

# MARIGOT SECONDARY SCHOOL

## A GUIDE FOR TEACHERS

**MOTTO:** *Promoting Academic and  
Creative Excellence*

Prepared by: Mrs. Irene Dujon  
Principal

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## INTRODUCTION

The quality of learning, which takes place in schools, depends on teachers. This idea is succinctly expressed in an article entitled 'The Importance of Teaching' published by the Royal Bank of Canada (1989) when it stated that "To a large extent, teachers are in charge of the future. The fate of people in the future depends on how well they are taught today".

It is in this context that the school seeks to *promote* quality teaching and learning in its quest to create a school of excellence. *To this end it stresses:*

- *High academic performance balanced by practical skills*
- *The development of creative potential and aesthetic appreciation*
- *Participation in healthy physical and social activities*
- *Strong religious faith and high moral values exclusive of proselytism*
- *Good attitude to work, peers and authority*
- *Confidence and self respect*
- *Leadership skills*
- *Healthy competition balanced by co-operation*
- *Relevance of the school programme to the labour market and the wider society*
- *Discipline, self-pride and pride in the school*

### **MINISTRY'S MISSION STATEMENT FOR SECONDARY SCHOOLS**

Provide for the development needs of students at the secondary school level by creating a teaching and learning environment that is compatible with the broadening of students' experiences, interests, aptitudes, knowledge, skills and attitudes. Emphasis will be placed on the holistic development of the student especially character development.

### **MINISTRY'S PRIORITIES FOR SECONDARY EDUCATION**

- *Provide universal access to secondary education for all children such as they receive a minimum of five years secondary education.*
- *Rationalize the delivery of secondary education.*
- *Improve the quality of teaching and learning to raise level of students' achievement*
- *Ensure closer match between pre-vocational programmes at the secondary school level and labor market demands.*
- *Increase parental involvement in Education*
- *Enhance the physical environment of schools*
- *Foster personal/social development*
- *Revise the management structure of secondary schools.*

### **DUTIES OF TEACHERS**

#### **St. Lucia Education Act 1999, Section 139**

*Every teacher in a public school and an assisted school shall*

- (a) encourage students in the pursuit of learning and teach them diligently and faithfully;*
- (b) teach courses of study that are prescribed, approved or authorized pursuant to this Act or the regulations;*
- (c) report on the progress, behaviour, and attendance of students to their parents in accordance with this Act and the regulations;*
- (d) under the direction of the principal, maintain order and discipline among students while they are in school, on school grounds, or attending or participating in activities sponsored or approved for the School not inconsistent "with this Act or regulations made thereunder;*
- (e) review with students their assessments and progress and advise students of the expectations for them;*
- (f) maintain "whatever registers, records, or other forms as may be required*

*by the principal.*

*Chief Education Officer, or this Act and make those registers, records, or other forms available for inspection by the Chief Education Officer or by any other person authorized by the Chief Education Officer;*

- (g) observe the standards of the school as established by the staff and principal;*
- (h) upon reasonable notice from the principal, admit a parent of a student to the classroom for the purpose of observing;*
- (i) report promptly to the principal an apparent outbreak of contagious or infectious diseases in the school, any unsanitary condition of the school buildings or surroundings and any other conditions or circumstances that may reasonably threaten the health or safety of students or other employees of the school;*
- (j) notify the principal of any absence by the teacher from the school and the reason for the absence;*
- (k) upon the direction of the principal, co-operate with student teachers and their instructors in the classroom for the purpose of observing and practice teaching, and render assistance to the student teachers and submit reports on the teaching ability of the student teachers;*
- (l) perform assigned duties as outlined in the school emergency plan developed by the school administration and the teachers to protect the health and safety of students;*
- (m) report to the principal and to the proper government official responsible for child welfare that a student is in need of protection when there are reasonable grounds to believe that the child is in need of protection as defined pursuant to any legislation enacted by Parliament;*
- (n) attend staff meetings;*
- (o) plan and prepare courses and lessons;*
- (p) teach students assigned to him or her according to their educational needs and set work to be carried out by the students in school and elsewhere and mark the same;*
- (q) assess, record and report in a manner approved by the principal on the development, progress and attainment of students;*

