

Education

Cap. 41.

EDUCATION REGULATIONS, 1982

1982/43.
1983/76.
1984/122.
1992/47, 48.
1995/114.
2002/65,
145.
2007/129.**Authority:** These Regulations were made on 5th January, 1982 by the Minister under section 59 of the *Education Act*.**Commencement:** 1st March, 1982.*Citation***1.** These Regulations may be cited as the *Education Regulations, 1982*. Short title.**1A.** In these Regulations,Interpreta-
tion.
2002/145.

"infants' school" means a school other than a primary school or nursery school that provides education suitable to the needs of children under 7 years of age;

"nursery school" means a school other than a primary school that provides education suitable to the needs of children 3 years of age or older but under 5 years of age.

PART I

*Functions of Boards of Management***2.** (1) A Board of Management, in these Regulations referred to as "the Board", is, in respect of any school that it is appointed to administer, responsible to the Minister for Board responsible to Minister.
1992/47.

- (a) the general supervision and efficient maintenance of the school;
- (b) the expenditure of grants to the school;
- (c) dealing with charges of serious breaches of discipline brought against a pupil of the school;

(d) submitting to the Minister such reports, statements and other documents relating to the management of the school as the Minister requires; and

(e) reporting to the Minister any contravention of the Act or of these Regulations.

(2) Any member of the Board may, in pursuance of his duties under paragraph (1), visit a school during normal school hours on giving prior notification to the principal.

Minister may require Board to carry out investigation.

3. (1) Where it appears to the Minister that there is any serious defect in the work of any school, he may require the Board to carry out such investigation as he thinks fit and report its findings to him.

(2) The Minister may, after consideration of a report referred to in paragraph (1) and after consultation with the Board, give it such directions as he considers necessary to remedy the defect referred to in that paragraph, and the Board shall comply with those directions.

Appointment etc. of non-teaching staff.

4. A Board may, pursuant to section 17(c), employ the following:

(a) a person to be Secretary and Treasurer;

(b) administrative and clerical staff;

(c) a gardener, groundsman and messenger; and

(d) such other persons as are necessary for carrying out the functions of the Board.

Management of buildings, etc. 1992/47.

5. Subject to the Act, the Board shall

(a) supervise the buildings and premises of the school, and shall be responsible for their use for community activities and other activities that are not under the control of the school; and

(b) ensure that the buildings, premises, furniture and equipment are adequately insured against fire, hurricane and all insurable hazards and liabilities.

6. Every Board must require the principal to keep, in such form as the Minister approves,

Records to be kept in respect of pupils and teachers. 1992/47.

- (a) an admissions register and health record of pupils;
- (b) an attendance register for each form of each school in which daily attendance is to be recorded;
- (c) a daily attendance register for teachers;
- (d) a diary or log book;
- (e) cumulative records of the pupils of each school;

- (f) a copy of the school's timetable;
- (g) a book in which must be recorded breaches of discipline by pupils and any punishment or other action taken in respect of any such breach;
- (h) a copy of the Act and all regulations made under the Act;
- (i) an inventory of equipment, furniture, apparatus, books and other materials; and
- (j) any other records the Minister requires.

7. (1) A principal must record in the admissions register of pupils referred to in regulation 6(a), in respect of each pupil

Contents of admissions register.

- (a) his index number, full name, date of birth and the date of his admission to the school;
- (b) the name and address of his parent or guardian;
- (c) the name of the last school attended by him and the date of his last attendance at that school; and
- (d) the date on which he ceased to be a pupil of the school in respect of which the record is kept.

(2) The principal must record in the log book, significant events in the life of the school.

8. (1) A book, register, record or other document referred to in regulation 6

Inspection of books, etc.

- (a) must, at all reasonable times, be open to inspection by members of the Board and any other person authorised by the Minister; and
- (b) must, as far as is practicable, be kept locked in a cupboard, cabinet or other place of safety at the school except during any period when such a book, register, record or other document is temporarily withdrawn by the Board or by any person authorised by the Minister.

(2) A person making an inspection under sub-paragraph (a) of paragraph (1) may make an entry in the school's log book or diary of statements of facts in respect of his inspection.

Estimates.

9. (1) A Board shall, in each year at such time and in such form as the Minister determines, submit to him estimates of the income and expenditure of each school under the control of the Board for the ensuing financial year.

(2) Estimates submitted under paragraph (1) must include

(a) the salary and allowances to be paid to each member of the staff including non-teaching members; and

(b) the fees payable in respect of pupils.

(3) The affairs of the school must be conducted in accordance with the estimates referred to in paragraph (1) as approved by Parliament and no sum in excess of that provided may be expended on any item, without the prior approval of the Minister.

Accounts to be audited.

10. (1) The Board shall, not later than 30th September in each year, or such later date as the Minister approves cause its accounts for the preceding financial year to be audited, and prepared for that financial year, in such manner as the Minister approves.

(2) A financial statement must include

(a) an income and expenditure account;

(b) an appropriation account;

(c) a receipts and expenditure account in respect of each trust, special fund and reserve fund;

(d) a profit and loss account and an appropriation account in respect of

(i) any boarding establishment of the school,

(ii) a school canteen, and

(iii) a school garden;

- (e) a receipts and payments account in respect of
 - (i) each school sport, and
 - (ii) each school activity, for which a fee is paid;
- (f) a statement of accounts in respect of any other financial activity; and
- (g) a statement of all payments made, except those on petty cash accounts, including wages paid to staff mentioned in section 17(c) of the Act and such other small payments as the Board determines.

11. The person appointed to carry out the duties of Secretary and Treasurer must

Duties of
Secretary/
Treasurer.

- (a) summon meetings of the Board on the direction of the Chairman;
- (b) attend the meetings of the Board and keep full and accurate minutes of the meetings;
- (c) prepare the annual estimates;
- (d) receive and account for all moneys of the school including petty cash and games fees;
- (e) prepare a statement of revenue and expenditure for each school term;
- (f) prepare pay sheets and pay the staff;
- (g) deal with the Board's correspondence;
- (h) order and receive supplies for the school with the approval of the principal;
- (i) open accounts in the name of the Board at such Banks or other places as the Board approves;
- (j) prepare and forward, to such person or auditors as the Board determines, all necessary statements and reports; and

(k) perform such other duties as the Board considers necessary.

Buildings. 12. Every Board shall supervise the use of the school buildings and facilities.

Rules. 13. (1) A Board may, after consultation with the principal and the Chief Education Officer, make rules respecting

- (a) the general subjects of instruction;
- (b) text books;
- (c) the relation, prominence and value to be assigned to each subject, including technical and vocational subjects;
- (d) the making of reports by the principal;
- (e) the custody of title deeds and other documents;
- (f) the deposit and withdrawal of money; and
- (g) other matters incidental to sub-paragraphs (a) to (f).

(2) Rules made under paragraph (1) are subject to the approval of the Minister.

(3) A Board must give full consideration to and decide upon any views or proposals put to it by a principal.

PART II

Functions of Advisory Board

Functions of Advisory Board. -14. (1) Every Advisory Board shall advise the Minister on

- (a) the conduct, supervision and proper maintenance of any educational institution assigned to the Advisory Board;
- (b) the welfare of the staff including their conduct, standards of discipline and working conditions;
- (c) the welfare of pupils including their conduct, standards of discipline, safety and other related matters;

- (d) the curricula of every institution in relation to the community in which it is situated;
- (e) the care and proper maintenance of the grounds and other uses to which they may be put;
- (f) any matter referred to the Advisory Board.

