

Statutory Instrument No. 9 of 1981

EDUCATION ACT
(Cap. 58:01)

EDUCATION (REGISTRATION OF SCHOOLS) (AMENDMENT) REGULATIONS,
1981

(Published on 6th February, 1981)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Amendment of Schedule to S.I. 45 of 1967

IN EXERCISE of the powers conferred on the Minister of Education by section 30 of the Education Act, the following Regulations are hereby made —

Citation 1. These Regulations may be cited as the Education (Registration of Schools) (Amendment) Regulations, 1981.

Amendment of Schedule to S.I. 45 of 1967 2. The Schedule to the Education (Registration of Schools) Regulations, 1967, is hereby amended by substituting for Form 2, which is set out therein, the following new Form 2 —

"Form 2

Application by a Person Other than a Local Education Authority for Registration of a School (Regulation 3 (2) Education (Registration of Schools) Regulations 1967

IMPORTANT

No school may open until the Local Education Authority has been informed by the Ministry of Education that the school has been registered.

The following sections of the Education Act (Cap 58:01) should be noted:

EDUCATION ACT (Cap 58:01): PART III Registration and Control of Schools.

Registration compulsory	15. (1) With effect from 1st January, 1968, no person shall own or manage or give regular instruction at a school unless that school is registered under section 14. (2) Any person who contravenes any of the provisions of sub-section (1) shall be guilty of an offence and liable to a fine of P500.
Misleading advertisements, etc	16. Any owner or manager of a school who with intent to mislead refers to such school in, or in the course of, correspondence or any advertisement, in such a manner as to suggest that the school is of a type or classification other than that in which it is for the time being registered under section 14, shall be guilty of an offence and liable to a fine of P200.

Instruction for completing this form. Please read carefully

Notes

- Please attach a copy of a sketch map showing the location of the school in relation to main routes, or centre of town or village
- Attach a detailed plan of proposed school buildings.
- Four copies of this form with attachments should be completed; three copies should be sent to the local Education Authority. One copy should be retained by the owner or manager. The Local Education Authority should complete section 13 and send two copies of the form to the Permanent Secretary, Ministry of Education, Private Bag 005, Gaborone.

SECTION ONE *Type of School to be Registered (Cross out that which is not applicable)*
(i) Primary
(ii) Vocational (i.e. Typing, Bookkeeping, Home Economics, Mechanical, etc)
(iii) Secondary

NOW COMPLETE THE RELEVANT SECTION

SECTION TWO

(i) and (ii) Primary and Vocational only

A. Name of proposed owner _____

Address of proposed owner _____

Nationality of proposed owner _____

Place and date of birth of proposed owner _____

Present occupation of proposed owner _____

Names, addresses and occupation of three persons of good standing who can testify to the good character of proposed owner

1. _____

2. _____

3. _____

B. Name of proposed Manager _____
 Address of proposed Manager _____

 Nationality of proposed Manager _____
 Present occupation of proposed Manager _____
 Place and date of birth of proposed Manager _____

 Names, addresses and occupations of three persons of good standing who can testify to the good character of proposed manager

1. _____

2. _____

3. _____

SECTION THREE (III) Secondary Applications only

Note: Education (Private Secondary School) Regulations 1978

Part II Control and Management of Private Secondary Schools by Board of Governors

- (1) A Private Secondary School shall be under the control and management of a Board of Governors. **Board of Governors: membership**
- (2) The Board shall consist of the following members:-
 (a) the owner, who shall be the manager, or in the absence of the owner a manager nominated by a meeting of the local community including parents for a period of 5 years, and accepted by the Local Education Authority and approved by the Minister;
 (b) the District Commissioner or his representative;
 (c) the local Member of Parliament or his nominee;
 (d) one representative of the local authority nominated annually by that authority;
 (e) one member nominated by the Permanent Secretary; and
 (f) 4 to 7 members nominated by a meeting of the local community including parents, accepted by the local education authority and approved by the Minister.
- (3) All members of the Board, excluding the manager, who are nominated shall hold office for 2 years who shall be eligible for renomination.
- A. Give the date and place where local community members were nominated to be the Board of Governors _____

- B. Give the date on which the Minister of Education approved the Board of Governors _____
- C. Give the names and addresses of the Board of Governors.
1. _____

 2. _____

 3. _____

 4. _____

 5. _____

 6. _____

 7. _____

8. _____

SECTION FOUR This section to be completed by *all* applicants.

