

PART XII
TRANSPORT AND TRAVEL OF PUPILS

- 47. Precautions to be taken in regard to transport and travel
- 48. Aided schools to insure

Statutory Instrument No. 132 of 1971

EDUCATION LAW, 1966
(40 of 1966)

EDUCATION (GOVERNMENT AND AIDED SECONDARY SCHOOLS)
REGULATIONS, 1971

(Published on the 17th December, 1971)

IN EXERCISE of the powers vested in him by section 30 of the Education Law, 1966 the Minister of Education makes the following regulations —

PART I
PRELIMINARY

1. These Regulations may be cited as the Education (Government and Aided Secondary Schools) Regulations, 1971. Citation

2. In these regulations, unless the context otherwise requires — Inter-
"admission" means admission for the purpose of being accommodated; pretation

"boarding master" means a member of the staff of a secondary school of the category referred to in regulation 3 (1) who is entitled to exercise authority in a school hostel attached to such school;

"child" means a person under the age of maturity;

"course of secondary education" means a course of formal education, other than technical education or training for teachers, suitable to follow immediately upon a course of primary education;

"enrolment" means enrolment as a pupil;

"Form I Selection Examination" means the examination conducted annually by the Ministry and the Regional Testing Centre for the purpose of selecting pupils for Form I in secondary schools;

"headmaster" includes headmistress;

"master" includes mistress;

"pupil" means a child enrolled under these regulations at a secondary school of the category referred to in regulation 3 (1);

“school hostel” means a boarding establishment attached to a secondary school of the category referred to in regulation 3 (1) for the accommodation of pupils enrolled at such school;

“secondary school” means a school at which the whole or part of a course of secondary education is provided.

Application

3. (1) These regulations shall apply to secondary schools which are Government schools or aided schools.

(2) The Chief Education Officer may from time to time frame or amend and may cause to be published in the Gazette a list of all secondary schools to which these regulations apply.

(3) Any school named in a list published in accordance with subregulation (2) shall be deemed, until the contrary is proved, to be a secondary school such as is referred to in subregulation (1).

Extent of course of secondary education

4. For the purpose of these regulations, a complete course of secondary education shall be a course designed to extend over five years, with five successive forms established to correspond respectively with the five successive years of the course.

PART II

ENROLMENT AT SECONDARY SCHOOLS AND ADMISSION TO SCHOOL HOSTELS

Making of application for enrolment at secondary schools and admission to school hostels

5. (1) Any application for the enrolment of a child at a secondary school or for the admission of a child to a school hostel shall be made by the parent or guardian of the child to the Chief Education Officer and shall be made through the principal of the school, if any, which the child is then attending or has last attended, or, if the child has attended no school, direct.

(2) The person making application shall furnish the Chief Education Officer with such information and evidence as may be required for the proper consideration of the application.

(3) Any person who, for the purpose of procuring the enrolment of a child at a secondary school, or the admission of a child to a school hostel, knowingly makes a false statement, oral or in writing, which is material to an application for such enrolment or admission shall be guilty of an offence and liable on conviction to a fine of R50.

(4) No child shall be entitled to attend a secondary school or to be accommodated at a school hostel if the application for his enrolment to such school or his admission to such hostel contains a false statement knowingly made and material to the application.

6. (1) The Chief Education Officer shall consider every application for the enrolment of a child at a secondary school or the admission of a child to a school hostel and shall, subject to the provisions of these regulations and of any other relevant regulations, determine whether the child concerned shall be enrolled or admitted, as the case may be.

Deter-
mination of
applications

(2) The Chief Education Officer shall cause the person making application to be informed of his decision regarding the application.

(3) The Chief Education Officer may defer his decision on any application for such period as he deems necessary to enable him to give proper consideration to it.

7. (1) No child shall be enrolled at a secondary school or admitted to a school hostel attached to such secondary school unless he is of an appropriate age to be enrolled at such secondary school.

