

- (f) the management, control and organisation of the library of the Institution;
- (g) the uniform or dress to be worn by students attending the Institution;
- (h) the safety measures to be taken by the staff, students and other persons in the Institution in the event of an emergency;
- (i) the internal organisation and management of the Institution.

(2) Copies of any standing orders made under paragraph (1) of this regulation shall be exhibited in a conspicuous place on the premises of the Institution and shall also be given to every lecturer and student of the Institution.

Returns

**18.** The Principal shall furnish to the Minister such returns and reports as the Minister may require.

*SI 2/1981*  
*SI 29/1986*  
*SI 65/1992*  
*SI 2/1995*  
*SI 36/1999*

## EDUCATION (GRANT-IN-AID) REGULATIONS

(SECTION 53)

*[Commencement 1st January, 1986]*

Citation

**1.** These Regulations may be cited as the Education (Grant-In-Aid) Regulations.

Interpretation

**2.** In these Regulations, unless the context otherwise requires —

“academic year” means the period commencing with the first day of the school term next following 1st September in any year and terminating with the last day of the school vacation ending next after 1st September in the succeeding year;

“graduate teacher” means a teacher holding a degree from any University recognised by the Minister for the purposes of these Regulations;

*SI 65/1992*

“grant-in-aid” means any assistance provided under section 53 of the Act;

“trained teacher” means a teacher who has successfully completed a course of training approved by the Minister as entitling a teacher to be regarded as trained.

3. The Minister may in accordance with the provisions of section 53 of the Act approve the payment of grant-in-aid to any school (other than a maintained school) which provides education of the sort specified in S.I. 65/1992. section 12 of the Act subject to the terms and conditions following, that is to say —

Qualifying  
conditions for  
payment of  
grant-in-aid  
*SI 65/1992*  
*SI 65/1992*

- (a) grant-in-aid shall only be paid in respect of schools situated in areas in The Bahamas where, in the opinion of the Minister, there are not enough maintained schools to fulfil the provisions of section 13 of the Act;
- (b) grant-in-aid shall not be paid in respect of any school —
  - (i) unless there are no more than one untrained teacher to every three regularly employed trained and graduate teachers in the school; or
  - (ii) in which more than two-thirds of the regularly employed full-time teachers in the school, whether graduate, trained or untrained, are deemed by the Minister to have academic qualifications which are below the standard required to ensure the proper tuition of the pupils in a school of that standing or status unless the academic qualifications of the trained and graduate teachers in the school are equivalent to or higher than those of such teachers in a maintained school of an equivalent standing or status.
- (c) grant-in-aid shall not be paid in respect of any school which shall not be open for a minimum of 180 days or 360 sessions in each academic year and which in the opinion of the Minister does not provide efficient full-time education having regard to the type of school;
- (d) in the case of a primary school, there are no more than thirty pupils to every one regularly employed trained and graduate teacher and in the case of a secondary school there is one such teacher to every twenty-five pupils;
- (e) that in calculating the teacher/pupil ratio no account shall be taken of the pupils who, in the

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case of a primary school, will not reach their fifth birthday by the thirtieth day of September in the academic year in respect of which the grant is payable or of pupils who, in the case of a secondary school, have reached their nineteenth birthday before the thirty-first day of July in such academic year:

Provided that account may be taken of a pupil who has reached his nineteenth birthday during the academic year for which the grant-in-aid is payable, if that pupil is pursuing a course which will lead to his sitting for an examination recognised by the Minister as equivalent to the Ordinary or Advanced Level examination of an examining body approved by the Minister during the academic year in which he reached his nineteenth birthday, or in the year succeeding the academic year in which he reached his nineteenth birthday if he is pursuing a course which will lead to such a pupil sitting for an Advanced Level examination or its equivalent recognised by the Minister;

- (f) the total enrolment (primary and/or secondary) and the total number of children who may be enrolled in each class or in each division of a class or in any school in respect of which grant-in-aid may be paid may be limited by the Minister in accordance with regulation 6;
- (g) the school shall not increase its tuition fees without the prior written approval of the Minister;
- (h) the management of the school receiving or applying for grant-in-aid shall submit such information and returns as may be required by the Minister including information as to total enrolment, number of classes or divisions of classes, numbers of teachers (graduate, trained and untrained) their names, ages, addresses and qualifications;
- (i) no teacher employed in a school in respect of which grant-in-aid is paid, may, without the approval of the Minister in writing, teach elsewhere during normal school hours in any class or division of a class in any school or institution providing full-time instruction;

