

# MINISTRY OF EDUCATION

**CIRCULAR NO:** 8/2023

**REF. NO. ED:** 22/0

**FROM:** Chief Education Officer

**TO:** Deputy Chief Education Officers  
Directors, NCERD and School Boards Secretariat  
Chief Planning Officer  
Chief Schools Inspector  
Assistant Chief Education Officers  
Principal, CPCE  
Senior Education Officers  
Heads of Education Departments  
District Education Officers,  
Headteachers of Nursery, Primary, Secondary, PICs and Special Needs Schools

**DATE:** 19<sup>th</sup> September 2023

**SUBJECT:** SCHOOL GRANTS, 2023

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The Government of Guyana has approved the distribution of school grants for the provision of greater resources to teachers in schools. **Head teachers and teachers are hereby permitted to collect, distribute, and expend school grants as well as engage in any activity as it relates to the management of the school grants.** These grants will be distributed directly to schools through the head teacher and will be expended under the following provisions:

1. Grants will be given under 3 categories: Janitorial and cleaning supplies, Office materials and supplies and Field materials and supplies.
2. The grant rate shall be \$4,000 per child for each coastal school and \$5,500 per child for each hinterland/riverine school.
3. The rate shall be divided into the categories as follows:

Categories of school	Per child	Janitorial	Office	Field
<i>Coastland Nursery</i>	<b>\$4,000</b>	\$1,500	\$1,000	\$1,500
<i>Coastland Primary</i>		\$1,000	\$1,500	\$1,500
<i>Coastland Secondary/PIC</i>		\$1,000	\$1,500	\$1,500
<i>Hinterland/Riverine Nursery</i>	<b>\$5,500</b>	\$2,000	\$1,500	\$2,000
<i>Hinterland/Riverine Primary</i>		\$1,500	\$2,000	\$2,000
<i>Hinterland/Riverine Secondary</i>		\$1,500	\$2,000	\$2,000

4. Each dormitory will be allocated \$5,500 per child.
5. Each national school will receive an additional \$2,000,000. This amount will be categorized as follows: \$500,000 for janitorial supplies, \$500,000 for office materials, and \$1,000,000 for field materials.
6. Each school that facilitates the CAPE programme, *which is not a national school*, will be allocated an additional \$1,000,000. This amount will be categorized as follows: \$250,000 for janitorial supplies, \$250,000 for office materials and \$500,000 for field materials.
7. *Additional grants allocated for the national schools, schools facilitating the CAPE programme and schools with dormitories will not be included in the allocation for teachers.*

8. A hinterland/riverine school with less than 56 students will receive the sum of \$308,000 while a coastland school with less than 56 students will receive the sum of \$224,000.
9. Each SEND school will be allocated a minimum of \$1,000,000. This amount will be categorized as follows: \$300,000 for janitorial supplies, \$200,000 for office materials and \$500,000 for field materials.
10. Each primary school that facilitates SEND classes will be allocated a minimum of \$500,000. This amount will be categorized as follows: \$125,000 for janitorial supplies, \$125,000 for office materials and \$250,000 for field materials.
11. The School Grants Committee, as well as their Regional SEND Officer/ACEO SEND, must approve items to be purchased by SEND schools and SEND classes in primary schools.
12. The total school grant (except those amounts listed in numbers 4 (dormitory schools), 5 (national schools), 6 (CAPE schools), and 10 (SEND classes)) for each school must be allocated as follows:

Level	Category	Janitorial	Office	Fields
Nursery & Primary	School	80%	20%	20%
	Teachers	20%	80%	80%
		<b>100%</b>	<b>100%</b>	<b>100%</b>
Secondary & PICs	School	80%	20%	20%
	Teachers	20%	80%	80%
		<b>100%</b>	<b>100%</b>	<b>100%</b>

13. An official document will be circulated which outlines the total amounts of the grant allocated to the school and to teachers at that school.
14. The distribution of grants will commence in the second week of the current school term.
15. Head teachers must ensure that the grants are reconciled and submitted to their respective *Department of Education by 15<sup>th</sup> November 2023*.
16. The reconciliation formats are attached to this circular. If a school allows the teachers to do the purchasing, then the reconciliation report must be completed on **FORM A**. On the other hand, if the school does the purchasing collectively, then the reconciliation report must be completed on **FORM B**.

#### Specific guidelines for the utilization of the school grants

1. The Ministry of Education (MoE) will distribute grants to the Regional Executive Officers of each administrative region who will then issue the grants to their Department of Education.
2. The Department of Education will then issue the grants to the respective head teachers or teacher in-charge of each school.
3. Where possible, head teachers or teachers in-charge are mandated to deposit the school grants into the school's bank account for safe keeping.
4. If there is no access to banks or if schools do not have an active bank account, then school grants can be stored with the Regional Executive Officer or the Regional Education Officer at the official offices of the Regional Democratic Council.
5. **In the management of the school grants, each school is required to form a School Grants Committee.**  
It is recommended that this committee be constituted as follows:

Nursery	Primary	Secondary & PIC
1. HM (Chairperson)	1. HM (Chairperson)	1. HM (Chairperson)
2. All SMs	2. DHM	2. DHM
3. Year Heads	3. SMs	3. SMs
4. Any other person deemed necessary by the SLT	4. Level heads	4. HODs
	5. Any other person deemed necessary by the SLT	5. Any other person deemed necessary by the SLT

6. The head of the School Grants Committee shall be the head teacher or teacher in-charge of the school.
7. The School Grants Committee will decide whether to give the teachers the money to buy the items or whether the school will do centralized buying on a specific day.
8. Whether the teacher buys or the school buys, **all teachers must submit a list of the items**, under the three (3) categories, for procurement to the Schools Grants Committee for approval.
9. The list prepared by the teacher must be of the value of the total amount of the grant allocated to the teacher under the three categories.
10. The School Grants Committee must approve each teacher's list before procurement.
11. If a teacher is unable to make his or her purchases, then the School Grants Committee can do so on behalf of the teacher.
12. Attached to this circular is a list of items which can be purchased under each expenditure head.

