

THE SECONDARY EDUCATION LAW.

(CAP. 205 and Laws 5 of 1950 and 18 of 1952.)

48 Vol. II 288

SECONDARY EDUCATION REGULATIONS.

1. These regulations may be cited as the Secondary Education Regulations.

PART I.—SECONDARY SCHOOLS—GENERAL REGULATIONS.

2. Part I of these regulations shall apply to all registered Secondary Schools in the Colony, except where amended or added to in Parts II and III. Part II of these regulations shall apply only to Grant-aided Secondary Schools, and Part III only to Public-aided Secondary Schools.

3. The governing body of every secondary school shall appoint a person to act as correspondent on its behalf in all correspondence with the Director, and shall forthwith notify the Director of the name and address of the person so appointed.

First Appendix. 4. The Register of Secondary Schools shall be in the form set out in the First Appendix.

Second Appendix. 5. Application for the registration of a secondary school shall be made by the governing body to the Director in the form set out in the Second Appendix.

Third Appendix. 6. The return required to be made under section 9 of the Law shall be rendered by the governing body to the Director in the form set out in the Third Appendix.

Fourth Appendix. 7. The certificate of registration of a secondary school shall be in the form set out in the Fourth Appendix.

Fifth Appendix. 8. The Register of Secondary School Teachers shall be in the form set out in the Fifth Appendix.

Sixth Appendix. 9. Every person wishing to be registered or licensed as a teacher shall make application in writing through the Commissioner of the District in which he resides to the Director in the form set out in the Sixth Appendix.

Seventh Appendix. 10. The licence issued to every person registered as a teacher shall be in the form set out in the Seventh Appendix.

Eighth Appendix. 11. The provisional licence issued to every person licensed under the provisions of section 20 (3) of the Law shall be in the form set out in the Eighth Appendix.

12.—(1) The governing body of any secondary school to which section 23 of the Law applies or the governing body of any Public-aided secondary school may make regulations relating to all or any of the following matters, that is to say :—

- (a) the admission, attendance, classification and examination of pupils ;
- (b) the discipline to be enforced upon pupils both inside and outside the school ;
- (c) the punishment and expulsion of pupils ;
- (d) the health, cleanliness and medical inspection of pupils ;
- (e) the fees to be paid by pupils and the manner and time of paying them ;
- (f) the organization and management of the boarding house or hostel, if any, attached to the school ;
- (g) the duties and powers of the Headmaster and of other teachers ;
- (h) the holidays and vacations to be kept by pupils and teachers ;
- (i) the internal organization and management of the school.

(2) A copy of every such regulation and of any amendment or revocation thereof shall, within seven days of the making thereof, be forwarded to the Director and a copy shall be exhibited in a conspicuous place on the school premises for the information of all teachers and pupils at the school.

13. The governing body of every secondary school to which section 23 of the Law applies shall keep all accounts, records and documents relating to that school distinct and separate from accounts, records and documents relating to any elementary school for the supervision and maintenance of which the governing body is responsible.

14. A copy of these regulations and a list of the names and addresses of all members of the governing body shall be kept on the premises of every secondary school.

15. The Secondary Education Regulations, 1948, the Secondary Education (Public-aided Secondary Schools) Regulations, 1952, and the Secondary Education (Public-aided Secondary Schools) (Amendment) Regulations are hereby repealed, without prejudice to anything done or left undone hereunder.

PART II.—GRANT-AIDED SECONDARY SCHOOLS.

16. Any government body wishing to apply for a grant-in-aid shall make written application to the Director in the form set out in the Second Appendix, not later than the 31st day of March preceding the commencement of the school year in respect of which the application is made.

