

MINISTRY OF EDUCATION

CIRCULAR NO. 4/2010

Ref.No 18/0

FROM: Chief Education Officer

TO: Deputy Chief Education Officers
Assistant Chief Education Officers
Senior Education Officers
Coordinator- School Board Secretariat
Coordinator- Parent Teacher Associations
Heads of Education Departments
Coordinators/Directors of Education Projects
Principals of Institutions
Headteachers of Nursery, Primary and Secondary Schools, Heads
of Practical Instructional Centres

DATE: 2010-08-26

SUBJECT: Collection of monies for registration and admission to schools.

It has been brought to the attention of the Ministry of Education that schools have been demanding large sums of monies as a condition for registration and admission. This circular sets out the procedures to be followed by all Headteachers with immediate effect.

- ❖ Headteachers and teachers of schools are not permitted to request monetary donations from parents, members of the community, private or public agencies or any other source.
- ❖ Headteachers are, however, required under penalty of appropriate disciplinary action to expend and account for monies donated by persons, alumni or agencies. They are expected to maintain the necessary financial and other records for audit inspection at any time and to submit a timely report to the Department
- ❖ Only the PTA has the authority to request donations (in cash or kind) and this must be approved at a statutory meeting where at least thirty percent of the parent population is present. The meeting must be held in the last term of the school year to set the quantum to be requested in the new school year. The notice to the parents must clearly state that they are expected to make a decision on the amount of monetary donation that should be requested.
- ❖ All monetary donations must be acknowledge, kept and managed by the P T A body, and receipts issued by the treasurer, or any other member so authorised in writing by that body.
- ❖ The Executive Committee of the PTA will exercise authority over all monetary matters and other committees they may appoint to assist them, and to retain all bank accounts and records for periodic audit.

- ❖ The headteacher shall appoint a Parent Committee where no PTA exists, and send correspondence to parents for their agreement on any amount decided on for monetary donations.
- ❖ Under no circumstances must the payment of monetary donations be made a condition for children seeking registration and admission to a school. Children have a right to schooling.

NB

Please note that amounts requested for monetary donations must be submitted to the respective Education Departments, and the School Board Secretariat in the case of Board Schools, for their concurrence.

SANCTIONS

Headteachers indulging in acts that contravene this Circular, will be charged for financial impropriety and insubordinate conduct, and will be placed before the 'Disciplinary Committee' of the Teaching Service Commission to answer such charges. Any Education Officer found guilty of condoning the headteachers illegal behavior will be disciplined by the Public Service Commission.

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


Roopnarine Tewari
Chief Education Officer (ag)

- c. Permanent Secretary
Regional Executive Officers, Regions 1 – 10
Secretary, Teaching Service Commission
General Secretary, Guyana Teachers' Union

For Information
Minister of Education