

No. 323.

THE SECONDARY EDUCATION LAWS, 1935 AND 1936.

REGULATIONS MADE UNDER SECTION 33.

-WINSTER,

Governor.

In exercise of the powers vested in him by Section 33 of the Secondary Education Laws, 1935 and 1936, His Excellency the Governor, with the advice of the Executive Council, has been pleased to make and hereby makes the following regulations :—

1. These regulations may be cited as the Secondary Education Regulations, 1948.

2. 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.

3. The Register of Secondary Schools shall be in the form set out in the First Schedule.

4. 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 Schedule.

5. 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 Schedule.

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

7. The Register of Secondary School Teachers shall be in the form set out in the Fifth Schedule.

8. 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 Schedule.

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

10. 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 Schedule.

11.—(1) The governing body of any secondary school to which section 23 or 24 of the Law applies 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.

12. 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.

13. The accounts of every secondary school shall be kept distinct and separate.

14. Save as hereinafter provided, from and after the end of the school year 1947-1948 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 or 24 of the Law applies;
- (q) the governing body shall make regulations on all the matters prescribed in regulation 11 and the provisions of paragraph (b) 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.

15. Any governing body aggrieved by the decision of the Director upon any matter mentioned in regulation 14 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.

16.—(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.

17. 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 Laws, 1933 to 1947, or any law amending or substituted for the same.

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

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

20. 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.

21. The Secondary Education Regulations, 1936, are hereby repealed. *Gazette : 6.3.1936*

FIRST SCHEDULE.

The Secondary Education Regulations, 1948.—(Regulation 3.)

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 SCHEDULE.

*The Secondary Education Regulations, 1948.—
 (Regulations 4 and 19.)*

*To be added in Ed. Dept. :
 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.

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

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

6. Boarding house account.

(a) Receipts from all sources,

viz :

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(b) Expenditure on all charges,

viz :

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IV. STAFF.

7.

[illegible]

Note.—If this space is insufficient for all the staff, particulars of the remainder should be given on a separate sheet to be attached to this form.

V. PUPILS.

8. Present total enrolment :.....

By classes—

[illegible]

9. Total enrolment last school year, viz. 19....-19....:

By classes—

[illegible]

10. Borders :

Number of pupils now residing in boarding house :

Number of such pupils last school year, viz. 194....-194.... :

*VI. FEES.

* 11. Annual tuition fees charged per pupil in each class :

[illegible]

* 12. If fees are not fixed for each class, give particulars of how they are fixed or assessed :—

* 13. Times when fees are payable :

* 14. Number of pupils now enrolled for whom no fees are payable :

[illegible]

* 15. How are these pupils selected and how often ?

* 16. Examination and/or certificate fees :

[illegible]

* 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. Situationñ :.....

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	..	.
Breadth in feet	..	.
Height in feet	..	.
Number of windows		.
Total area of windows		.
Class normally taught there		.
Proposed maximum number of pupils	..	.

[illegible]

23. Dormitories:

Number on plan

Length in feet
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 :

[illegible]

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 SCHEDULE.

The Secondary Education Regulations, 1948.—(Regulation 5.)

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.

1. 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 :

Financial resources :	Actual receipts in past school year up to 15th July, 19....	Estimated receipts for ensuing school year, viz. 19....-19....
(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 expenditure in past school year up to 15th July, 19....	Estimated expenditure for ensuing school year, viz. 19....-19....
(b) <i>Expenditure :</i>		
(i) Salaries of teachers ..		
(ii) Rent of premises ..		
(iii) Repairs and maintenance		
(iv) Immovable Property Tax		
(v) Other charges		
(excluding boarding house)		
viz :		
.....		
Total		

Boarding house account :

(c) Receipts from all sources :

viz :

.....

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(d) Expenditure on all charges :

viz :

.....

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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 SCHEDULE.

No.....

Secondary Education Regulations, 1948.—(Regulation 6.)

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 Laws, 1935 and 1936.

Nicosia,

Director of Education.

(Date).....

FIFTH SCHEDULE.

The Secondary Education Regulations, 1948.—(Regulation 7.)

REGISTER OF SECONDARY SCHOOL TEACHERS.

Name of teacher :.....

Date of birth :.....

Permanent address :.....

Nationality :.....

Date and number of certificate of British nationality :

Education :.....

Educational appointments :

Years	School	Salary	Years	School	Salary

Provisional licence : date :
 subjects :
 schools :

Registration : date :
 subjects :
 schools :

SIXTH SCHEDULE.

No. in Teachers' Register :

No. of Licence :

Date of Registration :

(To be added in Education Department.)

The Secondary Education Regulations, 1948.—(Regulation 8.)

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 ⁽¹⁾ of institution	Date		Highest class completed	Language of instruction
			from	to		

(1) 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 ⁽¹⁾ of school	Subjects taught	Languages in which you taught
		from	to				

⁽¹⁾ 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 SCHEDULE.

The Secondary Education Regulations, 1948.—(Regulation 9.)

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 Laws, 1935 and 1936, and licensed to teach (subjects).....

in (schools).....

Nicosia,

(Date) Director of Education.

EIGHTH SCHEDULE.

The Secondary Education Regulations, 1948.—(Regulation 10.)

PROVISIONAL LICENCE TO TEACH ON PROBATION IN A SCHOOL.

THIS IS TO CERTIFY THAT :—

(Name) :

(Address) :

has been provisionally licensed under the provisions of the Secondary Education Laws, 1935 and 1936, 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.

Made in Council, this 24th day of August, 1948.

M. N. DAVIDSON,

(M.P. 696/30.)

Clerk of the Executive Council.

No. 324.

THE MUNICIPAL CORPORATIONS LAWS, 1930 TO 1945.

BYE-LAWS MADE BY THE COUNCIL OF THE MUNICIPAL CORPORATION OF MORPHOU.

In exercise of the powers vested in them by the Municipal Corporations Laws, 1930 to 1945, and otherwise the Council of the Municipal Corporation of Morphou hereby make the following bye-laws :—

1. These bye-laws may be cited as the Morphou Municipal (Amendment) Bye-laws, 1948, and shall be read as one with the Morphou Municipal Bye-laws, 1941 to 1946, (hereinafter called the principal Bye-laws) and the principal Bye-laws and these bye-laws may together be cited as the Morphou Municipal Bye-laws, 1941 to 1948.

Gazettes :
 Suppl. No. 3:
 25. 9.1941
 16. 7.1942
 18. 3.1943
 21.10.1945
 28.11.1946

2. The following chapter and bye-law shall be inserted in the principal Bye-laws immediately after bye-law 138A :—

“ Chapter 17B.—Public Garden Well Water.

138B.—(1) Whenever there is a surplus quantity available for irrigation purposes from the Municipal well of the Public Garden situated within the Municipal Public Garden, such surplus quantity