

TEACHERS SERVICE COMMISSION

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TSC/ADM/192A/IX/1



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NAIROBI, KENYA

1ST FEBRUARY, 2017

CIRCULAR NO: 1/2017

TO: TSC County Directors
Principals, National Polytechnics
Director, CEMESTEA
Principals, Institutes of Science and Technology
Principals, Technical Training Institutes
Principals, Diploma Teacher Training Colleges
Principals, Primary Teacher Training Colleges
Director, Kenya Institute of Special Education
Principals, Secondary Schools
Headteachers, Primary Schools
All Teachers

EFFECTIVE CURRICULUM IMPLEMENTATION IN LEARNING INSTITUTIONS

In order to optimally utilize the teaching resource in public learning institutions and ensure delivery of quality teaching services, the Commission reiterates the need for all teachers and Heads of Institution to be available in school at all times to undertake the assigned teaching and administrative duties.

This is in line with the Code of Regulations for Teachers (2015), Recognition Agreements between Teachers Service Commission and Unions and Collective Bargaining Agreements.

In this regard all TSC County Directors have been directed to ensure that absence from school by teachers and Heads of Institution is minimized at all costs. In particular they are required to ensure the following:

- I. Where a teacher has to be away from school for whatever reason, including official assignment, **written** permission should be granted by the Head of Institution and the absence and reasons for the same recorded in the school logbook.
- II. Heads of Primary schools to obtain written permission from TSC Sub-County Directors while all Principals in Post Primary institutions will be granted the same by TSC County Directors.
- III. All Heads of Institution who plan to be out of school on official assignment requiring use of public funds should inform County Directors of Education in writing.
- IV. Government Ministries, Agencies and Non Governmental organizations undertaking educational programmes that require teachers participation should schedule the activities for weekends and school holidays.
- V. All the Kenyan Secondary School Heads Association (KESSHA) and Kenya Primary School Heads Association (KEPSHA) activities and conferences at all levels should be undertaken during weekends and school holidays.
- VI. All elected Sacco, Union and Societies officials are required to schedule their programmes during week-ends and school holidays.
- VII. Activities that are not core to the teaching administrative duties assigned to teachers and the school administrative staff should **NOT** be carried out during the programmed teaching hours.

- VIII. Arrangements should be made for all classes to be attended to in the absence of the assigned teacher. In all cases, a make-up programme for untaught classes and /or lessons should be agreed on where absence is anticipated. The make-up arrangement should also be recorded in the log book.

Finally, Heads of Institution should ensure syllabi for the different classes and levels of learning are effectively covered and in good time.

Any case of non-compliance should be brought to the attention of County and Sub-County Directors who will take appropriate action.



NANCY NJERI MACHARIA, OGW
SECRETARY/ CHIEF EXECUTIVE

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Ministry of Education, Science and Technology

County Directors of Education
Ministry of Education Science and Technology