17. Save as hereinafter provided, no grant-in-aid shall be made in respect of any secondary school unless the governing body thereof satisfies the Director as to the fulfilment, in respect of the school, of all the following conditions, that is to say :—

- (a) the curriculum, the number of hours allotted therein to each subject and the books used shall be approved by the Director ;
- (b) the number of pupils taught together at one time shall not exceed fifty ;
- (c) no teacher shall be appointed on probation for a period or periods exceeding four years in the aggregate ;
- (d) every teacher who on the 31st day of August, 1935, had been continuously employed as a teacher at the school for the four school years immediately preceding that date and who was re-appointed as a teacher at the school for the school year 1935-1936 shall be deemed to have completed the period of his appointment on probation ;
- (e) where a teacher has completed four years on probation and is thereafter employed by the governing body, he shall be appointed to the permanent staff of the school. A member of the permanent staff shall not cease to be employed as a teacher by the governing body except—
 - (i) by mutual consent ; or
 - (ii) on his resignation, of which he shall give to the governing body not less than three months' notice ; or
 - (iii) on the cancellation or expiration of the licence granted to him under the Law ; or
 - (iv) at the end of the school year in which he attains the age of sixty years in the case of male or of fifty-five years in the case of female teachers ; or
 - (v) in the case of female teachers, on marriage ; or
 - (vi) subject to the approval of the Director, on the grounds of inefficiency or misconduct or for other good cause shown : Provided that if a teacher should cease to be employed by reason of ill-health or if the governing body can show that his post should be abolished, he shall be paid a gratuity calculated on his years of service ;
- (f) a pension or gratuity scheme approved by the Director shall be established for the benefit of all permanent members of the teaching and clerical staff ;

- (g) no person shall, except with the consent in writing of the Director, continue to be employed as a teacher after the end of the school year in which he attains the age of sixty years in the case of males or of fifty-five years in the case of females ;
- (h) the salaries of all teachers shall be fixed by the governing body ;
- (i) no teacher shall be required to teach more than thirty hours a week ;
- (j) the Headmaster shall be responsible for the supervision of the work of the teachers and pupils and of the internal organization and discipline of the school, and shall not be required to teach more hours than is compatible with the conscientious performance of such duties ;
- (k) whenever any question arises or is under consideration by the governing body, affecting—
 - (i) the appointment, punishment or dismissal of any teacher, or
 - (ii) the internal organization or discipline of the school,
 an opportunity shall be afforded to the Headmaster of expressing his opinion thereon ;
- (l) no pupil shall be refused admission to or excluded from the school except on reasonable grounds ;
- (m) no pupil shall be admitted to or retained in the school unless he is capable of profiting by the instruction provided for him ;
- (n) the school shall not be established or maintained for the private profit of any person ;
- (o) the income of the governing body from all sources in respect of the school shall be devoted solely to educational purposes approved by the Director ;
- (p) the accounts of the governing body shall be audited in the same manner as the accounts of those governing bodies to which section 23 of the Law applies ;
- (q) the governing body shall make regulations on all the matters prescribed in regulation 12 and the provisions of paragraph (2) of that regulation shall apply to all regulations so made ;
- (r) the governing body shall, if required so to do by the Director, amend, add to or revoke any regulations made by it hereunder ;
- (s) records of the proceedings of the governing body shall be kept and shall be open at all reasonable times to the inspection of the Director or any public officer authorized by him in that behalf ;
- (t) in all essential respects the teaching imparted in the school shall be efficient and the progress of the pupils satisfactory.

18. Any governing body aggrieved by the decision of the Director upon any matter mentioned in regulation 17 may, within fourteen days from the date of the notification of such decision, appeal to the Governor whose decision thereon shall be final and conclusive.

19.—(1) The Director may at his discretion pay grants-in-aid in respect of any school year to the governing body of any secondary school in respect of which the prescribed conditions are fulfilled during that school year.

(2) Grants-in-aid may be paid in respect of all or any of the subjects taught at the school.

(3) In considering the award and determining the amounts of such grants-in-aid the Director shall take into consideration—

- (a) the educational requirements of the Colony and of the district, town or village in which the secondary school is situated ;
- (b) the total amount of money available for distribution as grants-in-aid ;
- (c) the efficiency of the teaching imparted at the secondary school in every subject in respect of which a grant-in-aid is payable to the governing body.

(4) If at any time during the school year in respect of which a grant-in-aid is payable any of the prescribed conditions for the payment of grants-in-aid are not fulfilled, the Director may at his discretion withhold the whole or part of the grant-in-aid payable.

20. Notwithstanding anything in these regulations contained the Director may make such payments from the public revenue of the Colony as the Governor shall approve in respect of the elementary instruction given at any school which in addition to being registered under the Law is prescribed as an elementary school under the provisions of the Elementary Education Law or any law amending or substituted for the same.