(2) For the purposes of paragraph (1), at least one member of an Advisory Board shall visit each education institution to which he has been assigned by the Advisory Board not less than once in every term.

PART III

Duties of Principal

1992/48.

15. Every principal must determine the programme of each pupil after consultation with

Programme of pupils.

- (a) the teachers; and
- (b) the parents or guardian of the pupil where it is expedient to do so.

16. Every principal must examine the pupils in the subjects of instruction and in the manner prescribed in regulation 44(1) and (2).

Examinations.
1992/48.

17. Subject to the policy of the Minister and the general directions of the Board, every principal

Control of building, etc.
1992/48.

- (a) has control of the building, premises, apparatus, equipment and furniture of the school;
- (b) must allocate duties to staff; and
- (c) is responsible for the discipline of the school.

18. Every principal in public schools shall subject to the Act and these Regulations

Supervision of teachers, etc.
1992/48.

- (a) supervise the teachers of his school;

- (b) prepare in consultation with the teachers, a scheme of work, based on the official curriculum, suited to the needs of the pupils;
- (c) prepare the timetable for the school and organize the school in accordance with the timetable;
- (d) make the timetable available to pupils, teachers, education officers and any other person acting under the authority of the Minister;
- (e) provide leadership in the improvement of the educational programme and render guidance and advice to teachers;
- (f) allocate duties among the teachers in order to make the best use of the special aptitudes of each teacher;
- (g) take necessary steps to ensure that pupils make satisfactory progress in all parts of the curriculum;
- (h) register pupils, classifying them according to their course of study, record their progress through the school and submit periodic reports on the pupils' progress to their parents;
- (i) ensure that discipline is maintained throughout the school at all times;
- 1992/48. (j) administer corporal punishment when necessary and delegate to the deputy principal and senior teachers, where applicable the authority to administer corporal punishment;
- (k) hold at least one staff meeting every school term and keep a record of the business transacted at the meeting;
- (l) exercise reasonable care to ensure the physical safety of pupils during any period of school activity, including any period of recess;
- (m) ensure that the school premises are clean and well kept;
- 2007/129. (n) ensure that teachers are evaluated in accordance with the *Education (Teacher Evaluation) Regulations, 2007*;

- (o) take all necessary steps to ensure co-operation with parents, parent-teacher associations and other related bodies;
- (p) supervise the non-teaching staff of the school;
- (q) ensure that the attendance of pupils at school is duly recorded in the attendance register provided for that purpose;
- (r) make annual reports on the state of the school premises; and
- (s) forward correspondence from staff without delay to the appropriate person.

Duties of Deputy Principal in Secondary Schools

19. A deputy principal in a Secondary School is, in addition to his normal teaching duties, responsible for the following

Duties of
deputy
principal in
Secondary
Schools.

- (a) deputising for the principal in his absence;
- (b) assisting the principal in the administration, and organisation of the school and all its activities;
- (c) advising the principal on academic policy;
- (d) advising the principal on, and otherwise assisting with discipline of pupils;
- (e) preparing the staff duty list;
- (f) assisting the principal in preparing a timetable for alternative supervision of pupils when the timetable is interrupted, for any reason;
- (g) overseeing all internal and external examinations arrangements, including the timetable, preparation of facilities, inspection and storage of internal papers, invigilation, delivery of answer papers to the appropriate persons and follow-up to ensure processing within set deadlines; and
- (h) undertaking such other duties as the principal may assign to the deputy principal.

Duties of Senior Teacher in Primary Schools

Duties of
senior
teacher in
Primary
Schools.

20. A senior teacher in a Primary or Composite School is, in addition to his duties as a teacher responsible for the following

- (a) deputising for the principal in his absence;
- (b) assisting the principal in administering the affairs of the school;
- (c) assisting the principal with discipline of pupils;
- (d) supervising a year group or a Department as necessary;
- (e) giving professional guidance to teachers;
- (f) liaising between the principal and staff as necessary; and
- (g) working in close contact with the principal and assisting with any other organisational and administrative duties the principal may assign.

Duties of Senior Teacher in Secondary Schools

Duties of
senior
teacher in
Secondary
School.

21. A senior teacher in a public secondary school is, in addition to his normal teaching duties responsible for the following

- (a) the general welfare and discipline of pupils of a particular year group, as necessary;
- (b) working in close contact with Heads of Departments to discuss and otherwise deal with problems related to syllabuses and other curriculum matters;
- (c) organising morning assembly for his year group; and
- (d) working in close contact with the principal and assisting with other organisational and administrative duties the principal may assign.

1992/47,48.

Duties of Head of Department in Secondary Schools

22. A Head of Department in a Secondary School is, in addition to his normal teaching duties, responsible for the following

Duties of
Head of
Department
in Secondary
Schools.
1992/48.

- (a) establishing, monitoring and evaluating departmental aims and designating priorities;
- (b) drawing up of syllabuses and ongoing development of the curriculum in respect of each subject falling within his department;
- (c) advising the principal on the choice of textbooks and other educational material and equipment;
- (d) arranging and conducting departmental meetings for discussion of topics related to the teaching of the subjects in his department;
- (e) advising on the choice and development of methods of teaching the subjects of his department;
- (f) assisting the principal in matters relating to the recruitment and training of staff for his department; and
- (g) advising the principal on matters relating to his department and undertaking such other relevant duties as the principal may require.

Duties of the Teacher

23. A teacher in a public school shall, subject to the Act and these regulations

Duties of the
teacher.

- (a) follow the directions of the principal of the school and carry out the duties assigned or delegated to him by the principal;
- (b) provide the pupils under his care with appropriate instruction and learning experiences during the school day;
- (c) draw up an individual plan of work based on the schemes of work for the school;

- (d) make adequate preparation for each day's work for his several classes and teach such subjects on the school timetable as are assigned to him and make use of the officially approved textbooks;
- (e) give undivided attention to his duties during school hours;
- (f) maintain proper order and discipline among the pupils under his care;
- (g) be on duty for the school day and take part in playground supervision and other school activities;
- (h) assist in promoting the welfare and well being of the pupils and fostering their social and moral development;
- (i) attend staff meetings;
- (j) keep a record of the daily attendance of pupils and enquire into the causes of lateness and report them to the principal; and
- (k) keep an inventory of equipment and supplies entrusted to his care and ensure that the equipment and supplies are properly used.

PART IV

Admission of pupils

Admission
of pupils to
nursery,
primary and
composite
school.

24. (1) A child of the age of 3 years may be admitted
- (a) to a nursery school;
 - (b) to a nursery department of,
 - (i) a public primary school, or
 - (ii) a composite school.
- (2) No child of the age of 5 years may, under normal circumstances be admitted to a nursery school or the nursery department of any school.

(3) Except with the permission of the Minister, no child may be admitted to

- (a) an infants' school or an infants' department of any school unless he is 5 years of age or will be 5 years of age during the school year; 2002/145.
- (b) a junior department of any public school unless he is 7 years of age or will be 7 years of age during the school year; or
- (c) a public secondary school unless he satisfies the definition of "secondary pupil" in section 2(1) of the Act. 1995/114.

