



Ministry of Education, National Heritage, Culture & Arts and Youth and Sports

**POLICY IN
ESTABLISHMENT AND RECOGNITION/ REGISTRATION OF SCHOOLS**

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1.0 POLICY OBJECTIVE

The objective of this policy is to provide clear direction to any educational provider intending to establish an institution of learning in Fiji. Parties wishing to establish a new school, relocate existing school to another new location, expansion of existing programme to cater for new streams or new programmes or make changes to approved programmes must first apply to the Ministry of Education (herein after abbreviated to MoE) for approval.

This policy covers government aided and private institutions of learning wishing to offer educational programmes at the kindergarten, infant schools, primary, secondary and vocational level of education.

The policy acknowledges that while each type of educational institution will have unique differences pertaining to the need for such an institution, however, there are common procedures to the establishment, recognition and registration of the same educational institutions in regards to infrastructure requirements, school programmes and related educational resources and teaching personnel.

2.0 POLICY

2.0 Establishment and Recognition

Any educational provider wishing to establish an educational institution and be registered under the MoE will do so through a formal application process set out in this policy.

2.1 Programmes

All educational providers (formal and non formal) shall develop and implement educational and training programmes that:

- meet national standard of accreditation
- allow learners to achieve optimal holistic educational and training outcomes
- address community, resource utilization, labour market and business needs
- promote life-long learning skills
- address equity, inclusion and access issues; e.g. gender, ethnicity and people with special needs etc.

2.3 Staffing

All teaching personnel wishing to teach in any school/institutions from kindergarten to secondary must attained the appropriate teaching qualification from a recognized institution and comply with the Fiji Teachers Registration Board Promulgation 2008 with a valid Fiji Teachers Registration Board registration number.

The education institution administrators shall annually administer professional staff development for all their teaching staff in accordance to the MoE's Professional Development Unit's requirement that will enhance the quality of education and training services provided by the institutions.

2.4 **School Safety**

All educational providers shall ensure that school infrastructure including the security of premises, facilities and equipment comply with minimum standards and relevant regulations such as those prescribed by MoE, as well as OHS requirements.

2.5 **Funding**

All educational providers shall comply with the standard financial regulations and guidelines of the MoE or by the relevant authority.

3.0 **BACKGROUND**

Establishment of schools in Fiji is the sole responsibility of the MoE. Therefore, MoE is responsible for approving the establishment, recognition, full registration and monitoring to ensure the institution continue to comply and conform to expectation and requirements of education institutions of all schools in Fiji.

The MoE through the Permanent Secretary for Education grants approval for establishment and recognition or registration of all schools in Fiji.

Application for establishment of schools is an ongoing process with the MoE and one of the main challenges is the lack of knowledge on the requirement for establishment and registration purposes.

It is therefore necessary to provide a clear system on standard procedures for establishment, recognition or registration and monitoring of school establishment and registration process to ensure compliance with regulations and consistency in all of its operations. Compliance with standard procedures will help to ensure delivery of quality education and services to all of its stakeholders.

4.0 **DEFINITIONS**

4.1 **School**

An institution in which no fewer than ten pupils receive regular instruction by way of personal tuition or any institution or place from which regular instruction emanates or is imparted to pupils by means of correspondence. Two exceptions are institutions which impart instruction of wholly or mainly religious character and those which have as their principal purpose, the imparting of instructions as in hobbies, games or sports.

4.2 **Accreditation** (of providers)

A process for ensuring that education providers have the capacity and management of quality to deliver educational programmes.

4.3 **Certification**

Documentary evidence on educational programmes successfully completed with relevant qualification certification awarded.

4.4 **Establishment**

This occurs when the school has complied with the procedures and requirements for establishment in terms of the land requirements, curriculum and successfully completed and approved feasibility study report that justifies the relevancy and sustainability of the programme in the identified locality. After being awarded approval for establishment, the school will then commence with the physical setting up of the school for recognition and registration before classes begin.

4.5 **Formal Education**

It is structured training programme offered in the following schools/institutions

- Kindergarten: 3 - 5 yrs
- Infant School: 3 - 8 yrs [Kindergarten - Class 3]
- Primary School: 6 - 13yrs [Class 1 – 8]
- Secondary School: 14 – 18yrs [Forms 3 – 7]

4.6 **Lifelong learning skills**

All learning skills acquired which are relevant in one's lifetime.

