

**MADE this 21st day of November, 2019.**

**JEANNE SIMEON  
MINISTER OF EDUCATION AND  
HUMAN RESOURCE DEVELOPMENT**

**S.I. 67 of 2019**

**EDUCATION ACT**

*(Cap 68)*

**Education (Terms and Conditions of Contractual  
Obligations) Regulations, 2019**

In exercise of the powers conferred by Section 87(2) of the Education Act, the Minister responsible for Education makes the following regulations —

1. These regulations may be cited as the Education (Terms and Conditions of Contractual Obligations) Regulations, 2019. Citation
2. School leadership in education means the person responsible for ensuring that the school's vision, mission, goals and associated operations are achieved. Interpretation
3. The terms and conditions described in the Schedule of these regulations are those to which the school leadership, teacher, student and parent as the case may be, shall abide where a written contract has been entered into. Terms and conditions of contractual obligations

**SCHEDULE**

**Obligations**

- A. The School leadership in education shall —
- (1) document and share the school's vision, mission and values to the parents and students;
  - (2) provide documented information to parents and students on the process of establishment of the School;

- (3) provide documented information concerning the members of the School Council for the year;
- (4) provide documented information concerning the School's Organisational Structure for the year;
- (5) share the essential elements of the school's yearly operational plan and staffing strategy with the students and parents;
- (6) make available to students and parents the official annual school calendar of activities;
- (7) provide parents and students with documented information pertaining to the policy that *inter alia* —
  - (i) define a school day;
  - (ii) specify the time of class registration in the morning;
  - (iii) define student absenteeism and what is acceptable as excusable and non-excusable absenteeism;
  - (iv) define the expectation of students by the school with regards to the policy and procedures that implement such policy;
  - (v) define the expectations of parents by the school leadership in education with regards to the policy and procedures which implement such policy;
  - (vi) elaborate the consequences of non-compliance to school policies and procedures which implement such policies;
- (8) provide students and parents with documented information on the admission policy which —
  - (i) define and set out procedures concerning the obligations of students with regards to student admission;

- dressed and with a hairstyle which is in line with the requirements set out in the Code of Conduct for Schools;
10. provide written reasons for his or her child's absence or lateness;
11. insist that his or her child brings home communications from school promptly;
12. instill good manners in his or her child;
13. ensure that his or her child attends classes regularly and punctually;
14. encourage his or her child to portray exemplary behaviour in and outside of the school premises and support the discipline policies needed to keep other students safe;
15. teach his or her child self-respect, respect for the teachers and school staff, respect for other children, respect for the law and respect for school property which includes materials given to them for the purpose of learning;
16. encourage his or her child to report to the teacher, headteacher or other appropriate person of any problem that develops, rather than resorting to chastisement or taking matters into their own hands;
17. encourage his or her child to report any illegal items or substances to the appropriate person at the school;
18. ensure that his or her child pays due adherence to the rules and regulations of the school;
19. facilitate the participation of his or her child in all components of health promoting programmes intended for schools, including but not limited to national screening programmes, that may from time to time be required.

10. know and follow all applicable school policies, regulations and behaviour expectations;
11. make sure that his or her studies is a priority;
12. not disrupt a class nor interfere with a teacher's right to teach and a student's right to learn;
13. not engage in physical force, substance abuse, verbal abuse, threats, bullying or blackmailing;
14. not engage in cyber bullying and sharing of indecent and inappropriate materials.

D. A parent shall —

1. demonstrate a supportive attitude towards his or her child, the child's school and the child's education;
2. promote good relations with the school staff;
3. cooperate with the school to solve any school-related problems;
4. make time to listen, understand and consult his or her child;
5. keep abreast of his or her child's progress at school by maintaining contact with his or her child's teachers;
6. provide a conducive environment and the necessary materials for his or her child to study and do homework;
- take responsibility for his or her child's health and personal hygiene and inform the school on relevant information concerning his or her child's health and personal hygiene;
8. attend meetings and conferences whenever the need arises;
9. ensure that his or her child comes to school neatly, decently

- (ii) define and set out procedures concerning the obligations of parents with regards to student admission;
- (iii) define the consequences of non-compliance to the policy with regards to student admission.
- (9) provide students and parents with documented information on the different teaching and learning programmes on offer for a given year;
- (10) ensure that every student is provided with documented information on their individual learning programme for a given year;
- (11) ensure that the expected school targets for each of the subjects in the teaching and learning programmes are communicated to the students and parents;
- (12) ensure that the obligations of an individual student vis-à-vis their personal teaching and learning programmes are clearly documented;
- (13) ensure that the obligations of parents vis-à-vis their child's teaching and learning programmes are clearly documented;
- 4) provide students and parents with —
  - (i) a list of the teachers and the subjects in which the teachers and the students will be working in a given year;
  - (ii) a list of the core books and workbooks a student will be provided with for different subjects and the costs thereof;
  - (iii) documented information with regards to —
    - (a) the students' obligations vis-à-vis the resources provided for teaching and learning;
    - (b) the parents' obligations vis-à-vis the teaching and learning materials.

