

**GENERAL INFORMATION
FOR
ACADEMIC 2024/2025
BISHOP MATTHEW NORWOOD SCHOOL
KINDERGARTEN, ELEMENTARY
JUNIOR & SENIOR HIGH**



**1st COWFIELD JUNCTION, DU-PORT ROAD,
PAYNESVILLE, MONTSERRADO COUNTY,
LIBERIA, WEST AFRICA
THE**



GSM NUMBERS

(231)0886-525413/0880417217/0770480451

SCHOOL MOBILE NUMBERS:

0778556638/0881826069

SCHOOL WEBSITE: bmatthewschool.com

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\$ 1,000.00	L\$ 1,000.00			
(Uniform) P.E. /ROTC/Senior Class Shirt	L\$ 4,000.00	L\$ 4,000.00			
Gala Anniversary	L\$ 300.00	L\$ 300.00			
Readers & Photocopies	L\$ 2,500.00	L\$ 2,500.00			
Registration Fees	L\$ 3,000.00	L\$ 3,000.00			
Extra Class Fees (3 rd Grade)	L\$ 2,000.00	L\$ 2,000.00			
Extra Class Fees (6 th Grade)	L\$ 3,000.00	L\$ 3,000.00			
Extra Class Fees (9 th Grade)	L\$ 4,000.00	L\$ 4,000.00			
Extra Class & WASSCE Processing fees (12 th Grade)	L\$ 5,500.00	----- .00			
Grade 12 Neck Tie	L\$ 3,000.00	----- .00			
WAEC & WAEC PROCESSING FEES (3 rd Grade)	L\$ 1,150.00	L\$ 1,150.00			
WAEC & WAEC PROCESSING FEES (6 th Grade)	L\$ 2,150.00	L\$ 2,150.00			
WAEC & WAEC PROCESSING FEES (9 th Grade)	L\$ 5,650.00	L\$ 5,650.00			
2024/25 YEARLY REGISTRATION PAYMENT					
CLASSES	Old Students	New Students	2nd Sem. Students		
Kindergarten	L\$ 13,500.00	L\$ 14,000.00	L\$ 14,000.00		
1 st & 2 nd Grade	L\$ 13,500.00	L\$ 14,000.00	L\$ 14,000.00		
3 rd Grade	L\$ 16,650.00	L\$ 17,150.00	L\$ 17,150.00		
4 th & 5 th Grade	L\$ 13,500.00	L\$ 14,000.00	L\$ 14,000.00		
6 th - Grade	L\$ 18,650.00	L\$ 19,150.00	L\$ 19,150.00		
7 th & 8 th Grade	L\$ 13,500.00	L\$ 14,000.00	L\$ 14,000.00		
9 th Grade	L\$ 23,150.00	L\$ 23,650.00	L\$ 23,650.00		
Grades 10	L\$ 13,500.00	L\$ 14,000.00	L\$ 14,000.00		
Grades 11	L\$ 13,500.00	----- .00	----- .00		
12 th Grade	L\$ 22,000.00	----- .00	----- .00		
YEARLY TUITION INSTALLMENT(PAYMENT) SCHEME					
CLASS ES	Nov. 4th to Nov. 8th 2024 1st - INST.	Jan. 6th to Jan. 10th 2025 2nd - INST.	March 3RD to Mar. 7th 2025 3rd - INST.	May 5th to May 9th 2025 4th - INST.	YEARLY TOTAL
K-G	L\$ 10,000.00	L\$ 10,000.00	L\$ 5,000.00	L\$ 2,000.00	L\$ 27,000.00
1 ST	L\$ 10,000.00	L\$ 10,000.00	L\$ 5,000.00	L\$ 2,000.00	L\$ 27,000.00
2 ND	L\$ 10,000.00	L\$ 10,000.00	L\$ 5,000.00	L\$ 2,000.00	L\$ 27,000.00
3 RD	L\$ 10,000.00	L\$ 10,000.00	L\$ 5,000.00	L\$ 2,000.00	L\$ 27,000.00
4 TH	L\$ 11,000.00	L\$ 11,000.00	L\$ 6,000.00	L\$ 2,000.00	L\$ 29,000.00
5 TH	L\$ 11,000.00	L\$ 11,000.00	L\$ 6,000.00	L\$ 2,000.00	L\$ 29,000.00
6 TH	L\$ 11,000.00	L\$ 11,000.00	L\$ 6,000.00	L\$ 2,000.00	L\$ 29,000.00
7 TH	L\$ 14,000.00	L\$ 14,000.00	L\$ 6,000.00	L\$ 2,000.00	L\$ 36,000.00
8 TH	L\$ 14,000.00	L\$ 14,000.00	L\$ 6,000.00	L\$ 2,000.00	L\$ 36,000.00
9 TH	L\$ 14,000.00	L\$ 14,000.00	L\$ 6,000.00	L\$ 2,000.00	L\$ 36,000.00
10 TH	L\$ 15,000.00	L\$ 15,000.00	L\$ 8,000.00	L\$ 2,000.00	L\$ 40,000.00
11 th	L\$ 15,000.00	L\$ 15,000.00	L\$ 8,000.00	L\$ 2,000.00	L\$ 40,000.00
12 th	L\$ 17,000.00	L\$ 17,000.00	L\$ 10,000.00	----	L\$ 44,000.00