- (r) *provide guidance and advice to students on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions;*
- (s) *participate in the implementation of a policy for the pastoral care of the students;*
- (t) *make arrangement under the direction of the principal for parents to be given regular information about the school curriculum, the progress of their children and other matters affecting the school;*
- (u) *promote effective relationships with persons and bodies outside the school;*
- (v) *advise and assist the Board of Management in the exercise of its functions, including attending meetings and making such reports to it in connection "with the discharge of his or her functions as may be required;*
- (w) *make and participate in implementing arrangements for the effective supervision of students during the school day, and the security of school buildings and their contents and of the school grounds;*
- (x) *participate to such extent as may be appropriate having regard to other duties, in the teaching of students at the school, including provision of cover for absent teachers; and*
- (y) *perform any other duties -which may be prescribed by regulations made by the Minister under this Act.*

## SCHOOL'S MISSION STATEMENT

*“To offer a holistic education which would enable all students to develop the appropriate attitude, knowledge and skills in order to function effectively in a global community”.*

### INDICATORS OF AN EMPLOYEE FRIENDLY SCHOOL

- *RECOGNISE SPECIAL OCCASIONS*
- *FREEDOM TO MAKE SUGGESTIONS*
- *COLLABORATIVE DECISION MAKING*
- *CLEAR EXPECTATIONS*
- *OPEN COMMUNICATION/INTERACTION*
- *CONFIDENTIALITY*
- *SENSE OF HUMOUR*
- *MUTUAL RESPECT*
- *MISTAKES ARE SEEN AS OPPORTUNITIES*
- *GOOD RECEPTION*
- *EQUAL ACCESS TO MATERIALS IS AVAILABLE*
- *OPPORTUNITIES FOR SOCIALIZING*
- *REWARDS AND PRAISE EVIDENT*
- *EXPERIMENTATION/INNOVATION IS ENCOURAGED*

## Role of Teachers

### 1. ATTENDANCE

- (a) *The formal education programme commences at 8:10 a.m. and ends at 2:45 p.m. Extra curricular activities are from 2:45 to not later than 5:00 p.m.*
- (b) *All teachers are expected to be at their post fifteen (15) minutes before school begins and record PROMPTLY and accurately in the Teachers' Attendance Book the time of his/her arrival at school. It is the duty of the Principal to draw the attendance of teachers to any irregularity in the entries made in the Teachers' Attendance Book;*
- (c) *Arrival after assembly bell constitutes lateness. Teachers are expected to give an explanation to the Principal when they are late*
- (d) *All teachers are expected to attend assembly*
- (e) *All teachers are expected to attend school regularly and punctually;*
- (f) *No teacher at any time shall leave his/her class unsupervised;*
- (g) *Teachers should make maximum use of their non-teaching time:*
  - *Reading and planning work including the preparation of teaching aids;*
  - *Marking students' assignments;*
  - *Working on specially assigned duties including the supervision of students who are without teachers.*
- (h) *All teachers must attend classes punctually as scheduled. Teachers are required to report to their classes as soon as the bell rings either for the commencement of school or for change of subject. The same applies to scheduled supervision periods. In addition, a teacher may be asked by the principal or someone deputizing for hi/her to. Supervise any class for which the teacher is absent. Compliance with such a 'request is mandatory. Moreover, teachers must supervise on the school premises and such other places where students are required to be assembled;*
- (i) *Teachers must inform the Principal of his/her absence from duties at least one hour before the commencement of school and provide information of plan of class work for period of absence to minimize disruption in students' tuition. Upon his /her return, a written excuse must submit to the Principal;*

- (j) *Attendance at staff meetings is mandatory. A written explanation is required in case of absence.*
- (k) *Teachers are expected to attend meetings of sub-committees to which they belong. Should they be unable to attend, they should communicate this to their respective coordinators.*
- (l) *Teachers must remain at school throughout the day whether or not they have scheduled classes. Permission must be obtained from the Principal for a teacher to go out during school time and shall thereafter enter the time of departure and return in the teacher's Attendance Book.*

## 2. INSTRUCTION

The teacher is required to:

