

FILE NO. E 14/1/35 Temp.
Circular Memorandum No: 105

FROM: Permanent Secretary
Ministry of Education (Ag.)

TO: All Principals.

DATED: 16 July, 1979

SUBJECT: Regularity and Punctuality at Work:

It has come to my notice that despite several circular instructions issued by my predecessors, there is still a marked incidence of irregularity and unpunctuality on the part of some members of the teaching staff of the Ministry of Education and Culture.

The situation is such that it is found necessary to issue certain guidelines for the information of all Principals and their staff, and to repeat previous warnings that where there is evidence of persistent disregard for the Regulations relating to attendance at work and punctuality, there will be no alternative but to institute disciplinary proceedings against offenders.

The official working hours are as follows:-

Primary School Level 8:30 a.m. to 11:30a.m
and
12:30 p.m. to 3:00 p.m.

Secondary School Level 8:10a.m. to 11:15a.m.
and
12:15 p.m. to 2.30 p.m.

<u>Junior Secondary School</u>	7:30 a.m. to 12:30 p.m.
<u>Level</u>	and
	12:30 p.m. to 5:20 p.m.

4. The Ministry however, has accepted where the circumstances so warrant, variations in the arrangements stipulated at paragraph (3) above, provided:-

(i) the regular number of hours of school work is not reduced;

00 written approval of any such variation is first obtained from the Ministry,

5. The present arrangements whereby teachers attend ten minutes before the commencement of instructions to prepare their class rooms would continue, but for purposes of assessing punctuality, the starting time as given in paragraph (3) above would be regarded as the normal starting time, except where otherwise approved.

6. All teaching staff are required to sign the attendance register and Principals are reminded of the necessity to make proper arrangements for the security of attendance registers.

7. It has also been drawn to my attention that within recent times an usual number of Principals and Teachers, not attached to the host schools, are regularly in attendance at school sports meetings. While it can be appreciated that there is a need for collaboration and co-operation by teachers in these worthwhile ventures, the presence at these sports meeting of Principals and

are not involved in the organisation and implementation of such sports programmes, places additional burdens on the remaining members of the staff of the schools from which the Principals and Teachers come. We can ill-afford this waste of manpower resources especially at this tone.

8. It is hoped that attempts would be made as far as possible to confine participation within the school resources not only to ensure greater involvement of members of the staff but also to provide opportunities for professional development in managerial skills, leadership, etc. Where however it is necessary to request teachers from other schools, the advice of the School supervisor of the host school should be sought, and teachers who are invited must seek the permission of their respective School Supervisors. Such applications should be sent through the Principal concerned. Further, appropriate entries should be made in the School Log Book.

9. I should like to count on the co-operation of all teaching staff of the Ministry, for rigid compliance with the regulations relating to attendance and hours of work, since irregular attendance and punctuality adversely affect the welfare of the children and undermine public confidence in this important area of the Public service, particularly at this critical period, when general security in the school system is regarded as a matter of high priority.

10. Principals are requested to bring this Circular to the attention of all members of staff and to ensure that signatures thereto are obtained as evidence that they have seen it.

11. Let us all begin to set a good example.

-Sgd. - Norbert Masson
Permanent Secretary
Ministry of Education & Culture