Age for
enrolment or
admission

(2) A child shall not be of an appropriate age to be enrolled at a secondary school as a pupil in Form I if on or before the 1st January of the year during which his enrolment is applied for he shall have attained the age of eighteen years or, if the year during which his enrolment is applied for be 1975 or a later year, the age of seventeen years.

8. (1) A child who has previously attended a primary school in Botswana shall not be regarded as having attained satisfactory standard of education for the purpose of being enrolled, and he shall not be enrolled at a secondary school as a pupil in Form I unless he has been successful in the Form I Selection Examination.

Standard of
education for
enrolment

(2) A child who has attended school outside Botswana for not less than one year immediately before it is desired he be enrolled at a secondary school shall not be enrolled unless the Chief Education Officer is satisfied, by examination or otherwise, that he has attained an adequate standard of education.

9. (1) No child shall be enrolled at a secondary school unless a vacancy exists in the class in which he would be placed if he were enrolled, and no child shall be admitted to a school hostel unless a suitable vacancy exists in such hostel.

Further
restrictions on
enrolment or
admission

(2) The number of pupils receiving instruction in any class in any of the first three forms of a secondary school shall in no case be less than 35 or more than 40.

(3) The number of pupils receiving instruction in any class in the fourth or fifth forms of a secondary school shall in no case be less than 25 or more than 30.

(4) Notwithstanding anything contained in subregulations (2) and (3) the Chief Education Officer may, in his discretion, in suitable cases permit a lower number of pupils in any class.

	<p>(5) No child shall be enrolled at a secondary school or admitted to a school hostel unless his parent resides in Botswana or is a citizen of Botswana.</p> <p>(6) No child shall be enrolled at a secondary school unless the headmaster of the school is satisfied that the parent or guardian of the child is willing and able to make provision for the payment of the prescribed tuition and boarding fees payable in respect of the child.</p>
Restrictions on admission to school hostels	<p>10. (1) No child shall be admitted to a school hostel unless he attends or is to attend the secondary school to which such hostel is attached.</p> <p>(2) No child whose parent or guardian lives in a village where a secondary school is situated shall be considered for admission to any school hostel without the prior approval of the Chief Education Officer.</p>
Presentation of child	<p>11. (1) The parent or guardian, if any, of every child to be enrolled at a secondary school or admitted to a school hostel shall ensure that the child presents himself at the school or hostel on the first day of the school term or, in the case of enrolment or admission during the course of the school term, on such day as the headmaster of the school may specify.</p> <p>(2) Any child who does not report to the secondary school at which he is to be enrolled within the first ten school days of the school term may be removed from the list of children to be enrolled at the school or admitted to the school hostel.</p>
Enrolment of pupils from continuation classes	<p>12. Subject to the other provisions of these regulations, if a place is available in a class in a form other than Form I, any suitably qualified candidate who has been attending any day or evening continuation classes may be enrolled in a secondary school on the recommendation of the headmaster of the school in which he is to be enrolled and with the approval of the Chief Education Officer.</p>
Continuance in forms	<p>13. No pupil at a secondary school shall be permitted to spend more than one year in Form III or Form V save with the approval of the Chief Education Officer, which approval shall only be granted if—</p> <ol style="list-style-type: none"> (a) the pupil has failed to pass an examination for pupils in that form; (b) such failure was due to the pupil's ill-health or unavoidable absence from the examination; (c) the pupil is in the opinion of the Chief Education Officer of an appropriate age; (d) the headmaster of the school is satisfied that if that pupil spends an additional year in the form in question no pupil in a lower form will be prevented from progressing to the form in question; and (e) the headmaster is satisfied that the pupil, if permitted to spend an additional year in the form in question, is likely to succeed in passing the examinations for pupils in that form.