4.7 **Non-formal education**

It is a comprehensive way to include community education for development purposes, education for character formation and the training of individuals for integration into the market economy and society.

4.8 **Education provider**

Any organization providing training or education from a school, a college or workplace training.

4.9 **Optimal holistic**

Education and training outcomes that encompass the development of the head, heart and hand. It also refers to the four pillars of education, which are *Learning to Be*, *Learning to live together*, *Learning to Know* and *Learning to Do* and also includes learning of traditional skills and knowledge.

4.10 **Private school**

A private school is a school that offers programmes that are not sanctioned by the MoE and pays for its entire staffing. This includes private kindergarten, primary, secondary or a combination of two or all three levels of education.

4.11 **Recognition**

The ongoing approval to operate and maintain a private educational institution provided regulations; procedures and guidelines have been met. For example, buildings and facilities in the school are in line with building regulations as well OHS requirements and the teachers identified to teach the approved courses in the school are qualified under the Fiji Teachers Registration Promulgation 2008.

4.12 Registration

Registration applies to government and non-government aided schools only. It means on-going approval to operate and maintain an educational institution provided that all regulations, procedures and guidelines have been met.

4.13 Non aided schools

Schools that have been granted approval for establishment by the MoE, however the school management will be responsible for financing the cost of establishing the school.

5.0 RELEVANT POLICY LEGISLATIONS AND AUTHORITIES

- 5.1 Education Act 1978
- 5.2 Establishment of Schools (provision 4 of Section 29 of the Registration Regulations) 1989.
- 5.3 Education Gazette, Volume LXVI: Number 2; Term 2, 1989 (Establishment of Schools)
- 5.4 Occupational Health and Safety Policy
- 5.5 Health and Safety Act 1996
- 5.6 Public Service Act, 1999
- 5.7 Education Commission Report 2000
- 5.8 Social Justice Act 2001
- 5.9 Financial Management Act 2004
- 5.10 Part 2; Section 6 (1) – (14) Public Service Code of Conduct
- 5.11 General Orders
- 5.12 Fiji Teachers Registration Board Promulgation 2008
- 5.13 Land Tenure Act.

6.0 PROCEDURES

These procedures cover the establishment, organization and recognition procedures required for the establishment of schools.

6.1 Establishment

6.1.1 Application

- 6.1.1.1 All applications for the establishment of schools must be submitted through relevant District Education Offices using the *EA 2 form* [Appendix A] and must comply with the Establishment of Schools Regulations and subsequent policy requirements.
- 6.1.1.2 Applications must be accompanied by:
 - (i) a *Feasibility Study Report* [Appendix C] that supports the relevancy and sustainability of the programme
 - (ii) a *Site Inspection Report* [Appendix E] approving the suitability of the proposed location for educational purposes with infrastructure requirement for the proposed programme
 - (iii) a certified copy of a valid lease title for at least 90 years and with a provision for renewal.

- 6.1.1.3 Applications from a private education provider must also be accompanied by an *Assessment Report* [Appendix D] that supports the quality and the relevancy of the curriculum

6.1.2 Approval

- 6.1.2.1 Upon receipt of approval for establishment, the school may begin with setting up of infrastructure and facilities required and proceed with the preparation of programmes to be taught.
- 6.1.2.2 Once approval for establishment has been granted, a private education provider shall then apply for a certificate of registration of business or FTIB certificate if applicable.
- 6.1.2.3 A school shall open for classes only after it has been issued with a recognition/registration certificate from the MoE.
- 6.1.2.4 The term “establishment” shall also include among other things the following:
 - 6.1.2.4.1 The re-opening of a school which has been closed for six months or more;
 - 6.1.2.4.2 The transfer of ownership or the changes of the controlling authority;
 - 6.1.2.4.3 The transfer of a school to a new site;
 - 6.1.2.4.4 Significant change to the curriculum or courses at a school e.g. extending of programme being offered such as from ECE to Primary, Primary to Secondary or establishing Form 7 in the school.
 - 6.1.2.4.5 Vocational schools should comply with the Establishment and Operation of Vocational Schools/Centers policy.