- (j) the management of each school in respect of which grant-in-aid is payable shall obtain from the teachers therein for forwarding to the Minister as and when requested by him such certificates and diplomas as may be necessary to enable the Minister to evaluate the status of each teacher employed in the school;
- (k) a register is kept for each class in every school in receipt of grant-in-aid showing the name of each pupil, the respective dates of birth and whether the pupil attended each school day or not;
- (l) the management of any school receiving or applying for grant-in-aid shall reside in a body located in and amendable to the laws of The Bahamas; and
- (m) the Minister shall be entitled to nominate two persons to the management body of any school receiving grant-in-aid.

**4.** Subject to regulation 3, grant-in-aid shall be paid in accordance with Schedule A to the managing body or authority of the respective schools mentioned in that Schedule:

Rate of  
grant-in-aid

Provided that the payment to a body or authority shall be subject to the continuance in each school under the supervision of that body or authority of such conditions relating to population and staffing which when taken as a whole are no less than those that prevailed at 31st December, 1979:

and provided further that the payment of grant-in-aid in accordance with Schedule A shall if necessary be modified if the rate thereof affords to a recipient school greater monetary assistance than is provided to a maintained school of equivalent status or standing.

**5.** Applications for grant-in-aid shall be made in such manner as the Minister may direct, and until the Minister otherwise directs, shall be made in the manner specified in Schedule B.

Method of  
application for  
grant-in-aid

**6.** (1) The Minister shall notify the management of the school in writing of his decision to approve the payment of any grant-in-aid.

Approval of  
grant-in-aid

(2) Every notification of approval for the payment of grant-in-aid shall specify —

- (a) the maximum enrolment (primary and/or secondary) in the school in respect of which grant-in-aid will be paid; and
- (b) the maximum enrolment (primary and/or secondary) in each class or in each division of a class in the school in respect of which grant-in-aid will be paid.

(3) The Minister may from time to time vary any maximum enrolment specified in any notification of approval given under this regulation and shall inform the management of the school in writing of any such variation.

Method of  
paying  
grant-in-aid.  
*SI 36/1999*  
Communication  
of changes.

**7.** Grant-in-aid shall be paid annually in monthly instalments.

**8.** The management of every school receiving grant-in-aid shall forthwith notify the Minister of any changes affecting a teacher's salary and/or allowance.

Termination of  
teacher's  
appointment.

**9.** The management of every school receiving grant-in-aid shall forthwith notify the Minister of the termination of a teacher's appointment.

Returns.

**10.** (1) The management of every school receiving grant-in-aid shall make a return of income and expenditure in accordance with Schedule C.

(2) Each return shall be certified by an independent public accountant the name of whom is on a list approved by the Minister.

*SI 29/1986; SI 2/1995*

#### **SCHEDULE A (Regulation 4)**

##### **RATE OF GRANT-IN-AID**

The Annual grant-in-aid to be paid to independent schools shall be as follows —

Anglican Schools (Anglican Education Authority)	\$ 1,061,500
Baptist Schools (Bahamas National Baptist Convention Incorporated — The Board of Governors of Jordan and Prince William Schools)	\$ 603,000
Catholic Schools (Catholic Education Authority Superintendent of Catholic Education)	\$1,562,000

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Kingsway Academy	\$ 140,000
Seventh Day Adventist Schools	\$ 315,000
St. Augustine's College	\$ 426,400
St. Paul's College	\$ 199,000
Queen's College	\$ 470,100
Sunland Lutheran School	\$ 82,000

### **SCHEDULE B (Regulation 5)**

#### **APPLICATIONS FOR GRANT-IN-AID**

1. Applications for grant-in-aid to be approved by the Minister in respect of any school shall be submitted in writing by the management of the school and addressed to the Permanent Secretary, Ministry of Education.

2. An application for grant-in-aid shall be accompanied by such particulars as are required by Forms A and B of this Schedule and as are applicable.

3. The management of a school in receipt of grant-in-aid shall at the end of each academic year, in respect of the immediately preceding period January to August, and at the end of the school term next following that year, in respect of the immediately preceding period September to December, submit to the Permanent Secretary, Ministry of Education, particulars in accordance with Forms A and B of this Schedule.