14. (1) No pupil shall be permitted to transfer from a secondary school at which he is enrolled to another secondary school unless the headmaster of the school at which the pupil is enrolled is satisfied that reasonable grounds for the transfer exist. Transfer from one secondary school to another

(2) Where a pupil is permitted to transfer from the school at which he is enrolled the headmaster shall issue to the pupil's parent or guardian a certificate of transfer stating the grounds of the transfer and the standard attained by the pupil, and the parent or guardian shall furnish such certificate together with an application for enrolment to the headmaster of the secondary school to which it is desired that the pupil should be transferred.

15. Notwithstanding anything contained in this Part, the Chief Education Officer may, subject to the approval of the Minister, give to the headmaster of a secondary school such special directions as he may consider necessary with respect to — Power of Chief Education Officer to give special directions

- (a) the enrolment at a secondary school or the admission to a school hostel of a particular child; or
- (b) the transfer between secondary schools or school hostels of a particular child,

and the headmaster shall comply with those directions.

PART III

PAYMENT OF SCHOOL FEES

16. (1) Tuition fees shall be payable in respect of each pupil enrolled at a secondary school at the appropriate rates prescribed by regulation. Rates of, and time for, payment

(2) Boarding fees shall be payable in respect of each pupil admitted to a school hostel at the appropriate rates prescribed by regulation.

(3) The tuition fees payable in accordance with this regulation shall be paid on or before the first day of the school term in respect of which they are payable or, when the pupil first attends the school during any term on a day later than the first day, on such later day.

(4) The boarding fees payable in accordance with this regulation shall be paid on or before the first day of the school term in respect of which they are payable or, when the pupil is first accommodated at the school hostel, during any term on a day later than the first day, on such later day.

(5) The annual tuition fees and annual boarding fees payable in respect of any pupil at a secondary school may be paid three equal instalments each of which shall be paid on or before the date prescribed in subregulation (3) or subregulation (4), whichever is appropriate.

Exclusion for non-payment

17. Any pupil whose tuition fees in respect of a secondary school or boarding fees in respect of a school hostel have not been paid on or before the tenth school day of the term in respect of which they are payable may be, in accordance with these regulations, excluded from such school or school hostel.

Reduction of fees where school not attended or pupil not accommodated

18. (1) Subject to the provisions of this regulation, where a pupil does not attend a secondary school or is not accommodated at a school hostel for the whole or any part of any school term, the tuition or boarding fees payable in respect of the pupil for that term shall be reduced by one quarter for each complete quarter of the school term during which the pupil does not attend the school or is not accommodated at the hostel, as the case may be; and any overpayment shall be refunded to the person who made it in the case of a Government school by the Chief Education Officer and in the case of an aided school by the manager.

(2) The provisions of subregulation (1) shall not apply in relation to a pupil if —

- (a) he has been suspended or expelled from the secondary school or excluded from the school hostel, as the case may be, on disciplinary grounds; or
- (b) the headmaster of the school is not satisfied that good reasons exist for the pupil's absence from the school or school hostel, as the case may be.

(3) In the calculation of a complete quarter of a school term for the purpose of subregulation (1) —

- (a) the aggregate number of days in the school term (including non-school days) shall be divided by four; and
- (b) any fraction of a day resulting from such division shall be disregarded.

PART IV

CALENDAR AND CURRICULUM

School calendar

19. (1) The academic year in every secondary school shall coincide with the calendar year and shall comprise three school terms.

(2) The Chief Education Officer shall prepare an annual school calendar to determine the period of school terms and the days during each school term on which pupils shall be required to attend school or instruction. Such days are referred to in these regulations as "school days".

(3) The school calendar prepared by the Chief Education Officer shall be so arranged as to ensure that the number of school days in the academic year to which it relates is not less than 185 or more than 200.

(4) The school calendar prepared in accordance with this regulation shall be observed at all secondary schools except to such extent as the Chief Education Officer may, either generally or in any particular case, authorise. Any departure from the calendar shall be made only with the prior approval of the Chief Education Officer.

