

GUYANA

MINISTRY OF EDUCATION

CIRCULAR NO. 5/2012

REF. NO. ED: 18/0

FROM: Chief Education Officer

TO: Deputy Chief Education Officers  
Assistant Chief Education Officers  
Senior Education Officers  
Coordinator, School Board Secretariat  
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: October 1, 2012

SUBJECT: Guidelines in relation to the acquisition of non-budgetary funds and donations.

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The Ministry of Education has received numerous complaints from parents regarding the amount of money requested by teachers and PTAs for various school activities.

Additionally, parents are requested from time to time, to supply schools with toilet paper, soap, hand towels, paper for typing and printing exam papers, inter alia. Parents, especially those who have more than one child attending school are of the view that the demands are unrealistic and also add to their financial burdens.

Further, the Ministry of Education has been reliably informed that some school Administrators are denying learners their legitimate right to write End of Term Tests, National Grade Assessments and Regional Examinations, owing to non-contribution by those learners.

This circular seeks to resolve the above mentioned issues by presenting the following guidelines:

1. No Headteacher, member of the staff or PTA, is authorized to charge parents specific sums for any Tests or End-of-Term examination papers. Such funds can be raised through various fundraising activities e.g. cake sales, fairs etc. but should not be directly solicited from parents.
2. No Headteacher or member of the staff is authorized to request parents to supply schools with toilet tissue, soap, paper for printing, inter alia.
3. Donations to school whether cash or kind must be entirely voluntary, and given without condition. Such donations must be entered in the school's inventory or stock book, whichever is appropriate as stipulated by the financial regulations.
4. The Heads of Departments of Education must be informed, within seven (7) working days, of the donations received.

Headteachers indulging in acts that contravene this Circular will be placed before the "Disciplinary Committee" of the Teaching Service Commission.

Any Education Officer found guilty of condoning the Headteacher's illegal behavior will also be disciplined by the Public Service Commission.

Please draw the contents hereof to the membership to your staff, and ensure that they affix their signatures, with dates thereon.

You are also to ensure that the membership of your PTA is also made aware of this Circular, which is crucial to its functioning. The Executive Committee members should also affix their signature as having seen and read.



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*Olato Sam*  
*Chief Education Officer*

- c. Permanent Secretary  
Regional Executive Officers  
Region #1 – 10  
Coordinator, School Board Secretariat  
Secretary, Teaching Service Commission  
General Secretary, Guyana Teachers' Union

For Information  
Minister of Education