6.2 Recognition /Registration

Schools applying for registration or recognition must submit using the *EA 3 form* [Appendix B] with the following:

- 6.2.1 A list of teachers and instructors identified to teach the curriculum or approved courses together with the following information:
 - (i) Two [2] passport size photographs;
 - (ii) Certified copies of transcripts and valid work permits;
 - (iii) The courses that he/she will teach in the school;
- 6.2.2 Approval for tenancy from the owner of the building if the school will be operating from a rented space;
- 6.2.3 Approval for occupancy or certificate of completion from the local Town Authority;
- 6.2.4 Certificate of Registration of Business for Private Establishments;

- 6.2.5 Fiji Trade and Investors Board [FTIB] Certificate if applicable;
- 6.2.6 Each school shall display its name and the registered number given to it outside the school in a conspicuous position

6.3 **Staffing**

- 6.3.1 All teaching appointments must be registered under the Fiji Teachers Registration Board 2008.
- 6.3.2 MoE's approval must be sought for staff changes for the purpose of transfers or issuance of valid FTRB registration. This is applicable to Kindergarten centres, Government & Non-Government Primary & Secondary schools and Vocational schools.
- 6.3.3 All application for teaching appointments must be submitted not less than a month before the school commences every year;

6.3.4 **Approval of appointment of teachers and school Principals**

The appointment of teachers and Principals in any Private school shall be the responsibility of the management of such school, except for Kindergarten centers and vocational schools of which appointment is carried in consultation with MoE where relevant.

6.3.5 **Registration to teach/Certificate of license/approval to teach requirement**

No person shall teach in any Private school unless he/she is registered under the Fiji Teachers Registration Promulgation 2008 and thus authorizing him/her to teach. The status of registration issued shall depend on the qualification of the applicant.

Individuals who apply to register shall be registered under the FTRB Promulgation 2008 PART 3

6.3.6 **Validity of registration**

Validity of registration depends on the registration status of the applicant. Three years for Provisional and Full registrants and two years for Limited Authority registrants.

6.4 **Infrastructure and facilities**

All educational institution must comply with the minimum infrastructure and building requirements included in [Appendix F].

6.5 **Assets**

All assets within the school are the responsibility of the school management or controlling authority who shall also be accountable for its safety.

6.6 Funding

- 6.6.1 The source and the management of funding for the operations of the school shall lie within the controlling Authority of the school.
- 6.6.2 Any educational assistance sought for payment of fees to the school must be pursued after the school is granted recognition status. In the case of a student that is unable to complete a course for genuine reasons, the balance of the fees paid in advance for the rest of the course must be refunded to the lending agency or the participant.
- 6.6.3 The school must comply with the approved application fee of the MoE. All monies received will be receipted and forwarded to the consolidated revenue accounts as specified in the Financial Management Act 2004.
- 6.6.4 The following non-refundable fees will be levied to all private schools intending to apply for establishment and recognition or registration. The fees cover administration and site inspection costs.
- 6.6.4.1 An application fee of \$500.00 to be paid when the application for establishment is submitted (EA-2 form).
- 6.6.4.2 An application fee of \$500.00 to be paid when the application for recognition/registration is submitted (EA-3 form).

6.7 Startup Capital

The following startup capital will be a requirement by all education providers:

Private secondary schools -local	\$60,000
Private primary /infant schools-local	\$35,000
Private ECE Centre-local	\$10,000
Private secondary schools – overseas owner	\$80,000
Private primary /infant schools-overseas owner	\$80,000
Private ECE Centre-overseas owner	\$30,000
Non- aided primary schools	\$35,000
Non-aided secondary schools	\$60,000

6.8 Non Compliance / Closure of Schools

6.8.1 Non Approval

In certain circumstances, approval may be refused for the establishment of a school or the granting of a certificate of registration or recognition if:

- 6.8.1.1 The number of the potential pupils in the area capable of benefiting from the type of education provided is too small to justify approval to establish such school.
- 6.8.1.2. The proposed site or premises is unsuitable or inadequate;
- 6.8.1.3 Adequate provision already exists in the area for the type of education which the school intends to provide.
- 6.8.1.4 The school has failed to comply with any special conditions which may have been imposed when the application for establishment of the school was approved.

6.8.2 Closure of Schools

The MoE through the PSE may order the closure of any school if he/she finds that;

- 6.8.2.1 The premises do not conform to the requirements relating to health and safety;
- 6.8.2.2 The school is not registered or recognized;
- 6.8.2.3 The curriculum approved by the PSE is persistently and materially departed from.
- 6.8.2.4 Private schools that are teaching the MoE curriculum and assessment without prior approval of the MoE and the school are employing Civil Servants who are currently teaching in the school system.

