

Circular No.: 8/1997

Ref. No.: ED: 32/3

PROM: Chief Education Officer

TO: Deputy Chief Education Officers  
Assistant Chief Education Officers  
Regional Education Officers and  
Headteachers

DATE: August 4, 1997

SUBJECT

TEACHERS' ATTENDANCE AND PUNCTUALITY AT SCHOOL

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It has been brought to the attention of the Ministry of Education that a significant number of teachers do not seem to know, or have forgotten, what is required of them in respect to their time of arrival at work in the light of current regulations.

This apparent lack of knowledge, it has been observed, has led to inconsistencies, frustration and a host of irregularities.

This Circular seeks to eliminate whatever misconception may exist by providing relevant information which should serve as a timely reminder.

1. Each teacher must enter the time of his/her arrival and departure from school in the morning and afternoon of each day. If a teacher is absent the whole of a session, then the Headteacher ( or teacher in-charge in the Headteacher's absence) must enter the word "absent" in the place for time of arrival. Teachers shall be in school at least fifteen (15) minutes before the commencement of each session.

N.B.

If a teacher arrives any time after fifteen (15) minutes before the commencement of a session, the teacher's arrival shall be considered late.

(See Ed. Act p. 67 item (88), Ed. Code p. 33 item (101), Code of Conduct for Teachers p. 3, (ii).

2. Headteachers absent from duty must report their absence in writing forthwith to the Regional Education Officer/Assistant Chief Education Officer (Georgetown, and must state the reason (s) for such absence. Other teachers must similarly report, in writing, to the Headteacher, or teacher in-charge (in the Headteacher's absence) who will at once inform the Regional Education Officer/Assistant Chief Education Officer (Georgetown).

NB. Where a teacher fails to report for duty at the expiration of his/her leave, the Headteacher must forthwith, in writing, inform the Department of Education concerned.