- (a) provide instruction and teach the subjects in the school curriculum as stipulated by the Ministry of Education under the supervision of the Principal;
- (b) prepare weekly scheme and record of work, daily plans and lesson plans and to present these for supervision as directed by the Principal, who must ensure that the prescribed curriculum for the subjects on the timetable is being followed;
- (c) *all teachers are expected to furnish the Principal with his/her scheme and record book on day 3 of the cycle;*
- (d) prepare appropriate teaching and learning aids to use these and other resources in the environment for effective student learning and teaching experiences;
- (e) make sure that students' work are duly corrected, marked and returned;
- (f) provide remedial instruction for students when necessary;
- (g) establish and maintain good class discipline;
- (h) ensure that every student in his/her class gains appropriate skills in literacy (reading and writing) and numeracy;
- (i) be an example of excellence to students on matters of punctuality, regularity, hard work, commitment to duty, respect for authority, cleanliness, neatness, integrity, high moral principles and behavior in

and out of school.

### 3. DISCIPLINE

The maintenance of effective school discipline, depends to a large extent on the co-operate effects of the entire staff. Each member should be a symbol of authority discreetly and impartially so as to perpetuate the goals and philosophy of the school. *Outside of the classroom, the enforcement of school rules is the duty of any teacher who witnesses the violation of a rule. Teachers should aim at positive measures to achieve a high standard of behaviour among students. However, when punishment is desirable, teachers may use any form listed in the school rules except corporal punishment and suspension.*

- *Only Deans, Assistant Principal and Principal may administer corporal punishment as a last resort.*
- *Only the Principal may suspend. Report forms and "notes to parents" are available in the office.*
- *For persistent misbehavior or special problems, "notes" may be sent requesting parents to see the teacher. In all such cases the Principal must be informed.*
- *No student should be admitted to class if he /she is not wearing the correct uniform unless he/she presents an authentic note of explanation from his /her parent or guardian. A student who does not present a satisfactory note should be sent back home before registration.*
- *The application of this rule is the responsibility of the Home Room Teacher.*
- *Class report forms should be kept by Home Room teachers and made available*
- *to any teacher on request. All reports for one form should be written on the same form.*
- *Class report forms should be returned to the principal every Friday. Individual report forms should be kept by the student concerned and handed to the Principal every Friday.*

### 4. CLASSROOM MANAGEMENT

*Every subject teacher is expected to achieve and maintain order in his or her class and to work towards self-discipline. Failure to do this constitutes weakness.*

*Sending students out of class for indefinite periods constitutes suspension. A teacher may not refuse to teach a student who is duly enrolled and in attendance at the school.*

Teachers must strive to promote a classroom atmosphere which is conducive to learning, aesthetic appreciation, positive self-image and security. Teachers must make their lessons interesting and lively and must cater to the needs of individuals in the class. A dull and uninteresting lesson either invites indiscipline or induces sleep. The physical atmosphere sets the tone of the lesson. The floor must be free of litter, furniture properly arranged and all unnecessary objects put away before the lesson begins.

The psychological atmosphere should be one of encouragement and reassurance. Students should be encouraged to ask questions. Reward for good effort should be emphasized. However, students should not be humiliated for giving incorrect answers in class but should be led to the correct answer. Teachers must be fair in dealing with students and must not show favouritism. Competition should be balanced with co-operation as a classroom strategy.

Be firm and consistent, yet understanding and patient with students. Give students a chance to be involved in decision making in matters affecting their class so long as they do not conflict with overall school policy.

Treat students with the level of respect that is expected of them. Practice self-control. Do not insult students. Do not send students out of class unless it is to carry a note of complaint to the respective Year Dean.

## 5. CONDUCT

Teachers must conduct themselves in a manner to merit the respect of colleagues, subordinate staff, students, parents and the community. They must carry their fair share of responsibility, and not shirk. They must be sensitive to the needs of other individuals and groups in the school particularly regarding loud talking in the staff room and excessive noise in classes.

They should not engage in heated arguments or conflicts in the presence of subordinate staff and/or students. They must not discuss their own or other teachers' private lives with or in the presence of students. They are expected to address one another as Mrs., Miss or Mr. in the presence of students. They are required to be discreet in their interaction with one another in the staff room.