6.9 Monitoring and Evaluation

To ensure standards are maintained, site visits will be conducted for:

- 6.9.1 Establishment: two weeks upon the receipt of application to check suitability of location, building plans and requirements for educational purposes;
- 6.9.2 Recognition: a month before the school opens to check that the buildings and facilities are set up according to approved plans and policy requirements;
- 6.9.3 School Inspection: the MoE in accordance with the School Inspection Policy or when responding to a request or a need, will authorize officer/s to visit with or without notice to inspect any school.

7.0 EFFECTIVE DATE.....14/12/11

8.0 REVIEW DATE.....14/12/12

9.0 KEY SEARCH WORDS

Application, Application Fee, Approval, Assets, Building, Compliance, Establishment of Schools, Inspection, Recognition, Register, Registration, Site, Staffing, Specialist Room, OHS, Administration Block

10.0 APPROVED BY THE HONORABLE MINISTER FOR EDUCATION, NATIONAL HERITAGE, CULTURE & ARTS AND YOUTH & SPORTS.



.....
SIGNATURE

14/12/11

.....
DATE

APPENDICES

APPENDIX A - Application for Establishment of an Educational Institution - EA2

1. PROPOSAL DETAILS

Name of Proposed School / Centre			
Provide an explanation for proposing the name			
Type of Proposed School / Centre - tick only one box			
Kindergarten (ECE)	Primary - Private	Primary - Non-govt	
	Secondary - Private	Secondary - Non-govt	
Vocational Centre	Private Vocational Centre	Other	
Location		Town	
Province		Tikina (Sub Province)	
Education Division		Education District	
Address of Proposed School / Centre			
Proposed Date of Commencement			
Telephone		Facsimile	
Email			

2. DETAILS OF APPLICANTS

Controlling Authority / Management Committee

Name of Controlling Authority	
Name of Director of School / Centre	
Address	

Qualifications and Work History of Director

Name of Secretary of School / Centre	
Address	
Name of School / Centre Management Committee President	
Address	
Name of School / Centre Management Committee Treasurer	
Address	

3. CURRICULUM AND STUDENTS

Type of proposed courses / programs offered <i>e.g. ECE, Classes 1 – 6; 1 – 8; Forms 1 – 7; 3 -6; 3 - 7; Vocational – Automotive Engineering; Private Vocational – Certificate I in Information Technology</i>	
Student Accreditation upon completion of the programme <i>e.g. Certificate I in Information Technology; Vocational Certificate.</i>	
Age range of intending students	
Language(s) of instruction to be used	

4. STAFFING NEEDS

Number of Teachers and Posts Required (Applicable only for Primary and Secondary)
Qualifications of the teachers who will teach the program (Attach a separate page if there is insufficient space)

5. SCHOOL ORGANISATION

School Start-up-Capital	\$F	Bank
How will funds be raised in the school? e.g. fees, fund raising etc.		
Size of proposed site		
Size and number of buildings		
Title or leaseholder of the property		
Registered number or Title of Lease		
Name(s) of similar schools within 3 kilometres of proposed school		

Declaration – As Director of the Controlling Authority, I hereby give notice of application for the Establishment of the above school and declare the accuracy of the particulars given in this form.

Director

Date

Declaration – As Secretary of the Controlling Authority, I hereby give notice of application for the Establishment of the above school and declare the accuracy of the particulars given in this form.

Secretary

Date

Appendix B - Application for Registration/Recognition Form EA3

(Some of these fields will be pre-populated from Establishment Application. Other fields will be completed by applicant)

Name of School			
Date of Approval for Establishment			
Type of School			
Approved courses and fee structure:			
Education Division		Education District	
Address			
Date school established			
Controlling Authority			
Name of Director of School			
Address			
Name of School Secretary			
Address			
Name of Holder of Title or Lease of School Site			
Address			
Registered number of title or lease			
Type of water supply			
Number of Classrooms			
Other teaching facilities e.g. Computer Labs, Library			
Teacher Offices and staff room			
Reception area			
Number of lavatories		Boys	
		Girls	
		Staff	
Description of grounds			

Area (size)	
Fenced	
Drained	

Applicants are to refer to the MoEST Building Guidelines for specific detail concerning size and standard of facilities.

Declaration

I hereby declare that I shall be directly responsible under the Controlling Authority for the control and management of the above school.

Director

Date

As a secretary of the Controlling Authority financially responsible for the maintenance of the school, I hereby declare the accuracy of the particulars given in this form and I hereby apply for the Registration / Recognition of the above school under the Education ordinance.