25. (1) Subject to these Regulations, the following may be admitted as pupils of public secondary schools: Admission of pupils to public secondary schools.

- (a) a child who is a citizen of Barbados;
- (b) the child of a citizen of Barbados if the child is ordinarily resident in Barbados; 1983/76.
- (c) the child of a public officer or of a person employed by a statutory board;
- (d) the child of a Foreign or Commonwealth Diplomat or Consular Official serving in Barbados;
- (e) the child of a person employed in Barbados by an overseas or regional organisation in which the Government of Barbados participates;
- (f) the child of a person who is a permanent resident in Barbados within the meaning of the *Immigration Act* or who has been ordinarily resident in Barbados for a period of at least 3 years immediately preceding 1st September in the year in which admission is being sought; Cap. 190.
- (g) the child of a person resident in Barbados who is employed by a regional or international organisation or institution that transfers staff from one country to another;

(h) the child of a person who is normally resident in Barbados and who is employed in an industry that has been granted fiscal incentives in Barbados; and

(i) a child whom, in special circumstances, the Minister permits, and who not later than 1st September in any year is 11 years of age during the school year.

(2) Sub-paragraph (d) of paragraph (1) only applies where reciprocal arrangements exist for the children of Barbadian Diplomats and Consular Officials serving abroad.

1984/122.
1992/47.

(2A) The qualifying examination for admission to public secondary schools shall be the Secondary Schools Entrance Examination.

1995/114.

(3) A pupil who

(a) during the school year preceding his attaining the age of 12 years; or

(b) pursuant to paragraph (3A) or (3B)

writes the Barbados Secondary Schools Entrance Examination and obtains the qualifying mark and grade in the Barbados Secondary Schools Entrance Examination for admission to a public secondary school shall subject to the availability of space be admitted to the school for which he qualifies.

(3A) A pupil who is between the ages of 8 years and 9 years on 1st September of a school year shall be permitted to write the Barbados Secondary Schools Entrance Examination

(a) where the principal of the primary school that the pupil attends notifies the Ministry in writing that the pupil

(i) has completed the entire primary school curriculum; and

(ii) is ready to write the Barbados Secondary Schools Entrance Examination; and

(b) where the parent or guardian of the pupil consents in writing to the pupil writing the Barbados Secondary Schools Entrance Examination.

(3B) A pupil shall be permitted to defer writing the Barbados Secondary Schools Entrance Examination in the school year preceding his attaining the age of 12 years, for one school year where the principal of the primary school that the pupil attends

- (a) notifies the Ministry that the pupil is not ready to write the Barbados Secondary Schools Entrance Examination; and
- (b) receives written consent from the parent or guardian of the pupil that the pupil shall be permitted to defer writing the Barbados Secondary Schools Entrance Examination for one school year.

(3C) The method of notification by the principal, the consent by the parent or guardian, and the form for appeal by a parent or guardian, referred to in paragraphs (3A), (3B) and (3E) shall be in the Forms set out in the *Schedule*.

Schedule.

(3D) The principal shall notify the parent or guardian of a pupil as to whether that pupil is ready to write the Barbados Secondary Schools Entrance Examination at the same time that the Ministry is notified.

(3E) Where a principal of a primary school does not recommend that a pupil write the Barbados Secondary Schools Entrance Examination, the parent or guardian of the pupil may appeal in writing against the decision within 14 days of the parent or guardian receiving notification from the principal.

(3F) An appeal brought in accordance with paragraph (3C) shall be made to the Review Committee of the Ministry.

(3G) The Review Committee shall be appointed by the Minister and shall comprise 5 persons one of whom shall be the Chief Education Officer or his nominee.

(3H) The Chief Education Officer, or his nominee shall be chairman of the Review Committee.

(3I) The decision of the Review Committee is final.

(3J) The interest of the child shall be paramount in any review.

(3K) A pupil shall only write the Barbados Secondary Schools Entrance Examination once.

(4) A pupil who, during the academic year preceding his attaining the age of 15 years

(a) satisfies the requirements for the award of the Barbados Secondary Certificate Stage I; and

(b) reaches such standard as the Minister determines,

may be admitted to a public secondary school.

1984/122. (5) Any child over the age of 12 years whose parents or guardians make an application for the child's admission to a public secondary school or seek a transfer of the child from one such school in Barbados to another may be accepted for such admission or transfer.

1992/47.

Feeder schools.

26. For the purposes of admission of pupils to public secondary schools, the Minister may designate such primary schools, in these regulations referred to as Feeder Schools, as he thinks fit.

Evidence of age, etc.

27. No child may be admitted to a public school for the first time unless the principal

(a) verifies the age of the child by reference to

(i) a birth certificate that bears the name of the child, or

(ii) a certificate of baptism, and

(b) is satisfied on the evidence of a medical certificate that the child has been immunised against communicable diseases in accordance with the provisions of the *Health Services (Communicable and Notifiable Diseases) Regulations, 1969*.

1969/179.

Pupil not to be refused admission to school.

28. (1) Subject to these regulations a child who is eligible for admission to a public school as a pupil of that school may not be refused admission to the school except on the ground that accommodation for that pupil in that school is not available.

(2) Any parent who is aggrieved by the refusal of a principal to admit a child to a school may appeal, in writing, to the Minister.

(3) Subject to the directions of the Minister the principal must, in considering applications for admission of children to any infant, primary or composite school, so far as practicable, give preference to those children residing nearest the school.

29. (1) Where any pupil of a public school commits any act that causes injury to a teacher or another pupil in the school or where his conduct is such that his presence in the school is likely to have a detrimental effect on the discipline of other pupils of the school, the principal may suspend the pupil from the school for a period not exceeding 10 school days.

Suspension,
etc. of pupils.

(2) Where a principal suspends a pupil under paragraph (1) the principal must immediately notify, in writing,

- (a) the Board or Committee; and
- (b) the parent of the child.

(3) Where the Board or Committee is notified under paragraph (2) the Board or Committee may inquire into the matter and may as a result of the findings of the inquiry

- (a) suspend the pupil for a further period not exceeding 10 school days; or
- (b) expel the pupil from that school.

1992/48.

1992/48.

(4) Where a pupil is expelled from a public school the parent of the child may appeal to the Minister against the expulsion.

(5) The Minister, after examining the circumstances surrounding the expulsion, may

- (a) confirm the expulsion; or
- (b) substitute a period of suspension for the expulsion; or
- (c) immediately re-admit the pupil to the school from which he is expelled or to any other school.

THE LAWS OF BARBADOS

(6) A pupil who has been expelled from a public school may not be re-admitted to that school or admitted to any other public school without the approval of the Minister.

PART V

Medical and Dental Treatment

Child unfit
for
admission to
school.

30. When a child reaches the age of compulsory attendance at school but through illness or any physical handicap, other than any handicap mentioned in regulation 42, is unfit to be admitted to a school the parent or guardian of the child shall report the matter to the Chief Education Officer who shall, if satisfied that the parent or guardian is unable to provide the necessary medical or dental treatment, inform the Chief Medical Officer.

Child not
permitted to
attend
school.

31. (1) No pupil shall be permitted to be present in a school during any period in which he is known to be suffering from any communicable or notifiable disease.