(i) (a) Name and address of school _____

(b) If application has been made previously, state the date of application _____

(c) Location of school

(i) District or Town _____

(ii) Village _____

(iii) Name and address of nearest school of the same classification _____

(iv) Distance in kms from this school _____

(d) Name and address of proposed Headteacher _____

Nationality _____

Date and Place of Birth _____

Qualifications _____

Previous experience _____

If a former member of U.T.S. give U.S. No. _____

Present occupation post _____

Names and addresses of two referees who can testify to the professional standing and good character of the proposed headteacher

1. _____

2. _____

(ii) *The School* Give details as follows (Schools that intend erecting buildings should give details of proposed buildings)

Area of school Plot _____

Number of classrooms _____

Size of classrooms _____

Size and number of other specialised buildings

Administration Block _____

Laboratories _____

Library _____
 Hall _____
 Other _____
 State whether the walls are of brick, clay or wood, and whether the roof is of slate, iron, asbestos or thatch.

If there are taps inside the buildings state "piped". If there is only one tap situated in the grounds, state "stand pipe". If there is a supply by other means, describe the supply, and if there is no supply, state "none".

STAFF TOILETS

State the type and number of toilets for men and number for women _____

PUPILS TOILETS

State the type and number of toilets for boys and number for girls _____

State the number and type of staff quarters _____

To whom do the buildings of the proposed school belong _____

Indicate the estimated number of pupils to be in the school at the time of opening

Stream	Form/ Std I		Form/ Std II		Form/ Std III		Std IV		Std V		Std VI		Std VII		TOTAL
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
1st															
2nd															
3rd															

Indicate the estimated number of pupils over the next two years:

	Form/ Std I	Form/ Std II	Form/ Std III	Std IV	Std V	Std VI	Std VII	TOTAL
19...								
19...								

A set of pupils' furniture consists of a single desk and a chair or other kind of seat. Give the number of sets _____
 State the subjects to be taught to each class, and the number of weekly periods per subject

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

How many teachers do you (a) need and (b) plan to have employed over the next two years:

19... 19...
 (a) _____
 (b) _____

How much do you expect to spend on capital developments? (Specify the amount for each item).
developments? (Specify the amount for each item).

- (a) Buildings _____
- (b) Furniture _____
- (c) Equipment (type-writers, tools etc) _____
- (d) Other things (Specify) _____

What is the total value of existing buildings and equipment to the school? (Include the value of buildings being erected during the year and/or equipment purchased.)

SECTION FIVE

On a separate sheet of paper give any further details you consider relevant to the progress of your school.
We the undersigned state that the information given in this application is, to the best of our knowledge, true and accurate

Manager: _____
Board Member: _____
Date: _____

FOR OFFICIAL USE ONLY

The Education Committee of _____
Town District Council, meeting at _____
on _____ have studied the foregoing application.

- A. The Education Committee is of the opinion that the proposed _____
School is a viable proposition and will be of benefit to the local community, the credentials of the applicant have been checked and found to be in order. The Education Committee therefore recommends registration.
- B. The Education Committee does not recommend registration for the following reasons

(Delete that which is not applicable)

Date: _____
Signed: _____

Chairman: _____ Secretary: _____
Ministry of Education Representative: _____
For Local Education Committee
Town District: _____

MADE this 22nd day of January, 1981.

K.P. MORAKE,
Minister of Education.