

GUYANA

MINISTRY OF EDUCATION

CIRCULAR NO. 6/2012

REF. NO. ED: 25/8/1

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 Graduation and other School-based activities.

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

Specifically, the cost of graduation exercises has been prohibitive for many pupils and students.

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

1. The amount of the parental contribution for any graduation exercise should not exceed three thousand dollars (\$3,000). Please note that said contribution asked for CAN be LOWER than three thousand dollars (\$3000).
2. Students should be encouraged to wear their respective uniforms to graduation.
3. No student should be required to rent or purchase caps and gowns for graduation—such costs, where necessary, should be borne by the school.
4. No student should be barred from any school-based graduation activities as a result of non-payment of fees.

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 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