- (15) provide documented information to students and parents on the policy and procedures concerning matters of school supervision which elaborate the obligations of parents;
- (16) provide documented information on the school's policy and procedures concerning matters of examinations and assessments including information pertaining to —
- (i) student assessments at the beginning of every grade to establish each student's performance level;
  - (ii) the sharing of the examination and assessment results with students and their parents;
  - (iii) the process of reporting and sharing the results of termly examinations and end of year school-based assessments;
  - (iv) the process of sharing the results of national examinations organised by the Ministry;
  - (v) the obligations of students to the different processes of school-based assessments and examinations;
  - (vi) disciplinary measures against students for misconduct during official assessments;
  - (vii) the obligations of parents to the different processes of school-based assessments and examinations.
- (17) provide documented information on the School Policy on Homework and Additional Learning which contain —
- (i) the obligations of students with regards to homework and additional learning;
  - (ii) the obligations of parents with regards to homework and additional learning.

- 11. demonstrate sensitivity to the various challenges that students face and thereafter provide appropriate guidance;
- 12. know his or her students and be committed to the development of their full potential;
- 13. create an atmosphere of trust where students feel comfortable to discuss pertinent issues with them, respecting confidentiality and behaving professionally.

C. A student shall —

- 1. respect the school authority, his or her teachers, and other students;
- 2. respect and make good use of the school's properties and facilities;
- 3. take care of his or her books and other school materials and property;
- 4. take his or her studies seriously with the understanding that the curriculum will be challenging and that he or she will work hard to complete all assignments and homework on time;
- 5. respect school policy and guidelines regarding the use of mobile phones;
- 6. be conscious that repeated absences may result in him or her being placed on detention;
- 7. ensure that he or she provides written information whenever he or she is absent and late for school;
- 8. write his or her assignments in a diary or planner and bring it home daily to share with his or her parents;
- 9. bring home school communications to his or her parents;



students and parents on the school premises or on official school programmes outside of the school premises will apply;

- (37) set out measures to be taken by the headteacher to ensure student and parental insurance coverage.

B.. A teacher shall —

1. promote a climate of mutual respect and dignity;
2. create a high quality learning environment by having well-prepared, interesting lessons and assessments that take into account the students' diverse learning needs;
3. promote parental involvement by promptly communicating information to a parent about his or her child's achievements and difficulties;
4. teach appropriate behaviour by setting rules and examples and through the use of rewards such as praises;
5. implement the Whole-School Behaviour Management Policy fairly and consistently;
6. establish explicit classroom rules and make clear the routines that classes are to follow;
7. distinguish between minor student misconduct best handled at class level and more serious problems requiring the assistance of the headteacher or a person delegated by the headteacher;
8. encourage expected behaviour and maintain discipline in the school;
9. ensure that other students are not punished for the misbehaviour of one or two students;
10. incorporate social skills training within lessons;

- (18) provide documented information to students and parents on the process and conditions for grade promotion and repetition of a particular grade and such information shall set out —

(i) the obligations of students in the process of grade promotion or repetition;

(ii) the obligations of parents in the process of grade promotion or repetition;

(iii) the obligations of the school leadership in education in the process of students' grade promotion or repetition.

- (19) provide documented information on the school policy and procedures on matters concerning Extra-Curricular Programmes and Activities setting out —

(i) the obligations of students with regards to extra curricular programmes and activities;

(ii) the obligations of parents with regards to extra-curricular programmes and activities;

- (20) provide documented information to students and parents on the policy and procedures concerning matters of contributions and assistance from parents stating —

(i) the obligations of students vis-à-vis the contributions and assistance;

(ii) the obligations of parents vis-à-vis the contributions and assistance.

- (21) provide policy and procedures on matters concerning services given through the school for students in need stating —

(i) the obligations of student vis-à-vis the services available;

(ii) the obligations of parents vis-à-vis the services available;

- (22) document the policy and procedures on matters concerning the school home link setting out —
- (i) the obligations of students in the school-home-link process;
  - (ii) the obligations of parents in the school-home-link process;
- (23) document the policy and procedures on matters concerning the communication process between students, parents, teachers and the school leadership and define the obligations of each party in the communication process;
- (24) document the policy on matters concerning the school safety process and define the obligations of each party in keeping the school safe and secure;
- (25) document the policy and procedures on matters concerning School Health and Safety and define the obligation of each party in the school health and safety process;
- (26) provide documented information on the Code of Professional Standards for Teachers and define the obligations of each party vis-à-vis the non-observance of the Code of Professional Standards;
- (27) provide documented information on the policy and procedures on matters concerning the attitude and standards of behaviour of students defined in the Code of Conduct for Schools;
- (28) provide documented information on the policy and procedures concerning matters on the School Emergency Protocol and define the obligations of each party in the event of an emergency;
- (29) provide documented information on the policy and procedures to be followed by students on school buses and define the obligations of each party and the consequences of non-compliance;

- (30) define the obligations of each party concerning harassment and bullying of students and provide documented information thereon to the parents;
- (31) provide documented information on the policy and procedures on matters concerning illegal substances, possession and use thereof on school premises as defined in the Student Code of Conduct;
- (32) provide documented information on the policy and procedures on matters concerning access to the school premises by parents;
- (33) document the appeal processes for a breach of the contract made under these regulations, the Code of Conduct or when action has been taken against a student in any manner under the Education Act;
- (34) ensure that policy is in place to —
- (a) define the circumstances in which the school may consider using a student to represent the school on the media;
  - (b) request parental approval for representation by a student on the media;
  - (c) grant or refuse permission to students to participate in media-related programmes on behalf of the school.
- (35) (a) define the various categories of records other than those stipulated in the Act that should be kept concerning each student;
- (b) highlight the circumstances under which the records under paragraph (a) shall be shared;
  - (c) define the means by which the School is to communicate student information and progress to parents;
- (36) set out the circumstances in which insurance coverage for