Cap. 203

21. The Governor may, subject to such terms and conditions as he thinks fit, exempt any school from any of the provisions of these regulations.

PART III.—PUBLIC-AIDED SECONDARY SCHOOLS.

22. Any governing body which wishes the school over which it exercises authority or control to be declared a Public-aided Secondary School shall apply on the form set out in the Ninth Appendix.

Ninth
Appendix.

23. The Register of Public-aided Secondary School Teachers shall contain the following particulars :—

- (a) name in full ;
- (b) nationality ;
- (c) date of birth (day, month, year) ;
- (d) place of birth ;
- (e) degree and/or diploma and date it was obtained (giving institution at which obtained, subjects studied, length of course, any other relevant details) ;
- (f) Teacher Training qualifications and details ;
- (g) annual salary and allowances from date of declaration of school as Public-aided Secondary School ;
- (h) record of all service of the teacher.

24. The grades and salary scales payable shall be as set out in the Tenth Appendix, and every teacher shall be placed by the Director on the grade appropriate to the teacher's qualifications, and at such point in the scale as the Director may decide, having regard to the teacher's previous experience of teaching :

Tenth
Appendix.

Provided that with regard to any teacher who is appointed to a Public-aided Secondary School and whose name is contained in the application, the Director may accept—

- (a) the ability and attainment of the teacher as equivalent to a University Degree ;
- (b) the efficiency in, and experience of teaching as equivalent to Teacher Training.

25. Whenever it is necessary to appoint any new teacher after the declaration of the school as a Public-aided Secondary School, the following procedure shall be followed :—

- (a) the governing body, in consultation with the Director, shall prepare a statement of particulars of the new post or the vacancy to be filled and the Director shall cause such statement to be published in the *Gazette* ;
- (b) the governing body, in consultation with the Director, shall consider all applications received in connection with the publication as aforementioned and submit their recommendations to the Governor for his consideration.

26. Every teacher on first appointment to a secondary school which has been declared a Public-aided Secondary School shall be on probation for a period of two years after the completion of which, to the satisfaction of the Director, he shall be confirmed in his appointment :

Provided that no teacher whose name is included in the form of application shall be required to serve on probation.

27. No teacher shall be permitted to teach more than thirty hours a week.

28. The governing body shall select from among the teachers of a Public-aided Secondary School one teacher to be the headmaster of the school and also an adequate number of masters (hereinafter referred to as "senior masters") who shall be responsible, under the headmaster, for the organization of some branch of the school or of the teaching of some subject throughout the school :

Provided that there shall not be more than one senior master for the first hundred pupils and not more than one such master for every hundred pupils or part thereof in excess of fifty above the first hundred.

29. The headmaster shall be responsible for the supervision of the work of the teachers and pupils and of the internal organization and discipline of the school, and shall not be required to teach more hours than is compatible with the conscientious performance of such duties and, whenever any question arises affecting the appointment, punishment or dismissal of teachers or affecting the internal organization or discipline of the school, he shall be afforded an opportunity of expressing his opinion thereon.

30. The maximum number of pupils to be admitted to each Public-aided Secondary School shall be fixed by the Director, due regard being had to the number of qualified pupils seeking admission and the capacity of the school and the teaching staff :

Provided that, except with the consent of the governing body, such number shall not be less than the number of pupils shown in the application as enrolled in the school.

31. Pupils seeking first admission to a Public-aided Secondary School shall to the satisfaction of the Director be examined by the staff of that school on the basis of the elementary school programme of instruction in such subjects studied in the elementary schools as the Director may require and only those will be admitted who appear most likely to benefit from a secondary education.

32.—(1) The pupils selected for free places shall be those who are of more than average ability and whose parents would find it difficult to pay any fees and such pupils shall be distributed in approximately the same proportion throughout the different classes of the school.

(2) The selection for free places shall be made by the governing body on the results of the examinations on first admission :

Provided that, in the first year after the school is declared a Public-aided Secondary School, the selection of those in the second to the sixth classes shall be based on the previous year's work.

