 6 <sup>th</sup> grade .....	L\$ 1,500.00
7 <sup>th</sup> – 9 <sup>th</sup> grade .....	L\$ 2,500.00
10 <sup>th</sup> – 12 <sup>th</sup> grade .....	L\$ 2,500.00

### **Graduation Information**

Kindergarten Graduation Fee .....	USD \$50.00
Grade Twelve (12) Graduation Fee .....	USD \$100.00