Secretary

Date

Appendix C - Feasibility Study Form

The District Education Office is responsible for the completion of this form

Name of the proposed school.....

Location.....Education District.....

School Vision.....

Objective.....
.....

Description.....
.....

Proposed programs:
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.....

Target Groups.....

Age range of intending participants.....

Population Study.....
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Description of other existing education institutions within 5 kms:
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.....

Mode of Transport and distance from target students to the proposed school site

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Environment Impact
Assessment.....

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Justification.....

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Project Costing.....

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Project Benefits:

Qualification of benefit.....

Identification of benefits.....

Indirect Beneficiaries.....

Sustainability.....

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Assumptions/Constraints.....

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General Observation and
remarks.....

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Appendix D - Site Inspection Assessment Report

Name of School:		
Date of Visit:		
Reporting Officer		
Purpose of visit	i) To inspect on the completion of the construction work	
	ii) To ensure that the facilities and equipments comply to the Health and Education Regulation as stipulated in the OHS	
Location		
Building Classification		
Type of building		
Allocation of floor areas	Reception	
	Lecture room	
	Lecture room	
	Staffroom	
	Computer lab	
	Store room	
Sanitary	Water closet (girls)	
	(boys)	
	Hand basins	
	Urinals	
Ventilation	Window(locations)	
	Air Conditioned rooms	
Lights	Adequate/Inadequate	
	Tubes/Bulbs/security	
Furniture	Tables	
	Chairs	
	Stools	
Equipments/Teaching Aids	Computers	
	Whiteboards	
	Stools	
	Others	
Findings		

Appendix E - Ministry of Education, Science & Technology Site Inspection Report

Name of School					
Location					
Governing Body					
School Director					
Year Established		Recognition Number		Owner of Premises	
Certificate of approval for occupancy		FTIB Certificate			
Teachers Name/s	Qualification	Licence No	Work Experience	Teaching allocation	
Course Information					
Approved courses		Duration	Fees Structure	Type of Assessment	Accreditation
Existing School facilities [Comment on the type and number]					
Facility		Type/ Numbers		Condition	

General Comments

Appendix F – Minimum Infrastructure Requirements

EDUCATION (ESTABLISHMENT AND REGISTRATION OF SCHOOL) REGULATIONS 1996 **(RE-PRINTED 1994)**

(KINDERGARTENPRIMARY, MIDDLE SCHOOLS AND SECONDARY SCHOOLS)

PHYSICAL CONDITIONS REQUIRED FOR THE REGISTRATION OF A SCHOOL

The following requirements are laid down under Regulation 6(1) of the above Regulations.

i. GENERAL

1. All buildings shall comply in all respects with the Building Health Regulation and National Building Code.
2. On the side of the buildings on which there is access the overhang of the roof shall not be less than 1.6 metres.
3. Adequate storage space shall be provided in every school. This shall not be less than 7/1/2% of the total teaching floor space of the school.
4. Chalkboard shall be of a minimum size of 3.05m x 1.2m, have a non-reflecting surface and shall be so placed as to be clearly visible to each pupil or white board can also be used as black board because of the chalk dust for health safety.
5. In every school, a common room shall be provided for the staff and in every school of more than 150 pupils a separate room shall be provided for the Head Teacher or Principal.
6. Every School shall provide adequate furniture and equipment.
7. Adequate Provision shall be made for safe drinking water and where pipe water is available, at least one standpipe shall be provided for every 100 pupils or part thereof on the roll.
8. Sanitary accommodation shall comply with statutory requirements.
9. Where two schools share the same compound the requirements specified in paragraphs 7& 8 above shall be calculated as if such schools were one.
10. The school grounds shall be properly drained and fenced to the satisfaction of the Permanent Secretary for Education and Technology.

11. Adequate firefighting equipment and an adequate first aid kit shall be provided in every school, school kitchen, Teachers Quarters and dormitories.
12. Adequate artificial lighting shall be provided in all rooms which are to be used for school purposes in the evenings.
13. Windows in all school buildings shall comply in all respect with the standards specified in the Building Health Regulations. The Windows in teaching rooms shall be located along both of the long side walls and shall not be placed in the end walls.
14. It is compulsory to all classrooms and other rooms to have two doors due to safety reason.

ii. **SITES**

1. Every school shall provide adequate approved recreation facilities which shall include a playground and unless otherwise exempted a sports field.