(3) A pupil selected for a free place shall not, thereafter, pay fees unless his record of work becomes so unsatisfactory that he no longer deserves a free place, in which case he shall be required to pay a fee and his free place shall be given to another pupil either in that class or in another class.

33. The governing body may, at any time cause the removal from a Public-aided Secondary School of any pupil whose record is such as to indicate that he is not likely to derive further benefit in the school and that his presence in the school impedes progress of the other pupils.

34. The number of pupils taught together at one time shall not exceed fifty.

35. A copy of these Regulations and a list of the names and addresses of all members of the governing body shall be kept on the premises of every Public-aided Secondary School.

36. Any governing body aggrieved by the decision of the Director upon any matter arising out of these Regulations may, within fourteen days from the date of the notification of such decision, appeal to the Governor whose decision thereon shall be final and conclusive.

FIRST APPENDIX.

The Secondary Education Regulations—(Regulation 4).

REGISTER OF SECONDARY SCHOOLS.

Name of School
 Date of foundation Date of registration.....
 No. of Certificate Ed. Dept. file.....

| School year | No. of teachers | Total No. of pupils | No. of boarders | Total revenue | Total expenditure | Government grant-in-aid | Date of inspection |
|-------------|-----------------|---------------------|-----------------|---------------|-------------------|-------------------------|--------------------|
| | | | | | | | |

SECOND APPENDIX.

The Secondary Education Regulations—(Regulations 5 and 16).

| |
|---|
| <i>To be added in Ed. Dept.:</i> |
| Page in Register of Secondary Schools |
| No. of Certificate..... |
| Date of registration..... |

FORM OF APPLICATION for :

- (a) registration of a secondary school, and/or
- (b) award of a grant-in-aid to a secondary school.

Strike out the words which do not apply.

Note.—(a) Paragraphs marked * need not be completed when application is not being made for the award of a grant-in-aid.

(b) In the case of a school which was not in existence on the date when the Secondary Education Laws, 1935 and 1936, came into operation, it is advisable that the governing body should allow at least one month for the due consideration of this application before the date on which the governing body proposes to open the school.

I.—I. Name of School.....
 Town or Village.....
 Date of foundation.....

II.—GOVERNING BODY.

2. Chairman : full name.....
 full address.....
 occupation.....
 date of first appointment as member.....
 date of appointment as Chairman.....
 date of expiry of appointment as member.....
 how appointed : (a) as member.....
 (b) as Chairman.....

3. Members :

| Name | Full address | Occupation | How appointed | Dates of appointment | |
|------|--------------|------------|---------------|----------------------|----|
| | | | | From | To |
| | | | | | |

Name and Address of Correspondent.....

Name of Treasurer.....

III.—FINANCIAL RESOURCES
OF THE GOVERNING
BODY.

4. Receipts :

- (i) From school fees (a) ..
- (ii) From Government ..
- (iii) From Municipal funds
- (iv) From Church or Evcaf
- (v) From other sources
(excluding boarding house)

viz. :.....

.....
TOTAL

| Actual receipts last school year, viz. 19....-19.... | Estimated receipts for current school year, viz. 19....-19.... | Estimated receipts for next school year, viz. 19....-19.... |
|--|--|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

(a) Including all fees charged for entrance, tuition, examination and the award of certificates, but not fees charged for board or lodging.

| | Actual expen- diture last school year, viz. 19....-19.... | Estimated expenditure for current school year, viz. 19....-19.... | Estimated expenditure for next school year, viz. 19....-19.... |
|-------------------------------|--|---|--|
| 5. Expenditure : | | | |
| (i) Salaries of teachers .. | | | |
| (ii) Rent of premises .. | | | |
| (iii) Repairs and maintenance | | | |
| (iv) Immovable Property Tax | | | |
| (v) Other charges | | | |
| (excluding boarding house) | | | |
| viz. :..... | | | |
| | | | |
| TOTAL | | | |

6. Boarding house account.

- (a) Receipts from all sources,
viz.

.....

.....

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

- (b) Expenditure on all charges,
viz. :.....

.....

.....

