

Sample Notice Letters

MJK Educators | Legal Guides: Homeschooling in Kenya

Letters you can adapt to inform or respond to education authorities. Replace everything in [square brackets] with your own details.

1.1 Before You Send a Letter

- No national notice form exists at present. The letters below are voluntary courtesy letters. They are not an application for permission.
- Address the letter to the Sub-County Director of Education (copy the County Director of Education if you wish) for the area where you live.
- Keep the tone respectful, factual, and brief.
- Do not apologise for your choice and do not argue the law in the letter.
- Include only what you are comfortable sharing. Avoid sending ID numbers unless required.
- Deliver by hand and ask for a stamped copy, or email and keep the sent message. Keep a copy of everything.
- If the Basic Education Bill or new Ministry rules introduce a notification process, follow the official process and update your letter.

Note: These letters are general templates, not legal advice. If your situation is complicated, or an official has made a demand, speak to a qualified advocate before replying.

1.2 Sample Letter 1: Letter of Intent to Homeschool

[Your full name]
[Postal address or residential location]
[County]
[Phone number] | [Email address]
[Date]

The Sub-County Director of Education
[Name of Sub-County]
Sub-County Education Office
[County]

RE: NOTIFICATION OF HOME-BASED EDUCATION FOR [CHILD'S FULL NAME]

Dear Sir or Madam,

I am the [mother / father / legal guardian] of [Child's full name], born on [date of birth], currently [aged ___ years]. I write to inform your office that, beginning [start date], I will be providing my child's education at home.

This decision is made in my child's best interests, in line with Article 53 of the Constitution of Kenya and my responsibilities as a parent under the Children Act. Our family is committed to ensuring that [Child's name] receives a full and quality basic education.

In summary:

- **Curriculum:** [Kenyan CBC / name of curriculum / blended approach]
- **Learning areas:** English, Kiswahili, Mathematics, Science and Technology, Social Studies, Religious or Values Education, Creative Arts, and Physical Education
- **Assessment:** Regular parent assessments, termly progress reports, and a work portfolio; we will explore national or international examination registration at the appropriate level

- **Records:** Attendance, learning plans, and work samples are maintained

We are happy to share a summary of our learning plan and our child's progress and to speak with your office should you have questions. Kindly acknowledge receipt of this letter.

Thank you for your time and for your service to education in our community.

Yours faithfully,

[Signature]

[Full name]

Copy to: [County Director of Education, if desired]

1.3 Sample Letter 2: Withdrawal Notice to a School

[Your full name]

[Address]

[Phone]

[Email]

[Date]

The Head Teacher

[Name of school]

[Address]

RE: WITHDRAWAL OF [CHILD'S FULL NAME], ADMISSION NO. [____], CLASS/GRADE [____]

Dear Sir or Madam,

I write to formally notify you that I will be withdrawing my [son / daughter], [Child's full name], from [School name] with effect from [date]. We will be continuing [his / her] education at home.

Kindly provide, on or before [date]:

1. A leaving or transfer certificate
2. The most recent report form and academic records
3. Confirmation of any outstanding fees or items to be returned, so we can clear them promptly

We thank you and the teachers for the education and care [Child's name] received at your school.

Yours faithfully,

[Signature]

[Full name], Parent or Guardian

Please sign and stamp the duplicate copy of this letter as proof of receipt.

Received by: _____ Date: _____ Stamp: _____

1.4 Sample Letter 3: Annual Update to the Education Office

This letter is optional. Some families send one each year to maintain a positive relationship with the office.

[Your name and contact details]

[Date]

The Sub-County Director of Education

[Sub-County Education Office]

RE: ANNUAL UPDATE — HOME-BASED EDUCATION FOR [CHILD'S FULL NAME]

Dear Sir or Madam,

Further to my letter dated [date of original letter], I am pleased to provide a brief update on [Child's name]'s learning for the year [year].

- **Level completed:** [grade or level]
- **Learning days completed:** [number]
- **Subjects covered:** [list]
- **Progress:** [two or three sentences on achievements and assessment results]
- **Plans for next year:** [level, curriculum, any exams planned]

Please let me know if your office requires any further information.

Yours faithfully,

[Signature]

[Full name]

1.5 Sample Letter 4: Response to an Official Inquiry

[Your name and contact details]

[Date]

[Name and title of official]

[Office]

RE: YOUR [LETTER / CALL / VISIT] OF [DATE] CONCERNING [CHILD'S FULL NAME]

Dear [Mr / Ms / Title] [Surname],

Thank you for contacting me regarding my child's education. [Child's name] is receiving a full-time education at home under my supervision, and we maintain a learning plan and progress records.

To help me respond fully, kindly confirm in writing:

1. The specific concern that has been raised
2. The provision of law or policy on which your office relies
3. The information or documents that you require and the purpose for which they will be used

I would be glad to share a summary of our learning plan and progress and to arrange a meeting at a mutually convenient time.

Yours faithfully,

[Signature]

[Full name]

1.6 After You Send a Letter

- Record the date, method, and recipient in your correspondence log (Template N in the Record Keeping Template).
- File the stamped or sent copy.
- Follow up politely after two to three weeks if you receive no acknowledgement.
- Share any significant response with your homeschool association or advocate.