TUITION INSTALLMENT (PAYMENT) SCHEME FOR INCOMING STUDENTS (SECOND SEMESTER 2025)			
CLASSES	March 3RD to Mar. 7th 2025 3rd - INST.	May 5th to May 9th 2025 4th - INST.	TOTAL
K-G	L\$ 11,500.00	L\$ 2,000.00	L\$ 13,500.00
1 ST	L\$ 11,500.00	L\$ 2,000.00	L\$ 13,500.00
2 ND	L\$ 11,500.00	L\$ 2,000.00	L\$ 13,500.00
3 RD	L\$ 11,500.00	L\$ 2,000.00	L\$ 13,500.00
4 TH	L\$ 12,500.00	L\$ 2,000.00	L\$ 14,500.00
5 TH	L\$ 12,500.00	L\$ 2,000.00	L\$ 14,500.00
6 TH	L\$ 12,500.00	L\$ 2,000.00	L\$ 14,500.00
7 TH	L\$ 16,000.00	L\$ 2,000.00	L\$ 18,000.00
8 TH	L\$ 16,000.00	L\$ 2,000.00	L\$ 18,000.00
9 TH	L\$ 16,000.00	L\$ 2,000.00	L\$ 18,000.00
10 TH	L\$ 18,000.00	L\$ 2,000.00	L\$ 20,000.00

REGISTRATION ACADEMIC 2024/2025

Registration for academic 2024/2025 commences on Monday August 5, 2024 and ends Friday, August 30, 2024. Orientation for academic 2024/2025 school year is scheduled for Friday, August 30, 2024. **Classes for academic 2024/2025 school year officially begin on Monday September 2, 2024.**

ENTRANCE DATES

1st Entrance & InterviewWed. Aug. 14, & Fri. Aug. 16, 2024 (L\$ 2,000.00)

2nd Entrance & Interview...Wed. Aug. 21, & Fri. Aug. 23, 2024 (L\$ 2,000.00)

3rd Entrance & Interview ... Wed. Aug. 28 & Fri. Aug. 30, 2024 (L\$ 2,000.00)

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 3rd 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, 1st grade, 2nd grade and 3rd grade classes run from 8:00 am to 4:00pm
Junior and senior high study classes (Three subjects only/ 3:00 pm to 5:00pm*

4TH TO 6TH 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)

Classes	Monthly Payment
4 th – 6 th grade	L\$ 1,500.00
7 th – 9 th grade	L\$ 2,500.00
10 th – 12 th grade	L\$ 2,500.00

Graduation Information

Kindergarten Graduation Fee	USD \$60.00
Grade Twelve (12) Graduation Fee	USD \$100.00