(2) Where a pupil of a school is found to be suffering from any communicable or notifiable disease the principal shall report the matter to the Chief Education Officer and the pupil shall not be permitted to return to school until he submits to the principal a certificate signed by a registered medical practitioner to the effect that the pupil is no longer suffering from that or any other communicable or notifiable disease.

(3) Where the Chief Medical Officer or any person authorised by him thinks it necessary he may, with the consent of the parent of a child, after consultation with the Chief Education Officer who shall inform the principal of any school, enter the school and immunize or examine any pupil.

(4) Where a pupil is injured or falls ill while on the premises of any school during school hours or in the course of any official school activity the principal, or where the principal is unavailable, any other teacher, shall obtain medical attention for the pupil and inform the parent as soon as possible.

(5) Where it has been necessary to obtain medical attention under paragraph (4) the principal or any other person in charge of the school shall inform the Chief Education Officer or the Board within 3 days or as soon as practicable after obtaining the medical attention.

(6) Where the principal or a teacher of any school obtains medical attention for a pupil under paragraph (4) that principal or teacher is not liable for any act or omission relating to the obtaining of medical attention done reasonably and in good faith. 1992/48.

PART VI

The School Year

32. (1) The school year for public educational institutions and assisted private schools School year.

(a) commences on 1st September of each year and ends on 31st August of the succeeding year; and

(b) is divided into such number of terms as the Minister determines.

(2) The Minister must specify in writing the time or the periods within which school holidays are to be allowed in each school year and the duration of the school holidays; and different provisions may be specified in respect of different categories of public educational institutions.

(3) The principal of a public educational institution shall not, without permission in writing from the Minister, fail to comply with anything specified in pursuance of paragraph (2) in respect of school holidays for that institution.

33. (1) A school day does not include any part of Saturday, Sunday or a public holiday, and consists of 2 instructional sessions with an interval of not more than 60 minutes between the first and second session. School day.

(2) The first instructional session is 3 hours and the second session 2 hours comprising an aggregate of 5 hours.

(3) Notwithstanding paragraph (2), the Minister may approve instructional sessions of a shorter duration especially in the case of pupils under the age of 5 years or pupils receiving special education.

1992/48. (4) Subject to paragraph (5), a school day commences not later than 8:45 a.m. and the first instructional period commences not later than 9:00 a.m.

1992/48. (5) The period between 8:45 a.m. and 9:00 a.m. may be used for the purposes of registering the daily attendance of each pupil and for assembly and corporate worship.

(6) The Minister may approve any time for the commencement of the first instructional session; and different times may be approved for different categories of educational institutions.

(7) Subject to paragraph (1), a public school must be in session for the whole of every school day in every week, except during school holidays or during the period of any interruption of school work approved by the Minister or by the Board of Management acting on behalf of the Minister.

PART VII

1992/48.

Management of Primary, Composite and Senior Schools

School
Committee.

34. (1) The Minister must appoint the Chairman of the school committee.

(2) The appointment of a member of the school committee is for a period not exceeding 3 years, but the member is eligible for re-appointment.

(3) Every school committee shall meet at least once during each school term and shall give at least 7 days' notice of each meeting.

(4) The minutes of each meeting, whether confirmed or not must be submitted to the Minister within 14 days after the meeting.

35. Subject to the Act, school committees may advise the Minister on Advice to Minister.

- (a) the maintenance and proper use of school buildings; and
- (b) the welfare and discipline of pupils.

36. (1) In every primary and composite school the principal shall keep, in such form as the Minister approves, Records of primary and composite schools.

- (a) a proper record of official papers;
- (b) a register of pupils;
- (c) attendance registers for pupils;
- (d) an attendance register for teachers;
- (e) a log book or school diary;
- (f) a cumulative record of every pupil of the school;
- (g) a book for recording punishment for breaches of discipline by pupils and any action taken in respect of breaches of discipline;
- (h) a copy of the existing timetable;
- (i) a copy of the Act and all regulations made under the Act;
- (j) an inventory of equipment, furniture, apparatus, books and other material; and
- (k) such other records as the Minister thinks proper.

(2) The principal must record in the log book significant events in the life of the school.

37. (1) Every book, register, record or other document referred to in regulation 36 Custody and inspection of books, etc.

- (a) must be kept locked in a cabinet or other container on the premises of the school, except when the book, register, record or other document is in use or is temporarily withdrawn by the school committee or by the Chief Education Officer; and
 - (b) must be open to inspection at all reasonable times by members of the school committee, the Permanent Secretary, Ministry of Education, the Chief Education Officer or any person acting under the authority of the Permanent Secretary or Chief Education Officer.
- (2) Any person referred to in sub-paragraph (b) of paragraph (1) may make entries of his findings in the log book, school diary, register, record or other document.

Register
of pupils.

- 38.** There must be entered in the register of pupils, in respect of each pupil,
- (a) his index number, full name, date of birth and the date of his admission to the school;
 - (b) the name and address of his parent or guardian;
 - (c) the name of the last educational institution, if any, that he attended and the last date of attendance at that institution; and
 - (d) the date on which he ceased to be a pupil at the school in respect of which the record is kept.

PART VIII

Curriculum of Public Schools

Primary,
senior,
nursery and
infants'
schools.
2002/145.

- 39.** (1) The curriculum of primary and senior schools shall comprise the following subjects:
- (a) Conversational Spanish;
 - (b) Health and Family Life Education;
 - (c) Language Arts (including Literature);

- (d) Mathematics;
- (e) Moral and Religious Education;
- (f) Music;
- (g) Physical Education;
- (h) Science;
- (i) Social Studies; and
- (j) Visual Arts.

(2) The curriculum of nursery and infants' schools shall comprise the subjects specified in sub-paragraphs (b) to (j) of paragraph (1).

40. (1) For the purposes of this regulation, "core subjects" means the following subjects:

Secondary schools.
2002/145.

- (a) Functional Spanish;
- (b) Integrated Science;
- (c) Language Arts (including Literature);
- (d) Mathematics;
- (e) Moral and Religious Education;
- (f) Physical Education; and
- (g) Social Studies.

(2) The curriculum of a secondary school from Level 1 to Level 4 shall include the following subjects:

- (a) Guidance and Family Life Education;
- (b) Music;
- (c) Technology Education;
- (d) Visual Arts and Penmanship; and
- (e) the core subjects.

(3) From Level 4 to Level 6 of a secondary school, students are required to study

(a) at least 2 of the following subjects:

- (i) Business Studies;
- (ii) Design Technology;
- (iii) Home Economics;
- (iv) Industrial Technology;
- (v) Information and Communication Technology;
- (vi) Performing Arts; and

(b) the core subjects.

(4) From Level 1 to Level 6 of a secondary school, the curriculum may include Functional French.

(5) Students pursuing sixth-form education in a secondary school are required to pursue studies in

(a) one or more of the following subject areas:

- (i) Business Studies;
- (ii) Foreign Languages;
- (iii) Humanities;
- (iv) Science and Technology;

(b) Caribbean Studies; and

(c) Communication Studies.

(6) The principal shall take all necessary steps to ensure that all children are provided with appropriate guidance and counselling.

41. *Revoked by 2002/145.*

42. *Revoked by 2002/145.*

PART IX

Children requiring Special Education

43. (1) When a child reaches the compulsory school age and is believed to be suffering from any physical or mental handicap, the parent of the child shall report the matter to the Minister who shall cause the child to be examined by a registered medical practitioner; and if the child

Children
who are
blind, etc.