*Teachers are not allowed to smoke or use alcohol on the school premises. They are also forbidden to develop intimate relationships with students of the opposite sex (or with students of any sex).*

They should dress for school in a manner befitting their role as guardians of the norms of the school. The following extract from the Draft Education Regulations should serve as a guide:

*In the matter of dress, teachers are expected to be neat and modest, to be well groomed and to set an acceptable standard for emulation on the part of the pupils.*

In this connection:

- *Male teachers shall not be allowed to wear Jeans, T-shirts, slippers, earrings and sleeveless shirts.*
- *Female teachers shall not be allowed to wear jeans, T-shirts, flat slippers, low-cut garments or any garment which allows undue exposure.*

The duties of Home Room Teachers, Year Deans and Counsellors are listed elsewhere. However, the achievement of the aims and objectives of the school is the responsibility of every teacher.

## 6. COOPERATION

*Teachers are expected to get involved in all aspects of the operation of the school to facilitate their professional growth and the realization of its aims and objectives.*

*Special duties have been allocated to selected teachers. These duties are subject to change. Co-operation with regard to those specific roles is mandatory.*

*Individuals will be assessed on the thoroughness and efficiency with which they carry out roles either assigned or voluntarily undertaken. A teacher should not pass on to another teacher assignments given by the Principal without prior consultation with or the approval by the Principal.*

- (a) *all staff members must attend staff and PTA meetings unless permission of absence is granted by the Principal;*
- (b) *all teachers are expected to take part in all school activities.*
- (c) *Every teacher should be a member of at least ONE school committee.*

*Teachers are encouraged to be innovative and to use their initiative but they must discuss their plans with the Principal before putting them into effect.*

- (a) *participate in extra curricular activities of the school and provide leadership for such activities of his/her choice;*
- (b) *co-operative with Principal and other staff members to secure the*

effective and efficient functioning of the school;

- (c) be responsible for taking student assembly on a rotation basis. *Teachers are expected to honor their obligations with respect to conducting such assemblies. If unforeseen circumstances prevent a teacher from doing so, he/she must make arrangements with another teacher;*
- (d) share experience and expertise with other staff members;
- (e) attend and contribute meaningfully to Parent Teacher Association meetings;
- (f) seek for and provide advice to parents concerning their children, prepare objective and truthful student reports and be prepared to interpret reports to students and parents;
- (g) plan teaching assignments co-operatively with other teachers of similar forms in order to ensure comparable work input at all levels.

*In addition, teachers shall render such assistance in the educational programme, in and about the building as the Principal may direct, including parent conferences; corridor, lunchtime and playground supervision, and attendance at professional staff development and other planned activities/ ceremonies and events organized by the school.*

## **7. COMMITMENT**

*A high level of commitment is expected of every teacher. This will be measured by the observance of these guidelines. The enforcement of the school rules and the degree of initiative exercised in promoting the welfare of the school as a corporate body and assisting individual students to achieve their potential.*

- (a) promote the school tone and standing in the community by enforcing the school's code of conduct for students; teachers should *not lounge on desks;*

## **8. LOYALTY**

*Teachers shall be loyal to the school and to one another. They shall do all they can to boost the image of the school and support their colleagues in their professional endeavours.*

*As a corollary to this, teachers shall offer sympathetic professional advice to colleagues when required.*

*They shall not take sides with students but shall counsel them; and should there be disagreement on the manner in which a colleague handles a situation, the matter should be discussed privately and with goodwill on both sides.*

*Teachers shall not repeat without authorization any information obtained in the course of their duties which may be damaging to anyone in the school community.*

*On the other hand, teachers must report to the Principal any matter which may have a damaging effect on the school.*

## **9. CORRESPONDENCE**

*All correspondence from the staff to the Ministry of Education must be channeled through the Principal.*

*Requests to the Ministry for leave of absence or permission to leave the island should be submitted at least two weeks ahead of time.*

*Circulars and other correspondence to the staff in general are posted on the notice board in the staff room. It is the responsibility of every teacher to check the notice boards regularly.*

## **10. HOMEROOM TEACHERS**

- *Know as much as possible about every student assigned to the homeroom: home background, pattern of behaviour, interests, problems, and progress in schoolwork.*
- *Liaise with parents/guardians, colleagues and school administration on matters related to the attendance, performance and behaviour of homeroom students.*
- *All teachers are required to attend assembly and Home Room Teachers must be with their class.*
- *Home Room Teachers must guide their students in the preparation of their themes for assembly and in the presentation. They should ensure that students read well and their general deportment is commendable. Home Room Teachers should ensure that students move into position and back to their classes in an orderly manner.*
- *Explain and enforce the school rules with respect to students belonging to the homeroom.*