Kindly ensure that you bring the contents of this circular to the attention of all members of staff and that they affix their signatures and the date thereon.

This is for your information and guidance.

Yours respectfully,



*Saddam Hussain*

*Chief Education Officer*



OF EDUCATION  
CHIEF EDUCATION OFFICER  
Ministry of Education (Guyana)

**For information:**

1. Hon. Priya Manickchand, Minister of Education
2. Permanent Secretary, Ministry of Education
3. General Secretary, Guyana Teachers' Union

**Copied to:**

1. All members of the ESC
2. Regional Chairperson, Regions 1-10
3. Chairperson, Regional Education Committee, Regions 1-10
4. Regional Executive Officers, Regions 1 – 10





## LIST OF ITEMS WHICH CAN BE BOUGHT

Janitorial supplies	Office supplies	Field materials
<p>Hand soap, disinfectant wipes, hand sanitizer, facial tissues, air freshener, computer screen and keyboard cleaner pressured air (to clean keyboard), toilet bowl cleaner, floor cleaner, mop, mop bucket, wet floor sign, window cleaner, dishwasher tabs, dishwashing liquid, sponges, paper towel, broom, dustpan, duster, duster cloths, vacuum cleaner bags, garbage bags, recycling bags, cleaning material carrier, bleach, soap, disinfectant sprays, garbage bags, garbage bins, toilet bowl cleaner, brush, cob-web brooms, soap-powder, toilet paper, antibacterial wipes, gloves, mats, any other supplies considered as janitorial.</p>	<p>Printer paper, three-hole punched paper, graph paper, tracing paper, carbon paper, colour card stock, heavy-duty card stock, wrapping paper, greeting cards, envelopes, business cards, letterheads, poster board, bond paper, mailing labels, cardboard, composition books, spiral bound books, legal pads, steno pads, note pads, planners, binders, binder tabs, binder pockets, binder dividers, binder labels, hole puncher, stapler, staples, stapler remover, scissors, box cutter, box cutter blades, paper clips, binder clips, rubber bands, clear cellophane tape, making tape, packing tape, tape gun, duct tape, twine, sticky notes, bookmark sticky flags, bookmarks, white glue, rubber cement, tacky wall mount gum, hanging hooks, magnifying glass, pencils, pencil sharpener, mechanical pencils, mechanical pencil lead refills, erasers, pens, black all-purpose markers, highlighters, rubber stamps, ink pads, correction fluids, wall calendar, desk calendar, dry/wet erase board, dry/wet erase markers, dry/wet erase spray, ruler, protractor, compass, T-square, clipboards, paper weight, bulletin board, pushpins, letter opener, pen holder, in/out box, document holder, supply trays and containers, desktop organizers, desk drawer organizers, white chalk, coloured chalk, chalkboard erasers, clock and remote control batteries, clocks, desk calculators, glue sticks, printer ink/toners, paper file/folders, flash drive, external hard drive, paper shredder, permanent markers, flip-chart, picture cards, picture domino, foam sheets, popsicle stick, puzzles, artist paint, paint brush, playdough, crayons, clear plastic, charts, thumb tacks, ledgers, paper towels, construction paper, any educational chart, exercise books, sketch pad, canvas, artist brush, any other supplies considered as office supplies.</p>	<p>Math link cubes, geometric solids, pattern blocks, puzzle shaped blocks, beads, interlocking building blocks, alphabet objects, tangrams, unifix cubes or snap cubes, dice, teaching clock, base 10 blocks, magnetic shapes, globe, cutlass, hammer, wheel-borrow, shears, forks, rake, hoe, file, pliers, tape measure, screw drivers, measuring spoons, scale, magnetic letters/numbers, letter tiles, letter beads, colour links, coloured counters, 3D block shapes, math cubes, styrofoam cups and plates, dot cubes, wikki stix, water bucket, bat, cricket ball, basketball, volleyball, volleyball net, table tennis balls, table tennis racket, wicket, termite, football, flags, hand-towels, hammer and pegs, spades, shovels, spading forks, spray equipment, secateurs, hose, augers, safety glasses, hair nets, ear muffs, long boots, budding knives, propagation knives, seedling trays, plant pots, dibblers, mattocks, plastic bags, watering cans, hard hats, garden hand tools, baskets, wire stripper, chisels, hacksaws, goggles, spanner, wrench, level, square, soldering iron, handsaw, mallet, leather cutting shear, craft knife set, grinding stones, utility knives, caliper, clay sculpting set, any other item listed in the non-academic norms for science subjects, any item listed in the non-academic norms for any TVET subject.</p>