(5) There shall be no formal class-teaching on any public holiday appointed by or under the Public Holidays Proclamation (Cap. 44) except to such extent as the Chief Education Officer, in his discretion, may authorise.

20. (1) Instruction shall be provided at all secondary schools in the subjects of English, Mathematics and a science, and, subject to the approval of the Minister, in such of the following subjects as the headmaster of the school may determine — Subjects and syllabus

Agricultural Science; Arts and Crafts; Home Economics;
French; Geography; History; Latin; Wood or Metal Work;
Technical Drawing; Building Science; Engineering Science;
Development Studies; Vernacular Language;
Religious Knowledge; Physical Education;
Social Studies; Drama; Music; Commercial Studies.

(2) The Minister may require or authorise the provision of instruction in any subject not mentioned in subregulation (1) at any particular secondary school or group of secondary schools.

(3) The syllabus to be followed in respect of each subject in which instruction is provided at a secondary school shall be a syllabus accepted by an approved examining body.

PART V **CORPORAL PUNISHMENT**

21. Corporal punishment shall be administered to a pupil only on reasonable grounds and only where it appears that other disciplinary measures would be inadequate or ineffective in the circumstances of the case. Grounds for administering corporal punishment

22. (1) Corporal punishment shall be administered to a pupil only by — Persons who may administer corporal punishment

- (a) the headmaster; or
- (b) a teacher or boarding master to whom authority to administer corporal punishment has been delegated by the headmaster.

(2) Wherever practicable, corporal punishment shall be administered in the presence of another member of the staff of the secondary school at which the pupil is enrolled or the school hostel to which the pupil has been admitted.

Manner of administering corporal punishment

23. (1) Corporal punishment shall be moderate and reasonable in nature and shall be administered only on the palms of the hands or across the buttocks with a light cane not more than 3 ft. long at the thickest end nor more than $\frac{3}{8}$ " in diameter or with a suitable strap and no punishment shall exceed five strokes with the cane or strap.

(2) No male teacher may inflict corporal punishment upon any female pupil.

Registers of corporal punishment

24. (1) There shall be kept at every secondary school one or more registers of corporal punishment in which shall be recorded the following particulars of every case in which corporal punishment is administered to a pupil —

- (a) the date of the punishment;
- (b) the name of the pupil;
- (c) the nature of the punishment;
- (d) the grounds for the punishment;
- (e) the name of the person who administered the punishment.

(2) Every entry in a register of corporal punishment shall be signed by the person who administered the punishment and, if the punishment was administered in the presence of another person, by that person also.

(3) A register of corporal punishment shall be produced on request to any officer of the Ministry authorised by the Chief Education Officer to make an inspection of the school.

Penalty

25. Any person who contravenes any provision of this Part shall be guilty of an offence and shall be liable on conviction to a fine of R.50 and to imprisonment for three months.

Application of Statutory Instrument No. 1 of 1968 excluded

26. The Education (Corporal Punishment) Regulations, 1968, shall not apply to secondary schools referred to in regulation 3 (1).

PART VI

SUSPENSION, EXPULSION, EXCLUSION AND WITHDRAWAL OF PUPILS

No suspension, expulsion, exclusion or withdrawal save in accordance with this Part

27. No pupil shall be suspended, expelled, excluded or required to be withdrawn from any secondary school or school hostel except in accordance with the provisions of this Part.

Conditions of suspension or exclusion

28. (1) Subject to the provisions of this regulation, the headmaster of a secondary school may suspend from attendance at the school —

- (a) any pupil whose conduct and behaviour is habitually or continually such as to endanger the maintenance of a proper standard of discipline or conduct in the school;
- (b) any pupil who has committed an act of a gravely reprehensible nature; or
- (c) any pupil who fails to attend school regularly without reasonable excuse.