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

- * 15. How are these pupils selected and how often ?
- * 16. Examination and/or certificate fees :

| | | | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Class or Division .. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table> | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Amount of such fees per pupil .. | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table> | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

- * 17. Are pupils who are exempted from tuition fees also exempted from examination and/or certificate fees ?
If not, how are such exemptions granted ?
- * 18. Boarding house fees :
Give particulars of fees charged per pupil :
- * 19. Are pupils who are exempted from tuition fees also exempted from fees for board and lodging ?

VII.—PREMISES.

20. Situation.....

| Description of each building | Whether owned by governing body | Landlord's name | Annual rent | Date of expiry of lease (if any) |
|------------------------------|---------------------------------|-----------------|-------------|----------------------------------|
| | | | | |

21. Attach to this form a sketch plan shewing the position of each room used for school purposes in relation to the points of the compass. A serial number must be assigned to each room in a single series from 1 upwards. This number will serve permanently to identify the room in subsequent correspondence.

22. Class-rooms :

| Number on plan | | | | | | | | | | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Length in feet | <table border="1" style="width: 100%; height: 100px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table> | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Breadth in feet | | | | | | | | | | | | | | | | | | | | |
| Height in feet | | | | | | | | | | | | | | | | | | | | |
| Number of windows | | | | | | | | | | | | | | | | | | | | |
| Total area of windows | | | | | | | | | | | | | | | | | | | | |
| Class normally taught there | | | | | | | | | | | | | | | | | | | | |
| Proposed maximum number of pupils | | | | | | | | | | | | | | | | | | | | |

23. Dormitories :

| Number on plan | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Length in feet | <table border="1" style="width: 100%; height: 60px;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table> | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Breadth in feet | | | | | | | | | | | | | | | | | | | | |
| Height in feet | | | | | | | | | | | | | | | | | | | | |
| Number of windows | | | | | | | | | | | | | | | | | | | | |
| Total area of windows | | | | | | | | | | | | | | | | | | | | |
| Number of beds | | | | | | | | | | | | | | | | | | | | |

24. Other rooms : (a)

| No. on plan | Purpose |
|-------------|---------|
| | |

- 25. Give particulars of latrine accommodation :
- 26. Give particulars of space available for playing-fields :

(a) Include all other rooms used for school purposes, e.g. library, teachers' common room, etc.

VIII.—CURRICULUM :

27. Fill in below the number of hours allotted per week to each subject :

| Subject | Class | Class | Class | Class | Class | Class | Class | Class | Class | Class | Class | Class | Total hours per subject |
|----------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------------------------|
| | | | | | | | | | | | | | |
| Total hours per week | | | | | | | | | | | | | |

IX.—BOOKS.

28. Attach a separate sheet for each class shewing the title, author, publisher, place and date of publication of all books used in that class for each subject.

* X.—SCHOOL REGULATIONS.

* 29. Attach a copy of all regulations made by the governing body for the internal organization and management of the school under the provisions of the Law.

I declare that the information given in this form and in the sheets numbered..... attached thereto is true and complete.

(Signed).....

Place and date..... Chairman of Governing Body.

THIRD APPENDIX.

The Secondary Education Regulations—(Regulation 6).

RETURN

showing changes made at.....(school) since (a) registration, or (b) the last submission of such details on..... (date).

Where changes have not yet been made but are proposed for the ensuing school year, a note to that effect must be added.

i. Governing Body.

(a) Chairman.

If a new Chairman has been appointed, state here :

Name..... Occupation

Date of appointment Date of expiry of appointment.....

(b) Members.

Give particulars of all NEW members, and whom they replace.

| Name | Address | Occupation | Date of appointment | Date of expiry of appointment | Replacing |
|------|---------|------------|---------------------|-------------------------------|-----------|
| | | | | | |

2. Financial resources.

(a) Receipts :

- (i) From school fees
 - (ii) From Government
 - (iii) From Municipal funds
 - (iv) From Church or Evcaf
 - (v) From other sources
- (excluding boarding house)
- viz.
-