4. The particulars in Form A shall state —

- (i) the total enrolment in the school, showing where applicable, the primary and secondary pupils separately, such total to be calculated by taking that number of registered pupils who attended school on the last day of the month nearest to that in which the period, to which the particulars relate, ends:

Provided that a registered pupil shall be deemed to be attending school on that day if he is named on the roll of the school and if he has not been absent from school for more than fourteen days prior to such last day and if he is not absent from school for more than twenty-five school days in all during the period;

- (ii) the total teaching staff of the school, showing, where applicable, the primary and secondary teachers separately.

5. In Form B, there shall be given details of the academic and professional qualifications (supported by copies of the relevant certificates, diplomas etc.), teaching experience, special responsibilities (e.g. heads of departments, etc.) of every teacher employed in the school in respect of which grant-in-aid is applied for.

6. The certificate in Form A shall be signed by the person appointed by the management to perform the duties of Headmaster of the school.

**FORM A  
PARTICULARS OF STUDENT BODY**

Name of School .....

Total teaching staff employed — Graduate . . . . .  
Trained ..... Untrained .....

Number of pupils attending school or deemed to be attending school on .....

Date

Class 1	Form 1
Class 2	Form 2
Grade 1	Form 3
Grade 2	Form 4
Grade 3	Form 5
Grade 4	Form 6A
Grade 5	Form 6B
Grade 6	Total pupils.....
Grade 7	B\$

I certify that all the pupils referred to above reached their fifth birthday not later than September 30th, 19 and that no pupil has reached his 19th birthday by the date of this certificate save for those referred to below.

Signed .....

Headmaster

Date .....

Pupils who have reached their nineteenth birthday:

Name of Pupil	Class	Sitting for "O" examination	Sitting for "A" examination
		in ... month ... year	in ... month ... year

**NOTES**

(1) If there are more than one division in any class, grade or form, all such divisions shall be shown separately.

(2) Separate forms should be submitted in respect of primary and secondary sections of any schools which cater for both such categories of education.

For Official Use only:

Teacher/Pupil ratio .....

Ratio of untrained to graduate and trained teachers .....

**FORM B**

Name of School .....

Name of Teacher .....

Classification of Teacher (viz: Graduate, Trained or Untrained)  
.....

Academic qualifications .....

.....

.....

Professional qualifications.....

.....

.....

Incremental date.....

Special responsibilities (for calculation of responsibility allowance)  
.....

.....

NOTES:

(1) To be supported by certificates, diplomas, etc. when first application is made or in the event of additional qualifications being required.

(2) Any change affecting emoluments to be notified to the Ministry of Education & Culture immediately it occurs.

For Official Use only:

Salary at Government rates equated at                   \$       P.A.

Responsibility Allowance at                                 \$       P.A.

Government rates calculated at                             \$       P.A.



**SCHEDULE C (Regulations 10(1))**

**RETURNS**

1. The management of each school in respect of which grant-in-aid is paid shall submit to the Ministry of Education not later than 31st December of each year a return of income and expenditure on the form prescribed in Form A of this Schedule in respect of that year.

2. The return shall be accompanied by a certificate signed by the management or by a person duly authorised by the management as follows:

“I certify that ..... school complies with the provisions of section 54 of the Education Act.

Dated ..... Signed ..... and shall be accompanied by the certificate required by regulation 10(2) of these Regulations.

**FORM A  
GRANT-IN-AID**

**RETURN OF INCOME AND EXPENDITURE**

**Income**

1. Fee Revenue by classes

Class	No. on roll	Fee per Child p.a.	Remissions	Total fees Received
.....				
.....				
.....				
.....				
.....				
.....				
.....				

2. Other Revenue

Grant-in-Aid for Academic year September 19

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3. Other Revenue (give details)

Total Revenue

**Expenditure**

1. Teaching
2. Clerical Salaries
3. Subordinate Staff Salaries
4. Boarding Staff Salaries
5. School Equipment costs (excluding Furniture)
6. Classroom Furniture
7. Boarding Equipment costs (excluding Furniture and Machines)
8. Boarding Furniture and Machines
9. Clerical Supplies (excluding Furniture and Machines)
10. Clerical Furniture and Machines
11. Repairs, Maintenance and Improvements of Furniture, etc.
12. Cleaning Materials
13. Upkeep of grounds
14. Transport and Travelling
  - (a) local
  - (b) overseas
15. Rent of School Buildings
16. Rent of Teachers' Houses and Flats
17. Electricity and Water and Sewerage
18. Postage, Stationary and Telephones
19. Examination Expenses
20. Repayment of Loans-Interest
21. Other Expenditure (give details)

Total Expenditure