

PAPUA NEW GUINEA
DEPARTMENT OF EDUCATION
WAIGANI

Date: 7/4/97
File: CM2-4-2

SECRETARY'S CIRCULAR NO. - 18/97

SUBJECT: ESTABLISHMENT OF ELEMENTARY SCHOOLS

1. The authority of this circular is Section 28 of the Education Act (Chapter t63, Replaced by No.1) of 1983) as amended. It replaces Secretary's Circular No. 62/94. This circular should be read in conjunction with the publication called Elementary Handbook.
2. Elementary Education became a part of the national education system when the Education Act was amended in 1995. It is a full-time education consisting of a preparatory class, grades 1 and 2 in a language spoken by the students.
3. The purpose of this circular is to provide guidelines for the establishment of Elementary schools within the national education authorities in establishing these schools.
4. Elementary Education must be included in the education development plans in the provinces. The provincial education plans are required to apply the principles in the National Education Plan. Provincial Education Board or District Education Boards should ensure that the education plans are realistic and can be sustained.
5. When determining the location for an elementary school the following criteria should be used in the process.
 - Total enrolment of Elementary prep and grades 2 and 1 must be at least 30 or more Children.
 - located in or adjacent to the village not more than 30 minutes walking distance from the students village
 - availability of land free from disputes.
 - vernacular orthography approved by the Provincial Literacy Committee.
 - availability of suitable people for elementary teacher training.
 - easy access to a primary school or a community school iavailability of community support
 - availability of people capable of running the school.
6. **Conversion self-help Schools**
Existing self-help schools (eg. Tok Ples schools) may be converted to Elementary schools.
7. **Location of Elementary Schools**
The availability of land for a elementary school site is an important issue. The site is to be free from land ownership problems. If the site is to be on a customary land then the traditional owners should have an agreement executed before representatives from the community and district authorities.A Handbook for Elementary Education
8. **Registration of Elementary Schools**
Elementary schools should be registered as members of the national education system. The controlling education agency should apply for registration of the school using the EDA Form entitled "APPLICATION FOR MEMBERSHIP/ AMENDMENT TO REGISTRATION INFORMATION". The form should be sent to the Department of Education.
9. **Teaching Positions in Elementary Schools**
When the application for school registration is approved and processed, it should be sent to the Teaching Service Commission who will have teaching positions created for the elementary school and have the positions numbered.
10. **Selection and Training of Elementary School Teachers**
The selection of people to undertake the Elementary Teacher Training course is to be done by the community, the Provincial Education Board and the Port Moresby Inservice College. The selection criteria should be:-
 - a person should have mature and responsible attitude and good behaviour and
 - should have a thorough knowledge of and competency in vernacular languagen and local customs, and
 - should have successful completion of 10 years of school education or other education qualification acceptable to the Secretary.

The community should submit names of suitable candidates to the Provincial Education Board (PEB). The PEB uses the list from the community to make its nominations to the PMISC. The Port Moresby Inservice College makes the final selection from the list supplied by the PEB.

appendix 1

- The selected people will carry out their training in their provincial locations and on completion of the 10 modules course they will be awarded the Certificate of Elementary Education Teaching.
11. **Placement of School Teachers on Payroll**
On completion of Year I training the trainee is provisionally registered. (If the appraisal is unsatisfactory the trainee is terminated from the course).
- When the first provisional registration is received the trainee-teacher should fill the EDB012 Form in order to commence duties at the elementary school. The trainee- teacher should be given a position number, and the SDU should advise Staff and Salary Section on the level of remuneration to be paid to him/her.
- Upon receipt of a copy of the teacher’s Provisional Registration Certificate, a copy of TSC approval and the EDB 12 form, the Salary Section should put the trainee-teacher on the payroll.
- The trainee continues training in the second year with Year 2 of the course. A Handbook for Elementary Education. On the completion of Year 3 the trainee will teach for at least 4 weeks in a Elementary Grade 3 class. The trainee will then be appraised and if satisfactory their name will be sent to the Staff Development Unit for their full registration.
12. **Management/Control of Elementary Schools**
Education agencies conducting or intending to conduct Elementary Schools are required to establish a Board of Management for each of the schools.
- However, where it is convenient to do so an education agency may establish a Board of Management for group of elementary schools.
- The constitution, functions and responsibilities of the Board of Management should be as prescribed under the Education act.
13. **Teacher Student Ratios**
The teacher/student ratio should be 1:30. There should normally be an enrolment of at least 30 pupils in a class. Multi-grade teaching in Elementary Schools is encouraged.
14. **Financial Arrangements for Elementary Education**
Provinces are expected to budget for elementary education as they would for other levels of education. The budget should allow for elementary teacher training allowances and teacher salaries. Care should be taken when budgeting the 3 levels of training allowances, the grade salary for 3 levels of TSC salary and the incremental adjustments.
Provinces are urged to work closely with provincial finance and planning authorities to ensure that the needs of elementary education in the province are provided for in the provincial budgets.
15. **Department of Education Responsibilities for Elementary Education**
The maintenance of education standards in the national education system is the responsibility of the Department of Education. Elementary Education is within the National Education System and the Department will therefore be responsible for:-
- teacher training and in-service training-
 - teacher certification/registration,
 - school registration
 - a curriculum framework,
 - the supply of materials for curriculum production
 - teacher supervision and appraisal,
 - maintenance of linkages between all authorities for good governance of education services in the country.
 - research and evaluation of elementary education
16. **Provincial Division of Education and Agency Responsibilities**
The education authorities in the provinces are to be responsible for:
- A Handbook for Elementary Education
- Planning
 - Budgeting
 - Community Awareness
 - Administration
 - Infrastructure support
 - Applying the criteria for selection of teacher trainees,
 - Nominating candidates for teacher training,
 - Payment of Teachers’ allowances and salaries.
 - Co-ordination and implementation of curriculum,

17. **Community Responsibilities**

The provision of elementary education is particularly aimed at increasing access to and improving quality of education to school age children at the community level. For elementary education to be successful the community should:-

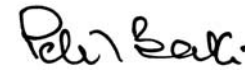
- understand support the program
- decide on the location of the school
- provide funding for the establishment and maintenance of school buildings and infrastructure.
- establish, own and manage the school through a Board of Management and community support groups, such as a Parents & Citizens Association and participate in its activities..
- have the school registered to be a member of the NES.
- advise and assist curriculum development in areas such as traditional culture morals and ethics-
- propose suitable persons for training as teachers using the criteria outlined in paragraph (10) above.
- identify the language of instruction for the school (i.e. The common language used in the community).
- participate in the teaching and learning activities of the school
- provide security for the school, staff and students.

18. **Permitted Schools**

A community can operate an elementary school outside the National Education System as a private school. The school is required to be registered as a permitted school.

19. **Consultation**

The inclusion of elementary education in the National Education System is a new development and as such problems are expected in the implementation of the new policies on elementary education. It is therefore essential that all involved in the education of our children should work together to resolve any problems that occur.



P. M. BAKI

Secretary for Education

Distribution List

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