



REPUBLIC OF KENYA
MINISTRY OF EDUCATION

State Department of Early Learning and Basic Education

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25th October, 2018

To All Regional Coordinators of Education
All County Directors of Education
All Sub County Directors of Education

**RE: GUIDELINES ON IMPLEMENTATION OF FREE DAY SECONDARY
EDUCATION FOR 2019**

The ministry has made changes in the way resources disbursed to schools is going to be utilized. A new vote component for maintenance and improvement has been introduced to help schools meet maintenance and development needs. This will be used for improvement of existing infrastructure or putting up new facilities to ease pressure on existing ones. Guidance on the use of this vote will be given during the actual disbursement of funds. Likewise, a number of voteheads have been pooled to enable schools allocate funds to more critical areas within the various voteheads. This will allow for flexibility during the budgeting processes.

1.0 CAPITATION TO SCHOOLS

Capitation will be disbursed in the manner stipulated in table 1 below.

Table 1: New FDSE Structure

Item	Votehead	Amount(KSh.)
1	Tuition	4,644.00
2	Medical	2,000.00
3	Activity	1,500.00
4	SMASSE	200.00
5	*Other Voteheads - (LT&T, Adm, EWC,P.E)	7,900.00
6	Maintenance and Improvement	6,000.00
Grand Total		22,244.00

**Other voteheads: Local travel and transport, Administration, Electricity, Personnel emolument.*

1.1 Free Day Secondary Education

All learners in public schools will continue to receive **Ksh. 22,244.00** per annum as broken down in table 1 below:

Table 2: Fees Structure for Day Schools

Vote Heads	Parent	GOK(KES)
Teaching learning materials and exams		4,644.00
Maintenance and Improvement	0	6,000.00
*Other vote heads - (LT&T,Adm.,EWC,P.E)	0	7,900.00
Activity fee	0	1,500.00
Medical and Insurance	0	2,000.00
SMASSE	0	200.00
Total school fees	0	22,244.00

* Other voteheads: Local travel and transport, Administration, Electricity, Personnel emolument.

The first disbursement will be in December and subsequent ones in April and August each year or as resources flow from the National Treasury. The disbursement will be in the ratio 50:30:20

Government subsidy is disbursed to public schools under the following conditions:

- (i) The school must be duly registered and headed by a TSC appointed principal.
- (ii) The school must submit accurate and upto date enrolment data
- (iii) All bank accounts operated by the school must be registered with MOE at all its levels. Authority to open a bank account must be sought from the SCDE.

1.2 FEES STRUCTURE FOR BOARDING SCHOOLS

The government will provide capitation for each Learner in a boarding school that is equal to capitation for each learner in a day school. In order to meet the cost of boarding, parents will meet the boarding fees applicable to different categories of schools and location. Tables 3, 4 and 5 below provide the details of the fees.

Table 3: Boarding school's fees structure- category A*

Vote head	GOK(KES)	Parent(KES)	Total(KES)
Teaching, Learning materials and Exams	4,644.00	0	4,644.00
Boarding Equipment and Stores	0	30,385.00	30,385.00
Maintenance and Improvement	6,000.00	2,000.00	8,000.00
*Other vote heads-(LT&T,Adm.,EWC,P.E)	7,900.00	20,371.00	28,271.00
Activity fees	1,500.00	798.00	2,298.00
Medical and Insurance	2,000.00	0	2,000.00
SMASSE	200.00	0	200.000
Total school fees	22,244.00	53,554.00	75,798.00

*Category 'A' schools are all National schools and extra county schools ONLY in the following towns: Nairobi, Mombasa, Nakuru, Kisumu, Nyeri, Thika and Eldoret.

*Other voteheads Local travel and transport, Administration, Electricity, Personnel emolument.

Table 4: Boarding schools fees structure- category B*

Vote Head	GOK(KES)	Parent(KES)	Total(KES)
Teaching, Learning Materials and Exams	4,644.00	0	4,644.00
Boarding Equipment and Stores	0	25,385.00	25,385.00
Maintenance and Improvement	6,000.00	2,000.00	8,000.00
*Other Vote heads-(LT&T,Adm.,EWC,P.E)	7,900.00	12,900.00	20,800.00
Activity fees	1,500.00	250.00	1,750.00
Medical and Insurance	2,000.00	0	2,000.00
SMASSE	200.00	0	200.00
Total school fees	22,244.00	40,535.00	62,779.00

***Category B schools are boarding schools and extra county schools in other areas*

**Other Voteheads: Local travel and transport, Administration, Electricity, Personnel emolument.*

1.3 SPECIAL NEEDS SCHOOLS

Special Needs Secondary Education caters for learners with impairment e.g. visual, physical, hearing and mental. The government has enhanced capitation to KSh 57,974.00 distributed in the fees structure below.

Table 5: Special Needs Fees Structure

Vote Heads	Special Needs Secondary schools(KES)		
	Government	Parent	Total
Teaching, Learning Materials and Exams	4,644.00	0	4,644.00
Boarding Equipment and Stores	23,220.00	10,790.00	34,010.00
Maintenance and Improvement	6,000.00	2000.00	8,000.00
*Other Voteheads:(LT&T,Adm.,EWC,P.E)	7,900.00	0	7,900.000
Activity fees	1,500.00	0	1,500.00
Medical and Insurance	2,000.00	0	2,000.00
**Top Up	12,510.00	0	12,510.00
SMASSE	200.00	0	200.00
Total school fees	57,974.00	12,790.00	70,764.00

** Other Voteheads: Local travel and transport, Administration, Electricity, Personnel emolument*

*** To cater for assistive devices and any additional personnel needed.*

2.0 BANK ACCOUNTS

To ensure accountability and smooth implementation of the FDSE programme, all schools are required to operate the following bank accounts:

Tuition account: only tuition funds shall be deposited into his bank account and all payments should be strictly by cheques. These funds must be utilized for the procurement of teaching and learning material (TLMs) only.