Kindergarten Schools

2. **Playroom and Indoor Area**

There may be a local hall available which can be used temporarily until such time when a special building is erected.

1. The premises must be approved by and be maintained always to the satisfaction of the appropriate health Authority and the Education Department.
2. There must be a minimum floor space of 10sq feet (approx..9290 cm Sq²) per child and not more than 35 children may be accommodated in any one room or hall.
3. Floors must be free from splinters or be covered throughout by mats.
4. Adequate windows and doors to be provided to give good lighting, ventilation and easy access outside in case of emergencies.
5. Storage space must be provided for materials and equipment (lockable cupboard and shelves).
6. Proper sanitary facilities must be provided. Toilets should be no more than 10" – 12" high (30.5cm), and there must be one for every 15 children or part the roof. In case of ordinary size toile pans, use wooden box for children to climb on).

7. Wash handbasins, if available, should be set 2' feet high (60.10cm) – a mirror fixed over the basin is desirable – (optional). Standing taps with proper drainage would also suffice.
8. Hand towels should be provided and placed within the children's reach.
9. There must be ample supply of furniture and play equipment to cater for the number of children attending the centre.

3. Precautions in case of illness or injury

1. Drinking water must be safe and free from contamination. Well and river water must be boiled before use.
2. All drinking and eating utensils must be kept in hygienic conditions.
3. A first aid kit must be available with the following items:
 - Cotton wool lint
 - Dettol/savlon mercurochrome ointment
 - Acriflavine band aid
 - Bandages (small & large)

4. Outdoor Play Area

1. There should be a minimum play space of 100sq feet per child and the layout should allow for easy supervision of all areas and activities.
2. The areas should be well drained and surfaced, and it should provide some shade.
3. The area should be fenced on all sides with a gate which can be securely fastened. A galvanized wire fence or thick hedge 3' high (90.15cm) is desirable.
4. The propose structure should be certified by an engineer and OHS officer or relevant officer before it is to use by the children.

5. Pre- School Kindergarten Equipment

1. All equipment should be safe, clean and in good repair.
2. Furniture provided should be of a size suitable for small children.

3. Adequate and suitable equipment is very important to the successful operation of a pre-school centre. Therefore, sufficient play equipment to cater for the number of children in the group should be available.
4. The following is a guide for the amount and type of equipment necessary for a one unit center where 35 children attend on a half day basis. A double unit centre will required for a playground and material. You will note some items will not cost money but can be collected from a variety of sources.

6. **Furniture and Cleaning Equipment**

1. 4 tables 4' x 2' ½' and 10" high. These are for use without chairs. If chairs are used, the height of table should be 20", and the height of the chairs 12" (30.5cm) Formica woodgrain table tops are recommended but optional.
2. 1 high table 20" x 36", and 24" high – white formica top- optional.
3. 1 large lock up cupboard (more may be provided should there be more storage space needed.)
4. Open shelving – approx. 3' high and 1' deep, and should be constructed in units or convenient lengths and may be used to divide the room into separate play areas for different activities and for storing manipulative toys, blocks, children's storybooks, etc. Large packing cardboard boxes (for refrigerators, stoves, etc.) may be opened out and used as dividers.
5. Large group mat (s) for music, discussions, stories, etc.
6. 2 double-sided painting easels approx. 2' wide and 4 high.
7. Boxes for jars of paint on each end of easels
8. 1 wastepaper basket in playroom and 1 garbage tin outside.
9. Sasa or broom (s) for sweeping the floor.
10. Toilet brush.
11. Scrubbing brushes (1-2)
12. Mops or cleaning rags.
13. 2 buckets for cleaning.

14. Washing soap, toilet soap and toilet paper.

iii. Library

Build up a library of good books slowly rather than buy a lot of cheap books all at once (vernacular & English)

Optional – a round table 30” diameter and 20” high with 4 small chairs 12” high for the book corner. A corner with mat and cushion would do just as well.

iv. Outdoor Equipment

Sandpit approx. 10’ x 8’ with cover (made out of coconut leaves, timber, etc; frame may be made out of concrete blocks, treated pine logs/coconut logs/tree stumps. Accessories for sand play plastic bucket/containers; improvised spades (made out from plastic bottles); sieves; wooden blocks; large & small wheel toys; tulip seed-cases; seeds; shells.

