



**REPUBLIC OF KENYA  
MINISTRY OF EDUCATION  
STATE DEPARTMENT OF BASIC EDUCATION**

Telegrams: "EDUCATION",  
Telephone: Nairobi 318581  
Fax: 214287  
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JOGOO HOUSE "B"  
HARAMBEE AVENUE  
P.O.BOX 30040-00100  
NAIROBI

Ref.No. MOE.HQS/3/13/3 B

Date: 24<sup>th</sup> November, 2017

All County Directors of Education

**RE: ONLINE FORM ONE JOINING INSTRUCTIONS FOR NATIONAL, EXTRA-COUNTY AND COUNTY SCHOOLS**

As you may be aware, candidates joining form one in boarding schools will access their joining instructions on-line.

You are required to inform the named categories of schools to email their form one joining instructions to the ministry urgently. Ensure the content of this circular is brought to the attention of all principals in public secondary schools in the following format;

1. The layout of the first page shall be exactly as detailed in the attached sample copy without any further content
2. The joining instructions shall be in MS-Word
3. The joining instructions shall be submitted in one running document
4. The school logo shall only appear on the first page( not on every page)
5. The document name shall be the school KNEC code e.g. Meru school saved as 15300002 when e-mailing the attachment to MOE
6. The joining instructions should be sent as an attachment through email address: [formoneselection@gmail.com](mailto:formoneselection@gmail.com) not later than 28<sup>th</sup> November, 2018
7. All schools should provide a breakdown of termly fees based on the ministry's fees structure communicated vide circular Ref.No. MOE.HQS/3/13/3 dated 19<sup>th</sup> October, 2017(see attached fees structure)

Please expedite

MASESE, ROBERT NM  
FOR PRINCIPAL SECRETARY





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When replying please quote

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Date: 24<sup>th</sup> November 2017

FEES STRUCTURES FOR ALL SCHOOLS

1. Day schools fees structure

Vote Heads	Parent	GOK
Teaching learning materials and exams		4,792.00
Repairs, maintenance and improvement	0	2,886.00
Local travel and transport	0	1,833.00
Administration costs	0	1,572.00
Electricity, Water and conservancy (EWC)	0	2,151.00
Activity fees	0	1,256.00
Personnel emolument (PE)	0	5,755.00
Medical and Insurance	0	1,999.00
<b>Total school fees</b>	<b>0</b>	<b>22,244.00</b>

2. Boarding schools fees structure- category A: all National schools and extra county schools in the following towns: Nairobi, Mombasa, Nakuru, Kisumu and Eldoret.

Vote head	GOK	Parent	Total
Teaching learning materials and exams	4,792.00	0	4,792.00
Boarding Equipment and Stores	0	32,385.00	32,385.00
Repairs, maintenance and improvement	1,886.00	2,960.00	4,846.00
Local travel and transport	1,833.00	1,621.00	3,454.00
Administration costs	1,572.00	3,516.00	5,088.00
Electricity, Water and conservancy (EWC)	3,151.00	6,302.00	9,453.00
Activity fees	1,256.00	798	2,054.00
Personnel emolument (PE)	5,755.00	5,972.00	11,727.00
Medical and Insurance	1,999.00		1,999.00
<b>Total school fees</b>	<b>22,244.00</b>	<b>53,554.00</b>	<b>75,798.00</b>

3. Boarding schools fees structure- category B: boarding schools and extra county schools in other areas

Vote Head	GOK	Parent	Total
Teaching learning materials and exams	4,792.00	0	4,792.00
Boarding Equipment and Stores	0	27,385.00	27,385.00
Repairs, maintenance and improvement	1,886.00	2,400.00	4,286.00
Local travel and transport	1,833.00	650	2,483.00
Administration costs	1,572.00	1,850.00	3,422.00
Electricity, Water and conservancy (EWC)	3,151.00	4,900.00	8,051.00
Activity fees	1,256.00	150	1,406.00
Personnel emolument (PE)	5,755.00	3,100.00	8,855.00
Medical and Insurance	1,999.00		1,999.00
<b>Total school fees</b>	<b>22,244.00</b>	<b>40,535.00</b>	<b>62,779.00</b>

4. Special Needs

Vote Heads	Special Needs Secondary schools(KES)		
	Government	Parent	Total
Teaching learning materials and exams	4,792.00	0	4,792.00
Boarding Equipment and Stores	23,220.00	10,790.00	34,010.00
Repairs, maintenance and improvement	1,886.00		1,886.00
Local travel and transport	1,833.00		1,833.00
Administration costs	1,572.00		1,572.00
Electricity, Water and conservancy (EWC)	3,151.00		3,151.00
Activity fees	1,256.00		1,256.00
Personnel emolument (PE)	5,755.00		5,755.00
Medical and Insurance	1,999.00		1,999.00
Top Up*	12,510.00		12,510.00
<b>Total school fees</b>	<b>57,974.00</b>	<b>10,790.00</b>	<b>68,764.00</b>

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

**MASESE ROBERT N. M.**  
**FOR: PRINCIPAL SECRETARY**