- *Refer only difficult cases of indiscipline to the appropriate Year Dean.*
- *Be responsible for creating and maintaining a pleasant atmosphere in home -room.*
- *Mark the Attendance Register and return both registers and slips to the Assistant Principal daily. Please note that registers must be marked daily (morning and afternoon) to indicate students present, absent and late;*
- *Assist and guide the Prefect assigned to the homeroom. Collect absence and late slips from the Prefect*
- *See that a copy of the class timetable is always posted on the bulletin board, and that every student is familiar with it.*
- *Ensure that students know the State Anthem, School Anthem, symbolism of the school crest, and that they carry out any activity assigned to them as a class.*
- *Complete report books and cards for all homeroom students.*
- *maintain discipline by having students line up at the first bell in the morning and after lunch;*

#### **11. HEAD OF DEPARTMENT**

*Be the programme co-coordinator for the particular subject/subjects. Secure from the storekeeper and Librarian copies of syllabuses, textbooks, and resource materials for every member of the department. Hold at least one monthly meeting of the department to plan programmes and evaluate progress. All teachers must attend.*

*Ensure that all forms in the same year group are following the same programme. Organize common examinations for the respective year groups. All department heads must sign teachers' scheme and record books before they are submitted to the Principal on a Day 3.*

*Department heads should present a report during staff monthly meetings which is scheduled for the last Wednesday of every month.*

*After consultation with other members of the department, make requisition to the Principal for the purchase of materials that will be useful to the department.*

*In the draft report on Education Regulations circulated to Principals in June 2004, the responsibilities of the Head of Department in Secondary School are given as follows:*

- (a) The development of the curriculum in respect of their subject.*
- (b) Advising the principal on the choice of text-books and other educational material and equipment*
- (c) Arranging and conducting departmental meetings for discussion on topics related to the teaching of their subject*
- (d) Advising on the choice and development of methods of teaching the subject.*
- (e) Assisting the principal on matters relating to the recruitment and training of staff in the department.*
- (f) Advising the principal on matters relating to the department and undertaking such other relevant duties as the principal may require.*
- (g) Coordinating staff development in the subject.*

## **12. SUBJECT TEACHERS**

- (a) have a subject register in order to keep up-to-date records of students' attendance in their class;
- (b) maintain firm and impartial class discipline;
- (c) support the Principal in maintaining the discipline of the school;
- (d) co-operate with Principal and other staff members in providing an atmosphere in the school conducive to learning;
- (e) maintain strict class discipline but avoid inflicting corporal punishment to any student unless authorized by the Principal;
- (f) maintain class discipline through thorough and meaningful planning of each day's teaching assignment so that the students' energy may be redeployed into challenging and intellectually stimulating activities;
- (g) disruptive students *should not be put out of the class but instead, be directed to stand by the door or at the back of the class, until class is ended, after which time disciplinary measures should be taken;*

- (h) *maintain discipline by not allowing students to leave the classroom during a lesson unless it is a matter of urgency, (i.e. vomiting, weak bladder, menstrual symptoms, hunger, diarrhea;*
- (i) *maintain discipline by not permitting two students from any one class to be out simultaneously;*
- (j) *maintain discipline by not sending students to the toilet or pipe during the periods immediately after Break or Lunch **except in emergency.***
- (k) *all subject teachers must submit examination papers to department heads on a date agreed upon by the Principal ahead of the scheduled date of examination;*
- (l) *teachers desirous of typing their own examination papers must comply with Rule # 20;*
- (m) *teachers are expected to mark all assignments and return the corrected work to students promptly;*
- (n) *teachers are reminded that examination results **MUST** be entered on the record cards and report books;*

### **13. COUNSELLORS**

*Work in collaboration with other Counselors based at the Ministry of Education and Health and Family Teachers in developing a counseling programme at the school.*

*Assist Home Room teachers with difficult students.*

*Keep the Principal informed of matters affecting the performance of students. Organize activities which might encourage positive values in students.*

### **14. SPORTS COORDINATORS**

*Be liaison between the school and all sports interests outside the school including the Sports Supervisors of the Ministry of Education.*

*Secure the involvement of all members of staff who have sports skills that they can share with students.*

*Arrange training sessions and participation in competitions. Ensure that all sports gear and equipment/facilities are available. Ensure proper care of all sports material. Organize the Annual Athletics Meet.*