Climbing frame – metal pipes: treated pipe log, large cable tools, etc.
Hollow outdoor blocks; whisky cases; other wooden cases.

Large Tyres

Planks

Balls – large and small

Ladders swings with metal or wooden frames and tyre sets

Carpentry table or cable reels with hammers etc.

Water trough/basin with plastic containers sieves, funnels, cups, hosepipe lengths, tulip seed-cases, seeds, plastic aprons.

Water paint – tins and cans, brushes, balancing boards, scrabbling net, wheel toys (tricycles, wheelbarrows, etc.) Boxes/cartons of various sizes, garden tools, spades, rakes, watering cans, hand towels.

NOTE: A KINDERGARTEN IS OF REAL VALUE ONLY WHEN THE TEACHERS KNOW WHAT THEY ARE DOING AND IS PROVIDED BY THE COMMITTEE WITH ALL THE EQUIPMENT NEEDED.

Primary Schools

1. Every school shall provide a suitable area for teaching of school gardening in addition to the areas specified in paragraphs 3, 4, and 5 below.
2. The site of every school shall comprise an area not less than the area required for a 6- class primary school.
3. The minimum site area for a 6-class school shall be 1 – ¼ acres (0.5 ha) and this area shall be increased by 1/8 acre (0.05 ha) for each additional class.

4. In addition to the area specified in paragraph 4 paragraph 4 above playing field space shall be provided on the following scale: 2 acres (0.81 ha) for a six-class primary school increasing by $\frac{3}{4}$ acres (0.3 ha) per additional class up to 3 acres (1.21 ha).
5. If boarding facilities are to be provided at a Primary school additional space shall be provided at the rate of $\frac{1}{2}$ acres (0.2 ha) for every 40 boarders.
6. If staff quarters are required an additional space shall be provided.

Middle Schools and Secondary Schools

7. The site of every school shall comprise an area not less than the area required for a single-streamed six year secondary course.
8. The minimum area required for a six year secondary course shall be 6 acres (2.43 ha) for school building and playing fields and this acres shall be increased by $\frac{3}{4}$ acres (0.3 ha) for each additional form.
9. If hostel accommodation is to be provided at the school the additional acreage required shall be calculated at the rate of $\frac{1}{2}$ acres (0.2 ha) for every 40 boarders.
10. Additional space for staff quarters and a school farm or gardening area shall be added if required.

v. HOSTEL

1. Hostel buildings shall comply in all respects with the Building health Regulations and shall be provided with beds of an approved pattern.
2. Double tier beds shall not be placed where the ceiling is less than 2.7m high.
3. Every bed shall be provided with a mosquito net of approved type unless the dormitory itself is mosquito – proofed.
4. Beds shall be so arranged as to permit at least 1.8m distance between bed centres unless separated by partitions.
5. Artificial lighting of an approved type shall be installed in every dormitory.
6. Provision shall be made in every school kitchen for the washing, drying and storage of cooking utensils in an approved manner.

7. Preparation tables shall be provided in every school kitchen and these shall be kept in a good state of repair.
8. Cooking stoves or alternative cooking apparatus shall be of an approved type and must incorporate arrangements for the extraction of smoke.
9. Covered refuse containers shall be provided for every kitchen.
10. Latrines of an approved type shall be provided for the use of kitchen staff.
11. There shall be a washbasin, towels, nail brush and soap, and an ample supply of water in every school kitchen for the personal use of kitchen staff.
12. There shall be an insect and rodent proof storeroom provided for every kitchen. The storeroom shall be provided with racks for the storage of foodstuffs.
13. Every school dining room shall be large enough to allow not less than 1 sq. metre of floor space for each pupil at each sitting.
14. Every school hostel shall be provided with adequate laundry facilities for pupils clothing and hostel linen.
15. In every school hostel all eating and drinking utensils shall at all times be kept a hygienic condition.

vi. **GENERAL CLASSROOMS**

1. The shortest side of any any classroom shall not be less than 6.1 metres.
2. All dividing walls or partitions between classroom shall extend to ceiling height and shall completely divide each classroom from the next.
3. Every primary school classroom shall comprise an area of not less than 33 sq. metre for the first 30 pupils and 0.38 sq. metres for each additional pupil.
4. Every secondary school classroom shall comprise an area of not less than 39 sq. metres of floor space for the first 30 ppupils plus 1.12 sq. meters for each additional pupil.