- (a) is blind or partially sighted;
- (b) is deaf or partially deaf;
- (c) is educationally subnormal;
- (d) is physically handicapped; or
- (e) requires any other special attention,

he shall make arrangements for the child to be admitted to a special institution, where possible.

(2) Where a child during attendance at school develops a handicap referred to in paragraph (1), the Minister may, on the advice of a registered medical practitioner and with the consent of the parent of the child, remove the child to a special institution.

PART X

Premises of Public Educational Institution

44. (1) The premises of any public educational institution may not be used, except in accordance with this Part, for any purpose other than the purposes of that institution. Use of institution.

(2) Subject to paragraphs (4) and (5) the premises of any public educational institution may be used by the Government for any purpose required by Government.

(3) Subject to paragraphs (4) and (5) the Minister may permit the Board of any public educational institution or any other person to use the premises of the institution for 1992/48.

(a) any religious, charitable, educational, recreational, social or civic purpose; and

(b) the purpose of any political meeting.

(4) Where the premises of a public educational institution are owned by a religious denomination the premises may not be used for any purpose, pursuant to this regulation, without the approval of that religious denomination.

(5) In relation to the use of premises of a public educational institution the following conditions must be satisfied

(a) an application for permission to use the premises must be addressed to the principal;

(b) where the applicant is not resident in Barbados the application must be addressed to the Permanent Secretary, Ministry of Education;

(c) the Minister or the Board may charge such fee as is thought fit and use it for the educational purposes of the institution, but no fee may be charged for the use of the premises by Government;

- (d) the person by whom or on whose behalf the premises are used shall pay the expenses arising from any loss or damage caused to the premises of furniture and fixtures therein in connection with the use of the premises, and where a deposit was requested, the deposit may be forfeited and used towards the payment and where no forfeiture occurs the deposit must be returned to the depositor; and
- (e) the principal may not grant permission for use of the school premises without the approval of the Minister or the Board of Management.

Standards for
premises.

45. (1) The premises and facilities of every educational institution must conform to standards and conditions determined by the Minister, and any other regulations relating to standards of buildings for public use that are in force.

(2) The accommodation, facilities and amenities, are subject to inspection by Education Officers and such persons as the Minister authorises.

PART XI

Inspection, supervision of and visits to educational institution

Inspection of
educational
institution.
1992/48.

46. (1) Every educational institution must be open to inspection and visits by the Chief Education Officer, Deputy Chief Education Officers, Senior Education Officers and Education Officers, School Attendance Officers, Psychologists and such other persons as the Minister may authorise in writing.

(2) Any officer on a visit to an educational institution may inspect the institution, give advice, assist and be consulted on

- (a) the use by the educational institution of national curricula or other approved curricula and the modification of any material to meet the needs of the particular institution;
- (b) textbooks, teaching materials and educational materials;

- (c) improving the efficiency of teachers;
 - (d) pupils' records and assessment;
 - (e) the principal's assessment of teachers;
 - (f) matters of discipline; and
 - (g) the welfare of pupils.
- (3) The officer may, on the completion of his visit,
- (a) make a record of the visit; and
 - (b) make a statement of any action taken on any matter referred to in paragraph (2),

in the school diary or log book.

47. (1) An officer proposing to visit an educational institution must, where possible or appropriate, inform the principal in advance and on arrival must as soon as possible report his presence to the principal.

Officer
visiting
educational
institution.

(2) In the case of a large educational institution with several departments, the officer referred to in paragraph (1) must report to the person deputed by the principal, and charged with the administration of that department of the institution.

(3) Where the principal, or the person in charge of an educational institution is unavailable at the time of an officer's visit, the officer may carry out his inspection, but must report his presence in the institution to the principal or the person in charge as soon as practicable.

48. (1) An officer carrying out an inspection of an educational institution may enter any classroom, laboratory, workshop or any other place where an educational, cultural or recreational activity is in progress, and may listen to, watch the progress of, and evaluate and assess any lesson, lecture, demonstration or other activity; and he shall be facilitated in this regard by the principal and staff.

Officer may
enter
classroom,
etc.
1992/48.

(2) The officer referred to in paragraph (1) may

- (a) consult with, counsel or assist a teacher if the officer considers it necessary, and
- (b) give the teachers such advice as the officer considers necessary.

Full
inspection.

49. Where it is considered necessary to have a full inspection of an educational institution, the Chief Education Officer

- (a) shall give the principal of that institution at least 2 weeks' notice in writing; and
- (b) may request the principal to submit to the Chief Education Officer, within 7 days from the receipt of the notice mentioned in paragraph (a) the timetables and such other educational material as the Chief Education Officer thinks fit.

Chief
Education
Officer may
authorise
inspection.

50. (1) The Chief Education Officer may, in writing, with the approval of the Minister, authorise any person, other than an education officer, competent and qualified in the field of education, to assist in the inspection of an educational institution, and any person so authorised has the like rights, privileges and responsibilities for the duration and purpose of the inspection as an education officer.

(2) The Chief Education Officer must submit to the principal the names of those persons authorised to carry out the inspection.

Report on
inspection.

51. (1) The persons who carry out an inspection, shall, on conclusion of the inspection, prepare a report on all subjects and activities of the educational institution.

(2) The Chief Education Officer or Deputy Chief Education Officer is to be Chairman of any meeting at which the report referred to in paragraph (1) is considered.

(3) The principal and his staff

- (a) must be provided with copies of the draft of the report referred to in paragraph (1); and

(b) are entitled to be present and to be heard at any meeting at which the report is considered.

(4) The draft report referred to in paragraph (3) may be amended or modified at any meeting at which it is considered, and a copy of the final report

(a) must be forwarded to the principal; and

(b) is a record of the educational institution.

(5) The Chief Education Officer must bring to the attention of the principal any recommendations made as a result of the report referred to in paragraph (1) and the principal must implement those recommendations as far as practicable.

52. (1) The Buildings Officer and other technical personnel of the Building section of the Ministry of Education may visit public educational institutions to inspect, plan or supervise the construction and maintenance of buildings. Inspection by
Buildings
Officer.

(2) The Buildings Officer or other person authorised by him

(a) must immediately report his presence on the premises of the educational institution to the principal, or teacher in charge; and

(b) must state the purpose of his visit.

PART XII

Private Schools and Private Educational Institutions

53. An application for registration of a private school or private educational institution must contain Registration.

(a) the name and address of the school or institution;

(b) the name and address of the proprietor;

(c) the name and address of the principal;

(d) the name and address of the person to whom correspondence on matters relating to the school or institution are to be sent;

- (e) the name and address of the owner of the building in which the business of the school or institution is carried on, and the type of tenancy, where applicable;
- (f) the number of pupils attending the school or institution, having regard to the age and sex of those pupils, and the number of pupils for whom there is accommodation at the school or institution;
- (g) the number of teachers presently employed at the school or institution and their educational qualifications and the number proposed to be employed and their educational qualifications;
- (h) a description of the building referred to in paragraph (e) and its grounds;
- (i) the fees to be charged;
- (j) the time at which the school day commences and ends, including break and luncheon periods;
- (k) the subjects of instruction, the level to which those subjects are to be taught and the examinations to be taken; and
- (l) a description of the accommodation provided, including the number of classrooms, recreation rooms and lavatories for male and female pupils.