*Select students to represent the school at sporting events organized by other groups.*

**15. HOUSE MASTERS & MISTRESSES**

*Keep a register of all teachers and students belonging to their respective houses?*

*Guide the House Captains and Vice Captains in the planning and conduct of house meetings.*

*Assist in securing trainers and in arranging training sessions in preparation for house events.*

*Keep a record of points gained under different headings by the respective houses.*

*Co-operate with the Sports Coordinators in organizing the Annual Athletics Sports Meet.*

**16. FIELD TRIPS**

*Parents' consent and approval of the Chief Education Officer must be obtained for all activities involving field trips. At least two weeks notice must be given.*

*All such correspondence as well as other correspondence related to school activities must have the approval of the Principal.*

**17. STAFF ADVISOR ON STUDENTS' COUNCIL**

- *Attend meeting of the Students' Council*
- *Advise students on aspects of school policy which they need to observe in drawing up and executing their plans.*
- *Assist the Council in finding resource persons for their various activities. Advise students on proper procedures.*

## 18. CONFISCATED ITEMS

If students wear items that are not allowed in uniform, these may be confiscated. Any item which is being used as a form of distraction in class or which should not be brought to school may be confiscated.

All confiscated items must be taken to the office for safe-keeping. No confiscated item should be kept in the staff room. Confiscated items are returned to the student or parents/guardians at the end of a day, a week or a term at the discretion of the teacher concerned or Principal.

## 19. SUPPLIES

Books required for teaching purposes are available from the library on long-term loan. Supplies of other teaching material should be obtained from the Storekeeper. Extraordinary requests involving expenditure of money should be made to the principal.

Teachers are responsible for all materials and equipment assigned to them for their special subjects. No one except the Principal is permitted to use or take away any item which is already assigned to a teacher without his/her permission.

The above rule applies to the general office as well. Equipment assigned to the Secretary must not be used or taken away without her permission. Staff members are not to side-step teachers and approach the Principal for the use of equipment and facilities already assigned to these teachers.

## 20. FUND RAISING

*All funds raised by teachers or groups within the school must be left in the custody of the Bursar and requested when required.*

## 21. SPECIAL ASSIGNMENTS

Year Deans Co-ordinate activities of the year group:

- *Check programme of studies to ensure that all students are following the required programme.*
- *Make recommendations to the Principal regarding both formal and informal programmes.*
- *Ensure that students participate in extra-curricular activities. Invite guest speakers to address the group on topics of general interest.*
- *Assist the Principal in preparing timetables and examination schedules. Ensure that all report books and cards for the respective groups are completed.*
- *Issue passes. Receive complaints and deal with disciplinary matters affecting the year group.*

## **22. STAFF ROOM MANAGER**

- *Welcome new members to the staff room and ensure that they find seats and shelf space for their papers.*
- *Show new teachers whatever facilities are available in the staff room.*
- *Request from the principal, materials required for use of teachers in the staff room.*
- *Draw up and enforce rules to ensure the comfort and privacy of teachers in the staff room.*
- *Generally secure the co-operation of teachers in creating and maintaining a good working atmosphere in the staff room.*

## **23. PARENTS-TEACHERS ASSOCIATION REPRESENTATIVE**

*Attend meetings of the P.T.A.*

- *Express the views of the school at these meetings.*
- *Report to the Principal and staff matters in which they need to be involved.*
- *Co-operate with the executive of the P.T.A in initiatives undertaken on behalf of the school.*

## **24. TUCK SHOP/CANTEEN SUPERVISOR**

*Liaise with the persons operating the tuck shop regarding:*

- (a) the menu offered*
- (b) the quality of the service*
- (c) care of the facilities*
- (d) the behaviour of students.*

## **25. GENERAL**

*The administration is always willing to assist teachers with regards to the use of the telephone but discretion is solicited. Please note that local personal calls cost \$1.00;*

*Please Note: In the event that teachers disregard these reminders/instructions, the following will happen:*

- i. first offence a verbal warning shall be given;*
- ii. second offence a written warning shall be given;*
- iii. third offence, a written warning shall be given.*

*This shall be placed on the teacher's permanent personal record and a copy will be sent to the Ministry of Education.*

**N.B.** *These instructions may be amended from time to time as administration deems necessary.*