(2) Subject to the provisions of this regulation, the headmaster of a secondary school may exclude from any school hostel attached thereto any pupil whose presence at the hostel is prejudicial to the maintenance of discipline in the hostel.

(3) Before any pupil is suspended from attendance at a secondary school or excluded from a school hostel under the provisions of this regulation, the headmaster shall —

- (a) warn the pupil and inform his parent or guardian of the complaint against him and of the action which the headmaster proposes to take; and
- (b) send a copy of all the correspondence relating to the complaint against the pupil to the Chief Education Officer;

Provided that a headmaster may suspend a pupil from attendance at school without complying with paragraph (a) of this subregulation where substantial delay would be involved thereby and it appears to the headmaster that such delay would seriously prejudice the interests of the school, and in such event shall immediately inform his parent or guardian of the action he has taken and the grounds therefor.

29. The headmaster of a secondary school shall immediately report the full facts of a case of suspension or exclusion by him to the Chief Education Officer who shall report to the Minister.

Suspension or exclusion to be reported to Chief Education Officer

30. (1) The headmaster of a secondary school may suspend a pupil in accordance with these regulations for a period not exceeding ten school days without the prior consent of the Minister.

Approval required for suspension for more than ten days and for expulsion

(2) No suspension shall extend beyond ten school days unless the approval of the Minister has been received.

(3) A pupil may only be expelled from a secondary school with the approval of the Minister.

31. Where any pupil has been suspended from attendance at a secondary school or excluded from a school hostel under the provisions of this Part, the pupil and his parent or guardian shall be entitled, within fourteen days after the date when the suspension or exclusion takes effect, to make

Right to make representations

representations in writing to the Minister regarding the suspension or exclusion and any further action which the Minister may take or have taken.

Powers of the Minister

32. (1) After considering any representations made to him under regulation 31, the Minister may —

- (a) in any case where a pupil has been suspended from attendance at a secondary school —
 - (i) direct the withdrawal of the suspension in force against the pupil;
 - (ii) direct the expulsion of the pupil from the school or the suspension of the pupil from attendance thereat for a period determined by the Minister;
 - (iii) direct the transfer of the pupil to another secondary school;
 - (iv) give such other directions as may appear to be just in the circumstances; and
- (b) in any case where a pupil has been excluded from a school hostel, the Minister may —
 - (i) confirm the exclusion of the pupil from the hostel;
 - (ii) direct the readmission of the pupil to hostel;
 - (iii) direct the re-admission of the pupil to hostel;
 - (iv) give such other directions as may appear to be just in the circumstances,

and the headmaster shall give effect to such directions or confirmations.

(2) Any directions given by the Minister under this regulation may be made subject to such conditions as the Minister may determine; and if any such condition is not fulfilled to the satisfaction of the Minister he may, if he thinks fit, exercise further powers conferred by subregulation (1) in relation to the case.

Requirement of withdrawal on grounds of academic inability restricted
Consequences of pregnancy of pupil

33. The withdrawal of a pupil from a secondary school by the parent or guardian of such pupil shall not be required by a headmaster on the grounds of academic inability alone without the prior approval of the Minister.

34. (1) If any pupil becomes pregnant the parent or guardian of such pupil shall be required to withdraw her from the school at which she is enrolled and her return to the school shall be subject to the approval of the Minister.

(2) The parent or guardian of any pupil who is responsible for the pregnancy of another pupil may be required to withdraw him from the

school and his return to the school shall be subject to the approval of the Minister.

(3) No pupil shall be allowed to write an examination at a school while she is pregnant.

(4) Any pupil who was withdrawn from a school on account of her pregnancy shall not be allowed to write an examination at a school until at least six months after such pregnancy has ceased.