Total

| Actual receipts in past school year up to 15th July, 19..... | Estimated receipts for ensuing school year, viz. 19.....-19..... |
|--|--|
| | |
| | |
| | |
| | |
| | |

| | | Actual expenditure in past school year up to 15th July, 19..... | Estimated expenditure for ensuing school year, viz. 19.....-19..... |
|---|-----------------------------------|---|---|
| <i>(b) Expenditure :</i> | | | |
| (i) | Salaries of teachers .. | | |
| (ii) | Rent of premises .. | | |
| (iii) | Repairs and maintenance | | |
| (iv) | Immovable Property Tax | | |
| (v) | Other charges .. | | |
| | <i>(excluding boarding house)</i> | | |
| | viz. | | |
| | | | |
| | Total .. | | |
| <i>Boarding house account :</i> | | | |
| <i>(c) Receipts from all sources :</i> | | | |
| | viz. | | |
| | | | |
| <i>(d) Expenditure on all charges :</i> | | | |
| | viz. | | |
| | | | |

3. Changes in School Staff.

(a) New members of teaching staff for the ensuing school year, viz. 19....-19....

| Name | Number of licence issued | Nationality | Home—Town or village | Date of birth | Married or single | Where educated | | Degrees or Diplomas | Date of appointment | Permanent, Temporary or Probationary | Salary per annum | Previous teaching experience (years) | At what schools | Gives instruction in | Hours per week | Reason for new appointment |
|------|-----------------------------|-------------|-------------------------|---------------|-------------------|-------------------|------------|------------------------|------------------------|--|------------------|---|-----------------|----------------------|----------------|-------------------------------|
| | | | | | | School | University | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

(b) Teachers who will not be re-employed in the ensuing school year :—

| Name | No. of licence Permanent, Temporary or Probationary | Gave instruction in | Hours per week | Reason for non-employment | Was Director of Education's consent obtained ? If so, quote Ed. Dept. reference |
|------|--|---------------------|----------------|------------------------------|---|
| | | | | | |

4. School Premises :
State here any changes, additions, etc., made or proposed in the structure or tenure of the school premises :—

5. Curriculum.
State here any changes made or proposed in the school curriculum or its application :

6. Books.
State here any changes made or proposed in the books used in each class in each subject :—

I declare on behalf of the governing body of..... that all the information given in this form * and in the sheets numbered..... attached thereto * is true and complete, and that, where no particulars have been inserted in any part of this form, no changes have been made or are proposed for the ensuing school year in the matters to which that part of this form relates.

(Signed).....
Place and date..... Chairman of the Governing Body.

(*.....* strike out if not required.)

FOURTH APPENDIX.

No.....
The Secondary Education Regulations—(Regulation 7).
Page in Register of
Secondary Schools.....

CERTIFICATE OF REGISTRATION OF A SECONDARY SCHOOL.
THIS IS TO CERTIFY THAT :—
(Name of school).....
(Town or village).....
has been registered as a Secondary School under the provisions of the Secondary Education Law, Cap. 205.

Nicosia,
(Date).....
Director of Education.

FIFTH APPENDIX.

The Secondary Education Regulations—(Regulation 8).

REGISTER OF TEACHERS.

Name of teacher :.....
Personal File No :..... Register Reference :.....
Permanent address :.....
Date of Birth :..... Place :..... Evidence :.....
Nationality :..... Married or Single :.....
Religion :.....
Date of first provisional licence :.....
Date of permanent licence :.....
Subjects :.....

1. Secondary School(s) attended, with dates :.....
Diplomas or Certificates obtained, with dates :.....
Cyprus Government Examinations passed, with dates :.....
Cyprus Certificate of Education Number :.....

2. Post-secondary Education (not at a University).
Institution :.....
Dates :.....
Subject(s) :.....
Qualification obtained :.....

3. University attended :
 Dates :
 Subject(s) :
 Degree or diploma obtained :

4. Teacher Training (full-time) :
 Institution :
 Dates :
 Qualification obtained :

5. Other courses.
 Place and dates :
 Organizing authority :
 Subject(s) :
 Result :

Educational appointments :

| Year | Grade | Salary | Special allowances | Post | School | Report Ref. | Inspector |
|------|-------|--------|--------------------|------|--------|-------------|-----------|
| | | | | | | | |

| Year | Remarks |
|------|---------|
| | |

| Date of Retirement | Reason | Pension or Gratuity. |
|--------------------|--------|----------------------|
| | | |

No. in Teachers' Register :
 No. of Licence :
 Date of Registration :

(To be added in Education Department).

