

MINISTRY OF EDUCATION

CIRCULAR NO. 8/2013

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: July, 10 2013

SUBJECT: Registration of Students at Nursery, Primary and Secondary Levels.

Registration of new students to Nursery, Primary and Secondary Schools has begun. Complaints have been received by the Ministry, of huge sums being requested by School Administrators on the pretext that such sums were previously agreed upon by the Parent Teachers Association.

The Ministry has given great consideration to the needs of school and wish to provide the following guidelines for Non-Budgetary Costs.

1. No students **shall** be denied Registration to any school due to their inability to pay; children have a right to schooling and **must be registered**.
2. The Parent Teachers Association for each school has been authorized to conduct fundraising activities to support school administration to offset non-budgetary costs. (Badges, PTA dues, Report Booklets, Miscellaneous). Such activities must be promoted to strengthen the partnership between schools and the community.
3. If the activities planned and executed by the Parent Teachers Association do not generate the income to offset non-budgetary costs, then the following guidelines should be followed:
 - a) For All Nursery Schools – not more than \$2,500.00/year
 - b) For All Primary Schools – not more than \$3,000.00/year
 - c) For Secondary Schools – not more than \$5,000.00/year
 - d) For National Secondary Schools – not more than \$8,000.00/year
(Queen's College, The Bishops' High, St. Stanislaus College, St. Rose's and St. Joseph)

These sums were carefully considered for all non-budgetary costs as such **NO ADDITIONAL** request must be made from parents. There must be no compulsion for students to purchase P.E. clothes, aprons for Home Economics, Lab Coats, Tie-pin inter alia; from the school. Parents of nursery children should **not** be issued with any list of supplies to be purchased.

Finally you are hereby reminded of the following:

- (i) The sums mentioned are the maximum limits for each level and can be lowered.
- (ii) No child must be denied schooling as a result of inability to pay.

This circular must be taken in conjunction with circular no. 5/2012 Ref No. ED: 18/0 issued on 2012-10-01.

Please draw the contents hereon to the attention of all members of 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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Chief Education Officer (ag)

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

For Information
Minister of Education

Name of School

Date

Parent/ Guardian Approval

I _____ the parent/ guardian do hereby agree for my

child/ward _____ of Grade _____

of _____ school to go on the Field Trip/

Organised Tour planned by the said school on _____

Signature
Parent/Guardian

Signature of Headteacher
Stamp/Date