Records to
be kept in
respect of
pupils.

54. (1) The principal of a private school or private educational institution shall keep

- (a) an admissions register of pupils;
- (b) an attendance register of pupils;
- (c) termly and annual progress reports on pupils; and
- (d) a cumulative record of every pupil of the school.

1992/47.

(2) In the event of the discontinuance of any private school or private educational institution the proprietor shall deliver to the Minister such of the records of the school or institution as the Minister requires.

55. (1) The Minister may grant annually to assisted private schools and assisted private educational institutions such sums of money as circumstances permit. Grants.

(2) Money granted under paragraph (1) must be used exclusively for the purposes for which it was granted.

(3) Where money granted to an assisted private school or assisted private educational institution is misappropriated the Minister may

- (a) discontinue future grants to the school or institution; or
- (b) reduce by the amount misappropriated any future grants made to the school.

(4) No proprietor of a private school or private educational institution shall increase the fees of the school or institution unless he has given in writing, 1 term's notice, or such shorter period as the Minister in special circumstances allows, of the intention of the proprietor to increase the fees of the school or institution, to the Minister and to the parents of the pupils of the school or institution.

PART XIII

Provision of Milk and Meals

56. The Minister may provide for the pupils of public schools Meals and refreshments.

- (a) milk, meals and such other refreshment as he thinks fit; and
- (b) such premises, equipment, transportation, staff and such other facilities and services as are incidental thereto.

57. The principal must

- (a) ensure that the school meals service, as it applies to his school, functions satisfactorily; and Responsibility of principal.
- (b) ensure that pupils are supervised during meal time.

PART XIV

Teachers College

Admission to
teachers
college.

1992/48.

58. (1) Applications for admission to a teachers college must be made in such form and at such time as the Minister determines.

(2) The principal of a teachers college shall,

(a) after consultation with the Chief Education Officer, select the persons who will be admitted into that teachers college; and

(b) forward to the Chief Education Officer no later than the 30th June of each year, the names of the persons who have been selected for entry into that teachers college.

(3) No person may be admitted to a teachers college unless

(a) he has attained the age of 17 years;

1983/76.

(b) he satisfies the principal that he is of good character and reputation; and

(c) he possesses

(i) such academic and other qualifications as the Minister determines, and

(ii) a certificate issued by the Ministry of Education that the person has satisfactorily completed the Preliminary In-Service Training Course, unless the Minister otherwise determines.

Duties of
principal.

1983/76.

59. Without restricting any other duties imposed on him, the principal of a teachers college

(a) must assign the persons admitted for training each year to appropriate courses;

(b) must supervise the teaching, discipline, work and conduct of the staff of the college;

- (c) is responsible for the internal organisation and administration of the college;
- (d) must participate in the choice of text books and the determination of the methods of teaching used in the college; and
- (e) must oversee, supervise and certify the preparation, accuracy and maintenance of all necessary records and reports.

60. (1) A person must on admission for training at a teachers college, enter a bond to serve in a Government School or assisted private school for 1 year in respect of each year or part thereof of the period of training. Bond.
1983/76.

(2) Teachers from assisted private schools shall comply with any requirements of the school sponsoring their training.

61. The Chief Education Officer

- (a) must ensure that adequate arrangements exist at schools for the observation and practice of teaching by teachers undergoing training at teachers colleges; and
- (b) must inform the principal of every such college of the existence of the arrangements referred to in paragraph (a).

Observation
and practice
of teaching.

62. *Repealed by S.I. 1992/48.*

63. (1) All teachers must deposit an amount, determined by the Minister, in these regulations referred to as "caution money", to offset any damage to college property for which they might be responsible; but caution money is refundable at the end of the period of training to the extent to which it has not been forfeited. Caution
money.

(2) Teachers who lose, damage or destroy college property, whether intentionally or negligently, will be required to refund its value or such portion of its value as is not covered by caution money.

Certificate of
diploma.
1992/48.

64. (1) Every teacher who is certified by the principal of a teachers college and the Dean of the Faculty of Education, University of the West Indies, to have satisfactorily completed the prescribed course will be awarded a certificate or diploma, as the case may be.

(2) The principal of a teachers college must collaborate with the School of Education, University of the West Indies in the promotion of high standards of training and teacher education in general.

(3) The principal of a teachers college may with the approval of the Minister issue a certificate or Diploma in respect of any course, other than that referred to in paragraph (1), directed to be conducted by the Minister.

(4) The principal must forward to the Chief Education Officer, the final examination grades of and a comprehensive report on each teacher who graduates.

Minister's
approval.

65. (1) The Minister shall decide on the suitability or otherwise of any institution, for providing training for teachers; and no teacher college may be allowed to operate without the Minister's approval being first obtained.

(2) A teachers college referred to in paragraph (1) must submit such details, as the Minister requires, before approval is given.

(3) The Minister may revoke any approval given to a teachers college, and upon such revocation the teachers college ceases to function.

Training
received
outside
Barbados.

66. The Minister may, after consideration of the standard of training that exists in any teachers college outside Barbados, approve the training as being equal to the training obtainable in Barbados.

PART XV

Grants to Educational Institutions

Grants.

67. The Minister may make grants out of money provided by Parliament for the purpose to

- (a) public educational institutions administered by Boards;
- (b) assisted private schools; and
- (c) schools providing special education.

68. The Minister may

Unspent
grant.

- (a) direct the Board of a public educational institution to use in any manner he thinks fit, the amount of any grant left unspent at the end of any financial year; and
- (b) suspend payment of any portion of a grant to a public educational institution until proper accounts are submitted by the institution in respect of a grant previously paid to the institution.

69. A withdrawal from the bank account of a Board must be made on the joint signatures of any two of the following

Method of
withdrawal
from bank
account.
1992/48

- (a) the Chairman of the Board;
- (b) the person performing the functions of Secretary/Treasurer of the Board; and
- (c) any other person the Board specifies.

70. (1) Grants made to assisted private schools must be used for

Assisted
private
schools.

- (a) the payment of the salaries of qualified teachers;
- (b) the teaching of specified subjects;
- (c) the development of a specified curricular activity; and
- (d) the purchase of text books.

(2) The proprietor of an assisted private school in respect of which a grant is made

- (a) shall submit to the Minister, statements of accounts certified by an auditor, at such times, as the Minister determines; and

(b) shall ensure that the principal, the teaching staff and the teaching methods are of a standard of which the Minister approves.

(3) Where at the end of any financial year any portion of a grant to an assisted private school is unspent the Minister may direct the proprietor to use the unspent portion in such manner as the Minister thinks fit.

Special
Education.

71. Grants made to institutions providing special education may be used for

- (a) the purchase of text books, apparatus and equipment;
- (b) the provision of transport for children travelling to and from such institutions;
- (c) the payment of the salaries of qualified teaching staff;
- (d) the training of teaching and non-teaching staff; and
- (e) generally to meet the expenses of running the institutions.

Withhold
payment.

72. (1) The Minister may withhold payment of a grant to an institution providing special education where he is not satisfied that

- (a) adequate arrangements exist for the management of the institution;
- (b) the programme of education and training will be beneficial to children attending the institution;
- (c) the staff of the institution is suitably qualified; or
- (d) the facilities at the institution are adequate.