Operational Account: - This account is to be used for the disbursement of Government subsidies except the tuition.

A Saving Account: under the Boarding Account Cash Book for holding collections not for immediate use.

Boarding Account: - This account will hold funds paid by parents for boarding related expenses.

School Infrastructure Account: - for infrastructure grants from GoK

Income generating activities.

Schools with income generating activities shall open separate bank accounts for the same.

2.1 OPERATIONAL PROCEDURES

In addition to the above, the following procedures will continue to apply:

- a) Each account must have a separate cash book
- b) All schools must acknowledge the receipt of funds by a letter to the Ministry of Education
- c) A receipt is issued to every learner for the capitation amount received for every tranche
- d) Schools must post on their notice boards the amounts received
- e) Schools have the freedom to operate a fourth bank account to cater for development funds
- f) No virement is authorized from the Tuition Account.
- g) All CDF and donations or funds from “*Harambee*” must be receipted officially and entered into the school Cash books. These include incomes from hire of school facilities e.g. grounds, classrooms, halls or billboards on school compounds.
- h) Under the Operation account, schools may seek authority from the CEBs to vire savings or surplus funds from one item to another when it is absolutely necessary. It is further clarified that the personell emolument will not be restricted to payment of Non teaching staff.

3.0 FINANCIAL OBLIGATIONS

All schools managements, especially, principals, are expected to ensure prudence in the use of school funds and to adhere to the laid down financial regulations as stipulated in the financial management instructions’ handbook, issued by the MOE in the year 2006 and The Public Finance Management Act, 2012. All stipulated accounting procedures and other necessary measures, including cost-saving, must be adhered to by all schools at all times.

- Schools may NOT enter into financial contracts e.g. Hire purchase, bank loans or mortgages without the express written approval of the Cabinet Secretary in line with Section 18 of 4th Schedule of the Basic Education Act, 2013.
- Every principal shall be responsible for application and utilization of funds as the accounting officer of the school. Guidelines of the same shall be given before the actual disbursement.

4.0 PARENTAL OBLIGATIONS

Parents will continue to meet the following cost:

- School uniforms
- Boarding related costs as reflected in the boarding school fees structure
- Lunch for the day scholars
- Clear their fees balances for continuing students prior to Jan 2019

5.0 GUIDELINES FOR BOM EMPLOYEES

The ministry will continue to disburse funds to support the Board of management employees. To minimize the cost of secondary education it is necessary to rationalize the recruitment of such cadre of staff. It shall be the responsibility of the boards to hire Non-Teaching Staff at terms commensurate with qualification and capacity to pay. It is also important for schools to hire persons who are qualified for the job.

6.0 TRANSFERS AND RE-ENTRY

Cases of re-admission of dropouts and transfer should be dealt with on individual basis and as stipulated in the student transfer guidelines. All transfers must be handled through the NEMIS system.

7.0 ENROLMENT DATA

It shall be the responsibility of the principal to ensure accurate data is submitted through the NEMIS. Every student has been issued with a UPI number. This must be used at all time during admission and transfers. Disbursements will be done using the data available in the system. Transfers of students should be avoided in the course of the academic year and may only be sanctioned by the Director General under special circumstances. Schools which received capitation for students above the enrolment will be penalized and the principal surcharged for loss of public resources as provided for in Public Finance Management Act, 2012 Sections 197,198 and 202.

8.0 MAINTENANCE AND IMPROVEMENT

Ministry of Education has made a decision to allocate Ksh. 6,000 per student per year to cater for ensuring a proper learning environment with adequate school infrastructure and other improvements. This vote should only be used for immovable assets and other form of infrastructure in the school that may require upgrading. Approval must be sought from the County Director of Education on utilization of the funds under this vote.

9.0 INSURANCE AND STUDENTS MEDICAL COVER BY NHIF

The Ministry of Education entered into a contract with National Hospital Insurance Fund (NHIF) which requires the latter to offer comprehensive medical cover to all the students in public secondary schools with effect from 1st May 2018. Principals are therefore required to acquaint themselves with the terms

of the cover to ensure that students access quality health services from NHIF accredited health facilities. Schools are required to provide all the students with their UPI numbers for ease of accessing services even when on holiday. Students should be advised to inform their parents about the UPI numbers. In addition all school principals should sent death notification letters to the Principal Secretary within seven (7) days of death of any student in their schools.

The Ministry will retain ksh.1350 from the medical vote head to fund the medical cover. The rest of the votehead will be used by the schools to meet the insurance of school property.

10.0 SET BOOKS

The Ministry will supply English Literature and Fasihi set books to Form three and four students in all the public secondary schools in 2019. School principals are therefore advised not to procure the set books for the two classes. Principals are advised to ensure that data provided for the same is accurate.

Bring this information to all field officers and schools in your jurisdiction.


Dr. Belio R. Kipsang, CBS
PRINCIPAL SECRETARY

Cc Cabinet Secretary
Chief Administrative Secretary
CEO, Teachers Service Commission
Chairman KESSHA
Director Schools Audit Services