SIXTH APPENDIX.

The Secondary Education Regulations—(Regulation 9).

APPLICATION FOR REGISTRATION AND/OR LICENCE AS A SECONDARY SCHOOL TEACHER.

(a) This form, duly completed by the applicant and with the certificate in paragraph 21 duly signed by a Government Medical Officer, should be taken personally by the applicant not less than one month before the date on which he wishes to begin work as a teacher to the Commissioner, who will forward it to the Director of Education with such comments as he may think fit on the applicant and his suitability for registration and/or licensing as a Secondary School Teacher.

(b) The following documents must be attached to this form by the applicant and will be returned to him in due course :—

- (1) Birth certificate.
- (2) Certificate of nationality in all cases where British nationality is claimed.
- (3) All diplomas or certificates mentioned in paragraph 15.
- 1. Full name of Applicant (*in block capitals*).....
- 2. Full name of Father (*in block capitals*).....
- 3. Sex.....
- 4. Age on last birthday.....
- 5. Date of birth (*day, month and year*)
- 6. Place of birth
- 7. Nationality by birth.....
- 8. Present Nationality
- 9. Nationality of Father.....
- 10. Religion
- 11. Married or single
- 12. Full permanent address.....
- 13. School or schools (if any) in which you are now employed :

| Town or Village | Name of school | No. of hours per week in each school | Annual salary | Allowances, e.g. board, lodging, etc. |
|-----------------|----------------|--------------------------------------|---------------|---------------------------------------|
| | | | | |

14. Education of applicant :

| Town or Village | Name of institution | Type * of institution | Date | | Highest class completed | Language of instruction |
|-----------------|---------------------|-----------------------|------|----|-------------------------|-------------------------|
| | | | from | to | | |
| | | | | | | |

* i.e. infants, elementary, commercial, gymnasium, lycée, university, etc.

15. What educational diplomas or certificates have you obtained? Give name of institution or issuing authority and date and attach the diplomas or certificates :

.....

16. State any other qualifications which you possess, and any other particulars of your career not included elsewhere :

.....

17. Previous teaching experience (if any) :

| Town or Village | Name of school | Date | | Full-time or part-time | Type * of school | Subjects taught | Languages in which you taught |
|-----------------|----------------|------|----|------------------------|------------------|-----------------|-------------------------------|
| | | from | to | | | | |
| | | | | | | | |

* i.e. infants, elementary, commercial, gymnasium, lycée, university, etc.

18. This application is for † permanent registration and licence/† provisional licence for a period of.....
to teach the following subjects.....

.....
in the following types of secondary school.....

19. Give the names and addresses of two or more responsible persons now in Cyprus who are willing to testify from personal knowledge to your moral character and ability as a teacher.

(i)

(ii)

20. Declaration to be signed by the applicant.

I declare that the information given in this form is true and complete.

(Signed)

(Place and date).....

21. Certificate to be signed by a Government Medical Officer.

I....., of.....
having examined the applicant (*name*).....
on (*date*)..... certify that he is in my opinion physically sound
and fit for employment as a teacher in secondary schools.

(Signed).....

(Rank or Office).....

(Place and date).....

Note.—(a) If the Government Medical Officer who examines the applicant is unwilling for any reason to sign the above certificate, he should attach a letter addressed to the Director of Education explaining the circumstances; he may, if he prefers, state the circumstances in a confidential letter to be sent direct to the Director of Education.

(b) Applicants are not entitled to free medical examination by Government Medical Officers for the purpose of obtaining this certificate.

† Strike out the words which do not apply.

22. Report of Commissioner :

SEVENTH APPENDIX.

The Secondary Education Regulations—(Regulation 10).

LICENCE TO TEACH IN A SECONDARY SCHOOL.

THIS IS TO CERTIFY THAT:—

(Name)

(Address).....

has been registered as a Secondary School Teacher under the provisions of the Secondary Education Law, Cap. 205, and licensed to teach (*subjects*).....

in (*schools*).....

Nicosia,

(Date)..... Director of Education.

EIGHTH APPENDIX.