(2) No payment may be made to an institution providing special education unless the proprietor submits to the Minister, at such time as the Minister determines, estimates of receipts and expenditure in respect of the ensuing financial year and audited accounts in respect of the previous financial year.

PART XVI

*Award of Bursaries tenable at Assisted Private Schools
and other Schools providing Special Education*

1992/48.

73. (1) The Minister may award annually such number of bursaries, tenable at assisted private schools or any other school that provides special education, as he thinks fit. Award of Bursaries. 1992/47.

(2) A bursary tenable at a school referred to in this regulation may be awarded to a pupil who is under the age of 18 years on 1st September in the year of the award. 1992/47.

74. A bursary expires at the end of the academic year in which the holder attains the age of 17 years; but, subject to satisfactory termly reports, the Minister may on the recommendation of the principal grant an extension of one year. Duration of Bursaries.

PART XVII

2002/65.

*Scholarships, Exhibitions, Bursaries, Grants and Awards**Scholarships and Exhibitions*

- 75.** (1) For the purposes of this Part, Interpretation.
- "Associate Degree" means a post-secondary qualification that is awarded to students who successfully complete a specified number of courses in full-time or equivalent part-time programmes;
- "Barbados Scholar" means a person holding a Barbados Scholarship;
- "Caribbean Advanced Proficiency Examination" means the examination that is offered by the Caribbean Examinations Council in accordance with the regulations of the Council;
- "Committee" means the National Scholarships Committee;
- "exhibitioner" means a person holding an exhibition;

"scholar" means a person holding a National Development Scholarship;

"University" means the University of the West Indies or any other institution for higher learning approved by the Minister.

(2) A reference in this Part to a scholarship or an exhibition, as the case may be, is a reference to a Barbados Scholarship or an exhibition under Part VI of the Act.

(3) The award of a scholarship or an exhibition may be made

(a) in respect of any of the following disciplines:

(i) Science and Technology;

(ii) Language Studies;

(iii) Modern Studies;

(iv) Mathematics; or

(b) in a combination of the disciplines specified in subparagraph (a).

Eligibility
for the
award of a
scholarship.

76. (1) Subject to regulation 78, a person is eligible for an award of a scholarship where that person

(a) satisfies the requirements of Part VI of the Act;

(b) is attending an institution offering tertiary level education;

(c) is not more than 20 years of age on the date on which he completes the requirements in the examinations which he has chosen to sit; and

(d) satisfies the requirements of paragraphs (2) and (3).

(2) A scholarship may be awarded where a person attains a pass at

(a) Grade 'A' in the General Paper of the Cambridge 'A' Level Examinations;

- (b) Grade I in both the Caribbean Studies and Communication Studies courses of the Caribbean Advanced Proficiency Examinations; or
- (c) Grade 'A' in both the Caribbean Society and Politics and English and Communication Studies courses which are part of the Associate Degree Programme at the Barbados Community College.
- (3) A scholarship may be awarded to a person who satisfies the requirements set out in paragraph (2) where that person
- (a) attains passes in no fewer than 3 subjects at Grade 'A' of the Cambridge 'A' Level Examinations;
- (b) attains passes at Grade I in at least 3 two-unit courses of the Caribbean Advanced Proficiency Examinations;
- (c) attains passes in a combination of subjects and courses referred to in paragraph 2(a) and (b); or
- (d) attains an average of not less than 3.80 points in the Associate Degree Programme of the Barbados Community College.

77. (1) Subject to regulation 78, a person is eligible for an award of an exhibition where that person

Eligibility for award of an exhibition.

- (a) satisfies the requirements of Part VI of the Act;
- (b) is attending an institution offering tertiary level education;
- (c) is not more than 20 years of age on the date on which he completes the requirements in the examinations which he has chosen to sit; and
- (d) satisfies the requirements of paragraphs (2) and (3).
- (2) An exhibition may be awarded where a person attains a pass at
- (a) a grade no lower than Grade 'B' in the General Paper of the Cambridge 'A' Level Examinations; or

- (b) Grade II in both the Caribbean Studies course and the Communication Studies course of the Caribbean Advanced Proficiency Examinations; or
 - (c) Grade 'B' in both Caribbean Society and Politics and English and Communication Studies courses which are part of the Associate Degree Programme of the Barbados Community College.
- (3) An exhibition may be awarded to a person who satisfies the requirements set out in paragraph (2) where that person
- (a) attains passes in no fewer than 3 subjects including passes at Grade 'A' in two subjects and at Grade 'B' in the other subject in the Cambridge 'A' Level Examinations;
 - (b) attains passes at Grade I in 2-unit courses and Grade II in another 2-unit course of the Caribbean Advanced Proficiency Examinations;
 - (c) attains passes in a combination of subjects and courses referred to in sub-paragraphs (a) and (b); or
 - (d) attains an average that is not lower than 3.66 points and not higher than 3.79 points in the Associate Degree Programme of the Barbados Community College.
- (4) For the purpose of this regulation,
- (a) a "2-unit course" is a course so designated by the Caribbean Examinations Council;
 - (b) Statistical Analysis and Applied Mathematics of the Caribbean Advanced Proficiency Examinations shall be jointly recognised as a 2-unit course.

Production
of document-
ary
evidence.

78. A person referred to in regulation 76, 77 or 83 must produce to the Chief Education Officer documentary evidence that establishes that that person satisfies those regulations.

79. A Barbados Scholar or an exhibitor must, within 3 months after being notified of the award of a scholarship or an exhibition, submit to the Minister

Proposed course of study and certificate of health.

- (a) particulars of the proposed course of study and the proposed University for the Minister's approval; and
- (b) a certificate of health from a registered medical practitioner.

80. A Barbados Scholar or an exhibitor must, on the award to him of a scholarship or exhibition, sign a bond with 2 sureties to return to Barbados on completion of his course and work for one year in respect of each academic year or part thereof of the award.

Bond.

81. A Barbados Scholar or an exhibitor whose proposed course of study is approved by the Minister must, within such time as the Minister approves, take up his course at the University or other tertiary institution and, unless prevented by some reasonable cause, diligently pursue his course until the expiration of the scholarship or exhibition, as the case may be.

Scholar to take up course.

82. A Barbados Scholar or an exhibitor may forfeit his scholarship or exhibition, as the case may be, where he

Forfeiture.

- (a) is expelled or suspended from a University;
- (b) fails any examination held by the University;
- (c) alters his course of study without the prior approval of the Minister;
- (d) is unfit, in the opinion of the authorities of the University, to continue holding a scholarship or exhibition, as the case may be; or
- (e) contravenes or fails, without reasonable cause, to comply with these Regulations.

Barbados Awards of Excellence

Eligibility
for the
Barbados
Award of
Excellence.

83. Subject to regulation 78, a person is eligible for an award of a Barbados Award of Excellence where that person

- (a) satisfies the requirements of Part VI of the Act;
- (b) is over 20 years of age but under 30 years of age on the date on which he completes the requirements for the Associate Degree of the Barbados Community College;
- (c) is not the holder of any higher degree or qualification;
- (d) attains passes at Grade 'A' in both Caribbean Society and Politics and English and Communication Studies in the Associate Degree Programme of the Barbados Community College; and
- (e) attains an average of not less than 3.75 points in the Associate Degree Programme of the Barbados Community College or any other College registered by the Ministry.