35. A pupil who has been expelled from a school or who shall have been withdrawn from a school under the provisions of regulation 34 (2) at which he was enrolled shall not, during the academic year during which he was expelled or withdrawn, be refused permission to write an examination for which he had been registered at such school unless the Minister shall have authorised such refusal. Expelled pupil may write examinations

36. (1) Any pupil who has not attended classes at the school at which he is enrolled for as many as sixty school days in any one academic year shall not be permitted, if the Minister shall so direct, to write any examination during such year at such school. Cessation of enrolment for non-attendance

(2) Any pupil who has not attended classes at the school at which he is enrolled for as many as sixty school days in any one academic year shall cease to be enrolled at such school unless the headmaster is satisfied that reasonable cause for non-attendance exists or unless the Minister shall direct otherwise.

PART VII

PAYMENT OF GRANTS AND ADVANCES ON LOAN

- 37.** The income of an aided secondary school shall consist of — Income of aided secondary school
- (a) all fees charged in such school in accordance with regulations made under sections 26 and 30 of the Law;
 - (b) such moneys as may from time to time be payable to the owner or manager of such school by way of grants or advances on loan paid in accordance with regulation 39 for the purpose of meeting recurrent expenditure in connection with such school;
 - (c) interest on such moneys appertaining to such school as are from time to time invested; and
 - (d) such other moneys, not constituting capital, as may from time to time vest in or accrue to the owner or manager of such school for the purposes of the school.

38. The financial year of an aided secondary school shall be the period of twelve months ending on 31st December in each year. Financial year of aided secondary school

Conditions
for payment
of grants and
advances
on loan:
accounts and
audit

39. (1) An aided secondary school may receive grants and advances on loan from the Government, and may continue to do so, so long as —

- (a) the manager of such school shall keep proper accounts of its income and expenditure and of its assets and liabilities and shall comply with the requirements of section 21 (2) of the Law;
- (b) the accounts of the school for each financial year shall, within nine months after the end thereof, be audited by an auditor appointed by the manager with the approval of the Chief Education Officer; and
- (c) the auditor so appointed shall be given access to all books and records relating to the school accounts.

(2) The auditor appointed in accordance with subregulation (1) shall not later than nine months after the end of the financial year of the aided school in respect of which he was appointed submit to the manager of the school a report on the accounts and his audit thereof in which, in addition to any other matters which he deems it pertinent to comment on, he shall state whether or not —

- (a) he has received all the information and explanations which, to the best of his knowledge and belief, were necessary for the performance of his duties as auditor; and
- (b) the accounts and related records of the school have been properly kept.

(3) The manager shall within 30 days of receiving the auditor's report cause such report and a copy of the audited accounts to be furnished to the Chief Education Officer.

(4) Where no such report and accounts are furnished as required by subregulation (3) the Minister may discontinue any Government assistance to the school and may seek from any court of competent jurisdiction a mandatory order compelling the manager to furnish the said report and accounts.

(5) The services of the auditor shall be paid for out of the school funds.

(6) A grant to an aided secondary school for the purpose of meeting recurrent expenditure shall only be made when detailed estimates of the income and expenditure of the school for the year in which the grant is to be paid have been submitted to the Minister not later than the 30th June in the year preceding the year in which the grant is to be paid.

(7) Grants from Government shall be paid to aided secondary schools only in accordance with estimates approved by the National Assembly, and any such grant shall be subject to the availability of funds to be utilized for the purpose of the grant.

PART VIII
EMPLOYMENT OF TEACHERS AND INSPECTION OF
SECONDARY SCHOOLS

40. A person may be employed as a teacher in a secondary school if he has obtained — Qualification of teachers

- (a) a Post-School Certificate Teacher's Certificate or Diploma;
- (b) a University Degree in school subjects approved by the Chief Education Officer;
- (c) a University Degree together with a teaching qualification approved by the Chief Education Officer; or
- (d) other qualifications approved by the Chief Education Officer.

41. (1) No manager of an aided secondary school shall employ a teacher without having obtained authority to do so from the Chief Education Officer. Authority to employ teachers

(2) Authority for the purpose of subregulation (1) shall be applied for in writing and, if granted, shall be communicated in writing.

