

# CIRCULAR MEMORANDUM

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Circular Memorandum No. 3 of 2018

**FROM:** Permanent Secretary  
Ministry of Education

**TO:** School Supervisors III, II, I  
Principals – Primary and Secondary Schools

**DATE :** 12<sup>th</sup> January 2018

**SUBJECT:** **Permission to Leave the Country during the School Vacation**

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This circular replaces Circular Memorandum No. 70 of 1982 which indicated that teachers leaving the country during the school vacation must obtain the prior approval of the Minister through the submission of a formal request on a prescribed application form.

Your attention is drawn to the Education (Teaching Service) (Amendment) Regulations 2000, Section 64 (2) which states:

*“When leaving the country a teacher shall inform – (a) the Permanent Secretary in writing prior to his departure; (b) his Principal or School Supervisor, in cases of emergency, who shall report forthwith to the Permanent Secretary in writing”.*

Supervisors and/or Principals are to bring to the attention of members of the Teaching Service who wish to leave the country during the school vacation that prior approval is not required but they must communicate this information to the Permanent Secretary in writing prior to departure.

Please be guided accordingly.



**Chief Education Officer (Ag.)**

**/f/ Permanent Secretary**

**Ministry of Education**