



**MINISTRY OF BASIC AND SENIOR SECONDARY EDUCATION IN PARTNERSHIP  
WITH UKAID**

**GUIDELINES FOR THE  
HANDLING OF TEXTBOOKS SUPPLIED TO GOVERNMENT AND GOVERNMENT  
ASSISTED SCHOOLS IN SUPPORT OF THE FREE QUALITY SCHOOL EDUCATION  
PROGRAMME**

**INTRODUCTION**

At the launch of the Free Quality School Education Programme on the 20<sup>th</sup> August 2018, His Excellency the President outlined the contents of the package for the first year implementation of the programme. The package contains the provision of text books and other teaching and learning materials. The Ministry of Basic and Senior Secondary Education with support from UKAid through the “Leh wi Lan” project organized a meeting of local council officials and education sector practitioners where the following guidelines on the handling of text books that would be supplied to government and government-assisted schools were developed.

**OBJECTIVES OF THE GUIDELINES.**

1. To put in place procedures for the proper handling of the textbooks when they are taken to the schools.
2. To ensure that learners have easy access to the books
3. To increase the life span of the books

**GUIDELINES**

- The Ministry of Basic and Senior Secondary Education and Local Councils are responsible for undertaking mass sensitization and direct engagement of parents/caregivers and other stakeholders about the guidelines.
- The Head of School is responsible for convening CTA and governing body meetings before the distribution of the books to discuss proper handling of the books.
- The Head of School is responsible for ensuring that the books are stamped with the school’s official stamp before they are distributed
- Parents and Guardians are responsible for the proper custody of the books (when supplied to their children) as well as to collect and sign for the books on behalf of their children when they register at the beginning of term.
- The Head of School is responsible for supplying the English and Maths pupils’ handbooks at the start of the term during which the book will be used and making sure that the books are collected back and signed for at the end of each term.

- The Head of School is responsible for ensuring that students have access to all the books for the school year to enable them prepare for and take the final examination in class.
- The Head of School is responsible for ensuring that there is a record of the unique serial numbers on each book and the name of the pupil to whom each book is allocated is recorded.
- The Head of School is responsible for ensuring that the books are kept in a secure and safe place when not in use
- Ward Education Committee members are responsible for inspecting a sample of pupils' books on a termly basis
- Parents/guardians are responsible for replacing the book in the event that any child loses or damages his/her book. The replacement must be in the form of a locally printed copy
- Illegal sale and possession of the text books and other teaching and learning materials provided by the Government and its Partners, will result in the culprit facing the full penalty of the law
- Class teachers are responsible for monitoring the use of the books on a weekly basis
- In boarding schools, the Head of School will be responsible for making sure the books are signed in and out each term and kept in good condition.