

Circular Memorandum No: 96

**FROM: Permanent Secretary
Ministry of Education**

**TO: Principals of Secondary /and Primary Schools,
Technical Institutes, Teachers Colleges.**

DATED: 23 May, 1989

**SUBJECT: Unpunctuality of teachers - Procedures to be
Adopted:**

I have to refer to my Circular Memorandum No. 149 dated 19th August, 1988 and to inform you that you are required to monitor the punctuality of all Teachers under your supervision and implement the procedures given in Circular No. 62 dated 11 th March, 1985. These procedures are again stated hereunder for your ease of reference :-

Procedures:

- a) Principal are requested to issue letters to teachers informing them of their persistent unpunctuality.
 - b) Teacher may submit an explanation in extenuating circumstance to the Principal.
 - c). Principals will submit to the School Supervisor:-
 - i) the usual monthly returns of punctuality and regularity;
 - ii) copies of letters of notification issued to the teachers;
 - iii) letters of explanation submitted by teachers.
2. The attached form should be completed as and when necessary in respect of any teacher who is persistently unpunctual and forwarded to the Discipline Section of the Ministry of Education.

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.

Kelvin Hoskins (Mr.)
for: Ag. Permanent Secretary
Ministry of Education