National Development Scholarships

National
Develop-
ment
Scholar-
ships.

84. (1) The Minister shall annually award a number of scholarships to be known as National Development Scholarships.

(2) The National Development Scholarships referred to in paragraph (1) shall be awarded in the areas of study that are considered by the Minister to be vital to the national development of Barbados.

Application.

85. Every person who

- (a) satisfies Part VI of the Act;
- (b) is between 18 and 40 years of age;
- (c) possesses the academic qualifications for admission to a University approved by the Minister; and

(d) wishes to be awarded a National Development Scholarship, must submit an application in such form and at such time as the Minister determines.

86. An applicant who satisfies regulation 85 and who makes an application for a National Development scholarship shall be interviewed by the Committee; and the Committee shall submit its recommendations to the Minister. Interview.

87. Every scholar, upon being awarded a National Development Scholarship, must sign a bond with 2 sureties to return to Barbados on completion of his course, and must work in Barbados for one year in respect of each academic year or part thereof of the award. Bond.

88. Every scholar must, within one month after being notified of an award, submit to the Minister Proposed course of study and certificate of health.

(a) particulars of a proposed course of study for the Minister's approval; and

(b) a certificate of health signed by a registered medical practitioner.

89. Every scholar whose proposed course of study is approved by the Minister must, within such time as the Minister determines, take up his course at the University, and unless prevented by some reasonable cause, diligently pursue his course until the expiration of the scholarship. Scholar to take up course.

90. A National Development Scholarship may be withdrawn or suspended where a scholar Withdrawal or suspension.

(a) is expelled or suspended by the University;

(b) fails any examination held by the University;

(c) alters the proposed course of study without the prior approval of the Minister;

(d) is unfit, in the opinion of the authorities of the University, to continue holding a National Development Scholarship; or

(e) accepts any employment without the approval of the Minister.

*Government Bursaries to Students Proposing to Pursue
Studies at the University of the West Indies*

Bursaries. **91.** There shall be awarded in each year such number of bursaries as the Minister determines in the areas of study the Minister considers appropriate.

Award of bursaries to be tenable at the University. **92.** The bursaries awarded under regulation 91 shall be tenable at the University.

Application. **93.** Every person who

- (a) is a citizen of Barbados;
- (b) has been offered a full-time place at the University or is pursuing a full-time course of study at the University; and
- (c) wishes to be awarded a bursary,

must submit an application in such form and at such time as the Minister determines.

Interview. **94.** The Committee shall interview the applicants who satisfy regulation 93 and submit its recommendations to the Minister.

Medical fitness and bond. **95.** Before taking up a bursary at the University, a bursar must

- (a) submit a certificate of health from a registered medical practitioner; and
- (b) sign a bond with 2 sureties to return to Barbados on completion of the course and work for one year in respect of each academic year or part thereof of the award.

96. Every bursar whose proposed course of study is approved by the Minister must, within such time as the Minister determines, take up the course at the University and, unless prevented by some reasonable cause, diligently pursue the course until the expiration of the bursary.

Time of taking up course at University.

97. (1) A bursary may be withdrawn or suspended where the bursar

Suspension or withdrawal of bursary.

- (a) is expelled or suspended by the University;
- (b) fails any examination held by the University;
- (c) alters the proposed course of study without the prior approval of the Minister;
- (d) is unfit, in the opinion of the authorities of the University, to continue holding a bursary; or
- (e) accepts any employment without the approval of the Minister.

(2) Where a bursary is withdrawn or suspended under paragraph (1), it may be reinstated where the bursar rectifies the circumstances which led to that suspension or withdrawal.

Enabling Grants

98. (1) Every person who

Eligibility for an enabling grant.

- (a) is a citizen of Barbados;
- (b) is pursuing a full-time course of study at a tertiary institution and is in his final year of study; and
- (c) has satisfied the Minister that his financial circumstances are likely to disrupt or interfere materially with his studies,

may be awarded an enabling grant.

(2) A person who satisfies the requirements of paragraph (1) may submit an application, in a form approved by the Minister, for an enabling grant.

(3) A person who submits an application under paragraph (2) must demonstrate his financial need to the satisfaction of the Minister.

1995/114.

SCHEDULE

(Regulation 25(3C))

BARBADOS SECONDARY SCHOOLS ENTRANCE EXAMINATION

FORM A

REQUEST FOR PUPIL UNDER 11 YEARS ON 1ST SEPTEMBER TO WRITE EXAMINATION

A. To be completed by Parent/Guardian

Name of School:

Pupil's Name:
Block Capitals - Surname First

Date of Birth:
Year Month Day

Age on 1st September, :

Name of Parent/Guardian:
Block Capitals

I hereby request that my *son/daughter/ward named above write the Barbados Secondary Schools Entrance Examination in May, .

I am aware that *he/she will be given only one opportunity to write this examination.

(*delete as applicable)

.....
Signature of Parent/Guardian

.....
Date

Forms to be completed and returned to Principal by

.....

B. To be completed by Principal

I hereby *agree*/**do not agree* that this pupil has covered the relevant *syllabi* and appears/*does not appear* to be ready to write the Barbados Secondary Schools Entrance Examination in May

*(*Please delete as applicable and indicate reasons for disagreement on attached sheet)*

NAME OF PRINCIPAL

Block Capitals

SIGNATURE OF PRINCIPAL

DATE.....

BARBADOS SECONDARY SCHOOLS ENTRANCE EXAMINATION

FORM B

REQUEST FOR PUPIL AGED 11 YEARS TO DEFER TAKING EXAMINATION FOR ONE YEAR

A. To be completed by Parent/Guardian

Name of School:

Pupil's Name:

Block Capitals - Surname First

Date of Birth.

Year Month Day

Age on 1st September, :

Name of Parent/Guardian:

Block Capitals

I hereby request that my *son/daughter/ward named above be allowed to defer writing the Examination until May,

I am aware that *he/she will be given only one opportunity to write this examination.

*(*delete as applicable)*

.....
Signature of Parent/Guardian

.....
Date

Forms to be completed and returned to Principal by

.....

B. To be completed by Principal

I agree that the pupil is not yet ready to write the Examination and is likely to benefit from deferring the writing of the examination until May,

NAME OF PRINCIPAL

Block Capitals

SIGNATURE OF PRINCIPAL

DATE.....

BARBADOS SECONDARY SCHOOLS ENTRANCE EXAMINATION

FORM C

APPEAL BY PARENT/GUARDIAN

A. To be completed by Parent/Guardian

Name of School:

Pupil's Name:
Block Capitals - Surname First

Date of Birth:
Year Month Day

Age on 1st September:

Name of Parent/Guardian:
Block Capitals

I hereby appeal against the recommendations of the principal that my *son/ daughter/ward *should/should *not* write the Barbados Secondary Schools Entrance Examination in May,

*(*delete as applicable)*

My reasons for appeal are as follows:

.....
.....
.....
.....

(You may attach a sheet if necessary)

.....
Signature of Parent/Guardian

.....
Date

Forms to be completed and returned to Principal by

.....

B. To be completed by Principal

This is to certify that I have seen the appeal submitted by the Parent/Guardian of the Pupil.

NAME OF PRINCIPAL
Block Capitals

SIGNATURE OF PRINCIPAL

DATE.....