

**File No. E: 1/1/126**  
**Circular Memorandum No: 154**

**FROM:** Permanent Secretary  
Ministry of Education

**TO:** Principals I, II and III  
School Supervisors I, II and III

**DATED:** September 22, 1992

**SUBJECT:** Private Lessons for which a Fee is charged in Government and Assisted Schools

Paragraph 22(1) of the Education Act of 1966 states:

"Except with the written permission of the Minister, a Principal or Board of Management may not impose a charge of any kind whatsoever on pupils in a Public school -

- (a) in return for any service provided by the school or by the Principal, Board or any teacher;
- (b) as a contribution in respect of any activities normally undertaken as part of the curriculum of the school".

2. In keeping with the aforementioned prohibition on charges for service, Principals are hereby instructed to ensure that no teacher gives any private lessons for which a fee is charged, using the facilities of the school.

3. Principals are required to make every effort to ensure that teaching is done in such a manner that there is no need for teachers to give extra lessons outside of the normal working hours of the school.

4. If, however, a teacher finds that some special circumstances require that students be given extra lessons, this service must be provided without any cost whatsoever to the pupils.

Cloyd Crosby  
Director of School Supervision (Ag)  
for Permanent Secretary  
Ministry of Education