vii. SCIENCE LABORATORIES

1. Every science laboratory shall comprise an area of not less than 55.76 sq. metres for the first 20 pupils, 1.8 sq meter for each of the next 10 pupils and 1 sq. metre for each additional pupil.
2. A room which is square or nearly square in shape is desirable.
3. Every laboratory shall be provided with more than one means of exit.
4. Adequate preparation room/storage space shall be provided. This area shall comprise not less than 20% of the teaching floor space of the laboratory.
5. A lockable cupboard for the storage of dangerous chemicals shall be provided in every laboratory.
6. Fire fighting equipment and an adequate first aid kit shall be included in every laboratory.

viii. WORKSHOP

1. Workshops shall have a standard size of 128 sq meter[16mx8m]
2. Every Primary school woodwork shop shall comprise an internal area of not less than 128sq. metres for the first 10 pupils plus 2.39 sq. metres for each pupil thereafter. In addition, storage area of not less than 14.87 sq. metres internal in the case of workshops having less than 14 places, and of not less than 29.74 sq. metres internal in the case of workshops having 14 or more places shall be provided.
3. Every Secondary school woodwork shop shall comprise an internal area of not less than 66.9 sq. metres for the first 12 pupils plus 3.72 sq. metres for each pupil thereafter. In addition, storage area of not less than 14.87 sq. metres internal in the case of workshops having less than 14 places, and of not less than 29.74 sq. metres internal in the case of workshops having 14 or more places shall be provided.
4. Every metalwork shop shall comprise an internal area of not less than 128 sq. metres for the first 20 pupils plus 2.79 sq. metres for each pupil thereafter. In addition, storage area of not less than 14.87 sq. metres internal in the case of workshops having less than 16 places, and of not less than 29.74 sq. metres internal in the case of workshops having 16 or more places shall be provided.
5. An adequate first-aid kit and adequate firefighting equipment shall be provided in every workshop.

6. Every tools store must be secure and doors shall be provided with locks.
7. Emergency stop switches shall be provided in all workshops fitted with powered machinery.
8. All powered machinery shall be adequately guarded.
9. Every workshop should clearly paste an emergency evacuation plan for disaster and should be clearly visible and easy to understand.

ix. TECHNICAL DRAWING ROOMS

Every technical drawing room shall comprise an area of not less than 128 sq. metres for the first 20 pupils plus 2.0 sq. metres for each additional pupil. Additional equipment storage space/room amounting to 7/1/2% of the teaching floor space shall be provided.

x. WORKSHOP FOR HOME E CONOMICS ROOMS

1. Every homecraft/Needlework room shall comprise an area of 128 sq. metres for the first 20 pupils and 2.0 sq. metres for each additional pupil.
2. Cookers in all home economics rooms shall be provided with fire-proof PPE[Personal Protective Equipment's]
3. Adequate space for an outside clothes line shall be provided adjacent to every homecraft room.
4. All home economics rooms shall be provided with an adequate water supply.
5. Adequate fire-fighting equipment and an adequate first-aid kit shall be provided in every home economics room.
6. Emergency Evacuation plan should be clearly pasted in the notice board and it should be visible. Everyone should read it and understand it to anyone entering the room.

xi. OFFICE TECHNOLOGY OR COMPUTER ROOMS

Office technology room shall comprise an area of 96 sq. metres for the first 20 pupils plus 1.58 sq. metre of each additional pupil. In addition, a secure storage area amounting to not less than 15% of the teaching floor space shall be provided.

xii. **TOILETS** (originally made under Section 83 of the Town Ordinance (Town) Building regulations)

For every day-school carried on in a building used solely for school purposes, separate closets for:

- a. Teachers and adults
- b. Children

The number of closets will be worked out as follows:

- (a) Teachers and Adults: Separate closets for each sex. One closet for every twenty persons or part of twenty persons of either sex.
- (b) Children – Boys: One closet for every 33 boys or part of thirty three boys up to 200 boys, and an additional closet for every fifty or part of fifty boys over the number of two hundred boys. A urinal should also be provided.
- (c) Girls: One closet for every 20 girls or part of twenty girls up to 200 girls, and an additional closet for every 25 girls or part of twenty five girls over that number up to three hundred girls, and one additional closet for every thirty three girls or part of thirty three girls over three hundred.

xiii. **OTHER SCHOOL**

Conditions governing the registration of other classifications of schools shall be as laid for individual cases.

The Permanent Secretary for Education and Technology may in exceptional circumstances, waive any of these Regulations.