The Secondary Education Regulations—(Regulation 11).

PROVISIONAL LICENCE TO TEACH IN A SECONDARY SCHOOL.

THIS IS TO CERTIFY THAT:—

(Name)

(Address).....

has been provisionally licensed under the provisions of the Secondary Education Law, Cap. 205, as a teacher of (*subjects*).....

in (*schools*).....

for a period of..... expiring on.....

subject to the following conditions and restrictions, viz. :

Nicosia,

(Date)..... Director of Education.

NINTH APPENDIX.

The Secondary Education Regulations—(Regulation 22).

FORM OF APPLICATION.

To His Excellency the Governor,
(through the Director of Education).

We,, being the governing body of the secondary school of, do hereby apply under section 34 or 35 of the Secondary Education Law that His Excellency the Governor may be pleased to declare the said school as a Public-aided Secondary School.

2. The school is/is not in receipt of a grant-in-aid.
3. Full particulars concerning the teachers now serving in the school and whose names may be included in this application are set out on the attached sheets. (One sheet to be completed in respect of each teacher.)
4. The curriculum of the school, showing the number of hours per week devoted to each subject in each class, the outline of what is taught in each year and the text-books used, is as set out in the attached sheet.
5. The number of pupils now enrolled in the school is as follows :—

| | | | | | Boys | Girls | Total |
|-------|-----|----|----|----|------|-------|-------|
| Class | I | .. | .. | .. | | | |
| " | II | .. | .. | .. | | | |
| " | III | .. | .. | .. | | | |
| " | IV | .. | .. | .. | | | |
| " | V | .. | .. | .. | | | |
| " | VI | .. | .. | .. | | | |

Dated.....

(Signatures).....

TENTH APPENDIX.

The Secondary Education Regulations—(Regulation 24.)

GRADES AND SALARY SCALES.

1. Salaries and allowances of teachers in Public-aided Secondary Schools shall be as follows :—

| | Scale. | |
|--|---------------|---------------|
| | Men. | Women. |
| (a) Grade 'A' (teachers with University Degree and Teacher Training) .. | £570 × 18—660 | £510 × 18—600 |
| (b) Grade 'B' (teachers with University Degree only) .. | £480 × 18—570 | £420 × 18—510 |
| (c) Grade 'C' (teachers with Teacher Training only) .. | £350 × 15—500 | £305 × 15—425 |
| (d) Grade 'D' (instructors in Practical Subjects with no University Degree or Teacher Training) .. | £210 × 12—390 | £186 × 12—318 |

2. A cost-of-living allowance at the prevailing rate for public officers shall be payable to all teachers in Public-aided Secondary Schools.

3. Special allowances shall be payable to headmasters and senior masters at the following rates :—

(a) headmasters : £30 for every hundred pupils or part thereof in excess of fifty ;

(b) senior masters : £10 for every hundred pupils or part thereof in excess of fifty.

4. For the purposes of this Appendix—

(a) teachers with University Degree shall be teachers :

(i) with a university degree or its equivalent gained after satisfactory completion of a continuous and integrated course of not less than three years' duration ;

(ii) with a diploma or certificate gained after completion of a continuous and integrated course of not less than three years' duration in commercial subjects, to the satisfaction of the Director ; or

(iii) with a diploma or certificate gained after completion of a continuous and integrated course of not less than three years' duration in Art, Music, Physical Training or any subject of a secondary school's curriculum not covered by the courses in (i) and (ii) above, to the satisfaction of the Director ;

(b) teachers with Teacher Training shall be teachers :

(i) with a Teacher's Training Certificate gained after completion of a full-time course of training of not less than two years' duration in a Teachers' Training College, to the satisfaction of the Director ;

(ii) with a diploma in Teaching or its equivalent gained after completion of a post-graduate course of training of not less than one year's duration, to the satisfaction of the Director ; or

(iii) who have completed, to the satisfaction of the Director, such course or series of courses of training as the Director may prescribe ;

(c) instructors in practical subjects shall be persons who satisfy the Director of their competency to teach the subject.

5. Temporary teachers will be paid a salary at the discretion of the Director, but in no case more than the salary corresponding to their qualifications and experience according to the above scales.
