

# GHANA EDUCATION SERVICE

In case of reply the number  
and date of this letter should be quoted



REPUBLIC OF GHANA

HEADQUARTERS  
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18<sup>th</sup> September, 2026

## REGIONAL DIRECTORS

### UNAUTHORISED CHARGES BY SOME HEADS OF SENIOR HIGH SCHOOLS

Management of the Ghana Education Service (GES) has received reports of some Heads of Senior High Schools imposing unauthorised charges on parents and guardians and compelling them to purchase items such as trunks, chop boxes, uniforms and cutlasses and others directly from the schools.

Heads of Schools are directed to immediately desist from such practices and ensure strict compliance with approved guidelines on admission of students and student requirements.

Any Head of School found imposing unauthorised charges or compelling parents to purchase items through the school shall face severe administrative sanctions in accordance with GES regulations.

Regional Directors are to ensure that this directive is communicated to all Heads of Senior High Schools and Senior High Technical School for strict compliance.

A handwritten signature in blue ink, appearing to read 'Smile Dzisi'.

**PROF. SMILE DZISI (MRS.)**  
**DEPUTY DIRECTOR-GENERAL (MS)**  
**For: DIRECTOR-GENERAL**

Cc: Chairman, GES Council, Accra  
Director - General, GES, Hqtrs, Accra  
Deputy Director-General, (Q&A), GES, Hqtrs, Accra  
Director, Schools and Instructions Division (Secondary), GES, Hqtrs, Accra