(3) In any case in which permission under legislation relating to immigration or employment is required to enable a teacher whom it is proposed to employ at an aided secondary school to enter and reside in Botswana, the manager who proposes to employ him shall, in ample time before his arrival in Botswana —

- (a) ensure that such teacher obtains the requisite immigration and employment forms and completes them; and
- (b) obtain the completed forms from such teacher and submit them on his behalf to the Immigration Control Officer and Labour Officer accompanied by the requisite statement of intention to employ the teacher.

42. The number of teachers which should normally be employed in a secondary school shall be determined by multiplying the number of classes in the school by 1.5. Number of teachers to be employed

43. (1) All secondary schools shall be subject to supervision and inspection by the Ministry. Inspection of secondary schools

(2) A secondary school shall be subjected to a full-scale inspection once in every two years or as more frequently as may be determined in relation to any particular school by the Chief Education Officer.

(3) Such a full-scale inspection shall comprehend —

- (a) the general and detailed organization and administration of the school by the headmaster or whoever may be acting in his place;

- (b) the organization and teaching of each subject throughout the school;
 - (c) the competence of each teacher in the school; and
 - (d) the curriculum of the school.
- (4) (a) The officers appointed by the Ministry to inspect a secondary school shall carry out their inspection and prepare a detailed report thereon which they shall submit to the Chief Education Officer for his consideration and with a view to his taking such action as a result thereof as may be necessary.
- (b) The headmaster of the school inspected shall be furnished with a copy of those parts of the inspector's report which the Chief Education Officer deems to require the headmaster's attention.

PART IX

SAFEGUARDS FOR HEALTH OF PUPILS

Duties and responsibilities in regard to health of pupils

- 44.** (1) If a pupil while present at a secondary school contracts an illness, or sustains an injury, which in the opinion of the headmaster is serious, the headmaster shall forthwith inform the pupil's parent or guardian thereof.
- (2) If on admission a pupil appears to be medically unfit, the headmaster shall have the right to demand that the parent or guardian of the pupil shall produce a certificate of medical fitness of the pupil, or, failing such production, remove the pupil from the school.
- (3) A certificate of medical fitness shall be issued and signed by a registered medical practitioner.
- (4) If a pupil is discovered to be suffering from an infectious or contagious disease, the headmaster may demand that the parent or guardian of such pupil shall withdraw such pupil from the school.
- (5) A pupil who is withdrawn from a school under subregulation (4) may be allowed to return to school only on production of a certificate by a registered medical practitioner that the pupil is no longer suffering from an infectious or contagious disease.
- (6) If three or more cases of an infectious or contagious disease are found in a secondary school at any one time, the headmaster shall report the fact to the Chief Education Officer and to a Government Medical Officer who shall take such action as the case requires.
- (7) At his discretion the headmaster may arrange for a pupil accommodated in a school hostel who becomes ill to be isolated during the period of the illness.

(8) No pupil accommodated in a school hostel shall be allowed to remain ill in bed for more than four days without medical attention from a registered medical practitioner or registered nurse.

(9) If for any cause a pupil accommodated in a school hostel repeatedly refuses or avoids medical treatment, the headmaster shall immediately report the case to the parent or guardian and the Chief Education Officer.

(10) It shall be the responsibility of the headmaster of a secondary school to ensure that any pupil accommodated at the school hostel who needs medical treatment receives it so long as that pupil remains under his control. Such medical treatment shall be provided at the expense of the pupil's parent or guardian.

(11) If a pupil is not accommodated at a school hostel, it shall be the responsibility of the parent or guardian to ensure that the pupil, when ill, receives appropriate medical attention.

(12) If it is not possible to provide medical treatment under subregulation (8) or (10), the headmaster shall report the illness to the parent or guardian of the pupil, who shall take appropriate action.

