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**From:** Permanent Secretary  
Ministry of Education

**To:** Principals of Primary and Secondary Schools  
Schools Supervisors I, II and III

**Date:** July 14, 2011

**Subject:** Private Lessons for which a Fee is charged in government and Assisted Schools

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I wish to refer to Circular Memorandum No. 154 dated September 22, 1992 and to request that its contents be brought to the attention of all members of staff for immediate compliance. The contents of this circular are reproduced below for ease of reference.

2. Paragraph 22 (1) of the Education Act states:  
"Except with 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".
3. 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.
4. 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 normal working hours of the school.
5. 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.



Sharon Mangroo  
Chief Education Officer  
/f/ Permanent Secretary  
Ministry of Education