PART X

STATISTICAL RETURNS

45. (1) The headmaster of each secondary school shall submit statistical returns and records to the Chief Education Officer in accordance with the provisions of this regulation.

Statistical
returns to be
submitted by
headmasters

(2) On or before the fifteenth school day of the first term in each year, the headmaster shall send by registered post to the Chief Education Officer the school enrolment form, giving the number of pupils of each sex in each class and the total number of pupils, and a list of the teaching staff.

(3) On or before the first school day in April of each year, the headmaster shall send by registered post to the Chief Education Officer the Secondary School Annual Return.

(4) On or before the fifteenth day after the end of the second and third terms in each year, the headmaster shall send by registered post to the Chief Education Officer a Terminal Return.

(5) All records and returns required in terms of this regulation shall be submitted on official forms which shall be drawn up and supplied to headmasters by the Chief Education Officer.

(6) Headmasters shall submit to the Chief Education Officer such other statistical information as he may require from time to time.

PART XI
DUTIES OF HEADMASTERS

Miscellaneous
respon-
sibilities and
duties of
headmasters

46. Subject to the provisions of these regulations, the headmaster of a secondary school shall —

- (a) be generally responsible for the development and good management of the school as an educational institution, and for all aspects of its organization, and, for the better discharge of those responsibilities, he shall have power to enforce the school rules by all reasonable means, and to exercise control and supervision over other members of the staff;
- (b) be responsible for the day-to-day administration of the school;
- (c) prepare a prospectus relating to the practical arrangements of the school for each academic year, setting out *inter alia* the dates on which the terms begin and end, the requirements of pupils in respect of clothing, equipment and money, the fees payable, and any other information which he considers necessary or useful, and despatch it to the parents or guardians of pupils before the beginning of the first term in each year;
- (d) be responsible for the collection of school fees and the issue of receipts therefor;
- (e) compile and maintain a code of school rules on the subjects of hygiene, deportment, discipline and dress;
- (f) furnish the parent or guardian of each pupil with a copy of such school rules before the pupil enters the school;
- (g) furnish the parent or guardian of each pupil with a report on the pupil's progress at least twice a year;
- (h) compile an annual report on the progress of the school at the end of each academic year and submit it to the Chief Education Officer;
- (i) call regular meetings of members of the school staff in order to discuss with them internal school affairs, and keep minutes of such meetings; and
- (j) be responsible for the day-to-day expenditure of the school, cause proper books of account to be kept of all monies received by him, whether public monies or not, by reason of being headmaster and furnish such financial information relating to the school as may be required by the Chief Education Officer.

PART XII

TRANSPORT AND TRAVEL OF PUPILS

47. (1) Before pupils travel, for the purpose of school sports or other extra-mural activity, by bus or other form of road transport, the headmaster shall be responsible for ensuring that such transport is so insured that the pupils will be safeguarded in respect of any injuries that may be caused to them in the course of transportation. Precautions to be taken in regard to transport and travel

(2) Before pupils travel in an organized group to places outside Botswana, the headmaster shall obtain the permission of the parents or of the guardians of such pupils and inform the Chief Education Officer at least thirty days before the expected date of departure of the proposed journey or tour and when so doing shall —

- (a) state the purpose of the journey or tour;
- (b) submit an itinerary for the journey or tour;
- (c) indicate the mode of travel and the places where the pupils will be accommodated;
- (d) provide the Chief Education Officer with a list of names of all the pupils who will be travelling;
- (e) give the name of the teacher or teachers who will be accompanying the pupils; and
- (f) state the citizenship and give the passport number of each of the persons who will be travelling.

48. The headmaster of every aided secondary school shall take out a policy of insurance with a company, in a form and for an amount approved by the Chief Education Officer insuring such school against liability for any injury to or death of any pupil of the school. Aided schools to insure

B. MOOKODI,
Permanent Secretary.

Ministry of Education, GABORONE.
13th December, 1971.
L2/7/87